Army Regulation 420–1

Facilities Engineering

Army Facilities Management

Headquarters
Department of the Army
Washington, DC
12 February 2008

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SUMMARY of CHANGE

AR 420–1
Army Facilities Management

This administrative revision, dated 12 February 2008-

o Corrects personnel housing requirements (para 3-18k(1)).

o Updates typographical errors throughout the publication.

Headquarters
Department of the Army
Washington, DC
12 February 2008

*Army Regulation 420–1

Effective 19 February 2008

Facilities Engineering

Army Facilities Management

By Order of the Secretary of the Army:

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

Official:

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

History. This is an administrative revision. The portions affected by this administrative revision are listed in the summary of change.

Summary. This regulation addresses the management of Army facilities. Specifically, it describes the management of public works activities, housing, and other facilities operations and management, military construction program development and execution, master planning, utilities services and energy management, and fire and emergency services. Also, it identifies and synopsizes other regulations that provide detailed facilities management policy.

Applicability. This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve unless otherwise stated. Also, it applies to tenants on Active Army installations, or as noted in each program chapter. This regulation does not apply to installations and activities, or parts thereof, which have been licensed to the District of Columbia or to any state, territory, or commonwealth of the United States for use by the National Guard; single project-owned or leased civil works facilities of the U.S. Army Corps of Engineers; national cemeteries; facilities occupied by Army activities as tenants when support is provided by another government agency. In areas outside the United States, Status of Forces Agreements or other country-to-country agreements may take precedence over this regulation.

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

Army management control process. This regulation contains management control provisions and identifies key management controls that must be evaluated (see appendix T).

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

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA, Assistant Chief of Staff for Installation Management, Facility Policy Division, (DAIM–FDF), 600 Army Pentagon, Washington, DC 20310–0600.

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

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

*This regulation supersedes AR 420–1, dated 2 November 2007.

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Glossary

Part One
General Installation Management

Chapter 1
Introduction

1–1. Purpose
This regulation provides policies and responsibilities for conduct and management of facilities engineering, housing, fire and emergency services, and environmental support.

1–2. References
Required and related publications and prescribed forms are listed in appendix A.

1–3. Explanation of abbreviations and terms
Abbreviations and special terms used in this regulation are explained in the glossary.

1–4. Responsibilities
The following responsibilities are applicable to this regulation in general. Individual chapters identify specific program chapter responsibilities.

a. The Assistant Secretary of the Army (Installations and Environment) (ASA(I&E)) has the principal responsibility for all Department of the Army matters related to all installations, and environment, safety and occupational health.

(1) The ASA(I&E) sets the strategic direction, determines objectives, establishes policy, sets standards, and proposes programming and funding for these programs.

(2) See additional ASA(I&E) responsibilities as indicated below—

(a) Family housing (see para 3–4*a*).

(b) Military construction (see para 4–4*b*).

(c) Facilities engineering materials, equipment, and relocatable buildings (see para 6–4*b*).

(d) Utilities and energy management (see para 22–4*a*).

(e) Fire and emergency services (see para 25–4*a*).

b. See the Assistant Secretary of the Army (Financial Management and Comptroller) (ASA(FM&C) responsibilities as indicated below—

(1) Family housing (see para 3–4*b*).

(2) Military construction (see para 4–4*c*).

c. See the Assistant Secretary of the Army (Manpower and Reserve Affairs (ASA(M&RA)) responsibilities as indicated below—

(1) Family housing (see para 3–4*c*).

(2) Military construction (see para 4–4*d*).

d. See paragraph 6–4*a* for specific responsibilities to the Assistant Secretary of the Army (Acquisition, Logistics, and Technology) (ASA(ALT)).

e. See paragraph 4–4*a* for central management oversight by the Assistant Secretary of Defense (Health Affairs) (ASD(HA)).

f. See paragraph 3–4*g* for Deputy Chief of Staff, G–1 (DCS, G–1) responsibilities.

g. See Deputy Chief of Staff, G–3/5/7 (DCS, G–3/5/7) responsibilities as indicated below—

(1) Military construction (see para 4–4*g*).

(2) Utilities and energy management (see para 22–4*b*).

h. See Deputy Chief of Staff, G–4 (DCS, G–4) responsibilities as indicated below—

(1) Military construction (see para 4–4*e*).

(2) Utilities and energy management (see para 22–4*c*).

i. See Chief Information Officer/G–6 (CIO/G–6) responsibilities as indicated below—

(1) Military construction (see para 4–4*f*).

(2) Utilities and energy management (see para 22–4*d*).

j. See The Surgeon General's responsibilities as indicated below—

(1) Military construction (see para 4–4*j*).

(2) Utilities and energy management (see para 22–4*i*).

k. The Assistant Chief of Staff for Installation Management (ACSIM) has Army Staff (ARSTAF) responsibility for development, integration, and interpretation of standards, policies, and doctrine for planning, execution, and administration of garrison operations. The ACSIM will—

(1) Advise the ASA(I&E) on—

(a) Planning, developing, implementing, and evaluating:

1. Comprehensive installation management.

2. Facilities.

3. Government-owned or government-controlled housing.

4. Environmental programs.

5. Work classification.

6. Project approvals to meet Army needs.

(b) Facilities aspects of the Army program objective memorandum (POM); The Army Plan (TAP); and the planning, programming, budgeting, and execution system (PPBES).

(2) Develop and interpret Headquarters, Department of the Army (HQDA) policy and provide ARSTAF supervision and evaluation of public works programs to include facilities, government-owned or government-controlled housing, and environmental management and public works activity work management, organization, and staffing.

(3) Represent the Department of the Army in Department of Defense (DOD), private sector, and interagency meetings and in the development and coordination of DOD and interagency policy and standards.

(4) Serve as HQDA functional proponent on Army panels and to assist the Chief of Legislative Liaison on legislative actions as required.

(5) Interpret and prepare DA responses to Congressional inquiries and to General Accounting Office (GAO), Office of the Secretary of Defense (OSD) and Army Inspectors General (IGs), and U.S. Army Audit Agency (USAAA) reviews, audits, and investigations.

(6) Review and submit relevant interagency reports.

(7) Manage technology transfer and provide technical support information and guidance regarding facilities engineering, energy efficiency, corrosion prevention and control, public works management and business practices, real property master planning, automated systems, and professional development and training.

(8) Formulate policy and provide oversight for privatization of utilities systems.

(9) Manage the development, acquisition, training, fielding, customer support, and maintenance of automated data processing (ADP) systems and Sustainment Management Systems (SMS) for which ACSIM is the proponent; and maintain the corporate database for the Army's real property inventory with the guidance and oversight of the ASA(ALT) and CIO/G–6.

(10) Oversee Installation Management Command (IMCOM) compliance with DOD-approved standards and methodology documented as part of the Business Enterprise Architecture (BEA) and Business Management Modernization Program (BMMP) to include adherence to OSD expenditure threshold approval and certification requirements.

(11) Manage the Army Facilities Standardization Program.

(12) Provide policy and oversight of public works supply, storage activities, relocatable buildings, and other public works equipment.

(13) Manage the Army's non-tactical vehicle (NTV) and base-level commercial equipment programs.

(14) Ensure safety and risk management are integrated in all installation operations (for example, facilities, utilities, non-tactical vehicle, equipment, planning and design, and community activities/operations).

(15) See the following additional specific responsibilities.

(a) Family housing (see para 3–4*d*).

(b) Military construction (see para 4–4*h*).

(c) Facilities engineering materials, equipment, and relocatable buildings (see para 6–4*c*).

(d) Transportation infrastructure and dams (see para 7–4*a*).

(e) Utilities and energy management (see para 22–4*e*).

(f) Utility services (see para 23–4*a*).

(g) Fire and emergency services (see para 25–4*b*).

l. See paragraph 4–4*i* for principal officials of other ARSTAF agencies responsibilities.

m. The Chief of Engineers (COE) will—

(1) Serve as the ARSTAF official responsible for formulation, implementation, management, and evaluation of engineering, construction, real property, real estate, and technical support for DA. This includes ARSTAF responsibility for policies and procedures for acquisition, management of title, granting use, and disposal of real property, the engineering and facilities portion of contingency plans and base support development, topographic and construction aspects of space, the Prime Power Program, the Real Estate Relocation Assistance Program, the Commercial Utilities Program (a.k.a. Army Power Procurement Program of Utilities Contracting Program), and the execution of Military Construction (Army).

(2) Maintain Army corrosion control design guidance.

(3) Coordinate with Department of Defense (DOD) staff elements, other DOD components, and other Federal agencies regarding:

(a) Development of technical standards, criteria, and procedures.

(b) Preparation and revision of tri-service technical publications concerning corrosion prevention.

(4) See the following additional specific responsibilities:

(a) Military construction (see para 22–4*a*).

(b) Utility services (see para 23–4*b*).

n. The Chief, National Guard Bureau (CNGB)will—

(1) Perform the responsibilities specified within individual chapters.

(2) For those garrisons/installations/facilities/sites that are under their command and control and that are fully or partially operated and maintained by Federal funds, have the same responsibilities for those garrisons/installations/facilities/sites as listed for Commander, IMCOM in paragraph *f*, below and elsewhere in this regulation.

(3) See the following additional specific responsibilities:

(a) Military construction (see para 4–4*q*).

(b) Utilities and energy management (see para 22–4*h*).

o. The Chief, Army Reserve (CAR) will—

(1) Perform the responsibilities specified within individual chapters.

(2) See AR 140–483 for additional responsibilities of the CAR relating to Army Reserve military construction (MILCON) and base operations (BASOPS).

(3) See the following additional responsibilities:

(a) Military construction (see para 4–4*p*).

(b) Utilities and energy management (see para 22–4*h*).

p. The Commander, IMCOM will—

(1) Establish the organization and procedures for garrison public works operations/functions addressed in this regulation.

(2) Manage and integrate the delivery of facilities engineering services across garrisons to assure consistent quality with optimal customer satisfaction.

(3) Develop public works operational plans, and Armywide service and performance standards.

(4) Establish and maintain technical guidance and support for facilities.

(5) Seek Armywide efficiencies.

(6) Identify and standardize Armywide garrison management initiatives.

(7) Monitor compliance with Management Controls.

(8) Establish procedures for review, validation, prioritization, and consolidation of garrison reports.

(9) Review work classification, technically review projects, and approve projects within delegated limits or forward projects to the appropriate approval authority.

(10) Implement technology transfer.

(11) Comply with DOD–approved standards and methodology documented as part of the Business Enterprise Architecture (BEA) and Business Management Modernization Program (BMMP) to include adherence to OSD expense/investment threshold approval and certification requirements.

(12) Ensure that contracts for operation and maintenance of infrastructure assets by a contractor include provisions assigning the awardee responsibility for performance of all applicable actions required for compliance with appropriate Federal, state, and local health, safety, and environmental laws and regulations.

(13) Establish Memoranda of Agreement (MOAs) or Memoranda of Understanding (MOUs) with Army Commands, Army Service Component Commands, and Direct Reporting Units regarding the provision of base support oversight as described in paragraph g.

(14) Ensure safety and risk management are integrated in all installation operations (for example, facilities, utilities, non-tactical vehicle, equipment, planning and design, and community activities/operations).

(15) See the following additional specific responsibilities.

(a) Management of public works activities (see para 2–4*a*).

(b) Family housing (see para 3–4*h* and 3–97*b*).

(c) Military construction (see para 4–4*k* and 4–22*d*(2)).

(d) Buildings and structures (see para 5–4*a*).

(e) Facilities engineering materials, equipment, and relocatable buildings (see para 6–4*d*).

(f) Transportation infrastructure and dams (see para 7–4*b*).

(g) Utilities and energy management (see para 22–4*k*).

(h) Utility services (see para 23–4*c*).

(i) Fire and emergency services (see para 25–4*f*).

q. Commanders of Army Commands, Army Service Component Commands, and Direct Reporting Units—

(1) Will perform the responsibilities specified for them within individual chapters.

(2) That retain command and control over installations will—

(a) Establish the organization and procedures for garrison public works operations/functions at installations for which they maintain command and control addressed in this regulation.

(b) Develop or obtain public works operational plans and commandwide service and performance standards.

(c) Establish and maintain or obtain technical guidance and support for facilities.

(d) Seek commandwide efficiencies in the execution of installation support services.

(e) Monitor compliance with Management Controls.

(f) Establish procedures for review, validation, prioritization, and consolidation of garrison reports.

(g) Review work classification, technically review projects, and approve projects within delegated limits or forward projects to the appropriate approval authority.

(h) Implement installation technology transfer.

(i) Comply with DOD-approved standards and methodology documented as part of the Business Enterprise Architecture (BEA) and Business Management Modernization Program (BMMP) to include adherence to OSD expense/investment threshold approval and certification requirements.

(j) Ensure that contracts for operation and/or maintenance of infrastructure assets by a contractor include provisions assigning the awardee responsibility for performance of all applicable actions required for compliance with appropriate Federal, state, and local health, safety, and environmental laws and regulations.

(k) Ensure safety and risk management are integrated in all installation operations (for example, facilities, utilities, non-tactical vehicle, equipment, planning and design, and community activities/operations).

(l) Establish MOAs or MOUs with IMCOM for base-level operations support responsibilities listed above.

(3) See the following additional specific responsibilities:

(a) Family housing (see para 3–4*j*).

(b) Military construction (see para 4–4*m*).

(c) Buildings and structures (see para 5–4*b*).

(d) Transportation infrastructure and dams (see para 7–4*d*).

(e) Utilities and energy management (see para 22–4*l*).

(f) Fire and emergency services (see para 25–4*c*).

r. See Commander, TRADOC responsibilities paragraph 4–4*o*.

s. See Commander, U.S. Army Medical Command (MEDCOM) responsibilities paragraph 4–4*t*.

t. See Commander, Military Surface Deployment and Distribution Command (SDDC) responsibilities paragraph 4–4*u*.

u. The Senior Mission Commander (SMC) will—

(1) Provide executive level oversight of installation support services.

(2) See the following additional specific responsibilities:

(a) Management of public works activities (see para 2–4*b*).

(b) Military construction (see para 4–4*r*).

(c) Fire and emergency services (see para 25–4*g*).

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

(1) Provide technical support and reimbursable services concerning—

(a) Facilities planning, acquisition, design, construction, inspection, maintenance and repair, and disposal.

(b) Environmental support.

(c) Real estate.

(d) Research and development.

(e) Technology transfer.

(2) See the following additional specific responsibilities:

(a) Family housing (see para 3–4*f*).

(b) Military construction (see para 4–41).

(c) Facilities engineering materials, equipment, and relocatable buildings (see para 6–4*e*).

(d) Transportation infrastructure and dams (see para 7–4*c*).

(e) Utilities and energy management (see para 22–4*m*).

w. See Directors of IMCOM regions specific responsibilities as indicated below—

(1) Family housing (see para 3–55*d*(2), 3–85*c*, and 3–97*c*).

(2) Military construction (see para 4–4*n*).

x. See Garrison Commanders specific responsibilities as indicated below—

(1) Family housing (see para 3–4*i*).

(2) Military construction (see para 4–4*s*).

(3) Fire and emergency services (see para 25–4*h*).

y. See Commander, U.S. Army Information Systems Engineering Command (USAISEC) responsibilities paragraph 4–4*v*.

z. See Commander, Army and Air Force Exchange Services responsibilities paragraph 4–4*x*.

aa. See Director, Defense Commissary Agency responsibilities paragraph 4–4*y*.

ab. See commanders of tenant activities at Army installations responsibilities paragraph 4–4*z*.

ac. See Chief, Public Affairs responsibilities paragraph 22–4*j*.

ad. See Commanding General, U.S. Army Petroleum Center responsibilities paragraph 23–4*f*.

ae. See Director of Environmental Programs responsibilities paragraph 25–4*e*.

af. See Chief, Fire and Emergency Services responsibilities paragraph 25–4*i*.

ag. See Chief, Army Housing Division responsibilities paragraph 3–4*g*.

ah. See USACE District Engineer responsibilities paragraph 3–93*b*(1).

1–5. Installation Management Board of Directors

The Installation Management Board of Directors (IMBOD) will provide strategic direction for all Army matters and be the principal committee that adjudicates issues pertaining to all installation activities. The IMBOD is co-chaired by the Vice Chief of Staff of the Army and the ASA(I&E). It will recommend strategic plans prepared by the ACSIM for approval by ASA(I&E), which outline goals and objectives, as well as approve program, resource and finance strategies for implementing operations approved in the strategic plan.

1–6. Chapter exponents

The chapter exponent is the office responsible for all aspects of the management controls associated with a given chapter of this regulation. The chapter exponent is to an individual chapter of this regulation as the proponent is to the regulation. The exponents for chapters are shown in table 1–1.

Table 1–1
Table of chapter exponents

Exponent	Chapter	Title
Assistant Chief of Staff for Installation Management	1	Introduction
	2	Management of Public Works Activities
	3	Housing Management
	4	Army Military Construction Program Development and Execution
	5	Buildings and Structures
	6	Facilities Engineering Materials, Equipment, and Relocatable Building Management
	7	Transportation Infrastructure and Dams
	8	Management, Acquisition, and Use of Motor Vehicles
	9	Army Installation Design Standards
	10	Master Planning for Army Garrisons
	11	The Army Installation Status Report Program
	14	Real Property Inventory Management
	15	Utilization of Real Property
	17	Real Property Category Codes
	22	Army Energy and Water Management Program
	23	Utility Services
	25	Fire and Emergency Services
	26	Private Organizations on Department of the Army Installations
	27	Civilian Inmate Labor Program
	29	Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities
	30	Army Reserve Land and Facilities Management

Table 1–1
Table of chapter exponents—Continued

Exponent	Chapter	Title
Chief of Engineers	12	Acquisition of Real Property and Interests Therein
	13	Real Estate Claims Founded Upon Contract
	16	Disposal of Real Estate
	18	Federal Legislative Jurisdiction
	19	Annexation
	20	Mineral Exploration and Extraction
	21	Management of Title and Granting Use of Real Property
	24	Acquisition and Sales of Utilities Services
	28	State and Local Taxation of Lessee's Interest in Wherry Act Housing

Chapter 2
Management of Public Works Activities

Section I
Introduction

2–1. Overview
This chapter provides basic policies and specific responsibilities for conduct and management of garrison level public works activities which include facilities engineering, housing, and environmental support. This chapter includes guidance for establishing facilities maintenance and repair (M&R) standards and policies for planning and executing facilities projects. It defines the functional role of the IMCOM; and Army Commands (ACOMs), Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs); the U.S. Army Corps of Engineers (USACE) Installation Support Program; and provides for an annual Department of the Army Public Works Awards Program.

2–2. Applicability
This chapter applies to the Active Army, U.S. Army Reserve-funded installations, and to the U.S. Army Reserve tenant organizations on Active Army installations. This chapter does not apply to virtual garrisons represented by the Army Reserve regional readiness support commands; the Army National Guard; garrisons and activities, or parts thereof, which have been licensed to the District of Columbia or to any state, territory, or commonwealth of the United States for use by the National Guard; single project-owned or leased civil works facilities of the U.S. Army Corps of Engineers; national cemeteries; facilities occupied by Army activities as tenants when support is provided by another government agency; and Government-owned, contractor-operated (GOCO) industrial plants/activities.

2–3. Chapter exponent
The exponent for this chapter is the ACSIM (ATTN: DAIM–FDF).

2–4. Chapter responsibilities
The following responsibilities are in addition to the general responsibilities identified in paragraph 1–4.

a. Commander, IMCOM, in addition to those responsibilities identified in paragraph 1–4*f*, will—

(1) Establish a program of on-site assistance visits to ensure management controls compliance, assess program management, and resolve specific issues at garrisons.

(2) Develop IMCOM procedures for evaluation and selection of nominees for the Department of the Army public works awards programs.

(3) Centralize funding and management of training in support of garrison public works mission.

(4) Establish and administer Installation Planning Boards for installations under IMCOM jurisdiction.

(5) Implement the Army Corrosion Prevention and Control policy for facilities in accordance with (IAW) Section VI of this chapter.

b. Senior Mission Commanders will—

(1) Serve as chairman of the Installation Planning Board.

(2) Establish force protection levels and requirements.

(3) Establish non-garrison:

(a) Training priorities.

(b) Mission priorities.

(c) Installation construction priorities supporting mission activities as outlined in chapter 4.

Section II
General Public Works Operations Policy

2–5. Basic functions

a. The IMCOM will determine the organizational structure to provide public works services at garrisons under its control.

b. Established organizational structures must provide the following functions at the garrison level:

(1) Performing real property master planning in accordance with AR 210–20.

(2) Operating and managing all functions listed in chapter 3 for government owned or government controlled housing and providing asset management functions for housing operated under the provisions of the Residential Communities Initiative (RCI) program.

(3) Complying with good engineering practices; applicable Federal, State, and local statutes; and applicable Army regulations in performing M&R and construction projects executed by the IMCOM garrison public works activity, troop units, and/or other activities and tenants (including private sector and nonappropriated fund (NAF) entities). Ensure compliance with the Installation Design Guide (IDG) and garrison facility standards. In the event of conflicts between this regulation and country-specific Final Governing Standards and other host-nation regulations/statutes, IMCOM will establish situationally unique specific guidance.

(4) Coordinating M&R and construction at privatized facilities such as housing and utilities IAW privatization contracts and agreements that define government-private sector relationships.

(5) Recording all real property and work management data using the Army's Integrated Facilities System (IFS) where the Standard Finance System (STANFINS) is used. Where STANFINS is not used, real property data will be recorded using IFS, and work management data will be recorded using other systems that capture and compile cost and performance data in sufficient detail to support internal cost and management analysis. At installations with contracted base support, contractors will be responsible for providing work management data compatible with IFS.

(6) Performing work classification. The garrison staff officer charged with facilities engineering, housing, and environmental support is responsible for this function.

(7) Performing or providing oversight of assigned contract administration tasks as Contracting Officer's Representatives, Ordering Officers, and Inspectors with authorities delegated by the supporting Contracting Officer.

(8) Establishing and implementing procedures to prevent unauthorized changes to structures or facilities, removal or disposal of facility components, and/or changes in the established use-status of facilities.

(9) Establishing and implementing procedures to conduct public works training.

(10) Organizing public works activities and engineer resources capable of providing:

(a) Planning, programming, budgeting, budget execution and accounting, and budget review.

(b) Resource Management Plans (RMPs) in accordance with DA Pam 420–6, Annual Work Plans (AWPs) and prioritization.

(c) Optimal customer service-satisfaction standards.

(d) Real property and space utilization management to include conducting real property inventories, preparing reports, and conducting surveys required by AR 405–45, AR 405–70, and AR 405–80 and AR 500–10.

(e) Establishment of an environmental program in compliance with AR 200–1 and Federal, State, and local environmental statutes and regulations to provide integration of environmental issues with the processes of facilities management and housing.

(f) Establishment of a cultural resources program in accordance with AR 200–1 to include preparing historical inventories, historical preservation plans, and archeological surveys and conducting consultations with proper State and Federal agencies and private organizations prior to undertaking work on structures or land that meets the criteria of, or is listed in, AR 200–1.

(g) Establishment of a natural resources program in accordance with AR 200–1 with particular emphasis on management of threatened and endangered species.

(h) Establishment of occupational safety and health programs to assure compliance with AR 40–5 and AR 385–10.

(i) Conduct of traffic engineering activities in accordance with AR 55–80 and chapter 7 of this publication to include coordination of requirements with appropriate law enforcement, safety, security, and transportation officials.

(j) Oversight of operations and personnel certification of the garrison's utilities systems, coordination of acquisition and sales of utility services, and provision of public works activity technical support to the Contracting Officer in acquiring contracts for utility services in accordance with AR 420–41.

(k) Establishment of an energy and water management program in accordance with chapters 22 and 23 of this publication.

(l) Relocatable buildings in accordance with chapter 6 of this publication.

(m) Packing and crating services.

(n) Maintenance of public works operations equipment.

(o) Real property maintenance supply support through:

1. Public works supply and storage activities.

2. Property accountability for public works equipment.

3. Performance or oversight of delegated contract administration tasks to include quality assurance surveillance and evaluation of contractor performance.

(p) Coordinating public works operations in support of emergency action plans.

(q) Preparation and submission of DD Form 1391 (FY __ Military Construction Project Data) for M&R or construction projects over the dollar thresholds given here and in AR 140–483 and chapter 4 of this regulation and when required by IMCOM.

(r) Performance or oversight of assigned contract administration tasks with authorities delegated by the supporting contracting officer.

(s) An Assessable Unit Manager for internal control review procedures in accordance with AR 11–2 and identification of deficiencies to the garrison or installation support activity commander.

2–6. Work and cost reporting

The IMCOM will ensure that work and cost reporting include—

a. Public works records that provide visibility over what, where, why, how, when, and how much work is performed on real property facilities, including work performed by contractors. Work authorizing documents, regardless of the method of performance, will be recorded.

b. Work documents (service orders, standing operations orders, individual job orders, and so forth) that report costs incurred by the IMCOM garrison public works activity for work on an Army-owned real property facility (RPF), direct and reimbursable, regardless of funding source or method of accomplishment. The IMCOM public works activity will capture costs in enough detail to ensure compliance with project approval authority and the Chief Financial Officer Act, to develop accurate rates for reimbursable services, and to support the public works activity's review and analysis of work accomplished. The minimum essential required capability is to accumulate costs at the work authorizing document level. This includes work accomplished for non-DOD activities.

c. Recording transactions in the finance and accounting system for use in management of programming funds for future years. Cost transactions must be recorded as direct obligations in the accounts where the execution takes place. Obligations and expenses must be recorded as work is accomplished. Environmental costs will be included as expenses of Installations Support.

2–7. Work planning

a. The AWP is a consolidation of all developed plans into a single integrated 5–year plan that reflects all major requirements, initiatives, actions, and objectives. Minimum routine M&R tasks and major projects shall be incorporated into the AWP as outlined in DA Pam 420–6. Installation site maps should be used as a visual aid to help depict and present the annual and long-range work plans portion of the AWP.

b. Preparation and periodic updating of work plans will comply with the following guidance. All work identified as a result of comparing the inspection reports with the performance standards will be used to identify total requirements.

c. The AWP shall identify the major M&R projects planned for accomplishment in the program fiscal year and contain the following:

(1) The minimum maintenance tasks that should be accomplished at least once annually for basic preventive and safety/functional needs. Routine maintenance should be programmed annually, to maintain acceptable and economical levels of performance. Separate individual job orders (IJOs) which include specific task description and location, the unit of measure, and unit cost, will be prepared to facilitate orderly planning, review, and analysis for each of the tasks.

(2) The major M&R portion of the AWP will identify work based on comparison of major M&R alternatives. Prioritization of major M&R projects should be based upon cost, type of repair, structure type and condition, local conditions, and realistic budget levels.

d. Long-range plans will be developed for a 5 year period, year by year and consist of the level of anticipated work requirements.

e. Minor construction projects will conform to the Master Plan for the installation in accordance with AR 210–20 and to the Installation Design Standards.

2–8. Customer service

The IMCOM will establish and implement customer service standards. Customer service is a compelling factor in the improvement of business practices, evaluation of effectiveness, establishment of work standards, and cost considerations (see DA Pam 420–6 for procedural guidance for implementing a customer service program).

2–9. Alternative methods and sources

When requirements exceed organizational capabilities, IMCOM will require that its public works activities make

maximum use of alternative performance methods and labor sources for providing services, accomplishing increased workload, or reducing shop backlogs, including:

a. Commercial contractor performance.

b. Overtime and temporary hires, providing allocated work-years are not exceeded.

c. Rescheduling or deferring work of lower priority.

d. Borrowing labor from, or transferring work to, another work center.

e. Use of prison inmate labor.

f. Partnerships, contracts, and mutual aid agreements with municipalities or other Government agencies, including USACE organizations.

g. Consolidation of functions into regional operations.

h. Privatization of functions.

2–10. Host-tenant relationship

The IMCOM will ensure that its garrison operations comply with the following host-tenant relationships:

a. The M&R or construction work funded by tenant activities will be coordinated with and approved by the IMCOM garrison public works activity regardless of the source of funds or method of accomplishment. Tenants will report all Installations Support related costs to the IMCOM public works activity for recording in the IFS. These procedures will ensure that all M&R and construction are in accordance with the garrison's real property management plans. The IMCOM will also ensure that work accomplished does not violate Federal or state laws; DOD or Army regulations; building and construction codes, standards, and criteria; garrison facility standards; the IDG; or the Army IDS manual, and that it does not exceed any local utility infrastructure capabilities.

b. Tenant and satellite activities are responsible for providing the host IMCOM public works activity with unique criteria and justifications for real property planning and management support. Tenant and satellite activities will budget, fund, and reimburse the host for minor construction projects that are unique to the tenant or satellite activity mission.

c. In general, IMCOM garrison public works activities will require reimbursement for all levels of support that are tenant unique; that is, costs that are attributable to the tenant and that the tenant is able to influence directly or which exceed established, Armywide levels of service. In certain circumstances, the host is responsible for providing facilities engineering, housing, and environmental support services to tenants on a non-reimbursable basis. The IMCOM will determine whether support is reimbursable according to separate policy directions issued by HQDA, and IMCOM may delegate authority for such determination to public works activity managers and their commanders. Additional guidance on reimbursement for housing support is provided in chapter 3. Guidance on reimbursement for NAF activities is provided in AR 215–1.

d. With respect to U.S. Army Reserve (USAR) facilities, designated regional readiness sustainment commands (RRSCs) are responsible for and manage USAR real property programs to include master planning, programming, M&R and construction of facilities; service support; and environmental functions. The relationship between the garrison and the RRSC is a "technical-support-provider-managing-customer" relationship. In critical support areas in which the RRSC Engineer staff requires professional engineer, environmental, and other staff support, a detailed memorandum of agreement will exist between each RRSC and a supporting organization that will provide the required service or technical support (see AR 140–483 for specific Army Reserve facility management policy).

e. The IMCOM public works activities will have support agreements with all Army, DOD, or other Government tenants/customers for which they provide facilities engineering, housing, or environmental management support services. Requirements for recurring support and specific negotiated provisions for support will be documented in the support agreement. For example, if public works personnel are dedicated full-time to medical facilities support, they will provide support on a reimbursable basis stipulated in a support agreement.

2–11. Government furnished, contractor occupied facilities

A contractor host is required to coordinate with its servicing public works activity manager and to obtain approval from the garrison commander before facilities on a garrison are made available for contractor use. Before approval and contract award, square footage, type of space provided, and reimbursement for utilities will be defined in the contract.

Section III
Operation and Maintenance Project Approval and Execution (see chapter 3 for Army Family Housing)

2–12. General

a. The IMCOM will ensure that the scope of work to be included in a project is based on good engineering practices, environmental impact, operational or administrative considerations, and life cycle cost effectiveness. Customers and tenants normally identify the makeup of projects based on need, funds available (if reimbursable), and command priorities. The IMCOM will provide advice to customers and tenants on the technical, regulatory, and statutory feasibility of their projects. The IMCOM will also ensure that projects are reflected in, and comply with, the garrison real property master plan, the Installation Design Guide, resource management plans, and facility standards.

b. Work will not be started without prior written project approval from the proper authority. DA Form 4283 (Facilities Engineering Work Request) is the standard project approval document.

c. Projects will not be split into increments solely to reduce the estimated costs below statutory limitations, contracting thresholds, or project approval levels. DA Pam 420–11 provides guidance for project definition and documentation.

d. A minor construction project includes all work necessary to produce a complete and usable facility or a complete and usable improvement to an existing facility. A construction project will be financed from appropriations available for operations and maintenance if the project has total funded costs of $750,000 or less, or if it has total funded costs of $1.5 million or less and is intended solely to correct a deficiency that is life-threatening, health-threatening, or safety-threatening. Military construction, Army (MCA) funds will not be used to finance projects under $750,000 unless approved in advance by HQDA (DAIM–FDC).

e. Work to be done on an existing facility will be consistent with the design use and remaining economic life of the facility. If construction work will change the facility category code according to AR 415–28, the category code change will be approved prior to commencement of work (see AR 405–70).

f. The DOD Explosive Safety Board (DDESB) approves all plans for siting and construction or modification of facilities for manufacturing, storing, handling, maintaining, developing, demilitarizing, testing, transporting, or disposing of military explosives or ammunition. The DDESB also reviews and approves site plans for facilities which do not involve hazardous materials but which would be exposed to such risks if not properly located. All information, reports, and requests for assistance, are submitted to the DDESB through command safety channels, to Director, U.S. Army Technical Center for Explosives Safety (see AR 385–10, para 5–6).

g. Separate M&R and minor construction projects may be grouped into one contract for procurement, or a single project may be accomplished with more than one contract. The total funded cost of all elements of the project will not exceed the total authorized cost of the project.

h. More than one category of work may be approved on one document, provided that work in each category is within the commander's approval authority. Each category of work is separately subject to the appropriate approval limitations given in this chapter and in chapter 3 for Family housing projects. If the commander's authority for one or more categories of work is exceeded, separate approval documents are required for work that is to be approved by higher authority. The estimated funded and unfunded costs (see paragraph 2–17) for each category of work will be identified separately on the project approval document.

i. The M&R and minor construction projects will comply with applicable requirements of the National Environmental Policy Act (NEPA), sections 4321–4370f, title 42, United States Code (42 USC 4321–4370f), the National Historic Preservation Act, 16 USC 470–470x-6, and other environmental requirements (see AR 200–1, AR 200–2, and 32 CFR 651).

2–13. World War II temporary buildings

a. The Army considers WWII temporary buildings as functionally inadequate and uneconomical as long-term solutions to mission requirements, except for selected intermittent uses such as annual training. The Army goal is to eliminate most WWII temporary buildings on Active Army garrisons.

b. All work on WWII temporary buildings will be governed by requirements for facilities use, economic considerations, and good engineering judgment. The WWII temporary buildings will not be renovated to satisfy Base Realignment and Closure actions, unit stationing or realignments, new unit activations, or other projected missions.

c. If the total of all maintenance, repair, and alteration costs in a WWII temporary building project exceeds $40 per square foot, approval by the Garrison Commander is required. This requirement applies to all WWII temporary buildings, regardless of current use and project funding source. Project approval stated elsewhere in this regulation apply.

d. Garrison Commander will not delegate approval authority for projects concerning WWII temporary building whose costs exceed $40 per square foot.

2–14. Authorization for minor construction projects

a. Commander, IMCOM may approve a minor construction project with total funded costs of $750,000 or less, or total funded costs of $1.5 million or less if the project is intended solely to correct a deficiency that threatens the life, health, or safety of personnel. Commander, IMCOM may delegate approval authority to Headquarters, IMCOM (HQIMCOM) staff members and to IMCOM region directors. Commander, IMCOM may delegate and may permit redelegation of all or part of his/her approval authority except as prohibited by paragraph 2–13*d*, above. All delegations and redelegations of approval authority will be in writing and will be commensurate with the technical capability to review projects. Commander, IMCOM is responsible for review and evaluation of the management of delegated approval authorities.

b. Commander, IMCOM will establish controls to prevent costs for approved projects from exceeding approval limits. If it becomes apparent that the projected total funded cost of a minor construction project will exceed the

IMCOM approval limit, all work will be halted immediately (see chap 4 for processing procedures for MCA approval and funding).

c. Commanders of ACOMs, ASCCs, and DRUs who have installation management responsibilities have the same authority and responsibilities as noted in paragraphs 2–14*a* and 2–14*b*.

2–15. Minor construction prohibitions and limitations

a. The following practices constitute statutory violations and are prohibited:

(1) Acquisition or improvement of real property facilities through a series of minor construction projects.

(2) Subdivision of a construction project to reduce costs to a level that meets a statutory limitation, or the splitting or incrementing of a project to reduce costs below an approval or contracting threshold.

(3) Development of a minor construction project solely to reduce the cost of an active military construction project below the level at which Congress would be informed of a cost variation.

b. Minor construction authority will not be used to begin or complete construction projects contained in the annual Military Construction Authorization Act, nor be used as a basis to complete projects financed under other authorizations when available funding is lacking.

c. Any project proposed under minor construction authority that has been previously denied authorization by Congress requires approval by the Secretary of the Army or designee, regardless of cost.

d. Project cost limitations in effect at the time of approval of a minor construction project remain in effect throughout the life of the project.

e. AR 405–80 describes limitations on expenditures for maintenance, repair, and minor construction for leased facilities.

2–16. Authorization for maintenance and repair projects

a. Commander, IMCOM may approve maintenance and repair projects when:

(1) The funded project cost does not exceed $3 million; and for a combined maintenance and repair project, the total of the maintenance cost and the repair cost does not exceed $3 million.

(2) The repair cost (or repair plus construction project cost for a combined undertaking) does not exceed 50 percent of the replacement cost of the facility for projects whose funded costs are greater than $750,000.

(3) WWII temporary buildings that have total repair and construction costs in excess of $40 per square foot in accordance with paragraph 2–13.

(4) Environmental documentation has been completed in accordance with AR 200–1 and 32 CFR 651.

b. Commander, IMCOM may delegate and may permit redelegation of all or part of his/her approval authority except as prohibited by paragraph 2–13*d*, above. All delegations and redelegations of approval authority will be in writing and will be commensurate with the technical capability to review projects. Commander, IMCOM is responsible for review and evaluation of the management of delegated approval authorities.

c. Approving officials will ensure that all repair projects, regardless of costs, are consistent with force structure plans, more cost effective than replacement, and an appropriate use of operations and maintenance funds.

d. Projects funded by tenant activities will be coordinated and approved through IMCOM host-garrison command channels, regardless of the source of funds. Projects financed by the private sector for government use will also be coordinated and approved through IMCOM's host-garrison command channels. The IMCOM will establish a work approval and reporting mechanism with tenants who have the capability to separately document and contract for projects independent of the IMCOM garrison public works activity.

e. HQDA will approve or disapprove projects that exceed IMCOM approval authority. Requests for approval will be forwarded through the IMCOM to the Assistant Chief of Staff for Installation Management (DAIM–FDF), 600 Army Pentagon, Washington, DC 20310–0600, for processing to the HQDA approval authority. Requests will include an explanation of project funding and a statement that the project has had a technical review. Project numbers will be identified in the requests. No project will be advertised until it is approved by the designated approval authority. Requests for approval to advertise projects of an urgent nature concurrent with project review and prior to project approval will be considered by HQDA on a case-by-case basis.

f. All work on a project will be halted as soon as it becomes apparent that the projected total funded cost of a project will exceed the specific HQDA cost approval for the project. HQDA reapproval of the project at the higher projected cost is required before any additional project work is done.

g. Documentation required for the approval of projects submitted to HQDA includes the following:

(1) A completed DD Form 1391, FY__Military Construction Project Data.

(2) An operational necessity statement.

(3) A decision analysis.

(4) A detailed cost estimate.

2–17. Project costs

When a construction project and an M&R project are combined in one undertaking, each may be treated as a separate project for approval limitation purposes. Engineering estimates may be used to allocate the funded costs between the construction project and the M&R project. This will determine project approval authority. When the work is so integrated that separation of construction from M&R effort is not possible, the entire undertaking will be considered as one construction project.

a. When projects are proposed for accomplishment by a USACE district or regional business center, the cost estimate will be coordinated with the district or regional business center engineer. Transmittals of DD Forms 1391 to HQDA will indicate that such coordination has been made. Before a project is submitted to USACE for execution, IMCOM will ensure that the garrison public works activity has determined the work classification for the project.

b. Safeguarding information. All documents reflecting detailed cost of work estimates of a project prior to contract award will be marked "FOR OFFICIAL USE ONLY."

c. Appropriations that finance a project will be used to reimburse other appropriations for all funded costs initially financed by such other appropriations. Funded costs include—

(1) Government-owned real property, materials, supplies, services, rental trailers and buildings, utilities, or items applicable to the project.

(2) Installed capital equipment and installed building equipment.

(3) Transportation costs applicable to materials, supplies, real property items, installed equipment, and government-owned equipment.

(4) Civilian labor costs including labor costs of foreign national civilians, but not including civilian prisoner labor. Costs of foreign military troops such as Korean Augmentation to the U.S. Army will be treated as unfunded costs. However, costs for labor provided by foreign quasi-military organizations that are paid from the Operation and Maintenance, Army (OMA) appropriation, such as the Korean Service Corps, are funded costs.

(5) Supervision and inspection costs.

(6) Troop travel and per diem directly related to the project.

(7) Costs for maintenance and operation of government-owned equipment (including organic troop unit equipment) and rental cost for non-government equipment.

(8) Costs for preparation of operation and maintenance manuals for installed systems.

(9) Demolition and site preparation costs.

(10) The cost of installing equipment in place in new facilities.

(11) Costs of mitigation identified in environmental documentation completed in accordance with 32 CFR 651.

d. The total funded cost of a multi-year repair project over $750,000 on a single RPF will include all phases of the project.

e. In comparing funded project costs with facility replacement cost, all known major repairs and alterations to the facility will be included. Replacement cost will be based on a facility of the same square footage and same type construction (temporary or permanent). This may be computed using the methodology in UFC 3–700–01A. However, use the updated DOD Area Cost Factors and Facility Unit Cost Table, paragraphs 3.2.1 and 3.2.2 of the Programming Administration and Execution System (PAX) Newsletter available at the PAX Web site (http://www.hq.usace.army.mil/cemp/e/ec/pax/paxtoc2006.htm.) Any costs of demolition, asbestos removal, site work, and historic considerations will be included in determining the replacement cost.

f. Unfunded project costs are limited to the following:

(1) Costs financed from military personnel appropriations.

(2) Depreciation of government-owned equipment (except depreciation cost of a plant owned by working capital funds).

(3) Materials, supplies, and items of installed equipment that have been obtained from other U.S. Government agencies or foreign governments without reimbursement. When such items become available as excess distributions from other Government agencies, their value will be at Federal Supply Catalog prices or estimated replacement value according to Defense Finance and Accounting Service–Indianapolis (DFAS–IN) 37–1 regulation.

(4) Costs of real property items relocated on the same garrison except transportation and relocation costs.

(5) Planning, engineering, and design costs before and during construction.

(6) Costs for licenses and permits required by state or local laws for pollution abatement or by Status of Forces Agreements overseas.

(7) Material costs of equipment-in-place items.

(8) Civilian and military prisoner labor.

(9) Public works activity overhead costs such as utilities, supplies, equipment, and supervisors (second-line and above).

g. Operation and maintenance, Army funds or their equivalent may be used to fund design for nonappropriated fund construction, provided no additional manpower authorizations are required.

2–18. Project technical review

a. Commander, IMCOM has responsibility for final technical review and approval of drawings, plans, and approval and technical documents related to projects executed by subordinate organizations. Commander, IMCOM may delegate part or all of this authority with redelegation authority as desired. Technical reviews include environmental, fire and emergency services, safety, medical, energy and water conservation, anti-terrorism/force protection, and other considerations that affect the eventual success of the project. Subordinate organizations must have the technical review capability to meet project review responsibilities.

b. Commander, IMCOM will ensure that all projects are adequately reviewed by an agency possessing the required technical expertise prior to approval (see DA Pam 420–11 for guidance on work classification).

c. Projects for facilities that involve the electronic processing of classified material and projects that include provision of a radio frequency interference or tempest-shielded enclosure require a technical security review by the garrison Provost Marshal Office and the Tempest Security Officer during the initial planning stages of the project. Requirements for shielded enclosures must be approved by the Deputy Chief of Staff, G–2 (DAMI–CI), 1000 Army Pentagon, Washington, DC 20310–1000.

2–19. Damaged facilities

a. Expedited project approval and execution procedures will be used for projects for repair of facilities (including Family housing) damaged by fire, storm, flood, freeze or other natural occurrences, regardless of the project funding source. Necessary approvals and congressional notifications will be obtained while prospective contractors are preparing their proposals. Work on the project should begin and be completed as quickly as possible.

b. Project approval requests that require HQDA approval will be submitted through IMCOM channels to Assistant Chief of Staff for Installation Management (DAIM–FDF), 600 Army Pentagon, Washington, DC 20310–0600, within 30 days of the damage. Army Family housing projects requiring HQDA approval will be submitted to Chief, Army Housing Division (DAIM–FDH–F), 600 Army Pentagon, Washington, DC 20310–0600. The following minimum information will be provided (this information is sufficient to accomplish HQDA approval actions and Congressional notifications for Family housing and Installations Support projects):

(1) Description of the facility to include space utilization information and effects of any planned base realignment or closure actions. If applicable, include a justification for repair of an excess or oversize facility.

(2) Date, cause, and type of damage.

(3) Scope of work included in project.

(4) Cost of repairs and brief breakout of funded costs.

(5) Replacement cost of the facility. Include cost to current standard for all facilities and the replacement cost of Family housing at current authorized square footage.

(6) Availability of existing space, on or off the garrison, to house the dislocated function, and explain the impact if repairs are not accomplished. For Army Family housing projects, state the deficit or excess from the latest housing survey.

(7) Appropriate environmental review documentation.

(8) Brief decision analysis to justify course of action.

(9) For Family and unaccompanied housing projects, state the cause of damage; whether negligence or abuse is suspected or charged; whether appropriate action has been taken under provisions of 10 USC 2775 to recover repair costs; and, if appropriate, what costs were recovered.

(10) State whether expedited procurement procedures (for example, restricted competition and/or bid time) are being used.

(11) Estimated completion date.

2–20. Combined funded construction projects

a. Nonappropriated funds or private funds may be used with appropriated funds when it can be shown that the construction requirements are intended for different purposes (for example: garrison-required and OMA-funded asphalt street construction work may be combined with an adjacent NAF-funded asphalt "go-cart" race track and parking lot project that is generated by Morale, Welfare, and Recreation (MWR)). The combination of funding sources will not be used to increment the project or to circumvent limitations. Combined construction requirements having a total cost of $750,000 or less may be approved by Commander, IMCOM. Approval authority may be delegated.

b. Combined construction requirements with a total cost in excess of $750,000 will be submitted through IMCOM channels to the Assistant Chief of Staff for Installation Management, ATTN: DAIM–FDF, 600 Army Pentagon, Washington, DC 20310–0600 for review and approval processing.

2–21. Real property facilities project files

a. The IMCOM will ensure that the public works activity establishes a project file for each RPF project within the scope of this regulation when construction costs are $15,000 or more and when maintenance and repair costs are $50,000 or more. For single undertakings involving both construction and M&R, only one project file will be

established. Electronic document processing and storage may be used for these files. Each file will represent a complete historical record of a project, from inception to filing of the actual costs incurred, and will contain the following documentation for each project:

(1) DA Form(s) 4283 (Facilities Engineering Work Request) and/or approval memorandum(s) with DA Form(s) 2702 (Bill of Materials) if used. The file may contain more than one work order and/or memorandum, if it is desired to control each classification of work.

(2) Record of estimates, justification for the project, and related correspondence (initial estimate, identification of estimator, DD Forms 1391, job phase calculation sheets, identification of funded and unfunded costs, calculations to show how costs were developed, identification of crafts involved, source documents and other background documents related to estimates and justifications).

(3) Requests for approval by higher authority and signed approval documents, including letters, estimates, specifications, and plans.

(4) Revised plans and estimates, if changes to these documents were required by the approving authority.

(5) A day-to-day blotter record showing all actual costs incurred to date on projects approaching regulatory or statutory limitations. Maintenance and analysis of this blotter record should prevent violation of the Anti-Deficiency Act.

(6) DD Form 1354 (Transfer and Acceptance of Military Real Property) properly signed and dated.

(7) Construction in Progress reports submitted in compliance with the Chief Financial Officer's Act.

(8) Warranty schedules and dates.

b. Project files should include other documentation that is pertinent to the history of the project, such as—

(1) A document signed by the requesting agency indicating when the need for a construction project became known, when the work must be completed, and what the consequences would be if the project were not completed by the specified time.

(2) A notation that the inventory of military real property has been changed to include the sum of the actual facilities engineering, architectural, and other outside services for design, plan, specification, and survey costs of a construction project. The changes will be reported in the Integrated Facilities System.

(3) A cross-reference to the appropriate section of garrison master plans and resource management plans.

Section IV
Utilization of Personnel and Administration

2–22. Manpower guidance

Methods used for determining manpower requirements are in accordance with manpower policies outlined in AR 570–4 and AR 71–32. Manpower requirements are based on the most effective and efficient organization and, therefore, represent the minimum essential numbers of civilian and military positions needed to accomplish valid mission responsibilities for the organization. Methodologies to determine manpower needs include manpower surveys/studies; the Manpower Staffing Standards System (MS–3); and staffing guides. Other methodologies include computer modeling, comparative analysis, and other statistical analyses as well as local appraisal when workload is not quantifiable and measurable.

2–23. Assignment of personnel

This regulation does not provide authority to establish positions, civilian personnel grade levels, or classification for any given set of duties, functions, or responsibilities. Positions are to be filled by personnel who meet the requirements of the appropriate job series in Office of Personnel Management qualifications standards.

2–24. Use of civilian personnel, inmate labor, or troops

a. Construction, repair, maintenance, and operation of real property will be done through the most economical means available, consistent with mission and statutory requirements. AR 570–4 and AR 614–200 prescribe policies that apply to the use of civilian personnel and troops in performing public works activities. Army policy regarding self-help labor by civilians and troops is provided in chapter 5.

b. Army experience has shown that inmate labor can be used under carefully controlled circumstances as a more economical method of providing some base services. Use of civilian inmate labor may allow accomplishment of needed tasks that might not be possible under manning and funding constraints. Military and civilian correctional facilities are both permissible sources of inmate labor. Specific policies covering military prisoner labor are included in AR 190–47.

(1) Civilian inmates may perform preservation and maintenance of grounds and facilities, construction and demolition of buildings, road repair, custodial services, and transportation of debris to recycling centers. The Commander, IMCOM will, through command channels, request HQDA approval of the scope of inmate labor. Primary issues for the IMCOM are selection of work to avoid competition with existing in-house or contractor resources and to avoid

interference with missions and operations. Inmate labor is intended to augment, not displace, the Army's civilian or contractor workforce.

(2) Army policy permits garrison commanders to initiate discussions with representatives from the Federal Bureau of Prisons (FBOP) at the local and regional levels. However, garrison commanders are not authorized to negotiate with representatives of State or local correctional or governmental agencies. Basic requirements that IMCOM must observe for a garrison program to use civilian prisoner labor are—

(a) Development of an MOA between the garrison and the warden of the prison involved.

(b) Development of a garrison plan governing local operation of the program.

(c) HQDA approval of the MOA and garrison plan before the program can be put into effect. Detailed information on stipulations required in the MOA and garrison plan may be obtained from HQDA, Assistant Chief of Staff for Installation Management, ATTN: DAIM–ZS, 600 Army Pentagon, Washington, DC 20310–0600.

2–25. Training and education programs

The IMCOM will develop garrison training programs that identify training needs and maintain the management and technical proficiency of public works personnel. Public works and related professional training opportunities to include training for appropriate certifications and state licenses should be part of the training plan.

2–26. Contract performance

a. Decisions to convert in-house public works activities to contract performance will be made in accordance with the Commercial Activities Program requirements of AR 5–20 or appropriate host nation rules for activities outside the continental United States.

b. The IMCOM may rely on contractor performance for work that is beyond the existing local in-house workforce capability. Added work that is clearly beyond the capability of the in-house workforce, but which must be performed, will be accomplished normally by augmentation contracts. The IMCOM may obtain architect-engineer (A–E) services (such as engineering, design, and construction supervision or inspection services) beyond garrison and IMCOM capabilities from outside sources. The A–E design contract services will be obtained through the USACE district or other authorized contract support agency. Projects will be accomplished by contract unless the projects are done by troop labor or are normally in-house work and subject to provisions of AR 5–20.

c. Job Order Contracting may be used in accordance with Army Federal Acquisition Regulation Supplement, Subpart 17.90. Contracts may be awarded and administered by a supporting USACE district or by the local garrison contracting support organization.

d. When a contractor performs any public works activities, IMCOM will develop and implement procedures to monitor and evaluate contractor performance. The IMCOM public works staff members may be authorized to act as Contracting Officer's Representatives.

Section V
U.S. Army Corps of Engineers Installation Support Services

2–27. Description

The United States Army Corps of Engineers (USACE) Installation Support Program provides installations support to U.S. Army Garrisons. It is a business concept focused on extending manpower capacity at the garrisons and enhancing mission support and technical capabilities. This support to garrisons is normally fully reimbursable.

2–28. Installation Support Program policy

The USACE will assign a district, which has military programs responsibilities, to provide garrison support for each Army garrison or USAR RRSC.

a. The USACE also provides support services through other activities that have no geographic boundaries, such as the Installation Support Center of Expertise (ISCX) at the Huntsville Engineering and Support Center, and the USACE Engineering Research and Development Center (ERDC). The USACE support from these organizations may be provided directly to garrisons worldwide.

b. A garrison or RRSC will normally request support directly from its designated district or regional business center (RBC). However, a garrison or RRSC may request support from any other district or RBC, ISCX, or a USACE laboratory.

c. Standard USACE engineering design and construction criteria will be changed and adapted to meet the IMCOM's new facilities engineering requirements when any USACE activity performs garrison support work. Supporting USACE activities will comply with IMCOM's quality standards. This adherence to quality standards shall include but not be limited to the Army Standards, Army Installation Design Standards, the Installation's Design Guide, and the installation's operational, environmental, maintenance, and repair procedures. Health, life, safety, or other statutory or regulatory requirements will not be compromised. The primary venue for achieving resolution of disagreements regarding the appropriateness of engineering and construction criteria or procedures for Installation Support work is the

Project Delivery Team (PDT). In accordance with project management business practices, the team will attempt to resolve issues internally. If issues cannot be resolved within the team, the issue will be raised concurrently through the district's and IMCOM command channels for resolution.

d. Installation support requirements vary greatly in their type, size, complexity, cost, and timing. In order to provide maximum support for garrisons, USACE commanders will avoid establishing cost or complexity criteria for accepting work. When practical, the supporting USACE activity shall work with IMCOM to group individual small project design, contracting, or construction management requirements to minimize administrative processing costs.

2–29. Types of installation support offered

The type and range of services available from the total USACE Installation Support network include:

a. Development of scopes of work and performance work statements.

b. Technical assistance and troubleshooting.

c. Mobilization and peacetime master planning services.

d. Project development (scoping, feasibility studies, planning charrettes, and DD Form 1391 assistance).

e. Technical studies and analysis (energy, natural resources, historical, structural).

f. Facility space planning and stationing analyses.

g. Project design and engineering services (MCA design is not considered to be installation support work, since it is not garrison funded).

h. Real estate services (appraisals, acquisitions, leases, easements, permitting, disposals, tenant real property agreements, and real estate planning reports).

i. Contract acquisition and administration in conjunction with architect-engineer services, job order contracting, and other specialized engineering and construction related services.

j. Construction management services (supervision and inspection, quality assurance).

k. Environmental analyses and remediation.

l. Engineering economic analyses.

m. Other specialized support to the public works activity that is typically provided by garrison functional staff. As authorized by the garrison commander, the public works activity may obtain supplemental support from USACE in the following areas, in coordination with the appropriate garrison functional staff element:

(1) Public affairs support for engineering and construction related issues.

(2) Personnel services related to the engineering and scientists career programs (including recruitment and training of interns).

(3) Legal services rendered to assist the garrison legal office regarding specialized issues related to engineering, construction, and environmental programs.

(4) Contracting support for construction, environmental, maintenance, and repair projects. This may include, but is not limited to, acquisition of contracts that are to be returned to the garrison for administration.

n. Other services as requested by garrisons, subject to approval of the District Commander, to include non-traditional facilities management services.

2–30. Installation Support Program functions

Each District Commander—

a. Conducts face-to-face meetings with all supported garrisons within 60 days of assumption of duties as a District Commander, and meets with a newly assigned garrison public works manager within 60 days of the manager's assignment.

b. Develops descriptions of, and procedures and points of contact for, the types of reimbursable and nonreimbursable support services.

c. Monitors customer satisfaction.

2–31. Non-reimbursable installation support services and funding

a. Most installation support services are reimbursable and will be funded by IMCOM. The Centrally Funded USACE Installation Support services fall into one of four categories—Project Managers Forward (PM–F) at selected supported Army garrisons and other IMCOM activities; Installation Support Checkbook dollars; Installation Support Program managers at USACE regional activities; and USACE–IMCOM Liaison Officers (LNOs). These non-reimbursable Installation Support services and funding will be managed in coordination with IMCOM. The funding for non-reimbursable Installation Support services is OMA and accordingly, services need to comply with the rules associated with the OMA appropriation.

(1) Project Managers Forward—The limited number of PM–Fs will generally be located at power projection and power support garrisons. Serves as the garrison's "One-Door-To-The Corps," assisting in focusing USACE support to public works managers in accomplishment of their missions and elevating mutual concerns and needs to the USACE District, RBC, USACE–IMCOM LNOs, or other appropriate USACE activity for assistance.

(2) Installation Support Checkbook Funds—Limited non-reimbursable funds to support the Installations Support mission at IMCOM and Army garrisons. This Installation Support Checkbook funding is generally for program/project assistance and should be in support of multiple activities on a garrison, or for multiple garrisons (for example, utility rate intervention cases that support several Army garrisons).

(3) Installation support managers at USACE regional activities—Usually referred to as Installation Support Offices (ISO); serve as the regional integrators of all Installation Support assets available at district, RBC, lab, centers, and Headquarters, USACE (HQUSACE), as required.

(4) USACE–IMCOM LNOs—LNOs will be established as deemed appropriate through negotiation between USACE and IMCOM. The USACE–IMCOM LNOs ensure that USACE resources are applied so that Army garrisons receive the best engineering support across the entire spectrum of USACE activities.

b. USACE laboratories may provide nonreimbursable services for tasks that are coordinated and consistent with IMCOM priorities to the extent Installation Support Checkbook funds are available.

Section VI
Army Corrosion Prevention and Control Policy for Facilities

2–32. General

a. This section addresses policy concerning DA long-term strategy to minimize the effects of corrosion on Army facilities and equipment.

b. The principal objectives of corrosion prevention and control (CPC) policy are to:

(1) Design, construct, and maintain dependable and long-lived structures, equipment, plants, and systems.

(2) Conserve energy and water resources.

(3) Reduce costs due to corrosion, scale, and microbiological fouling.

(4) Ensure compliance with Environmental Protection Agency (EPA), Department of Transportation, Occupational Safety and Health Administration (OSHA), and other applicable regulations and guidance.

c. The CPC will be incorporated as part of the entire facility life cycle, including design, construction, and operation. The DOD Corrosion Prevention and Control Planning Guidebook (http://www.dodcorrosionexchange.org) provides detailed guidance and will be used to develop and implement a CPC Program.

d. The establishment of Corrosion Prevention Advisory Teams (CPAT) and Contractor Corrosion Teams (CCT) as described in the DOD Corrosion Prevention and Control Planning Guidebook is the responsibility of the design agent and is required for all projects with a programmed amount of $5 million or greater. However, CPC measures must be considered for all construction, repair, and maintenance projects regardless of cost or funding source.

2–33. Corrosion program manager

Ensure each region and garrison has a trained corrosion program manager appointed in writing. At a minimum, training will include either the National Association of Corrosion Engineers' (NACE) Basic Corrosion Course or the Army Corps of Engineers' Basic Corrosion PROSPECT Course. Additional training and certification is recommended and is available through NACE.

Section VII
Public Works Annual Awards Program

2–34. General

The Department of the Army Public Works Awards Program includes honorary and monetary special act or service awards presented to individuals in a variety of public works positions and activities. Honorary corporate awards are presented to recognize excellence in group activities that support the execution of garrison public works functions. The IMCOM will administer this program for the Army as detailed in DA Pam 420–6.

2–35. Eligibility and nominations

Eligibility and evaluation criteria are different for each award. The criteria, detailed procedures, and schedules for nominations will be announced by IMCOM. Selections of award winners will be announced by HQDA each year. An appropriate HQDA representative will present awards to winners. Suitable publicity will be given to this program at all levels. Personal information used in publicity releases or submitted in support of requirements established by this regulation and any supplements to it will comply with all applicable Privacy Act requirements.

Chapter 3
Housing Management

Section I
Introduction

3–1. Overview
This chapter provides policies, procedures, and responsibilities for the management and operation of the Army's permanent party housing programs. It addresses Government-owned and -controlled Army Family housing (AFH) to include general/flag officer's quarters (GFOQ) and Government-owned and -controlled unaccompanied personnel housing (UPH) for permanent party (PP) personnel (UPH(PP)) to include barracks. It also addresses the engineering, resource, and furnishings management programs related to housing. It addresses management of the Residential Communities Initiative (RCI) Program. It provides guidance on establishing and administering rental rates for Government-owned and -controlled housing and charges for related facilities. It includes policy and procedures for housing managers to effectively support the housing requirements of mobilization efforts.

3–2. Applicability
This chapter applies to the Active Army, the Army National Guard of the United States (ARNGUS), Army National Guard (ARNG), and the U.S. Army Reserve (USAR), except as follows:

a. Civil works housing under control of the Corps of Engineers.

b. Family housing for caretakers at national cemeteries.

c. Military Assistance Program and Military Assistance Advisory Group housing activities except for accounting procedures set forth in DOD Regulation 7000.14–R series.

d. Family housing transferred to other Government agencies by permit.

e. Family housing at Kwajalein.

f. Army National Guard Family housing and unaccompanied personnel housing facilities and related furnishings.

g. U.S. Army Reserve Family housing facilities and related furnishings.

h. Recreational housing.

i. Housing furnishings support for reception centers and confinement centers.

j. Military treatment facility lodging such as Fisher Houses.

k. Army lodging.

l. The residence portion of the U.S. Military Academy's Cadet Chapel except for the necessity to collect rent for shelter and services provided in accord with OMB Circular A–45 and section XV of this regulation.

3–3. Chapter exponent
The exponent for this chapter is the ACSIM (ATTN: DAIM–FDH).

3–4. Chapter responsibilities
The following responsibilities are in addition to the general responsibilities identified in paragraph 1–4.

a. The ASA(I&E) will—

(1) Provide overall policy and program direction for housing programs.

(2) Manage the RCI Program.

b. The Assistant Secretary of the Army (Financial Management and Comptroller) (ASA(FM&C)) will—

(1) Provide overall policy for management of appropriated funds (APFs).

(2) Control AFH and Military Construction, Army (MCA) appropriations' funds.

(3) Manage the Army budget as Appropriation Sponsor per AR 1–1.

(4) Provide direction on fiscal policy and economic analysis.

c. The Assistant Secretary of the Army (Manpower and Reserve Affairs (ASA(M&RA)) will provide overall policy for nonappropriated funds.

d. The ACSIM will—

(1) Be the program manager for the AFH and MCA appropriations.

(2) Serve as the functional manager for the AFH and UPH programs including the UPH Management Account of the Operation and Maintenance, Army (OMA) appropriation.

(3) Develop policy and procedures for the administration, operation, and management of the Army's housing programs.

(4) Provide staff supervision for operating and managing the Army's Housing Services (HS) Program and Equal Opportunity in Off-post Housing (EOOPH) Program.

(5) Serve as the Department of the Army (DA) proponent for developing, preparing, and maintaining DA publications which provide policy, guidance, and direction on Army housing programs.

(6) Coordinate any exceptions to personnel housing policies contained in sections III, IV, and VI of this regulation with the Deputy Chief of Staff, G–1.

(7) Coordinate any exceptions to construction execution and rental rates for Government-owned and -controlled housing and charges for related facilities with HQ U.S. Army Corps of Engineers.

(8) Determine housing requirements. Validate space requirements to house Soldiers for mobilization, contingencies, operations other than war, and deployments.

(9) Develop and manage a housing management civilian career program for housing personnel.

(10) Manage the housing furnishings program (see para 3–68*c* for specific details).

(11) Manage the Army's housing leasing program (see para 3–85 for specific detail).

(12) Manage GFOQ intensively per Congressional direction (see para 3–97 for specific detail).

(13) Evaluate the effectiveness of Army housing programs.

(14) See also paragraphs 3–55*d*(1) for service order priority system.

Evaluate the effectiveness of Army housing programs.

e. The Deputy Chief of Staff, G–1 (DCS, G–1) will—

(1) Set forth policy on the following:

(a) Eligibility for, assignment to, and termination from housing.

(b) Adequacy standards for housing livability.

(c) Military compensation issues related to housing.

(d) Off-post HS and EOOPH programs.

(2) Serve as the proponent agency for personnel housing policies set forth in sections III, IV, and VI of this chapter.

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

(1) Serve as the Department of Defense (DOD) Construction Agent responsible for the design and construction of military construction (MILCON) facilities where designated by the Office of the Secretary of Defense (OSD).

(2) Manage the design, construction, and real estate activities associated with the MILCON program.

(3) Develop policy and procedures for establishing and administering rental rates for Government-owned and -controlled housing and charges for related facilities.

(4) Determine rental rates for Government-controlled and -sponsored housing and related facilities in the Continental United States (CONUS), Hawaii, and Alaska.

(5) Locate, negotiate, and execute housing leases in the United States.

g. Chief, Army Housing Division (AHD), U.S. Army Installation Support Management Activity (USAISMA) is under the control of the ACSIM's Director of Facilities and Housing. The Chief of the AHD will serve as advisor and responsible official for the ACSIM in matters pertaining to the day-to-day operation and management of Army programs for permanent party housing (that is, AFH and UPH(PP). As such, the Chief will—

(1) Perform all responsibilities as AFH Appropriation Manager for Requirements Determination per AR 1–1.

(2) Perform all responsibilities as AFH manager for program and performance per AR 1–1.

(3) Prepare all AFH construction (AFHC) and AFH operations (AFHO) budget exhibits for submission through the Deputy Assistant Secretary of the Army for Installations and Housing (DASA(I&H)) to the ASA (FM&C).

(4) Perform as functional manager for the execution of Army programs for permanent party housing.

(5) Develop and maintain the Army's permanent party housing master plans.

(6) Validate requests for acquisition of permanent party housing.

(7) Serve as functional manager for Armywide, permanent party housing information systems support for the ARSTAF and the IMCOM, its regions, and their installations.

(8) Serve as DA staff proponent for all matters relating to housing career program management.

(9) Serve as DA staff proponent for housing professional training.

(10) Develop, prepare, and maintain for the ACSIM DA publications which provide policy, guidance, and direction on Army permanent party housing programs.

h. The Commander, IMCOM will—

(1) Accomplish integrated execution of installation management related policies, plans, and programs as developed and promulgated by the ARSTAF.

(2) Fund the garrisons.

(3) Disseminate planning, programming, and budgeting guidance as prepared by the ARSTAF.

(4) Seek Armywide installation management initiatives and standardize implementation of those initiatives. Provide housing expertise and site assistance visits to assist installations in resolving specific housing issues as needed.

(5) Ensure that the regions provide standard levels of service across the Army. Oversee the staffing, administration, management, and operation of their housing programs per this regulation.

(6) Assign functional proponents for determination and validation of regional requirements for permanent party housing.

(7) Prepare and submit program objective memorandum (POM)/Budget Estimates Submission (BES) input for consolidation and HQDA approval.

(8) Prioritize non-mission related projects

(9) Perform regional AFH mid-year execution/reallocation review.

(10) Evaluate the effectiveness of their housing programs.

(11) Oversee the management of their housing furnishings program (see para 3–68*c* for specific detail).

(12) Implement the Army's housing leasing program (see para 3–85 for specific detail).

(13) Serve as the headquarters, Department of the Amy (HQDA) level integrator between HQDA functional proponents and the field.

(14) Coordinate the identification of the services to be provided and the standards to be met.

(15) Oversee the management of GFOQ on an intensive basis (see para 3–97*b* for specific details).

(16) Ensure that installation actions submitted to higher headquarters conform with this regulation.

(17) Monitor the development of the housing portion of installation mobilization plans.

i. Garrison commanders will—

(1) Provide adequate permanent party housing facilities and services.

(2) Operate and manage their permanent party housing programs per this regulation.

(3) Manage their utilization of permanent party housing.

(4) Manage their housing inventory.

(5) Manage their housing furnishings program (see para 3–68*c* for specific detail).

(6) Participate in the execution of the Army's housing leasing programs (see para 3–85 for specific detail).

(7) Manage their mobile home parks (see sec XII of this chapter for specific detail).

(8) Manage their GFOQ on an intensive basis (see para 3–97*d* for specific detail).

(9) Provide housing services both to help DOD personnel and their Family members locate acceptable, affordable, and nondiscriminatory housing in the local community and to provide an orientation to housing in the local community. Ensure that all assignment orders for personnel governed by this regulation contain the following statement in the special instruction paragraph: "You are required to report to the Housing Services Office serving your existing and new duty stations before you make housing arrangements for renting, leasing, or purchasing any off-post housing."

(10) Transfer functions in accord with the RCI process where applicable.

(11) Oversee preparation of the Housing Appendix to the Engineer Annex of the installation mobilization plan (IMP), where required.

(12) Maintain and provide information from the installation's housing information systems database.

(13) Support their mobilization missions and training requirements.

(14) Ensure that all facilities used for housing, both owned and leased, are included in the real property inventory (RPI). Housing owned by a private entity, but on Government owned lands will also be included, but with a special code.

(15) Develop, promulgate, and implement a formal SO maintenance priority system for their installations.

(16) Manage the Army mobile home parks (see paras 3–91*b* and 3–93*b*).

j. Commanders of ACOMs, ASCCs, and DRUs will—

(1) Establish liaison between assigned military units and IMCOM.

(2) Monitor service accomplishment through the chain of command.

(3) Ensure that installation mobilization plans support their mobilization missions.

(4) Prioritize mission related projects.

3–5. Statutory authority

Statutory authority for this chapter is derived from Titles 5, 10, 15, 18, 29, 31, 37, and 42 of the United States Code (USC), Executive Orders, the Code of Federal Regulations (CFR), Federal Acquisition Regulations (FAR), and issuances from the Office of Management and Budget (OMB) and the General Services Administration (GSA).

3–6. Policy overview

a. Housing objectives.

(1) *Basic housing groups*. The Army's overall housing program encompasses the management of two basic groups of housing. These are permanent party housing and Army lodging. Family housing and UPH for permanent party personnel, to include barracks, comprise permanent party housing. Army lodging consists of temporary short term housing for transient personnel and authorized guests. (Note. This housing was formerly referred to as UPH temporary duty (TDY) (UPH(TDY)) and guest housing.)

(2) *Permanent party housing*. Permanent party housing is addressed in this regulation. The objective of Family housing and UPH(PP) is to provide adequate housing for eligible military and DOD civilian personnel who are

permanently assigned or attached to installations or to activities located within a one-hour commute of an installation (see paras 3–14*a*; 3–14*d*; 3–14*e*; and 3–18*b* through 3–18*i*).

(3) *Army lodging*. Army lodging is addressed in AR 215–1. The objectives of Army lodging are as follows:

(a) Provide accommodations to military and DOD civilians visiting installations in TDY status and to other authorized guests.

(b) Provide short-term accommodations for—

1. Military personnel and/or their families arriving or departing installations incident to permanent change of station (PCS).

2. Department of Defense civilian personnel and/or their families outside CONUS (OCONUS) arriving or departing installations incident to PCS.

3. Other authorized guests.

b. Entitlements.

(1) *Housing*. Assignment of Government housing to permanent party personnel is not an entitlement. Permanent party personnel are entitled to housing allowances to secure private housing in the civilian community if Government housing is not provided.

(2) *Furnishings*.

(a) Family housing. Persons eligible for Family housing have no legal entitlement to Government-provided furnishings. Furnishings are provided when it is considered in the best interest of the Government.

(b) Unaccompanied personnel housing. Personnel assigned to UPH are authorized Government-provided furnishings.

c. General policies.

(1) All housing facilities, services, and programs will be operated in support of the Army Communities of Excellence (ACOE) program so as to improve the quality of life and provide comfortable places for people to live. Continued qualitative improvement is the yardstick for measuring excellence.

(2) The private sector is normally relied on as the primary source of housing. The Government will provide housing only where private sector housing is not available, is too costly, or is substandard. Exceptions are for military necessity (see DOD 7000.14–R, vol 2B, chap 6, para 060105.B).

(3) Housing Services (HS) will be provided to locate adequate housing in the civilian community. Installations must certify that they have actively pursued off-post housing within the housing market area (see paragraph 3–108).

(4) Off-post housing will be provided on a nondiscriminatory, equal opportunity basis regardless of race, color, religion, national origin, gender, age, disability, or familial status (see DODI 1100.16, para 4.1).

(5) Provisions for providing housing facilities accessible to physically handicapped individuals will be in accord with the Uniform Federal Accessibility Standards (UFAS).

(a) For military Family housing, at least five percent of the total inventory but not less than one unit (on an installation-by-installation basis) of all housing will be accessible or readily and easily modifiable for use by persons with disabilities. Common areas such as, parking, play areas, streets, and walks, and common entrances to multi-unit buildings and facilities will be designed and built to be accessible. In addition, persons with disabilities must have access to programs and activities conducted in public entertainment areas of Government Family housing units and in support facilities provided for Government Family housing residents.

(b) UPH for able-bodied military personnel only need not be designed to be accessible to physically handicapped individuals, but adaptability is recommended since the use of the facility may change with time.

(6) In general, housing managers will make decisions on the basis of the "prudent landlord" concept, that is, consider whether a prudent landlord in the private sector would take a proposed action.

(7) Residents of housing facilities may be held liable for damage to any assigned housing unit, or damage to or loss of any equipment or furnishings assigned to or provided such residents if the damage or loss was caused by the negligence or willful misconduct of the residents or their Family members or guests. This includes loss or damage caused by pets (see para 3–64).

(8) The basic Self-Help Program, which is in concert with the prudent landlord concept, optimizes the use of scarce resources and gives residents a feeling of homeownership and will be employed to the maximum extent practicable.

(9) Soldiers or DOD civilians who are stationed in a foreign country, and whose housing status is not the acknowledged responsibility of any other DOD component or Government agency program, shall be supported by the Military Department that has construction agent responsibility for that country.

(10) Housing managers at all levels will be aware of Federal, State, and local resources/assistance available for detecting and reducing drug-related (including alcohol) incidents in on- and off-post housing.

(11) Soldiers will be paid a partial dislocation allowance (DLA) to occupy/vacate Government Family housing at a permanent duty station for the convenience of the Government (see 37 USC 407(c) and Joint Federal Travel Regulations (JFTR), para U5630–B.15).

(a) A partial DLA must be provided to a Soldier who is ordered for the convenience of the Government to occupy/vacate Government Family housing due to—

1. Privatization,

2. Renovation.

3. Any reason other than a PCS.

(b) Partial DLA is not authorized for—

1. Local moves from Government Family housing upon separation or retirement.

2. Moves incident to PCS.

3. Moves for the convenience of the Soldier to include moving from off-post to on-post (unless Soldier is key and essential), promotion, and change in Family size or bedroom requirement.

4. Voluntary moves initiated by the Soldier for reasons of pending divorce or Family separation.

5. Moves due to member's misconduct.

d. Centralized housing management.

(1) Each installation responsible for operating and maintaining a Government housing inventory will have a centralized housing office which should be a separate organizational entity. This office should be headed by a full-time professional housing manager in the GS/GM–1173 housing management career program. At smaller installations, housing functions may be combined with other functions; however, responsibilities for housing functions will not be fragmented.

(2) The installation housing manager serves as a channel of communication between the garrison commander and the housing residents. This ensures a "check and balance" between what the installation provides and what is acceptable to the residents.

(3) HS will be an integral part of the housing management office. If an installation has no housing inventory, HS will be obtained from another installation in the area or by combining HS responsibility with some other installation function which is logically related to housing.

e. Staffing.

(1) Housing offices will be staffed and operated by permanently assigned personnel trained in professional housing skills. Staffing will be done in accord with approved staffing guides.

(2) The Housing Services Office (HSO) will be sufficiently staffed to permit execution of the HS program mission.

f. Commercial Activities Program. Housing responsibilities and workload may be separated into contractible and noncontractible categories based on projecting those functions which must be performed by Government employees. The policies, procedures, and responsibilities for carrying out the CA Program are prescribed in AR 5–20.

g. Exceptions and waivers.

(1) This regulation imposes requirements upon the Army and its activities, installations, and personnel. These requirements derive from the following:

(a) Public Law, that is, statutory requirements.

(b) Congressional direction, often given the force of law.

(c) Directives from higher authority, such as the Executive Office of the President, the Office of Management and Budget (OMB), and the Office of the Secretary of Defense (OSD).

(d) Direction from Army leadership, such as the Secretary of the Army (SA), the Chief of Staff, Army (CSA), and their staffs.

(2) The requirements which flow from (1)(a) through (c) above describe certain limits within which the Army must operate. The requirements which derive from (1)(d) above also define limits. These latter limits have been learned from experience. They are not intended to be restrictive, but are necessary for one or more of the following:

(a) Effective establishment of priorities.

(b) Control of programs and resources.

(c) Operational needs of higher level headquarters in justifying and defending the resource needs of housing.

(d) Armywide consistency in dealing with personnel.

(3) Statutory requirements, cost limitations, dollar thresholds, quantity constraints, approval authority levels, and reporting requirements identified in this regulation must be observed.

(4) Requests for exceptions to policy or waivers in permanent party housing operational matters will be sent through command channels to the Assistant Chief of Staff for Installation Management, at HQDA (DAIM–FDH), 600 Army Pentagon, Washington, DC 20310–0600. Requests for exception to policy will be forwarded by the ACSIM to the ASA(I&E) for approval.

(5) Requests for exceptions or waivers on matters listed below will be sent through command channels to the Deputy Chief of Staff, G–1 at HQDA (DAPE–HR–PR), 300 Army Pentagon, Washington, DC 20310–0300.

(a) Housing eligibility.

(b) Assignment to and termination from housing.

(c) Housing adequacy standards.

(d) Housing equal opportunity programs.

(e) Military housing compensation.

(f) Housing Referral Services.

Section II
Financial Management

3–7. General

a. Scope. This section prescribes policies and procedures for the management of funds appropriated or otherwise made available for Army permanent party housing programs.

b. Financial management responsibilities. Housing financial management is a shared responsibility at all levels. In coordination with the Director of Resource Management (DRM), or equivalent, housing managers will—

(1) Manage housing resources and assets.

(2) Carry out financial management policy and procedures.

(3) Plan, develop, and coordinate current and long-range programs.

(4) Develop and justify housing budgets.

(5) Ensure the validity and accuracy of housing requirements documentation.

(6) Ensure maintenance and oversight of the Army's fiduciary interest in housing under the Military Housing Privatization Initiative (MHPI) to include the application and use of resources for the benefit of its Soldiers within the framework of the partnership between the Army and an eligible entity (see para 3–110 for details on privatized housing).

(7) Review and analyze housing financial programs to include the following:

(a) Establishing, collecting, and maintaining cost and performance data in enough depth and detail to justify the programs before advisory and review committees.

(b) Ensuring validity of charges and accurate measurements of performance for housing regardless of degree of responsibility.

(c) Monitoring cost limitations to prevent violations.

(d) Recommending the distribution and use of AFH and OMA housing funds.

(e) Ensuring cost-effective and efficient use of resources.

c. Funding sources for housing programs. Housing programs have the single goal of adequately housing authorized personnel. To do this, resources are necessary to construct, or otherwise acquire facilities; to operate and maintain these facilities; and, in some cases, to provide furnishings for these facilities. Resources come from the following:

(1) *Appropriated funds*.

(a) Congress authorizes and/or appropriates funds for permanent party and transient housing. The four APFs associated with Army housing programs are AFHC; AFHO; MCA; and Operation and Maintenance, Army (OMA).

(b) Army Family housing, MCA, and the real property related accounts of OMA constitute the facilities accounts. These accounts are appropriately integrated and balanced in the planning, programming, and budgeting phases of the Planning, Programming, Budgeting, and Execution (PPBE) process. Once the budget request is submitted to and approved by the Congress, however, the balancing process ceases and each appropriation is executed independently of the others. Transfers among accounts within the OMA appropriation, however, are common occurrences.

(c) The OMA appropriation has several base operations accounts which are related to housing programs. These are as follows: Operation of Utilities; Real Property Maintenance; Minor Construction; Engineering Support; Environmental Compliance, Pollution Prevention, and Conservation Programs; and UPH Management. OMA is used to operate and maintain UPH(PP).

(2) *Nonappropriated funds*.

(a) The NAFs derive from sources other than monies appropriated by the Congress. NAFs come mainly from fees and charges for services provided to military personnel, their Family members, and authorized civilians. NAFs may be used when authorized and only where APFs are not authorized or where APFs are authorized but are not available.

(b) The NAFs must be administered through a duly authorized, properly organized NAF instrumentality (NAFI) established, administered, and operated per AR 215–1. In the case of UPH(PP), fees generated from occupants for housekeeping services will be deposited in a lodging facility NAFI. These revenues will be used to pay the cost of limited housekeeping services for UPH(PP).

d. Family housing, Army appropriation.

(1) The annual MILCON Appropriations Act and the DOD Authorization Act authorize and appropriate funds in the Family Housing, Army appropriation. Commonly known as AFH, it is composed of two separate appropriations. The AFHC appropriation has projects similar to MCA. The AFHO appropriation has Operations, Maintenance, and Leasing programs similar to OMA. The AFHC and AFHO accounts are described in DFAS–IN Manual 37–100–FY, and are updated every year by OASA(FM&C) to reflect approved operating accounts and construction projects.

(2) By statute, Family housing funds may be used only for Family housing. No OMA or other appropriation or funds may be spent on Family housing facilities except as set forth in paragraph 3–7f(4) below. Requests for other exceptions may be submitted to HQDA (DAIM–FDH).

e. Military construction, Army appropriation. The MCA appropriation provides for construction of UPH. MCA also provides investment equity and subsidies for the unaccompanied personnel housing Privatization Program. MCA funds may not be used for Family housing.

f. Defense appropriations.

(1) As the MILCON Appropriations Act contains the separate AFH and MCA appropriations, the Department of Defense Appropriations Act contains an array of separate appropriations such as OMA; Military Personnel, Army (MPA); Research, Development, Test, and Evaluation (RDTE); and Other Procurement, Army (OPA). While there are provisions for transfer of funds among the appropriations contained in the Department of Defense Appropriations Act, these funds can be neither transferred to fund Family housing requirements, nor can Family housing funds be used to pay for other requirements.

(2) Where the garrison commander directs the emergency relocation of Army personnel and their families because their dwelling units are uninhabitable, the Army may pay for those excess lodging and subsistence costs with appropriated funds. Under such circumstances, the Army may expend OMA funds to pay for commercial lodging expenses resulting from the order to vacate Government housing. In addition, OMA funds may be expended to reimburse dislodged Soldiers for costs that directly resulted from the requirement to vacate Government housing and were necessary to provide temporary habitation.

(3) Military personnel directly assigned to Family housing management activities will be accounted for as an unfunded cost within the Family housing cost structure. They are funded from MPA.

(4) While maintenance and repair (M&R) costs of a Family housing unit diverted to UPH use will be charged to the AFH appropriation, operating costs, including utilities, services, and furnishings, will be funded from the OMA appropriation.

g. Combined funding.

(1) Each type of housing facility has a specified fund source authorized for its construction, M&R, and operation (table 3–1).

(2) Army Family housing funds will be used only for Family housing

Table 3–1
Funding sources for housing programs by housing type

Housing Program	Housing type	
	Family housing	UPH(PP)
Construction	AFHC	MCA/OMA (see note 1)
M&R	AFHO	OMA (see note 1)
Operations	AFHO	OMA (see note 2)
Leasing	AFHO	OMA
Privatization	AFHC and AFHO (see note 3)	MCA (see note 4)

Notes:

[1] Minor construction may be OMA funded. Refer to 10 USC 2805 for limitations.

[2] Includes the OMA (****96.CE and ****96.90 accounts and the ****79.J0 and ****79.M0 accounts).

[3] Funds are transferred from AFHC to the DOD Family Housing Improvement Fund and AFHO funds are used for RCI program management/oversight.

[4] Funds are transferred from MCA to the DOD Unaccompanied Housing Improvement Fund and OMA funds are used for UPH RCI program management/oversight.

3–8. Planning, programming, and budgeting formulation

a. Overview.

(1) Prudent management of both existing housing inventories and future acquisition requires a broad perspective of what is needed to acquire, revitalize, operate and maintain these inventories and to ensure that the housing facilities continue to be available and livable as long as needed to house the force.

(2) Effective life cycle management requires—

(a) Identifying what needs to be done and setting the goals and objectives for satisfying these needs (planning).

(b) Translating goals and objectives into finite action in consideration of alternatives, tradeoffs, and the need to balance requirements against limited resources (programming).

(c) Developing detailed fund estimates to support plans and programs and obtaining resources needed to execute them (budgeting).

b. Planning.

(1) Planning is essentially a HQDA function with the field providing input in support of HQDA initiatives. Housing

managers at all levels will develop implementing plans which support the mission priorities contained in such guidance as The Army Plan (TAP), Program and Budget Guidance (PBG), and the Army Family Housing Master Plan (FHMP) and the Army Barracks Master Plan (BMP) both of which address the Army's housing facility strategy.

(2) In fulfilling their financial management responsibilities, housing managers will establish objectives and mission priorities, and will program workloads for their housing programs.

(3) Each installation will have a current, integrated series of plans associated with the sustainment of its housing inventories. These plans will convey a complete picture of what is needed to ensure that the inventories will serve their intended purposes or will address the planned disposition of units to be removed from the active inventory.

(a) Operations and maintenance. Each installation will have an annual work plan (AWP) and an unconstrained long-range work plan (LRWP) for the O&M of its housing facilities. Separate plans should be prepared for AFH and UPH(PP).

1. Annual work plan. Prior to the start of each fiscal year (FY), the Directorate of Public Works (DPW), or equivalent, in conjunction with the housing manager, will prepare the AWP showing the breakdown of O&M funds. It will be based on the current LRWP and current inspections. It will serve as a resource for identifying and scheduling all work and services according to resources available and priorities established by the garrison commander. AWP is a planning document that reflects the best information available and is adjusted throughout the year. M&R projects (to include incidental improvements for AFH) included in the AWP must be developed into project format.

2. Long-range work plan. Annually, the housing manager, in conjunction with the DPW, or equivalent, prepares the LRWP (covering the 5-year period beyond the AWP) for O&M work and services. The LRWP may highlight significant areas of concern. It may also suggest a course of action which the corresponding AWP does not indicate when the AWP is considered by itself.

(b) Construction. The identification of new construction and modernization requirements for housing are found in the Army's housing master plans. These plans are based on the Army's housing needs as influenced by the available inventory and its condition. On post housing facilities assets are identified in the Real Property Inventory (RPI); off post assets in the housing market analysis (HMA). Quality of the on post assets is identified in the Installation Status Report (ISR). The quality of off post assets is identified in the HMA.

1. Based on the data in these documents, both new construction and modernization projects which require construction funds are reflected in the Capital Investment Strategy (CIS) of the Real Property Master Plan (RPMP), cover the six-year POM period, and comprise the future years program (FYP) (see para 3–82*c*). The basis for the Short Range Component (SRC) is the garrison commander's unrestrained overall general plan for satisfying real property requirements (see AR 210–20, chap 3).

2. The housing master plans and the FYP give the housing manager a more comprehensive appreciation for what is required to have housing facilities available for their intended use.

(c) Review of plans. A concurrent and integrated review of the plans discussed in (a) and (b), above will provide a complete perspective of housing facilities. This will aid the housing manager, the DPW, and the garrison commander in making sound, sensible management decisions about housing facilities.

(d) Disposition of plans.

1. The housing manager will review all plans identified in (a) and (b), above.

2. The IMCOM regions will send the FYP to HQDA per paragraph 3–82*c*.

c. Programming. Housing managers will develop workload and project requirements for all housing programs for inclusion in the formal resource requests to HQDA. Care will be taken to develop data that—

(1) Conform to HQDA guidance, regardless of source.

(2) Closely parallel the plans in paragraph *b*, above.

d. Budgeting. Housing managers will ensure that plans and programs are appropriately translated into budget estimates. Resource requirements identified in budget estimates will be consistent with workload levels reflected in inventory, accounting, manpower, furnishings, and other records, databases, and reports (see sec XVI of this chapter).

3–9. Budget execution and records

a. Budget execution. Each level of command will develop financial plans that support approved programs and assure the maximum use of resources during the budget execution year. To this end, housing managers, in conjunction with the functional budget analyst will—

(1) Ensure that annual funds are programmed as necessary to accomplish all major M&R (especially direct contracts) included in the AWP during the first three quarters of the fiscal year being executed.

(2) Request adequate funding to support the planned use of APFs. Estimates of quarterly or monthly (as applicable) funding requirements will be developed on the basis of supporting the scheduled work in the AWP. Allocation requirements will not be developed on a straight line percentage basis nor will they be merely restatements of the obligation plans. Command requirements will consider the impact of and explain, as necessary, front loading for items such as leasing contracts, coal procurement, furnishings procurement, and projects having a "subject to the availability of funds (SAF)" clause in unawarded contracts.

(3) Ensure obligation plans are realistic and support the AWP.

(4) Review periodically, or at least quarterly, status of resource and work plans.

(5) Request (OASA (FM&C) and ACSIM) mid-year/mid-cycle reviews of their programs during the budget execution year. Identification of the need for and the parameters and instructions for such in-progress reviews will be set forth in separate "call" memorandums as required.

b. Limitations and approval authorities.

(1) *Congressional limitations*. In its management of APFs, Congress has prescribed certain statutory limitations which affect various programs and subprograms. Additionally, the Congressional committees, which have proponency for the various APFs, prescribe administrative limitations from time to time. Any of these limitations may be changed or deleted annually. Also, new limitations may be added each year.

(2) *Other limitations*. Limitations have also been promulgated by OMB, OSD, and HQDA for the reasons cited in paragraph 3–6*g*(2).

(3) *Quantification of limitations*.

(a) Principal cost limitations and approval authority levels are summarized in paragraph 3–12.

(b) Other limitations currently in effect are addressed in those sections of this chapter that pertain to the program or subprogram affected by each specific limitation.

c. Records.

(1) *Family housing*.

(a) Housing managers, in conjunction with the functional budget analyst, will review accounting records and reports in order to—

1. Monitor actual obligations against obligation plans.

2. Track reimbursable collections against appropriate accounts.

(b) Housing managers will also maintain the following files for Family housing.

1. Project files to include copies of contracts, purchase requests, and project approval documents. A separate file will be kept for each project.

2. A separate cost data file for each housing unit that is susceptible to incurring large costs (for example, high cost leased housing, historic dwelling units (DUs), oversized DUs, and GFOQ). Special emphasis will be given a DU that is likely to exceed congressional limitations.

3. A file of approval documents and cost records for each incidental improvement project.

(2) *Unaccompanied personnel housing (permanent party)*. Housing managers, in conjunction with the functional budget analyst and fund manager, will be familiar with records and reports that address the operations and expenses and obligations for UPH(PP).

3–10. Fund use and control policies directly applicable to Army Family housing

a. Basic policies.

(1) *Common service policy*.

(a) Each command or agency will plan, program, and budget for all costs that apply to the housing units it controls, operates, and maintains. This includes housing units operated under permit from other Military Services, other governmental agencies, or other governments. Where military personnel of another DOD component (for example, Navy, Air Force, Marine Corps) occupy Army-controlled housing, reimbursement from the sponsoring component and vice versa is prohibited. Reimbursement from non-DOD agencies is required.

(b) The common service principle is not applicable to support services procured by or from another Service for which reimbursement is required to appropriations other than AFH.

(2) *Family housing operations and maintenance*. These funds will apply to operation and maintenance and those incidental improvements accomplished under limited authority (see para 3–12).

(3) *Major maintenance and repair and/or improvement projects requiring higher authority approval*. Project descriptions will address the need and will state requirements by fiscal year. Housing managers must ensure that cost limitations and approval authorities are not exceeded (see para 3–12).

(4) *Intra-Army reimbursable work*.

(a) The housing manager is responsible for initiating all documents for intra-Army reimbursable work which will result in an obligation against AFH funds.

(b) DD Form 448 (Military Interdepartmental Purchase Request) (MIPR) will be used at the installation level by the housing manager in requesting routine work or services to be performed by other installation activities.

(c) The installation activity designated to accomplish the work or provide the services will be responsible for accepting the purchase request using DD Form 448–2 (Acceptance of MIPR) and establishing controls so that total funds on the purchase request are not exceeded during work execution. Should a shortage of funds develop, the performing activity will take action to request additional funds, informing the housing manager of the amounts required and explaining the situations that created the funding shortfall. Neither further work will be accomplished nor services provided until the housing manager has provided additional funds.

(d) The housing manager will provide DD Form 448 to the performing installation activity at the beginning of each quarter or monthly (as applicable) for all reimbursable services such as the following:

1. Refuse collection and disposal.

2. Entomology services.

3. Transportation.

4. Utilities.

5. Furniture repair, handling, and moving.

6. Routine M&R not to exceed the service order (SO) level.

7. Fire and emergency services. The ratio of Facility Activity Code (FAC) 7100 (Family Housing Dwelling) to total SF at the installation will be used to prorate the percent of the fire and emergency services costs that will be Family housing.

(e) The acceptance of the DD Form 448 by the performing activity will be the basis for recording an obligation against AFH funds on the first working day of the fiscal quarter or month (as applicable) for which services are requested. A monthly reconciliation between expenses and obligations and against available funds will be accomplished as of the end of each month. DD Form 448 issued in subsequent quarters or months (as applicable) will give full consideration to any unexpensed balances remaining from previous quarters.

(f) Individual M&R projects are directly funded and will not be reimbursed through reimbursable orders.

b. Reimbursements earned and collected.

(1) Army Family housing facilities and services are provided to certain residents on a reimbursable basis. Examples of residents or users that fall under these provisions are as follows:

(a) Owners of privately-owned mobile homes located on Army-owned mobile home parks.

(b) Non-DOD uniformed personnel of the U.S. Coast Guard, Public Health Service, and National Oceanic and Atmospheric Administration.

(c) Foreign Service Officers and American Red Cross personnel.

(d) Authorized civilian residents.

(2) Reimbursements may come from a number of sources (see 10 USC 2831). Examples of reimbursement sources are as follows:

(a) Proceeds from the rental of Family housing and mobile home facilities under Army control (see also para 3–14*d*(10)*(b)*).

(b) Collections from the rental of Army-controlled furnishings.

(c) Reimbursements from the residents of Army-controlled Family housing and mobile home rental facilities for services rendered, utilities consumed, and maintenance and repairs provided.

(d) Funds obtained from individuals as a result of losses, damages, or destruction to Army-controlled Family housing and mobile home rental facilities and to Army-controlled furnishings that were caused by the abuse or negligence of such individuals.

(e) Reimbursements from other Government agencies for expenditures from the AFH account.

(f) Proceeds of the handling and disposal of Family housing (including related land and improvements) (para 3–10d).

(3) Rental rates will be established per policy in sections XII and XV of this chapter.

(4) Proceeds from the collections set forth in (2), above will be credited to the AFH account to defray AFH program costs.

(5) Reimbursable support provided by AFH to users will be by written agreements. The written agreements will include the minimum data shown in AR 37–49.

c. Service and administrative type buildings. The O&M costs for service-type buildings (for example, office buildings or warehouses), where the entire building is used exclusively for Family housing, are proper charges to AFH. No costs of shared administrative building space will be charged to the AFH on a pro rata or other basis.

d. Handling and disposal of receipts from excess Family housing.

(1) Receipts accruing from the handling and disposal of any excess Army Family housing will be transferred into the AFH account as prescribed by law (see DOD 7000.14–R, vol 2B, chap 6, para 060106.C.1.c).

(2) Each installation, having excess property for disposal, will provide funding for the necessary maintenance, protection, and other expenses until property disposal action has been properly completed.

(3) Costs to remove housing that is to be replaced by new construction will be charged to the site preparation costs of the new construction project.

(4) Costs of housing to be demolished under provisions of AR 405–90 will be charged to AFH.

e. Charges to foreign military personnel.

(1) *Foreign military students or trainees.*

(a) When U.S. student requirements for Family housing have been satisfied and will continue to be satisfied for the

projected duration of the foreign student's occupancy, charge costs incident to the O&M of DU. Table 3–2 provides guidance for calculating such costs (see DOD 7000.14–R, vol 15, chap 7, para 071101.D. and table 711–1).

(b) When foreign students occupy DU which are not excess to U.S. needs, charges will be in accord with section XV.

(2) *Personnel Exchange Program*. The PEP personnel will be charged an amount not to exceed the basic allowance for housing (BAH) of a U.S. member of equivalent grade.

(3) *Other foreign military personnel*. All other foreign military personnel will be charged as follows:

(a) In accord with the terms of agreement between the U.S. and foreign Governments.

(b) Where no formal agreements exist, in accord with rental rates established per section XV of this chapter.

Table 3–2
Calculation of Family housing charges for foreign military students

Step	Action
1	Identify the O&M costs incurred for the installation Family housing inventory using the recent annual AFH cost report.
2	Inflate STEP 1 costs by the O&M inflation factor published in the PBG.
3	Divide STEP 2 costs by number of DUs in inventory to determine annual cost per DU.
4	Divide STEP 3 costs by 12 to arrive at the average monthly cost per DU.
5	Add $100 to the STEP 4 results. (The $100 is an empirical figure–predicated on interest and principal for debt amortization–and is used in lieu of depreciation.

3–11. Army Family housing costing

a. Army Family housing accounts. These are cost accounts that are utilized to manage the application of funds as well as record the costs of the program and verify compliance with the intent of the Army, OSD, and the Congress.

(1) *Principal accounts*. AFH is composed of the following major accounts (see DFAS–IN Manual 37–100–FY for Army Management Structure (AMS) codes).

(a) Operations, Maintenance, Utilities, Leasing, and Privatization (Budget Program (BP) 190000).

1. Operations (BP 191XXX).

2. Maintenance, including repair and incidental improvements (BP 192XXX).

3. Utilities (BP 193XXX).

4. Leased housing (BP 194XXX).

5. Privatization (BP 195XXX).

(b) Construction.

1. New construction (BP 10000000).

2. Acquisition of housing (BP 20000000).

3. Planning and design (BP 30000000).

4. Post acquisition (or improvement) construction (BP 60000000).

(2) *Life cycle of funds*. The O&M accounts receive annual funds which must be obligated in the appropriated year. The construction accounts have multiple-year (5-year) funds.

(3) *Operations and maintenance cost account structure*.

(a) The O&M cost account structure is in DFAS–IN Manual 37–100–FY. It identifies the O&M accounts, subaccounts, and their immediate subordinate detailed accounts under which costs are chargeable. It also sets forth performance factors.

(b) Funded costs for a reporting period must reconcile to obligations incurred for the same period. Costs that apply to administrative support and supervision will be limited to those incurred at the installation level. (Exclude any cost at levels of command above the installation.)

(c) The operations account (BP 191000) is divided into the following subaccounts which are separately identified in the budget request:

1. Management (BP 191100).

2. Services (BP 191200).

3. Furnishings (BP 191300).

4. Miscellaneous (BP 191400).

(4) *Intra-appropriation transfers*. Congress has limited the ability to transfer funds within, among, and between the accounts and subaccounts of AFH. No transfers are permitted between construction and BP 190000. Within BP 190000 Congress has established thresholds that limit the amounts of funds that can be transferred among and between the O&M accounts and subaccounts. Unless otherwise notified by HQDA, all reprogramming requests for fund transfers among and between AFH O&M accounts and subaccounts will be submitted to OASA(FM&C), SAFM–BUI–F, for approval and action.

b. Elements of cost.

(1) *Labor cost.*

(a) Civilian and military labor costs will be charged to AFH. If overseas Family housing activities employ indigenous personnel (local national or third country national), costs will include a percentage of direct labor costs to cover leave, retirement, and any other allowances or employee benefits payable by the Army. Only personnel assigned against the tables of distribution and allowances (TDA) for Family housing management activities will be costed directly to AFH.

(b) Army Family housing will reimburse the appropriate operating appropriation for its pro rata share of labor costs in joint Family housing, and UPH(PP) activities. This includes labor costs in the office of the housing division. It also includes the Housing Division Chief and Secretary, program and budget activities working in both the Family and UPH areas, HS activities, and in-house labor involved in the control, moving, and handling of Family and unaccompanied personnel housing furnishings.

(c) Military personnel directly assigned to Family housing management activities will be accounted for as an unfunded cost within the Family housing structure. However, labor costs of construction units composed of foreign nationals but excluding U.S. military labor are funded MILCON project costs (see DOD 7000.14–R, vol 3, chap 17, para 170203.D).

(2) *Materiel*.

(a) Stock fund items will be costed and obligated, simultaneously, at current standard prices at the time the order is placed on the stock fund.

(b) Other than stock fund, items will be costed at actual prices at the time requisition is filled or contractual document is concluded.

(c) Except for self-help items unique to Family housing, inventories of materiel and supplies will not be separately procured or maintained for the operation and maintenance of Family housing. Authorized equipment and materiel, not included in an installation's normal inventory, which is required for immediate use will be procured with direct charge to AFH.

(3) *Equipment cost*.

(a) Costs for use of equipment under rental contracts with private vendors will be recorded at the time of usage in the amounts provided by the contract.

(b) Government-owned equipment will be costed based on the hours of use and chargeable at the rates set in chapter 6 of this publication. Government-owned equipment and vehicles used in the O&M of Family housing will be provided by the installation on a reimbursable basis.

(4) *Contracts*. Costs of all contracts that solely support Family housing will be charged directly to AFH funds. Army Family housing funds will not be used to reimburse OMA on a pro rata basis for any M&R project unless work was done on Family housing property.

(5) *Utilities*. At all activities, regardless of the accounting system used, utilities will be costed to AFH at a computed unit-cost rate comprised of the following elements:

(a) Cost of the utility service purchased.

(b) Line loss in transmission.

(c) Normal operation and maintenance of the utility distribution system outside of the Family housing areas, excluding major one-time or non-recurring cost of M&R projects. (Costs of both major one-time and recurring M&R projects for the portions of the distribution system within the Family housing areas are charged directly to AFH.)

c. Direct costs.

(1) Direct costs are those that may be identified specifically with any one job, activity, or function. These costs are billed directly to the reimbursing activity by the activity which provides the support services. Normally, fractional parts of an hour, as opposed to whole hours, will be charged to each job.

(2) The direct O&M costs for Family housing include—

(a) Management (less those support costs which are indirect support costs).

(b) Services (less those costs which are indirect support costs).

(c) Furnishings (less those costs which are indirect support costs).

(d) Miscellaneous.

(e) Maintenance and repair, including incidental improvements (less those costs which are indirect support costs).

(f) Utilities.

(g) Lease payments.

(3) Real property maintenance activities which have shop or productive expense rates will add those rates to direct work or services in support of Family housing. These rates are considered to be direct costs.

d. Indirect support costs.

(1) Certain services are furnished in support of Family housing facilities for which it is not feasible to make a direct charge to AFH. Examples are services performed by civilian personnel offices, resource management offices, supply offices, and engineering. These support services constitute indirect support and incur indirect support costs.

(2) Although indirect costs will be charged to AFH, no such charges will be applied against an individual housing unit's cost limitations. Only direct costs will be applied against unit cost limitations.

(3) Activities that bill AFH for support costs will identify separately the direct and indirect support costs. Housing managers will be provided with full supporting documentation, analyses, and methodologies used to identify indirect support costs before approving the expenditure of AFH funds for these costs.

e. Construction costs. Construction and improvement projects and their costs are managed by the supporting USACE district and division. The USACE districts and divisions report progress and costs through their channels to Headquarters, U.S. Army Corps of Engineers (HQUSACE) and HQDA. Director of Public Works (DPW) and housing managers should monitor progress and costs of construction.

f. Security costs.

(1) Personnel who are considered to be potential terrorist targets must be protected. This requirement extends to the physical security of their Government-provided housing including leased housing.

(a) Army Family housing funds will be used for security upgrades including installed equipment classified as real property. These upgrades must be monitored by the IMCOM to ensure that adequate controls over the expenditure of AFH funds are established.

(b) At isolated locations that have only Family housing, AFH funds may be used for perimeter guards.

(c) OMA and/or OPA funds will be used for items or equipment like radios, or other portable equipment that can be used to support the entire mission at the installation.

(2) Security upgrades using AFH funds will be validated by the installation provost marshal and force protection officer. This will ensure the level of protection provided the housing is related directly to the level of anti-terrorism protection required. The DPW will ensure compliance with life, safety, and building codes in any building modification.

(3) The delegation of funding approval authority for AFH BP 190000 funding includes requirements for security upgrades.

3–12. Dollar limitations and approval authorities

a. Family housing. Dollar limitations and approval authorities for Family housing are summarized in table 3–3. These limitations are based on obligations of funds.

b. Unaccompanied personnel housing (permanent party). Chapters 2 and 4 of this publication set forth the cost limitations and approval authorities for MCA/OMA funded facilities such as UPH(PP).

Table 3–3
Dollar limitations and approval authorities

Level of Command/ Agency	New Construction (BP 10000000)	Improvements (BP 60000000)	Maintenance & Repair (BP 192000)	Incidental Improvement (BP 192000)	Operation & Maintenance (BP 192000)
Congress	Authorize and appropriate. Approves all individual projects. Approves reprogramming for projects when revised estimate exceeds 125% of program amount (PA) or $2M, whichever is less. Approves architect/engineer designs which exceed $1M.	Authorize and appropriate. Approves projects requested when cost (adjusted by area cost factor) exceeds $50K per DU. Approves reprogramming when revised estimate exceeds $50K per DU and any project whose revised estimate exceeds PA by 125% or $2M, whichever is less.	Authorize and appropriate. **GFOQ:** Approves total M&R (including incidental improvements) estimated to exceed $35K per DU per FY. **Per Project:** Above $7.5M.	Authorize and appropriate.	Authorize and appropriate.

Table 3–3
Dollar limitations and approval authorities—Continued

OSD	Apportionment/ Program Authorization.	Apportionment/ Program Authorization.	Apportionment/ Program Authorization.	Apportionment/ Program Authorization.	Apportionment/ Program Authorization.
HQDA	Reprogram internally (within authorization and appropriation) projects with revised estimate up to 125% or $2M above the approved amount, whichever is less.	**Per DU:** Less than $50K (adjusted by area cost factor). **Per Project:**Reprograms internally (within annual appropriation and authorization) projects up to 125% or $2M, whichever is less, where individual DU costs do not exceed $50K (adjusted by area cost factor). Notifies Congress semiannually of changes from congressionally-approved project list.	**Per DU:** **GFOQ:** $20K or more for a single major M&R project per DU. **Non-GFOQ:** M&R estimated to exceed $20K per DU per FY. **Per Project:** $1M or more, not to exceed 50% of DU replacement cost.	**Per DU:** $3K or more per DU per FY; over $20K per FY when work supports requirements for physically handicapped. **Per Project:**Delegated.	**GFOQ only:** Approves total combined O&M estimated at $60K or more per DU per FY where the M&R component is less than $35K.
HQIMCOM	None.	None.	**Per DU (Delegated to installation):** **GFOQ:** $20K for a single major M&R project per DU. **Non-GFOQ:** Less than $20K for major M&R (including incidental im- provements) per FY. **Per Project:** Less than $1M, not to exceed 50% of DU replacement cost.	**Per DU (Delegated to installation):** Less than $3K per FY; less than $20K per FY when work supports requirements for physically handicapped. **Per Project:** Less than $750K per FY or $1.5M for health, life, or safety threatening requirements.	**GFOQ only (Delegated to IMCOM region):** Approves total combined O&M estimated at less than $60K per DU per FY where the M&R component is less than $35.
IMCOM region	None.	None.	As delegated by higher HQ.	As delegated by higher HQ.	As delegated by higher HQ (see HQIMCOM above).

Table 3–3
Dollar limitations and approval authorities—Continued

Installation	None.	None.	As delegated by higher HQ (see HQIMCOM above).	As delegated by higher HQ (see HQIMCOM above).	**GFOQ only:** Approves total combined O&M estimated at less than $35K per DU per FY where the M&R component is less than $25K.

Notes:

[1] Statutory Limitations—(a) New Construction (BP 10000000). Cost limit is approved by individual project in Public Law (PL) of FY. (b) Improvements (BP 60000000). Cost limit is $50K per DU ($60K to support the Exceptional Family Member Program) as adjusted by area cost factor except as otherwise approved by individual project in PL of FY. Cost per DU includes proportional costs of other real property serving the DU. The cost limit includes concurrent M&R and incidental improvements. The cost limit is effective only during execution of the project and is not limited by FY. This limit does not apply to repair or restoration of DU damaged by fire, flood, or other disaster. (c) Maintenance and Repair of GFOQ (BP 192000). Total M&R (including incidental improvements) estimated to exceed $35K (absolute) per DU per FY must be included in the budget justification material for congressional review and approval. For purposes of this threshold, M&R costs include work done outside the 5-foot building line (grounds maintenance, utility lines, driveways, sidewalks, and so forth, and design costs). Increases for change of occupancy will not exceed $5K or 25 percent, whichever is less, above the congressionally-approved limit. Out-of-cycle requests to execute work will not be submitted to Congress unless they are for bona fide emergencies. They must be submitted to Congress over the signature of the Secretary of the Army. (d) Incidental Improvements (BP 192000). Cost limit is $750K per project or $1.5M for health, life, or safety threatening requirements. (e) Leasing (BP 194000). Annual leasing costs per Family DU are limited to $12K (domestic) and $20K (foreign). A small number of leases exceeding these limits is authorized to OSD who allocates them to the Military Services.

[2] Administrative Limitations (Congressional)—(a) Improvements to Foreign Source DU. Three year limit for improvements and major M&R is $35K (absolute) per DU, that is, does not allow for use of area cost factors. If costs are expected to exceed $35K over a 3–year period, total funding should be requested in one year. Projects submitted to Congress must include a listing of improvement and major M&R expenditures that occurred during the 3 years prior to the submittal and planned expenditures for the 3 years following the submittal (for example, for an FY 05 budget submittal, report FY 02, 03, 04, 06, 07, and 08). An improvement project (including concurrent M&R) which exceeds the $35K limit and for which no justification was submitted to Congress requires congressional notification and a 21–day waiting period prior to contract award. (b) Maintenance and Repair of Non-GFOQ. Total M&R (including incidental improvements) estimated to exceed $7.5M per project requires advance prior congressional notification.

[3] Administrative Limitations (HQDA)—(a) Construction. All construction projects for GFOQ will be included in the annual budget submittal to Congress. No construction projects will be done for GFOQ through reprogramming action. (b) Damaged or Destroyed DU. The restoration of damaged or destroyed DU will be funded with M&R funds in accordance with the following: less than $20K approved at HQIMCOM level (as delegated); $20K or more but less than 50 percent of replacement cost approved at HQDA level. Where restoration cost exceeds 50 percent of replacement cost, HQDA will determine whether repairs will be funded with M&R funds or with construction funds. Except for GFOQ, the FY M&R limitations per DU do not apply to repair or restoration of DU damaged by fire, flood, or other disaster. (c) Operation and Maintenance of GFOQ. Total O&M estimated to equal or exceed $60K (absolute) per DU per FY, where the M&R component is less than $35K, must be approved by ASA(I&E).

Section III
Assignment, Occupancy, and Termination

3–13. General

a. Scope. This section establishes policies for eligibility, assignment, occupancy, and termination of Government-owned or -controlled Family housing and UPH(PP).

b. Grade comparisons. The grades of DOD civilian employees will be integrated into military grade groups as shown in table 3–4.

Table 3–4
Military and civilian schedule of equivalent grades for housing assignment purposes

Military grade group	Civilian grade group (See note)				
	Senior executive service/Senior level	General schedule	Educators (20 USC 901–907)	Nonappropriated fund employees	Wage system
O–7 thru O–10	SES 1 thru 6 ES 1 thru 6		—	NF6	—
O–6	—	GS–15	—		
O–5 and W–5	—	GS–14 and GS–13	Schedule K	NF5	WS–14 thru WS–19 WL–15 and production support equivalents
O–4 and W–4	—	GS–12	Teaching principals, schedule L		

Table 3–4
Military and civilian schedule of equivalent grades for housing assignment purposes—Continued

O–3 and W–3	—	GS–11 and GS–10	Schedule C, Step 4 and above, and schedules D–F and M–O	NF4	WS–8 thru WS–13
O–2, W–1, and W–2	—	GS–9 and GS–8	Schedule C, Steps 1–3	NF3	WL–6 thru WL–14
O–1	—	GS–7	—		WG–12 thru WG–15 and production support equivalents
E–7 thru E–9	—	GS–6	—		WS–1 thru WS–7
E–5 and E–6	—	GS–5	—		WL–1 thru WL–5 WG–9 thru WG–11
E–4	—	GS–4	—	NF2	WG–1 thru What
E–1 thru E–3	—	GS–1 thru GS–3	—	NF1	

Notes:
[1] This table is based on the military/civilian relationship established for Geneva Convention purposes. NAF positions will be considered equivalent to their counterparts under the General Schedule and Wage System. Senior Executive Service positions shall be considered equivalent to GS–16 through GS–18 positions. Senior Level positions shall be considered equivalent to Senior Executive Service positions. For the Wage System, when a more precise relationship to military rank or General Schedule grades is necessary, this shall be determined by the garrison commander using the grade groupings in the table as a guide. Equivalent grades for other civilian employees not included in the table shall be determined by the garrison commander using the table as a guide.

3–14. Assignment of Family housing

a. Eligibility for Family housing. The following categories of personnel are eligible for Family housing:

(1) Military personnel with accompanying Family members (with accompanying command sponsored Family members in overseas areas).

(2) DOD civilian employees and civilians with accompanying Family members who are DOD-sponsored (key and essential) civilian personnel as authorized by this regulation.

(3) Foreign military trainees, foreign Personnel Exchange Program and integrated personnel, special projects personnel (foreign military and civilian), and foreign liaison personnel with accompanying Family members as authorized by this regulation.

(4) Unmarried chaplains and unaccompanied married chaplains (see also paras 3–14*d*(14), 3–18*e*, and 3–28*a*(2).)

b. Designation of housing.

(1) The garrison commander designates housing for occupancy by personnel in various pay grade groups. Family housing should be designated for occupancy as follows:

(a) General and flag officers (O10 through O7).

(b) Senior grade officers (O6).

(c) Field grade officers (O5, O4, CW5, and CW4).

(d) Company grade officers (O3 through O1, CW3 through WO1).

(e) Enlisted personnel (E9 through E1); may be further categorized, that is, senior noncommissioned officers (NCOs) (E9 through E7)/junior NCOs and junior enlisted (E6 and below); may be even further categorized based upon the needs of the installation.

(2) The garrison commander further designates specific DUs for use by personnel assigned to selected key and essential positions. These include special command positions (para 3–98*c*), installation and garrison commanders in the grade of Colonel (O–6) (para 3–69*b*), the Sergeant Major of the Army (SMA) (para 3–70*b*), and special command sergeant major (CSM) positions (para 3–70*a*). Collectively, these DUs are referred to as representational housing.

(3) Commanders will ensure equitable distribution of Family housing assets among all pay grades by means of reallocation/redesignation action (see sec V of this chapter).

c. Bedroom eligibility. The following bedroom eligibility guidelines may be modified by the garrison commander to meet local requirements:

(1) Sponsor or sponsor and spouse should be assigned one bedroom. Authorized Family members who are married to each other (for example, dependent parents of sponsor or sponsor's spouse) should also be assigned one bedroom.

(2) Each Family member may be assigned one bedroom.

(a) The Soldier may choose to be assigned to a DU where more than one Family member shares a bedroom.

(b) The garrison commander may stipulate two Family members share a bedroom for equitable distribution of the inventory.

(3) The minimum criteria for assigning Family housing based on Family bedroom needs are set forth in table 3–5. However, two years may be added to the ages of children when determining bedroom eligibility. This will ensure the proper number of bedrooms for most of a Family's tour at an installation.

(4) Officers in the grade of colonel (O6) and above normally should be assigned a minimum of four bedrooms. Soldiers in the grades of lieutenant colonel (O5), major (O4), chief warrant officer (CW5 and CW4), sergeant major (E9), and master sergeant (E8) shall be assigned no less than three bedrooms. Soldiers in the grade of sergeant first class (E7) may be assigned a minimum of three bedrooms whenever possible.

(5) When the sponsor or spouse is pregnant (as confirmed by medical authority) and is accompanied by other Family members, the sponsor may apply for and occupy housing with a separate bedroom for the expected child.

(6) A Family member who has a severe physical or mental disability, as confirmed by medical authority, is authorized a separate bedroom.

Table 3–5
Minimum criteria for Family housing assignment based on Family bedroom needs

Number of Family members (excluding sponsor and spouse)	Bedrooms
None	1
One Family member (not the spouse)	2
Two, except as follows:	2
-one 10 years or over	3
-one 6 years or over and other opposite sex	3
Three, except as follows:	3
-two, 10 years or over	4
-one 10 years or over and other two opposite sex of each other with one 6 years or over	4
Four, except as follows:	3
-one 10 years or over	4
-one 6 years or over and all of the other three opposite sex of the one	4
-two 6 years or over of opposite sex and other two same sex	4
-two 10 years or over and other two opposite sex of each other with one 6 years or over	5
-three 10 years or over	5
Five, except as follows:	4
-two or more 10 years or over	5
-one 10 years or over, with one 6 years or over and of the opposite sex of the other three	5

d. Assignment provisions.

(1) Assignment will not be made unless the sponsor is expected to occupy the housing for a minimum of six months.

(2) Unmarried sponsors with accompanying (command sponsored for OCONUS) Family members will compete equally with married sponsors for Family housing. This includes sponsors whose sole Family members are expected to reside with them full time based on legal custody but who are enrolled as full time students at an institute of higher learning.

(3) In cases where courts award joint custody of children and the single Soldier has no other Family members, assignment to Family housing is authorized only if the Soldier has physical custody of the children for more than 6 consecutive months per year. Family housing applicants must submit copies of court documents which provide for physical custody of the children for more than 6 months per year.

(4) Personnel will not be assigned to more than one Family housing DU at the same time. During intra-post moves the effective date of assignment to the new DU will be the same as the effective date of termination from the old DU. The resident forfeits BAH for only one DU. Therefore, the other unit should be considered vacant for utilization reporting purposes.

(5) Pregnant military personnel (with no other Family members) will not be assigned to Family housing until the birth of the child.

(6) Sponsors with exceptional Family members may forward a request for special housing consideration in writing to the DPW Housing Management Division. The Housing Manager, in conjunction with the medical department and the Exceptional Family Member Program (EFMP) Committee, will make a recommendation to the garrison commander.

(7) Accompanied foreign military trainees may be assigned Family housing only after all U.S. military requirements are satisfied.

(8) Personnel Exchange Program personnel function as fully integrated members of the U.S. Army and will be housed on the same basis (that is, grade category and priority) as equivalent United States personnel.

(9) The foreign personnel below may be assigned excess Family housing unless a Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) dictates otherwise. Foreign military personnel who claim housing eligibility due to the provisions of an MOU or MOA must provide a copy of the document to support their application.

(a) Special projects personnel (foreign military and civilian) who participate in specific projects, studies, or programs mutually beneficial to the United States and their parent government.

(b) Foreign liaison personnel who function on behalf of their government.

(10) DOD civilian employees, except key and essential personnel as determined by the garrison commander, shall rely on private communities for housing support. For assignment to military Family housing, DOD civilian employees will be integrated into grade categories per table 3–4.

(a) In CONUS, Alaska, and Hawaii garrison commanders may grant exceptions to civilian employee reliance on private sector housing for valid reason, such as isolated duty location. Where military Family housing is provided, rent will be charged per section XV of this chapter.

(b) In foreign countries and U.S. possessions and territories, DOD U.S. citizen civilian employees (both APF and NAF) recruited in the United States may be authorized to occupy excess military Family housing without charge, if adequate housing in the private community is not available. These personnel will forfeit their housing allowances or living quarters allowances (LQAs). Forfeited allowances, in an amount equal to the actual costs of housing services rendered (to include utilities), will be transferred to AFH as a reimbursement (see para 3–10*b*(2)*(a)*). However, as housing for key and essential civilian employees is funded by APF direct appropriations, housing allowances forfeited by them is statutorily prohibited from transfer to AFH as a reimbursement.

(c) The housing of DOD civilian employees who are not key and essential personnel will not be used as justification to retain excess military Family housing. However, where divestiture of excess military Family housing is not feasible, the following action may be taken:

1. In the United States, garrison commanders may lease excess Family housing in remote areas to DOD civilian employees. Such housing will be provided on a rental basis in accord with section XV.

2. In foreign areas, where not prohibited by a Status of Forces Agreement (SOFA), DOD U.S. citizen civilian employees (both APF and NAF) and DOD-sponsored U.S. citizen civilian contractor personnel may be assigned to excess military Family housing on a voluntary basis or as a condition of employment. Before offering housing as a condition of employment, coordination must be made with the local housing authority. Contractor personnel may be assigned to excess military Family housing if their contract specifically includes housing or the IMCOM region approves the exception. These personnel shall voluntarily authorize the use of their LQA to reimburse AFH for the actual costs of housing services rendered (including utilities costs). The actual costs of military Family housing must be less than LQA. The host IMCOM region will administer and execute MIPRs under funded reimbursable procedures. The assignment of civilians must not prevent the future assignment of Soldier families to military Family housing.

(d) In overseas areas NAF employees who are authorized housing or an housing allowance shall have equal priority with APF civilian employees for assignment to Family housing per DOD 1401.1–M, paragraph C5.3. Occupancy by NAF employees shall be on a reimbursable basis in accord with DOD 7000.14–R, volume 2B, paragraph 060106.C.1. For reimbursement use available APFs or NAFs in consonance with the funding of the NAF employee's position. Outstanding accounts with Family housing for NAF employees shall be paid promptly.

(11) Where DOD-sponsored civilian personnel (for example, U.S. or third country national bank employees and key contractor personnel) serving DOD military installations at overseas locations cannot obtain suitable housing in the vicinity of the installation, they may occupy DOD Family housing on a rental basis as determined per section XV , where not prohibited by a SOFA. Priority for assignment will be determined by the garrison commander.

(12) When American Red Cross personnel are provided Government housing in the United States, the Red Cross personnel or the American National Red Cross shall pay the rental rate established in accord with section XV. In foreign countries, Red Cross personnel will be furnished housing on the same basis as DOD civilian employees.

(13) In overseas locations, housing may be provided on a reimbursable basis to the United Service Organizations, Incorporated (USO) executive and professional staff where it is within the capability of the overseas military command and not prohibited by a SOFA. The rates charged will be equal to the housing allowances or rate charged to equivalent grade civil service employees.

(14) Unmarried chaplains and unaccompanied married chaplains will compete equally for AFH with sponsors within the appropriate grade category. They will not be required to share Family housing. In all circumstances, assignments to Family housing will result in forfeiture of housing allowances. Diversion of the Family housing DU is required per paragraph 3–28*a*, 3–14*a*(4), and 3–18*e*.

(15) Garrison commanders will allow spouses to sign for housing and furnishings in the absence of the sponsor. A power of attorney or notarized statement is not required.

(16) Chief Warrant Officers in grades CW5 and CW4 will be assigned field grade officer housing unless they voluntarily accept company grade housing. Such acceptance will remain in effect until departure from the installation.

(17) Under unusual circumstances, housing may be assigned to personnel in one pay grade category above or below

that for which housing is designated. When assigning housing under these circumstances, the housing manager will ensure that assignments reflect an equitable distribution of assets among pay grades.

(18) Soldiers married to Soldiers whose sponsors accompany them are authorized assignment to Family housing on the same basis as other married personnel. Where one Soldier is an officer and the other is enlisted, the garrison commander, based on local circumstances, may elect a housing assignment that will—

(a) Best maintain good order and discipline within the community, and

(b) Be in the best interest of the Service.

(19) When Soldiers married to Soldiers whose spouses do not accompany them but who arrive within 120 days of each other, the first Soldier to arrive at the new duty station may apply for and be assigned Family housing provided that the second arriving Soldier does not accept Family housing elsewhere (see para (4) above). A copy of orders for both Soldiers is required.

e. Assignment priorities. Assignment priorities are set forth in table 3–6.

Table 3–6
Priority of assignment for Family housing

Priority	Personnel category (See notes 1, 2, and 3.)
1	Key and essential military and civilian personnel.
2	Personnel in pay grades for whom the housing has been designated in equal priorities— Military personnel and authorized civilian employees assigned or attached for duty at the installation. Army personnel not assigned or attached to an installation but assigned for duty within one hour commuting distance of the installation. Independent duty personnel of any Service working within one hour commuting distance of the installation. (See note 4.) Military personnel of other uniformed Services assigned for duty within one hour commuting distance of the installation for whom support agreements for housing have been established. Personnel Exchange Program and integrated personnel assigned or attached to the installation. Active Guard Reserve (AGR) personnel serving on active duty pursuant to 10 USC and who are assigned or attached for duty at the installation or within one hour commuting distance of the installation. National Guard personnel serving on active duty pursuant to 32 USC who are assigned to tenant units on the installation. (Support agreements should be in place.) The garrison commander may establish a maximum tenancy of four years for these personnel. Other personnel for whom support agreements executed at the Secretary of the Army level exist which direct specific assignments.
3	Army personnel not assigned to an installation but assigned outside the one-hour commuting distance boundary who request housing support. A housing support agreement is required.
4	Military personnel of all uniformed Services; including 32 USC AGR for whom support agreements have not been established and who are assigned or attached for duty within one hour commuting distance of the installation. A maximum tenancy of four years may be established for AGR personnel.
5	Other personnel for whom support agreements for housing have been established— Foreign military students, foreign liaison personnel, other allied military personnel, and special projects personnel assigned or attached to the installation (unless a higher priority has been designated in an MOU or MOA). Nonmilitary uniformed personnel of the Public Health Service and the National Oceanic and Atmospheric Administration assigned or attached to the installation. Other personnel for whom support agreements executed at the SA level exist which allow the garrison commander to make directed assignments.
6	In CONUS, unaccompanied families of military personnel.

Notes:

[1] The garrison commander may deviate on a case-by-case basis to alleviate undue hardships.

[2] Listings within personnel categories are not intended as an order of assignment priority but as an explanation or clarification of types of personnel in a given priority.

[3] Housing may be assigned to personnel one pay grade category above or below that for which the housing is designated.

[4] If there is more than one installation (with Family housing) within commuting distance of the independent duty site, the nearest one (by travel time in normal commuting hours) shall be the Family housing provider unless another installation consents to a transfer of the responsibility.

f. Waiting lists.

(1) A waiting list shall be established for each designation of Family housing by bedroom composition. Separate waiting lists may be established when the housing units are designated for special uses, such as students. The sponsor's grade and bedroom requirement will determine the waiting list on which the name is placed. The relative position on a waiting list will be determined by the eligibility date criteria set forth in paragraph 3–14*g*. All other criteria being equal, the position on the waiting list will be determined by rank and date of rank with the senior member having the higher priority.

(2) An applicant may elect, in writing, to be placed on a waiting list for housing with less bedrooms than that authorized. If housing is assigned under this procedure, residents will be considered adequately housed for the remainder of the tour unless the number of the sponsor's Family members increases.

(3) An applicant may elect, in writing, to be placed on a waiting list for housing with one bedroom more than that for which qualified. This may be done when—

(a) Sponsor or spouse is pregnant (as confirmed by medical authority) upon arrival at the installation.

(b) Adoption of a child has been approved by a court of competent jurisdiction.

(4) Applicants may not be on more than one adequate housing waiting list at one time. Applicants may apply for adequate and substandard housing at the same time.

(5) Pregnant military personnel, otherwise without Family members, may be placed on the waiting list when pregnancy is confirmed by medical authority.

(6) Promotable applicants may elect, upon arrival at the installation, to be placed on the waiting list for housing designated for their promotable grade. Personnel who attain promotable status while occupying adequate housing may be authorized to go on the waiting list at the discretion of the garrison commander.

(7) If an applicant requests and is allowed to change from one waiting list to another, the date of eligibility will be the date of change to the new waiting list.

(8) Sponsors will not be placed on a waiting list at the gaining installation prior to the Soldier signing out at the losing installation. Soldiers must sign-in at the new duty station before assignment is made. DA Form 31 (Request and Authority for Leave) and DA Form 137–2 (Installation Clearance Record) will indicate date departed last permanent duty station.

(9) When a Soldier is ordered on PCS with TDY en route, the spouse is authorized to apply for housing at the new duty station prior to the arrival of the sponsor. The effective date of the spouse's signing for housing shall not be earlier than the PCS location reporting date of the sponsor.

(10) When there are wide differences in style, age, or location of Family housing, waiting lists may be established for each type of housing. Applicants may apply for the type of housing desired and will be assigned accordingly except in foreign areas, Hawaii and Alaska, when such assignment would result in housing remaining vacant or in extended temporary lodging payments.

(11) If the Soldier is unable to accept housing for reasons beyond the Soldier's control (for example, hospitalization, emergency leave, restrictive lease clause, unavoidable delay of Family's arrival), the Soldier will retain relative position on the waiting list.

(12) If a specific offer of adequate housing is declined, the Soldier's name may either be removed from, or placed at the bottom of, the waiting list. Subject to the provision of (11), above, the policy on housing assignment declination will be published and prominently displayed. Additionally, Soldiers declining a specific offer of housing will sign a simple statement acknowledging the declination.

(13) The relative position of the top 10 percent of personnel on each housing assignment waiting list will be stabilized (freeze zone). However, personnel in key and essential positions will be placed at the top of the freeze portion of the waiting list or immediately below other key and essential personnel (para 3–14*i*).

(14) Sponsors who have been given a firm (oral or written) commitment for housing will not be displaced by arriving families added to the waiting list.

(15) The freeze zone may be extended beyond the top 10 percent to include the names of personnel who are scheduled to be assigned to housing within 60 days or deferred as authorized in (11), above.

(16) Garrison commanders may approve exceptions to waiting list policies under special circumstances such as extreme hardship, compassionate, or medical reasons.

(17) Waiting lists to include name and eligibility date will be kept current and prominently displayed in a public area at the housing office.

g. Eligibility date. Eligibility date for placement on a waiting list or assignment to housing will be as indicated below provided application is made no later than 30 days after reporting to the new duty station.

(1) Permanent change of station personnel (with or without TDY en route) arriving in—

(a) Continental United States. Date departed last permanent duty station. For personnel arriving from one station unit training (OSUT), advanced individual training (AIT), basic training, Officer Candidate School (OCS), and similar training, use date departed the school/training to determine eligibility date for placement on a Family housing waiting list.

(b) Outside continental United States (including Hawaii and Alaska). Date departed last permanent duty station from another ACOM, ASCC, or DRU as appropriate. Military personnel who are directed to transfer within or between OCONUS ASCCs prior to completion of their original OCONUS accompanied tour (their date expected to return from overseas (DEROS) does not change) will receive the date departed last permanent duty station for original accompanied overseas tours. Military personnel who complete an original OCONUS accompanied tour and begin another OCONUS accompanied tour (their DEROS changes) will receive the date departed last permanent OCONUS duty station.

(2) New accessions to the Army (for example, enlistment, induction, lateral entry, direct appointment of critical specialty, and so forth). Date of enlistment or entry on active military service if with family members or date of acquiring family members, whichever is later.

(3) Personnel from a dependent-restricted overseas location.

(a) Upon completion of a dependent-restricted tour, including involuntary extension beyond initial tour, date departed previous duty station for the dependent-restricted tour or a maximum 14–month credit. Soldiers who obtain Family members during the tour and were separated from those Family members will receive credit only for time separated. Voluntary extensions beyond the initial tour negate all credit.

(b) A sponsor's eligibility for placement on a waiting list at the next installation of assignment is not affected by a "stop movement" action. Soldiers involuntarily extended due to stop movement will retain their waiting list status for up to 14–month credit.

(4) Personnel whose last permanent assignment was to a medical holding detachment. Date departed last station where travel of Family members and shipment of household goods was authorized.

(5) All other personnel (including all civilians). Date of application.

h. Application, assignment, and termination documents.

(1) Application for Government Family housing and off-post civilian housing will be on DD Form 1746 (Application for Assignment to Housing) (para 3–130*a*). Information on DD Form 1746 will be supported by PCS orders or data will be verified by the Military Personnel Office. Copies of supporting documents will be retained in the Soldier's housing assignment file. Housing Operations Management System (HOMES) generated applications may be used in place of the DD Form 1746.

(2) Applicants will be informed of the availability of Family housing through issuance of DD Form 1747 (Status of Housing Availability) (para 3–130*b*). A HOMES-generated document may be used in place of the DD Form 1747.

(3) All housing will be assigned and terminated by letter, memorandum, or locally developed form. Housing staffs, in conjunction with other agencies, should help ensure that the Soldier's BAH entitlement starts and stops in accord with guidance provided in DOD 7000.14–R, volume 7A, tables 26–6 and 26–8. Assignment and termination documents will be numbered consecutively by fiscal year and will contain the following information:

(a) Effective date of assignment. This will be the day housing is assigned.

(b) Effective date of termination.

1. For the purpose of starting housing allowance, this will be the date housing is vacated, cleared by the housing manager, or date the Soldier departs the installation on PCS, whichever is earlier, unless housing continues to be occupied by Family members (see para 3–53*e*).

2. For the purpose of computing occupancy of AFH, the termination date will be the date the housing manager clears the housing from the occupant or from the contracted cleaning team, whichever is later, but not more than three working days beyond the end of the contracted cleaning period.

(c) Sponsor's rank, last name, first name, middle initial, social security number (SSN), and military organization. If military spouse is assigned to or terminates the same housing, enter the spouse's rank, name, SSN, and military organization.

(d) Housing address.

(e) Statement from the garrison transportation officer that the cost of the move is either at Government or individual expense. Moving expense guidelines will be in accord with JFTR (see also para 3–6*c*(11) for policy on DLA).

(f) Statement that the housing is to be occupied by the sponsor and Family members.

(g) Statement that the housing is substandard (when applicable) and the amount of BAH to be forfeited.

(4) Distribution of assignment and termination documents will be as directed by the garrison commander, but will include as a minimum the following:

(a) Military personnel.

1. Original copy to individual.

2. One copy to the Operating Location/Finance and Accounting Office (OPLOC/FAO) within three working days following assignment or termination.

(b) Department of Defense civilian employees.

1. Original copy to individual.

2. One copy to the servicing civilian personnel office within three working days following assignment or termination.

(c) Families of absent sponsors assigned to excess housing.

1. Original assignment or termination document to Soldier's spouse or authorized Family member.

2. One copy to the servicing OPLOC/FAO within three working days of assignment or termination. Document will contain a statement to the effect that housing is or was for occupancy by the Family of the absent sponsor.

3. One copy to sponsor's unit commander. When the sponsor's new organization is not known, send to the Defense Finance and Accounting Service (DFAS)-Indianapolis Center, ATTN: DFAS–PMTCA/IN, Indianapolis, IN 46249–0840.

i. Key and essential personnel.

(1) Key and essential military and DOD and DOD-sponsored civilian employees are incumbents of designated key and essential positions as established by the garrison commander in coordination with the installation commander or senior mission commander. The duties of key and essential positions require the incumbents' immediate availability on the installation due to military necessity. Therefore, they must reside in Government housing.

(2) The designation of key and essential positions will be kept to an absolute minimum to ensure maximum housing equity for all Soldiers.

j. Substandard housing assignment. Personnel will not be mandatorily assigned substandard housing except for reasons of military necessity. Separate waiting lists will be maintained and assignment procedures will be as stated for adequate housing. Assignment to/application for substandard housing does not preclude Soldiers from applying for adequate housing (para 3–23).

k. Mandatory assignment (foreign areas only). The garrison commander may mandatorily assign adequate housing if necessary to maintain maximum occupancy. The following conditions apply:

(1) Personnel will not be mandatorily assigned until all volunteer families, regardless of rank, are assigned.

(2) Personnel will be mandatorily assigned only to housing adequate for their grade and bedroom requirement except in cases of military necessity.

(3) Garrison commanders will consider assignment of all personnel listed in table 3–6 before implementing mandatory assignment procedures.

(4) Soldiers will be informed of housing availability and the possibility of mandatory assignments before or upon application for Family housing. A DD Form 1747 may be used for this purpose (para 3–130*b*). Soldiers who have been notified in writing that housing would not be mandatorily assigned will not be required to move on post, regardless of subsequent changes in housing availability.

(5) Mandatory assignment will not be made if—

(a) Soldier has less than one year's duty time remaining at the installation.

(b) Such assignment would cause extreme hardship.

(6) Personnel who make commitments for community housing after receipt of PCS orders without first reporting to the housing office may be mandatorily assigned.

(7) If a Soldier refuses to occupy Government housing, he or she will be advised in writing that housing allowances will be forfeited as long as housing adequate for their grade and bedroom requirement is available.

l. Home purchase statement. A DD Form 1747 may be used as a statement that the member will not be required to occupy Government housing. The statement will assist members to obtain Federal Housing Administration (FHA), Department of Veterans Affairs (VA), or other loans.

m. Mobile homes and mobile home spaces.

(1) Mobile home spaces in Government-owned parks are primarily for use by members accompanied by families. Mobile homes may be owned, leased, or otherwise acquired by the member. Potential occupants need not have possession of a mobile home at time of placement on the waiting list. If a Soldier sells a mobile home to another Soldier, the garrison commander will determine if the mobile home must be moved from the space (para 3–91*e*).

(2) Contractor-owned and -operated mobile homes are not Government housing for assignment purposes. However, the housing office will maintain waiting lists, and provide prospective tenants to the contractor. Occupancy of these units does not preclude application by Soldier for Government housing (para 3–91*d*).

n. Other Family housing programs.

(1) Title 10 USC 2835 or domestic build-to-lease housing and both domestic and foreign Government-leased units are Government-controlled Family housing for assignment purposes (see para 3–86*b*(4)).

(2) Title 10 USC 2836, or rental guarantee, housing is not considered Government-controlled housing for assignment purposes. A separate waiting list will be maintained and prospective tenants will be referred for occupancy. When 97 percent utilization by families cannot be maintained, unaccompanied or eligible DOD personnel will be referred (see para 3–86*b*(4)).

(3) Privately-owned Wherry housing is not Government-controlled housing for assignment purposes. However, the garrison commander may certify prospective tenants to the owner.

(4) Title 10 USC 2871 (that is, privatized) housing is available at selected locations under the Army's Residential

Communities Initiative Program (see para 3–110). The RCI housing is not considered Government-controlled housing for assignment purposes. The RCI partner, not the Army, makes the assignments.

3–15. Occupancy of Family housing

a. Occupancy by non–Family members. Persons other than Family members, as defined in glossary, may be permitted to reside in Family housing. The following apply in such cases:

(1) Sponsor will request approval in writing through the housing office to the garrison commander to allow non–Family members to reside in housing. Non–Family members who are known registrants on a central registry for child molestation and intend occupancy of, or overnight visitation to, a Family housing DU will sign in at the Provost Marshal's Office. Failure to do so could result in the host sponsor being evicted from housing.

(2) Approval does not imply an extension of other benefits or privileges to which non–Family members are not otherwise entitled.

(3) When the garrison commander is the sponsor, his or her immediate superior must approve the request.

(4) Approved occupancy should be equitable for all Soldiers and not adversely impact on health, safety, morale, or welfare of the installation.

(5) Additional bedroom requirements are not authorized to accommodate non–Family members.

(6) If a non–Family member is also a member of a Military Service or Family member of a military sponsor, his or her residence will be considered joint occupancy for assignment to Family housing in determining housing allowances.

(7) Neither storage of the sponsor's household goods at Government expense to accommodate the non–Family member's household goods is authorized nor is storage or shipment of non–Family member's household goods.

(8) Residence in housing overseas by non–Family members must be consistent with applicable host nation laws, SOFAs, and other international agreements. Residence in government housing by non–Family members under this policy does not make those individuals a "dependent of a member of the force" under current SOFAs. Such persons are not entitled to the rights and privileges afforded by these agreements.

(9) The garrison commander may revoke authorization for non–Family members to reside in housing for misconduct or when in the best interests of the Army for reasons relating to health, safety, morale, or welfare on the installation.

(10) Questions regarding occupancy of housing by non–Family members may be referred to the supporting Office of the Staff Judge Advocate (OSJA) or legal counsel for assistance.

b. Civilian employees occupancy limitation. Key and essential civilian employees (CONUS and OCONUS) will continue assignment to Family housing without time limitation. For other than key and essential civilian employees OCONUS, Family housing assignments may be terminated after five years at the same geographical location. Civilian employees will be given written notification of this condition of occupancy at time of housing assignment (see para 3–16*d*).

3–16. Termination of Family housing

a. Termination of housing.

(1) Unless otherwise authorized, Family housing will be terminated by the Soldier under the following conditions:

(a) When the installation ceases to be the permanent station of the sponsor.

(b) When the sponsor or Family members no longer reside in the housing, except in those cases of intractable marital discord, under the provisions of paragraph 3–16*b*(2)*(i)*, or of joint custody where Family members reside with the sponsor for more than 6 months per year, under the provisions of paragraph 3–16*b*(2)*(j)*.

(c) Upon request of the sponsor, when occupying Government-owned substandard housing.

(d) Upon sponsor's retirement or separation from the Service.

(e) Upon request of the sponsor for personal convenience when termination does not result in vacant housing (foreign areas only).

(2) Government housing may be terminated at the discretion of the garrison commander under the following conditions:

(a) For medical, hardship, or compassionate reasons.

(b) For misconduct of the sponsor, Family members, or guests.

(c) When residents are involved in misuse or illegal use of housing contrary to safety, health, or morale.

(d) Upon request of the sponsor when approved retirement date has been established.

(e) For repeated waste of energy resources (to include utilities).

(f) When, under the provisions of paragraph 3–16*b*(2)*(i)*, a determination is made that, due to the inability of a sponsor and his or her spouse to resolve intractable and acerbic marital difficulties, neither party of the marriage shall remain in housing.

(3) In cases of involuntary termination, written notification should be provided to the resident at least 30 days prior to the termination date unless otherwise directed by the garrison commander.

b. Exceptions to immediate termination.

(1) Exceptions to immediate termination are authorized when—

(a) Soldier is transferred to a hospital as a patient on PCS orders.

(b) Soldier is transferred with TDY en route to a new station where orders do not authorize movement of household goods to the TDY station. Under this condition, Soldier may retain Government housing for occupancy of Family members for up to 30 days after completion of TDY. Installations located in foreign countries must adhere to applicable host nation laws, SOFAs, and other international agreements.

(c) Soldier is ordered on PCS to school for a period of one year or less and will return to the same installation upon completion of school. If, upon completion of the school, the Soldier is assigned to another installation, the Soldier must terminate housing within 30 days after completing the school. Installations located in foreign countries must adhere to applicable host nation laws, SOFAs, and other international agreements.

(2) People are critically important to the Army. In recognition of this fact, the Army has a fundamental policy of strongly supporting the basic needs of its Soldiers and their families. Certainly, housing is a basic need. This is so at all times but especially during periods of familial hardship. Any unilateral termination of Family housing by the Army must take this basic policy into consideration. Accordingly, the following situations require particular attention by the garrison commander to ensure that families are not inadvertently punished in times of great difficulty and intense distress:

(a) When the member is reassigned from CONUS to OCONUS where Family members are authorized and deferred Family travel is approved, the garrison commander will allow families to remain in housing up to 140 days after the sponsor's departure. Permanent change of station orders must be kept up to date by the absent Soldier during the 140 days (20 weeks).

(b) Garrison commanders may permit Family members of sponsors who depart an installation incident to PCS to remain in housing up to 90 days to preclude undue hardship. Installations located in foreign countries must adhere to applicable host nation laws, SOFAs, and other international agreements.

(c) Family members of active duty Soldiers assigned to a dependent-restricted area may retain housing until the sponsor completes the normal dependent-restricted tour (para 3–16*c*). Installations located in foreign countries must adhere to applicable host nation laws, SOFAs, and other international agreements.

(d) Family members of prisoners of war and Family members of missing in action or other persons in a missing status as defined in AR 600–8–1, chapter 13, and 37 USC 551 may continue to occupy their housing until status changes.

(e) Family members of military sponsors who died in the line of duty will be permitted to remain in assigned adequate housing without charge for a period of 365 days after sponsor's death (37 USC 403(l)(1)). Family members of deceased military sponsors who are occupying rented housing on the date of the sponsor's death will be permitted to continue to receive BAH up to 365 days after the sponsor's death (37 USC 403(l)(2)). If housing is terminated prior to 365 days subsequent to death of sponsor, a copy of termination order will be forwarded to Defense Finance and Accounting Service (DFAS) - Indianapolis Center, ATTN: DFAS–PMTCBC/IN, Indianapolis, IN 46249–0840. If Family members are permitted to occupy the housing beyond 365 days, an amount equal to Soldier's housing allowances or appraised rental value (whichever is less) will be charged without exception. Written notifications and agreements between the resident and the garrison commander will ensure full understanding of the terms and conditions of continued occupancy.

(f) In hardship cases, former Uniformed Service members and their Family members, former Federal employees (or other residents) and Family members, or Family members of deceased Federal employees (or other residents), may be permitted to remain in assigned housing for a period not to exceed 60 days and will be charged an amount equivalent to the former member's full BAH (see OMB Cir A–45, para 7e(3)). Written notifications and agreements between the resident and the garrison commander will ensure full understanding of the terms and conditions of continued occupancy. Installations located in foreign countries must adhere to applicable host nation laws, SOFAs, and other international agreements.

(g) In cases where Soldiers must serve an unaccompanied overseas tour because an exceptional Family member's authorized medical support cannot be obtained in the overseas area, CONUS garrison commanders may permit Family members of active duty Soldiers to retain occupied Government-owned or -controlled housing until the Soldier completes the normal unaccompanied tour. The following conditions must be met:

1. Government housing was assigned prior to the sponsor's departure.

2. Formal written request to retain housing or mobile home pad is made upon receipt of PCS orders. Request must contain—

a. A current Exceptional Family Member Program endorsement.

b. Certification from the overseas duty station medical authority that exceptional Family member's authorized medical support cannot be obtained in the area of the overseas duty station.

3. Soldiers who retain housing and are subsequently assigned to another CONUS installation upon completion of the overseas tour must terminate housing within 30 days after returning to CONUS. Garrison commanders may grant up to 60 additional days' occupancy when Government housing will be available at the new duty station within 90 days of return.

4. Housing may be terminated by the garrison commander if a sponsor extends the original unaccompanied overseas

tour, or for other reasons. Written notification of termination should be provided to the resident at least 30 days prior to the termination date.

(h) Where a sponsor is incarcerated by military or civilian authorities, garrison commanders will allow families to remain in housing as long as the sponsor remains on active duty unless the maintenance of good order and discipline within the community demands otherwise. In cases where the sponsor is discharged from the service (resulting in the loss of BAH entitlements), Family members may submit a request for an exception to policy for waiver of payment/retention of housing. Submit request, in accord with paragraphs 3–6*g*(5) and 3–16*b*(2)*(b)*, through command channels to DCS, G–1 at HQDA (DAPE–HR–PR), 300 Army Pentagon, Washington, DC 20310–0300.

(i) Where a marriage is in difficulty due to marital discord, disharmony, and/or break-up, there is the possibility that, given time, the Family can mend itself. If reunification is not possible, the military spouse remains a spouse until the marriage is legally dissolved. Where a Soldier is married to a Soldier, the senior Soldier is considered the sponsor. In cases where a sponsor and spouse are unwilling, or otherwise unable, to cohabitate due to marital discord, the garrison commander, in consultation with the sponsor and his or her spouse and with the Staff Judge Advocate (SJA), will make a determination as to who, if either party of the marriage, will remain in housing. Such determination should be made in consideration of the involvement of other "dependent" Family members of the marriage. This determination will remain in effect until resolution of the marital situation (that is, reunification, legal separation, or divorce) or until the sponsor's PCS to a location beyond a 1-hour commuting distance or separation from the Service.

(j) Where the marriage of a Soldier married to a Soldier culminates in legal separation or divorce and each Soldier is given legal responsibility for one or more dependent Family members, the provisions of DOD 7000.14–R, volume 7A, chapter 26, regarding BAH and the occupancy/termination of housing apply.

c. Retention of housing for sponsors on dependent-restricted tours.

(1) Soldiers who occupy Family housing or Government-owned mobile home pads and are assigned to dependent-restricted tours may voluntarily retain such facilities at their last permanent CONUS, Hawaii, or Alaska duty station. When Family members will continue to occupy the housing, the conditions below must be met.

(a) The tour is to an area where Family member travel is restricted. (Election of an "all others" tour when assigned to an "accompanied tour" area waives retention option.)

(b) Government housing was assigned prior to sponsor's departure to the dependent-restricted area.

(c) Formal written request to retain housing or mobile home pad is made upon receipt of PCS orders.

(d) The Family housing or mobile home pad must be occupied by the Soldier's Family members during the Soldier's absence. If no adult Family member will remain with the Soldier's minor children, the individual designated in the Soldier's Family care plan approved under AR 600–20 may be designated in writing to assume responsibility for the care and conduct of the Soldier's minor children. Any non–Family members so designated must be approved under paragraph 3–15*a* of this regulation.

(2) The involuntary extension of a sponsor on a dependent-restricted tour is a "stop movement" action. Garrison commanders should allow continued occupancy of CONUS Family housing for Family members of a sponsor whose dependent-restricted tour has been extended as a result of "stop movement". Garrison commanders who determine that continued occupancy by a given Family not be allowed will coordinate denial action through the chain of command to DCS, G–1 at HQDA (DAPE–HR–PR), 300 Army Pentagon, Washington, DC 20310–0300.

(3) Installations located in foreign countries must adhere to applicable host nation laws, SOFAs, and other international agreements.

(4) When both husband and wife are members of a Military Service, retention of Government housing is authorized for the spouse with or without Family members during a dependent-restricted tour.

(5) Soldiers who retain housing during a dependent-restricted tour and are subsequently assigned to another CONUS, Hawaii, or Alaska installation upon completion of the tour, must terminate housing within 30 days after returning to the United States. Garrison commanders may grant up to 60 additional days occupancy when Government housing will be available at the new duty station within 90 days of return.

(6) Housing may be terminated by the garrison commander if a sponsor extends the dependent-restricted tour.

(7) Personnel listed below will not be authorized to retain currently assigned Government Family housing. However, they will be eligible for priority assignment to other Family housing at the same installation.

(a) Those occupying housing designated for the incumbents of specific duty positions.

(b) Those occupying housing reserved for service school attendees.

(c) Those occupying housing reserved for staff and faculty members at the U.S. Army War College.

(8) Exceptions to installation participation in retention of housing for sponsors serving dependent-restricted tours will be considered on a case-by-case basis. Requests will be forwarded through command channels to DCS, G–1 at HQDA (DAPE–HR–PR), 300 Army Pentagon, Washington, DC 20310–0300 for consideration.

(9) In some cases Soldiers may be selected to participate in the Homebase and Advanced (Sequential) Assignment Program (HAAP) governed by AR 614–100 (officer) and AR 614–200 (enlisted). The program contains two options–Homebase Assignment and Advanced (Sequential) Assignment. Housing managers should review and understand the intent of this program.

d. Termination of housing occupied by civilians.

(1) Civilians will terminate housing under the conditions below.

(a) Employment or contract with DOD is terminated.

(b) Housing is no longer excess to the needs of the installation.

(c) Conditions of eligibility cease.

(d) When 5–year limitation of occupancy in overseas area expires except where housing is excess.

(e) Misconduct of sponsor, Family members, or approved non–Family members.

(2) Written notification to terminate will be provided a minimum of 30 days prior to termination date. The notification will state the reasons for termination, the date the housing must be vacated, and whether relocation is to be paid by the Government.

(3) Outside continental United States garrison commanders may permit Family members of civilian employees who are transferring within the same country to retain housing up to 90 days to preclude hardship. A written request must be submitted to the garrison commander. Forfeiture of housing allowance or rental payment must continue.

e. Eviction and repossession of units.

(1) In the event a resident refuses to vacate Family housing, garrison commanders should first attempt all measures that are reasonable under the circumstances to make a peaceful recovery of the housing by nonjudicial means. Such measures may include counseling of the housing residents, assisting the housing residents to secure off-post housing, and referring the housing residents to charitable, religious, or social service organizations for assistance, as appropriate.

(2) Garrison commanders should consider the following circumstances in deciding what measures are reasonable under the circumstances:

(a) Whether there is a need for the housing to meet a higher priority requirement.

(b) Whether the resident was aware of the rules and regulations about Family housing occupancy.

(c) Whether the resident faces special hardship by vacating the premises.

(3) If taking such other measures does not result in the peaceful repossession of the housing, garrison commanders should refer the matter to their SJA or command legal counsel to determine whether legal proceedings, use of law enforcement authorities, or other measures are appropriate. In taking steps to initiate legal proceedings, the SJA or command legal counsel will follow the provisions of AR 27–40, chapter 5. (IMCOM region director may not grant exceptions.)

3–17. Commercial endeavors in Government Family housing

a. Policy. Garrison commanders are authorized and encouraged to permit limited commercial activities such as handicrafts, child care, and sale of products by sponsors and/or Family members in Government-controlled Family housing. In foreign areas, Family housing residents may be subject to local host nation requirements as well as SOFA and customs regulations.

b. Establishment and operation.

(1) Requests for permission to conduct a home enterprise will be made in writing to the garrison commander or his or her designee. Prompt action will be taken on each request and a written response provided. In reviewing requests, garrison commanders will ensure that commercial endeavors are consistent with Federal, State, and local laws. Commanders should obtain assistance from the installation SJA. Additionally, the commander will consider local government licensing requirements, potential government liability, SOFA, host country business practices, and prospective advertising practices. Home enterprises cannot compete with or duplicate Installation MWR Fund (IMWRF) or Army and Air Force Exchange Service (AAFES) sales and services. In no instance will activities be authorized or continued when they will interfere with community tranquility or present safety hazards.

(2) Structural changes to Family housing are not authorized except in instances where Family child care (FCC) homes must be upgraded to meet National Fire Protection Association (NFPA) 101 standards for a 1-hour fire barrier between mixed occupancies. In these cases, the cost for upgrading the walls will be borne by AFH or OMA. In all other cases, when practical and feasible, commanders should allow residents to make minor modifications. The costs of such modifications and restorations, if required, will be borne by the sponsor (see para 3–53*l*).

(3) Cost of utilities will be reimbursed to the Government at a rate jointly established by a representative of the garrison commander and the sponsor. Charges may be waived when they are minimal and in the opinion of the garrison commander reimbursement is not warranted.

3–18. Eligibility, assignment, and termination of permanent party unaccompanied personnel housing

a. Categories of permanent party unaccompanied personnel housing.

(1) *Senior officer quarters.* Housing designated for use by officers in grade of colonel (O6) and above.

(2) *Officer quarters.* Housing designated for use by officers in grade lieutenant colonel (O5) through 2d lieutenant (O1) and warrant officers.

(3) *Senior enlisted quarters.* Housing designated for use by enlisted personnel in grades sergeant major (E9) through sergeant first class (E7) through staff sergeant (E6) in the United States.

(4) *Enlisted quarters.* Housing designated for use by enlisted personnel in grades staff sergeant (E6)–through sergeant (E5) in the United States–and below (excluding trainees).

(5) *Trainee barracks.* Housing designated for use by personnel in basic combat training (BCT) and one-station unit training (OSUT).

(6) *Reserve Component support housing.* Housing designated for use by Reserve Component (RC) personnel.

b. Priorities of assignment.

(1) Soldiers entitled to BAH at the "with dependent" rate, who are voluntarily separated from their Family members, are not authorized assignment to UPH(PP) in the continental United States, Hawaii, and Alaska. This affects all permanent party categories and all ranks except for chaplains as set forth in paragraph 3–18*e*. Garrison commanders retain the authority to identify and assign key and essential personnel to UPH.

(2) Priorities of assignment will be made per table 3–7 below.

(3) Assignment of civilians shall be based on the comparison of military and civilian grades in table 3–4.

Table 3–7
Priorities of assignment for SOQ, OQ, SEQ, and EQ

Priority	Personnel category (see note 1).
I	Key and essential personnel (military and civilian) who must reside on post due to military necessity.
II	Permanent party military personnel assigned or attached for duty at the installation including PCS students who are entitled to BAH at the "without dependent" rate; eligible unaccompanied civilian personnel OCONUS (see para 3–18h(4)); personnel on a Family member restricted tour; unaccompanied personnel serving all others tours (excluding Hawaii and Alaska); and RC service members in medical holdover (MHO) status exceeding 30 days.
III	Permanent party unaccompanied military personnel receiving BAH for support of Family members due to divorce or separation (court ordered decree or OSJA separation agreement), or individuals with legally supported Family members, for example, children or parents (see note 2).
IV	Service members in OCONUS, excluding Hawaii and Alaska, entitled to BAH at the "with dependent" rate but not accompanied by Family members for personal reasons (that is, geographic bachelors) (see notes 2 and 3).
V	Title 32 AGR assigned or attached for duty within commuting distance of the installation; and foreign military personnel (see paras 3–18*g* and 3–18*i*, and note 2, below).
VI	Military and civilian personnel not otherwise eligible (OCONUS only) (see note 2, below).

Notes:

[1] Title 10 Soldiers whose duty assignments are within 1 hour commuting distance of the installation will be treated the same as those members assigned to the installation.

[2] Personnel in priorities III through VI are assigned on a space-available basis. They are not required to participate in a waiting list for UPH(PP), not required to occupy UPH(PP), and not required to obtain a certificate of nonavailability (CNA). Minimum standards of adequacy do not apply to residents in these categories. Prior to assignment, these individuals should be advised in writing they may be required to vacate housing for personnel in priorities I and II upon 30-days notice. Housing Managers must determine whether diversion to other use (for example, UPH(TDY) is appropriate if UPH(PP) 'space available' situation persists. The maximum period that a Title 32 member may reside in Government housing is 4 years.

[3] The Garrison Commander may deviate on a case-by-case basis to alleviate undue hardships for CONUS installations, includes Hawaii and Alaska.

c. Waiting lists for senior officer quarters, officer quarters, and senior enlisted quarters. Waiting lists will be maintained and prominently posted at the billeting office. Personnel will be placed on the waiting list by date of eligibility as shown below if application is made within 30 days of arrival at new duty station. If not, eligibility date is the date of application. The relative position of the top 10 percent of personnel on the waiting list will be stabilized (that is, placed in the freeze zone). However, personnel in key and essential positions will be placed at the top of the freeze portion of the waiting list immediately below other key and essential personnel.

(1) PCS personnel with or without TDY en route.

(a) CONUS date departed last permanent duty station.

(b) OCONUS including Hawaii and Alaska.

1. Date departed last permanent duty station from another ACOM, ASCC, or DRU as appropriate.

2. Military personnel who are directed to transfer within or between OCONUS ASCC prior to completion of their original OCONUS tour (their DEROS does not change) will receive date departed last permanent duty station for original overseas tour. Military personnel who complete an original OCONUS tour and begin another OCONUS tour (their DEROS changes) will receive date departed last permanent duty station.

(2) New accessions to the Army. Date of entry on active duty.

(3) Personnel whose last permanent assignment was to a medical holding detachment. Date departed last duty station from which member was assigned to medical holding detachment.

d. Assignment of housing to permanent party personnel.

(1) Assignment of SOQ, OQ, and SEQ will be made in writing by the Housing Office. It will include the date of assignment and housing identification and be forwarded to the individual's OPLOC/FAO within three working days following assignment. A local form letter or memorandum with consecutive control numbers will be used for assignments and terminations. Written orders are not required for housing assigned in bulk to units and activities.

(2) Incoming military personnel in the grade of staff sergeant (E6) and above and officers on a current promotion list may be assigned at their option to the category of housing for the grade to which they will be promoted. Personnel who attain promotable status while occupying adequate housing may be authorized to go on the waiting list for their promotable grade at the discretion of the garrison commander.

(3) Personnel will not be required to occupy housing that does not meet adequacy standards except for military necessity. Mandatory assignment to inadequate housing solely to limit payment of BAH is not authorized. World War II wooden barracks will not be used as required housing for permanent party personnel (see para 3–25*b*).

(4) Unaccompanied Soldiers married to Soldiers on separate tours will be assigned to permanent party housing on the same basis as unmarried personnel.

(5) Assignment and use of housing under a unit integrity concept is authorized provided the overall installation occupancy rate for UPH(PP) does not fall below 95 percent as determined by the housing manager. (IMCOM region director may not grant exceptions.) Where necessary, the commander will direct assignment of personnel from outside organizations into unit-managed space to—

(a) Obtain maximum utilization of adequate housing assets.

(b) Reduce use of substandard assets.

(c) Eliminate payment of housing allowances to personnel who can be adequately housed in Government housing.

(6) Soldiers entitled to BAH at the "with dependent" rate may not be assigned UPH, including AFH temporarily diverted to UPH, in excess of minimum space adequacy standards without affecting the right to BAH except under the following conditions (DOD 7000.14–R, Volume 7A, para 260301.C):

(a) It is the only UPH available and no unmarried Soldier or Soldier entitled to BAH at the "with dependent" rate is housed in UPH not meeting minimum space and adequacy standards.

(b) The housing is not suitable for joint occupancy.

(c) The housing is jointly occupied, if suitable for joint occupancy.

(7) Garrison commanders may maintain adequate barracks carried in the UPH database as "excess space" in active status to provide more space and privacy to personnel listed in table 3–7 as priority I and II.

(8) Soldiers in a MHO status exceeding 30 days on Active Army and USAR installations will be housed in facilities that accommodate their medical conditions and are comparable to permanent party housing on the same installation. At a minimum, such housing will be safe, secure, and climate controlled, with inside bathrooms and privacy between sleeping areas. Appropriate accommodation will be provided for Soldiers with functional limitations.

e. Assignment of housing to chaplains.

(1) Unmarried chaplains and unaccompanied married chaplains are authorized to compete equally for Family housing within the appropriate grade category regardless of whether UPH is available. They may, at their request, choose a private UPH apartment consisting of a bedroom, bathroom, living room, and kitchen or kitchenette.

(2) Chaplains entitled to BAH at the "with dependent" rate are subject to the limitation set forth in paragraph 3–18*d*(6). If UPH is not available or is not adequate, they may compete for Family housing (see paras 3–14*a*(4), 3–14*d*(14), and 3–28*a*(2)).

f. Assignment of housing to unaccompanied law enforcement, criminal investigation, and counterintelligence personnel.

(1) Enlisted military police and personnel assigned to military police units will be billeted in facilities separate from other Soldiers, including those areas of barracks separated by wings or floors. Personnel may be billeted in OQ or SEQ when available.

(2) Enlisted Criminal Investigation Division (CID) special agents and laboratory examiners will be billeted with other CIDC personnel in facilities separate from other Soldiers, or they may be billeted in OQ or SEQ. Enlisted CIDC administrative personnel will normally be billeted with CIDC personnel or with military police personnel. If suitable facilities are not available, CID special agents, laboratory examiners, and administrative personnel may be given a CNA.

(3) Enlisted counterintelligence (CI) Soldiers requiring special billets, as certified by their commanders, must be billeted with other CI Soldiers in facilities separated from other Soldiers. When facilities are not available, they will be housed in OQ or SEQ or given a CNA.

(4) The IMCOM region directors may not grant exceptions to the provisions in (1) through (3), above.

g. Assignment of housing to Reserve Component personnel.

(1) *Initial active duty for training*. These RC personnel are considered trainees and will be billeted in the same manner as Active Army trainees.

(2) *Annual training*. When performing annual training (AT) with a unit (to include individual travel but joining the unit) RC personnel will be assigned Government housing regardless of adequacy. However, commanders should ensure

that this does not result in conditions dangerous to health or safety. RC personnel on AT as individuals (such as Individual Mobilization Augmentation Soldiers) in a per diem status should be housed on the same basis as other personnel of equal grade and duty status. Reserve Component personnel on AT as individuals not in a per diem status will report to their local supervisor for housing assistance (see AR 215–1).

(3) *Active duty for training, active duty for special work, and active duty* . Reserve Component Soldiers performing ADT, ADSW, or AD will be housed the same as Active Army Soldiers. If performing ADT with a unit, these personnel will be housed on the same basis as the unit.

(4) *Inactive duty training*. Reserve Component members performing IDT at home station may be provided permanent party housing (UPH(PP)) or housing normally set aside for RC use, if available (see table 3–7 for priority). If such housing is not available, these Soldiers may be authorized to occupy (UPH(TDY)) on a space available basis; or on a confirmed reservation basis if home station is greater than 50 miles from the Soldiers' residences. Such occupancy will be at individual's expense (see AR 215–1).

(5) *Active Army Soldiers attending Reserve Component courses of instruction*. These students will be required to occupy housing according to the policy set by the school commandant and the garrison commander. The Active Army Soldier will be provided housing in the same manner as for other students (either Active Army or RC) attending the course.

(6) *Active Army participants in Reserve Component unit activities*. Active Army personnel who directly participate in maneuvers, exercises, war games, Army Training and Evaluation Programs (ARTEPs), or in field exercises conducted by RC units during AT or IDT will be provided housing (to include tentage) without charge and without regard to adequacy.

(7) *Reserve Component support housing*. This housing is designated for use by RC personnel. The garrison commander or appropriate representative will assign, terminate, and determine adequacy standards of RC support housing.

(8) *Active Guard Reserve personnel*.

(a) Title 10 personnel. Title 10 USC AGR personnel without Family members will be assigned UPH per priorities outlined in table 3–6.

(b) Title 32 personnel. Active Guard Reserve personnel serving on active duty pursuant to 32 USC who are attending service schools will be housed on the same basis as other students. A maximum tenancy of 4 years may be established for 32 USC AGR personnel.

(9) *DODI 1225.9, Billeting for Reserve Component Members, chapter 5.2.1.1*. Reserve Component members, traveling more than 50 miles from their home station to perform IDT will receive billeting with the same priority as AD members traveling under orders away from their permanent duty station (10 USC 12604 (a)). As stated in DODI 1225.9, chapter 5.2.1.2, RC members performing IDT and are not otherwise entitled to travel and transportation allowances, will be provided lodging in kind, as provided in 37 USC 404(i) (a), when transient Government housing is not available.

h. Assignment of housing to civilian employees.

(1) Civilian employees shall rely primarily on private communities for housing support, except for military necessity.

(2) Civilian employees who occupy key and essential positions may occupy housing without time limits.

(3) In CONUS, Alaska, and Hawaii DOD civilian employees who occupy UPH(PP) will pay a rental charge determined per section XV. When American Red Cross personnel are provided Government housing in the United States, Red Cross personnel or the American National Red Cross shall pay the rental charge established per section XV of this chapter.

(4) In foreign countries and U.S. possessions and territories where DOD U.S. citizen civilian employees (both APF and NAF) recruited in the United States and American Red Cross personnel cannot obtain suitable housing in civilian communities, the overseas commander may authorize them to occupy housing on a rental basis per section XV . DOD U.S. citizen civilian employees (both APF and NAF) and DOD-sponsored U.S. citizen civilian contractor personnel who live in Government housing will forfeit their housing allowances or LQAs. Forfeited allowances will be transferred to the appropriate account as a reimbursement. In foreign countries, Red Cross personnel will be furnished housing on the same basis as DOD civilian employees. The overseas commander will limit occupancy by other than key and essential civilian employees to five years at a single geographical location to maintain equity and reasonable distribution of assets.

i. Assignment of housing to foreign military personnel.

(1) Foreign military trainees (FMTs) are on invitational travel authorizations. Insofar as possible, FMTs will be housed in permanent party housing (see assignment priority V).

(2) Personnel Exchange Program and integrated personnel function as fully integrated members of the U.S. Army. They are housed on the same basis as equivalent U.S. personnel.

(3) Special projects personnel (foreign military and civilian) participate in a specific project, study, or program which will mutually benefit the U.S. and parent Governments. They will be housed (assignment priority V) unless an MOU or MOA dictates otherwise.

(4) Liaison personnel function entirely in behalf of their parent Governments and are precluded from functioning as PEP/integrated or special projects personnel. They will be housed only when housing is excess to U.S. military requirements unless an exception is approved by the IMCOM region or an MOU or MOA dictates otherwise. In granting exceptions, commanders will ensure uniform application regardless of country represented.

j. Conditions of termination.

(1) Assignments to UPH(PP) will be terminated in writing under the following conditions:

(a) When the installation ceases to be the permanent station of the Soldier.

(b) When the housing is required for higher priority personnel.

(c) On request of a Soldier—

1. Voluntarily occupying inadequate housing.

2. As a single Soldier in the grade of staff sergeant (E6) or above who desires to reside off post, except as described elsewhere in this section.

(d) When housing that was constructed for use of military personnel, but leased to civilian employees, is required to meet the military housing needs of the installation except in the case of a situation covered by paragraph 3–16*b*(2)*(i)*.

(e) When Family members are located within 1 hour commuting distance of the installation, except in the case of a situation covered by paragraph 3–16*b*(2)*(i)*.

(f) At the discretion of the garrison commander, when a Soldier no longer performs the duties of the position that entitled him or her to occupy that particular housing.

(g) Under conditions other than *(a)* through *(e)*, above when approved by the garrison commander.

(2) In cases of involuntary termination of housing, the garrison commander will notify the individual concerned in writing stating the conditions of termination. Thirty days advance notice will normally be given.

k. Authority to live off post.

(1) Permanently assigned personnel in the grade of staff sergeant (E6) and above who are entitled to BAH at the "without dependent" rate may elect to reside off post. Permanently assigned personnel in the grade of staff sergeant (E6) and above who are entitled to BAH at the "with dependent" rate and are serving an unaccompanied (all others) tour may elect to reside off post if adequate Government housing is not available. A CNA will be issued to these individuals. These elections may be denied only if it would adversely affect a training mission, military discipline, or military readiness. (IMCOM region directors may not grant exceptions.)

(2) Garrison commanders may authorize single Soldiers in the grade of sergeant (E5) and below to reside off post under the following conditions:

(a) When adequate housing is not available and military necessity is not a factor.

(b) When the Soldier is pregnant.

(c) When the Soldier has purchased a home near the installation prior to notification of assignment to that installation.

(3) When a Soldier married to another Soldier without Family members resides off post and one of the Soldiers departs on a separate tour, the other Soldier will not be ordered to return to permanent party housing.

(4) Personnel who are authorized to reside in the civilian community shall receive HS counseling on the Equal Opportunity in Off-post Housing Program before negotiating a rental or lease agreement for community housing.

(5) The garrison commander (in foreign areas only) may mandatorily assign adequate housing if necessary to maintain optimum occupancy. The following conditions apply:

(a) Personnel will not be mandatorily assigned until all volunteer unaccompanied Soldiers are assigned.

(b) Personnel will be mandatorily assigned only to housing adequate for their grade requirement except in cases of military necessity.

(c) Garrison commanders will consider assignment of all personnel listed in table 3–7 before implementing mandatory assignment procedures.

(d) Soldiers will be informed of housing availability and the possibility of mandatory assignments before or on application for housing. Soldiers who have been notified in writing that housing would not be mandatorily assigned will not be required to move on post, regardless of subsequent changes in housing availability.

(e) Mandatory assignment will not be made if—

1. Soldier has less than one year's duty time remaining at the installation.

2. Such assignment would cause extreme hardship.

(f) Personnel who make commitments for community housing after receipt of PCS orders without first reporting to the housing office may be mandatorily assigned.

(g) If a Soldier refuses to occupy Government housing, he or she will be advised in writing that their unaccompanied personnel housing allowances will be forfeited as long as housing adequate for their grade is available.

l. Nonavailability of adequate permanent party housing.

(1) If adequate housing is not available, a CNA will be issued. When a member in the grade of sergeant (E5) or

below is authorized to live off post and receives BAH at the "with dependent" rate, the Soldier will be informed in writing that one of the following applies:

(a) Housing may be made available to you within 12 months of your arrival. You should make temporary or semipermanent arrangements off post at your discretion.

(b) Housing will not be made available during your tour of duty, and you should make permanent billeting arrangements off post.

(2) If UPH(PP) becomes available, Soldiers in the grade of sergeant (E5) through private (E1) residing off post and receiving housing allowances at "with dependent" rate will be required to occupy UPH. However, involuntary assignments will not be made if the garrison commander determines that financial hardship will occur.

(3) Garrison commanders will assign responsibility to the housing organization for issuance, control, and recordkeeping of CNAs for BAH at the "with dependent" rate. A quarterly review of all current CNAs and available UPH(PP) will be made. The review should consist of an assessment of available adequate UPH(PP) assets and current CNAs within each unit.

3–19. Army policy on liability for damage to military permanent party housing and related furnishings and equipment

a. General. Under 10 USC 2775, as implemented in AR 735–5, a Soldier is liable to the United States for damage to any assigned housing and related equipment or furnishings, if the damage is caused by the Soldier's abuse or negligence. The term "assigned housing" means both Family and unaccompanied personnel housing.

b. Limitation. A Soldier's liability under AR 735–5 for damage to assigned housing and related equipment and furnishings is limited to one month's basic pay unless the damage or loss was the result of the Soldier's gross negligence or willful misconduct. For example, a Soldier is grossly negligent if he is aware of specific risks posed by the reckless, wanton, or deliberate conduct of Family members or guests, and fails to exercise available opportunity to prevent or limit the damage. In the absence of evidence to the contrary, Soldiers will be presumed to be on notice of risks attending the activities of those whom the Soldier allows upon the premises.

c. Waiver of claim. The authority to waive, in whole or part, a claim under 10 USC 2775 has been delegated to those commanders who exercise final approval authority for Reports of Survey under AR 735–5. The dollar limitations on commander's final approval authority for Reports of Survey shall also apply to that commander's authority to waive claims under 10 USC 2775. In the event that a waiver is denied, enlisted and officer personnel have the right to appeal that denial to the appellate authority. The appeal of a denied waiver under 10 USC 2775 shall be made in the same manner as, and concurrently with, an appeal of a finding of liability under AR 735–5. In the event that such an appeal is denied, enlisted members have the additional right to request a remission of indebtedness under 10 USC 4837 and AR 600–4.

d. Acknowledgement of responsibilities and potential liability. Residents will be provided copies of the documents below, as appropriate, which they will acknowledge in writing. Refusal to sign does not relieve the resident of liability. Any such refusals will be documented and filed by the housing office.

(1) For all permanent party housing residents a sample format for a liability notice which explains the policy is shown in figure 3–1.

(2) For military Family housing residents only, a sample format for a "landlord/tenant" statement on conditions of occupancy is shown in figure 3–2.

Liability for Damage to Assigned Housing

1. Public law makes military residents of Government housing units legally responsible for damage to the units, or for damage or loss of Government-issued appliances and furniture. This notice explains the rules which apply to family and permanent party unaccompanied personnel housing. You should read it carefully and keep a copy for your records.

a. First, you can be held pecuniarily liable when your Government housing, appliances, or furnishings are lost, damaged, or destroyed as a result of your negligence or abuse. You are negligent if you act carelessly, or if you are aware that your family members, or those you allow on the premises, are likely to act carelessly and do not take proper steps to prevent or minimize such conduct. Abuse means either willful misconduct or the deliberate unauthorized use of housing, that is, conducting an unauthorized business in the housing unit.

b. Second, the Army has limited your liability to an amount equal to one month's basic pay, unless the damage or loss is caused by your gross neglect or willful misconduct; in such a case, you are liable for the full amount of the damage or loss, which could amount to thousands of dollars. You are grossly negligent if you act in a reckless or wanton manner, or if you are aware that your family members or persons you allow on the premises are likely to act recklessly and you do not take proper steps to prevent or minimize such conduct. In other words, if you know that damage is likely to result from the willful misconduct or reckless behavior of family members or guests, and despite such knowledge, you fail to exercise available opportunities to prevent or limit the damage, you are grossly negligent and will be charged for the full amount of the loss.

c. Third, you are not liable for damage consisting only of fair wear and tear, or caused by an act of God or by the acts of persons other than family members or guests. You are, however, responsible for damage caused by pets belonging to you or your guests.

d. Fourth, special rules for housing-related reports of survey permit commanders to waive claims for damage or loss when such is found to be in the best interests of the United States. This waiver authority is similar to forgiveness of the debt. If you request a waiver and fail to get it, you can appeal the matter through report of survey channels. If unsuccessful, you can seek redress through the Army Board for Correction of Military Records.

2. The purpose of the housing liability law is to let us set limits for your liability and to waive claims in appropriate circumstances. The potentially great liability created by the law makes the question of insurance very important. However, only you can decide whether your potential risks warrant the purpose of insurance. The Army does not require it, but you may want insurance for your own protection and peace of mind.

I have read and understand the policy contained herein.

Name: Jonathan Q. Smith Date: 6 November 2004

Housing assignment: 414-A Potomac Circle

Signature: /s/ Jonathan Q. Smith

Figure 3–1. Sample format for liability notice

Conditions of Occupancy for Military Family Housing

OCCUPANCY

Jonathan Q. Smith is assigned to 414-A Potomac Circle to be occupied as military family housing of the United States on 6 November 2004.

RESIDENT USE

The residents will use the premises solely as a single-family residence for themselves and their family members. Use of the unit for any other purpose, including the shelter of any additional number of persons, except temporary guests, is prohibited without prior written consent of the housing representative.

GOOD REPAIR

Except as otherwise provided herein, the housing authority will maintain the property in good repair and habitable condition and will be responsible for all repairs not due to the abuse or negligence of the resident, their family members, or guests during occupancy. Repairs or replacement of equipment provided due to normal wear and tear will also be at the expense of the housing authority.

CONDITION OF PROPERTY

The housing authority and the resident will inspect the property, and both parties shall agree that the property is in a fit and habitable condition, except for those damages or malfunctions itemized in writing on the pre-move-in inspection report. Copies of this report will be retained by the housing authority and resident. Any additional items noted by the resident must be submitted in writing and received by the housing authority within 15 days of occupancy. If additional items are not received by the housing authority within the 15-day period, the housing authority will consider the property to be in acceptable condition and suitable for occupancy.

LIABILITY

The above-named resident is liable to the United States for damage to assigned housing and related equipment or furnishings, due to the resident's abuse or neglect. Liability for such damage is limited to one month's base pay, unless the damage was the result of the resident's gross negligence or willful misconduct. For example, a Soldier is grossly negligent if he is aware of specific risks posed by the reckless, wanton, or deliberate conduct of family members, or guests, and fails to exercise available opportunities to prevent the damage. In the absence of evidence to the contrary, Soldiers will be presumed to be on notice of risks attending the activities of those whom the Soldier allows upon the premises.

INSURANCE

Private liability insurance is an option of the resident and should be considered as a safeguard against the potentially substantial liability described above.

Figure 3–2. Sample format for conditions of occupancy for military Family housing

PETS

Army housing and related equipment and furnishings which are damaged by pets allowed on the premises by the resident will be repaired or replaced at the resident's expense. If pets are allowed on the premises, carpets will be cleaned at the termination of occupancy at the resident's expense.

PLUMBING AND APPLIANCES

The resident must keep the premises, including all plumbing fixtures, facilities, and appliances, as clean and safe as condition permits and will attempt to unclog and keep clear all waste pipes, drains and water closets where possible. At the termination of occupancy, all appliances and equipment must be in good working order and the premises must be in good clean condition, normal wear and tear excepted.

USE AND REPAIR OF FACILITIES

The residents will use all electrical, plumbing, sanitary, heating, ventilating, air conditioning, and other fixtures, facilities and appliances in or on the premises in a reasonable manner. Any damage caused by either the residents, their family members, or guests beyond normal wear and tear will be repaired at the residents' expense.

DAMAGING PROPERTY

If the resident willfully or negligently destroys, defaces, damages, impairs, or removes any part of the premises (including fixtures, facilities, and appliances) or willfully or negligently permits any person to do so, replacement or repair will be at the resident's expense.

GENERAL MAINTENANCE

The residents will at their own expense: a) Keep up and preserve in good condition any lawn, vines, shrubbery, and gardens and keep all fences in good repair, normal wear and tear excepted; b) remove leaves, sticks, and other debris that accumulates on the property; c) promptly remove ice and snow as necessary or required; d) furnish their own light bulbs; e) replace or repair all broken or damaged glass, screens, flooring, wood plaster, drywall, and locks occurring during their occupancy, normal wear and tear excepted. Any repairs or replacements of property, equipment, or appliances required due to the abuse of negligence by acts of commission or omission of the residents, their family members, or guests, will be paid for by the resident. The consent of the housing manager must be obtained before the resident places any exceptionally heavy articles such as waterbeds, in the unit which may damage the unit's structural integrity.

NOTICE OF DEFECTS OR MALFUNCTIONS

The resident must promptly notify the housing office whenever the structure or the equipment or any fixture contained therein becomes defective, broken, damaged, or malfunctions in any way. If not such notice is given, the resident will be held liable for any resultant damage.

Figure 3–2. Sample format for conditions of occupancy for military Family housing—Continued

RESIDENT CONDUCT

Residents will conduct themselves in a manner that will not disturb their neighbors.

HEALTH AND SAFETY

The resident will comply with all health and safety regulations imposed by the local command.

SYSTEM OVERLOADS

The resident will not install or use any equipment that will overload any gas, water, heating, electrical, sewerage, drainage, or air conditioning systems of the assigned premises.

SMOKE DETECTORS

It is the responsibility of the resident to check smoke detectors periodically during occupancy and replace batteries, if appropriate, to keep the smoke detector in proper working condition. Any other malfunctions detected must be reported to the housing office.

REDECORATING AND ALTERATIONS

The resident will obtain written consent from the housing authority before redecorating or making any alterations, additions, or improvements. Such alterations will, at the option of the housing authority, remain with the property or be removed by the resident. When removing such alterations the premises must be returned to its original condition at the expense of the resident.

PERIODS OF ABSENCE

The resident must notify the housing office whenever an extended absence from the housing unit is anticipated.

ACCESS TO PROPERTY BY THE HOUSING MANAGERS AND THEIR DULY DESIGNATED REPRESENTATIVES

Upon reasonable notice to the resident and at reasonable times, the Garrison Commander or duly designated representative may enter the premises in order to: a) inspect the property; b) make necessary repairs, alterations, or improvements; and c) supply necessary or agreed upon services. If the residents are not at home when the premises are to be entered, the housing representative will have (in decreasing order of preference) a representative from the resident's command or unit, a security officer, or a disinterested third party accompany him or her when entering the housing unit.

Figure 3–2. Sample format for conditions of occupancy for military Family housing—Continued

NEGLECT AND COSTS

If at any time the housing authority is required to make repairs to the property or its equipment for damages caused by the abuse or negligence of the resident or the resident's family members, or guests, the resident understands that the repairs will be made at the resident's expense. Residents are liable to pay the total expense for any loss or damage to assigned housing or related equipment or furnishings which is due to their gross negligence or willful misconduct. As appropriate, the housing residents will be afforded the right to complete the necessary repairs either by outside contractor or on their own; however, work must meet Government inspection.

I HAVE READ, AND UNDERSTAND ALL OF THE CONDITIONS CONTAINED HEREIN.

Sponsor: /s/ Jonathan Q. Smith	Date: 6 Nov. 04
Spouse: /s/ Joanna E. Smith	Date: 6 Nov. 04
Housing Representative: /s/ Alan T. Moore	Date: 6 Nov. 04

Figure 3–2. Sample format for conditions of occupancy for military Family housing—Continued

Section IV
Adequacy Standards

3–20. Scope

This section sets forth adequacy standards for Government-owned and -controlled housing. These adequacy standards should not be confused with the special procedures used for Family housing identified to Congress prior to 1973 as substandard (see para 3–23, below). It also addresses adequacy standards of off-post housing for permanent party personnel.

3–21. Types of standards

In the housing arena, there are two basic types of standards that must be considered. These are construction design standards and adequacy standards. Although interrelated, these standards have different purposes and are therefore separate, even though a construction design standard may be the same as an adequacy standard. Construction design standards pertain to the design and construction of facilities. They are operative before acceptance and occupancy of the constructed facility. On the other hand, adequacy standards are concerned with use. They apply after occupancy of the facility.

a. Construction design standards.

(1) For the most part construction design standards are technical in nature. They are intended to ensure the production of safe, sound, functional housing that will last for a reasonable time.

(2) These standards address such factors as siting, layout, size, capacity, material, strength, durability, structural integrity, maintainability, aesthetics, color, style, and safety. By reference they incorporate a host of national codes whose primary purpose is to ensure the survivability of the structure and its components and hence the safety of the users.

(3) Construction design standards come into play before-the-fact. They are the parameters within which new housing is constructed and existing housing is modernized.

(4) Construction design standards are set forth in technical instructions (TI), design guides (DG), and Army standard design packages (para 3–79).

b. Adequacy standards. These standards are yardsticks to measure how well a particular housing facility serves its use. They are applied after-the-fact and tend to be more qualitative in nature. They focus not only on the size, configuration, and safety of the housing facility, but also on the condition, services, and amenities which tend to make the housing compatible with contemporary standards of livability.

c. Confusion of standards. Construction design standards should not be confused with adequacy standards. There is

an essential difference between the two standards. Construction design standards tend to focus on maximum allowances, while adequacy standards address the minimum acceptable. It should not be assumed that construction design standards and adequacy standards are the same for a particular facility type.

3–22. Adequate housing

a. Adequacy standards for Government-controlled Family housing.

(1) The garrison commander will determine the adequacy of Family housing per the standards below. Appearance and habitability should be reviewed at least annually.

(2) Family housing units which equal or exceed the following standards are considered adequate:

(a) Location. A housing unit should not be located in close proximity to sources of objectionable noise, odors, and health and safety hazards to residents. Reasonable proximity to runways, industrial areas, troop areas, and ammunition storage areas is characteristic of many installations. Therefore, the influence of this factor should be limited to those cases where unacceptable proximity results in persistent annoyance or hazard.

(b) Site conditions.

1. Drainage. Suitable drainage and soil stabilization should be provided.

2. Access. Suitable roadways, sidewalks, and steps should be provided as necessary for convenient access to DUs.

3. Parking. Off-street parking shall be provided (up to a maximum of two cars per DU).

(c) Size. The minimum areas in net and gross square feet (SF) and in net and gross square meters (SMs) for DUs are listed in table 3–8. (Construction benchmarks are contained in table 3–18.) Only in unusual circumstances will a DU be declared inadequate because of insufficient space. A DU shall not be classified as inadequate on the basis of the current resident's grade if the DU is adequate for a lower grade.

Table 3–8
Minimum net floor area per Family housing decision unit (see notes 1 and 2)

Number of bedrooms: 1		
	Space (SF):	550 (net) / 682 (gross)
	(SM):	51 (net) / 63 (gross)
Number of bedrooms: 2		
	Space (SF):	750 (net) / 930 (gross)
	(SM):	70 (net) / 86 (gross)
Number of bedrooms: 3		
	Space (SF):	960 (net) / 1190 (gross)
	(SM):	89 (net) / 111 (gross)
Number of bedrooms: 4 or more		
	Space (SF):	1190 (net) / 1476 (gross)
	(SM):	111 (net) / 137 (gross)

Notes:

[1] Space criteria are based on OMB Circular A–45.

[2] Construction sizing benchmarks are shown in table 3–18.

(d) Condition of dwelling unit. A DU must have—

1. Structural soundness without potential health or safety hazards to residents.

2. Hot and cold potable running water.

3. At least one bathroom per floor of DU–one with flushable commode, lavatory, and shower or tub and other with flushable commode and lavatory.

4. A kitchen with sink, refrigerator, and range with oven.

5. Sanitary facilities and sewage disposal.

6. A heating system where the climate requires one.

7. Electrical service.

8. The minimum number of bedrooms to ensure no more than two Family members share a bedroom (see table 3–5 for additional requirements).

9. Proper maintenance and repair performed on it.

10. Hard-wired smoke detectors in the appropriate locations (para 3–48).

(3) In no case will a Family housing DU now designated as adequate be redesignated as substandard nor occupied on an adjusted BAH basis (para 3–23*a*).

(4) One of the following actions must be taken immediately with respect to any Government-owned DU which does not meet the standards in (2), above.

(a) When there is a continuing long-term requirement for the DU, bring it back up to standards with an M&R or construction improvement project or replace it with a new construction project as soon as reasonably possible.

(b) When there is no continuing long-term requirement for the DU, remove it from the Family housing inventory by conversion or disposal action as soon as reasonably possible.

(5) Local regulations concerning smoking policy will be in accordance with existing Federal laws, Army regulations, or guidance. AR 600–63 contains specific guidance on smoking.

b. Adequacy standards for Government-controlled permanent party unaccompanied personnel housing and transient troops unaccompanied personnel housing.

(1) *Permanent party unaccompanied personnel housing.*

(a) The garrison commander will operate and maintain UPH(PP) in accord with this regulation, and will ensure that the level of living experienced by UPH(PP) residents meets or exceeds the following standards:

1. The housing must provide a decent, safe, sanitary, and habitable accommodation in good repair.

2. The minimum space and privacy standards for UPH(PP) in table 3–9 will be used to determine adequacy. These standards will apply worldwide. Housing managers should avoid confusing these standards with construction design standards (see para 3–21*c*). Instructions for obtaining current barracks construction criteria are contained in paragraph 3–81*a*(4).

3. Men and women occupying UPH(PP) will be similarly housed; however, separate and secure sleeping and bathroom facilities will be provided. Two rooms served by the same bathroom will be assigned to personnel of the same gender.

4. Furnishings shall be provided per section IX of this chapter.

(b) The UPH(PP) which does not meet adequacy standards will be brought up to standard, replaced, or disposed of as soon as reasonably possible. Permanent party barracks will be revitalized in accord with the Army Barracks Master Plan (BMP). Appearance and habitability should be reviewed at least annually.

(c) The UPH(PP) approved, designed, and constructed under criteria exceeding these adequacy standards will use their construction design criteria as minimum standards for the facility.

(d) Instructions for obtaining current permanent party barracks sizing benchmarks for construction are contained in paragraph 3–81*a*(4). Whenever possible these design criteria will be used in the modernization of troop barracks. In terms of the number of persons per permanent party barracks room, the capacities of barracks constructed prior to the adoption of the current design differ from those in the current design. Permanent party barracks designed and constructed to Volunteer Army (VOLAR) standards, the "2+2" standard, the "2+0" standard, the "1+1" standard or the "1+1E" standard, have differences which affect the space available per person. Nonetheless, while minimum acceptable space and privacy standards are shown in table 3–9, whenever possible, one space will be allocated to a corporal/specialist (E4) through private (E1) and two spaces will be allocated to sergeants (E5) and staff sergeants (E6). This allocation of additional spaces for junior NCOs accounts for the difference between total spaces and the number of Soldiers that can be housed when describing the barracks inventory, that is, spaces versus faces, and defining requirements.

(e) Soldiers in AIT (including Soldiers training for an additional skill identifier (ASI)) are authorized 90 net SF (8.3 net SM) of living space per construction design criteria. Existing facilities for AIT and ASI Soldiers will be considered adequate and will not be modified simply to meet the space criteria. For those installations which conduct OSUT and have both OSUT and AIT Soldiers in the same facility, 72 net SF (6.7 net SM) is considered adequate and does not authorize programming for construction or modification for these AIT Soldiers. Requirements surveys will count spaces based on the current real property records (72 or 90 net SF/6.7 or 8.3 net SM). When there is justification for construction or modification of the facility for reasons other than space, the 90 SF (8.3 SM) will apply for AIT and ASI Soldiers.

(f) Local regulations concerning smoking policy will be per existing Federal laws, Army regulations, or guidance. AR 600–63 contains specific guidance.

(g) Standards for permanent party civilians are based on the comparable military grades in table 3–4.

(h) Temporary facilities will not be considered adequate (see paras 3–18*d* and 3–25).

(i) Classification information for UPH(PP) is set forth in paragraph 3–29*b*.

(2) *Transient troops unaccompanied personnel housing (unaccompanied personnel housing (information technology).*

(a) The garrison commander will operate and maintain as necessary UPH (TT) to accommodate recurring transient requirements for RC annual training and Active Army transient collective training.

(b) The minimum space and privacy standards for UPH(TT) in table 3–10 will be used to determine adequacy. These standards will apply worldwide. Housing managers should avoid confusing these standards with construction design standards (see para 3–21*c*). Barracks construction criteria are addressed in paragraph 3–81*a*(4).

Table 3–9
Minimum standards of acceptable space and privacy, existing unrevitalized inventory (see notes 1 and 2)

Grade: E9, CW3, CW4, CW5, and O3 and above **UPH(PP):** 400 SF/37.2 SM net living area: living room, bedroom, private bath, access to kitchen or officer dining facility receiving APF support
Grade: WO1, CW2, O1, and O2 **UPH(PP):** 250 SF/23.2 SM net living area: sleeping/living room, private bath
Grade: E7 through E8 **UPH(PP):** 270 SF/25.1 SM net living area: private room, private bath
Grade: E5 and E6 **UPH(PP):** 135 SF/12.6 SM net living area: private room, bath shared with not more than one other (see notes 3 and 4)
Grade: E5 and E6 (attending additional skill training (AST)) **UPH(PP):** 135 SF/12.6 SM net living area: private room, bath shared with not more than one other (see note 3)
Grade: E1 through E4 (except recruits and trainees) **UPH(PP):** 90 SF/8.3 SM net living area: not more than four per room, central bath (see note 3)
Grade: E1 through E4 (attending AIT/ASI) **UPH(PP):** 90 SF/ 8.3 SM net living area: not more than four per room, central bath
Grade: E1 recruits and trainees **UPH(PP):** 72 SF/6.7 SM net living area: open bay, central bath

Notes:

[1] The net living area of a private room or suite is measured from the inside face of the peripheral wall and includes all such enclosed, unshared spaces and partitions. The net living area in a shared room comprises the clear area in the sleeping room allocated for an individual's bed, locker, and circulation; it excludes lounges, bathrooms, hallways, door swing areas, and storage areas designed for military mobility and/or field gear or equipment. In open bay, net living area is one equal share per person. The open bay comprises all within the peripheral walls.

[2] Standards for permanent party civilians are based on the comparable military grades in table 3–4.

[3] Minimum space criteria vary for certain UPH building designs. Paragraph 3–22b(1) addresses these variations.

[4] Per 37 USC 403 (e) (3) permanent party E6 personnel entitled to BAH at the "with dependent" rate may elect to not occupy UPH(PP) which does not meet the minimum standard.

Table 3–10
Minimum standards of acceptable space and privacy for transient troops unaccompanied personnel housing, existing inventory (see note)

Grade: E9, CW4, CW5, and O4 and above **UPH(TT):** 180 SF/16.7 SM net living area: private room, bath shared with not more than one other
Grade: WO1, CW2, CW3, O1, O2, and O3 **UPH(TT):** 90 SF/8.3 SM net living area: not more than two per room, bath shared with not more than three others
Grade: E7 and E8 **UPH(TT):** 90 SF/8.3 SM net living area: not more than two per room, bath shared with not more than three others
Grade: E5 and E6 **UPH(TT):** 72 SF/6.7 SM net living area: open bay, central bath
Grade: E1 through E4 (including E1 recruits and trainees) **UPH(TT):** 72 SF/6.7 SM net living area: open bay, central bath

Notes:

[1] The net living area of a private room or suite is measured from the inside face of the peripheral wall and includes all such enclosed, unshared spaces and partitions. The net living area in a shared room comprises the clear area in the sleeping room allocated for an individual's bed, locker, and circulation; it excludes lounges, bathrooms, hallways, door swing areas, and storage areas designed for military mobility and/or field gear or equipment. In open bay, net living area is one equal share per person. The open bay comprises all within the peripheral walls.

c. Adequacy of off-post housing for permanent party personnel.

(1) *Assessment of housing*. In the case of off-post housing for permanent party personnel, there are two distinct assessments.

(a) Acceptability (or suitability). This refers to the resident's perception of how well the housing unit meets his or her housing needs.

(b) Adequacy. This refers to the housing manager's appraisal of how well the housing unit conforms with criteria established to identify housing units that will meet the need for properly housing Soldiers and their families. The number of adequate housing units is entered in the housing analysis and is used to develop housing requirements data for housing master plans (see sec XIV of this chapter).

(2) *Determination of adequacy*.

(a) The determination of the adequacy of rental housing in local communities is a key factor in identifying housing. Units will be considered adequate if they meet the criteria in paragraph (3), below unless the commander determines that the location involves excess travel time in mission essential situations.

(b) When a Soldier living off post reports unacceptable housing conditions, that housing is inspected by the housing office using the criteria in this regulation (excluding bedroom count, cost, and distance). If the housing office verifies the Soldier's report, that housing is not counted as an asset against housing requirements.

(3) *Criteria for adequacy*.

(a) Location.

1. The one-way distance from the housing unit to the installation is within 1 hour commute by privately-owned vehicle during normal commuting hours, or within other limits to satisfy mission requirements.

2. The housing unit is not in an area, subdivision, or housing complex designated by the garrison commander as not acceptable for reasons of health or safety.

(b) Cost. For making programming and/or acquisition decisions, the average total monthly cost must not exceed the amounts established by OSD. Total monthly cost includes rent, utilities (except costs reimbursed by the move-in housing allowance (OCONUS) and telephone which is paid by the resident), and other operating costs. Other operating costs include lease required real property insurance, lease required repair fees, a prorated portion of any renter paid real estate agent fee (where customary), and the average monthly cost of any stove or refrigerator provided by the renter in the absence of either landlord-furnished appliances or (OCONUS) Government-furnished appliances.

(c) Condition. The housing unit must—

1. Be a complete unit with private entrance, bath, and kitchen for sole use of its residents. It must be so arranged that both kitchen and bedrooms can be entered without passing through bedrooms.

2. Be well maintained and structurally sound. It must meet applicable codes and not pose a health, safety, or fire hazard.

3. Have hot and cold running potable water. In some foreign areas, construction/building standards for community housing do not provide for potable running water. In such cases, hot and cold running water will be provided and a continuous supply of potable water will be made available.

4. Have a shower or bathtub, lavatory, and a flushable toilet in the primary bathroom.

5. Have a permanently installed, adequately vented, heating system where the climate requires one and have air conditioning if on-post housing is authorized to be air conditioned.

6. Have adequate electrical service for normal electrical equipment and lighting.

7. Have cabinets in the kitchen, space and connections for a stove and refrigerator, and space for food preparation.

8. Afford convenient access to parking.

9. Have convenient access to roadways and sidewalks.

10. Have smoke detectors installed and properly operating per state and/or local regulations, laws, or codes. (For purposes of housing requirements analysis, lack of a smoke detector will not cause a requirement for construction of additional on-post housing.)

11. Have connections for a washer and dryer or access to laundry facilities on the premises.

12. Have adequate sanitary and sewage disposal facilities.

(d) Size. Table 3–8 lists minimum areas for DUs. Only in unusual cases, however, will units be declared inadequate solely because of insufficient floor space. This applies especially to mobile homes.

(4) *Resident-owned housing*. All resident-owned housing will be considered adequate.

3–23. Substandard Family housing

a. Affected housing. Substandard Family housing consists of only those inadequate Family housing units which were specifically identified to Congress by the Services through OSD in, and prior to, FY73. The authority to declare units substandard has expired.

b. Disposition of substandard housing. Substandard Family housing will be scheduled for improvement, renovation, replacement, or disposal.

c. Improvement policy. Substandard housing will be improved to adequacy standards when—

(1) There is a long-term or indefinite duration requirement for the DUs.

(2) This requirement is for eligible personnel.

(3) The necessary improvements can be made with a reasonable amount of funds. A reasonable expenditure will not exceed 50 percent of the current construction cost.

d. Policy on retention. Continued retention is contingent upon meeting the following conditions:

(1) The housing can be made adequate with a reasonable expenditure of funds and programmed for requisite revitalization.

(2) The housing is safe, decent, and sanitary so as to be acceptable for occupancy pending revitalization.

(3) There is a need which cannot be met by locally available private housing.

(a) Need must be determined in accord with current programming criteria. Under no circumstances will units be retained as substandard housing where adequate private housing is available at reasonable costs.

(b) The requirement to retain must be for eligible personnel who—

1. Are awaiting scheduled construction of new housing, or

2. Have only a short-term requirement for the housing.

(4) A rental charge (not to exceed 75 percent of full BAH) will be charged to the residents for such housing. However, when such housing is occupied by other than members of the Uniformed Services and their families, full rent and charges shall be collected from the residents.

(a) Nonroutine repairs and improvements, during the remaining life of the units, will be limited to those repairs or improvements necessary to keep units in a safe, decent, and sanitary condition. Total rental income for that housing project may be less than all routine O&M costs, plus the costs of any nonroutine repairs or improvements, made during any period. As long as units are retained, all reasonably necessary M&R to keep units in a safe, decent, and sanitary condition may be accomplished without regard to income.

(b) Substandard units which can be economically improved to adequate standards will be reclassified on completion of the project. Appropriate notations and changes will be made to real property records.

(c) The IMCOM may approve reclassification of Family housing units erroneously identified as substandard.

e. Disposition policy.

(1) Substandard Family housing will be scheduled for disposition if it does not meet the criteria for retention in paragraph 3–23*d*. Substandard housing may be disposed of as follows:

(a) Conversion to other use. Garrison commanders may request conversion of substandard housing to a use other than Family housing. Costs of conversion may not be funded from AFH and the converted units will not be returned to Family housing use without prior approval of HQDA (DAIM–FDH). If approved, the cost of returning the units to the Family housing inventory will not be funded by AFH.

(b) Disposal by sale or demolition. Disposal is done per AR 405–90. Cost of disposal will be per DFAS–IN Manual 37–100–FY when it has been determined that such costs are properly chargeable to AFH. (In this regard, consider inactive substandard units as pending disposal action unless units are reclassified per paragraphs 3–23*d*(4)(*b*) and 3–23*d*(4)(*c*)).

(2) Prior approval of HQDA (DAIM–FDH) is required for diversion, conversion, or disposal of substandard housing except as permitted in paragraph 3–23*d*(4)*(b)* and 3–23*d*(4)*(c)*. Requests for diversion, conversion, or disposal will include data outlined in paragraph 3–28.

f. Assignment. Assignments to substandard housing will be made on a voluntary basis only, except for reasons of military necessity (see para 3–14*j*).

Section V
Occupancy and Disposal

3–24. Scope

This section provides housing occupancy goals, sets forth policy and procedures for changing functional use of housing facilities, and addresses disposal.

3–25. Goals

The Army's goal is to achieve the best occupancy rates possible through optimum management of its housing inventories. This conserves public funds, focuses limited resources on occupied units, and maximizes availability of housing to eligible personnel.

a. Family housing.

(1) The goal of each installation is to achieve an occupancy rate of 95 percent. The maximum acceptable vacancy is five percent for adequate DUs. Vacancy rates above five percent require an analysis to determine if DUs are excess to needs. No vacancy rate is set for substandard DUs because occupancy is on a voluntary basis. However, every effort should be made to maximize their occupancy.

(2) Vacancy rates are determined from Business Occupancy Program (BOP) reports.

b. Unaccompanied personnel housing (permanent party).

(1) The goal for each installation is a utilization rate of 95 percent for adequate housing.

(2) Eligible Soldiers will not be required to occupy temporary World War II or substandard UPH (not upgradeable) facilities except for military necessity (see para 3–18*d*(3)).

(3) As necessary, garrison commanders may maintain in active status those adequate barracks carried as "excess" in order to provide to priority I and II personnel (see table 3–7) that space and privacy which approaches current Army barracks construction criteria. Commanders should make this happen whenever their inventories allow.

3–26. Occupancy

a. Adequate housing will be assigned with the least delay to ensure maximum occupancy. No unit will be kept vacant when ready for occupancy. The garrison commander may make exceptions for key and essential personnel and students.

b. Installations will obtain maximum occupancy by—

(1) Continuous advance planning.

(2) Maintenance of waiting lists.

(3) Prudent scheduling of maintenance.

(4) Prompt performance of M&R work.

(5) Prompt assignment of housing.

3–27. Changes in functional use

a. Designation of housing. Government-provided housing is acquired to meet the needs of personnel in various grade groups. Upon initial occupancy, housing is designated for use by personnel in certain grade groups. These designations, which reflect functional uses of the housing, are "permanent," but may be changed to meet changing requirements.

b. Considerations in making changes. Decisions regarding changes in functional use are based on the following:

(1) Need for facilities. Current and projected numbers and types of housing facilities will determine needs.

(2) Functional use. The 3– and 5–digit category codes (listed in DA Pam 415–28) describe functional uses of facilities. For example, the 3–digit category code (CATCODE) "711" identifies a facility as a Family housing DU. The 5–digit code "71115" further identifies a Family housing DU designated for senior noncommissioned officers (NCOs). The CATCODE "72X" applies to UPH and is expanded to "72111" for enlisted UPH(PP), and "72410" for officer UPH(PP).

(3) Duration of change. A change will be either temporary or permanent.

c. Types of changes.

(1) *Temporary*. Temporary changes may be classified as reallocation or diversion.

(a) Reallocation applies only to Family housing. It occurs when there is a temporary redistribution of a Family housing asset from one grade category to another. Reallocation changes the last 2 digits in the 5-digit CATCODE.

(b) Diversion occurs when the basic functional use (3–digit CATCODE) of any housing asset is temporarily shifted to another basic functional use (3–digit CATCODE). For UPH, it also occurs when a UPH asset is diverted to another UPH use within the basic functional use, that is, it changes the last 2 digits in the 5–digit CATCODE.

(c) Real property records are annotated to reflect the temporary change. This annotation will include the current use CATCODE and the start and end dates of the temporary change.

(2) *Permanent*. Permanent changes may be classified as redesignation or conversion.

(a) Redesignation applies only to Family housing. It occurs when there is a permanent redistribution of a Family housing asset from one grade category to another. Redesignation changes the last 2 digits in the 5–digit CATCODE.

(b) Conversion occurs when the basic functional use (3–digit CATCODE) of any housing asset is permanently changed to another basic functional use (3–digit CATCODE). For UPH, it also occurs when a UPH asset is converted to another UPH use within the basic functional use, that is, it changes the last 2 digits in the 5-digit CATCODE.

(c) On conversion, a change will be made to the design CATCODE in real property inventory records.

d. Approval authority.

(1) *Family housing*. All diversions and conversions will be approved by HQDA (DAIM–FD), 600 Army Pentagon, Washington, DC 20310–0600. Diversion and conversion approval authority will not be delegated.

(2) *Unaccompanied personnel housing*. Diversions will be approved in accordance with paragraph 3–29*c*(1)*(b)* and conversions in accordance with paragraph 3–29*d*(2).

(3) *Army lodging*. Any diversion or conversion to or from Army lodging must be coordinated with Family and Morale, Welfare and Recreation Command (F&MWRC) (MWRC–BP), Summit Center, 4700 King Street, Alexandria, VA 22302–4402 (see AR 215–1).

e. Duration of diversion.

(1) Diversions may be approved for up to 3 years.

(2) All diversions in excess of 3 years or extensions which would carry the total period of diversion beyond 3 years must be approved by HQDA (DAIM–FD), 600 Army Pentagon, Washington, DC 20310–0600.

f. Diversion and conversion limitation. Any combination of two or more DUs into a single DU and any diversion or conversion that results in a DU having more than 5 bedrooms must be approved by HQDA. Submit request to HQDA (DAIM–FD), 600 Army Pentagon, Washington, DC 20310–0600.

3–28. Family housing

a. Reallocation and diversion of Family housing.

(1) *Reallocation of Family housing*.

(a) Family housing areas and, in some cases, individual DU are designated by the garrison commander for use by grade categories.

(b) Garrison commanders may reallocate DU from one grade category to another (that is, change the last 2 digits in the 5–digit CATCODE) when—

1. There is an imbalance in distribution of existing on-post, off-post, or both on- and off-post DUs.

2. Circumstances do not warrant permanent change in allocation of DUs.

(c) A comparison of Family housing assets against requirements will be made annually. In assessing the needs for reallocation of Family housing assets, consider the following:

1. Housing requirements within each grade category, by bedroom count, including current, projected, and programmable changes.

2. Recent or projected mission changes.

3. Approved and programmed construction, both on- and off-post.

4. Separation of officer and enlisted families.

5. Disparity of waiting time between grade categories.

(2) *Diversion of Family housing*.

(a) Facilities constructed as Family housing DUs or permanently converted to such use will not be diverted to other use (that is, change the 3–digit CATCODE) unless they are excess to Family housing needs. Family housing units will not be declared "diverted" for routine M&R, for cleanup, or while awaiting assignment.

(b) Authority to divert Family housing to non–Family housing use is held at HQDA (see para 3–27*d*).

(c) A DU may be diverted to UPH when needed to house—

1. Permanently assigned commanders with the rank of colonel (O6) or above who are entitled to BAH at the "without dependent" rate and are required to reside on the installation. Such commanders will forfeit their housing allowances during the period of occupancy. This applies only when available UPH facilities lack the entertainment area to meet social obligations.

2. Unmarried chaplains and unaccompanied married chaplains.

(d) Diverted facilities must be monitored to ensure timely return to Family housing use.

(e) DUs will not be altered or modified in any way that will preclude their restoration to Family housing use at a later date.

(f) Cost limitations on Family housing will apply to those DUs that have been diverted to other use but remain in the Family housing inventory.

(g) A request for approval to divert Family housing to other use will include the following:

1. Total number of units proposed for diversion.

2. Building and unit number.

3. Living space (net square footage per DU).

4. Bedroom composition.

5. Current and proposed real property CATCODE.

6. Date constructed.

7. Whether adequate or substandard.

8. Current designation by grade category and current occupancy.

9. Total Family housing assets and requirements.

10. Number on waiting lists by grade and bedroom requirement.

11. Waiting periods by grade and bedroom requirements.

12. Statement that the unit is, or is not, located in a thematic district or designated as an historic site or a nominee for either.

13. Health, environment, and safety factors, if applicable.

14. For encumbered housing, the FHA number of mortgage document.

15. Account to be charged for O&M costs.

16. Justification for intended use (including CATCODE).

17. Impact on meeting housing needs.

18. Duration of diversion.

19. An analysis of impact on the installation billeting fund whenever the change in functional use is from Family housing to Army lodging.

(3) *Reallocation and diversion documentation*.

(a) Documentation will be kept on file during the period of reallocation or diversion. Diversions do not change the total inventory.

(b) Real property inventory records will be annotated to reflect reallocations and diversions.

b. Redesignation and conversion of Family housing.

(1) *Redesignation of Family housing*.

(a) Garrison commanders may redesignate adequate DU to alleviate inequity of available housing among grade categories. They will notify HQDA (DAIM–FDH), 600 Army Pentagon, Washington, DC 20310–0600 through their IMCOM region of redesignations which they approve.

(b) Redesignation of GFOQ and GCQ requires prior approval of HQDA (DAIM–FDH), 600 Army Pentagon, Washington, DC 20310–0600.

(c) Dwelling unit requirements will be analyzed as in paragraph 3–28*a*(1)*(c)* prior to proposing redesignation.

(d) Redesignation must be based on long-term requirements and current and long-range construction plans. It should take into account the physical location and amenities of existing and approved future units.

(e) Whether redesignation should be pursued will be considered at least annually and will be evaluated when—

1. The installation conducts a housing requirements determination action (see sec XIV of this chapter).

2. There is a significant change in installation population (increase, decrease, ratio adjustment among grade categories or bedroom requirements) or available on- or off-post housing assets.

3. Waiting periods differ greatly between grade categories with like bedroom requirements.

4. There are constant diversions to maintain equity balance.

(2) *Conversion of Family housing*.

(a) Army Family housing funds will not be used to support a DU or other Family housing real property that has been converted.

(b) Conversion of Family housing to other use requires approval by HQDA (DAIM–FD), 600 Army Pentagon, Washington, DC 20310–0600. Such requests will include the information identified in paragraphs 3–28*a*(2)*(g)*1 through 3–28*a*(2)*(g)*19 , as appropriate, and the following:

1. Cost of conversion and account to be charged.

2. Cost of O&M for the proposed facility.

(c) Requests which are based on economic factors will include an economic analysis which must demonstrate that retention as Family housing is not economically feasible.

(d) Converted DU will not be included in the Family housing inventory or reported after the initial report of conversion.

(3) *Redesignation and conversion documentation*.

(a) Redesignation and conversion actions will be properly documented and entered into HOMES or other housing management information system.

(b) Installation real property inventory records will be changed to reflect redesignations and conversions.

c. Inactivation of Family housing.

(1) Family housing units are considered to be in an "active" status unless DUs which have no anticipated occupancy for a period of 3 months or more are specifically removed from that status. Family housing units will not be declared "inactive" for routine M&R, cleanup, or while awaiting assignment.

(2) Dwelling units may be inactivated when—

(a) All efforts to fill the units through voluntary assignment, assignment of Family members of absentee sponsors, and other management options such as diversion, conversion, or (in foreign areas) mandatory assignment (see para 3–14*k* for condition under which mandatory assignment may be considered) have been exhausted and there is no foreseeable need for the DU for the next 3 months.

(b) The installation has been announced for closure or mission reduction, and, as a result, housing requirements are diminished, or DUs are vacant pending disposition.

(3) Facilities declared "inactive" will receive only the basic maintenance necessary to protect the Government's capital investment. Provisions will be made to prevent loss from fire, theft, vandalism, or avoidable deterioration and to preclude the development of unsafe, unsanitary, or unsightly conditions.

d. Reactivation of Family housing. Garrison commanders may reactivate DUs when the conditions for inactivation cease to exist.

e. Disposal of Family housing. Disposal will be considered when real property is excess to the needs of Family housing (or there are better alternatives to meeting the requirement) and conversion is not an acceptable or practical alternative. Alternatives to disposal may entail divestiture or sale of the property, demolition, replacement, conversion, or transfer to other than Army Family Housing control (for example, privatization). Priority will be given to obsolete and excess housing units that can be disposed of as part of an AFHC funded project or privatization action.

(1) A request for approval to dispose of Family housing will include the information identified in paragraph 3–28*a*(2)*(g)*1 through 3–28*a*(2)*(g)*17. It will also include the following:

(a) Proposed method of disposal.

(b) Cost and type of construction.

(c) Operations and maintenance costs, if a factor in the disposal request.

(2) Disposal of Family housing will comply with AR 405–90. All disposal of Family housing will be documented

on DA Form 337 (Request for Approval and Disposal of Building and Improvements). AR 405–90 states the approval authorities.

(3) Disposal will not normally be approved where a Family housing deficit exists and the DU can be economically retained or reconfigured for continued Family housing use.

(4) In all cases, a copy of the approval memorandum and signed DA Form 337 will be provided to HQDA (DAIM–FDH) at least 21 calendar days prior to the award or execution of any disposal action.

3–29. Unaccompanied personnel housing

a. Unaccompanied personnel housing real property records. A physical inventory of UPH will be conducted periodically, but no less than biennially to validate and update inventory records. This validation and update will consider the results of space management surveys and may result in changes in use to ensure effective utilization of assets. Inventory validations and updates will be coordinated with the Real Property Officer, Space/Facility Manager, and Master Planner.

b. Classification of unaccompanied personnel housing (permanent party).

(1) All UPH will be classified as "1+1," "1+1E," "2+2," "Modified 2 + 2," other adequate, substandard (upgradeable), or substandard (not upgradeable) (see glossary for definitions of these terms).

(2) The garrison commander will classify UPH per the guidelines in paragraph 3–22*b*.

(3) Neither cosmetic nor other deficiencies that are correctable with O&M funds will justify a substandard classification.

(4) The UPH will not be classified as substandard merely because the facility does not meet current construction design standards.

(5) The absence of recreational facilities at an installation will not be a basis for declaring Government housing substandard.

(6) The UPH classifications will be annotated on real property records. These annotations will be changed whenever a classification is changed. The UPH will be classified in facility CATCODE series 721 or 724.

c. Diversion of unaccompanied personnel housing.

(1) *Basic policy*.

(a) Diversion of UPH will not result in dislocating personnel to housing of lesser quality.

(b) Authority to divert adequate UPH or substandard UPH (upgradeable) buildings or parts of buildings to other UPH use (that is, change either last 2 or 3 digits of 5–digit CATCODE) is held by the IMCOM with copy furnished to HQDA (DAIM–FD). The IMCOM may further delegate to its region directors. Authority to divert adequate UPH or substandard UPH (upgradeable) for use by activities unrelated to UPH (that is, change 3–digit CATCODE) is held at HQDA.

(2) *Diversion*.

(a) Approval to divert will be documented and, as a minimum, will contain the following information:

1. Total number of UPH spaces diverted. For barracks, indicate how many square feet/square meters per person were used in calculating spaces.

2. Building numbers and number of spaces in each building.

3. Unaccompanied personnel housing assets and requirements.

4. Number of personnel housed in substandard facilities.

5. Number of personnel relocated as a result of the diversion and types of facilities to which they would be relocated.

6. Number of personnel in the grade of sergeant (E5) and below residing off post and drawing BAH at the "without dependent" rate.

7. Alternatives that have been considered and reason for rejection.

8. Duration of diversion.

9. Plans for returning spaces to intended use.

(b) Approval to divert or continue diversion of adequate or substandard UPH (upgradeable) will be granted only when it has been determined that—

1. Diversions are being made on an austere basis.

2. Use of existing temporary-type facilities to provide required facilities is not feasible.

3. Early MCA programming for the type of facilities for which the diversion is required is accomplished at a high priority to insure retention of the program.

4. The installation has enough permanent-type UPH to accommodate the troop strength assigned and diversion will not result in issuance of CNAs.

(c) Existing adequate UPH or substandard UPH (upgradeable) will not be used as distinguished visitor quarters (DVQ) unless they are excess to permanent party requirements. The IMCOM region approval is required.

(d) There is no restriction on the diversion of substandard UPH which is not economically upgradeable to acceptable UPH standards.

(e) Diverted UPH spaces will be counted as UPH assets including when determining requirements; however, they will not be counted as UPH vacancies in calculating utilization rates.

(3) *Diversion documentation*. Approval documentation will be kept on file during the period of diversion and real property records will be changed to reflect diversion.

d. Conversion of unaccompanied personnel housing.

(1) Conversion may change UPH functional use to non-UPH functional use (that is, change 3–digit CATCODE). However, conversion may also change a facility's functional use from one UPH use to another UPH use (that is, change the last 2 or 3 digits of the 5–digit CATCODE). For example, if requirement is to house visiting officers and housing constructed for permanent party officers (CATCODE 72410) is available to satisfy that requirement, conversion action must be initiated to change the category to visiting officers quarters (CATCODE 72412).

(2) Authority to convert adequate UPH or substandard UPH (upgradeable) buildings or parts of buildings to other UPH use (that is, change either last 2 or 3 digits of 5–digit CATCODE) is held by the IMCOM with copy furnish to HQDA (DAIM–FD). The IMCOM may further delegate to its region directors. The authority to convert adequate UPH or substandard UPH (upgradeable) buildings or parts of buildings to non-UPH use is held at HQDA. Conversion requests will be sent to HQDA (DAIM–FD), 600 Army Pentagon, Washington, DC 20310–0600.

(3) Conversion of adequate UPH or substandard UPH (upgradeable) buildings, or parts of buildings, is subject to the following conditions:

(a) Installations will seek opportunities to convert excess permanent space to allow the relocation of activities occupying space in temporary facilities.

(b) No permanent space will be converted where the same category of space in temporary facilities is in use.

(c) Facilities constructed within the last 5 years will not be converted.

(d) Conversion from a shortage category to an excess category is prohibited.

(e) UPH conversion approval will be valid for one year after date of approval. Approval of a UPH conversion for which a change in the functional use of space, as approved, has not taken place within one year will be rescinded automatically on the anniversary date of the approval.

(f) Real property records will be changed to reflect approved conversions after change in functional use of space has been made; not upon approval.

(g) Conversion of space from a shortage category to another shortage category will be approved only after giving consideration to how future force structure changes, weapons systems deployments, and contingency planning will affect overall facilities needs.

(4) Approval to convert adequate UPH or substandard UPH (upgradeable) will be properly documented and, as a minimum, will contain the following information:

(a) Number of UPH spaces converted. For barracks, indicate how many square feet/square meters per person were used in calculating spaces.

(b) UPH assets and requirements.

(c) Number of personnel in the grade of sergeant (E5) and below residing off post and drawing BAH at the "without dependent" rate.

(d) CATCODE, building number, number of spaces in each building, and year of construction of facility being converted.

(e) CATCODE of facility to which converted.

(f) If building is currently in a diverted status, duration of diversion.

(g) Justification as to why other installations assets cannot be used to meet the requirement.

(h) Affect of the conversion on the installation construction program.

(i) If facility to be converted is upgradeable and there is a UPH requirement, cost comparison of rehabilitation to meet current standards of UPH versus conversion.

(j) Estimated cost of new construction to provide required facilities.

(k) Where the proposed conversion is to non-UPH use, installation certification that single Soldiers (in the grade of sergeant (E5) and below) are not living off post and receiving a housing allowance and that all single Soldiers (in the grade of sergeant (E5) and below) are housed in adequate facilities.

e. Inactivation of unaccompanied personnel housing.

(1) UPH is considered to be in an "active" status unless specifically removed from that status.

(2) Garrison commanders may inactivate UPH which has no anticipated occupancy for a period of 3 months or more when—

(a) All efforts to fill the UPH through voluntary assignment, other management option such as diversion or conversion, or mandatory assignment have been exhausted and there is no foreseeable need for the UPH for the next three months; or

(b) The installation has been announced for closure or mission reduction, and, as a result, UPH requirements are diminished, or UPH is vacant pending disposition; or

(c) The UPH is undergoing major M&R or improvements which preclude occupancy for an extended period of time.

(3) Facilities declared "inactive" for reasons other than major M&R or improvements will receive only the basic maintenance necessary to protect the Government's capital investment. Provisions will be made to prevent loss from fire, theft, vandalism, or avoidable deterioration and to preclude the development of unsafe, unsanitary, or unsightly conditions.

f. Reactivation of unaccompanied personnel housing. Garrison commanders may reactivate UPH when the conditions for inactivation cease to exist.

g. Disposal of unaccompanied personnel housing. Disposal of UPH will be done in accord with AR 405–90.

3–30. Host-tenant and logistic support agreements

a. Host-tenant concept. Policies and procedures on host-tenant support agreements between ACOMs, ASCCs, DRUs, IMCOM, organizations, units, or activities are described in DODI 4000.19 and ACSIM's Support Agreement Handbook (available at http://www.hqda.army.mil/acsimweb/ops/sams.shtml). DD Form 1144 (Support Agreement) will be used to complete agreements, when required.

b. Host-tenant housing policy.

(1) DOD military personnel assigned to an installation for duty, and those assigned to units attached to the host for housing support, are eligible for housing assets under control and jurisdiction of the host. All eligible personnel will compete for such housing on the same basis as personnel assigned to the host. They will be assigned to housing under the provisions of this regulation.

(2) The policy in (1), above does not relieve tenant units or activities of their obligation to enter into a host-tenant agreement, when required. Attached and tenant units and activities must advise the host installation of their housing requirements, particularly for families and for key and essential personnel.

(3) Any differences involving host-tenant support responsibilities or negotiations will be referred to the parent commands for resolution per DODI 4000.19.

c. Interservice, interdepartmental, and interagency support agreements. Army commanders may be asked to provide housing support to other departments or agencies of the Federal Government including other military departments.

(1) Office of the Secretary of Defense has established the basic principle that each DOD component provides and arranges for the support of its own forces. In arranging for support, a component may request assistance from another DOD component.

(2) Each DOD component must provide the support requested to the extent military requirements permit, provided—

(a) Requested support is available, or can be made available with provision of additional resources (funds, facilities, and/or manpower), and to the overall advantage of DOD.

(b) The host has the capability of supporting the tenant without detrimental impact on its own military missions.

(3) Interservice, interdepartmental, or interagency requests for Army housing support are negotiated per DODI 4000.19. Where a host is unable to provide housing support without additional resources, and the requestor's economic analysis shows support by the host to be more advantageous to DOD if additional resources were provided the host, the request will be passed up the host's chain of command to the ACSIM for a decision. If the decision is made to provide the host with additional resources, a budget-base (program) transfer of funds from the tenant's department or agency to the host's department will be made at departmental level.

(4) Each level of command will attempt to resolve disagreements with other Services, departments, or agencies. Such action will be fully documented, presenting both the Army and other positions and arguments so that the next higher level is totally informed and knows what objections exist. Refer unresolved issues to HQDA (DAIM–ZS), 600 Army Pentagon, Washington, DC 20310–0600. Provide information copy of referral to HQDA (DAIM–FDH), 600 Army Pentagon, Washington, DC 20310–0600.

d. International agreements.

(1) With regard to any international agreements which address housing support, ASCC commanders and IMCOM region directors will forward the following (per AR 550–51, para 4) to HQDA (DAJA–IO), 2200 Army Pentagon, Washington, DC 20310–2200:

(a) All requests for international agreements which require OSD or HQDA approval.

(b) Yearly records of authorizations and denials for international agreements executed within the authority delegated to their ASCCs.

(2) Army military personnel are permitted to occupy housing of a foreign country in accord with the terms of an existing international agreement, such as a Status of Forces Agreement.

(3) Foreign military personnel are permitted to occupy U.S. Army housing as specified in section III or in other existing formal agreements.

3–31. Unit moves and base realignments

a. Unit moves.

(1) Unit moves result from—

(a) Unit rotation.

(b) Restationing action.

(2) Eligible military personnel identified for PCS reassignment with a unit move must receive fair and equitable consideration of available housing assets at the gaining installation. It is essential that all personnel receive advance notice of the housing situation at the gaining installation (as it applies specifically to them) so that they can make necessary plans and arrangements. This is especially so for those with families. Such notification precludes speculative rumors and improves the morale and efficiency of all personnel whether they are members of the advance party or are part of a subsequent increment.

(3) Due to time phasing of unit moves, the effective date of the merger of Family housing waiting lists will be agreed upon by the installations, IMCOM regions, and ACOMs, ASCCs, or DRUs involved as appropriate. The merger date must be equitable for all concerned and be set up to ensure minimum stagnation of waiting lists. Unresolved issues will be forwarded to IMCOM regions and, if still unresolved, to HQDA (DAIM–FDH), 600 Army Pentagon, Washington, DC 20310–0600.

b. Procedures. To achieve a smooth unit move, the following procedures will apply:

(1) The commander of the unit being moved will—

(a) Identify personnel for PCS reassignment with the unit.

(b) Prepare and submit a list of all unit move personnel who are eligible and wish to be considered for Government-provided housing at the gaining installation. Separate lists will be established for FH and UPH. Each list will be arranged by grade categories. Within the Family housing list, the grade categories are further arranged according to the determined effective date of housing application for each Soldier's current category at the losing installation, and are considered as advance applications. This list is sent to the gaining installation no less than 45 days prior to the effective date of the unit move.

(c) Submit a proposed list of key and essential personnel to the commander of the gaining installation.

(d) Enter into host-tenant negotiations, if required, at the earliest practicable date in advance of the unit move.

(2) The gaining garrison commander will—

(a) Merge the Family housing section of the list of the incoming unit with the existing list for preplanning purposes.

(b) Evaluate the impact the unit move has on existing housing waiting lists and housing forecasts.

(c) Enter into host-tenant negotiations with the commander of the incoming unit, as necessary.

(d) Make appropriate plans and arrangements to accommodate incoming personnel.

(e) Provide effective housing services to include the full range of Housing Services.

(f) Recommend revision of key and essential position list, as required.

(3) The gaining installation will honor all housing assignment commitments issued by the gaining installation prior to merger of the waiting lists.

(4) The final housing list of the incoming unit will be merged with the gaining installation lists no less than 30 days prior to the scheduled movement of the advance party of the incoming units.

(a) If the personnel strength of the incoming unit is altered prior to the effective date of the unit move, the merged lists will be adjusted accordingly.

(b) Lists of the gaining installation and incoming unit will be merged on a pro rata basis.

(c) Individuals in the freeze zone on the gaining installation waiting list will not be displaced.

(d) For installations with automated Family housing waiting lists, it will be necessary to adjust the effective date of application to ensure maintenance of relative positions on the list.

(5) The merged waiting lists will be posted in the housing office for public view by both the gaining installation and the incoming unit.

(6) The gaining installation will issue DD Form 1747 (Status of Housing Availability) to all incoming personnel. If appropriate, group statements may be issued to personnel of the incoming unit.

(7) Approved key and essential personnel of the incoming unit will receive priority consideration for the assignment to housing. However, they will not displace personnel on the waiting list who have received a firm commitment for housing assignment. Appropriate Family housing DUs may be held vacant for a period not to exceed 30 days pending the arrival of designated key and essential personnel of the incoming unit.

c. Base realignments. Realignment actions will often have a disruptive impact on people. Therefore, housing managers at all levels must participate in realignment studies to ensure that the housing aspects of realignments are appropriately considered before the fact (see AR 5–10).

d. Base closures. When a base closes, commanders must ensure that military personnel and families are moved on a scheduled basis. Housing facilities must be closed consistent with the capability to provide essential support and service. Continuous coordination among all the functional elements of the infrastructure will be essential. HQDA

(DAIM–FDH), 600 Army Pentagon, Washington, DC 20310–0600; HQDA (DAIM–ZS), 600 Army Pentagon, Washington, DC 20310–0600; USACE (CERE), 441 G Street, NW, Washington, DC 20314–1000; and the IMCOM region will coordinate on and issue specific guidance concerning the assignment, utilization, and ultimate disposition of housing assets.

3–32. Maintenance downtime guidelines for Family housing

a. Limiting downtime. The time during which DUs are out of service due to M&R must be kept to a minimum. This can be accomplished by proper scheduling of work and coordination between the assignment/termination function and the maintenance workforce (either in-house or contract). At locations where between occupancy M&R is accomplished by contract, limits must be established in the contract. Table 3–11 provides guidelines for typical between occupancy M&R items. Exterior M&R tasks are not included in table 3–11 since these tasks can be accomplished while the unit is occupied and should not be used to increase the downtime.

b. Downtime. The times in table 3–11 are averages and the limits to be used at a specific installation in a M&R contract should be determined based on efficiency and overall savings to the Government. Time limits which are too low may require a contractor to work overtime at an increased cost to the Government. Limits which are too high and allow a contractor more time than necessary will increase Government BAH costs.

c. Liquidated damages. In conjunction with these time limits, a liquidated damages clause should also be included in the contract. This clause should reflect the loss to the Government for contractor delays above the stated limits and include BAH costs, any additional temporary payments to the Soldier while awaiting the housing, and additional costs of Government inspection.

d. Listing requirements. In any Family housing maintenance contract, each of the items (requirements) in table 3–11 should be listed separately. This will allow these items to be accomplished individually or in combination with other items on a DU depending on the maintenance needs of that particular DU.

Table 3–11
Maintenance downtime guidelines for Family housing

Item	Reason for Delay	Average days of delay between occupancies (see notes 1 through 4)
1	Interior painting to include repair, prepare, prime, and paint walls, ceilings, cabinets, doors, windows and trim, including replacement of wall coverings. (a) DU less than 1,500 NSF/139.4 NSM (b) DU with 1,500 to 3,000 NSF/139.4 to 278.7 NSM (c) DU greater than 3,000 NSF/ 278.7 NSM	 2.0 3.0 4.0
2	Replace a sink, lavatory, faucet, flush valve, or water closet.	0.5
3	Replace kitchen countertop.	1.0
4	Miscellaneous repair and replacement work.	1.0
5	Replace resilient flooring (tile and sheet vinyl). (a) DU less than 200 SF/18.6 SM to be retiled. (b) DU more than 200 SF/18.6 SM to be retiled.	 1.0 2.0
6	Replace carpet and pad or steam clean carpet.	1.0
7	Replace a bathtub or shower receptor including ceramic tile.	3.0
8	Complete DU cleaning. (a) DU with less than 1,500 NSF/139.4 NSM (b) DU between 1,500 and 3,000 NSF/139.4 to 278.7 NSM (c) DU greater than 3,000 NSF/ 278.7 NSM	 1.0 2.0 3.0
9	Repair, prepare, and refinish wood floors, stair treads, risers, landings, banisters, and railings.	4.0

Notes:

[1] The amount of time shown for each item is an average and may vary at any installation. Factors which may affect the average times are climatic (more humid areas may require more time for paint and floor finish to dry); higher than normal turnover of DUs which would overextend the contractor's ability to meet the scheduled times (this should not be reflected in your schedule of times but should be negotiated separately if and when it occurs).

[2] Items 1 through 4 will be done concurrently. The time allowed for the combination of items will be the longest time for that item which has the largest time.

[3] Items 5 through 8 may be done concurrently with any one or combination of items 1 through 8 providing there are no physical conflicts in performing the work. (For example: items 2, 3, and 6 could be done concurrently. The time allowed for all three would be 1.0 day.) Where there is a conflict, times for items in conflict will be added together to give the total time allowed. (For example, the combination of items 1b and 6 would give a total time of 4.0 days.)

[4] Item 9 cannot be done concurrently with other work items.

Section VI
Housing Services Office

3–33. Scope

This section prescribes policy, responsibilities, and procedures governing the housing services operation and equal opportunity in off-post housing programs.

3–34. Local civilian community housing

a. Congress has directed the DOD to rely on the local civilian community as the primary source of housing assets to meet military needs. This policy demands that the installation HSOs pursue an active role in their relationships with local community entities associated with real estate and the housing market. In establishing a mutually beneficial relationship with the community, the garrison commander will ensure that HSO will—

(1) Participate with, and actively solicit support for military needs from, civilian rental property owners and managers, local housing authorities, real estate boards, home builders associations, chambers of commerce, planning agencies, zoning offices, financial institutions, and building permit issuing agencies.

(2) Inform the civilian community of military housing needs and seek community acceptance of any proposed military housing acquisition programs.

b. Actively work with the local community to enhance the HSO's ability to—

(1) Assist newly arrived personnel in finding adequate and affordable community housing with the least possible delay.

(2) Provide guidance and assistance to personnel in off-post housing matters on a continuing basis.

(3) Counsel departing personnel so that they will be able to make informed decisions about housing choices at their new duty station prior to a PCS move.

3–35. Eligibility

a. The following are eligible to participate in the HS and EOOPH programs:

(1) All active duty military personnel and their Family members.

(2) U.S. citizen DOD employees (APF and NAF) and their Family members.

b. Soldiers and OCONUS DOD civilian employees must report to the HSO prior to making arrangements to rent, lease, or purchase off-post housing.

3–36. Housing services functions and customer service

a. Housing services functions.

(1) To maximize off-post housing support in meeting Soldier needs, the installation HSO should offer as a minimum the following services:

(a) Nondiscriminatory listings of rental and for-sale housing.

(b) Counseling for applicants on the EOOPH program and the prohibitions against discrimination based on disability.

(c) Assistance in resolving tenant landlord disputes.

(d) Preliminary inquiries to validate housing discrimination complaints.

(e) Liaison with community and Government officials and organizations.

(f) Housing data exchange with other DOD housing offices.

(g) Management and processing responsibilities, entitlement briefings, and certifications related to housing availability and related costs for temporary lodging expense (TLE) (see JFTR, Volume 1, para U5710).

(h) Government transportation for newly arrived personnel where possible to inspect community housing listings when public or private transportation is not available or convenient.

(i) Assistance with rental negotiations and review of leases.

(j) General housing information sufficient for the Army Community Service (ACS) to fully support the Housing Relocation Assistance Program, to include the Standard Installation Topic Exchange Service (SITES) database.

(2) Where feasible on a space and/or resource available basis, the following additional services may be offered:

(a) Counseling on home buying and selling, property management, and mobile homes.

(b) Housing market area data for use in developing market analyses (see sec XIV).

(c) Administrative assistance with utility company fees and deposits, connections, and billings.

(3) Additionally, the following services should be provided in foreign areas:

(a) Management and processing responsibilities, entitlement briefings and certifications of housing availability and related costs for the TLA (see JFTR, Volume 1, para U9150), move in housing allowance (MIHA) (see JFTR, Volume 1, Appendix M); and the OHA programs. DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report) will be used to determine eligibility to start, adjust, or terminate OHA. The form may be supplemented with additional information to suit local requirements. However, supplementation will not replace utilization of DD Form 2367 for its

intended purposes. A copy of each completed form, any local supplement, and a copy of the individual's lease or sales agreement will be retained in the HSO's records file.

(b) Government transportation to newly arriving personnel to inspect community housing listings.

(c) Language interpretation in dealing with landlord and utility companies.

(d) Rental agreements in English and local language. Every effort should be made to include the following provisions in rental agreements:

1. A lease period with automatic renewal provision.

2. Early termination without penalty based on appropriate military reassignment orders.

(e) Preparation of moving in and out inventory condition report of premises with tenant and landlord.

(f) Mandatory in-processing and out-processing of DOD personnel through the HSO as part of the local processing procedures.

(g) Maintenance of a rotation (expected date of departure) file on DOD personnel living in private rental housing.

(h) Documentation that applicant is actively seeking permanent housing if required to do so.

(i) Verification that private rental housing is not vacated prematurely.

(4) There are a number of programs that support the services in (1), (2), and (3) above. The programs listed below can aid the installation HSO in accomplishing its mission of making the Soldier aware of the availability of affordable, quality housing. These programs are intended to help equalize the cost to the Soldier of on- and off-post housing.

(a) Rental Partnership Program (see para *d*(2), below).

(b) Army Housing One-Stop (AHOS) (see para *e*(6)*(a)*, below).

(c) Housing Relocation Assistance Program (HRAP) (see para *e*(6)*(d)*, below).

(d) Deposit Waiver Program (see para *e*(6)*(e)*, below).

(5) The HSO programs and services should be accessible to and usable by persons with disabilities. If it is not feasible to locate those services in an accessible building or if modification of a building would be an undue hardship, arrangements must be made to provide, upon request, all HSO services at an accessible location. Readers for the blind and sign language interpreters for deaf persons should be made available upon request, if feasible.

(6) Housing managers must ensure that the responsibilities identified in (1)*(h)* and (3)*(a)*, above are added to employee position descriptions.

(7) The HSO hours of operation should be convenient and flexible to meet the needs of its customers.

b. Housing services staffing.

(1) Installation housing managers must annually assess the current strength of HSO staffs to determine whether the HS program is fully staffed, fully trained, and has the appropriate facilities and tools to anticipate and meet the requirements of incoming and outgoing Soldiers and families. Toward that end, the Army will set staffing levels based on the number of off-post Soldiers and families that are provided off-post housing services for the given installation (see table 3–12). The HSO must be active in the local, off-post communities in an aggressive search for additional adequate housing. The effective HSO should contain enough staff to allow sufficient time, as determined appropriate by the housing manager, to be spent off-post in direct contact with landlords, real estate agents/brokers, state and local housing staffs, U.S. Department of Housing and Urban Development (HUD) staff, Chambers of Commerce staffs, and so forth, in a constant search for additional suitable off-post housing. The HSO should be supported with sufficient vehicles, telephone lines, a FAX machine, copy machine, and other equipment and supplies essential to facilitate its work.

Table 3–12
Housing Services Office staff to Family ratio

Number of Families	HSO Staff Level
< 100	0
101 - 500	1
501 - 1,999	2
2,000 - 3,499	3
3,500 - 6,499	4
6,500 - 9,499	5
9,500 - 12,499	6
12,500 - 15,499	7
15,000 +	8

(2) Each HSO worldwide should have sufficient telephone lines and open, immediate access to long distance/ overseas telephone, internet, and FAX services. This will enable HSO staffs to obtain real time, up-to-date information about temporary and permanent housing availability at the next duty station for each departing Soldier and Family. Army Family housing funds may be used to pay for the installation of additional lines dedicated to Family housing use and monthly costs for service. Sufficient telephone lines will help ensure that Soldiers, families, and military units have a "soft landing" at their next duty stations.

c. Coordinated offices. A coordinated HSO may be established in areas where more than one military installation is located. One installation should be designated to provide services, mutually agreed upon, for each installation in a geographic area, and designated the primary DOD contact with community and government agency (local, State, and Federal) representatives. In coordinated areas, each installation should perform some or all of the HSO functions.

d. Off-post housing availability.

(1) *Housing listings*. The HSO will obtain and maintain listings of adequate rental and sales units reflecting the full range of prices, sizes, and locations of housing assets. Property considered for listing will be inspected when there is a question of adequacy. Property which is inadequate for occupancy by military families should be removed or refused as a listing (see para 3–22*c*). Units will be listed on an approved automated system (see sec XVI.). Property and agents against which restrictive sanctions have been imposed will be identified in a restrictive sanction list which will be provided the Soldiers.

(2) *Rental Partnership Program*. The installation HSO may contact local landlords to request set-aside housing units (apartments or houses) for use by military personnel. DOD and Army sponsored civilian personnel may participate in the RPP in foreign areas. The Soldier would pay rent by payroll deduction (allotment) not greater than his or her housing allowances. The security deposit may be waived by mutual agreement. Guidelines for establishing a RPP are as follows:

(a) The garrison commander and the landlord enter into a contractual agreement governing the management and operation of the RPP housing units.

(b) The installation housing manager coordinates development of the contractual agreement with the installation OSJA.

(c) The following elements should be addressed in the agreement:

1. Identification of parties to the agreement.

2. Date of agreement.

3. Purpose of agreement.

4. Description of rental partnership properties.

5. Term (lengths) of agreement, including renewal options.

6. Space and adequacy criteria which rental units must meet.

7. Features and amenities of the rental units included in the basic rental rates.

8. Rental rate schedule.

9. Future increases in rental rates.

10. Security deposit option.

11. Requirement for garrison commander or designated representative to approve lease form to be used between landlord and military lessees.

12. Delineation of landlord and lessee responsibilities.

13. Option for existing military lessees to transfer, upon expiration of their existing leases, to set-aside units, if available.

14. Inspection of rental units by the garrison commander or designee.

15. Removal of rental units from the RPP for cause.

16. No assumption of liability or indemnification of landlord in any way by the installation or the Government.

e. Assistance and counseling. The HSO can ease Soldier and Family relocations through timely and straightforward assistance and counseling. The HSO should have the capability to—

(1) Counsel all applicants concerning the EOOPH program with emphasis placed on the obligation of applicants to report immediately any indication of discrimination in their search for housing. A copy of the restrictive sanction list should be provided to each applicant (see para 3–37*i*(2)).

(2) Counsel personnel regarding standards of conduct, the rights and responsibilities of landlords and tenants, and the availability of assistance from the HSO in resolving disputes. Local laws and regulations pertaining to the rights and responsibilities of landlords and tenants should be addressed. Desirability of military release clauses in rental contracts, legal assistance available to review proposed leases and sales contracts, and applicable laws governing refunds of advance payments for home purchases should also be addressed. Applicants should be informed of the impact of tenant conduct on continued community support to provide needed housing for DOD families in the future.

(3) Provide applicants with general information on the community and the support services available in handout form. The handout should include maps and information on the following:

(a) Services and assistance by the HSO.

(b) Tenant rights and responsibilities.

(c) Landlord responsibilities.

(d) Information on household insurance.

(e) Tenant responsibilities to vacate and clear private rental housing.

(f) Overseas housing allowances (in overseas areas only).

(g) Local customs (in overseas areas only).

(h) Furnishings support.

(i) Utility bills and payment procedures.

(j) Telephone service.

(k) Facilities and services in the local area to include religious facilities, schools, transportation, recreation, shopping centers, emergency services, and so forth.

(l) Home safety inspections both on- and off-post.

(m) Fire safety resources on-post and in local civilian communities.

(n) Any additional information considered necessary or peculiar to the local area.

(4) Furnish each applicant a copy of DA Pam 360–611 which contains guidelines on standards of conduct for military personnel who reside off post. Overseas, this publication may be supplemented to suit local conditions. Parts that do not apply overseas should be identified to the applicants.

(5) Verify permissive TDY. Members on permissive TDY for house-hunting purposes must have a DA Form 4187 (Personnel Action) and, if applicable, a DD Form 1747 (Status of Housing Availability) when processing through the gaining HSO (see AR 600–8–10). The Soldier must report to the gaining installation's housing office and have DA Form 4187 verified/stamped on the first available duty day. Soldiers must not negotiate or formalize acquisition of housing prior to obtaining verification/stamp (DA Form 4187). The stamp and date serves as verification of housing processing and permissive TDY status. Failure to secure the HSO validation may result in the Soldier being charged leave for the entire period.

(6) Assist transferring Soldiers and Family members in assessing their housing relocation needs. Relocation requirements/interests not related to housing should be referred to the installation Army Community Service office or other agency for specific assistance. Housing relocation assistance counseling should include the following:

(a) Information about housing at the gaining installation. Use AHOS (available at http://www.housing.army.mil/) for—

1. On-post housing information for Family housing and UPH at the gaining installation.

2. Off-post housing information to include general information on housing types available in both the rental and purchase markets, price ranges, and general availability by type of housing.

(b) Information about relocation assistance available at Army Knowledge Online (AKO) and other Web pages linked to AKO.

(c) The 1–800 phone number to secure Army lodging at the losing or gaining installation.

(d) A discussion of how the HRAP can assist the Soldier in comparing housing options, such as selling or renting his or her housing unit at the losing installation and/or buying or renting a housing unit at the gaining installation.

(e) Information on the Deposit Waiver Program at the gaining installation whereby landlords and utility companies negotiate with the installation HSO to waive deposit requirements in return for HSO help with problem accounts.

(7) Advise applicants to consider obtaining insurance coverage for premises to be rented and against loss of personal effects and household furnishings while their property is in the rented premises.

f. Complaints from the Soldier.

(1) *Community housing complaints*. Off-post housing problems concerning DOD personnel must be investigated immediately for validity and fully documented by the HSO. (Housing managers must ensure that these responsibilities are added to both the employee position descriptions and the major performance objectives/individual performance standards.) Provisions for handling on-post housing complaints are addressed in paragraph 3–62.

(2) *Health, sanitation, and unfair business practice complaints*. The Armed Forces Disciplinary Control Board should be contacted for possible placement of facilities off-limits when health or sanitation complaints cannot be resolved with agents or local civilian agencies (see AR 190–24). Agents who participate in unfair business practices may be placed off limits. Examples of unfair business practices are as follows:

(a) Those OCONUS agents who charge excess rent to Americans.

(b) Payment of money requested in addition to the sum specified in the lease.

(c) Nonrefund of entire security deposit even though Soldier has fulfilled all requirements of lease.

g. Advertisements and information technology.

(1) The HSO should assist in ensuring that only nondiscriminatory advertisements of rental or sales housing units appear in authorized DOD media formats, such as the internet, Web sites, post publications, and bulletin boards. Media formats inconsistent with the DOD policy affirming equal opportunity housing for all DOD personnel will not be used or distributed by housing offices.

(2) The HSO should also maintain access to the internet where housing customers may view other Army installations, communities, and on- and off-post housing.

3–37. Housing discrimination complaints

a. Equal Opportunity in Off-Post Housing Program.

(1) Title 42, U.S. Code, section 3601 et seq (42 USC 3601 et seq); Public Law (PL) 100–430 (1988); PL 93–383 (1974); and PL 90–284 (1968) pertain to equal opportunity for all citizens in obtaining housing regardless of race, color, religion, sex, national origin, age, handicap, or familial status. These statutes are applicable in the United States. In foreign areas, the intent of the EOOPH program will be carried out to the extent possible within the laws and customs of the foreign country.

(2) This program is intended to eliminate discrimination against DOD personnel on the basis of race, color, religion, national origin, gender, age, disability, or familial status in obtaining suitable housing accommodations in local communities. A suspected discriminatory act, with or without the filing of a formal complaint, is a valid basis for investigation.

b. Reporting housing discrimination complaints.

(1) Alleged incidents or complaints of discrimination must be referred to the HSO for appropriate action.

(2) An agent's refusal to show, rent, lease, or sell otherwise suitable housing may be a basis for a housing discrimination complaint. Also, any agent's use of words or statements that indicate discrimination is considered an act or incident of discrimination.

(3) Each alleged incident will be investigated promptly and processed within 30 working days after the complaint is filed. The garrison commander may grant an extension of 10 working days if required.

c. Preliminary inquiry. A preliminary inquiry will begin within three working days after receipt of the complaint. The inquiry may be informal (using AR 15–6 as a guide) but must be sufficiently detailed to indicate if discrimination occurred. The HSO, or a command-designated representative where there is no HSO, will act as follows:

(1) Notify the garrison commander immediately.

(2) Interview the complainant promptly and obtain all relevant details.

(3) Telephone or visit the facility or agent concerned immediately if the complaint is received shortly after the time of the alleged act and concerns the change in availability of a vacancy (such as "just rented"). Attempt to determine if a vacancy exists without making reference to the complaint received. Request the garrison commander to authorize the use of verifiers as necessary (see para 3–37*d*).

(4) Advise the complainant of the provisions and procedures in this section and the right to pursue further actions through the HUD, the Department of Justice (DOJ), and local or State agencies. Coordinate effort with the OSJA to determine to what extent legal assistance can be provided. Assist the complainant in completing HUD Form 903 (Housing Discrimination Complaint), if desired. Complaints can be filed on the HUD internet site at http://www.hud.gov/complaints/housediscrim.cfm. A complainant may file a complaint directly on line or print out a form to mail in. The fact that a complainant might report an act of alleged discriminatory treatment, but declines to complete a HUD Form 903, does not relieve the command of responsibility for making further inquiry and taking such subsequent actions as may be appropriate.

(5) Inform the garrison commander of the preliminary inquiry results and actions taken. If the complainant cannot obtain suitable housing in a reasonable amount of time because of discriminatory practices in the community, the complainant and the commander may use this fact to justify priority assignment to military housing or reassignment for humanitarian reasons. Reassignment action is a last resort and must be justified fully through command channels.

d. Use of verifiers. The use of verifiers is authorized to determine if a basis for the complaint exists and whether or not the practices are discriminatory. Verifiers will not be used for the sole purpose of determining sincerity or normal practices of an agent about whom the HSO has not received a housing discrimination complaint. When selecting and using verifiers, the following actions apply:

(1) Verification of the vacancy should be made as soon as possible after an alleged act of discrimination.

(2) Verifiers should be volunteers. The Equal Opportunity Office is a possible source for identifying individuals to be used as verifiers. HSO staff members should not be used as verifiers except in unusual situations.

(3) The verifier determines the characteristic, that is, the suspected basis for the complainant's exclusion. Ideally, two verifiers should be used. One verifier should possess characteristics as close as possible to those of the complainant except those which are suspect as discriminatory. If a second verifier is used, the individual should possess characteristics similar to the complainant including the alleged discrimination characteristics.

(4) Verifiers are to obtain information only on agent or facility operating policies, practices, and procedures for subsequent determination of complaint validity. Verifiers are not to make verbal or written contract for the unit, pay any money, or say they want the unit. At the end of the visit, the agent should understand that the verifier is not interested in the unit.

(5) The following information should be obtained by the verifier, if possible.

(a) Concerning the facility. What is available? Did it meet the requirements of what the complainant requested? Amount of rent? Deposit required? Are children and pets accepted? Is an application required? What is the time

between filing application and permission to move in? Are minority families and singles in the facility? The presence or absence of a vacancy sign should be noted along with any other information deemed appropriate.

(b) Concerning the prospective tenants. If possible, find out what qualifications prospective tenants must meet, such as credit rating, salary, marital status, children, deposit, written applications, and the like. Also, a complete description of all procedures for becoming a tenant, including all steps from initial inquiry to moving in, should be determined. Does the manager's subjective impression of the applicant appear to play any part in the decision to rent or purchase a unit?

(6) The verifier's statement should be completed immediately after the verification visit. It should be accurate, objective, and in detail. The following will be included:

(a) Date, time of visit, and name and position of person contacted. Other pertinent information obtained during visit (such as length of time employed at facility and race) should be included.

(b) Answers in first person, that is, write in first person (such as I or we) and try to use direct quotes when reconstructing the conversation. Do not use pronouns such as "he, she, or they." Who said what to whom will be clearly identified.

(c) Signed and dated statement. Give verifier's full name, address, telephone number (duty or home), and race as relevant to complaint.

e. Complaint process. If the basic facts of the preliminary inquiry appear to confirm the complaint (but before the final decision is made that the complaint is valid), the garrison commander will ensure that the actions to proceed with an informal hearing as discussed below begin within 3 working days after receipt of the inquiry report.

(1) *Informal hearing information*.

(a) A representative of the garrison commander will give written notice to the agent explaining the nature of the complaint and the agent's right to request an informal hearing with the garrison commander's representative.

(b) The notification will specifically state the nature of the discrimination complaint and the right of the agent to appear personally at the hearing, be represented by an attorney, and to present evidence and call witnesses.

(c) The notification also will state that the agent has five working days after receipt of the written notice to request a hearing. If no request is received within five days, the lack of response will be considered as a waiver to be present at the hearing.

(d) The written notification will be delivered to the agent personally by a representative of the garrison commander or sent to the agent by certified mail with return receipt requested.

(2) *Action on decline*. An informal hearing must be held, even if the agent or agent's attorney declines to participate.

f. Conducting an informal hearing.

(1) *Attendees.* The informal hearing will be conducted by a representative of the garrison commander at a convenient location. The agent, agent's attorney, complainant, complainant's attorney, HSO representative, SJA representative, or other designated persons may attend. The Equal Opportunity adviser will be a regular attendee.

(2) *Disclosure of information.* The agent (or agent's attorney) will not be given copies of the form used by the HUD for filing housing discrimination complaints (HUD Form 903) or other pertinent statements that may later be required for subsequent HUD or DOJ actions. Freedom of Information Act (FOIA) and Privacy Act consideration will be determined by the OSJA.

(3) *Record of hearing.* A summary of the hearing will be prepared and placed in the complaint file. The summary should include a list of attendees, location of hearing, and summary of discussion.

g. Legal review.

(1) A legal review will be accomplished—

(a) After the preliminary inquiry.

(b) After the informal hearing.

(c) Before the garrison commander's final decision that the inquiry supports or fails to support the complaint.

(2) The report of investigation will be reviewed for content and completeness. A statement that such a review was conducted will be signed by an OSJA attorney performing the review. This statement will include the following:

(a) Any necessary explanatory remarks to include comments concerning facts and evidence presented.

(b) Information about pending complaints brought by private parties with respect to the same facility or agent.

(c) Comments pertaining to civil rights laws relevant to the particular case.

h. Garrison commander's decision.

(1) Imposing restrictive sanctions is the responsibility of the garrison commander and cannot be delegated.

(2) If the garrison commander determines that more information is required, or for any reason further inquiry is deemed necessary, an officer will be appointed from sources other than the HSO to conduct a formal inquiry or investigation as the situation warrants. The officer, if not an attorney, will be afforded the advice and assistance by the OSJA, as well as that of the housing office and the Equal Opportunity adviser.

i. Closing the case.

(1) *Failure to support complaint.* If, in the commander's judgment, the inquiry fails to support the complaint, the case will be considered closed. The commander then will take the following actions:

(a) Inform the complainant in writing of all actions taken. Advise the complainant of the right to submit a complaint to HUD and DOJ, or pursue a private civil action in a State or Federal court.

(b) Summarize in the report file—

1. Practices giving rise to the complaint.

2. Actions and results of the inquiry or investigation.

3. Assurance (written or oral) from the agent concerning future facility or agent practices.

(c) Include the following statement, completed by the complainant, as part of the case file: "I (am) (am not) satisfied with the efforts taken by the commander in my behalf to achieve satisfactory resolution of my off-post housing discrimination complaint." If the complainant indicates a lack of satisfaction, the reasons must be included in the case file.

(d) Inform the agent of the results of the inquiry by command correspondence. Such correspondence should reiterate Army policy and requirements for EOOPH.

(e) Forward unsubstantiated complaint records and HUD Form 903 to HUD and DOJ if requested by the complainant.

(f) Retain a copy of the report file at the installation level in accordance with AR 25–400–2 (record number 210–50v). Refer to the Army Records Information Management System records retention schedule located at https://www.arims.army.mil/rrsanew/rrssrch.asp to determine the proper disposition.

(2) *Supported complaint.* If the inquiry supports the complainant's charge of discrimination, and the discriminatory act is determined by the commander to conflict with Army policy, the commander will—

(a) Impose restrictive sanctions against the agent and/or facility for a minimum of 180 days. Sanctions will remain in effect until the provisions of paragraph 3–37*l* are met. Restrictive sanctions also will be imposed when a suspected discriminatory act, despite the absence of a formal complaint, is investigated and found valid. The fact that a validated discrimination complaint or incident has been or is scheduled to be forwarded to another agency (such as HUD or DOJ) is not cause for withholding sanction action pending the outcome of that agency's further review and investigation. To ensure program credibility, restrictive sanctions must be imposed promptly and correctly once a complaint is substantiated. When imposing a restrictive sanction, the following steps must be taken:

1. Ensure the facilities listing is removed from the HSO files.

2. Impose restrictive sanctions (effective the date of notification, per para *4*, below against all facilities owned or operated by the agent concerned.

3. Place the facility on the restrictive sanction list maintained by the HSO. The restrictive sanction list will be prepared on official letterhead stationery and signed by the commander or the commander's representative and will include authority for and conditions of the restrictive sanctions.

4. Inform the agent concerned, by command correspondence, that restrictive sanctions have been imposed and the reasons why, the nature and minimum length of the restrictions, and the action required for their removal. Notification of restrictive sanctions may be sent by certified mail with return receipt requested or delivered to the agent personally by a command representative.

5. Ensure all DOD personnel reporting to the HSO are provided with a copy of the restrictive sanction list. Advise personnel that they may not rent, purchase, or reside in any of the listed facilities and that doing so can result in appropriate administrative or disciplinary action. The HSO must obtain a signature on a DD Form 1746 to indicate that a list was received.

6. Advise other military installations of the restrictive sanction action taken when the sanctioned facility is located within their commuting areas.

(b) Inform the complainant in writing of all actions taken. Advise the complainant that the complaint will receive continuing post action including (if the complainant requests) forwarding the case file to HUD and DOJ for action. The complainant also will be counseled about the right to pursue remedies through civilian channels.

(c) Designate the garrison commander or his or her representative will prepare a memorandum outlining the following:

1. Type of housing arrangements made for or by the complainant, and whether these were made by the HSO or complainant.

2. Impact of restrictive sanctions on the EOOPH program and DOD personnel and their families.

3. Number of facilities and units involved, if available.

4. Other considerations deemed relevant.

(d) Include the following statement, completed by the complainant, as part of the case file: "I (am) (am not) satisfied with the efforts taken by the commander in my behalf to achieve satisfactory resolution of my off-post housing discrimination complaint." If the complainant is not satisfied, the reasons must be shown in the case file.

(e) Consolidate complaints for the inquiry, legal review, and commander's memorandum when more than one complaint alleging discrimination in the same facility or by the same agent has been received. The consolidated case file must include a separate HUD Form 903 from each complainant who has filed a HUD Form 903.

j. Report of inquiry or investigation.

(1) When an inquiry substantiates a complaint, the original and one copy of the report will be forwarded through channels to HQDA (DAPE–HR–PR), 300 Army Pentagon, Washington, DC 20310–0300 for transmittal through the Assistant Secretary of the Army (Manpower and Reserve Affairs) to the Under Secretary of Defense (Personnel and Readiness). Complainant's identification should be the name of the service member, U.S. Government, or garrison commander. The HSO or its employees may not be cited as complainants.

(2) A report of inquiry or investigation will include the following:

(a) Transmittal documents that include copies of the transmittal memorandum to IMCOM Region, DOJ, and HUD, as applicable.

(b) Chronology sheet that lists sequence of events by date, from receipt of complaint to conclusion of action.

(c) Copy of discrimination complaint to include a statement that complainant was advised of the right to submit complaint directly to HUD or DOJ or to any other civilian authority. (Copy of HUD form 903 also should be included if complaint has been forwarded to HUD.)

(d) Summary of inquiry.

(e) Documents supporting investigation and inquiry.

(f) Correspondence relating to informal hearing and resulting summary.

(g) Legal review.

(h) Memorandum by garrison commander or the commander's representative.

(i) Notification of outcome to complaint.

(j) Complainant's statement.

(k) Notification of the imposition of restrictive sanction, if applicable.

(l) Statement that complainant is or is not satisfied with actions taken to resolve complaint.

(m) Statement of subsequent housing arrangements made for or by the complainant.

(n) Any other relevant documents.

(3) If the act of discrimination falls within existing laws, and if the complainant concurs, forward a copy of the complaint and investigation report directly to HUD within 180 days after occurrence of the alleged discrimination act. HUD Form 903 will be used. The original report will be sent to the local HUD Regional Office or to U.S. Department of Housing and Urban Development, Office of Fair Housing and Equal Opportunity, 451 7th Street, SW, Room 5204, Washington, DC 20410–2000 (see also para 3–37*c*(4)). A copy of the complaint and investigation report will be forwarded to the Department of Justice (Civil Rights Division), Washington, DC 20530–0002. A transmittal memorandum should state why the report is being sent and the names of other agencies to whom the report was sent. (This paragraph applies only to the United States; see para 3–37*n* for foreign areas.)

(4) When a commander receives a complaint alleging further discrimination in a facility or by an agent after a completed case file has been forwarded, the commander will forward a summary of the facts relating to the subsequent complaint to HQDA (DAPE–HR–PR), 300 Army Pentagon, Washington, DC 20310–0300. Include brief comments on how the new complaint, and information developed with respect to the complaint, affects the previous action.

k. Follow-up actions. Subsequent to forwarding the report and all required attachments to HUD and DOJ, it is important that the commander, to the maximum extent possible, take the following actions:

(1) Cooperate with HUD, DOJ, and local and State agency representatives during the investigation and processing of the case, should these agencies seek assistance.

(2) Determine periodically the status of the case by maintaining liaison with the area or regional HUD office concerned. Contact will be maintained until such time as the case is resolved or closed by HUD.

(3) Ensure that the complainant is kept informed on information received and actions taken by HUD or DOJ.

(4) Ensure that DOD personnel comply with restrictive sanctions imposed on the facility or agent. Restrictive sanctions are not applicable to—

(a) DOD personnel who may be residing in a facility at the time that sanction is imposed.

(b) The extension or renewal of a rental or lease agreement originally entered into before the imposition of the sanction. Relocation of a military tenant within a restricted facility, however, is prohibited without the written approval of the commander.

(5) On determination that a military member has intentionally taken residency in a restricted facility contrary to instructions, the commander may, if applicable, take administrative or disciplinary action.

(6) Publish a current listing of restricted facilities periodically in the post bulletin or other appropriate means of internal distribution. As a minimum, this listing will be published when additions, deletions, or changes are made to the list.

l. Removal of restrictive sanctions.

(1) Restrictive sanctions may be removed only under the following circumstances:

(a) An approved waiver from HQDA (DAPE–HR–PR) based on unusual or exceptional circumstances.

(b) After the 180 day period, the commander's decision to remove the restrictive sanctions must be based on receiving the written assurance of nondiscrimination from the owner/agent involved.

(2) The commander will inform the HSO, Equal Opportunity Office, and the agent, in writing when the facility is

removed from restrictive sanctions. HUD and DOJ will also be advised in writing in those cases where they had been apprised of a validated discrimination complaint or incident.

m. Privacy Act and Freedom of Information Act. Requests for information regarding off-post housing complaints and investigative files will be processed under AR 25–55 and, if applicable, AR 340–21. The FOIA requests for reports that have been referred to HUD, DOJ, and State or local agencies will be coordinated with the respective agency before any information is released. Proper coordination will ensure that on-going investigations are not harmed by the premature release of information.

n. Complaint procedures in foreign areas.

(1) Commanders of installations or activities outside the United States will take action outlined in this section except that cases are not forwarded to HUD or DOJ. Complainants should be made to understand that the fair housing provisions of the Civil Rights Act of 1866 and 1968 are not applicable outside the United States. However, the intent of the EOOPH Program and the prohibitions against discrimination on the basis of disabilities shall be carried out to the extent possible within the laws and customs of the foreign country.

(2) Consult the local OSJA office to determine whether—

(a) The laws of the country concerned prohibit any of the actions outlined in processing complaints.

(b) There is any civil redress which can be pursued.

Section VII
Operation and Maintenance

3–38. Scope

This section sets forth policy, outlines responsibilities, and provides guidance on operating and maintaining housing facilities.

3–39. General policy

a. Housing facilities will be operated and maintained to a standard which will provide comfortable accommodations in good condition.

b. Every effort must be made to achieve cost savings in all aspects of housing operation and maintenance.

3–40. Joint responsibility

Responsibility for the operation and maintenance of housing is shared by the garrison commander and the housing resident. The garrison commander must manage and maintain the Army's housing in the best interest of the Government. Residents must exercise careful practices expected of a prudent person in the use of their housing (see sec VIII).

3–41. Energy conservation

a. Goal. The goal of the energy conservation program is to ensure that the essential energy needs of all residents are provided without waste. Equipment and facilities will be operated and maintained in an energy efficient manner. Energy can be conserved through action by the Army and by the resident.

b. Army action. The Army will—

(1) Apply new techniques and devices in designing, building, modernizing, operating, maintaining, repairing, and furnishing its housing facilities so as to reflect contemporary community standards for similar categories of housing.

(2) Develop an aggressive program to educate residents on conservation techniques, energy savings tips, and self-help actions.

(3) Determine where excessive energy consumption occurs and develop remediation plans.

c. Resident's actions. Residents will—

(1) Monitor their use of utilities with a view toward operating their housing in the most energy efficient manner possible.

(2) Report facilities deficiencies which waste energy and are beyond self-help capabilities for correction.

(3) Reimburse the Army for utilities consumed in excess of normal household use. For example, excess use could result from recharging a battery-powered privately-owned motor vehicle or operating kilns, ovens, or welding equipment to support a profit-making venture.

3–42. Work authorization

a. Maintenance and repair work may be authorized for accomplishment once it is approved. Approval may fall within the approval authority level of the garrison commander or it may have to be obtained from a higher level (see para 3–12 for Family housing approval authorities and chap 2 for OMA-funded facilities, such as UPH).

b. Maintenance and repair work is done when a work order is issued. A work order is categorized as a service order (SO) or as an individual job order (IJO).

(1) *Service orders*. The SOs cover small jobs beyond the scope of self-help (para 3–44).

(a) Their nature is such that their accomplishment cannot be delayed until a scheduled maintenance visit.

(b) They are issued for work requested by telephone, in person, or in writing. SO work is limited to a total of 40 man hours of labor. SOs will not be used for AFH incidental improvements unless there is a system in place to accumulate the costs per DU per FY.

(c) SOs are prioritized as emergency, urgent, or routine. Emergency SOs take priority over all other SOs. Urgent and routine SOs are normally accomplished on a first-come/first-served basis within their own category. All installations will have a formal priority system for SO accomplishment. Instructions for the establishment of a formal priority system for the accomplishment of real property SO type maintenance work are contained in paragraph 3–55.

(d) Follow-up visits to correct an unsatisfactorily performed SO (call back) will be charged to the same SO.

(2) *Individual job orders*. The IJOs are used for all work which exceeds the scope of the SO and/or requires maximum control of manpower and other resources, for preventive maintenance requirements, and for all AFH incidental improvements regardless of cost except as noted in *(b)*, above.

3–43. Work classification

a. Classifying work as maintenance, repair, or construction is an essential step in developing a project. Once the project has been defined, the approval authority can be identified and statutory and regulatory requirements can be met (see chap 2 of this publication and DA Pam 420–11 for project definition and classification).

b. There is not necessarily a direct one-on-one relationship between a project and a contract to execute that project. A single contract may embrace one or more projects in its scope. Conversely, a single project may be split among several contracts. Interdependent projects must be combined into one project for approval purposes. Interrelated projects may be approved individually.

c. Projects will be developed to show the full scope of work without circumventing the prescribed approval levels. A memorandum for record stating the rationale behind the determination of work classification and project scope is recommended for inclusion in the project file.

3–44. Self-help

a. Each installation may establish a Self-Help Program per chapter 5. This program will require residents to perform certain basic self-help tasks and provide the opportunity for residents to perform limited improvements on their housing units and associated grounds. A list of basic self-help tasks which can and should be performed by Family housing residents is contained in paragraph 3–67.

b. The following guidance should be incorporated into the installation level self-help program:

(1) Ensure that resident self-help tasks are not routinely done by in-house or contract employees except in unusual circumstances.

(2) Screen service calls from residents to eliminate self-help tasks.

(3) Provide appropriate training for participants in this program including self-help coordinators and inspectors.

c. Self-Help improvement projects should conform to the following conditions:

(1) Work should be on a voluntary basis resulting in an improved quality-of-life for the resident.

(2) High standards must be established for both interior and exterior work in conformance with the Installation Design Guide (IDG).

(3) Work performed will comply with applicable building codes. Electrical work will be done only by a licensed electrician or shop approved electrician.

(4) Work performed will not create fire or other safety hazards.

(5) Both functionality and aesthetics should be considered in project development.

(6) Supplies, equipment, and tools will be made available from existing self-help stores

d. The Director Public Works will—

(1) Provide appropriate work classification and project approvals.

(2) Provide professional guidance during the planning, design, and execution stages.

(3) Provide training to volunteers before work is started.

(4) Provide technical assistance and project inspection.

e. Self-help work will not be performed where asbestos or lead-based paint (LBP) shall be disturbed since only trained and certified personnel may work with these substances.

3–45. Historic housing facilities

a. Some Army housing facilities, particularly GFOQ, are listed individually on the National or State Register of Historic Places, are contributing structures within an historic district, have been determined eligible for listing, or are potentially eligible for listing. Stewardship of historically significant properties imparts a special responsibility to the managing installation and the residents. Decisions on use and O&M should give appropriate consideration to those facility characteristics which contribute to their historic significance.

b. Work that may affect historically significant housing must be reviewed and coordinated per part 800, title 36,

Code of Federal Regulations (36 CFR 800) and AR 200–1. If a programmatic agreement exists between the installation, the State Historic Preservation Officer (SHPO), and the Advisory Council on Historic Preservation, work must be reviewed and coordinated in accord with this agreement. However, the underlying philosophy of prudence still applies. The same vigilance regarding cost control and avoidance of unnecessary expenditures must be maintained as for any other housing facility.

c. The selection of replacement materials in historic structures should be sensitive to significant character-defining features. When facsimile materials are used, the garrison commander or designated installation official must determine that they will have no deleterious effect. When in doubt, review AR 200–1 and refer to the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.

d. Where a comprehensive plan has been developed for the renovation and long-term maintenance or the replacement of an historic housing facility, that plan should be followed as scrupulously as possible. However, the plan should be reviewed and updated periodically to keep up with new products and materials on the market, and new construction techniques.

e. Foreign areas may have equivalent historic places which are governed by special host nation agreements for M&R work.

f. Historic facilities must be accurately reflected in the RPI. Reconciliation with the real property officer and notification of changes should be accomplished annually.

3–46. Special considerations

a. Termite control. Termites are a significant problem affecting wooden structures and components in many parts of the world. Termite control with chemicals will be done only by personnel who have been properly trained and licensed in chemical use and application, using only EPA approved chemicals. In no case will chemical treatment be applied through or under concrete slabs used in slab-on-grade construction of housing where heating, ventilating, or air conditioning ducts are present within or beneath the slab. When chemicals are used, their type, strength, and date of application should be documented and retained in accord with Federal and state regulations.

b. Asbestos. Asbestos in certain forms (friable asbestos products) has been found to be a health hazard. Where asbestos is known or believed to exist, the site must be inspected and a determination made as to the containment/disposition of the material. The DPW will manage any monitoring, abatement, removal, handling, and disposal of asbestos contaminated materials. The dates of identification, monitoring, and abatement or removal will be documented and retained in housing files.

c. Radon. Radon is an invisible, odorless, naturally occurring radioactive gas which can accumulate in housing. The EPA has published monitoring guidance, radon relative risk information, and action level guidelines (see AR 200–1). Installations will establish a radon assessment and mitigation program per guidance from the Environmental Management Office.

d. Lead. (See chap 5, sec III for details on lead hazards.)

(1) *Sources*. Lead may be found in the dust, paint, or soil in and around your home, or in your drinking water or food. You cannot see, taste, or smell lead. Lead exposure is especially harmful to young children and pregnant women. The dangers of lead are now known. Hence, house paint is now lead-free, leaded gasoline is being phased out, and household plumbing is no longer made with lead materials. Nonetheless, certain residual effects remain.

(a) Lead-based paint (LBP). Housing units built before 1978 often contain paint with lead in it. Paint containing lead compounds constitute a potential health hazard, particularly for small children who may ingest paint chips from flaking LBPs, may chew on surfaces covered with LBPs, or may ingest lead through paint dust. The Army will not apply LBP to any facility. Installations will establish a program to identify where LBPs have been used and to manage in-place or remove this potentially hazardous material. HUD has developed guidelines for the evaluation and control of LBP hazards. These guidelines (24 CFR 35) will be followed in assessing, managing, and abating lead hazards. Refer also to existing Army guidance on the detection and abatement of LBP in Family housing.

(b) Dust. In addition to LBP dust, other lead dust may come into the home from work clothes of persons handling lead products such as is found in batteries and radiators and from hobbies such as casting sinkers and bullets or working with stained glass.

(c) Lead in drinking water. This too can pose a health risk. The EPA has published standards for regulated contaminants, including lead, in drinking water. The DPW should monitor the levels of lead in drinking water in Family housing per the EPA standards (see AR 200–1). If the levels are determined to be above the current standard, residents will be notified and the cause will be determined and remedial action taken.

(d) Lead in soil. Lead-contaminated bare soil will be managed by interim controls unless economic, operational, or regulatory requirements dictate removal or disposal.

(e) Lead in food. Lead can be introduced into food from lead crystal glassware or from imported or old pottery. These containers should not be used to serve or store food or drink.

(2) *Disclosure requirements*. The HUD and EPA regulations (see 24 CFR 35 and 40 CFR 745, respectively) require the disclosure of known LBP and LBP hazards. Disclosure requirements apply to both Army-owned and -controlled

Family housing and to privately-leased/-rented housing constructed prior to 1978. The disclosure requirements, which are to be issued when housing is assigned or leased/rented, consist of providing residents with the following:

(a) EPA pamphlet *Protect Your Family from Lead in Your Home*. Additionally, for Government-owned and -controlled Family housing, the ACSIM in cooperation with the U.S. Army Center for Health Promotion and Preventive Medicine (CHPPM) has developed a cover for the EPA pamphlet. The cover provides specific information on the Army's LBP efforts. Each installation has been provided a copy of the cover for local reproduction. This cover should be folded around the EPA pamphlet so it is the first section to be read. There is sufficient space for each location to add installation specific information such as points of contact and phone numbers for additional information or questions.

(b) Notice of the presence of LBP and/or LBP hazards. This notice will contain a lead warning statement, owner/lessor disclosure of presence of LBP and LBP hazards, list of records and reports available to the owner/lessor, resident's/lessee's acknowledgement, owner's/lessor's acknowledgement, and signatures and dates of resident and owner or lessee.

(c) A copy of available records or reports pertaining to the presence of LBP or LBP hazards known or suspected in the assigned housing unit and any associated common areas, based upon actual or statistical sampling of similar units.

(3) *Notification requirements*. In addition to the disclosure requirements in d(2) above, Family housing residents/tenants of Government-owned and -controlled Family housing and of rental housing built prior to 1978 must be notified when work on their housing will disturb known or suspected LBP (see 15 USC 2686).

(a) Whenever maintenance, repair, or renovation is performed in an occupied housing unit or in the common areas of occupied multi–Family housing, both the resident and the garrison commander (or designated representative) must be notified. Workers (either in-house or contract) must comply with 24 CFR 35.

(b) Notification will consist of two elements. First, the worker must provide the resident a copy of the EPA's pamphlet Protect Your Family from Lead in Your Home. Second, the worker must attempt to obtain from the resident a written acknowledgement that the resident has received the pamphlet. Retain a copy of the record of notification at the installation level in accordance with AR 25–400–2. Refer to the Army Records Information Management System records retention schedule located at https://www.arims.army.mil/rrsanew/rrssrch.asp. Sample language is available at EPA's Web site:http://www.epa.gov/fedrgstr/EPA–TOX/1998/June/Day-01/t14437.htm

(4) *Exemptions from notification requirements.* The following are exempt from notification requirements:

(a) Housing units constructed before 1978 that are certified as free of LBP. (Note. LBP-free means that Family housing has been found to be free of paint or other surface coatings that contain lead equal to or in excess of 1.0 milligram per square centimeter or 0.5 percent by weight.)

(b) Pre–1978 housing units that are vacant due to major renovation or between occupancy.

(c) Minor M&R activities (including minor electrical work and plumbing) that disrupt two square feet/0.19 square meters or less of painted surface per component.

e. Mold. Exposure to mold can cause a variety of health effects and symptoms, including allergic reactions. Molds produce tiny spores in order to reproduce. Although there is no known practical way to eliminate all molds and mold spores in the indoor environment, indoor mold growth is controllable through moisture control.

(1) The mold problem is predominantly a preventive medicine issue. However, lack of adequate maintenance and repair may contribute to the moisture and mold problem. DPWs should work closely with the preventive medicine office to provide a healthy environment in facilities where the Army lives and works.

(2) The CHPPM has an aggressive mold prevention campaign. CHPPM has established a data base to assist installation DPWs and preventive medicine offices in dealing with mold issues. This resource is found on CHPPM's Web site at: http://chppm-www.apgea.army.mil/

3–47. Fire protection

Fire protection is one of the most essential operating services due to the destructive potential of fire to both life and property.

a. The garrison commander will provide fire and emergency services per chapter 25 of this publication.

b. Residents will—

(1) Be familiar with fire precautions and take timely corrective action to prevent fire hazards.

(2) Conduct voluntary self-inspections and monthly fire drills and establish an accountability location outside the housing for evacuating Family members.

(3) Test installed smoke detectors quarterly.

(4) Provide a portable, hand-held, multipurpose fire extinguisher for their permanent party housing when such housing is used as an FCC home under the provisions of AR 608–10.

(5) Know how to report fires.

(6) Attend command-sponsored briefings on actions to prevent fires in housing.

3–48. Smoke detection and fire suppression systems

a. Smoke detection systems. Hard-wired automatic smoke detection systems will be installed in all housing units including mobile homes and Government-leased units. All Government-installed smoke detectors will be hard-wired to an electrical circuit without a disconnect switch. This requirement is applicable to all Government-owned, -controlled, or -leased Family housing (including housing under 10 USC 2835) and Government-owned mobile homes in the United States. In new or replacement Family housing construction and revitalization projects, all Government-installed smoke detectors in the DU will be hard-wired and interconnected. Privately-owned mobile homes located on U.S. Army property will have hard-wired automatic smoke detectors provided by the owner. Smoke detector systems will be located as follows:

(1) *Family housing*. Install a single-station smoke detector between the bedroom area and the rest of the DU, on each additional level of the DU, and in the basement. Provide additional detectors when remote gang storage cubicles are used.

(2) *Other housing facilities*. See chapter 25.

b. Fire suppression systems. See chapter 25.

3–49. Carbon monoxide detectors

Carbon monoxide (CO) is a colorless, odorless, tasteless, toxic gas produced by the incomplete burning of carbon-containing fossil fuels (coal, wood, charcoal, natural gas, and fuel oil). Examples of CO producing sources include space heaters, fuel fired furnaces, wood stoves, fireplaces, gas stoves, gas dryers, gas water heaters, charcoal grills, and automobile exhaust from attached garages.

a. CO detectors must be installed in all new or revitalized housing which has a source of carbon monoxide including that with attached garages.

b. Although not a legal requirement, installations should install or provide CO detectors/alarms for existing housing units (owned and leased) which have a potential for CO poisoning.

c. CO detectors/alarms can be hard-wired, battery operated, or plug-ins. The types used are at the discretion of the installation, but at a minimum should be Underwriter Laboratory (UL) listed.

3–50. Policy on multiple air conditioning units

a. Where air conditioning is authorized, IMCOM may approve the submission of improvement projects for the installation of multiple air conditioning (A/C) units in existing facilities. DD Form 1391 (FY__ Military Construction Project Data) will be used for this purpose. This authority may be exercised when their use will—

(1) Provide satisfactory comfort cooling, and

(2) Result in the least life cycle cost compared to a central plant or a single refrigeration unit.

b. The IMCOM may delegate this authority in writing to individual Regions. The final approving authority of each project involving multiple air conditioning units will be responsible for maintaining complete documentation and records to support their decision.

c. Use of AFH incidental improvement funds for new A/C is not authorized (see para 3–53*i*(2)).

3–51. Telephone and Internet service provider connection charges

a. Wiring.

(1) The Government is responsible for the provision and maintenance of wiring within the structure (walls, floors) of the housing unless host nation agreements alter responsibilities (see TI 801–02, Vol 2, para 9–10).

(2) Housing residents are not to pay the fee charged by any telephone or internet service provider (ISP) company for maintaining or repairing wiring within the structure. Residents who pay the fee will not be reimbursed by the Government.

(3) The Government will not maintain the telephone or ISP instrument or the external wiring to the receiver or wall plate of the instrument. These costs, as well as subscription fees, are payable by the subscriber.

b. Telephone and Internet service provider disconnect and reconnect costs. These costs are payable by the subscriber. In accord with paragraph 3–6*c*(11), partial DLA is intended to cover the costs which are incurred when the Government directs any housing move to or from Government housing.

3–52. Television and cable internet connection charges

a. Cable television. (See AR 25–1, para 6–4*s* and TI 801–02, Vol 2, para 9–11.)

(1) The Government is responsible for providing and maintaining wiring and outlets for cable television within the structure.

(2) Garrison commanders may allow a commercial company to install a cable (television (TV) and/or internet) system in housing areas and facilities. The system will include a service entrance terminal for each housing unit in the housing areas and housing facilities served. Such installation will be done at no cost to the Government. Subscriber costs will be borne by the housing unit resident.

(3) CATV in some foreign areas may not have Armed Forces Network (AFN) broadcasting. CATV may be provided where the AFN channel is not available.

(4) Installation of CATV, satellite, or cable internet must be coordinated with the DPW.

(5) CATV or cable internet disconnect and reconnect costs are payable by the subscriber. In accord with paragraph 3–6*c*(11), partial DLA is intended to cover the costs for any cable connections which are incurred when the Government directs a move to or from Government housing.

b. Master/community antenna television. (See AR 25–1, para 6–4*t* and TI 801–02, Vol 2, para 9–11.)

(1) An M/CATV system may be provided only when adequate reception of the nearest commercial TV stations cannot be obtained on the most efficient type of indoor TV antenna and commercial cable TV is not available.

(2) The M/CATV system may use conventional antennas or satellite dishes. The garrison commander will select and approve the specific reception system to be used.

(3) Depending upon cost limitations, use construction, or M&R funds for installation. Use maintenance funds for M&R.

3–53. Family housing

a. Operations policies.

(1) The most effective and economic methods of providing utilities will be used.

(2) Utility consumption will be measured, wherever feasible, by the use of meters. The types of metering available are individual, master, and sample (listed here in descending order of priority for measuring utility consumption).

(3) Residents will conserve utilities. Repeated waste of utilities may be considered to be misconduct and constitute possible grounds for termination from housing (see para 3–16*a*(2)).

(4) Window air-conditioning units, including evaporative coolers, will not be used to supplement a central air-conditioning system.

(5) Appropriated funds will not be used to haul or purchase firewood and coal for use in fireplaces or wood stoves. However, the periodic inspection and cleaning of chimney flue liners is an installation responsibility. Inspection and cleaning of chimney flue liners will be in accord with National Fire Protection Association (NFPA) Standard 211 (NFPA 211), chapters 13 and 14.

(6) The Government may provide custodial services in the common use areas of multi–Family housing, such as apartment buildings where there are common hallways, entrances, elevators, and so forth.

(7) In buildings with more than one DU, the costs of services performed in common use areas, on common structural components, and on common use systems, will be prorated among all DUs in that building.

b. Utility metering.

(1) Each installation should have a plan for metering water and all direct energy supplies (electricity and heating/cooling) at all Family housing areas.

(2) This plan should ensure the following:

(a) All new construction of Family housing will have utility meters installed in accord with TI 801–02.

(b) Master meters will be installed as part of any new construction or revitalization project.

(c) Existing Family housing areas will be master metered. Where master metering is not economically practicable, individual DU meters will be installed.

(d) All multiple unit Family housing new construction and replacement projects and all significant alteration and major rehabilitation projects, which include the utility trades in more than a casual manner, will provide, where feasible, electric meter drops and, except for DU with coal-fired heating plants, heating fuel meter points as part of the project for each DU. Electrical and/or mechanical trades should not be involved in Family housing rehabilitation projects solely for the purpose of meter/drop installation.

(3) This plan should also include the following:

(a) A method of reading and recording utility meter readings.

(b) An M&R program for the utility meters.

(c) The locations where utility meters need to be installed.

(4) Individual utility meters may be considered in Family housing areas with high energy consumption when life-cycle analysis shows this approach to be the most economical. Construction requirements should be developed as a post acquisition construction project.

(5) The installation of master meters should be accomplished through the incidental improvements account to the maximum extent possible. For those projects that cannot be accomplished as incidental improvements or are not included as part of a rehabilitation project, a separate post acquisition construction project should be developed. The IMCOM Regions will update their metering programs on an annual basis.

(6) Each installation should have on file the method used to determine the utilities consumption in Family housing until all utilities consumed in Family housing are based on metered use.

c. Identification of housing.

(1) Family housing will be provided with individual building numbers (front and, if necessary, back) which are readily visible to emergency vehicles. Signage must be consistent with IDG requirements.

(2) The IMCOM may approve the installation of individual name signs, if new, using AFH incidental improvement funds. Replacements made during a change of occupancy shall be charged to between occupancy maintenance. This authority may be delegated to garrison commanders.

(3) Individual name signs, especially on senior officer DUs, present certain force protection/physical security concerns. Therefore, any program to install name signs should be coordinated with the installation force protection/security office.

d. Maintenance policies.

(1) *General*. The level of maintenance on DUs will be sufficient to protect the Government's capital investment and to prevent unnecessary operating costs to the Government (see para 3–53*q*).

(2) *Evaluation of condition of units*. Through periodic inspection of units, M&R requirements will be recorded by building component and system. This will serve as a basis for the annual and long-range work plans for assisting in the development of the RPMP. The ISR condition inspections can be used to document quality condition information.

(3) *Work in common use areas*. In buildings with more than one DU, the costs of M&R work performed in common use areas, on common structural components, and on common use systems, will be prorated among all DUs in that building.

(4) *Priorities*. Critical M&R work will be done before incidental improvement work.

(5) *Maintenance and repair need*. Available AFH resources will be used to maintain, repair, and improve Family housing based on need rather than the grade of residents. Residents' requests for painting of a decorative nature or for replacement of tiles, wall coverings, or other work on the basis of either compatibility with personal furnishings or for personal preference will not be approved.

(6) *Painting*.

(a) Interior painting shall be done to maintain an attractive appearance and sanitary conditions, to protect finished surfaces, and to correct unsightly appearance. The minimum interval for cyclic painting is three years, unless the garrison commander determines on a case-by-case basis that some DUs require more frequent painting.

(b) Exterior painting of masonry, wood, and ferrous meter surfaces shall be done to maintain an attractive appearance, protect surfaces, and sustain water tightness. The normal interval for cyclic painting will be five years except when the garrison commander determines that more frequent painting is required.

(c) Permanent records of painting will be maintained for each Family housing facility per chapter 5 of this publication. These records will include documents which authorize painting at less than frequencies prescribed in (a) and (b), above.

(d) Painting solely or primarily for the purpose of decoration, to achieve standard color, or to match furnishings is not authorized, except in leased housing which may have other finishes. Change of occupancy is not a reason for painting.

(e) Interior painting while a DU is occupied will be done only when the resident is in agreement. The painting of occupied housing will be scheduled to minimize inconvenience to the resident, yet will be completed in the least number of days possible. Only that amount of work will be scheduled that can be completed and still allow the residents to carry on normal living activities at the end of that workday.

(7) *Floors*. Where the primary floor finish requires major repair or replacement (in excess of 25 percent of total floor space), an economic analysis (EA) will be done to aid in determining the most acceptable alternative. The EA will be included in the project file.

(a) Wood floors. Wood floors which serve as the primary floor finish will be completely sanded and/or refinished when general deterioration has occurred. Such work will be done when the housing unit is vacant. Sanding will be kept to a minimum to ensure maximum life of the wood floor. Normally, an interval of not less than 10 years should elapse before sanding becomes necessary. Refinishing should be done not more than once every four years.

(b) Carpeting. Where carpeting is determined to be the most economical primary floor finish, it will be accomplished using either M&R funds or construction improvement funds as appropriate. Any decision to use carpeting should recognize normal issues associated with change of occupancy and the cost to remedy damaged surfaces.

(c) Negligence. Evidence of negligence, for example, damage from golf shoes, requires a report of survey, statement of charges, or cash collection voucher before refinishing a damaged floor (para 3–64).

(8) *Housing facility systems and components*. Systems and components (such as roofing, structural, electrical, air conditioning, heating, plumbing, and so forth) will be repaired or replaced as needed. Theoretical life of a system or component is not sufficient basis for replacement.

(9) *Grounds and landscaping*.

(a) Boundaries. The cutting, trimming, and watering of lawns in the designated immediate area of the DU will be the responsibility of the resident, as would be expected of a tenant in private housing of similar type and value. Normally, the boundaries of the designated immediate area of responsibility will be not more than 50 feet from the

DU. However, this boundary may be extended out further to a logical line of demarcation, such as a road or a fence, or to encompass small common areas (see also, para 3–100*c*(1)*(h)* for exceptions on certain GFOQ).

(b) Apartment buildings. Grounds maintenance around multi-story apartment buildings will be provided by the installation.

(c) Grounds keeping. Under no circumstances shall gardeners be assigned to fully maintain the grounds of a specific DU. Gardening services for the pruning and trimming of trees and shrubs shall be furnished, where required, on a routine cycle based on the growing season and plant characteristics. Generally, landscaping in the common areas surrounding housing units should be limited to group plantings which will not interfere with mechanized maintenance and will facilitate the use of gang mowers whenever possible. The cost of grounds care beyond the designated immediate area will be charged to the appropriate category of facilities as common grounds maintenance.

e. Cleaning incident to vacating housing.

(1) *Resident cleaning*.

(a) Residents are responsible for cleaning their own housing and will leave the housing in a condition suitable for immediate reassignment. Residents must complete at their expense the minimum cleaning standards for all of the housing items listed in table 3–13 (see table 3–13). Termination of housing assignment shall be in accord with guidance set forth in paragraph 3–14*h*(3)*(b)*.

(b) Exceptions may be made and the housing cleaned at Government expense when major M&R work is scheduled between occupancy, and a complete cleaning will be required after the work is completed.

(2) *Contract cleaning at resident expense*. Garrison commanders may establish a procedure to allow residents to prepay a Government-approved custodial contractor for cleaning. Residents electing to use the services of a cleaning contractor will be advised that—

(a) The Government will not be a party to any contract or agreement between the resident and contractor (repository for funds excluded.)

(b) When a copy of the signed contract between the resident and the Government-approved contractor is accepted by the housing manager, the resident has met his or her cleaning responsibility. The contractor is then responsible for completing all of the items in the minimum cleaning standards listed in table 3–13.

(c) For the purpose of starting housing allowances, the termination of housing assignment shall be in accord with guidance set forth in paragraph 3–14*h*(3)*(b)*. For housing office administrative purposes only, the DU will be considered occupied until the date of the final cleaning inspection, but not more than three working days beyond the end of the contract cleaning period.

(d) The use of a Government-approved contractor, other than an AAFES concessionaire, requires that a responsible agent be designated to secure the cleaning fee until the housing has been satisfactorily cleaned and any liquidated damages owed to the Government have been paid. Government-approved custodial contractors must either be bonded or have an account which the Government can draw against in case of default.

(e) No Government-approved custodial contractor for cleaning can be associated with the Housing Office.

(f) When housing is cleaned by individual contract and the housing is not cleaned satisfactorily by the date specified in the contract (normally 1 to 3 days), the cleaning contractor will be assessed liquidated damages in an amount per day equal to the housing allowances of the former resident. Liquidated damages will be remitted to the OPLOC/FAO as a cash collection. If the housing has not been satisfactorily cleaned within a reasonable period, the housing manager will take necessary action to have the housing cleaned by other means and the contractor will be required to pay any additional costs above the original contract amount that are incurred by the Government for cleaning.

(3) *Contract cleaning at Government expense (outside continental United States only).* The IMCOM Regions (OCONUS) will establish a Family housing contract cleaning program at Government expense using AFH maintenance funds.

(a) Only personnel on PCS, separation, or retirement orders or personnel who are directed to move at the convenience of the Government are authorized to receive contract cleaning at Government expense.

(b) The TLA will be limited to three days for outgoing personnel who occupy Government-controlled Family housing. Exceptions to the 3–day limit will be documented and approved by the garrison commander on a case-by-case basis.

(c) As a minimum, residents will be responsible for conforming to the standards for residents receiving contract cleaning (table 3–13). The IMCOM may increase the minimum cleaning standards requirements for residents set forth in table 3–13 as necessary due to fiscal constraints. Residents will not be given the option of cleaning the housing in return for monetary remuneration or authorization of TLA beyond three days.

(d) Termination of housing will be effective when the resident physically clears the housing or on the Soldier's departure date from the command, whichever is sooner.

(e) Cleaning contractors will adhere to the established cleaning requirements.

(f) Residents not authorized Government contract cleaning are responsible for cleaning their own housing (para 3–53*e*(1) and 3–53*e*(2)).

(4) *Liability*.

(a) Residents have—

1. Responsibility and/or liability for damage to housing or furnishings exceeding fair wear and tear (para 3–64).

2. Responsibility for the level of cleaning required of the resident by the cleaning procedures identified in (1), (2), or (3), above.

(b) When a resident fails to clean, or contract with an approved custodial contractor for cleaning, assigned housing prior to a PCS or ETS, the Government must arrange to have the housing cleaned. In such cases, the resident is liable to the Government for costs incurred.

f. Restoration of damaged or destroyed dwelling units.

(1) A DU damaged or destroyed by fire or natural disaster may be restored when there is a need for the unit. Restoration costs up to 50 percent of replacement cost will be funded with M&R funds. Where restoration costs exceed 50 percent of the replacement cost, a determination will be made by HQDA as to the funds (either M&R or construction) that will be used to assure expeditious accomplishment of required work. Except for GFOQ, the cost to repair or restore a DU damaged or destroyed by fire, flood, or other disaster does not count against the major M&R limitation of $20,000 per DU per FY (see para (3), below).

(2) Foreign source units provided for U.S. Government use, which are insured as evidenced by annual AFH insurance premium payments, will not be restored with AFH funds.

(3) Restoration costs of less than $20,000 per DU shall be approved by the approval authority level to which delegated. Costs of $20,000 or more per DU and costs for other real property facilities exceeding 50 percent of replacement cost require HQDA (ACSIM/OASA (I&E)) approval (see para 3–12).

(4) Requests for restoration projects which require HQDA approval will be submitted by the most expeditious means but in no case later than within 30 days of the fire or disaster. The request will include the information and use the procedures specified in paragraph 2–19*b*(1) through 2–19*b*(11). Figure 3–3 presents a suggested format for a Family housing DU restoration project approval request. Users should adjust the format to correspond to their individual requirements. Use only those stub entries in figure 3–3 which accommodate the specific requirements of the DU project.

SUGGESTED FORMAT FOR AN APPROVAL REQUEST TO RESTORE A DAMAGED DWELLING UNIT

Installation: Project Title:

1. Description of the dwelling unit (DU):

2. a. DU address:
   b. Date DU constructed:
   c Date and type of last major project:

3. Type of damage (fire, wind, water, snow, ice, other):

4. a. Date of incident:
   b. Actual or probably cause of incident:
   c. For fire-damaged DU only:
      (1) Indicate whether there were hardwired smoke detectors in the DU. If so, indicate their location(s).
      (2) Indicate whether they activated to warn the occupants of the fire.
      (3) Indicate whether the smoke detectors were interconnected so that when one sounded an alarm, they all sounded alarms.

5. Extent of damage (if more than one DU damaged, describe each):

6. Scope of work (major job elements) for each DU:

7. Cost of repairs (show breakdown of funded costs by major components) for each DU even if less than $20,000:

Figure 3–3. Suggested format for a request for approval of a restoration project

ITEM OF WORK	***QTY***	***U/M***	***U/C***	***TOTAL***
SUBTOTAL				
Contingency 5%				
TOTAL				
Supervision and Administration 5.7% (CONUS) / 6.5% (OCONUS)				
TOTAL Project Cost:				

8. Replacement costs (use Tri-Service Cost Model):
Authorized size in SF X cost/SF X area cost factor (ACF) X Project Size X Unit Size = DU Cost

9. Space utilization:
   a. Results of latest housing requirements survey shows:
      (1) Current deficit/surplus–Number of DUs:
      (2) Long range deficit/surplus–Number of DUs:
   b. Average number on waiting list for this type DU:
   c. Impact if repairs are not accomplished:

10. Environmental assessment:
   a. Summary:
   b. Indicate if asbestos/lead-base paint was in the unit. (If yes, explain what has been/is being done to preclude hazardous exposure):

11. State if negligence or abuse is suspected. If yes, state whether action under 10 USC 2775 has been initiated to recover costs and what type of action. Indicate also, if a Report of Survey was completed, the date and results of the survey.

Figure 3–3. Suggested format for a request for approval of a restoration project—Continued

(5) When a DU is damaged or destroyed, a Report of Survey must be initiated in accord with AR 735–5. If the Report of Survey finds that the Soldier was negligent, he or she will be charged for damages in accord with the findings (see para 3–64).

(6) In the event that the damage to or destruction of the DU results from resident abuse, misconduct, or neglect, the resident may be offered the opportunity to perform the repair or replacement. Should the resident elect to perform the repair or replacement, work will conform to the standards and criteria prescribed by the DPW. Completed work must have DPW approval. When repair or replacement is done at the resident's expense, a request for a restoration project may not need to go forward from the installation. Should the Government perform the repair or replacement, the resident will reimburse the Government.

g. Maintenance and repair projects.

(1) *Design cost*. Maintenance and repair project design cost is an unfunded project cost. Architectural and engineering services (direct costs) cannot exceed 6 percent of the estimated project cost for design, drawings, and specifications (see para 3–80*d*(2)).

(2) *Concurrent work*. The M&R performed concurrently with a construction improvement project can be funded

with post acquisition construction funds. Construction improvement projects, however, may not be funded with M&R funds.

(3) *Major maintenance and repair projects exceeding $20,000*.

(a) Any major M&R project within the 5–foot building line, including concurrent incidental improvements and including costs for asbestos and lead-based paint removal, which is expected to be $20,000 or more (absolute, that is, not adjusted by area cost factor) per DU per fiscal year (FY) must be sent to HQDA (DAIM–FDH).

(b) Major M&R projects include work necessary to provide adequate Family housing DUs by repairing or replacing deteriorated building components, that is, kitchen counters and cabinets, floors, walls, windows, mechanical, electrical, air conditioning and plumbing systems, kitchen and bath fixtures, roofing, exterior siding, and abatement of LBP, asbestos materials, and mold. Major M&R does not include SOs; routine maintenance, including interior and exterior painting (except where painting is included in a major M&R project); and work done outside the 5–foot line.

(c) Project documentation will include the documents listed below—

1. DD Form 1391.

2. Detailed cost estimate.

3. Installation Management Command transmittal memorandum or message requesting approval.

4. An economic analysis, where total program amount (PA) exceeds $50,000 per DU, documenting 25 year life cycle costs of at least the following alternatives— replacement/new construction, Government lease, private rental using BAH, and Government purchase.

5. The total post acquisition construction and non-routine maintenance for the DU or set of DUs over the past five years.

6. An indication as to whether the project is identified as concurrent M&R on a DD Form 1391 for a post acquisition construction project.

7. Identification of costs for asbestos removal, LBP abatement, and mold abatement, if any.

(d) Project documentation for major M&R projects costing $20,000 or more must be provided on each such project for the current FY + 2 and the current FY + 3. Project documentation will be submitted concurrent with each year's POM/BES data input. For example, submit FY 2006 and FY 2007 project documentation in FY 2004. Unforeseen requirements should be forwarded to HQDA (DAIM–FDH).

(4) *Cost increases*.

(a) Approved major M&R projects (less than $20,000). If the estimated funded cost of a project increases after approval, project execution may be continued without further approval when all of the following conditions have been met:

1. The revised funded cost does not exceed $20,000 per DU or $1,000,000 per project.

2. The increase does not exceed 25 percent of the approved funded cost.

3. The increase does not bring the revised funded cost over 50 percent of the replacement cost of any DU affected by the increase.

(b) Congressionally-approved M&R projects ($20,000 or more). Should the estimated funded cost of a project increase after congressional approval, project execution may be continued without further approval when all of the following conditions have been met:

1. HQDA (DAIM–FDH) has been notified through IMCOM.

2. The increase does not exceed 25 percent of the approved funded cost.

3. The increase does not bring the revised funded cost over 50 percent of the replacement cost of any DU affected by the increase.

(c) If the conditions specified in either *(a)* or *(b)*, above, as appropriate, are not met, project execution will be halted until re-approval is obtained.

(d) Where unforeseen asbestos, lead-based paint, and/or mold costs cause the $20,000 threshold to be exceeded after approval, HQDA will provide Congress with after-the-fact notification.

(5) *Out-of-cycle/emergency requests*.

(a) The cumulative total of all major M&R work, including incidental improvements, may not exceed $20,000 (absolute) per DU in a FY without HQDA approval.

(b) Emergency requirements and requirements necessary to ensure the health and safety of residents will be submitted expeditiously to HQDA (DAIM–FDH) for processing to the Congress.

h. Maintenance standards. Qualitative standards of maintenance for Family housing real property assets are set forth in paragraph 3–56.

i. Incidental improvements.

(1) Certain minor improvements, within the limits cited in paragraph 3–12 may be approved using Family housing O&M funds. However, where incidental improvements plus M&R work done concurrently with a construction improvement project exceed the statutory post acquisition construction dollar limitation per DU (as adjusted by the area cost factor (ACF)), congressional approval must be obtained.

(2) Incidental improvement authority will not be used to increase the size of any DU, increase the number of rooms

in any DU, add A/C to any space not presently air conditioned, or add new or alter existing exterior appurtenances such as garages, carports, detached facilities, patios, decks, porches, rear yard fencing, or lawn sprinkler systems.

(3) Under normal circumstances, incidental improvements should be done concurrently with M&R work, except for security, health, and/or safety improvements that should not be delayed.

(4) Incidental improvements will not be accomplished on a specific DU when maintenance and repair has been deferred on the DU unless the work is for security, health, and/or safety improvements which should not be delayed.

(5) Incidental improvements will be accomplished fairly among all residents irrespective of grade.

j. Support for exceptional Family members. To accommodate Family members with disabilities, appropriate modifications may be made to a DU on a case-by-case basis. These modifications will be accomplished as follows:

(1) Modifications costing less than $20,000 per DU can be approved by the IMCOM Region and will be accomplished using incidental improvement funds. Modification costing more than the statutory dollar limit per DU for a post acquisition construction project will require congressional approval.

(2) The funding source for modifications which are estimated to cost $20,000 or more will be determined by HQDA after reviewing the documentation submitted and considering congressional notification requirements. Requests for approval will be sent to HQDA (DAIM–FDH), 600 Army Pentagon, Washington, DC 20310–0600.

(3) The project file should contain a statement from the medical activity supporting the installation (not a private physician) that the requirement is valid and the modification will meet the needs of the Family member.

(4) Documentation supporting the request must clearly describe the work to be done and show that the proposed work is the most cost-effective approach to satisfying the requirement. Documentation must include an explanation of why other on-post housing cannot meet the need (for example, why a ground-floor DU cannot be used in lieu of an above-ground DU in an apartment building).

(5) Documentation should also include the following:

(a) A floor plan showing the proposed modifications.

(b) Description of the DU including type, grade of resident, number of stories, single- or multi-unit, and number of bedrooms.

(c) Statement that the DU is the best available for modification in terms of location, interior configuration, and access from the street.

(d) Statement as to whether this DU will be permanently retained for use by families which have Family members with disabilities.

(e) Indication as to whether there have been or are scheduled additional major M&R projects on this DU in this FY which, when combined with the project for an exceptional Family member, will exceed $20,000. In such cases, contact HQDA (DAIM–FDH) for appropriate congressional notification.

(f) DD Form 1391 for projects costing $20,000 or more.

(6) All equipment directly supporting the DU to be modified must be considered when evaluating costs. The cost of portable equipment supporting a single DU cannot be prorated among several units to lower the per-unit costs; however, if the equipment is subsequently used to support another DU, its cost is not included when considering costs to modify the second DU.

(7) Normally, a DU modified to accommodate Family members with disabilities should not have to be altered a second time to make it suitable for normal reassignment. However, each case must be considered individually. The costs for any such realterations are subject to normal M&R project approval limitations.

(8) The determination as to what modifications for Family members with disabilities can be incorporated in an approved whole house improvement project is dependent upon the description of the project in the DD Form 1391 and the language of any contract that has been awarded. If a contract has been awarded, the Contracting Officer must determine whether such modification can be made.

k. Change of occupancy.

(1) Interior painting, floor refinishing, and major repair, if required, will normally be performed between occupancies. The scope of work to be done will be determined at the time of the inspection incident to departure of the outgoing resident.

(2) Involvement of the outgoing resident in the change of occupancy process can be helpful in achieving a cost effective occupancy change. The departing resident can identify needed work and is encouraged to allow work that does not compromise habitability to be performed prior to vacating. This should help screen out work not required and ensure the turnover of the DU to the next resident as quickly as possible.

l. Director of public works support for Family child care homes.

(1) The DPW is responsible for the following Life Safety Code requirements of AR 608–10 and National Fire Protection Association Standard 101 (NFPA 101):

(a) Providing "slip resistant" treads per exterior/general area stair tread requirements contained in NFPA 101 (para 5–2.2.4.4) and "reasonably slip resistant" treads for all interior stairs in Family housing. The use of anti-slip paint, carpeted treads, or any roughened surface is considered acceptable.

(b) Prohibiting FCC homes above the fourth floor in Government-provided Family housing.

(c) Providing two means of escape from every bedroom and living area (one exit must be a door or stairway to the outside whereas the other may be a window).

(d) Installing a hard-wired smoke detector between the bedroom and living areas, on each additional level of the living units, and in stairwells of multi-story Family housing in accord with chapter 25.

(e) Making any additional modifications required to meet the NFPA 101 standard for a 1-hour fire barrier between mixed occupancies.

(f) Conducting fire inspections per chapter 25.

(2) The FCC provider must provide the following:

(a) A portable, hand-held, multipurpose fire extinguisher to include the provision of appropriate training on its use.

(b) Any additional modifications required by insurance companies that are not covered by the Life Safety Code.

(3) Safety inspection of FCC homes must be conducted per AR 385–10 and AR 608–10. Identified safety deficiencies must be corrected. However, the DPW is not authorized to use AFH funds to provide more stringent FCC fire safety features than required by current fire and life safety standards for single and multiplex Family housing.

(4) FCC homes will receive priority for the elimination of possible health hazards caused by LBP and lead in drinking water.

m. Use of resident-owned window air conditioning units and ceiling fans in existing dwelling units.

(1) Residents may install their own window A/C units or evaporative coolers, or ceiling fans, where no Government-provided units exist subject to the following:

(a) Design criteria authorize air conditioning or evaporative cooling at that installation.

(b) The resident is responsible for cost of placement including electrical work, removal of units, restoration of openings, required inspections, and maintenance of the A/C unit.

(c) Approval of the DPW is obtained before installation of A/C units or electrical work. Completed work will be inspected by the DPW and must meet the requirements established by the DPW.

(d) Maximum electrical load of proposed window units for the DU will be prescribed by the DPW and will not exceed that of a properly sized A/C unit for that DU.

(e) Electrical work will be done only by qualified electricians upon approval of the DPW.

(2) Capacity of the exterior and interior electrical distribution system must be sufficient to carry the added load of the units.

(3) Only low amperage, high efficiency window units should be installed as prescribed by the DPW.

(4) Resident-owned equipment abandoned in place by the resident or accepted by the Government will become Government-owned property. Electrical circuits and outlets installed at resident expense and abandoned in place will become part of the real property. Abandoned window A/C units that are not authorized will not be replaced regardless of source of funds.

n. Replacement of heating, ventilating, and air conditioning systems in older dwelling units. Many older Family housing buildings require improvement or major repairs or both including the upgrading or replacement of the HVAC system. These early buildings were constructed before the advent of air conditioning and the present day concept of central heating. A uniform method for preparation of projects to upgrade HVAC systems in older buildings has been developed and is outlined in Office of the Chief of Engineers (OCE) Technical Note No. 83–2 (Repairs to Heating, Ventilating, and Air Conditioning (HVAC) Systems in Older Family Housing Units). DD Form 1391 requiring HQDA approval must address the economic analysis requirements outlined in the Technical Note.

o. Maintenance and repair of master/community antenna television and Government-provided TV antenna systems for Family housing. The garrison commander shall be responsible for maintaining any M/CATV and Government-provided TV antenna systems identified on the Family housing real property records from antenna to wall outlet. The M&R funds will be used as prescribed in paragraph 3–52.

p. Telephone wiring and Internet service for Family housing.

(1) Conduit, wiring, and outlets will be installed and maintained by the Government. Telephone and internet service instruments and service are a resident responsibility (para 3–51).

(2) If an official telephone is installed in a Family housing DU for mission reasons, the resident must maintain a private telephone for personal calls at his or her expense.

q. Maintenance downtime. The time during which DUs are out of service due to M&R must be minimized. Paragraph 3–32 provides guidelines for minimizing downtime due to M&R work.

r. Approval authorities and limitations. The M&R approval authorities and cost limitations are contained in paragraph 3–12.

3–54. Unaccompanied personnel housing

a. General.

(1) Operating services and M&R will be accomplished per chapter 2.

(2) All UPH will compete equally for operating services and M&R.

b. Operation and maintenance responsibilities.

(1) Garrison commanders will ensure that—

(a) Ensure housing is in good condition at time of assignment.

(b) Instruct permanent party residents in writing and on assignment on their responsibilities.

(c) Protect the Government's investment in the housing and ensure that residents fulfill their responsibilities. This includes participation by permanent party residents in the Self-help Program (see chap 5).

(d) Ensure maintenance of facilities is timely, effective, and economical so as to provide the best service to the resident at optimum energy efficiency and cost effectiveness for the Government.

(e) Ensure that a continuing program for conserving utilities is enforced.

(f) Ensure that action is taken per AR 735–5 when loss or damage of Government-owned property occurs.

(g) Clean or replace building components which are unsafe for residents.

(h) Main grounds.

(2) Housing managers will—

(a) Identify requirements to the DPW to support planning, programming, and budgeting actions for operating services, nonrecurring maintenance, and repair.

(b) Monitor and review operating services and M&R provided by the DPW or by contract.

c. Custodial service in unaccompanied personnel housing (permanent party).

(1) Custodial services may be provided in common use areas per chapter 5 of this publication.

(2) Housekeeping services within individual living areas will be paid from service charges collected from personnel who receive maid service (see para 3–7*c*(2)*(b)*). Personnel who elect to not receive in-room maid service will be responsible for the cleanliness of their rooms.

d. Cleaning incident to vacating unaccompanied personnel housing (permanent party).

(1) *Resident cleaning*. Residents are responsible for cleaning their own housing and will leave the housing in a condition suitable for immediate reassignment. Assignments will be terminated when the housing has been properly cleaned as determined by the housing office, or on the service member's departure from the command, whichever is sooner. Exception may be made per paragraph 3–53*e*(1)(b).

(2) *Contract cleaning at resident's expense*. Provisions of paragraph 3–53*e*(2) apply. However, the liquidated damages rate for UPH(PP) will be the BAH at "without dependent" rate, that is, if the resident is married but unaccompanied by Family members, use the BAH rate for an unmarried service member of the same grade.

(3) *Contract cleaning at Government expense (outside continental United States only)*. A UPH contract cleaning program may be established for SOQ, OQ, and SEQ using O&M funds when a TLA cost savings can be realized as determined by IMCOM Regions. Provisions of paragraph 3–53*e*(3) apply. In addition—

(a) Government-contract housing cleaning will be provided only to bona fide bachelors and those serving "all others" tours.

(b) Housing cleaning will be limited to SOQ, OQ, and SEQ located in buildings separate and apart from troop barracks buildings.

(c) Cleaning standards will be adjusted as necessary to accommodate requirements for cleaning UPH(PP).

(4) *Minimum cleaning standards*. Minimum cleaning standards are contained in table 3–13.

(5) *Liability*. A UPH(PP) resident's liability is essentially the same as that for a Family housing resident (see para 3–53*e*(4)).

e. Telephone wiring and service for unaccompanied personnel housing (permanent party).

(1) The government will install and maintain conduit, wiring, and outlets for one telephone per UPH(PP) sleeping room. Residents are responsible for telephone instruments and service (see AR 25–1, para 6–4l; TI 800–01, para 3*f*(12)*(d)*; and para 3–51, above).

(2) Class "C" (official restricted) and pay telephones will be installed in common use areas.

(3) Should an official telephone be installed in a UPH(PP) space for mission reasons, the resident will maintain a separate private telephone for personal calls at his/her expense.

f. Maintenance and repair of master/community antenna television and Government-provided television antenna systems for unaccompanied personnel housing (permanent party). Any M/CATV and Government-provided TV antenna systems that support UPH(PP) will be maintained by the garrison commander. M&R funds will be used per paragraph 3–52.

g. Resident-owned equipment, appliances, and improvements. The garrison commander will establish policies for the installation and use of resident-owned equipment, appliances, and built-in improvements which are compatible with applicable Army and IMCOM policies.

Table 3–13
Minimum cleaning standards for housing

Item	Government contract cleaning	
	Resident	Contractor
Floors, rugs, and installed carpet		
Sweep or vacuum.	x	
Remove stains, wax, and dirt sediments.		x
Damp mop floors.		x
Wax tile and wood floors evenly without streaks.		x
Clean area rugs and installed carpeting to remove dirt and spots.		x
Walls and ceilings		
Remove all dirt, cobwebs, crayon marks, pencil marks, food, and so forth from walls.	x	
Remove all nails and hooks.		
Remove all dirt, smudges, and other spots.	x	
		x
Windows		
Clean inside and outside surfaces, all windows and window frames so that they are free of spots, streaks, or film.		x
Clean window sills, curtain rods, and blinds.		x
Remove screens, brush and wash to remove lint and dust, and reinstall.		x
Doors		
Remove all paper, tape, nails, gum, crayon marks, dirt, and heavy stains on both sides.	x	
Clean interior and exterior doors and frames so that they are free of dust and stains on both sides.		x
Lighting fixtures		
Ensure all fixtures have operating light bulbs.	x	
Clean all components, including incandescent bulbs, to ensure that there are no insects, dirt, lint, film, and streaks.		x
Remove, clean, and replace globes and lamp shades.		x
Cabinets, closets, drawers, and shades		
Remove all shelf paper, tape, staples, and tacks.	x	
Remove all food particles, trash, and personal items.	x	
Clear and wash all surfaces so that they are free of dirt and stains.		x
Mirrors		
Clean to shine with no streaks.		x
Radiators, pipes, and heating vents		
Wash radiators, pipes, and vent registers.		x
Remove dirt, sediments, and stains.		x
Refrigerator and freezer		
Defrost and wipe doors.	x	
Remove all food particles.	x	
Unplug and leave door open.	x	x
Clean thoroughly on the inside and outside to include doors, door gaskets, sides, top, and area around coils.		x
Clean and replace drain pan.		x
Clean surface beneath, above, and behind appliance.		x
Move appliance away from wall for cleaning and move back after cleaning.		x
Range		
Remove all burned/crusted-on food from accessible surfaces.	x	
Wipe down range.	x	
Clean all areas inside and outside to remove grease, dust, rust, food, tarnish, and cleaning streaks.		x
Move range for cleaning areas under, above, behind, and on either side.		x
Ventilation, air vents, and range hoods		
Wipe down range hood.	x	
Wipe down air vent grills and replace filters as necessary.	x	
Remove completely grease, stains, and dirt sediments inside and outside.		x
Clean or replace permanent filters.		x
Dishwasher		
Wipe down interior and exterior surfaces.	x	
Clean interior and exterior surfaces, door gasket, baskets, and soap dispenser.		x
Remove mineral deposits in bottom of machine and on inside of door.		x

Table 3–13
Minimum cleaning standards for housing—Continued

Kitchen, bathroom, and toilet		
Remove stains, lime and mineral deposits, and excessive soap residue from all equipment.	x	
Clean all equipment to include bathtubs, washbasins, toilet bowls, showers, mirrors and mirror shelves, towel rails, medicine cabinets, kitchen sinks, and related hardware.		x
Clean wall and floor tile.		x
Polish all equipment, fixtures, and wall tiles to a streak-free shine.		x
Trash cans		
Empty and remove any crusted-on garbage.	x	
Empty and clean.		x
Upholstered furniture		
Wipe down and remove stains.	x	
Clean to remove lint, dust, and dirt.		x
Remove spots and stains to the maximum extent possible.		x
Wooden furniture		
Wipe down and remove stains.	x	
Clean to remove dust, dirt, food particles, and streaks.		x
Lightly wax outside surfaces and polish to a shine.		x
Clean doors and drawers to be free of dust, dirt, or other foreign matter.		x
Remove drawers completely so that frames and rollers can be cleaned of dust and other particles.		x
Bedsprings, box springs, and mattresses		
Wipe down and remove stains.	x	
Clean to remove dirt, dust, and other loose matter.		x
Outside area		
Sweep and clear all debris from carports, patios, balconies, and walks.	x	
Remove oil or grease from paved areas.	x	
Accomplish normal yard maintenance.	x	
Self-help		
Accomplish all self-help items per local requirements.	x	
Miscellaneous		
Remove all personal items before final inspection.	x	

3–55. Priority system for service order maintenance

a. Requirement. All installations will establish and publicize a formal priority system for the accomplishment of minor maintenance. This system should enhance communication and understanding between the customer and the DPW/housing manager and, simultaneously, ensure responsive, efficient accomplishment of high priority work. The system will be established regardless of the type of workforce employed (contract or in-house) and will address the maintenance of non-housing facilities as well as Family housing, UPH(PP), and Army lodging facilities. (A separate policy may be developed for each fund type.) The priority policy will be developed at installation level to ensure that local factors such as contractual agreements, unique supply response times, travel distances, and coordination with similar policies at nearby installations are considered.

b. Policy content.

(1) To ensure Soldiers some degree of continuity as they relocate from one installation to another, the policy will incorporate, as a minimum, the following features:

(a) Location and telephone number of office accepting SO requests.

(b) Three major categories of priority service–emergency, urgent, and routine–as described in figure 3–4. Appropriate consideration will be given to the needs of EFMP enrollees.

(c) Target time limits in hours or days for response to SO in each category.

(d) Target time limits in working days for completion of SO in each category.

(e) Documentation, in written form, for dissemination to all appropriate units/individuals. Housing residents will receive a copy upon initial acceptance of their housing.

(2) Other information recommended for inclusion in the policy is as follows:

(a) Target response time for correction of unsatisfactory work accomplishment.

(b) Description, frequency, and scheduling of preventive maintenance work.

(c) Customer feedback procedures.

(d) Appointment procedures to include notification to the resident that failure to meet a scheduled appointment may result in a charge to them.

(e) List of typical work requests often received that are the responsibility of some office other than the DPW.

c. Sample policy statement. Figure 3–4 is a sample priority policy which may be used as a general guide.

d. Service order priority system responsibilities.

(1) *Assistant Chief of Staff for Installation Management*. The ACSIM will—

(a) Issue Armywide policy on the establishment of a formal priority system for accomplishing real property SO type maintenance work.

(b) Monitor implementation of this policy during staff visits.

(2) *Installation Management Command Region directors*. The IMCOM Region directors will—

(a) Ensure implementation of this policy.

(b) Issue guidance for establishing this policy at installation level.

(c) Review and evaluate installation priority policies to ensure implementation in accord with HQIMCOM guidance.

(d) Monitor implementation of this policy during staff visits.

SAMPLE WORK PRIORITY POLICY

1. Purpose. The purpose of this policy is to promote better understanding between the Directorate of Public Works (DPW)/housing manager and the customer by explaining detailed procedures and priorities for DPW accomplishment of minor maintenance work.

2. Application. In general, this policy applies to small-scale maintenance and repair work accomplished on Government-owned/leased facilities and equipment. This type work is generally referred to as a service order (SO) and is limited to a total of 40 manhours of labor.

3. Service Order Initiation. SOs may be initiated by calling or visiting our work reception desk at Bldg. No. 1401, telephone 828-3028, during normal duty hours or Bldg. No. 210, telephone 828-3016, during non-duty hours.

4. Service Order Priorities. Appropriate consideration will be afforded the maintenance and repair requirements of persons enrolled in the EFMP. Service orders will be accomplished based upon the following priority system:

a. Emergency. Emergency work takes priority over all other work and requires immediate action, including overtime or diverting craftsmen from other jobs, if necessary, to cover the emergency. Usually work will be classified as emergency when it consists of correcting failures/problems which constitute an immediate danger to life, health, mission, security, or property. Examples include–overflowing drains, broken water or steam pipes, gas leaks, major utilities service failures, broken electrical components which may cause fire or shock, stopped up commodes (when only one available for use) and accidental lock-ins of small children. Normal response time to emergency work is within one hour. Once started, work will continue until completed.

b. Urgent. Urgent work is required to correct a condition which could become an emergency, could seriously affect morale, or has command emphasis. Examples include heating and warm water supply outages, air-conditioning system failures, or functional failure of ranges and refrigerators. As a general rule, we will make every effort to accomplish all urgent work within at least 2 working days of receipt of the request. However, actual response times for urgent work may vary from 2 hours to 5 calendar days depending upon availability of craftsmen, relative urgency, and time of request (that is, weekend, night time, duty hours, and so forth). Once started, urgent work will continue until completed. Some common urgent type service orders and our target times for response to them are as follows:

(1) Heating outage–midwinter–2 hours

(2) Lock-in/lock-out due to defective lock (not due to negligence)–3 hours

(3) Complete water supply outage to a housing unit or barracks–2 hours

(4) Inoperable commercial freezer–3 hours

(5) Inoperable domestic refrigerator–16 hours

(6) Inoperable domestic range–24 hours

(7) Inoperable commercial range/oven–3 hours

(8) Warm water supply outage to a housing unit or barracks–8 hours

Figure 3–4. Sample work priority policy

(9) Air-conditioning outage (domestic)–midsummer–36 hours

(10) Inoperable commode where other operable commodes exist–5 days

(11) Broken or defective windows/doors that compromise security–2 days

c. Routine. Routine work does not meet the category of emergency or urgent. This category covers required work which, if not accomplished, would only continue an inconvenience or unsightly condition. Work in this category will normally be accomplished on a first-come first-served basis. Every effort will be made to respond to and complete routine SOs within 30 days. As an exception, however, minor SOs requiring less than approximately 4 manhours which cannot be logically deferred until the next preventive maintenance (PM) visit (see para 6 below) and pertain to housing, dining, barracks, or operational facilities, will be accomplished within 5 working days whenever possible.

5. Unsatisfactory Work Accomplishment. SOs that have been unsatisfactorily completed shall be redone correctly within 5 days of notification of the requirement.

6. Preventive Maintenance. PM is the systematic care, servicing, and inspection of equipment, utility systems, buildings and structures, and grounds facilities for the purpose of detecting and correcting incipient failures and accomplishing minor maintenance. A PM team will visit your facility/housing every 90 days to perform PM work. During the PM visit, the team may also accomplish very minor SOs previously requested. You will be advised of the exact date of a PM visit through publication in the daily bulletin. In addition, housing residents will be advised of PM visits through information fliers. Should the scheduled PM visit pose difficulties, call telephone 828-3203 and other arrangements can be made. Any work identified by the PM team as a deficiency but beyond its capability will be reported by the PM team to the DPW work reception office for accomplishment.

7. Work Evaluation. The DPW reviews the performance of service order work accomplished through random sampling techniques. In addition, customers are encouraged to contact our quality assurance branch at telephone 828-3858 to express their satisfaction/dissatisfaction with work accomplished. Housing residents will receive a questionnaire to answer voluntarily every time they are visited for SO or PM work. A franked, DPW addressed envelope accompanies the questionnaire to allow for easy return mailing.

8. Appointment Procedures (housing residents only). Normally, visits to accomplish service order work (excluding emergencies and "very" urgent SOs) will be prearranged with the requestor. Prearrangement will be limited to half day timeframes, that is, 0800-1200 or 1200-1600. Failure by a resident to meet a scheduled appointment may result in a charge to them.

9. Non-DPW Work. The DPW frequently receives requests to accomplish work outside its responsibility. The following is a list of the most common requests received of this type:

Request	Responsible Office	Phone
Cut vehicle keys	Directorate of Logistics	828-3759
Repair furniture (excludes housing)	Directorate of Logistics	828-2684
Telephone repair	Directorate of Information Management	828-1580
TV Antenna/cable/reception problem	Directorate of Information Management	828-3229
Personal name signs	Directorate of Contracting	828-4455
Abandoned car removal	Provost Marshall Office	828-4085

10. Questions or comments regarding any aspect of this policy should be called into phone 828-3142

Note: Response times/timeframes in this sample policy, though considered a reasonable point of departure, are for demonstration purposes only, and may be modified/expanded/deleted by individual installations as logic and the situation dictates. Above all, response time/timeframes determined should be reliable. Garrison commander approval of the installation priority policy is recommended.

Figure 3–4. Sample work priority policy—Continued

3–56. Maintenance standards for Family housing

a. General. All Family housing real property assets including dwelling units, garages, carports, grounds, and other facilities identified on the Family Housing Property Account are to be maintained to a standard that prevents deterioration beyond that which results from normal wear and tear and which corrects deficiencies in a timely manner to ensure the full life expectancy of the facilities and their components. Special needs of EFMP enrollees will receive appropriate consideration. The level of maintenance shall ensure that all Family housing facilities are free of missing components or defects which would affect the safety, appearance, or habitability of the facilities or would prevent any electrical, mechanical, plumbing, or structural system from functioning in accordance with its design. The quality of the work and the repaired areas shall be compatible with adjacent areas. Replacements shall match existing components in dimensions, materials, quality, finish, color, and design. During the performance and on completion of the work, debris shall not be allowed to spread unnecessarily into adjacent areas or accumulate in the work area itself. All such debris, excess material, and parts shall be cleaned up and removed at the completion of the job or at the end of each day work is in progress. Upon completion of work any fingerprints, stains, or other unsightly marks shall be removed. Wherever the term "pleasing appearance" appears in subsequent paragraphs, it shall be construed to mean an appearance similar to the original finished appearance.

b. Structural exterior. The following standards apply to the exterior of Family housing facilities:

(1) *Exterior walls*. Any wall exposed to the weather. All exterior walls shall be maintained in a structurally sound, weather tight condition, and in a good state of repair. The walls shall be free of noticeable pitting and corrosion, vegetation and animal life, deteriorated siding and trim, discoloration and graffiti, or other defects which would render an unsightly appearance to the exterior walls.

(2) *Roofing*. All roofing, flashing, and gravel stops shall be maintained in a manner which preserves a weather tight seal and prevents corrosion and abnormal deterioration of individual components. Missing pieces shall be replaced to retain the original whole condition of the roof system.

(3) *Gutters, downspouts, and splash blocks*. Drains shall be maintained to function as originally designed to effectively channel run-off water away from the housing unit. Gutters and downspouts shall be maintained properly aligned and secured to the house with splash blocks correctly positioned to receive the impact of the drainage water. Gutters and downspouts shall be kept free of debris or any obstruction.

(4) *Overhangs*. Overhangs will be maintained in an aesthetically pleasing state of repair with fasciae and soffits properly secured. Bird screens and vents shall be maintained intact and free of corrosion.

(5) *Windows, doors, screens, and shutters*. Windows, doors, screens, and shutters will be maintained to operate smoothly and properly without binding, sticking, or other defects which would prevent their functioning in accordance with design. Exterior doors, windows, and shutters shall be maintained in a manner which preserves the weather tight seal with caulking, glazing, and weather stripping fully intact. New glass used for replacement work shall be the same thickness, type, and quality as the existing glass. Window screens and screen doors shall be maintained in good working order and free of torn fabric or frame defects to ensure that the screening function is effective. All hardware such as hinges, locks, strike plates, window operator mechanisms, door closers, springs, and so forth, shall be maintained free of corrosion or other defects which would prevent its operating as intended.

(6) *Miscellaneous roof structures*. Chimneys, vent stacks, roof ventilators, or other items which pierce the roof shall be maintained to function as originally designed. Flashing shall be maintained to prevent leaking. All metal surfaces shall be maintained free of noticeable pitting and corrosion. Wind driven turbine ventilators shall be maintained free of corrosion or other defects which would prevent their operating as intended.

(7) *Window guards*. Where required, window guards will be installed in a safe and structurally sound manner. Landlord approval is required for installation in leased housing.

(8) *Garage/carport*. Concrete floors shall be maintained in such a way as to present a pleasing appearance and shall be in a usable and safe condition, free of cracked, spalled, or broken areas, or cracks which adversely affect the structural integrity of the floor.

c. Structural interior. The following standards pertain to the interior of Family housing facilities:

(1) *Interior walls*. Interior walls shall be maintained free of damage, deterioration, cracks, or defective materials. The aesthetic appearance shall be free of noticeable discoloration or other defects which would render an unsightly appearance to the interior walls.

(2) *Concrete floors*. Concrete floors shall be maintained in such a way as to present a pleasing appearance and shall be in a usable and safe condition, free of cracked, spalled, or broken areas, or cracks which adversely affect the structural integrity of the floor.

(3) *Subflooring*. Subflooring and structural members shall be maintained in a safe and usable manner. Deteriorated subflooring members shall be repaired or replaced to retain the original whole condition of the floor.

(4) *Hardwood flooring*. All hardwood floors shall be maintained in an acceptable state of repair and with a smooth, glossy finish, free of damage, deterioration, or buckling.

(5) *Floor coverings*. All tile floor coverings shall be maintained free of cracks, chips, and torn or excessively worn material to provide floor coverings which are usable and pleasing in appearance. Wall-to-wall carpeting installed as a primary floor finish will be maintained in accord with local standards. Replacement will require an economic analysis that considers normal carpet cleaning methods.

(6) *Ceramic tile*. All ceramic tile floors shall be maintained free of loose, damaged, broken, missing, or cracked tiles and with joints properly sealed to provide the intended watertight surface.

(7) *Stairways*. Stairway treads, risers, nosings, balustrades, handrails, and other structural members shall be maintained in a state of repair which provides a safe and usable system and presents an aesthetically pleasing appearance.

(8) *Ceilings*. All ceilings and framing members shall be properly secured. The ceiling shall be free of holes or cracks. Badly soiled, defaced, or water damaged surfaces, or other defects which would render an unsightly appearance to the ceiling are to be repaired to restore surfaces to a good condition.

(9) *Venetian blinds and shades*. All venetian blinds and shades shall be maintained to operate smoothly and properly, and kept free of damaged slats, deteriorated tapes, cords, hardware, rails, or torn fabric.

(10) *Interior trim*. All interior trim shall be free of unsightly appearance. Surfaces shall be smooth, free of chipped or peeling paint, exposed nails, warps, cracks, rot, or termite damage.

(11) *Built-in cabinetry*. Cabinets, shelving, countertops, and similar items shall be maintained in a fully usable condition and with a pleasing appearance. Missing or inoperative hardware shall be replaced. The countertops shall be free of warped, marred, burned, or damaged areas.

(12) *House accessories*. Accessories such as mail slots, doorstops, mechanical door bells, door knockers, paper holders, soap trays, tumbler holders, towel bars, shower curtain rods, toilet seats, medicine cabinets, venetian blind brackets, curtain rod boards, closet pulley guides, house numbers, dryer vents, smoke detectors, and so forth, shall be maintained free of defects and in a satisfactorily functioning condition.

d. Electrical. Preventive maintenance of the electrical equipment and distribution system within each unit begins with the weatherhead or the building service entrance main distribution box. The electrical equipment, distribution panel, connections, grounds, outlets, switches, wiring, and lighting fixtures shall be maintained in a safe and usable condition. Receptacles and breakers with ground fault sensors shall be capable of properly detecting faults.

e. Plumbing.

(1) All plumbing systems and fixtures intrinsic to each housing unit and other housing real property facilities shall be maintained in a good and safe operating condition and free of leaks and drips. Domestic water lines shall be maintained from and including the service cut-off box. Waste and sewage lines shall be maintained to the connection at the sanitary sewer main. Gas lines shall be maintained up to the cut-off valve at the pressure regulator.

(2) All sinks, tubs, toilets, basins, lavatories, showers, and so forth, shall be maintained to operate properly, drain freely, and be free of chips, cracks, or excessive discoloration. All fixtures that cannot be repaired shall be replaced with plumbing fixtures that are of equal quality and of the current state of the art. All replacement water closets shall be water saver type that use approximately 1.6 gallons per flush. Defective shower heads shall be replaced with a water saver shower head.

f. Heating, ventilation, and air conditioning. The required standard includes inspecting and maintaining heating, air conditioning, and ventilating systems in good operating condition. All materials and equipment furnished shall be of the same grade, quality, and size as the original construction. All filters will be replaced at least twice each year, prior to air conditioning season. All filters will be of the size and type recommended by equipment manufacturers. Heating and air-conditioning systems shall provide room air temperature consistent with Government energy conservation guidelines.

g. Appliances and equipment. The maintenance, repair, or replacement of Government-owned household equipment and appliances are authorized by and subject to the restrictions, limitations, and approvals set forth in section IX of this chapter. Appliances and equipment shall be maintained in good operating condition and will have a pleasing appearance. Appliances and equipment which cannot be adjusted, repaired, or which have exceeded their usable life shall be replaced.

h. Painting. Painting shall include both the interior and exterior of the dwelling units. Touch-up or partial painting on interior or exterior of units will be accomplished as required to properly maintain housing assets. All new work and repainted areas shall be properly prepared and cleaned prior to paint application. Painted surfaces shall be smooth, completely covered, and free of brush marks and runs. Generally, the painting cycle spans 3 years for the interior and 5 years for the exterior.

i. Grounds maintenance. The following standards have been established for the maintenance of grounds.

(1) *Improved areas*. Grass shall not be allowed to exceed 4 inches in height and shall not be cut lower than 2 inches. After cutting, grass shall have a uniform height throughout, free of grass clippings in windows, on walks, drives, concrete pads, outdoor athletic courts, baseball diamonds, or on any adjacent paved or otherwise finished surface. Grass areas close or next to buildings, playgrounds, hydrants, parking lots, manholes, fences, trees, hedges, and shrubs are included in the mowing operations. Trimming within the improved areas shall be accomplished each time such an area

is mowed. Trimming includes the cutting back of all grass until even with the edges of all curbs, sidewalks, driveways, walls, fences, guy wires, poles, tree trunks, foundations, garbage pads, or any other objects. After trimming, no grass shall extend over any paved or similar surfaces, and there shall be no evidence of clippings on any finished surfaces. Joints in all paved areas including streets shall be maintained free of vegetation.

(2) *Semi-improved and unimproved areas*. Grass shall not be allowed to exceed 7 inches in height and shall not be less than 2 inches in height. Areas containing buildings, structures, parking lots, poles, trees, ditches, exposed utilities, fences, or other obstacles shall have adjacent areas to such obstruction trimmed to the same general height as the open areas. Cuttings shall not be allowed to build up to the extent of possible damage to the undergrowth.

(3) *Hedges and shrubs*. Hedges and shrubs shall be trimmed or pruned prior to attaining a new growth of 6 or more inches. After trimming or pruning, shrubs shall not be left with square or flat tops but shall be pruned to control the habit of growth. Wounds larger than 1 inch in diameter shall be covered with an approved wound dressing. All clippings shall be removed and disposed of at time of pruning or trimming operations or at the end of each day.

(4) *Weed and brush control*. Measures will be undertaken to control excessive growth of weeds or fungi in improved and semi-improved areas. After weed control measures have been applied, no damage to surrounding areas or potential danger to human or animal life shall be evident. Procedures and herbicides used are subject to existing local and Federal regulations. All undesirable trees or bushes with a ball diameter of 12 inches or less and which are within the area to be mowed will be cut and cleared from the area. Trees and bushes, which have been planted for aesthetic reasons or soil conservation measures, will be maintained.

(5) *Grasses and ground cover*. Provisions shall be made for routine fertilizing, seeding, liming, and top dressing as necessary to maintain improved grass areas with a thick, uniform growth and uniform green color. Should bare spots become evident treatment to cure the cause shall be undertaken and measures to start or substitute new growth be initiated. These measures will be continued until the new growth is thick and strong. Fertilizer suitable for the purpose shall also be applied at routine intervals to the base of trees and shrubs and covered with a mulch of suitable material.

(6) *Watering*. Grounds maintenance and care includes the periodic watering of grass areas, shrubs, trees, and other vegetation to maintain growth during hot, dry periods when the prevention of dying vegetation is necessary. Watering may also be required when assisting new growth or directly after fertilizing, liming, or seeding.

(7) *Leaf collection*. Fallen leaves shall be removed from all improved grassed or paved areas and shrubbery. Removal shall be done at intervals which do not allow accumulation of leaves to the extent that the grassed areas underneath could become smothered or damaged. Disposal shall be in designated areas or off Government property.

(8) *Plant disease and insect control*. All infestations of diseases or insects in grassed areas, trees, or shrubbery shall be treated by means of applying approved control measures. The control measures shall stop the infestation with a minimal amount of damage to the infected area. Application of control measures will not cause damage to surrounding areas or create any danger to human or animal life. After the infestation is brought under control, steps will be taken to return any damaged vegetation to its condition prior to the infestation.

(9) *Policing of grounds*. Policing of improved and semi-improved areas shall be maintained to ensure the removal of debris such as paper, tree limbs and branches (deadfall), refuse, cans, bottles, and other trash prior to each mowing and routinely during the nongrowing season. Areas to be policed include grass, sidewalks, streets, parking lots, athletic fields, and all other areas within the housing complex.

(10) *Drainage systems*. Drainage structures including swales, ditches, inlets, curb inlets, catch basins, manholes, junction boxes, grills, piping, culverts, and headwalls shall be maintained free of debris, obstructions, brush, and weeds to provide a system that functions as originally designed and to effectively channel runoff water away from the housing area. Exposed areas shall be maintained free of missing or damaged grill; curb inlets, and manhole covers, spalled, broken, or cracked concrete surfaces; cracks or holes in asphalt surfaces; and erosion along swales and ditches.

(11) *Concrete surfaced areas*. All concrete surfaced areas such as patios, sidewalks, garbage can pads, or any other areas not receiving vehicular traffic shall be maintained in a structurally sound and safe condition and in a good state of repair, at the original alignment and elevation free of damage, spalls, and major cracks.

(12) *Playgrounds*. Playgrounds and their equipment shall be maintained in a clean, safe, and structurally sound condition. Cyclic preventive maintenance must be scheduled to include regular change of sandbox fills, painting, and lubrication of equipment.

j. Master/community antenna television. All antennae, cable, fittings, terminal outlets, amplifiers, and all other parts, components, and equipment necessary to provide TV reception of very high frequency and ultra-high frequency local broadcasts shall be maintained to provide good reception of color or black and white transmission.

Section VIII
Resident Relations

3–57. Scope

This section establishes policy, defines responsibilities, provides guidance, and sets forth procedures for resident-related programs and for occupancy and termination inspections.

3–58. Policies on resident-related programs

a. Garrison commanders will be responsive to the needs of housing residents.

b. Residents of housing will satisfy normally accepted obligations and abide by local regulations so as to promote an amicable relationship among residents and between residents and the housing manager.

c. Applicants for and residents of Army housing will be treated in a prompt, courteous, and professional manner at all times by housing office personnel.

d. Residents will be clearly advised of both their and the Government's responsibility for the care and cleaning of housing.

e. Inspections will be conducted prior to the assignment of and departure from permanent party housing.

f. Housing inspections will be conducted with consistency and without regard to rank of resident.

g. Housing residents will be made aware of resident liability policies and procedures.

3–59. Shared responsibilities

By its nature, housing must entail a shared responsibility involving both the provider and the user. The garrison commander, or a duly designated representative, upon reasonable notice to the resident and at reasonable times, may enter the premises in order to inspect the property. If the resident is not home when premises are to be entered on behalf of the garrison commander, the housing representative will have (in decreasing order of preference) a representative from the resident's command or unit, a security officer, or a disinterested third party accompany him or her when entering the dwelling unit (see also para 3–19*b*).

a. Garrison commander. The garrison commander will—

(1) Develop and issue clear and precise local regulations governing conditions of occupancy.

(2) Provide residents of permanent party housing (both Family and UPH(PP)) with a resident handbook or information booklet. Include information and guidance on fire protection, precautions, and reporting.

(3) Provide each resident with a memorandum that explains his/her potential for pecuniary liability and recommends the resident consider securing personal insurance coverage (paras 3–63 and 3–64).

(4) Develop and implement a Family housing resident orientation plan (para 3–60).

(5) Ensure that all Government housing is safe, decent, and sanitary at the time of assignment of resident.

(6) Maintain suitable and attractive living conditions in Army housing.

(7) Ensure that all personal information contained in housing office files is maintained in strict accordance with the provisions of the Privacy Act.

(8) Ensure that disruptions to housing residents resulting from M&R work are kept to a minimum.

(9) Advise residents of Government-leased housing of any special requirements they may be subject to under the provisions of the lease.

(10) Make necessary repairs, alterations, or improvements.

(11) Supply necessary or agreed upon services.

b. Resident permanent party. Permanent party residents will—

(1) Be familiar with the contents of the Family housing residents' handbook or UPH(PP) housing information booklet.

(2) Ensure that housing is returned in good condition, less normal wear and tear, upon termination of occupancy.

(3) Perform routine housekeeping functions including minor maintenance and simple repair necessary to keep their assigned housing and any assigned Government-provided furnishings in good condition.

(4) Be responsible for their actions and those of their Family members and guests.

(5) Comply with local regulations regarding the care and control of pets.

(6) Secure approval before soliciting within a housing facility or area or conducting a private business in a Family housing unit, UPH facility, or housing area.

(7) Record the possession of dangerous weapons with the Provost Marshal and use them only in designated areas in accord with local regulations.

(8) Notify the housing maintenance office or billeting office, as appropriate, promptly whenever the housing structure, components, equipment, furnishings, or fixtures contained therein become defective, broken, damaged, or malfunction in any way.

(9) Refrain from installing or using any equipment that will overload any structural, gas, water, heating, electrical, sewage, drainage, or air conditioning systems of the assigned housing.

(10) Be familiar with fire precaution, prevention, and reporting measures.

(11) Be potentially liable for damages to or loss of Government property (para 3–64).

(12) Cooperate with area, building, and/or stairwell coordinators on common area responsibilities.

(13) In foreign areas, secure DPW approval to use outdoor cooking equipment, such as grills, or to display flower boxes in multistory buildings.

c. Residents Government-leased housing. Residents living in Government-leased housing will comply with the requirements in *b*, above.

d. Residents private rental housing. Residents living in private rental housing will be subject to the provisions of the leases for their housing units.

3–60. Resident orientation

a. Installations will conduct an orientation for residents of Family housing within 30 days of assignment to housing. This orientation will include the following:

(1) Distribution of the resident's handbook and local regulations.

(2) Indoctrination into the self-help program.

(3) Introduction to the local community and the services provided.

(4) Discussion of local procedures and points of contact in housing.

(5) Discussion of living conditions for Government-leased and private rental housing (in foreign areas only).

b. Residents of UPH will receive their "orientation" via rules posted and/or information booklets located in their housing facilities.

3–61. Community associations

a. Community associations provide an excellent forum for the interchange of ideas between Family housing residents and the garrison commander. They also provide channels of communication among residents which will enhance the feeling of community and sense of "homeownership."

b. The housing manager should ensure wide dissemination of information about the existence of local community associations or installation policies concerning their formation. This will give all residents an opportunity to participate.

c. Residents should be encouraged to take the initiative in establishing and organizing community associations and electing association presidents or "mayors" and other officers. Upon request, the garrison commander will assist residents interested in forming such an association.

d. Community associations offer a valuable channel of communications between the installation and its residents. The housing manager should maintain an active interest in association activities and attend their meetings to answer questions, become aware of problems, and offer assistance.

3–62. Mediation of resident complaints

a. The housing manager has the responsibility for mediating resident complaints regarding housing. Complaints that can be resolved quickly without extensive investigation, and to the satisfaction of all parties concerned, may be handled informally. All other complaints must be made in writing, signed by the complainant, and submitted to the housing manager.

b. Complaints must be handled with the strictest impartiality. Comments implying guilt or responsibility must be avoided until a thorough inquiry has been made and a firm basis exists for a conclusion.

c. Where a complaint requires an investigation, the investigation will be conducted in accord with AR 15–6. Experienced civilian professional housing managers in grade GS–13 and above may be appointed as investigating officers to investigate complaints regarding housing.

(1) An investigation or inquiry will not be initiated until the initial information has been received, screened, and evaluated.

(2) In cases involving more than one resident, the positions of all residents involved must be understood.

(3) Where cases cannot be resolved between or among the individuals concerned, it may be advisable to discuss the problem with all parties involved and the garrison commander.

d. Belligerent residents who are unwilling to settle problems and who are a continual source of conflict, disturbing the peace and harmony of the housing facility, housing area, or neighborhood, should be considered for termination from housing.

e. A report of any investigation or inquiry, results, and actions taken will be retained in the housing office in accordance with the Army Records Information Management System records retention schedule.

3–63. Insurance

The Government does not provide insurance for the resident's personal property or for the personal liability needs of the resident. To protect themselves, residents are strongly encouraged to secure both personal property and personal liability insurance coverage.

3–64. Resident's potential pecuniary liabilities

a. Residents are responsible and may be held liable for damage to assigned housing, or damage to or loss of related equipment or furnishings, caused by their abuse or negligence or that of their Family members or guests. This includes loss or damage caused by pets. Loss or damage due to normal wear and tear, as determined by a qualified technical inspector, is excepted.

b. Housing residents will be informed of and shall acknowledge in writing their responsibilities and potential for liability at the time of assignment to Government housing. Also, the condition of the housing unit shall be validated at both assignment and termination.

c. AR 735–5 sets forth Army policy guidance and procedures to be followed in the investigation and adjudication of cases involving damage to assigned housing and related equipment and furnishings.

d. Paragraph 3–19 provides a formal statement of liability policy and contains formats for acknowledgement of occupancy responsibilities and potential liability.

3–65. Government's liability to resident

Claims may be considered for damages to or loss of personal property due to fire, flood, hurricane, or other unusual occurrence not caused by the resident. The loss must be incident to service, and possession of the property must be reasonable, useful, or proper under the circumstances. Claimants should consult AR 27–20 and contact the nearest OSJA, Claims Division.

3–66. Housing inspection program

This program is designed to ensure that the resident is provided with clean and decent living accommodations, to familiarize the resident with the installation's and resident's responsibilities, to instruct the resident in equipment operation, and to maintain equitable treatment of all residents. The inspection program for permanent party shall consist of at least two inspections—check-in and termination—to ensure protection of the interests of the resident and the Government. The IMCOM Region Director may require pre-termination inspections or delegate the option to the installations.

a. Family housing.

(1) *Check-in inspection*. Occupancy of the DU is contingent upon completion of a mutual inspection of the DU, its grounds, and its furnishings by the prospective resident and the housing manager's representative. Conditions at check-in will be noted on the check-in portion of the condition report which is developed locally. During the check-in inspection, the housing representative will accomplish the following:

(a) Complete the condition report. If at any time during the first 15 days after accepting the DU, a condition is noted that differs from the entries recorded on the condition report, the resident must submit discrepancies in writing to be received by the housing office within 15 days.

(b) Define resident responsibilities regarding maintenance.

(c) Brief the resident on energy conservation.

(d) Demonstrate operation of electrical and mechanical equipment, including range, refrigeration, and any other appliance.

(e) Inform the resident of various programs and services, such as self-help, emergency service, and trash collection.

(f) Advise the resident that housing will be inspected prior to termination of assignment.

(g) Provide telephone numbers for points of contact in the housing office and the maintenance service desk.

(h) Advise that the resident will be scheduled for an orientation as soon as possible but within 30 days of date of assignment.

(2) *Pre-termination inspection*.

(a) Residents will notify the housing office upon receipt of PCS orders or 30–45 days before departure, whichever is most appropriate, to schedule termination inspections and, where contract cleaning is done at Government expense, to arrange for contract cleaning.

(b) A pre-termination inspection may be conducted approximately 30 days prior to the termination inspection. Where a Government-approved custodial contractor is involved, this inspection may serve as a turnover (resident to contractor) inspection. During this inspection self-help repairs that must be completed before the termination inspection will be identified. Detailed cleaning requirements will be noted. The condition of all items covered in the check-in inspection will be noted and compared. Finally, a detailed inspection will be made to determine what between occupancy M&R is required. Required M&R will be scheduled with the DPW immediately following its identification.

(3) *Termination inspection*.

(a) The termination inspection is jointly conducted by the resident and a housing representative using the termination section of the condition report after housing is vacated but prior to formal termination of assignment. It ensures that the appropriate cleaning standards, as specified in table 3–13, have been met and provides for any necessary action for claims against the resident. If the DU fails the inspection, a reinspection is scheduled at the earliest mutually acceptable time.

(b) The resident may opt to clean his or her own housing or have a third party do the actual work. This will not relieve the resident of the obligation to pass the termination inspection unless the third party is a Government-approved custodial contractor, or AAFES concessionaire, and is prepaid by the resident (para 3–53*e*).

b. Unaccompanied personnel housing (permanent party).

(1) Check-in and termination inspections will be jointly accomplished by the resident and a representative of the housing office or unit commander, as appropriate.

(2) Residents will leave their UPH space suitable for immediate reassignment. Standards consistent with table 3–13 will be established by the garrison commander.

(3) Orders terminating the assignment of UPH(PP) will specify the date housing was terminated. Termination orders will be distributed in the same manner as for Family housing per paragraphs 3–14*h*(4)*(a)* and 3–14*h*(4)*(b)*.

3–67. Self-help tasks for Family housing residents

a. Necessity for self-help. A well run and command supported self-help program in Family housing can accomplish tasks more quickly and save on limited maintenance and repair dollars. These saved dollars can then be used to fund other high priority M&R requirements.

b. Self-help tasks. Table 3–14 contains a list of tasks which can and should be performed by Family housing residents. Circumstances may require that some of these tasks be performed by DPW personnel; however, this should be the exception and not the rule.

Table 3–14
Family housing self-help task list

Functional Area	Task
Housekeeping	1. Clean and polish wood furnishings and woodwork. 2. Clean upholstery, drapery, and window shades. 3. Clean floors, walls, ceilings, and windows. 4. Clean lighting fixtures (wash globes and lens covers, clean out bugs). 5. Clean small appliances. 6. Clean and defrost refrigerator. 7. Clean electric range (keep free of grease and food drippings). 8. Clean gas range. 9. Clean and unjam garbage disposal. 10. Clean exterior of dishwasher.
Carpentry	1. Minor repair of wood fences and exterior storage (repair damaged rails, shore up loose posts, lift sagging gates). 2. Reset finishing nails. 3. Refasten coathooks, clothes poles, closet shelves. 4. Tighten/replace builders hardware. 5. Lubricate locks and hardware. 6. Replace door stops. 7. Replace caulking around doors and windows. 8. Repair small holes in door and window screens. 9. Remove/rehang, clean, and store door screens and window screens. 10. Repair/replace window shades and brackets. 11. Replace curtain rod and accessories. 12. Hang pictures and mirrors. 13. Replace clothesline. 14. Replace/adjust kitchen and bathroom hardware (install/tighten paper holders, soap dishes). 15. Adjust drawers (sand or lubricate sticking edges). 16. Patch small holes in wallboard or plaster. 17. Unjam windows (unstick windows due to dried paint or dirt). 18. Minor repair of government-furnished furniture (glue loose joints, tighten hardware). 19. Replace storm door closer and crash chain. 20. Repair screen doors. 21. Replace mail box. 22. Replace mechanical door chime. 23. Repair kitchen cabinets. 24. Replace house numbers.
Painting	Spot painting.
Electrical	1. Replace broken globes. 2. Replace starters. 3. Replace blown fuses, reset tripped circuit breakers. 4. Replace cracked/broken switch plates and receptacle plates. 5. Replace ceiling fixture bulbs.

Table 3–14
Family housing self-help task list—Continued

Functional Area	Task
Plumbing	1. Shut off critical valves, when necessary. 2. Unclog drains and toilets. 3. Repair leaky faucets; replace faucet handles. 4. Repair/replace shower heads. 5. Tighten/replace toilet seat. 6. Replace tank lid. 7. Correct running toilet (flush ball, float ball). 8. Adjust water level in toilet tank. 9. Replace lift wires. 10. Replace trip lever. 11. Replace lift wire guide. 12. Replace stopper and strainer. 13. Replace and clean faucet aerator. 14. Caulk around tub and tile. 15. Perform first aid for leaky pipes. 16. Dismantle trap under sink to unclog. 17. Install insulating blankets on hot water heater. 18. Bleed radiator.
Gas	1. Identify and report suspected gas leaks. 2. Relight pilot lights. 3. Clean and replace air filters. 4. Maintain furnace area (keep area free of debris and clutter). 5. Lubricate heating equipment. 6. Clean/lubricate identified components of ventilation systems. 7. Remove radiator covers to clean convectors. 8. Conserve utilities. 9. Install/replace weatherstripping.
Appliances	1. Clean/replace filters in kitchen exhaust. 2. Replace light bulbs in appliances.
Grounds maintenance	1. Water, mow, edge, seed, fertilize, and rake lawns. 2. Minor pruning of trees, shrubs, and vines. 3. Clean and maintain yard. 4. Maintain splash blocks (keep in proper position under downspout). 5. Clean gutters and downspouts (when not hazardous). 6. Fill ruts and eroded areas.
Paved and stabilized areas	1. Clean walks, patios, steps, and platforms. 2. Clean oil and grease from pavements. 3. Rake gravel. 4. Remove snow and ice.
Pest control	1. Keep all food areas clean. 2. Keep trash containers clean and tightly covered. 3. Keep screens in good repair. 4. Store wool goods in moth proof containers. 5. Use mouse, roach, ant traps safely and properly. 6. Use authorized pesticides carefully and properly.
Trash and refuse disposal	1. Place all refuse in refuse containers/separate recyclables. 2. Wrap all wet, odorous garbage. 3. Maintain cans, covers, and collection points. 4. Keep access to refuse containers clear.
Security	Install surface-mounted locks on doors and windows.
Fire protection	Replace batteries for smoke detectors, where applicable.
Miscellaneous	Move or store heavy articles.

Section IX
Furnishings

3–68. Management of furnishings

a. Scope. This section sets forth policy and procedures for managing Government furnishings authorized by common table of allowances (CTA) 50–909 and CTA 50–970 for the following:

(1) Government-controlled Family housing and unaccompanied personnel housing.

(2) Private rental housing used by eligible personnel as identified in this section.

b. Furnishings management groupings. For purposes of managing and reporting, furnishings are divided into the following groups:

(1) Family housing furnishings.

(2) Unaccompanied personnel housing furnishings.

c. Furnishings management responsibilities.

(1) *Headquarters, Department of the Army*. The ACSIM will develop policy and general procedures for the provision of furnishings and the management of housing furnishings programs.

(2) *Installation Management Command*. The commander, IMCOM will—

(a) Ensure proper furnishings management.

(b) Develop and justify resource requirements and distribute funds received for furnishings support to their Regions' installations.

(c) Conduct inspections to ensure that functions are performed per applicable directives and this regulation.

(d) Ensure that inquiries from HQDA regarding Family and UPH furnishings inventory and cost data are answered in a timely manner and coordinated with the command resource and program managers.

(3) *Garrison.* The garrison commander will—

(a) Approve and submit responses to inquiries from HQDA and IMCOM regarding Family and UPH furnishings inventory and cost data. Responses will be sent in a timely manner to or through the IMCOM to HQDA after coordination with the installation resource and program managers.

(b) Establish program levels for authorized furnishings items (see para 3–68*e*).

(c) Conduct an annual physical inventory of furnishings not in use and reconcile property on hand receipt and quantities not in use with inventory balances maintained in the Furnishings Management Module of the Housing Operations Management System (HOMES) (see also para 3–129).

(d) Maintain accurate and current records of property usage in HOMES as a basis for developing experience factors.

(e) Ensure that furnishings are used per authorized needs and the policies and procedures established in this regulation and applicable directives.

(f) Accomplish furnishings maintenance and repair on a sound economic basis.

(g) Minimize furnishings storage by timely disposition of items excess to authorized needs or uneconomically repairable.

(h) Ensure that procedures for warehousing authorized furnishings provide for—

1. Segregation of Family housing and UPH furnishings inventories to include the storage of serviceable like items in one storage area, where possible, and separate storage areas for serviceable, economically repairable, and unserviceable items.

2. A warehouse locator system.

(i) Ensure that personnel have met their obligations in regard to the possession, care, preservation, damage, or loss of Government furnishings prior to departure from the housing unit/installation.

(j) Ensure excess furnishings are not ordered and that funds distributed for the UPH furnishings replacement program are used for that purpose.

(k) Establish controls to ensure that furnishings accounts are properly cleared before personnel depart on PCS or TDY in connection with a PCS; especially those Soldiers residing in private rentals.

(4) *Resident*. Residents—

(a) Will sign hand receipts for furnishings provided by the Government.

(b) Will exercise reasonable care in using Government-provided furnishings.

(c) Will be liable for loss or damage to Government-provided furnishings caused by the negligence or willful misconduct of the sponsor, the sponsor's Family members, guests, or pets (see para 3–64).

(d) May be responsible to pay for missed appointments made for delivery or pick up of furnishings.

d. Furnishings authorizations. Types of furnishings authorized and their bases of issue (BOIs) are identified in CTA 50–909 and CTA 50–970. Authorizations will consist only of those items in CTAs and the nonstandard items approved by HQDA for use on an exception or test basis. Table 3–15 shows the types of furnishings generally authorized. All users will be familiar with the "special instructions" paragraph of CTA 50–909 and CTA 50–970 before ordering furnishings.

Table 3–15
Furnishings

Furniture	Household equipment	Special allowances (Special command positions only)
Moveable items (less appliances) Rugs, mattresses, and other soft good items Wall-to-wall carpeting installed as equipment-in-place (EIP)	Moveable kitchen appliances Moveable laundry room appliances	China Silver Cutlery Kitchen utensils Table linen

e. Program levels.

(1) *Program level factors*. In computing program levels, methods used must provide realistic estimates of the quantities of furnishings needed to meet demands. Primary factors to be considered are as follows:

(a) Continuing need for housing related to programmed force levels.

(b) Furnishings authorizations.

(c) Size and interior design of housing supported with furnishings.

(d) Maintenance float factors.

(e) Application of other experience factors.

(2) *Computation of program level*. Program level shall be computed as follows: Program level=(Quantity authorized + maintenance float factor quantity) x experience factor.

(a) Quantity authorized for Family housing. This is determined by—

1. The number and types of rooms in each Government-controlled housing unit authorized furnishings support.

2. The number and types of rooms in each private rental housing unit authorized furnishings support.

3. The number and types of rooms in a new construction project authorized furnishings support having a beneficial occupancy date (BOD) within the budget year or first half of the next fiscal year.

4. The requirement for loaner sets of furniture in U.S. overseas and foreign areas. The IMCOM Region will define the composition of a loaner set for installations within its Region. The IMCOM Region will set loaner quantities on the basis of the Region definition of a loaner set and the annual number of household goods (HHG) shipments.

(b) Quantity authorized for UPH. This is arrived at by considering—

1. Each authorized unaccompanied officer personnel housing (UOPH) and unaccompanied enlisted personnel housing (UEPH) space.

2. Each UPH private rental housing unit authorized furnishings support (OCONUS only).

3. Each authorized space in a new construction or revitalization project having a BOD within the budget year or first half of the next fiscal year.

4. The number and types of various rooms (such as lounges, dayrooms, television rooms) authorized furnishings support.

(c) Maintenance float factor. This factor is 3 percent for household equipment, 5 percent for upholstered furniture and hard goods, and 7 percent for soft goods such as rugs, carpeting, bed linens, mattresses, window coverings, and lamps.

(d) Experience factors. These are determined locally. For example, program level may be adjusted based on the difference between the float factor and the use rate or based on a use rate influenced by the amount of furnishings that can be placed in the housing due to available space (smaller or larger than the average) or the presence in the housing of built-in items. Mobilization requirements may also influence the experience factors.

(3) *Computation of inventory*. Inventory shall be computed as follows: Inventory=quantity in use + quantity in warehouse + quantity in maintenance. The total inventory should match the quantity on the front of the property book page.

(4) *Computation of deficit*. Deficit shall be computed as follows: Deficit=program level - inventory - quantity under contract or lease.

f. Budgeting and funding.

(1) Commanders will budget and fund for the following:

(a) Initial issue of Family housing furnishings except for items of household equipment initially provided with AFH construction funds.

(b) Replacement requirements for authorized furnishings for Family housing and unaccompanied personnel housing.

(2) The ASA(FM&C), through the Army Budget Office (ABO), HQDA (SAFM–BUO), will budget and fund for initial issue of UPH furnishings except for items of household equipment initially provided with MCA funds.

(3) All costs of procurement and the O&M for the Family housing furnishings inventory will be budgeted for and funded from the AFH appropriation (see table 3–16 and DFAS–IN Manual 37–100–FY).

(4) All costs of procurement, except as noted in (2), above and (6), below, and all costs of O&M for the UPH

furnishings inventory will be budgeted for and funded from the appropriation financing the O&M of UPH (see table 3–16 and DFAS–IN Manual 37–100–FY).

(5) Costs involving joint use of facilities, vehicles, equipment, and manpower will be shared on a pro rata basis among the financing appropriations.

(6) UPH furnishings, as part of installation support to Army National Guard (ARNG) and U.S. Army Reserve (USAR) units undergoing training, will be provided on a reimbursable basis. Charges are limited to identifiable cost items when the cost is funded by an appropriation other than OMAR (see AR 37–49). The OMA (PE ****96) funds can be utilized where UPH furnishings are to become station property and are essentially for Active Army use. Conversely, if the furnishings are solely for use of the RC, it is inappropriate to utilize OMA resources.

(7) The OMA-funded tenants located on U.S. Army Materiel Command RDTE funded installations will continue to receive UPH furnishings support from OMA.

(8) Headquarters DA will publish an annual list of replacement costs. Cost data from this list will be used for managing furnishings inventories and for budget submission purposes.

Table 3–16
Furnishings account codes

Activity: Furniture purchases **Family housing account code:** 1913X3 **UPH alphanumeric account code:** .9A
Activity: Equipment purchases **Family housing account code:** 1913X6 **UPH alphanumeric account code:** .9A
Activity: Control. moving, and handling—furniture **Family housing account code:** 1913X1 **UPH alphanumeric account code:** .9A
Activity: Control, moving, and handling—equipment **Family housing account code:** 1913XA **UPH alphanumeric account code:** .9A
Activity: Maintenance and repair—furniture **Family housing account code:** 1913X2 **UPH alphanumeric account code:** .CE
Activity: Maintenance and repair—equipment **Family housing account code:** 1913X5 **UPH alphanumeric account code:** .CE
Activity: Joint Family housing/UPH activities **Family housing account code: 1913XX** **UPH alphanumeric account code:** .9B

g. Acquisition of furnishings.

(1) Per Federal Acquisition Regulation (FAR), the primary source of procurement will normally be through the General Services Administration (GSA). However, Federal Prison Industries, Inc. (FPI), also known by the trade name UNICOR, will be offered first choice for the provision of items they manufacture (18 USC 4124, as iterated in the FAR, Subpart 8.6). The installation's Director of Contracting makes determination as to which organization will provide requested furnishings. To minimize storage, transportation, and handling costs, procurement should be timed to provide delivery when needed.

(2) Waiver of FAR requirements to procure furnishings through other than GSA/UNICOR will be obtained through procurement channels.

(3) Procurement actions will be taken only when such action is advantageous to the Government and there are no known excess furnishings which are suitable for use.

(4) Requisitions for housing furnishings will be processed through normal supply channels unless otherwise directed by HQDA (DAIM–FDH).

h. Maintenance and repair of furnishings.

(1) The maintenance and repair of furnishings will be limited to keeping items in a satisfactorily usable condition. Do not perform work that is uneconomical in relation to replacement cost of the items. Generally, the one-time repair cost on authorized items will not exceed 75 percent of replacement cost. Maintenance and repair of excess furnishings is prohibited.

(2) The normal useful life expectancies of furnishings are largely indeterminate, being dependent upon materials

used in their construction, type and intensity of use, care provided, number of moves, quality of handling in movement, extent of damage/repairs, and so forth. The following broad parameters, however, are applicable to furnishings:

(a) Order of magnitude normal useful life expectancies for nontropical areas fall within the ranges below.

1. Wooden furniture—8 to 10 years.

2. Metal furniture—12 to 15 years.

3. Household appliances—7 to 15 years.

4. Soft goods—2 to 7 years.

(b) Life expectancies for tropical areas are about 20 percent less than for nontropical areas.

(c) The life expectancies of furniture and appliances used in barracks are about one-third shorter than shown in (a) above.

(3) The generalized life expectancies in (2) above may be used for planning purposes. Age, however, is not to be used as the sole basis for planned replacement. Condition, availability of funds, time delays in procurement, availability of spare parts, energy savings devices, urgency of need, and quality differences between old and new items will also be considered in determining items requiring replacement.

(4) AR 5–20 sets forth policy and procedure to be followed to determine whether to perform maintenance and repair of furnishings by in-house resources or by contract. When it is more economical to perform these functions in-house, maximum use of these facilities will be achieved by use of cross-servicing agreements with other military Services. When requirements exceed the in-house capabilities of an activity or installation or it is otherwise required that outside sources be used, performance of such services will be governed by Part 8, FAR; DOD FAR Supplement (DFARS); and Army FAR Supplement (AFARS).

(5) The following procedure may be used to assist in making decisions on whether furnishings should be repaired or replaced:

(a) Determine annual repair rate by dividing the current Army Master Data File (AMDF) cost by the normal useful life expectancy (in years) of the item.

(b) Determine the balance of useful life of the item by subtracting the actual age of the item from the useful life.

(c) Determine the maximum allowable one-time repair costs by multiplying the balance of useful life of the item by the annual repair rate.

(d) Compare the maximum one-time repair cost with the estimated repair cost of the item. If the maximum allowable one-time repair cost is greater than the estimated repair cost, the item is likely to be more economical to repair than to replace.

(6) The furnishings manager will make the final decision regarding repair versus replacement. This decision will be based on sound common sense.

i. Excess furnishings.

(1) Maximum economical use will be made of existing stocks of Government furnishings per the FAR (Part 8).

(2) Serviceable and economically repairable items becoming excess to an installation's or activity's needs will be publicized within the IMCOM Region for possible transfer within or between Family housing and UPH furnishings accounts.

(3) Redistribution of excess furnishings will be undertaken only when such action is determined to be in the best interest of the Government. An economic analysis should be done to determine the fiscal merits of redistribution.

(4) Excess furnishings may be transferred per the following guidelines:

(a) At installation level, the housing manager may approve lateral transfer to excess UPH furnishings to the Family housing furnishings inventory (or excess Family housing furnishings to the UPH furnishings inventory). Above installation level, approvals for transfer will be as specified in AR 710–2.

(b) Items involved must be, and projected to remain, excess to requirements of the losing inventory and within the authorized allowances (CTA 50–909 or CTA 50–970) of the gaining inventory.

(c) Such transfer must be cost effective.

(d) All transfers of excess inventory will be auditable.

(5) Excess furnishings transferred to another property book are not reimbursable but are subject to accessorial and administrative costs incident to transfer action.

(6) Serviceable Family housing furnishings in excess of allowances and located at CONUS installations will be normally turned-in per AR 710–2. However, such furnishings may be offered to lower grade Soldiers with families for their use prior to turn in subject to the following:

(a) Items will be hand receipted to the individual.

(b) No funds will be expended for cleaning, repair, or maintenance.

(c) No AFH or UPH furnishings funds will be expended for movement of excess furnishings to and from housing except in cases of bona fide hardship to the resident or where it would be advantageous to the Government as determined by the garrison commander.

(d) Prompt action will be taken to dispose of excess furnishings subsequently requiring repair.

(7) Excess serviceable UPH furnishings and excess serviceable Family housing furnishings located in U.S. overseas

and foreign areas may be retained in the inventory for use in any Government-controlled housing and in private rental housing in U.S. overseas and foreign areas subject to the conditions in (6)*(a)* through (6)*(d)*, above.

j. Warehousing. The garrison commander, in coordination with the furnishings manager, should make arrangements for adequate storage facilities for furnishings. Items should be labeled and stored separately. Each type of property should be identified in the warehouse, separated by warehouse floor, area, bay, or room. Other types of property (for example, NAF, barracks-type furniture) should be stored separately. Privately-owned household goods are not authorized storage in warehouses used to store APF-funded furnishings.

k. Charges for furnishings in housing for which the Army charges rent. Charges for the use of Government furnishings in rental housing will be established in accord with section XV.

l. Property inventory and accountability.

(1) Inventories of both Family housing and UPH furnishings will be maintained in the Furnishings Management Module of the HOMES. Maintain the inventories for Family housing and UPH separately in HOMES. Separate inventories will preclude the augmentation of one appropriation with another (a statutory violation) and the circumvention of CTA authorizations.

(2) Although furnishings items costing less than $2,500 need not be listed in property books, for management purposes all nonexpendable furnishings items should be included in the HOMES-based inventories regardless of cost. For furnishings items costing $2,500 or more use property books as follows:

(a) Housing property books will not be consolidated with property books of other activities (for example, installation or DPW property books).

(b) Property books for Family housing furnishings and UPH furnishings may be maintained separately or consolidated as authorized by IMCOM Regions.

(c) Where consolidated, keep the inventories in separate sections. Separately identify each inventory by furnishings type codes appended to the authorization document description in the "Authority" block of the property record. Use the furnishings type codes "(F)" for Family housing furnishings and "(U)" for UPH furnishings. For example, the authority block may read "CTA 50–909(F)" and "CTA 50–909(U)" respectively for Family housing and UPH furnishings inventory items.

(d) The consolidation of property books for AFH and UPH furnishings will not be used to augment one appropriation with another (a statutory prohibition) nor to circumvent CTA authorizations.

(3) Authorized furnishings in support of administrative housing functions, and those items in support of the Self-Help Program may be issued to such activities and subsequently hand receipted to the users. These items include property used for grounds maintenance, in cleaning and storage functions, in housing administration areas, and for Army community service centers. Items will be transferred to the installation property book and sub-hand receipted to the administrative office or the ACS.

(4) Furnishings inventory items will initially be entered in the property book records at cost, quantity, year of purchase, and serial number (optional).

(5) Family housing furnishings will be issued on DA Form 2062 (Hand Receipt/Annex Number), or automated equivalent, signed by the sponsor, the sponsor's spouse or an individual having a DA Form 1687 (Notice of Delegation of Authority–Receipt for Supplies) for that purpose on file in the housing office (see para 3–97*e*(3) for special signature requirements for GFOQ).

(6) UPH furnishings will be receipted for by the responsible individual whose name appears on DA Form 1687. These furnishings will be issued from the PBO directly to the hand receipt holder, that is, either the person responsible for the facility or to the resident. The responsible person may sub-handreceipt the furnishings to a resident.

(7) Controls will be established to ensure that furnishings accounts are cleared before personnel depart on a PCS, undergo extended TDY, or are deployed with an entire unit.

(8) A physical inventory of furnishings which have been turned-in will be done. Where Government property has been lost or damaged through negligence or willful misconduct, the appropriate individual will initiate one of the following for payment at the appropriate disbursing agency:

(a) Report of Survey.

(b) Statement of charges.

(c) Cash collection voucher.

(d) Other authorized adjustment per AR 735–5.

(9) On an adverse report of survey finding, liability for furnishings may be limited to an amount equivalent to one month's basic pay at the time of the loss except where the damage or loss is determined to be the result of gross negligence or willful misconduct (see para 3–64).

(10) Authorized hand receipt holders held liable for loss or damage of furnishings (in less than new condition at the time of loss or damage) are authorized a depreciation credit. When items are issued in damaged condition, a notation of the damages will be entered on the inventory record or condition report to protect the Family housing sponsor or UPH resident. Refer to AR 735–5 for more information on depreciation.

(11) Family housing furnishings and those UPH furnishings issued to unaccompanied personnel authorized to reside

off-post in U.S. overseas and foreign areas will be jointly inventoried by the sponsor and the housing office's furnishings management representative. The joint inventory will be conducted when furnishings are issued and at termination of occupancy.

(12) An annual inventory is not required for Family housing and UPH furnishings issued to individuals on permanent hand receipts for use in individual housing units. An annual inventory is required for all other Family housing furnishings and for all UPH furnishings not on permanent hand receipt. The cut off date for annual furnishings inventories is the end of the fiscal year.

m. Potential pecuniary liability for furnishings. Residents of Family or unaccompanied personnel housing who have been provided furnishings may be held liable for damage or loss caused through their abuse or negligence (see para 3–64).

n. Furnishings reports. There are no recurring upward reporting requirements for furnishings. However, installations must be prepared to respond to inquiries regarding Family housing and UPH furnishings inventory and cost data. Inventory and cost data should be entered into the Furnishings Management Module database of the HOMES.

3–69. Family housing furnishings

a. Provision of furnishings.

(1) Furnishings include furniture, household equipment, and miscellaneous items necessary to provide a reasonable degree of livability in personnel housing. Except for special command positions and the SMA, the term "furnishings" does not include household goods, such as linens, cutlery, silverware, dishes, and kitchen utensils (see paras 3–70*b* and 3–98*b*). Garbage disposals, air conditioning units, and permanently installed dishwashers are not considered to be furnishings.

(2) The provision of Government furnishings is determined by the category of housing (for example, representational housing) and location of the housing (CONUS, U.S. overseas, or foreign).

b. Representational housing.

(1) Furnishings for housing units designated and used for general and flag officers and for special command positions are addressed in paragraph 3–99. That paragraph also covers the special allowances for special command positions.

(2) Both installation and garrison commanders in the grade of colonel (O–6) are authorized residential housing with the same amenities authorized general and flag officers. Authorized amenities are identified in paragraph 3–99.

(3) The SMA and incumbents of special CSM positions may be provided furnishings in accord with paragraph 3–70.

(4) Furnishings provided in representational housing will be included in the HOMES Family housing furnishings inventory.

(5) Furnishings for privatized representational housing are addressed in paragraph 3–110*n*.

c. Furnishings policy.

(1) Residents of Army Family housing will provide their own furniture unless otherwise authorized by this regulation.

(2) Government furniture may be provided only in specifically authorized instances (see para 3–69*d*).

(3) Ranges and refrigerators will be provided in all Army Family housing.

(4) Ranges and refrigerators will be provided for private rental housing OCONUS when they are not provided by the landlord as part of the housing.

(5) In foreign areas, where there are no built-in kitchen cabinets and closets, free standing kitchen cabinets and wardrobes will be provided.

(6) Where CTA authorization for a furnishings item is canceled or rescinded or a specification for an item is changed, that item may be retained in the inventory until no longer serviceable but will not be replaced. Serviceable items located in a DU may remain in use in that DU except where an authorized, but unsatisfied, need exists elsewhere.

(7) Where representational housing (see paras 3–69*b* and 3–99*b*) is redesignated for other use or is assigned to a resident who is not eligible for Government-provided supplementary furnishings, the following applies:

(a) Supplementary furniture will be removed from the housing unless the items are excess and available to other residents of the same grade.

(b) Supplementary household equipment (that is, second refrigerators, freezers, clothes washers, and dryers) will be removed from the housing.

(c) Custom fitted supplementary furnishings, classified as equipment-in-place (EIP) will remain in the housing and will be maintained until no longer serviceable, but will not be replaced. Examples are wall-to-wall carpeting and draperies.

d. Eligibility for Family housing furnishings.

(1) Personnel residing in Government-controlled Family housing are eligible for furnishings support (see para 3–6*b*(2)).

(2) Personnel assigned to foreign areas are eligible for furnishings support if in the following categories:

(a) Personnel with command-sponsored Family members.

(b) Appropriated and nonappropriated fund DOD U.S. citizen civilian personnel recruited in the United States.

(3) Personnel limited to an administrative weight allowance for HHG are authorized full furniture support.

(4) Military and civilian personnel listed in (2), above, traveling under full or elective JFTR or JTR weight allowance, respectively, may be provided temporary furniture support (loaner sets) at their overseas station when their household goods (HHG) are in transit (that is, in- and out-bound). Types and amounts issued may be limited and may not consist of a complete furniture set as authorized by CTA 50–909. Maximum time for use of loaner sets is 90 days for in-bound personnel and 60 days for out-bound personnel. The furnishings manager may extend this period if in-bound HHG shipments are delayed beyond 90 days.

(5) Except in the case of elective JFTR, personnel who placed a portion of their HHG in CONUS nontemporary storage will not receive a like item from the Government furniture inventory (see para 3–69*h*).

(6) Contractor personnel have no entitlement to and are not eligible for housing furnishings support.

e. Customer service.

(1) The furnishings issuing office will provide information on the installation furnishings situation to interested personnel. Such information should be posted prominently or available for viewing and should include the following:

(a) Current list of furnishings authorized and available for issue.

(b) Waiting list of customers who have requested unavailable furnishings items.

(c) List of furniture items that may be included in loaner sets where such sets are authorized.

(d) Pictures or displays of standard items issued.

(e) Copies of appropriate furnishings regulations.

(f) Fact sheet, updated periodically, summarizing the local furnishings situation.

(2) Customer service personnel will ensure that sponsors and their families are given prompt, courteous explanations of furnishings authorizations, issue and turn-in procedures, pick up and delivery requirements, and estimated waiting time for unavailable items.

f. Furniture for continental United States and full Joint Federal Travel Regulations overseas areas.

(1) Government furniture will not be procured for support of Army-controlled Family housing or private rental housing in CONUS or in overseas areas where personnel travel under full JFTR household goods weight allowances except as shown below.

(a) Supplemental Government furniture may be provided in—

1. Representational housing (see para 3–69*b*).

2. Student housing (desk, chair, lamp, and bookcase only).

(b) Government furniture may be provided to fully support—

1. Continental United States housing occupied by foreign personnel who are in this country on an exchange basis. This includes clothes washers and dryers.

2. Short-tour housing.

3. In overseas areas on a temporary loan basis for use by personnel who have traveled under full JFTR weight allowances and have not received personal furniture.

4. Where only specially designed or built-in furnishings can be used, for example, in manufactured (mobile) homes.

(c) Free-standing wardrobes and kitchen cabinets may be provided when these storage facilities are not built-in.

(2) Initial procurement of Government furniture for the usages in paragraph (1), above requires the approval of HQDA (DAIM–FDH).

g. Furniture for other than full Joint Federal Travel Regulations overseas areas.

(1) Government furniture may be procured for Government-controlled housing and for private rental housing occupied by eligible personnel. This would depend upon determining whether it is more advantageous for the Government to provide furniture instead of shipping personal furniture. Final determination is based on overall economy, equity, and personal preference of eligible military personnel and civilian employees.

(2) Where Government furniture is provided, the shipment weight of personal furniture to and from the area is limited. An increase in an individual's administrative weight restriction may be authorized where there is a shortage of Government furniture.

(3) Where Government furniture is not provided, procurement of furniture is restricted to the provisions of paragraph *f*, above. However, where not built-in, free standing wardrobes and kitchen cabinets will be provided in economy housing occupied by eligible personnel (see CTA 50–909).

(4) All personnel entitled to the shipment of HHG are authorized furniture on a temporary loan basis while their HHG are in transit.

h. Furniture for elective JFTR (USAREUR only).

(1) For USAREUR, Soldiers may elect to ship any portion of their personally-owned furnishings, except household appliances, up to their full weight allowance at Government expense.

(2) Where the elective JFTR policy is in force, the Government will supplement households with furnishings to

compensate for furnishings that were not shipped. This support will be provided on a first-come–first-serve basis to the extent stock status permits.

(3) In those collocated areas where a Service other than the Army is host, however, the furnishings policies of the host Service will prevail.

(4) This policy (elective JFTR) will be subject to periodic review.

i. National flags for Family housing at Forts Myer and McNair.

(1) Family housing residents at Forts Myer and McNair will be issued national flags (NSN 8345–00–656–1434) to be displayed on six-foot aluminum flag poles appropriately attached to the front of their DUs.

(2) Flags will be affixed to DUs and displayed per installation directives.

(3) Installation housing offices will establish procedures for issue and accountability of flags and requests for replacements.

j. Special support. Garrison commanders may provide excess items of Family housing furniture to reception areas in housing offices, HS offices, and ACS centers. Furniture need not be new, but should be clean and serviceable. Sufficient furniture may be provided to present an inviting and comfortable atmosphere for customers. When such furniture is provided, it will be transferred from the housing furnishings inventory property records to installation property records. Vendor loaner furniture is not authorized for the public areas of housing offices (see AR 210–7 and DOD 5500.7–R).

k. Provision of household equipment.

(1) *Ranges and refrigerators*.

(a) Government-procured ranges and refrigerators will be provided in Army-controlled Family housing and in private rental housing in foreign areas occupied by eligible personnel.

(b) Ranges will be free standing or slide-in, and white in color. Ranges not conforming to sizes authorized in CTA 50–909 may be procured only when space is inappropriate for the specified sizes.

(c) Refrigerators will be free standing and white in color.

(2) *Clothes washers and dryers*.

(a) Clothes washers and dryers will not be provided in CONUS Family housing except for CONUS housing occupied by foreign personnel who are in this country on an exchange basis and for special command positions (see para 3–99*d*).

(b) In overseas areas, clothes washers and dryers are authorized for Army-controlled housing and private rental housing occupied by eligible personnel when determined by economic analysis to be more cost effective than shipment of personally-owned washers and dryers. Commercial-type washers and dryers will be procured for use in structures having common laundry rooms. Stacked washer/dryers or dryers may be procured and installed in those laundry rooms where space is restricted.

(3) *Portable dishwashers*. Portable dishwashers may be provided in housing instead of installed dishwashers where it is considered impractical to provide permanently installed dishwashers.

(4) *Household equipment*. Items of household equipment currently in use but not authorized under the above criteria may be retained until no longer serviceable but will not be replaced.

(5) *Ancillary items for utility support in foreign areas*.

(a) When not provided by the landlord, issue and installation of necessary light fixtures and other components of utility systems are authorized for leased housing (Government or privately-leased) occupied by eligible personnel. Costs associated with the procurement, installation, removal, and maintenance and repair are chargeable to AFH maintenance or leasing funds, as appropriate. These costs include expenses for installing and removing light fixtures provided by eligible personnel.

(b) Portable electrical transformers necessary to allow the operation of personal appliances on foreign electrical power systems will not normally be provided by the Government. However, an IMCOM Region may authorize their provision in hardship cases subject to the availability of funds.

(6) *Microwaves and freezers*. In USAREUR, commanders in the grade of lieutenant colonel (O5) and above and all general officers are authorized microwaves and freezers per CTA 50–909.

l. Draw curtains.

(1) Draw curtains, with or without valance, may be provided for windows as an alternative to window shades or venetian blinds and may be used on sliding glass doors. If, when providing draw curtains for a sliding door, there are one or more adjacent windows, matching curtains may be provided for the windows.

(2) Draw curtains will be unlined and made of fire retardant synthetic cloth. They will be washable, shrink-safe, and designed to control radiant heat, light, and glare. Material should be heavy enough to provide privacy when closed, day or night.

(3) Draw curtains may be cleaned at Government expense every 12 months or on change of occupancy. Draw curtains may be replaced when they become unserviceable.

(4) Cost of material, fabrication, and installation of draw curtains should be comparable to that normally expended for venetian blinds or shades.

(5) Draw curtains when installed to replace existing window coverings which are beyond economical repair are chargeable to maintenance funds. In cases, where there is no existing window covering, installation of draw curtains is categorized as an improvement to the dwelling unit and the cost of installing draw curtains may be charged as incidental improvements or construction improvements.

m. Wall-to-wall carpeting.

(1) Carpeting installed as a prime floor finish is classified as installed real property. As such, initial procurement and installation may be done with construction funds. Replacement may be done with construction improvements or maintenance funds.

(2) Carpeting will be suitable for the level of traffic expected. It will be of a neutral shade. Bright colors, prominent patterns, white, off-white, pile, and shag carpeting will be avoided.

(3) Carpeting placed over another prime floor in good condition is classified as EIP. Its use in this manner is reserved for the public entertainment areas of GFOQ and garrison commanders quarters (GCQ) (see para 3–99*e*).

(4) Carpeting may be placed over another unserviceable prime floor when an economic analysis justifies this use.

n. Resident-owned equipment.

(1) Residents will not replace Government ranges and refrigerators with personal equipment without specific approval of the garrison commander (may be delegated to the DPW).

(2) Where Government equipment is provided OCONUS, the overseas shipment of similar personal items of household equipment is prohibited.

(3) Requests for installation of resident-owned equipment must contain information on the type of equipment, make, model, and characteristics pertinent to installation. Requests will be submitted in writing to the housing office.

(4) Resident-owned items will be installed, maintained, and removed and the premises restored to their original condition at the expense of the resident and subject to inspection by the housing office.

(5) The installation of resident-owned equipment will not be used as justification for improvements to the utilities distribution systems.

(6) All work necessary for the installation of resident-owned items will be approved by the garrison commander (may be delegated to the DPW). Payments for any work performed by the installation will be made to the appropriate OPLOC/FAO.

(7) The following items will not be installed by or for residents:

(a) Air conditioning units which require duct work or fixed water or drain connections.

(b) Attic or wall-type fans requiring permanent attachment to the building and structural modifications.

(c) Evaporative coolers requiring duct work.

(d) Domestic water heaters.

(e) Electric or gas wall heaters.

(f) Water beds. Permission must be obtained from the housing office before a resident may install a water bed. Normally, water beds will be installed only on slab-on-grade floors.

(g) Hot tubs. Permission must be obtained from the housing office before a resident may install a hot tub inside or outside the DU. Hot-tubs may be installed at resident expense when installation would not create a significant increase in utility costs to the Government. The DPW will ensure installation of the hot tub meets all building and safety codes.

(h) Privately owned satellite dishes.

o. Resident-owned window air conditioning units. Window air conditioning units are not considered furnishings. Paragraph 3–53*m* sets forth the policy on the use of resident-owned window air conditioning units.

p. Cost comparison analysis.

(1) An economic analysis (EA) of the comparative costs of providing Government furnishings instead of shipping personal furniture will be made when the commander believes that the present method of furnishing Family housing is not cost effective. Cost appraisals will consider the following:

(a) Cost of Government furnishings estimated for use in both Government-controlled and private rental housing for all eligible families. This cost is based on current replacement price.

(b) Cost of Government furnishings required to establish "loaner sets." This cost is based on current replacement price.

(c) Temporary lodging allowance cost due solely to lack of furnishings.

(d) Initial delivery and installation costs.

(e) Recurring costs for administration, servicing, repair, transportation, moving, and handling.

(f) Costs of periodic replacement, less any proceeds from the salvage or sale of replaced furnishings.

(g) Cost of construction or acquisition of additional warehousing, office, and maintenance facilities and equipment.

(h) Maintenance and repair of warehouses and handling equipment.

(i) Cost of utilities services for warehousing.

(j) Overhead costs.

(k) Cost of storing residual personal HHG to be left in CONUS.

(l) Volume of personal HHG being shipped to and from the area as developed by actual experience or from similar situations. This will include related costs such as packing, crating, drayage, port handling, transportation, temporary storage, loss and damage claims, and delivery at destination.

(2) Economic analysis will be prepared in accord with OMB Circular A–94. Analysis, to include a survey of eligible personnel as to the preferred method of furnishing Family housing, will be forwarded to HQDA (DAIM–FDH), 600 Army Pentagon, Washington, DC 20310–0600.

3–70. The Sergeant Major of the Army and special command sergeant major positions

a. Overview.

(1) The CSA is the approval authority for the designation of new special CSM positions and the cancellation of old ones. Approved special CSM positions are listed in table 3–17.

Table 3–17
Special command sergeant major positions

ACOM: AMC **Special CSM position:** CSM, AMC CSM, U.S. Army Aviation & Missile Command (AMCOM)
ASCC: Eighth U.S. Army (EUSA) **Special CSM position:** CSM, United Nations Command/Combined Forces Command/U.S. Forces. Korea/EUSA CSM, 2d Infantry Division
ACOM: Forces Command (FORSCOM) **Special CSM position:** CSM, FORSCOM CSM, 1st U.S. Army CSM, I Corps & Fort Lewis CSM, III Corps & Fort Hood CSM, XVIII Airborne Corps & Fort Bragg CSM, 1st Cavalry Division CSM, 3d Infantry Division (Mechanized) CSM, 4th Infantry Division (Mechanized) CSM, 10th Mountain Division CSM, 82d Airborne Division CSM, 101st Airborne Division (Air Assault) CSM, U.S. Army Reserve Command (USARC)
ASCC: U.S. Army Military District of Washington (MDW) **Special CSM position:** CSM, MDW CSM, District of Columbia National Guard CSM, U.S. Army Human Resources Command (HRC) CSM, National Guard Bureau
ASCC: Military Surface Deployment and Distribution Command (SDDC) **Special CSM position:**CSM, Military Surface Deployment and Distribution Command (SDDC)
DRU: U.S. Army Medical Command (MEDCOM) **Special CSM position:**CSM, MEDCOM
ACOM: U.S. Army Training and Doctrine Command (TRADOC) **Special CSM position:** CSM, TRADOC CSM, Fort Benning CSM, Fort Bliss CSM, Fort Eustis CSM, Fort Gordon CSM, Fort Jackson CSM, Fort Knox CSM, Fort Leavenworth CSM, Fort Lee CSM, Fort Leonard Wood CSM, Fort Rucker CSM, Fort Sill CSM, U.S. Army Ordnance Center & School CSM, U.S. Army Recruiting Command
ASCC: U.S. Army South (USARSO) **Special CSM position:**CSM, USARSO

Table 3–17
Special command sergeant major positions—Continued

ASCC: U.S. Army Pacific (USARPAC) **Special CSM position:** CSM, USARPAC CSM, USARAK CSM, U.S. Army, Japan/IX Corps CSM, 25th Infantry Division (Light) CSM, Tripler Army Medical Center **ASCC:** U.S. Army Europe (USAREUR) **Special CSM position:** CSM, USAREUR CSM, Supreme Allied Command Europe (SACEUR) CSM, U.S. Army Southern European Task Force CSM, V Corps CSM, 1st Infantry Division (Mechanized) CSM, 1st Armored Division CSM, Europe Regional Medical Command CSM, 21st Theater Support Command
DRU: U.S. Army Network Enterprise Technology Command/9th Army Signal Command (NETCOM) **Special CSM position:**CSM, NETCOM
ASCC:U.S. Army Central (ARCENT) **Special CSM position:**CSM, 3d U.S. Army
ASCC:U.S. Army North (ARNORTH) **Special CSM position:**CSM, 5th U.S. Army
ASCC:U.S. Army Space & Missile Defence Command (SMDC) **Special CSM position:**CSM, U.S. Army Space & Missile Defense Command (SMDC)
ASCC:U.S. Army Special Operations Command (USASOC) **Special CSM position:**CSM, 1st Special Operations Command
DRU: U.S. Army Test & Evaluation Command (ATEC) **Special CSM position:**CSM, U.S. Army Test & Evaluation Command (ATEC)
DRU: Criminal Investagation Command (CIDC) **Special CSM position:**CSM, Criminal Investigation Command (CIDC)
DRU: U.S.Army Intelligence and Security Command (INSCOM) **Special CSM position:**CSM, U.S. Army Intelligence and Security Command (INSCOM)
DRU: U.S.Army Corps of Engineers (USACE) **Special CSM position:**CSM, U.S. Army Corps of Engineers (USACE)
DRU: U.S.Army Reserve Command (USARC) **Special CSM position:**CSM, USARC
DRU: U.S. Military Academy (USMA) **Special CSM position:**CSM, USMA

(2) Requests to establish new special CSM positions will be sent with full justification to HQDA (DAIM–FDH), 600 Army Pentagon, Washington, DC 20310–0600. Justification will include the following:

(a) Title of position.

(b) Normal grade for position.

(c) Present incumbent of position.

(d) Identification of DU proposed for such designation.

(e) Reason for special CSM position requirement. (Include magnitude of official entertainment responsibilities.)

(f) Impact if not approved.

(3) The appropriate garrison commander will—

(a) Permanently designate a specific DU for the SMA, Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff, and for each special CSM position approved by HQDA. HQDA (DAIM–FDH), ACSIM, 600 Army Pentagon, Washington, DC 20310–0600 will be informed of such designations and has the authority to approve changes in designated SMA, Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff, and special CSM position DUs.

(b) Maintain a permanent file on each special CSM position DU. Each file will contain approvals and replacement authorizations so that an audit trail is maintained.

b. Furnishings.

(1) The SMA and Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff are authorized residential

housing with the same furnishings amenities authorized general/flag officers occupying special command positions. Authorized amenities are identified in paragraph 3–99.

(2) To enhance the prestige of special CSM positions, certain furnishings amenities may be provided in the public entertainment areas of Army-controlled housing designated for and occupied by the incumbents of special CSM positions.

(a) Carpeting and drapes.

1. Wall-to-wall carpeting may be installed in designated special CSM position housing when existing floors are in a failed or failing condition and where carpets compare favorably with the life cycle costs of other floor covering. High quality area rugs will be authorized in lieu of carpets when existing hard wood floors are serviceable or can be economically restored.

2. High quality drapes may be authorized as a CTA furnishings item.

3. The garrison commander should make these improvements on an as-needed basis.

(b) Household equipment. Higher quality appliances may be provided against CTA authorized items.

(c) Furniture. Higher quality furniture may be provided where Government furnishings are authorized by CTA.

(3) Unique furnishings provisions for privatized representational housing is set forth in paragraph 3–110*n*.

3–71. Disposition of furnishings in excessed and transferred housing

a. Disposition policy.

(1) Both DOD and GSA have agreed that Family housing at installations that will be closed or undergo mission reductions will be made available to GSA as intact as possible where this will assist in the disposition of the housing.

(2) Excess housing will be made available for other DOD use or transferred to GSA for disposal with all installed equipment intact.

b. Action upon transfer of housing.

(1) Retention, removal, redistribution, or transfer of equipment and appliances in Family housing transferred to GSA for disposal will be governed by guidance from HQDA (DAIM–FDH). The HQDA (DAIM–FDH) will dictate required actions as the need arises.

(2) A listing of serviceable (Code B or better) excess AFH or UPH furnishings will be forwarded to HQDA (DAIM–FDH), 600 Army Pentagon, Washington, DC 20310–0600.

3–72. Unaccompanied personnel housing furnishings

a. Unaccompanied personnel housing furnishings policy.

(1) Government furnishings will be provided in Government-controlled housing and may be provided the following unaccompanied Soldiers occupying private rental housing in U.S. overseas and foreign areas:

(a) Unaccompanied staff sergeants (E6) and above who opt to live in private rental housing.

(b) Unaccompanied Soldiers of all grades who reside in private rental housing due to the nonavailability of Government-controlled UPH.

(2) Unaccompanied personnel occupying private housing per paragraph (1), above may be provided the same furniture and equipment that is offered to accompanied personnel with the following added requirements:

(a) Sergeants (E5) and below must provide the issuing officer a copy of their CNAs of on-post housing.

(b) Furnishings will be procured with OMA base operations (.9 account) funds and issued per allowances prescribed in CTA 50–909 and CTA 50–970.

(3) Exceptions to CTA 50–909 and CTA 50–970 will be submitted to HQDA (DAIM–FDH), 600 Army Pentagon, Washington, DC 20310–0600 to obtain approval to purchase nonstandard barracks items (for example, special application designed-to-space or modular furnishings) for use in newly constructed or modernized facilities. As a minimum, the IMCOM will provide the following information with narrative justification for waiver consideration:

(a) Specifications for requested nonstandard item.

(b) Area gain allotted per man (if applicable), and number to be assigned per bedroom or cubicle.

(c) Floor plan displaying furnishings placement.

(d) Quantity and estimated unit price of nonstandard items being requested to include cost variance to GSA schedule contract for furnishings items.

(4) If an exception to CTA 50–909 or CTA 50–970 is granted from HQDA, then the garrison commander or IMCOM Region will be responsible for obtaining an exception to the FAR/DFARS/AFARS through the local procurement activity. Procurement must be accomplished per the laws and regulations governing the expenditure of Federal funds. This regulation should not be construed as authority for sole source procurement for such nonstandard items. When applicable, the above procedures may be utilized to obtain exception to CTA for replacement furnishings.

(5) When authorized by the garrison commander, personal furnishings may be used in UPH(PP) in place of Government furnishings. Normally, water beds, if authorized, will be installed only on slab-on-grade floors.

b. Draperies for unaccompanied personnel housing.

(1) Draperies procured for UPH will conform with the fabric and color range described in CTA 50–909 and CTA 50–970.

(2) Drapery requirements for construction and modernization projects will be identified by installations with their DD Form 1391 submissions (see *Interior Design Manual (IDM) for Single Soldier Housing* for guidance/instruction on ordering draperies for barracks MCA construction and renovation).

(3) Draperies may be replaced when they have become unserviceable.

c. Carpeting for unaccompanied personnel housing.

(1) Carpeting is considered—

(a) A floor finish when installed as a prime floor finish within the scope of a construction or repair project. Such carpeting is classified as installed real property, not as a furnishing. Requests for carpeting considered a prime floor finish are processed per chapter 5 of this regulation.

(b) A furnishing when placed over another prime floor finish in good condition. Such carpeting is classified as EIP. Requests for carpeting considered to be EIP are processed per this regulation.

(2) Carpeting available for Government purchase is described in the GSA Federal Supply Schedule, FSC Group 72. Refer to the applicable index for guidance in determining the type of carpet suitable in relation to traffic and soil. Pile construction of carpet will be made of nylon, acrylic, or a combination of nylon and acrylic. Bright colors, white or off-white, prominent patterns, deep pile, or shag carpeting will be avoided in living areas. Tight-loop carpeting (small pattern) with a print or intricate pattern is recommended for common use or public areas.

(3) Carpet performance is influenced by three factors. Of prime importance is the suitability of product design for the intended use. Methods and quality of installation also influence long-term results. Equally important in determining whether the carpet will give the kind of service expected is the care or maintenance given.

d. Clothes washers and dryers.

(1) Washers and dryers in UPH facilities may be concessionaire-owned or -leased, or Government-owned. The most economical method of supplying and servicing authorized equipment will be determined by comparative cost analysis and cyclic evaluation of ongoing methods conducted in accordance with AR 5–20.

(2) Cost analyses will be approved at installation level.

(3) Laundry facilities provided in UPH(PP) will be at no cost to the individual.

e. Unaccompanied personnel housing initial issue furnishings program.

(1) This program provides for the purchase of furnishings for newly constructed or modernized UPH facilities.

(2) The program is centrally managed by HQDA to ensure that new furnishings will be available when the UPH facility is released to the Army.

(3) Headquarters DA (DAIM–FDH) will program funds for initial issue furnishings on the basis of the approved UPH construction Future Years Defense Program (FYDP).

(4) The ABO (SAFM–BUO) will issue a Funding Authorization Document (FAD) to the Office of the Secretary of the Army (OA 22) to be used for the purchase of the initial issue furnishings.

(5) Headquarters DA (DAIM–FDH) will provide—

(a) The approved UPH construction FYDP during development of the POM/BES.

(b) The expected beneficial occupancy date (BOD) and scope of occupancy for new and renovated UPH facilities during development of the Army's POM/BES.

(c) The furnishings information contained in Tab E, Furnishings and Equipment, of the DD Form 1391. Provide this information for UPH MCA projects for the budget years. This may be done automatically using the 1391 processor.

(6) Headquarters, USACE will issue to the supporting USACE district a design directive for the UPH MCA project. The USACE district will design the building-related finishes and assist the installation Furnishings Management Officer (FMO) in the selection of coordinated furniture, furnishings, and equipment based on the guidelines contained in the IDM for Single Soldier Housing to achieve a comprehensive interior design package. The installation housing manager and FMO will closely work with the USACE design district to ensure all requirements are met.

(7) The installation FMO will—

(a) Approximately 14 months prior to the estimated BOD, prepare and finalize all procurement documentation and coordinate the package with the USACE design district. The FMO should assume that items will be procured from UNICOR; however, this will not be determined until the order is actually received by UNICOR. Therefore, duplicate procurement documentation must be prepared selecting similar, coordinated items from the GSA Schedules, in the event that UNICOR cannot provide the items requested.

(b) Submit the procurement documentation to the U.S. Army Engineering and Support Center, Huntsville, ATTN: CEHNC–CT–B, P.O. Box 1600, Huntsville, AL 35807–4301 one year prior to the estimated BOD. An information copy of this package, along with the final cost estimate, should also be provided to DAIM–FDH. Procurement documentation and cost estimates should address items, services, and costs.

f. Unaccompanied personnel housing replacement furnishings program.

(1) This program addresses replacement furnishings for existing UPH.

(2) The program is decentralized to the IMCOM Regions and installations.

(3) Headquarters DA (DAIM–FDH) will program OMA (.9 account) funds based on POM/BES data input.

(4) The ABO will—

(a) Budget funds on the basis of POM/BES input data.

(b) Ensure that all .9A funds (replacement issue and handling of furnishings) are sent to the IMCOM via FAD.

(5) The IMCOM will ensure funds set aside for the acquisition of replacement furnishings are used for that purpose. Controls will be established to ensure that excess items are not requisitioned.

(6) Installations will initiate funded requisitions for replacement furnishings through the Supply Support Activity, verify price and authorization data, and ensure that funds are available in the appropriate furnishings account. Military standard requisitioning and issue procedures (MILSTRIP) will be used.

Section X
Construction

3–73. Scope

This section provides the objectives, policies, general planning and programming procedures, and summary of the project monitoring system for housing construction to include both new and replacement construction and construction improvements to existing facilities. Modernization, renovation, rehabilitation, revitalization, expansion, and Energy Conservation Investment Program (ECIP) projects fall within the purview of construction improvements. Also, the Army's housing privatization program—the Residential Communities Initiative (RCI)—equity contributions and subsidies are funded through AFHC.

3–74. Objectives

The Army's housing construction programs are intended to enhance the Soldier's quality of life. The objectives of the various construction programs are to—

a. Construct new housing facilities where total requirements exceed available and adequate on- and off-post facilities.

b. Improve livability, correct deficiencies, and conserve energy.

c. Provide adequate community facilities and infrastructure.

3–75. Establishing requirements

a. Before selecting a construction alternative to satisfy housing deficits, a clearly defined need must be identified and other nonstructural alternatives must be considered.

b. The need will be based on plans and analyses completed in accord with the housing justification and supporting documentation requirements set forth in section XIV.

c. Among the nonstructural alternatives which must be examined are the following:

(1) Reliance on off-post housing in civilian communities.

(2) Leasing of privately-owned housing to include third party contracted housing.

(3) Privatization.

(4) Management actions relative to facilities utilization, conversion, and diversion.

(5) Purchase of existing housing facilities.

(6) Transfer of DOD or other Government agency facilities.

3–76. Impact on local housing markets

a. All reasonable precautions will be taken to avoid harmful impact of military Family housing construction on local housing markets.

b. Military housing normally will not be programmed, built, or leased at an installation when, in consideration of total assets (both on- and off-post), the following thresholds are exceeded:

(1) *Family housing*. New construction or leasing–up to 90 percent of the long-range programmable housing deficit (paras 3–80*b*(2) and 3–86*c*(3)).

(2) *Unaccompanied personnel housing*.

(a) The UPH(PP)–up to 95 percent of the UPH(PP) programmable deficit (para 3–81*a*(3)*(a)*).

(b) Trainee barracks–the billeting load identified in the ASIP (para 3–81*a*(3)*(b)*).

(3) *Exceptions*. The Secretary of the Army may waive the limitations in (1) and (2), above on a case-by-case basis.

c. Normally, housing will be programmed and built on an incremental basis per housing master plans to allow for possible increases in community support.

3–77. Intergovernmental coordination

a. Pertinent command levels will coordinate with appropriate Federal, State, regional, and local governmental agencies to assess the impact of military housing construction on area and community development. Such coordination

will be made in accordance with the IMCOM Intergovernmental Coordination Plan (see AR 210–20). Additionally, commanders must comply with the coordinations required by AR 200–1, AR 405–10, and AR 405–90.

b. All AFH and UPH projects will be properly sited on the installation RPMP, conform with designated land use areas, comply with the real property master planning guidance and requirements prescribed in AR 210–20, and be accurately reflected in the RPI.

c. Consultation should also be made with other organizations cognizant of local housing conditions, such as local housing authorities, real estate boards, home builders associations, chambers of commerce, planning agencies, zoning offices, and building permit issuing agencies.

d. The Military Services shall coordinate housing requirements with local school districts. Budget justification for each construction request shall indicate whether additional public school facilities are required to accommodate an increase in students.

3–78. Construction program cost limitations and approval authorities

To meet the Army's housing needs there are several housing construction programs; each with its unique set of dollar limitations and approval authorities.

a. Family housing. Paragraph 3–12 addresses the limits and authorities for AFH construction and incidental improvements.

b. Unaccompanied personnel housing. The MCA, minor MCA (MMCA), and the OMA minor construction account are addressed in chapters 2 and 4 of this publication.

3–79. Design criteria

a. New and replacement construction and, to the maximum extent possible, construction improvements to existing facilities will comply with DOD Unified Facilities Criteria (UFC) and, as appropriate, the Technical Instructions (TIs) listed below (see TIs at the USACE Web site http://www.hnd.usace.army.mil/techinfo/ti.htm).

(1) UFC 4–721–11.1, Unaccompanied Enlisted Personnel Housing (UEPH) Complexes; UFC 3–120–10, Interior Design; and UFC 3–400–01, Energy Conservation.

(2) UFC 4–721–01A, Barracks Upgrade Program

(3) TI 801–02, Family Housing.

b. The Army Criteria Tracking System (ACTS) is the Army's official repository of consolidated space planning and utilization criteria. The ACTS is an automated application found on the following Web site: https://www.acts.hqda.-pentagon.mil/.

c. The Army has developed a series of standard design/criteria products under the auspices of the Army Facilities Standardization Program. Where available, standard designs/criteria are mandatory for use (see AR 420–1, app G).

d. Improvement projects should be developed to restore deteriorating and failing facilities. Such restoration should bring the facility into conformance with the latest design criteria. However, improvement projects will not be used merely to bring a facility into conformance with the most current new construction design criteria.

e. Installation design standards should be used in facility design development. Installation design guides shall also be used in developing facility designs.

f. Design must be in accord with the approved installation RPMP.

g. Both the design and construction of a facility must comply with design criteria. A request for variance from design standards must be submitted prior to execution through the IMCOM to HQDA (DAIM–FDH).

h. For Family housing, design criteria requires—

(1) Providing a minimum of three bedrooms.

(2) Meeting the GOLD standard of the current sustainability project rating tool (SPiRiT/LEED–H).

(3) Complying with the applicable IDG for the new housing location.

3–80. Family housing construction

a. Construction program.

(1) The AFH construction program consists of two broad categories of construction. The construction of new and replacement Family housing facilities is accomplished under the New Construction Program. The construction improvement (renovation) of existing Family housing facilities is done through the Post Acquisition Construction Program.

(2) Both new construction and improvement projects will include the requirement that 5 percent of the DUs in the project will be accessible, or readily and easily modifiable, for use by persons with disabilities. This requirement must be addressed in all such projects until at least 5 percent of the installations total DU inventory meets accessibility requirements (see para 3–6*c*(5)).

b. New construction (Budget Program 10000000).

(1) The type, category, and quantity of Family housing to be programmed for construction or replacement at an installation is determined by the following:

(a) Army Stationing and Installation Plan (ASIP) strength projections.

(b) Adequacy both of current and projected support in local communities and of existing Government-owned and -controlled housing.

(c) The analyses completed using the procedures outlined in section XIV, and reflected in the DD Form 1523 (Military Family Housing Justification).

(d) Current and projected plans for housing construction under the jurisdiction of various HUD programs (see para (6), below).

(2) The authorized programming limits for the construction of new or replacement Family housing is up to 90 percent of the long-range programmable housing deficit (that is, the authorized projected Family housing requirement minus Family housing assets–both on and off post, both Government-controlled and private market).

(3) Title 10 (10 USC 2826) put in place the requirement that, in the construction, acquisition, and improvement of military Family housing, the room patterns and floor areas of military Family housing in a particular locality shall be similar to room patterns and floor areas of similar housing in the private sector in that locality. The Military Services jointly developed a set of programming guidelines for the sizing of military Family housing new construction. Table 3–18 summarizes these Tri-Service sizing benchmarks by pay grade and number of bedrooms.

(4) The maximum number of bedrooms per DU that may be programmed for Family housing is five.

(5) A survey of the local housing market will be made within the 12 months prior to initial design release. Where substantive changes occur in the local housing market the survey will be updated prior to advertisement for bids with a view toward the acquisition of adequate housing facilities instead of construction.

(6) At locations within the United States where construction of Family housing is planned, the Secretary of the Army will consult in writing with the HUD Secretary to determine the availability of suitable alternate housing before entering into a contract for such construction (see 10 USC 2823).

Table 3–18
Programming benchmarks for sizing Army Family housing new construction

Pay grade	Number of bedrooms	Gross floor area (Square feet/square meters)
General/flag officer (O7 and above)	4	3330 / 310
Senior officer (O6)	4	2520 / 234
Field grade officers (O4 & O5), warrant officers (W4 & W5), and senior NCO (E9)	4 3	2310 / 215 2020 / 188
Company grade officers (O1 through O3), warrant officers (W1 through W3), and senior NCOs (E7 & E8)	5 4 3 2	2510 / 234 2150 / 200 1860 / 173 1490 / 139
Junior NCOs (E5 & E6) and private (E1) through corporal/specialist (E4)	5 4 3 2	2300 / 214 1950 / 181 1630 / 152 1340 / 125

Notes:

[1] The applicable maximum floor area may be increased by 10 percent for the DU of a general or flag officer holding a special command position, for a garrison commander, and for the senior NCO at a military installation. Where there are more than 7,500 heating degree days annually at the installation, the applicable maximum gross floor area may be increased by up to 300 SF (28 SM) for 5–bedroom units, 250 SF (23 SM) for 4–bedroom units, 200 SF (19 SM) for 3–bedroom units, and 150 SF (14 SM) for 2–bedroom units to provide an additional indoor activity room.

[2] IMCOM Region Directors in foreign areas may waive the benchmarks for foreign leases if there are no alternative DUs.

[3] Benchmarks do not apply to DUs in foreign countries constructed or acquired by the Secretary of State for occupancy by members of the armed forces.

[4] Although 2–bedroom units are identified in the table, current Army policy is to construct only 3–bedroom and larger units where new construction is warranted. This policy does not deem existing 2–bedroom units inadequate nor does it change existing policies on housing assignment (see para 3–14*c*) and adequacy standards (see para 3–22*a*).

[5] Refer to glossary for definition and further clarification of gross floor area.

c. Post acquisition (or improvement) construction (Budget Program 60000000).

(1) *Program coverage.*

(a) This program encompasses all improvement projects. It consists of whole neighborhood revitalization projects (including supporting infrastructure) and individual projects for modernization, alteration, additions, expansions, extensions, and ECIP which are not categorized as new construction. It does not include work within the cost limitations for incidental improvements under the Family housing O&M program.

(b) Although generically the same, improvement projects are divided into two groups based on their primary

objectives. Those projects which improve livability are classified as improvement projects; those with the purpose of conserving energy, as ECIP projects. In either case, the total requirement should be addressed. The entire construction improvement need should be programmed whether or not it exceeds the thresholds identified in paragraph 3–12.

(c) The RCI equity contributions for Family housing are funded within the Post Acquisition Construction Program.

(2) *Dwelling unit limitations*.

(a) Development of a post acquisition construction project should not be arbitrarily constrained by DU cost limitations if it is economical in comparison to other options. Projects should be developed using the Planning Guide: Whole Neighborhood Revitalization Program which focuses the planner on considering all required work. Users should request resourcing necessary to meet their needs. Congress must approve both the total program amount for improvements and those individual DU improvement projects whose cost per FY, inclusive of concurrent M&R and incidental improvements (as adjusted by the ACF except for foreign source DU) will equal or exceed the statutory limit (para 3–12).

(b) Two or more DUs to be diverted or converted (combined) into or used as a single DU may not exceed this individual DU statutory limit (see para 3–27*f*).

(c) Headquarters DA (DAIM–FD) may reprogram post acquisition construction projects (except for GFOQ per para 3–102*a*) when—

1. Cumulative costs of projects reprogrammed are equal to or less than the funds appropriated and authorized annually for post acquisition construction.

2. Individual DU project costs are less than or equal to the statutory limitation (as adjusted by the ACF except for foreign source units).

(d) Non-emergency projects which exceed statutory cost limitations must be planned for, programmed, and included as individual line items (that is, separate DD Forms 1391) in the budget submitted to Congress.

(e) Foreign source DUs have a congressionally-imposed administrative funding limitation of $35,000 for three consecutive years which is less than the statutory limit. This limitation is for three years, is absolute, and includes improvements, major M&R, and incidental improvements. If total costs are expected to equal or exceed this limit over a 3–year period, total funding should be requested in one year. The justification for each DU should identify all improvements and major M&R done in the past three years and planned for the following three years. Improvement projects, which exceed the administrative limit ($35,000) but are less than the statutory limit ($50,000) and for which necessary justification was not submitted as part of the program budget, will require congressional notification and a 21–day waiting period prior to contract award.

(3) *Improvements*.

(a) Improvement projects include extensive renovation, expansion, and/or major M&R, and should address entire neighborhoods rather than individual DUs.

1. Whole house revitalization projects should address the comprehensive "whole house" requirements of a DU and its other real property (ORP) ancillary facilities. This whole house concept integrates M&R with improvements and/or ECIP projects to address the total requirements of a DU at one time. Completion of a revitalization project will extend the life of a DU.

2. Insofar as is reasonably possible, whole house revitalization projects that result in a DU size change may approximate the programming benchmarks for sizing AFH new construction set forth in table 3–18 .

3. Whole neighborhood revitalization projects will encompass the "neighborhood," that is, the DUs, supporting infrastructure and recreational facilities, community centers, and energy conservation upgrades to reduce energy costs.

(b) Line Item Improvement Program (LIIP) projects address specific components of a DU (for example, air-conditioning or kitchens) or of an area serving a DU (for example, master utility metering, parking expansion). They are "nonwhole house" projects, which may incidentally address deficiencies in either design criteria or established living standards that have evolved since the DU was constructed or last improved. Unless strongly justified as an exception (for example, remainder of DUs and/or their components meet current standards), LIIP work should be included in a revitalization project.

(c) Maintenance, repair, and improvement activities require use of the same building and construction trades. Effective use of resources warrants that all work on a DU should be done concurrently if possible. This tends to accelerate progress and reduce time the DU is out of service or at a reduced service level. Therefore, to the maximum extent possible, this type of work should be accomplished as part of a revitalization project.

(d) If the scope of a project needs to be curtailed due to insufficient funding, DUs should be deferred as the first priority, then site-related items and associated real property amenities, rather than deleting structural components, quality of construction, or required improvements.

(4) *Energy Conservation Investment Program projects*. These are premised on future savings in energy by virtue of current capital investment. To be accepted for consideration, an ECIP project must have a savings-to-investment ratio equal to or greater than 1.25 and must be amortized in 10 years or less. Congress approves a total program amount for ECIP but limits that total program amount to ECIP projects only. Thus, HQDA may reprogram ECIP funds internally only among ECIP projects within the annual appropriation and authorization.

d. Cost of construction projects.

(1) The approval levels for projects apply only to the funded cost (see DA Pam 420–11). Project funded costs include the following:

(a) All funded costs for construction.

(b) Cost financed from contingency funds.

(c) Government furnished items required by the construction.

(d) Supervision and administration (S&A).

(2) Unfunded costs are not part of the project cost. Examples of unfunded costs are design costs and military labor.

(3) Replacement of unserviceable household equipment is charged to operations funds. Examples include ranges, refrigerators, and portable dishwashers.

(4) All costs connected with master planning, programming, budgeting, and feasibility studies are excluded from the project cost. Use appropriate O&M funds for these costs.

(5) Repair work that could not be reasonably discovered prior to initiating a post acquisition construction project is chargeable to M&R accounts, not to the construction project. However, if an improvement project includes concurrent M&R, both the total cost and the cost of the M&R added are constrained to the cost limitations in paragraph 3–12.

3–81. Unaccompanied personnel housing construction

a. General.

(1) *Requirements*. The UPH construction requirements are based on strength projections from the ASIP and valid requirements documentation prescribed in section XIV.

(2) *Unaccompanied personnel housing programming criteria*.

(a) Permanent party personnel. MCA projects for permanent party personnel will be based only on permanent party requirements. The UPH will not be programmed for the following:

1. Those for whom Family housing is programmable.

2. Sergeants First Class (E7)–staff sergeants (E6) in the United States–and above and officers unless community housing is not available or on-post housing is required due to military necessity. If military necessity dictates, it must apply equally to accompanied Soldiers assigned like duties. Indicate in the requirements documents that the only sergeants first class–staff sergeants (E6) in the United States–and above and officers identified as UPH deficits are those for whom community housing is not available or who are required to live on-post because of military necessity.

3. A Soldier married to a Soldier, both of whom are assigned to the same installation or within commuting distance.

4. Soldiers authorized BAH at the "without dependent" rate assigned duty in CONUS, Alaska, or Hawaii.

(b) Permanent party students. Students attending a course of instruction of 20 weeks or longer, to include personnel attending AIT, are considered permanent party students. Students in TDY status attending a course of instruction of less than 20 weeks are considered transient requirements. These figures are in the ASIP.

(c) Unit integrity allowance.

1. Although a management allowance is recognized for the unit integrity concept at the battalion level or higher, the allowance will not cause the installation's utilization/occupancy rate to fall below 95 percent (para 3–18*d*).

2. The unit integrity concept will not be used when it would require a CNA to be issued.

3. There is no allowance for unit integrity in the programming of UPH.

(d) Trainees. MCA barracks for trainees will be based only on trainee requirements.

1. Personnel attending initial entry training, to include OSUT, are considered trainee requirements. Enlisted personnel attending initial military training (IMT), including BCT, OSUT, AIT, and ASI, are considered trainee requirements.

2. Trainee barracks may be programmed for other students, such as NCO Academy, airborne, and ranger students, at installations where these Soldiers are permanently assigned and required to live in UPH at a centralized training location. The requirement for these Soldiers will be based on the daily average number of students required to reside in UPH.

(3) *Unaccompanied personnel housing programming levels*.

(a) For UPH(PP) the authorized programming level is up to 95 percent of the UPH(PP) programmable deficit (that is, the authorized projected unaccompanied permanent party personnel requirement minus UPH(PP) assets).

(b) For trainee barracks, the authorized programming level is the ASIP billeting load.

(4) *Construction criteria*.

(a) Enlisted unaccompanied personnel housing (CATCD: 72111). The Army Corps of Engineers, Center of Standardization is the Fort Worth District. Contact the Fort Worth District for current construction requirements at CESWF, Center of Standardization, 818 Taylor Street, Fort Worth, TX 76102.

(b) Enlisted barracks, transient training (CATCD: 72114). The Army Corps of Engineers, Center of Standardization is the Louisville District. Contact the Louisville District for current construction requirements at CELRL, Center of Standardization, 600 Martin Luther King Jr. Place, Louisville, KY 40202.

(c) Enlisted barracks, mobilization (CATCD: 72115). The Army Corps of Engineers, Center of Standardization is the Louisville District. Contact the Louisville District for current construction requirements at: CELRL, Center of Standardization, 600 Martin Luther King Jr. Place, Louisville, KY 40202.

(d) Transient UPH, advanced individual trainees (CATCD: 72121). The Army Corps of Engineers, Center of Standardization is the Fort Worth District. Contact the Fort Worth District for current construction requirements at: CESWF, Center of Standardization, 818 Taylor Street, Fort Worth, TX 76102.

(e) Transient unaccompanied personnel housing, advanced skills trainees (CATCD: 72122). The Army Corps of Engineers, Center of Standardization is the Fort Worth District. Contact the Fort Worth District for current construction requirements at CESWF, Center of Standardization, 818 Taylor Street, Fort Worth, TX 76102.

(f) Unaccompanied personnel housing, senior noncommissioned officer (CATCD: 72170). The Army Corps of Engineers, Center of Standardization is the Honolulu District. Contact the Honolulu District for current construction requirements at CEPOH, Center of Standardization, Building 230, Fort Shafter, HI 96858–5440.

(g) Trainee barracks (CATCD: 72181). The Army Corps of Engineers, Center of Standardization is the Fort Worth District. Contact the Fort Worth District for current construction requirements at: CESWF, Center of Standardization, 818 Taylor Street, Fort Worth, TX 76102.

(h) Unaccompanied officers quarters, military (CATCD: 72410). The Army Corps of Engineers, Center of Standardization is the Honolulu District. Contact the Honolulu District for current construction requirements at CEPOH, Center of Standardization, Building 230, Fort Shafter, HI 96858–5440.

b. Unaccompanied personnel housing revitalization.

(1) The key element in the provision of excellent UPH facilities for unaccompanied permanent party Soldiers is the ongoing UPH revitalization effort. It consists of the following programs:

(a) The Whole Barracks Renewal Program (WBRP) which is an MCA funded program primarily for new construction, and

(b) The Barracks Upgrade Program (BUP) which is a centrally-funded OMA program predominantly for major revitalization of VOLAR era barracks and other barracks where it is more cost effective to renovate than replace.

(2) The UPH facilities that require revitalization should be programmed at the earliest opportunity in accord with the Army's Barracks Master Plan (BMP) (see para 3–109 for specifics on the BMP).

(3) New construction will comply with the Army Barracks Standards (see para *a*(4) above). Revitalization should incorporate these same standards and criteria to the maximum feasible extent.

(4) Revitalization planning and programming for UPH should consider the following:

(a) Where there is a UPH deficit, program new construction and dispose of or convert substandard UPH (not upgradeable) as appropriate.

(b) Where substandard UPH (upgradeable) exists and there is a programmable need for the UPH, program modernization to bring the UPH inventory up to or as close as reasonably possible to, current construction design standards and/or program new construction. When the only deficiency in the UPH building is lack of semi-private bath for sergeants (E5)/staff sergeants (E6), who routinely occupy the building in numbers which reflect the unit's grade mix, the building will continue to be carried as upgradeable in the installation's records and will be so noted in the requirements documentation. These assets will be considered as adequate for assignment of all Soldiers in grades corporal/specialist (E4) through private (E1).

(c) Where there is excess adequate UPH, modernization/upgrade will not be programmed unless a plan has been clearly defined which will outline inactivation or conversion actions. This plan must be part of the official installation RPMP, per AR 210–20. The RPMP will clearly define the utilization of the UPH assets (present and future) by building, condition of the UPH buildings to be occupied and those earmarked for inactivation or conversion, and projected time table for completion of all actions. Inactivation means mothballing, control transferred to USAR, ARNG, or ROTC training, or other actions which would preclude use as active duty UPH. This inactivated and converted UPH would not be modernized until such time as it could be shown that the installation's UPH requirements have increased. Final disposition of excess UPH facilities will be determined on a need basis over time.

3–82. Construction planning and programming

a. General.

(1) Planning and programming for Family housing construction will be accomplished per this chapter and chapter 4 of this publication.

(2) Planning and programming for UPH construction and modernization will be done per chapters 2 and 4 of this publication.

b. Planning.

(1) The installation housing manager will—

(a) Participate in the master planning of housing projects and related facilities on the installation.

(b) Be a member of the installation Real Property Planning Board.

(2) Environmental, historical, archaeological, economic, and/or market studies will be started early in the planning process to accommodate long lead time requirement and so as not to incur unnecessary delays in timely programming, design, and execution of construction.

c. Programming procedures for housing construction.

(1) Headquarters DA (DAIM–FD) will provide construction programming and funding level guidance through Army programming guidance and/or Engineer MILCON guidance, and Program and Budget Guidance (PBG). This guidance will address Family housing and UPH.

(2) Installations will prepare their prioritized construction project lists and forward them to the IMCOM using the PAX automated system.

(3) The IMCOM will consolidate and prioritize their subordinate Regions' construction project lists and forward them to HQDA. There are two sets of lists–one for AFH construction projects and one for MCA projects. These lists comprise the future years programs (FYPs). The FYPs are derived from the Capital Investment Strategy of the installation RPMPs and cover the 6-year POM period (see AR 210–20). The FYP identifies specific projects in the first two years and, except for new mission projects and incrementally funded projects, investment streams (budget wedges) for major facility categories in the last four years. The FYP is submitted biennially and updated at least annually and as required on an exception basis. HQDA merges the FYPs submitted by the field into a single list. This list is prioritized by the DCS, G–3/5/7 and approved by Army leadership. This list then becomes the Army's segment of the DOD's FYDP.

(4) Project program documents will be submitted after the program lists have been developed and submitted. The primary document for programming construction projects is the DD Form 1391. Project documentation, supporting documentation, and DD Form 1391 for AFH construction and MCA projects will be submitted electronically using the DD Form 1391 Processor System, a PAX subsystem. Project documentation must include a life-cycle net present value economic cost analysis as specified in paragraph 3–111. These analyses must be available to OSD during the budget review when requested.

(a) The IMCOM will conduct a project review to ensure that requirements are valid, conform to current objectives, policies, and procedures, and that approved project sitings are consistent with the IMCOM-approved installation RPMP. The IMCOM Engineer will certify that all planning and related coordinations have been accomplished on all budget year projects and that the IMCOM has obtained the design agent's certification described in paragraph *(b)*, below.

(b) A USACE subordinate command will review project documentation submitted through the IMCOM Regions for compliance with prescribed standards and criteria and cost engineering requirements. Upon completion of the technical review indicating that sufficient documentation is available to start design, a USACE certification will be completed.

(c) The U.S. Army Information System Engineering Command–Fort Detrick Engineering Directorate (USAISEC–FDED) will review the user provided information systems requirement and cost estimate for technical adequacy and will certify projects to the IMCOM upon completion of the review.

(d) As an alternative to the certification process described in *(a)* through *(c)*, above, a planning charrette will be conducted to develop the DD Form 1391 documentation package. This package will include all necessary certifications/validations for programming the project.

(5) The IMCOM will submit the project documentation, supporting documentation, and DD Form 1391 to HQDA for project review after a project's planning and documentation is complete and certified. Because Congress has mandated accomplishment of a reasonable amount of design on projects before submitting a budget request, a complete DD Form 1391 must be submitted by the IMCOM to HQDA (DAIM–FD) in order to allow lead time for planning and design. This will be done by 1 February, three years prior to the Army's budget submittal (for example, not later than 1 February 2005 for the FY2008 budget). HQDA (DAIM–FD) will use this lead time to convene the HQDA Project Review Board (PRB) and obtain design release. A reasonable amount of design is required not later than the summer prior to the President's budget submission in January.

(6) A project review will be initiated concurrent with receipt of the DD Form 1391 by HQDA and HQUSACE. The principal reviewers are as follows:

(a) Army Family housing construction—

1. Headquarters DA (DAIM–FDH). This review focuses on scope, economic analysis, and design.

2. U.S. Army Corps of Engineers (CECW–EI). This review approves ENG Form 3086 cost estimates.

(b) Military construction, Army—

1. U.S. Army Corps of Engineers (CEMP). This review focuses on scope, costs, and special design requirements. It complements the technical review done by the pertinent USACE division/district.

2. U.S. Army Corps of Engineers (CECW–EI). This review approves ENG Form 3086 cost estimates and examines the economic analyses.

(7) Specific instructions for completing the DD Form 1391 on the automated DD Form 1391 Processor System, to include the standardized tabs for detailed project supporting data, are contained in DA Pam 415–15.

d. Monitoring project status.

(1) Within the PAX system is a subsystem called the Construction Appropriation Programming, Control, and Execution System (CAPCES). It supports the planning, programming, budgeting, and execution of Army construction programs. It provides a mechanism for program management and project tracking by offering a large, comprehensive yet manageable database from which any number of menu-driven or user-designed reports can be generated.

(2) During the life cycle of a construction project, CAPCES may be monitored to ascertain the status of any project

at any time. (The housing manager should have access to CAPCES in his or her office or through the DPW master planning office.) CAPCES highlights projects that are delayed in the system, identifying a general reason for the slowdown and where it is occurring. This information will help to clear projects whose progress in the system has been slowed and will facilitate project approval.

Section XI
Leasing

3–83. Scope

This section sets forth policies, responsibilities, and procedures for administering and executing housing leasing programs.

3–84. Leasing policy

a. Housing leasing programs pertain to the Army's leasing of privately-owned housing for assignment as Government housing to eligible military and DOD civilian employees.

b. Once leased units are accepted, they are assigned and operated like other adequate housing units.

c. Since leased housing units will be designated as Government housing, military residents will forfeit all housing allowances upon occupancy of the leased housing.

d. Leasing programs will be administered within the criteria and cost limitations established by law.

3–85. Responsibilities for leasing

a. The Commander, USACE, will locate, negotiate, and execute housing leases in the United States.

b. The ACSIM will—

(1) Establish management procedures, controls, and reports associated with the housing leasing program.

(2) Allocate Family housing lease authorizations (that is, the number of leases) to the IMCOM Regions.

(3) Obtain congressional clearance as required.

c. The IMCOM Region Directors manage the leasing programs within their respective geographic areas of responsibility. They will—

(1) Determine requirements and develop justification for leasing.

(2) Ensure that criteria are fully met.

(3) Comply with statutory and administrative limitations.

(4) Locate, negotiate, and execute leases in foreign countries within the authority of host nation agreements.

(5) Plan and program for the O&M of leased housing.

(6) Maximize use of Family housing lease authorizations.

d. Garrison commanders participate in the management of the leasing program. They will—

(1) Determine leased housing requirements and program accordingly.

(2) Prepare and submit requests for required leases.

(3) Counsel prospective residents on their obligations, responsibilities, and entitlements upon assignment to leased housing.

(4) Assign and operate leased housing units.

(5) Establish damage reimbursement and repair procedures.

(6) Act as contract administrator when requested.

(7) Prepare utilization reports for occupancy.

e. Residents will meet the responsibilities set forth in section VIII of this chapter.

3–86. Family housing leasing

a. General criteria for leasing.

(1) Family housing may be leased for occupancy by eligible personnel only in areas where—

(a) Adequate private rental housing is not available.

(b) Government-controlled housing within reasonable commuting distance of the duty station (1-hour driving time) is not available.

(2) Authority to approve leases or renewals will not exceed the number of lease authorizations and funds appropriated annually.

(3) Acquisition and disposal of Family housing leases will be per AR 405–10 and AR 405–90.

(4) Leased Family housing will be adequate as to location, condition, size, and additional criteria as outlined in section IV.

(5) The sizing benchmarks in table 3–18 and the criteria for Family bedroom needs in table 3–5 will be used as guides for leasing for all grades.

(a) Deviations from these space limitations may be approved by the ASA(I&E) where housing of such size is unavailable due to local construction patterns.

(b) The ASA (I&E) may approve increases in the sizing benchmarks on a case-by-case basis when such approval is in the best interest of the Government.

1. The ASA (I&E) may increase sizing benchmarks by up to five percent provided that such increase when combined with another authorized increase does not exceed a cumulative increase of 10 percent.

2. The ASA (I&E), in foreign areas, may waive sizing benchmarks if there are no alternative DUs.

(6) A request for alterations, improvements, and repairs must be submitted with valid justification on DD Form 1391 to HQDA (DAIM–FD) for ASA(I&E) approval. These requests must be submitted early enough to allow sufficient time to program BP 194000 leasing funds in the Budget Estimate Submission. Normally, work will be limited to that necessary to provide adequate living accommodations.

(7) All existing leases desired to be retained and requests for additional leasing authority will be justified by completing the appropriate housing support documentation as outlined in section XIV. Any requests for leasing to meet unforeseen needs not provided for in the program also must include such supporting data, if applicable.

b. Domestic leasing.

(1) *Authority*. Leasing of individual Family housing units in the United States is accomplished under the authority of 10 USC 2828.

(2) *Requirement*. Domestic leasing may be undertaken where there is a shortage of adequate housing at or near a military installation and one or more of the following prevail:

(a) The requirement for such housing is temporary.

(b) Leasing would be more cost effective than construction or acquisition of new housing.

(c) Family housing is required for personnel attending Service school academic courses on PCS orders.

(d) Construction of Family housing at such installation has been authorized by law but is not yet completed.

(e) A military construction authorization bill pending in Congress includes a request for authorization of construction of Family housing at such installation.

(3) *Constraints*.

(a) Domestic leasing is a temporary solution to meeting housing needs. As such, domestic leasing—

1. Will be carefully controlled to preclude adversely affecting the local economy.

2. Is limited to areas with large deficits of Family housing for Soldiers.

3. Will be used only until a permanent solution is available, that is, until Government housing programs or the local economy can provide sufficient housing at reasonable cost.

(b) Leasing may be used when the lease cost to the prospective resident would exceed his or her BAH plus the current maximum out-of-pocket costs above allowance. However, the Government leasing agent is permitted to negotiate a Government lease agreement below that amount.

(c) A lease may not be made when the average estimated annual rental for Family housing facilities or related real property exceeds $750,000 during the term of the lease until the Senate and House Armed Services Committees of Congress are given a notification of the facts. A waiting period of 30 days must elapse after the notification.

(d) The Secretary of the Army will provide the Committees on Appropriations of the Senate and House of Representatives a quarterly report on the details of all new and renewal domestic leases entered into during the previous quarter which exceed $12,000 per unit per year, including certification that less expensive housing was not available for lease.

(4) *Special programs*.

(a) Title 10 USC 2835 (formerly 10 USC 801) housing.

1. Title 10 USC 2835 (originally authorized by Section 801, Public Law (PL) 98–115) permits each of the military departments to enter into long-term domestic build-to-lease contracts with third parties for a limited number of housing units. These contracts will provide housing units, either newly constructed or rehabilitated to rental use, built to DOD specifications, near military installations. These contracts may provide for the contractor to operate and maintain the housing facility during the term of the lease. Contracts will not exceed 20 years and the Government has the first right of refusal to acquire the housing.

2. Title 10 Section 2835 housing is limited to places where a substantial deficit exists and economic analysis shows build-to-lease the most economic alternative. Analysis setting the cost ceiling must be submitted to the Congress prior to advertising for proposals. Prior to entering into a lease, an EA which shows the build-to-lease alternative most economic must be forwarded to Congress and a period of 21 calendar days elapsed following the date on which the EA is received by the appropriate committees of Congress.

3. A 10 USC 2835 lease may include provision for the lease of a child care center, civic center building, and similar type buildings constructed for the support of Family housing.

4. Since 10 USC 2835 housing is Government-controlled, BAH and other housing allowances will be forfeited. Assignment policy is specified in section III.

(b) Title 10 USC 2836 (formerly 10 USC 802) housing.

1. Title 10 USC 2836 (originally authorized by Section 802, PL 98–115) permits each military department to enter into a limited number of agreements which guarantee rentals to a third party, that is rental guarantee housing (RGH). These agreements will provide housing units, newly constructed or rehabilitated to rental use. The housing units will be built to local codes and criteria or, at the Government's discretion, to DOD specifications, on or near military installations. An agreement may not assure the occupancy of more than 97 percent of the units constructed under the agreement. An agreement may not be for a term in excess of 25 years. The agreement may not be renewed unless the project is on Government-owned land, in which case the renewal period may not exceed the original contract term. Priority of renters is military families, single service members, eligible DOD civilians, and other civilians. Rental rates must be in the affordability range of potential renters and may be permitted to escalate.

2. Should the owner not be able to sustain the agreed to percentage occupancy rate, the Government will pay the difference between the shelter rents collectable at the agreed to percentage and those collected at the actual occupancy percentage. The Government will not assure more than an amount equivalent to the shelter rent of the housing units determined on the basis of amortizing initial construction costs.

3. Prior to entering into an agreement, an EA, demonstrating that the proposed agreement is cost-effective when compared with alternatives, must be sent to the appropriate committees of Congress and a period of 21 calendar days must have expired following the date on which the EA was received by those committees.

4. A 10 USC 2836 agreement may provide for the rental of a child care center, civic center building, and similar type buildings constructed for the support of Family housing.

5. A 10 USC 2836 agreement may only be entered into if existing military-controlled housing at all installations in the commuting area (except for a new installation or an installation for which there is projected a significant increase in the number of families due to an increase in the number of authorized personnel) has exceeded 97 percent use for a period of not less than 18 consecutive months immediately preceding the date on which the agreement is entered into, excluding units temporarily inactivated for major repair or improvements.

6. A 10 USC 2836 agreement will provide for priority of occupancy for military families.

7. Since these are private rentals, Soldiers will receive BAH and other authorized housing allowances. Also, all applications for RGH are voluntary; there are no mandatory assignments to RGH.

c. Foreign leasing.

(1) Leasing of Family housing in foreign countries is accomplished under the authority contained in 10 USC 2828.

(2) Foreign leasing may be undertaken—

(a) Where there is a shortage of adequate housing at or near a military installation and one or more of the following prevail:

1. The requirement for such housing is temporary.

2. Leasing would be more cost-effective than construction or acquisition of new housing.

3. Construction of Family housing at such installation has been authorized by law but is not yet completed.

4. A military construction authorization bill pending in Congress includes a request for authorization of construction of Family housing at such installation.

(b) For incumbents of special command positions (as determined by the Director of Administration and Management (OSD) (see para 3–98*b*).

(c) In countries where excessive costs of housing or other lease terms would cause undue hardship on DOD personnel.

(d) Where local restrictions preclude individual leases to U.S. military or civilian personnel.

(3) The programming limit for foreign leasing is set at up to 90 percent of the long-range programmable housing deficit.

(4) An EA using the standardized set of assumptions and formats in DA Pam 210–6 must show that it is more beneficial to lease than to construct. When leasing is the only alternative for acquisition of housing, submit an EA fact sheet (see para 3–111b(5)).

(5) Leasing of housing units in foreign countries may be for any period not in excess of 10 years (15 years in Korea). The costs of such leases for any year may be paid out of annual appropriations for that year.

(6) Buy-out clauses must be included in all lease agreements for newly constructed facilities of 10 units or more.

(7) A lease cap must be established for each location where high-cost leased units exist. The highest cost leasehold in the area is the cap that is reported to Congress annually. Requests for new or renewal leases that do not exceed the cap established for that country will be submitted to HQDA (DAIM–FDH) for approval.

(8) A lease may not be made where the average estimated annual rental for Family housing facilities or related real property exceeds $500,000 during the term of the lease until the appropriate committees of Congress are given a notification of the facts and a period of 21 days elapses after the notification is received by those committee.

(9) Any alterations, repairs, or additions to foreign leased units will be limited to that work necessary to provide adequate living accommodations. The cost of such work will not exceed 25 percent (absolute) of the first year's annual rental. Requests for alterations, improvements, and repairs must be submitted with valid justification on DD Form 1391

to HQDA (DAIM–FDH) for OASA (I&E) approval. Allow sufficient time to program BP 194000 leasing funds in the Budget Estimates Submission.

(10) Where it is in the best interest of the U.S. Government, advance rental payments may be made in foreign areas as necessary to comply with law or local custom (10 USC 2396).

(11) All requests for new, renewed, or canceled high cost foreign leases must be accompanied by a DD Form 2643 (High Cost Foreign Lease) (see para 3–131*b*).

(12) All leased units designated for or occupied by general or flag officers must meet the criteria and reporting conditions of section XIII.

d. Department of State housing pools.

(1) The Secretary of the Army and the Secretary of State may agree to house Soldiers in Department of State provided housing (Embassy housing) in foreign areas on a reimbursable basis.

(2) Leases entered into under these agreements will not be counted against the Army's high-cost foreign lease limitations.

e. Limitations on leasing.

(1) *Statutory*. Congress has established by law certain limitations on leasing. These limitations, which pertain to costs and numbers of housing units, are subject to being changed by public laws.

(a) Maximum annual rental for a domestic Family housing unit (including the cost of utilities, maintenance, and operations) is $12,000. Rental costs between $12,000 and $14,000 are considered "high cost" domestic leases and require special authorization. The domestic lease limitations are adjusted on an annual basis by the percentage by which the national average monthly cost of housing (as calculated for purposes of determining BAH rates under 37 USC 403) for the preceding FY exceeds the national average monthly cost of housing (as so calculated) for the FY before such preceding FY.

(b) The Secretary of the Army may lease not more than eight housing units in the vicinity of Miami, Florida for key and essential personnel, as designated by the Secretary, for the United States Southern Command for which the expenditure for the rental of such units (including the cost of utilities, maintenance, and operation, including security enhancements) exceeds the expenditure limitations in (a) above. The maximum aggregate amount for these leases is adjusted annually by the percentage by which the annual average cost of housing for the Miami Military Housing Area (as calculated for purposes of determining BAH rates under 37 USC 403) for the preceding FY exceeds the annual average cost of housing for the Miami Military Housing Area (as so calculated) for the FY before the preceding FY. The total amount for all such leases may not exceed the amount per year set forth in 10 USC 2828 and the term of any such lease may not exceed five years.

(c) Maximum annual rental for a foreign Family housing unit (including the cost of utilities, maintenance, and operations) is $20,000 as adjusted for currency fluctuation as of 1 October 1987 and by the percentage by which the Consumer Price Index for All Urban Consumers for the prior FY exceeds such CPI for the FY preceding the prior FY. Those which exceed this amount are classified as "high cost" foreign leases and require special authorization.

(d) Maximum rental per year for Family housing facilities, or for real property related to Family housing facilities, leased under a single lease contract without prior notification to the Congress is as follows:

1. For domestic leases, $750,000 (10 USC 2662).

2. For foreign leases, $500,000 (10 USC 2828).

(e) Report to appropriate congressional committees annually on all individual transactions for real property in the United States costing between $250,000 and $750,000 (10 USC 2662(b)).

(f) Administrative. Congress has also issued the following administrative instructions which are directive in nature:

1. Provide to Congress, semiannually, a list of countries in which the Army has high cost leaseholds, identifying the highest cost lease in each country by city and cost. When a proposed lease in a country exceeds the highest cost lease reported for that country, notify the appropriate congressional committees 21 days prior to entering into the lease.

2. Perform an economic analysis of all new foreign lease and build-to-lease agreements for more than 25 units and make it available to the appropriate committees.

3. Include a buy-out provision in any newly constructed foreign build-to-lease agreement for 10 or more units.

(2) *Costing guidance*. To adhere to statutory cost limitations on leasing, the following applies:

(a) Include costs as follows:

1. Basic shelter rent.

2. Maintenance when not provided by the lessor.

3. M&R of Government-owned furnishings.

4. Utilities when not provided by the lessor.

5. Services, such as refuse collection, if separately contracted by the Government.

(b) Exclude costs as follows:

1. Initial make-ready costs, including provision of Government-owned furnishings. (These start-up costs will not exceed 25 percent of the first year's annual rental.)

2. Any pro rata share of costs for installation services such as refuse collection and fire and police protection.

3. Administrative costs such as assignment, travel, and inspection by installation personnel.

4. Costs above installation level such as costs attributable to USACE engineer districts and other command levels for personnel, travel, inspection, and so forth.

5. Reimbursements to the Department of State for Foreign Affairs Administrative Support costs.

(3) *Private supplementation of lease costs*. Military sponsors are not permitted to supplement the amount paid by the Government to the lessor for a leased unit.

f. Build-to-lease.

(1) *Concept*. Developers will construct Family housing on the basis of an agreement with the U.S. Government to lease such housing when it is completed. The Army will assign the leased units as Government housing to eligible personnel who will forfeit all housing allowances. Build-to-lease will be pursued only when there is no other housing, existing or being developed, available for use as Government housing.

(2) *Domestic*. Build-to-lease contracts may be approved when build-to-lease is shown to be more cost effective than military construction (see para 3–86*b*(4)*(a)*).

(3) *Foreign*. Build-to-lease is a means of meeting Family housing requirements in foreign countries. While procedures for securing approval for build-to-lease are essentially the same as for leasing existing units, great care must be taken in developing a build-to-lease solution. Build-to-lease requires new construction on the local economy. Thus, exploratory actions are necessary to develop information on the potential for build-to-lease as a basis for recommending a program. Caution must be exercised to ensure that developers do not construe such exploratory action as being based on an approved project, to the point that the housing development is started solely in anticipation of authority for the U.S. Government to lease the resulting Family housing.

g. Leasing process. The leasing process entails several steps. These steps are generally as follows:

(1) Identify a need and substantiate it to HQDA (DAIM–FDH), 600 Army Pentagon, Washington, DC 20310–0600 with housing support documentation as described in section XIV.

(2) Program and budget for lease requirement.

(3) Initiate Title 10 action (see para 3–86*h*), if required, and notify congressional committees as necessary.

(4) Ensure lease request is within statutory limits.

(5) Execute when all previous steps are favorably concluded. (HQDA approves for execution; IMCOM Regions and installations participate with USACE in execution.)

h. Congressional notification.

(1) Lease proposals for either new leases or lease renewals whose average estimated annual rental exceeds $750,000 for domestic or $500,000 for foreign leases require prior congressional clearance under Title 10. This involves submitting to the Senate and House Armed Services Committees acquisition reports (commonly called Title 10 reports) for both foreign and domestic proposals and to the Appropriations Committees of the House and Senate for foreign proposals.

(2) Leases will not be split or incrementally executed for the purpose of avoiding the congressional reporting requirement. Further, several leases with the same lessor, in the same vicinity, offered within a reasonably close period of time, for accomplishment of the same objective, should be combined for the purpose of congressional reporting. Congressional reports should not be submitted for the entire community deficit unless they meet these same conditions.

(3) To permit for timely processing (to include review, ASA (I&E) approval, preparation for testimony, and congressional clearance), draft congressional reports should be submitted to Commander, USACE, ATTN: CERE–AM, 441 G Street, NW, Washington, DC 20314–1000, together with full justification at least 6 months (for new leases) and 9 months (for renewal leases) in advance of the date when approval is required. Full justification must include an economic analysis. However, where leasing is the only alternative, submit an EA fact sheet per paragraph 3–111b(5).

(4) A lease proposal may not be cleared by the appropriate committees unless the actual lease rental is within the parameters established by the sensitivity portion of the economic analysis. Where the actual rental exceeds 15 percent of the estimated rental set forth in the relevant congressional report or where there is substantial deviation in other material factors, such facts are to be reported to the Commander, USACE, ATTN: CERE–AM, 441 G Street, NW, Washington, DC 20314–1000, for a determination as to whether a revised congressional report should be submitted.

3–87. Unaccompanied personnel housing leasing

a. Leasing considerations.

(1) Process lease requests per AR 405–10.

(2) The authority to lease will not be used to circumvent proper planning for construction or other acquisition alternatives.

(3) Factor the space adequacy criteria in table 3–9 into the decisionmaking process. Use multiple occupancy if possible and appropriate.

(4) Leased housing supplements Government-owned housing and will have the same status with respect to its assignment to individuals. Assignment orders to leased housing will be published using the same procedure as for assignment to Government-owned facilities.

(5) To the extent possible, furnished UPH will be acquired. If unfurnished units are secured, Government-owned or -leased furnishings will be provided.

(6) Leased housing will not exceed DOD construction criteria except housing units may include kitchens or kitchenettes.

b. Lease costs.

(1) Lease costs will include the following:

(a) Basic rent for the housing, including furnishings.

(b) Utilities such as water, gas, sewage, and electricity (excluding telephone) and services such as trash collection when not included in the rental fee. When it is not feasible to include utilities and services in lease costs and these charges are billed separately to the Government, an estimate of the expected monthly charges for each utility and service will be used to calculate total costs.

(2) Costs for leases are chargeable to the base operations account if the financing is by the host installation. Leasing costs financed by a tenant are mission costs. The functional category of expense is described in DFAS–IN Manual 37–100–FY.

Section XII
Mobile Home Parks

3–88. Scope

a. This section establishes policy, defines responsibilities, and provides guidance for mobile home park (MHP) facilities on Army installations. It applies to—

(1) Government-owned MHP.

(2) Government-owned, contractor-operated MHP.

(3) Contractor-owned and -operated MHP on Government land.

b. The term "mobile home" is synonymous with the term "manufactured home" (see glossary).

3–89. Mobile home park policy

a. The MHP provided for mobile homes not owned by the Government will not be considered to be quarters (37 USC 403(k)).

b. The MHP requirements will be determined by housing needs identified in accord with the procedures and analyses described in section XIV.

c. If required, Government-owned MHP will be programmed in the Family housing future years construction program.

d. An MHP facility must amortize its construction costs over a 25-year period beginning with the completion of such construction (37 USC 403(k)).

e. All installation costs associated with MHP will be included in the established rental rates.

f. The MHP space assignments will be on a first-come first-served basis, irrespective of grade.

g. Maintenance standards will be established to ensure an attractive appearance of MHP immediate and surrounding areas.

h. A mobile home is a mobile dwelling constructed and intended for use as a permanent residence and designed to be moved overland by towing. For purposes of this regulation, a mobile home does not include—

(1) A privately-owned or -leased bus or rail car converted for use as a residence.

(2) A boat which is used as a place of residence.

(3) Recreational vehicles or travel trailers, truck campers, or 5th wheels, either self-propelled or designed to be moved overland by towing.

3–90. Moving expense guidance

a. Moves between Government-controlled housing and MHP during the same tour of duty may be authorized by the garrison commander. The sponsor will bear the costs of voluntary moves; the Government, the costs of Government-directed moves.

b. Allowable costs for Soldiers incident to PCS (for example, temporary storage costs and local moves) are contained in the JFTR.

3–91. Government-owned mobile home parks

a. Eligibility.

(1) All Soldiers with accompanying Family members and key and essential DOD civilians with accompanying Family members are eligible for assignment to available MHP spaces.

(2) Unaccompanied Soldiers and DOD civilians who are not key and essential may be assigned to MHP facilities on a space available basis.

(3) Personnel occupying adequate Government housing will not terminate such occupancy to reside in an on-post MHP if this will result in Government housing remaining vacant.

b. Responsibilities for mobile home parks. The garrison commander and the MHP resident share responsibility for the MHP.

(1) The garrison commander will—

(a) Ensure MHP spaces are in good condition and fully livable at the time of assignment.

(b) Ensure maintenance activities conform with the AWP and, to the extent practicable, contribute to environmental enhancement and installation attractiveness.

(c) Ensure residents receive written instructions on their responsibilities and fulfill their responsibilities to include participation in the self-help program for the MHP space and ORP. Self-help does not extend to privately-owned or -leased mobile homes.

(d) Ensure the Government's investment in the MHP is protected.

(e) Ensure a pest eradication and control program is in force for MHP areas external to the resident-owned mobile homes.

(f) Ensure a continuing program for conserving utilities is enforced.

(g) Ensure action is taken when loss or damage of Government-owned property occurs as a result of resident negligence or willful misconduct.

(h) Ensure boundaries are set which clearly mark the extent of grounds assigned to each resident for use and maintenance. The boundaries correspond generally to the limits of the logical yard for each MHP space, but will extend normally not more than 50 feet from the mobile home. The installation will maintain the grounds outside these boundaries.

(i) Ensure MHP spaces are assigned, reassigned, and terminated.

(j) Ensure waiting lists are established and maintained.

(k) Ensure MHP spaces are inspected. This includes assignment, termination, resident maintenance of grounds, installation, utility connections, and other special inspections as required.

(l) Ensure spouses and Family members are counseled concerning standards of conduct, care of property, and availability of assistance in resolving complaints.

(m) Ensure records of MHP activities required by this regulation are maintained. This includes—

1. Leases and notices of revocation and termination.

2. Records of rental, utility, and operating service charges billed and collected.

(2) Residents will—

(a) Accomplish self-help tasks of the kind normally expected of tenants in private housing. These include—

1. Maintenance and repair of resident-owned mobile home.

2. Pest control for interior of mobile home.

3. Related servicing for the resident-owned or -leased mobile home.

4. Care of Government property.

5. Maintenance of grounds within assigned area.

6. Placement of refuse containers at curbside or other stated place for pickup on collection day.

7. Repairing all damage caused by pets.

8. Taking necessary action to prevent and report fires.

9. Blocking, leveling, anchoring, and skirting of resident-owned or -leased mobile home. The mobile home will be anchored when it is blocked and leveled. Skirting must be done within 30 calendar days of assignment. The resident will provide any materials necessary to accomplish these tasks.

10. Connecting utilities to existing facilities (at resident expense).

(b) Obtain approval of the DPW prior to installing any additions or accessories exterior to the mobile home and within the MHP space.

(c) Return, upon clearing an MHP, the MHP space and immediate area in a clean, orderly, undamaged condition per the standards set by the garrison commander.

c. Application procedures. Applications for assignment to MHP space will be made through the housing office. Procedures established in section III apply.

d. Waiting list.

(1) A separate waiting list will be maintained for MHP spaces.

(2) Eligible personnel occupying an MHP space may keep their names on the appropriate Government housing waiting list at the same installation. Their position on this waiting list will be according to their original eligibility date as established per paragraph 3–14g.

(3) Personnel may be placed on the MHP space waiting list even if an individual does not currently own a mobile home. However, the individual must be ready to accept assignment of and use a space when offered or be placed at the

bottom of the waiting list. When the individual reaches the top of the list the second time, the applicant must move a mobile home onto the space or have his or her name removed from the list for 90 days.

e. Assignment policies and procedures.

(1) The garrison commander grants and revokes leases for use of MHP spaces for privately-owned or -leased mobile homes.

(2) Each MHP rental space will be supported by a DA Form 373–R (DA Lease of Trailer Site) executed by the garrison commander and the MHP space lessee. The lease will cover a specified period of time and will contain renewal options. The period of each lease or lease renewal will not exceed one year.

(3) The housing office will prepare and file the original lease. One copy will be given to the lessee.

(4) The lessee will indicate the choice of mid-month or end-of-month payment options on the lease.

(5) Multiple occupancy, sub-renting, or sub-leasing is prohibited. Should the mobile home be sold, removal from the MHP may be required depending upon the length of the waiting list and the status of the purchaser. The garrison commander will make the determination.

f. Retention and termination.

(1) Personnel occupying MHP spaces are permitted to retain those spaces when any of the conditions listed in paragraphs 3–16b and c prevails.

(2) The garrison commander may revoke a lease on a minimum of 30 days prior notice for any of the following reasons:

(a) Nonpayment of rent.

(b) Breach of any conditions of the lease.

(c) Extended absence from the mobile home for reasons other than leave, TDY, participation in field exercises, and so forth.

(d) Base closure.

(e) Where any of the conditions listed in paragraphs 3–16a or d exists.

(3) The housing office will retain the original notice of revocation (written letter) and give one copy to the lessee.

(4) A lessee who intends to terminate his or her lease will give one copy of advance termination notice to the housing manager and keep one copy for personal records. This termination notice should be given as early as possible but under normal circumstances not later than 30 days prior to expected termination date.

(5) A Soldier who is officially directed by the garrison commander concerned to vacate for cause the premises on which the mobile home is located is entitled to reimbursement for the expenses incurred in moving the mobile home to another site in the vicinity of the installation. Reimbursable expenses include those necessary to prepare the mobile home for transportation and the move itself. Hook-up costs at the new site will be at resident's expense.

g. Rental and operating service charges.

(1) *Rent for the MHP space*.

(a) The cost for construction of MHP facilities must be amortized from rental charges over a period of 25 years beginning with the completion of construction.

(b) The cost of subsequent improvement and major repair projects must also be included in the rent for the MHP space. The costs of such projects will be divided by 300 (25 years X 12 months per year) and added to the existing monthly space rent.

(c) The requirement to amortize the cost of construction and subsequent improvements and major repairs expires at the end of the 25-year period regardless of the percent of occupancy or the amount of rent collected.

(d) Where a portion of an MHP is inactivated, no adjustment will be made in the rents of the remaining residents.

(e) When an installation with an existing MHP acquires additional spaces or improves existing spaces, separate rental fees amortizing new construction and improvement costs must be established.

(f) The housing manager must retain records for amortizing new construction, improvement, and major repair costs until disposal of the MHP. During the life of the park, the housing manager must be able to demonstrate that all costs are recovered from MHP users.

(g) The formula for determining monthly space rent is shown at equation "(1)" in figure 3–5.

$$(1) \quad R = ((C / T) / 300)^{*} + ((I / T) / 300)^{*} + ((M / T) / 300)^{*}$$

$$(2) \quad S = (u + s + m + r + o) / a$$

$$(3) \quad B = R + S + u$$

Where:

R	=	MHP space rent per month
C	=	cost of initial construction project
T	=	total number of MHP spaces affected by project
I	=	cost of improvement project
M	=	cost of major M&R project
S	=	operating service charges for month
u	=	cost of utilities (where utilities charges are individually metered by MHP space, their costs will be excluded from formula (2) and added directly to formula (3), or, if billed directly to the occupant, omitted from both formulas)
s	=	cost of operating services
m	=	cost of MHP management (assume 50 percent less management effort required for an MHP space than for a family housing dwelling unit)
r	=	cost of minor M&R
o	=	cost of other operations requirements
a	=	projected average number of occupied spaces
B	=	total monthly cost to be billed to lessee (round to the next highest dollar)

* Use a like term for each separate new construction, improvement, and major M&R project. As each project is amortized, delete it from the equation.

Figure 3–5. Determination of mobile home park space rental and operating service charges

(2) *Operating service charges*.

(a) Monthly charges will recoup the cost to the Government for utilities, services, operations, management, and maintenance including common grounds, streets, and other real property serving the MHP exclusively.

(b) Utilities for new MHP spaces will be individually metered. Utilities for existing MHP spaces will be area metered at the MHP boundary (until individual meters are installed) and prorated to residents based on cost to the Government. Individual meters should be programmed for installation as early as practicable using either maintenance or construction improvement funds as appropriate.

(c) The service charge for MHP O&M represents a pro rata share to each lessee of projected charges for the next fiscal year. This charge is based on actual cumulative prior year O&M charges.

(d) The installation will make a detailed review of existing charges and projected costs at least annually to ascertain their adequacy. Coincident with the annual POM/BES data input submission, a recommendation for continuance of existing charges or a request for increases or decreases will be submitted to the IMCOM. When a rate increase has

been approved, the lessee will be given a minimum of 30 days advance written notice prior to the effective date of the rate increase.

(e) The formula for determining monthly operating service charges is shown at equation "(2)" in figure 3–5.

(3) *Total rents and charges*. The formula for determining total monthly costs to be billed users of MHP spaces is shown at equation "(3)" in figure 3–5. Total costs will be rounded to the next highest dollar.

(4) *Maintenance and repair*. Maintenance and repair associated with MHP are confined to care of common areas, upkeep of utility lines, repair of roads and paved areas, and repair and upkeep of structures associated with the MHP.

(5) *Repair and improvement projects*. Procedures for the submission of repair and improvement projects are as set forth in sections VII and X, respectively. The whole site concept must be used in the formulation of these projects. The cost limitations and approval authorities prescribed in paragraph 3–12 apply to MHP facilities.

(6) *Rental payments*. The housing manager will establish procedures for MHP lessees departing the installation to ensure payment of monthly rent and charges prior to installation clearance. Procedures will also address departing lessees whose families are to remain in the MHP.

(7) *Disposition of collections*. Rents and charges will be collected by the local OPLOC/FAO and transferred into the AFH account (see para 3–10*b*).

h. Programming.

(1) MHP facilities are classified as Family housing other real property.

(2) Guidance for programming both construction of new MHP and improvements to existing MHP is outlined in section X.

(3) Guidance for programming maintenance and repair projects is outlined in section VII.

(4) Enlargement of MHP may be programmed as new construction or major improvement.

(5) MHP may be improved through projects accomplished using improvement funds or incidental improvement funds.

(6) A proposal to construct or expand an MHP must be assessed for potential environmental impact.

i. Construction.

(1) *Engineering standards*. The DPW prescribes criteria pertaining to MHP, including roads and grounds, pads, blocking, bracing, anchoring, other supporting facilities, installed utilities, fixtures, and equipment in MHP and adjacent areas.

(2) *Local governing bodies and standards*. The garrison commander should consider local codes and standards. Government-owned MHP should be of a standard equal to or better than privately-owned parks in the community.

(3) *Utilities*. Aerial utilities detract from the residential appearance of the MHP. To the extent feasible, all utilities will be underground.

(4) *Construction criteria*. Construction criteria applicable to new construction of and improvements to MHP are as follows:

(a) Mandatory criteria—

1. Roadways designed for wheel loading of trucks pulling mobile homes.

2. Individual meters for utilities (new construction and major upgrades).

3. Patio (one per MHP space).

4. Trash receptacles, except dumpsters.

5. Central gang mailboxes (lockable).

6. Individual storage facility (one per MHP space).

7. Landscaping.

8. Parking (two vehicles per MHP space).

9. Anchors.

10. Sidewalks.

11. CATV or M/CATV, where commercial television reception is unavailable.

12. Exterior telephone service.

(b) Authorized items—

1. Picnic areas.

2. Playground and tot lots.

3. Recreation area (without swimming pool).

4. Bicycle and walking paths.

5. Perimeter fencing (enhancement only, not security).

(c) Unauthorized items—

1. Swimming pools.

2. Self-help facility.

3. Laundry facility.

4. Master meters.

j. Standards.

(1) MHP spaces and associated ORP are subject to inspections in the same manner as are DUs (see sec VIII).

(2) Prospective MHP residents will be advised that—

(a) Privately-owned and -leased mobile homes must meet the criteria set forth in paragraph 3–92.

(b) Mobile homes must be maintained in a good state of repair and appearance.

(c) Mobile homes are subject to periodic inspections for compliance with health and safety standards per the terms of the lease dealing with inspections.

(3) Occupancy may be denied if MHP spaces have size or utility system limits that preclude siting certain types of mobile homes.

(4) Utility company or installation personnel will perform utility connections at the expense of the resident.

(5) Any connection, installation, or inspection charges or other expenses associated with setting up the mobile home are the responsibility of the resident.

(6) Special instructions or handbooks for MHP space residents should be provided to residents upon assignment of an MHP space. Instructions should cover tie-down requirements, skirting, privately-owned storage sheds, patios, screened porches, fencing, grounds care, recreation areas, parking, maintenance, services, pets, self-help, and so forth. Residents should also be informed of the procedures governing the collection of rents and charges, the services included in the rent, and the services which may incur additional charges such as telephone installation.

k. Enforcement of standards.

(1) The garrison commander is responsible for the enforcement of the standards for mobile homes located in the installation's MHP. Mobile homes not meeting the appropriate code (see para 3–92b) and installation standards and requirements will not be assigned MHP space. No exceptions will be granted.

(2) The garrison commander may impose additional reasonable requirements.

l. Inactivation of mobile home parks.

(1) Inactivation of an MHP must be approved by HQDA (DAIM–FDH), 600 Army Pentagon, Washington, DC 20310–0600.

(2) When approval is given to inactivate an MHP, the following procedures will be observed:

(a) Set an initial date for beginning the closure action.

(b) Make no new assignments after that date.

(c) Set a final date for completion of the closing action.

(d) Vacate all spaces, using attrition as much as possible, on or before the final closing date.

3–92. Resident-owned or resident-leased mobile homes

a. Policy. Resident-owned or -leased mobile homes will meet minimum health and safety standards to qualify for space assignment in Army MHP. The garrison commander will establish inspection procedures to ensure compliance with standards in paragraph 3–92*b*.

b. Construction and safety standards.

(1) Singlewide mobile homes must contain a minimum of 400 square feet (37.2 square meters) and not exceed 16 feet (4.88 meters) in width.

(2) Doublewide mobile homes must contain a minimum of 1100 square feet (102.2 square meters) and not exceed 32 feet (9.75 meters) in width.

(3) Mobile homes manufactured prior to 15 June 1976 must comply with the standards established by the American National Standards Institute (ANSI) and the National Fire Protection Association (NFPA).

(4) Mobile homes manufactured on or after 15 June 1976 are required to be built to the National Manufactured Housing Construction and Safety Standards (HUD code) in effect on the date of manufacture. All construction and safety standards included in the HUD code preempt state and local regulations.

(5) Mobile homes must be provided with ground anchors and tie-downs to protect units, awnings, storage sheds, and other accessories from high winds.

(6) Mobile homes must be equipped with smoke detectors.

(7) Standards listed above will be checked during the MHP space assignment check-in inspection. Failure to meet standards will result in a denial for occupancy until standards are met.

3–93. Contractor-owned and contractor-operated mobile home parks on Government land

a. Policy on contractor mobile home park.

(1) Contractor-owned and -operated MHP are not Government housing for assignment or housing allowance purposes.

(2) The garrison commander may refer personnel on housing waiting lists to contractor-owned and -operated MHP for possible rental on a voluntary basis.

(3) The Government will not be a party to any lease, rental agreement, or purchase contract between the contractor and the tenant.

(4) The Government has the right to review and approve the contractor's standard rental agreement and any changes thereto prior to the initial leasing of any MHP spaces under the agreement or any change thereto.

b. Responsibilities for contractor mobile home park.

(1) The USACE District Engineer will—

(a) Execute the land lease and monitor compliance with its terms.

(b) Review and approve the standard rental agreement between the contractor and tenant.

(c) Approve contractor-proposed rental rate increases.

(2) The garrison commander will—

(a) Receive applications, maintain waiting lists, and certify eligibility of prospective tenants to the contractor. In the event no military personnel are referred to the contractor within 30 days after receipt of written notice from the contractor that a unit or units are available, the contractor may lease to other than military personnel as specified in the contract agreement with the Government.

(b) Monitor the appearance of the MHP facility and the conduct of the residents.

(c) Assist the District Engineer in the formulation of the land lease and the execution of the District Engineer's responsibilities.

(d) Develop, in conjunction with the District Engineer and the contractor, appropriate contractual agreements, memorandums of understanding or agreement, or joint standing operating procedures (SOP) concerning the operation, maintenance and repair, appearance, settlement of tenant disputes and problems, evictions, and any other items of mutual beneficial interest.

(3) The contractor will provide, maintain, and operate an MHP facility on the installation as specified in the terms of the land lease and any contractual agreements, memorandums of understanding or agreement, or joint SOP.

(4) The resident will comply with the terms of the rental or purchase agreement with the contractor and with the terms of any contractual agreements, joint memorandums, or joint SOP between the garrison commander and the contractor.

c. Controls. Resident, contractor, and Government satisfaction with the contractor-owned and -operated MHP can be ensured by proper controls. These include—

(1) A well prepared land lease.

(2) Accurate and mutually understood contractual agreements, memorandum, or joint SOP (see *b*(2)*(d)*, above).

(3) Strict adherence to and enforcement of the provisions of paragraphs (1) and (2), above.

Section XIII
General/Flag Officer's Quarters

3–94. Scope

While the provisions of other sections of this chapter also pertain to GFOQ, this section prescribes policies, procedures, and responsibilities which apply uniquely to furnishing, operating, maintaining, repairing, and improving GFOQ.

3–95. Background

a. Many GFOQ are older and larger than the vast majority of the Army's Family housing inventory. Many are also historic or architecturally significant, or both. These factors tend to drive up the costs of operating and maintaining these units. GFOQ are the most expensive Family housing units in the inventory. The average annual cost of operating and maintaining a set of GFOQ is generally more than three times the worldwide DU average for the total Family housing inventory.

b. The GFOQ cost reports are closely scrutinized. Congress has expressed a special interest in the matter and is requiring more detailed reviews of GFOQ costs in the budget approval process. Costs are reported annually to Congress. These reviews are intended to ensure that Family housing funds are being put to best use.

3–96. General policies for general/flag officer's quarters

a. The GFOQ will be managed economically considering the age and condition of the housing and the representational responsibilities of the residents. In general, decisions should be made using the "prudent landlord" concept; that is, would a prudent landlord in the private sector accomplish the proposed action? This policy applies to the maintenance, repair, and improvement of the DU and associated grounds and other real property, and to the provision, maintenance, repair, and replacement of furnishings.

b. The high O&M costs associated with GFOQ demand special attention to assure all reasonable economies. While an alternative to high cost is replacement, the criteria for replacing such housing are restrictive. Thus, it is essential that all who have a role in the operation and maintenance of such housing exert maximum effort on preserving these housing facilities, particularly those linked to our heritage.

c. Self-help by GFOQ residents is in concert with the "prudent landlord" concept. It is strongly encouraged.

d. The O&M costs will be monitored. Where such costs are consistently above the average for all GFOQ, alternatives such as disposal, diversion, reallocation, conversion, redesignation, major repair, modernization, upgrade, improvement, or replacement should be considered. An economic analysis should be used to aid in determining the preferred alternative. The recommendations accompanying the analysis should discuss considerations given to non-economic factors such as size, location, and historic or architectural significance.

e. GFOQ reports will be prepared for those DUs which meet the requirements set forth in paragraph 3–131*a*.

3–97. Responsibilities for general/flag officer's quarters

a. The Assistant Chief of Staff for Installation Management is responsible to the CSA for ensuring that the spirit and intent of this section are fully met. Specifically, the ACSIM will—

(1) Review all requests for work, services, and furnishings in GFOQ requiring HQDA approval.

(2) Review and comment on all recommendations for action on high cost GFOQ submitted by the IMCOM.

(3) Resolve major M&R issues forwarded by the IMCOM for HQDA decision (see para 3–100*e*).

(4) Review each GFOQ which has—

(a) A request for housing revitalization or improvements.

(b) A major M&R project estimated to cost $20,000 or more.

(c) Incidental improvement projects estimated to cost more than $3,000 ($20,000 for projects which support an exceptional Family member).

(d) A total M&R which is expected to cost $25,000 or more in a FY.

(5) Submit requests to Congress for approval to exceed congressionally-imposed limitations.

(6) Analyze annually GFOQ O&M expenditures Armywide, formulate explanations for high cost units and unusual cost trends and provide such information as may be required through the CSA to OSD, OMB, and the Congress.

(7) Develop and manage a program to reduce the annual O&M costs of high-cost units.

b. Commander, IMCOM will—

(1) Ensure that installation and Region actions submitted to higher headquarters conform with this regulation and Army regulations referenced herein.

(2) Review planning for the O&M and construction associated with all GFOQ in the IMCOM inventory (see paras 3–8*b* and 3–102*a*).

(3) Review the annual budget estimates prepared by the installations for each GFOQ in the IMCOM's inventory (see para 3–102*b*). Forward those where O&M costs are expected to exceed $35,000 and those where the M&R component is expected to cost $25,000 or more to HQDA (DAIM–FDH), 600 Army Pentagon, Washington, DC 20310–0600. Do not exceed these funding limitations without appropriate approval.

(4) Seek approval from HQDA (DAIM–FDH), 600 Army Pentagon, Washington, DC 20310–0600 to carry over congressional approval authority for M&R on a specific GFOQ (see para 3–102*b*(4)).

(5) Resolve disagreements between the garrison commander and the GFOQ resident on major M&R projects which are forwarded by the IMCOM Region Director (see para 3–100*e*). Forward such matters to the ACSIM when a HQDA decision is required.

(6) Review all requests for work, services, and furnishings which require higher authority approval.

(7) Review and comment on all recommendations for action on high cost GFOQ.

(8) Review the requests below and forward with comments to HQDA (DAIM–FDH), 600 Army Pentagon, Washington, DC 20310–0600 no later than concurrently with the POM/BES input data submission.

(a) Each GFOQ request for a major M&R project which is estimated to cost $20,000 or more and each GFOQ request where total M&R for that GFOQ is estimated to cost $25,000 or more in an FY.

(b) Incidental improvements requests exceeding $3,000 per DU ($20,000 per DU for projects which support an exceptional Family member) in a FY.

(9) Analyze annually GFOQ O&M expenditures by installation and Region, formulate explanations for high cost units and unusual fiscal trends, and provide such information to HQDA (DAIM–FDH), 600 Army Pentagon, Washington, DC 20310–0600.

(10) Have available for review quarterly GFOQ expenditure reports.

(11) Review early replacement of carpeting requests for special command positions and forward with comments to HQDA (DAIM–FDH), 600 Army Pentagon, Washington, DC 20310–0600.

(12) Review request that require Congressional approval to exceed imposed limitations and forward to HQDA for appropriate action.

(13) Review M&R costs exceeding $25,000 and forward to HQDA.

c. Directors of IMCOM Regions will—

(1) Ensure that installation actions submitted to HQIMCOM conform with this regulation and Army regulations referenced herein.

(2) Review planning for the O&M and construction associated with all GFOQ in the IMCOM Region's inventory (see paras 3–8*b* and 3–102*a*).

(3) Review the annual budget estimates prepared by the installations for each GFOQ in the IMCOM Region's inventory (see para 3–102*b*). Forward those whose O&M costs are expected to exceed $35,000 (excluding Utility and Lease costs) and those whose M&R component is expected to cost $25,000 or more to IMCOM. Do not exceed these funding levels without appropriate approval.

(4) Seek approval, through IMCOM, from HQDA (DAIM–FDH), 600 Army Pentagon, Washington, DC 20310–0600 to carry over congressional approval authority for M&R on a specific GFOQ (see para 3–102*b*(4)).

(5) Resolve disagreements between the garrison commander and the GFOQ resident on major M&R projects which are forwarded by the garrison commander (see para 3–100*e*).

(6) Review all requests for work, services, and furnishings which require higher authority approval.

(7) Review and comment on all recommendations for action on high cost GFOQ.

(8) Review the requests below and forward with comments to HQIMCOM no later than concurrently with the POM/BES input data submission.

(a) Each GFOQ request for a major M&R project which is estimated to cost $20,000 or more and each GFOQ request where total M&R for that GFOQ is estimated to cost $25,000 or more in a FY.

(b) Incidental improvements requests exceeding $3,000 per DU ($20,000 per DU for projects which support an exceptional Family member) in a FY.

(9) Analyze annually GFOQ O&M expenditures by installation, formulate explanations for high cost units and unusual fiscal trends, and provide such information to HQIMCOM.

(10) Review quarterly GFOQ expenditure reports.

(11) Review—

(a) Initial issue of supplementary carpeting, draperies, and sheers for both special command positions and non-special command positions.

(b) Replacement of supplementary carpeting, draperies, and sheers which are less than seven years of age for all GFOQ, including special command positions.

(12) Review requests for grounds maintenance waivers and forward with recommendation to higher headquaters.

d. Garrison commander will—

(1) Assure that all residents of GFOQ are provided a GFOQ Resident's Guide and a copy or summary of this regulation.

(2) Provide the GFOQ resident with an orientation per the GFOQ Manager's Guide on his or her GFOQ as soon as possible after occupying the GFOQ.

(3) Ensure the development and maintenance of comprehensive plans for the operation, maintenance, repair, and improvement of each set of GFOQ in the installation's inventory consistent with prudent management practices (see paras 3–8*b* and 3–102*a*).

(4) Assure adherence to an execution plan which accomplishes the correction of identified deficiencies.

(5) Review the scope, frequency, and estimated cost of all work in order to provide the resident with recommendations for economically sound alternatives.

(6) Advise the resident of all work planned and programmed which is determined necessary to preserve the integrity of the property.

(7) Assure that the GFOQ resident has given written approval prior to initiation of M&R work. (The GFOQ resident's approval is not required for M&R work done by service order (SO) or work contained in the approved six-year GFOQ plan (SYGP).) M&R work on GFOQ performed between occupancies for which no written approval was given by the previous resident will be approved in writing by the garrison commander or designee.

(8) Accomplish, especially in connection with change of occupancy, only that work consistent with the "prudent landlord" concept.

(9) Limit construction, alterations, maintenance, repair, and improvements to DOD construction criteria guidelines as set forth in the Army's TI 800–01, Design Criteria, and TI 801–02, Family Housing.

(10) Plan for the accomplishment of work during change of occupancy without using civilian overtime or contractor premium pay.

(11) Initiate requests for replacement of area rugs or carpet and draperies if replacement is required during change of occupancy M&R.

(12) Initiate a recommendation to dispose of, divert, reallocate, convert, redesignate, undertake a major repair on, modernize, upgrade, improve, or replace a dwelling unit or associated other real property where O&M costs consistently exceed the average for all GFOQ. Forward such recommendation to the IMCOM Region for appropriate review and action.

(13) Ensure the development and submission of annual O&M budget estimates for each GFOQ in accord with paragraph 3–102*b*. Provide all such estimates to the IMCOM. Submit both those estimates which exceed $35,000 and

those estimates whose total M&R costs are $25,000 or more as a separate approval action to the IMCOM Region. Do not exceed these funding limitations without appropriate approval.

(14) Seek approval through the IMCOM Region and IMCOM from HQDA (DAIM–FDH), 600 Army Pentagon, Washington, DC 20310–0600 to carry over congressional approval authority for M&R on a specific GFOQ (see para 3–102*b*(4)).

(15) Resolve disagreements with GFOQ residents who disapprove any major M&R work essential to protect the Government's investment in the DU (see para 3–100*e*). Forward such matters to the IMCOM Region when necessary.

(16) Ensure the preparation of accurate individual quarterly O&M expenditure reports for each GFOQ.

(17) Provide all quarterly O&M obligation reports to GFOQ residents for their personal review and analysis and forward quarterly quarter reports to the IMCOM Region per paragraph 3–131*a*.

(18) Ensure that a DD Form 1391 is submitted electronically through the IMCOM to HQDA (DAIM–FDH), 600 Army Pentagon, Washington, DC 20310–0600 when a single major M&R project for a GFOQ is estimated to cost $20,000 or more.

(19) Request approval for incidental improvement projects which exceed $3,000 per DU ($20,000 per DU in support of an exceptional Family member) per FY. Send such requests through IMCOM channels to HQDA (DAIM–FDH), 600 Army Pentagon, Washington, DC 20310–0600. Ensure that such projects are for essential or urgent requirements (see paras 3–53*i* and 3–53*j*).

(20) Maintain permanent GFOQ files to include copies of work requests, contracts, approvals, and other cost control documents applicable to these types of housing and for GFOQ a listing by name of GFOQ residents with their periods of occupancy.

(21) Analyze annually GFOQ O&M obligations, formulate explanations for high cost units and unusual fiscal trends, and provide such information to the IMCOM Region.

e. The GFOQ resident will comply with the following:

(1) Be aware of the contents of the GFOQ resident's guide.

(2) Be generally familiar with the operations, maintenance, and improvement costs for the assigned DU, associated other real property, and designated grounds.

(3) Personally sign hand receipts for furnishings provided by the Government. Signatures of the spouse, an aide, or an executive officer are not acceptable. However, in the case of a general officer (O–10), the Executive Officer may sign for the general officer resident when the Executive Officer is also a general officer.

(4) Be familiar with cost limitations and approval authority levels.

(5) Cooperate to allow work to be done so that the accumulation of deferred work will be avoided.

(6) Conserve utilities by the judicious use of heating and cooling in all rooms including those not used for Family living.

(7) Refrain from submitting requests for painting solely of a decorative nature or to satisfy personal taste.

(8) Refrain from submitting requests for procurement of replacement furniture, carpets, or draperies, tiles, wall coverings, or other work on the basis of compatibility with personal furnishings or to suit individual taste and/or color preferences.

(9) Be liable for damage to assigned housing, or damage to or loss of related equipment or furnishings, as set forth in paragraph 3–64.

(10) Be familiar with the maintenance, repair, and improvement work planned and programmed for assigned housing.

(11) Be familiar with the SYGP (see para 3–102*a*), the annual O&M budget estimate (see para 3–100*c*(2)*(b)*), and the quarterly O&M obligation report (see para 3–131*a*) for assigned housing.

(12) Concur in the SYGP developed in accord with paragraph 3–102*a*. Once IMCOM Region approval is obtained, further approval by the GFOQ resident for work requests included in the plan is not required. Only major changes (see paras 3–100*d* and 3–102*a*) to the approved SYGP must be addressed with the GFOQ resident.

(13) Personally sign the SYGP and any request for the actions and items listed below when not addressed in the approved SYGP. Signatures of the spouse, an aide, or an executive officer are not acceptable. However, in the case of a General Officer (O–10), the Executive Officer may sign for the general officer resident when the Executive Officer is also a general officer.

(a) Incidental improvements when requested by the resident.

(b) M&R work (excluding all SO work).

(c) Disapproval of M&R work considered essential to the continued and long-term use of the DU (see para 3–100*e*).

(d) Services in excess of the installation's levels for DUs. An example is a request for 3 weekly trash pickups when the standard is 2 weekly pickups.

(e) Special allowance items (special command positions only) (see para 3–99*h*).

(f) Waivers of limitations on furnishings cost and ages for furnishing replacements.

(g) Furnishings that require exceptions to policy.

3–98. Designated housing

a. Designation of housing.

(1) The garrison commander designates housing by pay grade groups in accord with paragraph 3–14*b*. The GFOQ are so designated.

(2) The garrison commander may also designate specific DUs for assignment to the incumbents of specific general and flag officer positions.

b. Special command positions.

(1) The Director, Administration and Management, OSD, has the authority to designate new special command positions and cancel old ones. Approved special command positions for which the Army is responsible are listed in table 3–19 (see glossary).

(2) To the maximum extent possible, a specific DU will be permanently designated for each special command position. HQDA (DAIM–FDH), 600 Army Pentagon, Washington, DC 20310–0600 will be informed of such designations. The IMCOM has the authority to approve changes in designated special command position DUs. However, the Director of the Army Staff (DAS), who is responsible for allocating and assigning all Government-owned and -controlled GFOQ and housing for the Sergeant Major of the Army in the Military District of Washington (MDW)/National Capital Region (NCR), has the authority to approve changes in designated special command position DUs.

(3) Incumbents of special command positions are entitled to residential housing with amenities appropriate to the level of official entertaining. These amenities include special allowances for table linen, dishes, glassware, silver, and kitchen utensils. Details are contained in paragraph 3–99 below and appendix B of this regulation.

(4) Requests to establish new special command positions will be sent through IMCOM with full justification to HQDA (DAIM–FDH), 600 Army Pentagon, Washington, DC 20310–0600. Justification will include the following:

(a) Title of position.

(b) Normal grade for position.

(c) Present incumbent of position.

(d) Identification of DU proposed for such designation.

(e) Reason for a special command position requirement. (Include magnitude of official public entertainment responsibilities on behalf of the SA and/or the Secretary of Defense (SECDEF).

(f) Impact if not approved.

Table 3–19
Special command positions

Code: 01
Special Command Position: Chairman, Joint Chiefs of Staff (JCS)
Code: 02
Special Command Position: Director, Joint Staff, JCS (if Army) (See note.)
Code: 03
Special Command Position: Commander, U.S. Europe Command (EUCOM) Supreme Allied Commander in Europe (SACEUR)
Code: 04
Special Command Position: Deputy Commander, EUCOM
Code: 05
Special Command Position: Commander, Southern Command
Code: 06
Special Command Position: Commander, Allied Forces Southern Europe
Code: 07
Special Command Position: Deputy Commander, Allied Land Forces, Southeastern Europe
Code: 08
Special Command Position: Chief of Legislative Liaison, Army
Code: 09
Special Command Position: Director, Defense Security Assistance Agency (if Army) (See note.)
Code: 10
Special Command Position: Defense Advisor, U.S. Mission, North Atlantic Treaty Organization (NATO)
Code: 11
Special Command Position: U.S. Representative, NATO Military Committee
Code: 12
Special Command Position: Deputy Chairman, NATO Military Committee
Code: 13
Special Command Position: Commander, United Nations Command and Combined Forces Command/Commander, U.S. Forces, Korea
Code: 14
Special Command Position: Chairman, Inter-American Defense Board
Code: 15
Special Command Position: President, National Defense University
Code: 16
Special Command Position: Director, Inter-American Defense College (if Army) (See note.)

Table 3–19
Special command positions—Continued

Code: 17
Special Command Position: Director, Defense Threat Reduction Agency (if Army) (See note.)
Code: 18
Special Command Position: Director, Defense Information Systems Agency (if Army) (See note.)
Code: 19
Special Command Position: Director, Defense Intelligence Agency (if Army) (See note.)
Code: 20
Special Command Position: Director, Defense Logistics Agency (if Army) (See note.)
Code: 21
Special Command Position: Director, National Security Agency/Chief, Central Security Service
Code: 22
Special Command Position: Director, National Imagery and Mapping Agency (NIMA) (If Army) (See note.)
Code: 23
Special Command Position: Deputy General Manager, NATO Airborne Warning and Control System (AWACS) Program Management Agency
Code: 24
Special Command Position: Chief of Staff, Army
Code: 25
Special Command Position: Vice Chief of Staff, Army
Code: 26
Special Command Position: Commanding General (CG), USAREUR
Code: 27
Special Command Position: CG, TRADOC
Code: 28
Special Command Position: CG, FORSCOM
Code: 29
Special Command Position: CG, EUSA
Code: 30
Special Command Position: CG, AMC
Code: 31
Special Command Position: CG, U.S. Army, Japan (USARJ)
Code: 32
Special Command Position: Superintendent, USMA
Code: 33
Special Command Position: Deputy Chief of Staff, G–2
Code: 34
Special Command Position: Commandant, Command and General Staff College
Code: 35
Special Command Position: Commandant, Army War College
Code: 36
Special Command Position: Chief of Staff, Air Force
Code: 37
Special Command Position: Chief, National Guard Bureau
Code: 38
Special Command Position: AWACS Commander (if U.S.)
Code: 39
Special Command Position: Deputy Defense Adviser for Research, Engineering, and Acquisition, NATO (if U.S.)
Code: 40
Special Command Position: Chief of Engineers/Commander, USACE
Code: 41
Special Command Position: CG, USARPAC
Code: 42
Special Command Position: Director for Strategic Plans and Policy, Joint Staff (J–5), JCS (if Army) (See note.)
Code: 43
Special Command Position: CG, U.S. Army Space and Missile Defense Command (SMDC)
Code: 44
Special Command Position: CG, U.S. Army Network Enterprise Technology Command/9th Army Signal Command
Code: 45
Special Command Position: Director, George C. Marshall European Center for Security Studies, EUCOM
Code: 46
Special Command Position: Vice Chairman, JCS
Code: 47
Special Command Position: (Not Used)
Code: 48
Special Command Position: Director, Defense Commissary Agency (DeCA)
Code: 49
Special Command Position: Commandant, National War College

Table 3–19
Special command positions—Continued

Code: 50
Special Command Position: Commandant, Industrial College of the Armed Forces

Notes:
[1] Incumbents who are members of the U.S. Army will be provided appropriate housing by the Army. Responsibility for special allowance items for these positions is assigned to the Department of the Air Force.

c. Diversion of Family housing for unaccompanied GFOQ residents.

(1) Diversion of Family DUs for the use of permanently assigned officers entitled to BAH at the "without dependents" rate is addressed in paragraph 3–28a(2). Unaccompanied GFOQ residents who are required to reside on the installation will forfeit their housing allowances during the period of occupancy.

(2) Costs to maintain and repair a Family housing unit diverted to unaccompanied officer personnel housing (UOPH) use will be charged to AFH. However, operating costs, including utilities, services, and furnishings, will be funded from OMA.

(3) The cost limitations of Family DUs apply to those Family DUs which have been diverted to UOPH usage but remain in the Family housing inventory.

(4) Individual cost records will be maintained on Family DUs diverted to housing unaccompanied general and flag officers.

3–99. Furnishings for general/flag officer's quarters

a. Furnishings management. Policy and procedures for managing furnishings are set forth in section IX. This paragraph covers the pertinent requirements for furnishings in DUs designated and used as GFOQ and garrison commander's quarters (GCQ). Unique furnishings provisions for privatized representational housing are set forth in paragraph 3–110*n*.

b. Furnishings.

(1) *General.* Furnishings consist of furniture, household equipment, and miscellaneous items procured under special authority.

(2) *Supplementary furnishings.* Supplementary Government furnishings may be provided in Army-controlled housing designated for and occupied by a general or flag officer and those garrison commanders in the grade of colonel (O–6).

(a) A commanding officer in the grade of colonel (O–6), who commands a unit or activity within the geographic jurisdiction of a military installation and who is not an installation or garrison commander or both will not be provided furnishings associated with command quarters. Installation and garrison commanders below the grade of colonel (O–6) will not be provided furnishings associated with command quarters.

(b) Supplemental furniture support will be restricted to the public entertainment areas of the DU and will not replace personal furniture normally expected in relation to grade and Family size.

(3) *Public entertainment areas.*

(a) Areas, which are intended to accommodate public as well as private entertainment, include the entrance foyer, living rooms, dining room, and interconnecting stairways and hallways. Upstairs hallways (unless there is no bathroom available for guest use on the first floor) and other areas of the DU are not considered as part of the public entertainment area. Guest bedrooms in the DU of a special command position may be included if overnight accommodation of official visitors is required.

(b) Garrison commanders will maintain an approved supplementary furnishings plan which defines the approved public entertainment areas for GFOQ and GCQ.

(4) *Supplementary furnishings plan.* Each GFOQ and GCQ provided supplementary furnishings will have a current supplementary furnishings plan. This plan will consist of the following:

(a) A floor plan, with net lineal footage, to scale which—

1. Depicts the areas designated as public entertainment areas.

2. Indicates where window treatments will be used. Identify window treatments by their types, for example, drapes, curtains, sheers, venetian blinds, shades, and so forth.

(b) A listing of the supplementary furnishings items referenced to their line item numbers in common table of allowances (CTA) 50–909. Where an exception has been granted for specific furnishings items, reference those items to their approval document.

(5) *General flag officer's quarters and garrison commander's quarters diverted to unaccompanied personnel housing.* Restrictions concerning the provision of supplementary furnishings do not apply when the GFOQ or GCQ is diverted to UOPH. In such cases, the DU will be appropriately furnished, if requested, according to size, to include the provision of a washer and dryer.

(6) *Supplementary furnishings approval authorities.* Approval authorities and limitations are at table 3–20. Paragraph 3–99j contains waiver guidance.

(7) *Disposition of furnishings upon housing redesignation.* Where representational housing is redesignated for other use or is assigned to a resident who is not eligible for Government-provided supplementary furnishings, the provisions of paragraph 3–69*c*(7) apply.

Table 3–20
Supplementary furnishings approval authorities (see note)

Furnishings: Initial issue of carpeting, draperies, and sheers **Special Command Positions—** **Age Limit:**NA **Cost Limit:** NA **Approval Authority:**HQDA
Furnishings: Initial issue of carpeting, draperies, and sheers **Other than Special Command Positions—** **Age Limit:** NA **Cost Limit:**NA **Approval Authority:**HQDA
Furnishings: Replacement of carpeting, draperies, and sheers **Special Command Positions—** **Age Limit:** 7 years or more **Cost Limit:** NA **Approval Authority:**IMCOM Region Director
Furnishings: Replacement of carpeting, draperies, and sheers **Special Command Positions—** **Age Limit:** Less than 7 years **Cost Limit:** NA **Approval Authority:**HQDA
Furnishings: Replacement of carpeting, draperies and sheers **Other than Special Command Positions—** **Age Limit:** 7 years or more **Cost Limit:** NA **Approval Authority:**IMCOM Region Director
Furnishings: Replacement of carpeting, draperies, and sheers **Other than Special Command Positions—** **Age Limit:** Less than 7 years **Cost Limit:**NA **Approval Authority:**HQDA
Furnishings: Initial issue and replacement of furniture items authorized by CTA 50–909 for use in approved public entertainment areas **Age Limit:** NA **Cost Limit:** NA **Approval Authority:**HQDA
Furnishings: Initial issue of authorized special allowance items for special command positions (see para 3–12) **Age Limit:**NA **Cost Limit:** $16,000 **Approval Authority:**HQDA **Furnishings:**Maintenance, repair, and replacement of authorized special allowance items for special command positions (see para 3–12) **Age Limit:** NA **Cost Limit:** $2,000 per FY **Approval Authority:**Garrison Commander

Notes:

[1] Furnishings (to include special allowance items) not authorized by CTA must be approved by HQDA. Installations may accomplish maintenance and repair of carpeting, draperies, sheers, and furniture as required.

c. Furniture.

(1) The procurement, repair, and replacement of furniture for GFOQ and for housing occupied by a garrison commander in the grade of colonel (O–6) are restricted to supplementary furniture for the public entertainment areas. Excepted are the following:

(a) Those overseas areas where complete furnishings are provided.

(b) Those overseas areas where shipment of household goods is limited or optional.

(c) Those GFOQ and GCQ diverted to UOPH (see para 3–99*b*(5)).

(2) The determination of specific supplementary furniture items to be provided by the Government will be made by the garrison commander based on the resident's request and the supplementary furnishings plan for the DU. Such items must be authorized by CTA 50–909 or by an exception obtained in accord with paragraph 3–99*j*. Such items may be issued from the installation's current furniture inventory. If unavailable from this inventory, or available but not suitable for their intended use, such items may be procured from GSA sources. Draperies, however, may be procured from local sources.

(3) When requested and available for issue, quantities of furniture authorized by CTA 50–909 may be increased for DUs of unusual size, design, and layout. The garrison commander may approve such requests.

(4) Where weight limitations on shipment of household goods have been imposed, or shipment of household goods is optional, additional furniture will be provided to the extent applicable for the geographic location. Furniture issued for other than the public entertainment areas will be from the installation's current inventory.

(5) Generally, one-time repair on authorized items will not exceed 75 percent of current replacement cost. No Government funds will be expended to repair, replace, move, or handle unauthorized furniture except for one-time moving and handling costs to property disposal.

d. Household equipment.

(1) The following items are authorized for GFOQ and the housing of garrison commanders in the grade of colonel (O–6):

(a) One double oven cooking range.

(b) Two refrigerators (one with icemaker, 17–22 cubic feet).

(c) One food freezer.

(d) In the absence of a built-in dishwasher, one portable dishwasher.

(e) One washer and dryer in those cases where a GFOQ or a GCQ is diverted to UOPH (see para 3–99*b*(5)).

(f) One carpet shampooer.

(g) One microwave oven (only for GFOQ and GCQ in USAREUR and, upon written request, for special command positions in CONUS).

(h) Fireplace ensemble (per open fireplace).

(2) Installed dishwasher and garbage disposal will be provided as part of the DU when feasible.

(3) Procurement, repair, and replacement of clothes washer, dryer, microwave oven, and patio set (consisting of 1 table, dining with umbrella; 4 chairs, dining; 1 table, coffee; 2 tables, end; 2 chairs, rocker; and 1 loveseat) are authorized only for special command positions and for other GFOQ and GCQ in overseas areas.

(4) Procurement, repair, and replacement of clothes washer, dryer and microwave oven are also authorized for GFOQ and GCQ diverted to UOPH.

e. Area rugs or wall-to-wall carpeting.

(1) The provision of suitable area rugs or wall-to-wall carpeting as furnishings is authorized for the public entertainment areas of GFOQ and housing occupied by garrison commanders in the grade of colonel (O–6). The installation of wall-to-wall carpeting is not authorized over existing serviceable hard wood floors, or wood floors which can be restored economically. Instead, area rugs may be issued for those areas where carpeting is authorized, including official guest bedrooms for special command position housing. Area rugs should not normally cover more than 60 percent of the room's floor surface.

(2) Wall-to-wall carpeting installed over prime floors is considered equipment-in-place (EIP) and is accounted for on furnishings records. Carpeting installed as the prime flooring is considered installed real property (IRP) and is accounted for on real property records. In instances where wall-to-wall carpeting is determined to be the most economical primary floor covering, it will be considered IRP and accomplished using either M&R funds or improvement funds, as appropriate. For additional information see CTA 50–909, appendix E.

(3) Only high-quality area rugs and/or GSA equivalent carpeting will be used. The type of area rugs or carpeting selected will be suitable for the expected level of traffic. It shall be of a neutral shade, such as beige, so as to be acceptable to a succession of residents having furnishings of various decors. Bright colors and prominent patterns shall be avoided. White, off-white, deep pile, or shag carpeting shall not be used.

(4) Area rugs or carpeting may not be replaced at intervals less than 7 years without the specific approvals cited in table 3–20 and paragraph 3–99*j*. In no case will age or color be the sole determinant in deciding whether to replace area rugs or carpeting.

(5) The following information will be included in requests for area rugs or carpeting and submitted to the proper authority (see table 3–20 and para 3–99*j*).

(a) Identification of the GSA Federal Supply Schedule special item number or national stock number.

(b) Color selection.

(c) Number of square yards required.

(d) Separate cost for area rug or carpeting, padding, and installation.

(e) Whether requirement is initial issue or replacement. If replacement, date of previous installation and condition of existing area rug or carpeting. Photographs showing the deteriorated condition may be required for approval authority review. If age of existing area rug or carpeting is less than seven years, justification for early replacement will be submitted to the proper approval authority identified in table 3–20. Justification will include a copy of the report of survey, when required, or note that either a statement of charges has been issued or a cash collection voucher completed.

(f) Floor plan of the DU, as described in paragraph 3–99*b*(4), indicating public entertainment area, areas to be carpeted, and dimensions of each area.

(6) Wall-to-wall carpeting may be installed in other living areas as a primary floor finish when economic analysis demonstrates that such carpeting is the most economical primary floor finish. Such carpeting shall be compatible with the standards for the construction of new housing (see para 3–53*d*(7)).

f. Draperies and sheers.

(1) Draperies and sheers are authorized for the public entertainment areas of GFOQ and housing occupied by a garrison commander in the grade of colonel (O–6).

(2) Draperies and sheers will be of a neutral shade so as to be acceptable to a succession of residents having furnishings of various decors. Draperies of an extravagant or ostentatious nature will be avoided.

(3) Draperies and sheers will not be replaced at intervals less than 7 years without the specific approvals cited in table 3–20 and paragraph 3–99*j*.

(4) The following information will be included in requests for draperies and submitted to the proper approval authority.

(a) Number of yards of materials required. Sheers will be identified separately. Cornices, swags, and other treatments, if applicable, will also be identified separately.

(b) Separate costs of material, lining, related sub-items and installation.

(c) Floor plan, as described in paragraph 3–99*b*(4), showing public entertainment areas and location and dimensions of each window area. If applicable, also indicate wall areas where draperies are to be used and window and valance treatment.

(d) Whether requirement is initial issue or replacement. If replacement, date of previous installation and condition of existing draperies. If age of existing draperies is less than seven years, justification for early replacement is required. Justification will include a copy of the report of survey, when required, or note that either a statement of charges has been issued or a cash collection voucher completed.

g. Draw curtains.

(1) Draw curtains may be provided as an alternative to window shades or blinds and used on sliding glass or glass doors.

(2) Draw curtains will be unlined and made of fire retardant synthetic cloth, washable, shrink safe, and designed to control radiant heat, light, and glare. Material should be heavy enough to provide privacy when closed, day or night.

(3) Cost of material, fabrication, and installation of draw curtains should be comparable to that normally expended for the provision of venetian blinds and shades. The normal life expectancy of draw curtains is six years.

(4) When installed to replace existing window coverings beyond economical repair, draw curtains are chargeable to maintenance funds. In all other cases, installation is chargeable to construction.

(5) Procurement of draw curtains requires garrison commander approval.

h. Special allowances.

(1) Incumbents of special command positions are authorized special allowances of table linen, china, glassware, silver, and kitchen utensils. Special allowance items are listed at appendix B.

(2) Expenditures for these items will not exceed $16,000 for the initial outfitting and $2,000 in any one subsequent fiscal year for maintenance, repair, and replacement for any individual special command position. Where a larger inventory has been acquired under special authority, augmentation is not authorized. Concerted effort should be made to inspect items annually or upon change of occupancy. Annual allowances should be used to the extent necessary to maintain items in usable condition and eliminate large one-time purchases.

(3) Items of china, glassware, and silver will not be decorated with crests or other insignia and should be selected in accord with appendix B. Service stocks for other branches of service will continue in accord with their established standards.

(4) Funding for initial issue, replacement, and maintenance of special allowance items will be borne by the military department responsible for operation and maintenance of the housing except for rotational positions in Joint Commands

and Defense agencies headquartered in the Washington, DC area where successive incumbents are usually from different military services. These general and flag officers will be housed by their respective services without permanently designating specific DUs. Responsibility for managing and financing the procurement, issue, receipt, storage, and repair of special allowance items supporting special command positions in the Washington, DC area, for which housing is not permanently designated, has been assigned to the Department of the Air Force.

(5) Responsibility for the acquisition and management of special allowance items (except china, crystal, and flatware) for Army-controlled, permanently designated special command position housing is assigned to HQDA (ACSIM). The GFOQ Executive Management Office located at U.S. Army Garrison, Fort Myer, VA, ATTN: IM-NE–PDW–G, Fort Myer, VA 22211–5050, is responsible for the acquisition and management of china, crystal, and flatware for all Army-controlled special command position housing. These authorities may not be delegated.

i. Furnishings inventory. Furnishings provided in representational housing will be included in the Furnishings Management Module database of the HOMES.

j. Waivers. Requests for early replacement (that is, in less than seven years) of area rugs, wall-to-wall carpeting, and draperies or issuance of furnishings items that are not authorized by CTA 50–909 or this section should be infrequent. If an exception is deemed necessary, however, requests will be submitted in accord with the following guidance:

(1) *Special command positions*. Requests from incumbents of special command position housing in NATO/SHAPE will be forwarded through the Executive Officer, SACEUR, for review and validation of official representational needs. Requests from incumbents in all other special command position housing will be forwarded through the IMCOM Region with appropriate comments. All requests will be sent through IMCOM to HQDA.

(2) *Non-special command positions*. Requests will be forwarded through IMCOM Region to HQIMCOM and then to HQDA.

(3) *Justification*. All requests must include a justification signed by the general officer resident. In the case of a General Officer (O–10), however, the Executive Officer may sign the request if the Executive Officer is a general officer.

3–100. Operation and maintenance for general/flag officer's quarters

a. Priorities. All DUs will compete equally for maintenance, repair, and services (see also para 3–38 through 3–53). The GFOQ residents should make an effort to discourage well-meaning but overzealous subordinates from requesting maintenance or services beyond that which is clearly essential or from seeking unreasonable response time to routine requests for their superior's GFOQ.

b. High-cost housing. Many GFOQ are large with some ranging 4,000 to 10,000 square feet or more. By the very nature of their sizes they incur high annual O&M costs. Many GFOQ are old, having been built before energy conservation became a national concern. Old housing units have finite lives with systems and components that are wearing out and failing. These need to be replaced. All of these factors lead to higher costs. High-cost housing is defined as those GFOQ whose combined annual O&M costs exceed $60,000 in a fiscal year for 3 consecutive FYs. High costs demand special attention and prudent management to optimize the use of scarce resources.

c. Special maintenance and repair requirements. Congress requires the Services to assure that effective management controls are utilized for GFOQ (see para 3–12).

(1) *Maintenance and repair for general flag officer's quarters*.

(a) By congressional mandate, the total of all O&M obligations, including costs for asbestos and lead-based paint removal, on each GFOQ is limited to $35,000 (absolute) per FY unless specifically reported to and approved by the Congress. Such reporting will be done by including detailed justification material with the annual AFH budget submittal. For purposes of ensuring that funding limitations are not exceeded, all costs directly associated with the GFOQ including associated other real property (ORP) intended for the exclusive use of the GFOQ resident, must be captured for inclusion in the quarterly expenditure report (see para 3–131*a*).

(b) After the budget submittal has been congressionally approved, Congress must receive prior notification for out-of-cycle work when repair costs for a GFOQ due to an emergency or act of nature will exceed $35,000 O&M (statutory) for a DU not previously reported.

(c) Requests for out-of-cycle requirements must be submitted over the signature of the Secretary of the Army.

(d) Emergency requirements and those necessary to ensure the health and safety of residents should be submitted by the most expeditious means to HQDA (DAIM–FDH) for processing through the ASA(I&E) to Congress.

(e) When a single major M&R project for a GFOQ is estimated to cost $20,000 or more, send a DD Form 1391 for the project to HQDA(DAIM–FDH), 600 Army Pentagon, Washington, DC 20310–0600. Prior congressional approval is not required provided the total O&M costs for the GFOQ do not exceed $35,000 (excluding utility and lease costs), including costs for asbestos and lead-based paint removal, for the FY. Design costs for M&R projects involving GFOQ are chargeable to the GFOQ. Where a major M&R project addresses multiple units, including one or more GFOQ, a pro rata share will be assessed for each GFOQ (design cost divided by number of DUs equals pro rata share). The same criterion applies to the cost for supervision and administration (S&A).

(f) Requests for incidental improvements exceeding a total of $3000 for each GFOQ in the budget year must be

submitted to HQDA (DAIM–FDH), 600 Army Pentagon, Washington, DC 20310–0600. The total O&M cost per GFOQ (excluding utility and lease costs) per FY may not exceed $35,000.

(g) Where asbestos and/or lead-based paint removal costs cause the approved threshold to be exceeded after approval, HQDA will provide Congress with after-the-fact notification. These requests must be approved by HQDA before execution.

(h) Provisions for the maintenance of grounds and landscaping by the GFOQ resident as set forth in paragraph 3–53*d*(9) apply to GFOQ. However, HQDA may grant exceptions to this policy when the GFOQ incumbent is assigned to a special command position or when GFOQ grounds are constantly exposed to general public view and make a unique contribution to the appearance of the installation. In such cases, maintenance of the grounds and landscaping would be done by the DPW. It should include the immediate assigned grounds and should be consistent with reasonable and prudent practices, avoiding excess services and maintenance. Official records of such exception and funds expended shall be maintained by the installation and shall be reviewed by the GFOQ resident. No other exceptions to this policy will be granted without prior approval by the ASA(I&E).

(2) *Operations and maintenance for general flag officer's quarters*.

(a) To meet the directives from Congress and the ASA(I&E), installations will prepare an annual O&M budget estimate for each GFOQ in accord with paragraph 3–102*b*. After review by the IMCOM Region, these estimates will be forwarded to IMCOM. The IMCOM will send those estimates where O&M exceeds $60,000 to HQDA (DAIM–FDH), 600 Army Pentagon, Washington, DC 20310–0600.

(b) The budget estimate will include all O&M costs to the DU, appurtenant structures, and all other related areas and facilities intended for the exclusive use of the GFOQ resident.

(c) Changes to budget estimates will be done in accord with paragraph 3–102*b*(3).

d. Work authorization.

(1) M&R work for GFOQ may be authorized for accomplishment per paragraph 3–42.

(2) GFOQ resident approval is not required for SOs.

(3) GFOQ resident approval in writing is required for all IJOs when the work covered by the IJO is not included in the SYGP (see para 3–102*a*).

(4) The M&R projects initiated for GFOQ must be submitted either as individual projects independent of non-GFOQ projects or as separate bid items in an omnibus project. In either case, each GFOQ must be specifically identified with its own separate cost estimate.

e. Disagreements on maintenance and repair work. Where the GFOQ resident disapproves any major M&R work essential to protect the Government's investment in the DU, he or she will be required to sign a formal disapproval. When the GFOQ resident disagrees with the scope of work or disapproves the project and the matter cannot be resolved at the installation, it will be forwarded to the IMCOM Region for resolution. Should the IMCOM Region not resolve the matter, the issue will be forwarded to HQIMCOM for resolution. Should the matter remain unresolved, HQIMCOM will forward the issue to the HQDA for resolution.

3–101. Construction for general/flag officer's quarters

a. New construction.

(1) The number of general and flag officers authorized is relatively constant. Many are assigned to key and essential positions which require that they reside on installations. Most of these positions have Government-provided housing designated for their incumbents. Hence, the requirement to construct new GFOQ should occur only infrequently.

(2) New construction of GFOQ could be expected when—

(a) A key and essential general or flag officer position is permanently added at an installation.

(b) Security of a general or flag officer and his or her Family demands housing on a military installation rather than in local communities.

(c) A decision is made to replace existing high cost GFOQ or GFOQ completely destroyed by fire or other disaster.

(d) An existing GFOQ can no longer be economically maintained.

(3) Requests for construction of GFOQ must be accompanied by economic analyses using life cycle considerations which examine all feasible alternatives. Where redesignation of existing housing among grade categories is not feasible, a strong justification must be submitted with the request.

(4) See also paragraphs 3–73 through 3–80 and paragraph 3–82.

b. Reprogramming post acquisition construction. Although HQDA may reprogram (see paras 3–12 and 3–80*c*) a post acquisition construction project within the annual appropriation and authorization except for individual dwelling units costing $50,000 ($60,000 to support the disabled) or more ($35,000 for foreign source DU), no such projects will be done for GFOQ through reprogramming action. All such projects must be planned for, programmed, and included in the annual budget submittal to Congress.

3–102. Planning, programming, and budgeting for general/flag officer's quarters

a. Planning and programming.

(1) In accord with paragraph 3–8*b*, the Family housing inventory at installation level will have a current, integrated series of plans associated with its sustainment. Additionally, each GFOQ will also have an individual Six-year GFOQ Plan.

(2) The SYGP will be—

(a) Created, modified, and edited only at the installation.

(b) Signed by the GFOQ resident.

(c) Developed for the program execution year plus the five subsequent years and updated prior to the start of each fiscal year.

(d) Synthesized from the AWP, LRWP, FYP, the President's budget and congressional action on the President's budget so as to reflect the most current information on O&M and construction.

(e) Interrelated with the plans (AWP, LRWP, FYP, and FHMP), identified in paragraph 3–8b. (The SYGP provides opportunities for prudent management decisions and may elicit changes in one or more of the four related plans. The inter-relationship of these plans as well as both budget execution and budget formulation are shown in figure 3–6).

(f) Estimated from the O&M costs developed in accord with allocation guidelines cited in paragraphs 3–103*e* and 3–103*f*.

(g) Used as the basis for preparing the annual budget estimate (see para 3–102*b*).

(3) A suggested format for a SYGP is at figure 3–7. Users should adjust the format to meet their needs for specific GFOQ. Data entered in the SYGP should correspond to the type of data on DA Form 4939 (General/Flag Officer's Quarters Expenditure Report).

(4) The SYGPs are filed electronically at https://www.housing.army.mil/GFOQ/. Use of the Web site is mandatory. Click on the "Links" button, then the menu item identified as "6 Year Plan/Expenditure Report." For instructions on how to fill out the SYGP document, click on the "6YP Manual" button. This user's guide can be viewed electronically or printed out. A user ID and password are required. These can be obtained from HQDA (DAIM–FDH).

(5) A detailed review of the plans discussed in paragraph 3–8*b* and paragraph (2) above will provide a complete perspective of each GFOQ's funding requirements. This will aid the resident, the housing manager, and the garrison commander in making sound, sensible management decisions on the long-term and immediate requirements for the housing.

(6) The disposition of the SYGP includes—

(a) The SYGP will be developed as a coordinated effort with the GFOQ resident and submitted to the IMCOM Region. All SYGP must be concurred with by the GFOQ resident and approved by the installation, the IMCOM Region, IMCOM, and HQDA (DAIM–FDH) on an annual basis prior to the start of the program execution year. Once the plan is concurred with by the resident, further concurrence on individual tasks is not required; only major changes to the plan require resident concurrence.

(b) The SYGP for those GFOQ whose O&M costs are expected to exceed $35,000 (excluding utility and lease costs) will be forwarded to HQDA (DAIM–FDH), 600 Army Pentagon, Washington, DC 20310–0600 concurrent with the budget estimate for that GFOQ.

(c) Only IMCOM Regions, IMCOM, and HQDA (DAIM–FDH) with access authorized may view and print the SYGP. Only installations have edit rights.

b. Budgeting.

(1) *Requirement*.

(a) An annual budget estimate will be prepared for each GFOQ to reflect its estimated cumulative AFH O&M costs. An annual budget estimate will be prepared in the first year of the biennial budget cycle for each of the two years in that cycle. In the second year of the cycle, an updated budget estimate will be prepared when there is a change to the previously submitted estimate.

(b) The budget estimate identifies and justifies estimated costs and, where applicable, serves as a request for HQDA approval to exceed the O&M cost limitations set forth in paragraph 3–12.

(c) Budget estimates for GFOQ will be developed locally in accord with AFH budget guidance published by HQDA. Round estimated costs to the nearest hundred dollars. Figure 3–8 presents a suggested format for a GFOQ budget estimate. The suggested format is derived from the O&M cost account structure contained in DFAS–IN Manual 37–100–FY and corresponds to the type of data on DA Form 4939. This format should be modified to meet individual needs. Users should use only those stub entries in figure 3–8 which accommodate the specific requirements of their individual GFOQ.

(2) *Disposition of budget estimates*.

(a) All estimates will be reviewed and concurred in by the GFOQ resident (if the SYGP has not been signed by the GFOQ resident), validated by the garrison commander, and submitted to the IMCOM for approval or forwarding to HQDA. Review should be done in conjunction with the SYGP.

(b) The O&M estimates which exceed $35,000 (excluding utility and lease costs) in a FY and those O&M estimates whose M&R component exceeds $35,000 in a FY will be forwarded by the IMCOM to HQDA (DAIM–FDH), 600

Army Pentagon, Washington, DC 20310–0600. Such estimates will be submitted so as to arrive not later than concurrent with the POM/BES input data submission.

(3) *Changes to budget estimates*.

(a) Every effort should be made to anticipate O&M expenditures far enough in advance so that they can be included in the annual budget estimate. If, during the execution year emergent requirements make it necessary to exceed the previously approved budget estimate, a revised budget estimate will be submitted to the IMCOM. Revised estimates will be submitted as soon as possible after the need for a change has been identified.

(b) Revised O&M estimates which exceed $35,000 (excluding utility and lease costs) will be forwarded by the IMCOM to HQDA (DAIM–FDH), 600 Army Pentagon, Washington, DC 20310–0600, for reapproval action.

(c) When the M&R component of the O&M revised estimate exceeds $35,000 (excluding utility and lease costs) for the first time for a bona fide emergency, prior congressional approval must be obtained for an out-of-cycle M&R requirement. Out-of-cycle M&R notifications for M&R requests exceeding $35,000 must be signed by the Secretary of the Army.

(d) Revised budget estimates will include the following:

1. The approved budget amount, amount of change, and newly estimated amount for each subordinate detailed cost account.

2. A complete narrative description and cost of the work and/or service which will cause the cost increase and the reason that the work and/or service must be done in that fiscal year. (This may be done by footnoting the change amounts in the revised budget estimate.)

(e) Revised budget estimates will also include a statement that all known repairs for the DU are included. If not included, give the reason.

(f) Approval of an annual O&M budget estimate in excess of $60,000 constitutes a new O&M limitation for that GFOQ in that fiscal year. Any further increases will require reapproval by HQDA.

(4) *Carry over of congressional approval*.

(a) There may be occasions when, for cogent reasons, the congressionally approved amount of M&R for a specific GFOQ cannot be fully obligated in the FY for which approval was obtained (for example, a programmed change of occupancy did not take place). The amount, approved for an express purpose, which could not be obligated, may be carried over to the following FY, if approved by IMCOM.

(b) Requests to carry over approval from one FY to the following FY must be sent through the IMCOM Region to IMCOM (SFIM–OP–P), 2511 Jefferson Davis Highway, Arlington, VA 22203–3926. Requests will include the amount to be carried over, reasons why funds could not be obligated, and the following FY's M&R program for the GFOQ. The DA Form 4939 must be annotated to reflect the carry over of congressional approval.

(c) Approval to carry over will be authorized only for GFOQ that were previously reported to Congress for M&R over $35,000.

(d) Every effort should be made to complete carry over work within two years from the date of the original project authorization by Congress.

3–103. Costing general/flag officer's quarters

a. General.

(1) Installations that are responsible for the O&M of GFOQ will maintain separate subordinate cost accounting records at the detail activity and performance level for each GFOQ. These cost records will be maintained for special reporting purposes to provide an analysis of the directly identifiable costs for the O&M of GFOQ.

(2) Costs should be charged to individual GFOQ to the extent that they are directly and practically identifiable and measurable to the given DU and to that associated other real property which is for the sole use of the general or flag officer who occupies the given DU. Summary costs charged to the Family housing program which cannot be identified or directly chargeable to a specific GFOQ should be allocated to that DU through the use of standards, estimates, or prudent allocation guidelines outlined in this paragraph .

b. Factors influencing costs.

(1) The costs of operating and maintaining a specific DU are dependent upon a very large array of factors. These include the following:

(a) Age.

(b) Size.

(c) Design.

(d) Types of materials.

(e) Quality of construction.

(f) Condition.

(g) Location.

(h) Weather.

(i) Climate.

(j) Topography.

(k) Site layout.

(l) Kinds of utilities.

(m) Family size.

(n) Ages of Family members.

(o) Life style of Family.

(p) Turnover experience.

(q) Energy efficiency of household equipment.

(2) Every DU is affected differently by these and other factors. The number of variables makes it impossible to derive a formula that will allocate costs to individual DUs with any degree of accuracy. Hence, simple allocation rules are used to distribute among specified DUs those wider program costs not identifiable directly to them. These allocation rules are addressed below.

c. Operation and maintenance cost account structure. The O&M cost account structure is set forth in DFAS–IN Manual 37–100–FY. It identifies the cost categories and their immediate subordinate detailed accounts under which costs are chargeable.

d. Direct costs for general/flag officer's quarters.

(1) Direct costs for GFOQ are essentially the same as for all other Family housing and are described in paragraph 3–11a.

(2) Direct costs will be allocated to GFOQ according to the allocation guidelines specified in paragraphs 3–103*e* and 3–103*f* for the work and services provided.

(3) For GFOQ, direct costs will be reported separately from indirect support costs (see para 3–131*a* for reporting requirements).

e. Operations costs (Budget Programs 191000, 193000, 194000, and 195000).

(1) *General.* The operations account includes management, services, furnishings, miscellaneous, utilities, leasing, and privatization costs. Any direct costs that can be readily identified to GFOQ should be so charged. Costs which cannot be identified as directly chargeable to a GFOQ on a service or job order basis, such as management, services, and utilities, should be allocated to individual GFOQ as indicated below.

(2) *Management.*

(a) Housing Office. Prorate according to the following proportion: total Family housing cost of this account divided by the total number of Government DUs.

(b) Programming and studies. Charge to GFOQ concerned only where effort was solely and exclusively for one or more GFOQ and of direct benefit to the GFOQ. Prorate among GFOQ affected.

(c) Environmental studies. (See *(b)*, above.)

(d) Records. Records will be established and maintained for the management account.

(3) *Services.*

(a) Refuse collection and disposal. Prorate according to the following proportion: total Family housing cost of this account divided by the total number of Government DUs served.

(b) Fire protection. Prorate according to the following proportion: total Family housing costs of this account divided by the total number of Government DUs protected.

(c) Police protection. (See *(b)*, above.)

(d) Entomology services. This is a directly identifiable cost. Charge to the specific GFOQ.

(e) Custodial services. Charge to specific GFOQ only if there is a directly identifiable cost.

(f) Municipal-type services. (See *(a)*, above.)

(4) *Furnishings*.

(a) Furniture purchase. Charge to specific GFOQ only if there is a directly identifiable cost.

(b) Equipment purchase. (See *(a)*, above.)

(c) Control, moving, and handling, furniture. (See *(a)*, above.)

(d) Control, moving and handling, equipment. (See *(a)*, above.)

(e) Maintenance and repair, furniture. (See *(a)*, above.)

(f) Maintenance and repair, equipment. (See *(a)*, above.)

(g) Records. Records will be established and maintained for each individual furnishings account.

(5) *Miscellaneous expenses.*

(a) Permit payments. Charge to specific GFOQ only if there is a directly identifiable cost.

(b) German land taxes. (See *(a)*, above.)

(c) United Kingdom accommodation charges. (See *(a)*, above.)

(d) Fire insurance. Prorate according to the following proportion: total Family housing cost of this account divided by the total number of DUs covered by the insurance.

(6) *Utilities (BP 193000).*

(a) Since not all DUs are individually metered, the following guidelines (designators) have been established for costing utilities to GFOQ:

1. Metered (M). Where GFOQ are individually metered, use actual consumption and attendant costs.

2. Used (U). Where fuels (such as oil, coal, liquid propane) are delivered to individual GFOQ, use quantities delivered or consumed and attendant costs.

3. Simple proration (P). Where master metered housing areas with GFOQ contain like size and type dwelling units with similar occupants, prorate consumption and attendant costs.

4. Sampling (S). Where there are no individual or area meters associated with a specific GFOQ, but there are other GFOQ of similar size and type, assign the metered GFOQ consumption rate to the unmetered GFOQ. The consumption rate assigned may be from individually metered GFOQ or from proration based on an area metering system.

5. Comparison (C). Where there are no reasonably comparable consumption data such as that in 3 and 4 above available on an installation, use consumption data for comparable dwelling units from a nearby installation or local communities. Local utility companies can supply consumption data from local communities. Derive individual GFOQ costs from comparable consumption data and costs per unit measure of the utility.

6. Factored (F). Where sewage metering or contract provisions do not enable measuring or computing sewage quantities, use the applicable engineering standard (if available) or use 70 percent of the water consumed as the sewage quantity.

(b) Records will be set up and maintained for each individual utility account. Records will be structured so that both the costs and consumption for each utility are captured.

(7) *Leasing (BP 194000).* This is a directly identifiable cost. Charge to specific GFOQ.

(8) *Privatization (BP 195000).* Charge to a specific GFOQ only if there is a directly identifiable cost.

f. Maintenance costs (Budget Program 192000). The maintenance account includes recurring M&R, major M&R, incidental improvements, M&R of exterior utilities, M&R of other real property, self-help, and design costs of M&R projects.

(1) *Recurring maintenance and repair*. Charge directly identifiable costs to GFOQ.

(2) *Major maintenance and repair*. This is a directly identifiable cost. Charge to specific GFOQ.

(3) *Incidental improvements (that is, alterations and additions)*. Charge directly identifiable costs to GFOQ.

(4) *Maintenance and repair of exterior utilities*. M&R costs beginning at the 5-foot line and ending at a point where the utility system joins a main or terminates are directly identifiable costs and should be charged to GFOQ. Where an exterior utility distribution/collection system exclusively serves a Family housing area which contains one or more GFOQ, prorate the M&R cost (including design costs) according to the following proportion: total Family housing cost of M&R project divided by the number of Government DUs in the area served.

(5) *Maintenance and repair of other real property*.

(a) Other real property costs will be charged to GFOQ only if they can be clearly identified with the dwelling unit as associated real property such as garages, driveways, and grounds which are for the exclusive use of the GFOQ resident.

(b) Costs for common use areas and common facilities will not be charged to individual GFOQ.

(6) *Self-help program*. This is a directly identifiable cost. Charge to specific GFOQ.

(7) *Design costs*. Charge directly identifiable costs to GFOQ. Design costs may be programmed the year prior to proposed project execution.

g. Approval authorities and cost limitations.

(1) Approval authorities are established at various cost levels to ensure appropriate before-the-fact management of those types of actions which contribute to unusually high costs (see table 3–20 and para 3–12).

(2) The cost of the installation of communications, security, or antiterrorism equipment required by a GFOQ resident to perform his or her assigned duties shall not be counted against the limitation on the cost of the improvements of the DU. Additionally, the cost of the M&R of this equipment shall not be included as part of the maintenance and repair limitation. However, these costs must still be paid from the AFH appropriation and must be recorded against the GFOQ on the DA Form 4939, in Block 22, Security/force protection.

3–104. General/flag officer's quarters review and analysis

a. General. The O&M costs associated with many GFOQ warrant intensive oversight by those responsible for housing management. A report has been designed for use by management at all levels to assist in management cost analysis, developing standards or norms, and special management and cost studies as necessary. This report, which plays a key role in justifying and defending the Army's resource needs to support GFOQ before OSD, OMB, and the Congress, is prescribed in paragraph 3–131a.

b. Change of occupancy orientation. The incoming general or flag officer will schedule an orientation on his or her GFOQ within 10 days after occupying the GFOQ. Ideally, this orientation should include the spouse and take place at the GFOQ at the earliest possible time.

(1) *Orientation packet.* This packet will be presented to the GFOQ resident at the orientation. It should include the following:

(a) GFOQ Resident's Guide.

(b) An excerpt, summary, or copy of this chapter.

(c) A list of installation information and important telephone numbers.

(d) Copies of the plans described in paragraphs 3–8b and 3–102a.

(e) The most recent quarterly obligations report.

(f) The furnishings plan (if applicable).

(g) A floor plan with highlighted official entertainment areas.

(h) A list of furnishings items which may have been provided to the DU as an exception to policy.

(i) Historical designation, if applicable.

(j) Any additional information and material considered appropriate by the housing manager.

(2) *Orientation topics.* The housing manager's orientation should focus on the following topics:

(a) Funding limitations.

1. Identify funding limitations and approval authorities.

2. Describe procedures for obtaining approval beyond the installation's authority.

3. Delineate the time frame for submitting M&R work estimated to exceed $35,000 in a FY.

4. Describe what is involved in emergency out-of-cycle requests to Congress.

5. Discuss incidental improvement limitations in terms of funds and types of work which can and cannot be done.

6. Explain that there is no separate funding for GFOQ.

(b) Six-year General Flag Officer's Quarters Plan.

1. Explain how the SYGP is developed, point out significant projects, and emphasize the importance of doing the work.

2. Discuss the importance of the GFOQ resident's participation in developing the SYGP, their commitment, and pros and cons of making changes to the SYGP.

3. Point out that requests for non-routine work not included in the plans require written approval of the general officer resident, just as requests for exception to policy or unauthorized items must be signed personally by the general officer resident. Emphasize that the signatures of the spouse, an aide, or executive officer are not acceptable except for a General Officer (0–10) who has an Executive Officer with general officer rank.

(c) Quarterly expenditure report.

1. Provide a summary of the average cost to operate and maintain the GFOQ.

2. Discuss significant expenses during the past year and explain "normal" operating costs.

3. Inform the resident of the approximate time frame of distribution of the report and who reviews and approves the report (not the resident).

(d) Miscellaneous.

1. As applicable, discuss the GFOQ's furnishings plan, replacement of carpeting and drapes, and frequency of maintenance.

2. If the resident occupies a special command position, address special allowances, current inventory, replacements, annual funding limitations, requests, and approval authorities.

3. Inform the resident that, while hand receipt signature authority may be delegated in writing, this does not extend to requests for furnishings.

c. Review and analysis.

(1) Review and analysis should provide managers at all levels with sufficient information and data to serve as a basis for measuring performance and focusing management effort on a priority basis against those areas where performance is weakest.

(2) Headquarters DA (DAIM–FDH) will—

(a) Analyze those annual GFOQ O&M budget estimates which exceed $60,000 and provide to Congress with the annual AFH budget submittal those whose M&R estimates exceed $35,000.

(b) Analyze DA Form 4939 data.

(c) Compare costs worldwide.

(d) Assess validity of costs.

(e) Ensure costs are within approval levels and do not exceed cost limitations.

(f) Ensure necessary waivers/exceptions have been received and are documented.

(g) Identify cost trends and explain reasons they occur.

(h) Submit analysis of GFOQ management to OSD as required.

(3) The IMCOM will—

(a) Review the SYGP for each GFOQ.

(b) Analyze annual O&M budget estimates for each GFOQ and forward those which exceed $60,000 and those whose M&R component is $35,000 or more to HQDA.

(c) Analyze installations' DA Forms 4939.

(d) Compare costs by IMCOM Region and across the IMCOM.

(e) Assure validity of costs.

(f) Ensure costs are within approval levels and do not exceed cost limitations.

(g) Ensure necessary waivers/exceptions have been requested, documented, and approved.

(h) Identify cost trends and assess reasons therefore.

(i) Provide installations with comparative summaries on cost averages and trends.

(4) Installations will—

(a) Keep a separate cost data file for each GFOQ. (DPW will provide detailed cost data to the housing manager as costs occur.)

(b) Prepare a SYGP for each GFOQ.

(c) Prepare an annual O&M budget estimate for each GFOQ and provide to GFOQ resident and IMCOM.

(d) Complete DA Form 4939 and provide it to GFOQ residents for their information and comment.

(e) Provide a copy of DA Form 4939 for both the second and fourth quarters to the IMCOM Region and for the fourth quarter to IMCOM/HQDA (DAIM–FDH).

(f) Establish and maintain cost and performance data.

(g) Measure and analyze performance in each of the GFOQ cost accounts, particularly in the utilities account where quantity consumed is as important, if not more so, than costs.

(h) Compare costs of goods and services for GFOQ against other Family housing.

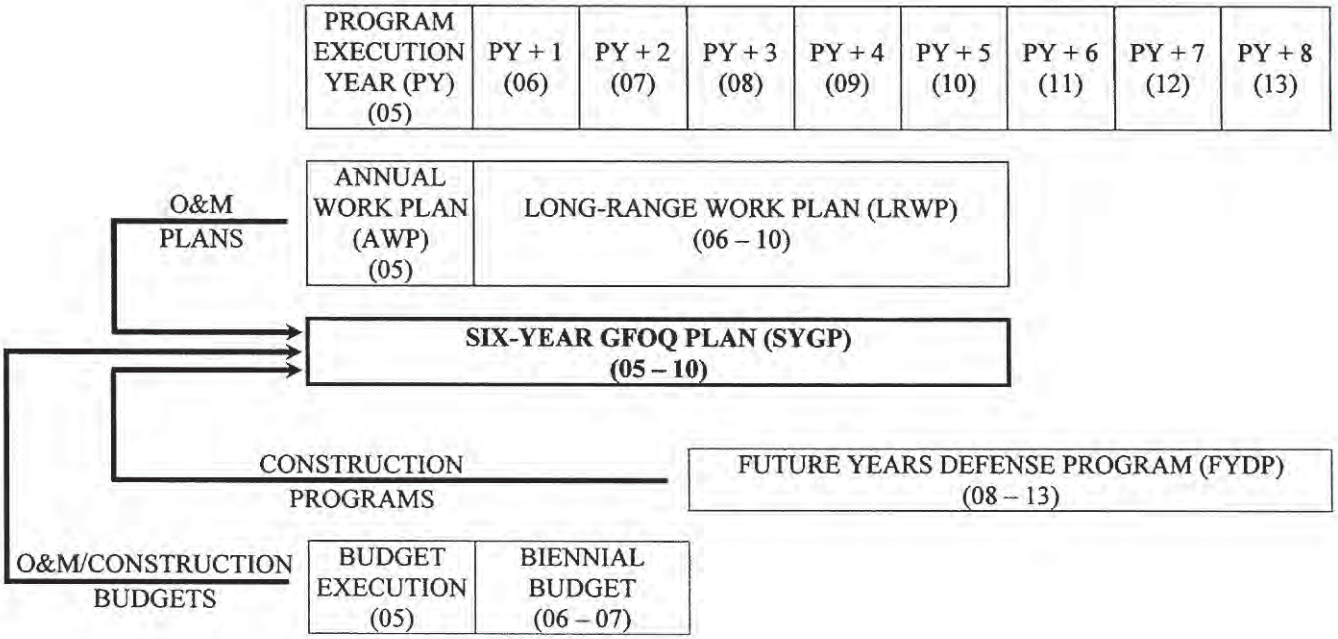
(i) Check validity of charges and accuracy of prorations or assignment of costs.

(j) Ensure costs are within approval levels and do not exceed cost limitations.

(k) Ensure waivers/exceptions are approved before proceeding.

(l) Ensure GFOQ residents have signed hand receipts for furnishings.

(m) Identify cost trends and evaluate causative factors



Notes:

In FY 05 the SYGP developed for FY 05 – FY 10 is based on --

1. AWP for FY 05.
2. LRWP for FY 06 – FY 10.
3. O&M/construction budgets expected to be executed for FY 05.
4. O&M/construction biennial budget estimates for FY 06 & FY 07.
5. Construction FYDP for FY 08 & FY 13.
6. FHMP.

Figure 3–6. GFOQ planning relationships

SUGGESTED FORMAT FOR COMPLETING A SIX-YEAR GFOQ PLAN (SYGP)

Installation:
Quarters Address:
NSF:
Year Built:

1. OPERATIONS COST CATEGORIES
   a. Management – Estimated pro-rata share of family housing office administrative cost, programming and studies, and environmental studies
   b. Services – Estimated costs for refuse collection and disposal, fire and police protection, entomology services, and custodial services
   c. M&R Furnishings – Estimated cost for maintenance of furniture and equipment (Project ID)
   d. Purchase Furnishings – Estimated acquisition cost (Project ID)
   e. Control, Moving, Handling of Furnishings – Estimated cost for administering and moving of Government-owned furniture and equipment to, in, or out of GFOQ
   f. Miscellaneous – Estimated cost for permit payments and (Germany only) fire insurance, and so forth.
   g. Utilities – Estimated cost for all utilities
   h. Lease Payments – Estimated or negotiated cost for basic shelter rent for leased GFOQ
   i. Privatization – Estimated cost to administer and implement RCI for GFOQ, if applicable

Total Operations – Sum of 1.a through i. above

Figure 3–7. Suggested format for a six-year GFOQ plan (SYGP)

2. MAINTENANCE COST CATEGORIES

a. Service Calls – Estimated cost for service calls
b. Routine M&R – Estimated cost for recurring/change of occupancy maintenance (Project ID)
c. Between Occupancy Cleaning – Estimated cost for contract cleaning at Government expense (limited locality application)
d. Interior Painting – Estimated cost for interior painting (Project ID)
e. Exterior Painting – Estimated cost for exterior painting (Project ID)
f. Major Repairs – Estimated cost for major projects (Project ID)
g. Alterations and Additions – Estimated cost for alterations/deletions to GFOQ and other real property facilities directly related to GFOQ (Project ID)
h. M&R Exterior Utilities – Estimated cost for M&R of utility system, including street lighting, beginning at the 5-foot line and ending where the system joins a main or terminates (project ID); also, estimated pro rata cost for M&R (including design) of exterior distribution/collection systems exclusively serving a family housing area containing GFOQ (see para 103e(4)) (Project ID)
i. M&R Grounds – Estimated cost for maintenance, care and repair of improved and unimproved grounds (Project ID)
j. M&R Other Real Property – Estimated cost for M&R of paved areas (driveways, walks, curbs, parking, etc.) (Project ID)
k. Design Cost – Estimated cost for design of M&R project(s) attributable to the GFOQ and appurtenant property and facilities (Project ID)

Total Maintenance and Repair – Sum of 2.a through k., above

Total O&M – Sum of 1.a through 2.k., above

Figure 3–7. Suggested format for a six-year GFOQ plan (SYGP)—Continued

3. PROJECT IDENTIFICATION

All cost categories in paragraphs 1 and 2 which have Project IDs must be annotated in this paragraph of the management plan. All project IDs will be alpha characters in sequential order by fiscal year. The alpha code will be entered by FY and at the appropriate cost category stubs in paragraphs 1 and 2 above. Corresponding codes, program year, estimated cost, and detailed description will be entered in this paragraph. M&R projects in excess of $20,000 must include DD Form 1391 form number. Entries for cleaning/replacement of carpeting and drapes and interior/exterior painting must include year work was last performed. Design cost must specify project.

Resident Concurrence – Type name and rank of resident. Have resident sign and date.

Installation – Type name and rank of DPW. Sign and date.

IMCOM – Type name, rank, and office symbol of IMCOM Region representative. Sign and date.

NOTES:

- Entries made in accord with paragraphs 1 and 2 should be for 6 years with the starting FY being the current year. For example, SYGP developed in FY05 should cover the period FY 05-10 (Figure 3-6).

- BP 6000000 Improvement/Construction projects should be listed separately in paragraph 3.

- All other costs and their funding appropriations (for example, OMA, OPA) should be listed separately in paragraph 3.

Figure 3–7. Suggested format for a six-year GFOQ plan (SYGP)—Continued

Army-FY Date Prepared

BUDGET ESTIMATE[1/]
GENERAL/FLAG OFFICER'S QUARTERS
OPERATION & MAINTENANCE–AFH (BP 190000)

FOR SUBMISSION TO
(Congress or ASA(I&E), as applicable)

IMCOM REGION
INSTALLATION
GFOQ ADDRESS
RESIDENT'S NAME, RANK, POSITION, & SERVICE

YEAR BUILT NET SQUARE FEET

DWELLING UNIT BP 190000 ACCOUNT	O&M OBLIGATIONS	CONGRESSIONALLY APPROVED AMOUNT (>$35K)
FY current minus 2/actual		
FY current minus 1/actual		
Current FY program		
Current FY plus 1[2/] (President's Budget)		
Current FY plus 2[2/]		
Current FY plus 3[2/]		

Figure 3–8. Suggested format for a GFOQ budget estimate

	ACCOUNT	DESCRIPTION	FY ESTIMATED COST
1.	OPERATIONS		
	Management		
	Services		
	Furnishings		
	Other		
	TOTAL		
2.	UTILITIES		
3.	LEASE		
4.	PRIVATIZATION (if applicable)		
5.	MAINTENANCE & REPAIR		
	Service Calls		
	Routine Maintenance[3/] (include change of occupancy, if programmed)		
	Interior Painting (enter yr last painted)[4/]		
	Exterior Painting (enter yr last painted)[4/]		
	Major Repairs/Projects (DD 1391 form number)		
	Incidental Improvements (mandatory detail)		
	M&R Exterior Utilities		
	Grounds		
	Other Real Property		

Figure 3–8. Suggested format for a GFOQ budget estimate—Continued

Design costs (specify project)
TOTAL M&R

6. IMPROVEMENTS (BP 6000000) FY
(explain)
(not part of >$35K limitation)

7. REMARKS:

(Date, typed name, signature of DPW indicating validity of work)

NOTES:

1. Round all dollar entries to the nearest hundred dollars.

2. Exchange rates FY XX-XX

Europe (Euro)	E	0.00	
Japan (Yen)	JY	000.00	
S. Korea (Won)		KW	0000.00

3. Routine Maintenance – provide details of work, routinely and/or during change of occupancy, as applicable.

4. Interior/Exterior Painting – state year when last painted (whole or partial), explain if painting includes additional surface repairs and supplementary preparatory work.

Figure 3–8. Suggested format for a GFOQ budget estimate—Continued

Section XIV
Housing Requirements

3–105. Scope

This section establishes policy and procedures for determining housing requirements and developing documentation to support housing acquisition and sustainment programs.

3–106. Basic housing acquisition policy

a. Broad policy regarding the acquisition of housing is set forth in paragraph 3–6*c*.

b. In addition to reliance on the civilian community for housing, there are other ways to acquire and/or sustain housing to meet the needs of the Army's Soldiers and their families. These include—

(1) New construction (see sec X of this chapter for information on constructing new housing facilities).

(2) Improvements (that is, upgrades, modernizations, rehabilitations, expansions, additions, or other revitalization initiatives) to existing Government-controlled housing (see secs VII, X, and XIII of this chapter for information on housing facility improvements).

(3) Major M&R projects for housing (see secs VII and XIII of this chapter for details on M&R).

(4) Leasing of privately owned housing to include third party contracted housing (see sec XI regarding the leasing program).

(5) Privatization of housing (see para 3–110, below).

(6) Management actions related to facilities utilization, conversion, and diversion (see sec V of this chapter for information on occupancy/utilization management).

(7) Purchase of existing housing facilities.

(8) Transfer to the Army of housing excess to the needs of other Services or other Government agencies.

c. Irrespective of which housing acquisition and/or sustainment strategy is pursued, the Army must document its needs before committing limited resources. This is necessary not only for its own internal decisionmaking process but also to justify its decisions to OSD, OMB, and Congress in defense of its budget requests. Such documentation must reflect local community housing conditions as fully and accurately as possible (see para 3–108, below) and address Government-controlled housing assets (see para 3–109. below). It must also consider the privatization initiative alternative (see para 3–110, below). Finally, it must analyze the costs and benefits of feasible alternative acquisition solutions (see para 3–111, below).

d. Housing is an overarching quality of life issue because it is vitally important to the morale and well-being of Soldiers and their families and hence to the readiness of individual Soldiers and their units and organizations. Commanders must—

(1) Ensure that documentation to support housing needs (to include requirements associated with the Exceptional Family Member Program) receives command attention at all levels.

(2) Ensure that close cooperation is given those who prepare the documentation and process the results.

(3) Ensure that documentation is kept on file for review.

(4) Ensure that a viable audit trail exists.

e. The Army Stationing and Installation Plan is the official source document for strength projections. It will identify long-range strength projections for programming purposes, using furthest out-year force level projections. Projects to support approved stationing and restationing actions not yet reflected in the ASIP will be managed off-line on a case-by-case basis.

3–107. Determination of housing requirements

The general approach to determining requirements for housing is as follows:

a. Data requirements and entries to be made into the HOMES database will be specified in annual guidance from HQDA (DAIM–FDH).

b. Data available in the HOMES and ASIP databases will be extracted and analyzed by HQDA (DAIM–FDH) in terms of projected personnel requirements for Family and unaccompanied personnel housing facilities and on- and off-post housing inventories projected to be available.

c. Based on data available in existing databases, the HQDA (DAIM–FDH) analysis of requirements in the form of housing master plans will be coordinated with the appropriate installations and IMCOM Regions to ensure that planning, programming, and budgeting fully support the solutions proposed for meeting the Army's housing needs.

3–108. Identifying housing assets in the local community

a. Description of program.

(1) Housing policy requires the use of a balanced approach to satisfying housing needs of Soldiers and their families. This includes use of adequate local community housing assets. Each installation must determine the extent to which community housing assets are available to the various segments (pay grade groups) of Army personnel needing housing. The installation must actively solicit housing support for the military mission from the local surrounding civilian communities.

(2) The objective of a housing analysis is to provide competent analytical processing of present and prospective housing demand and supply relationships in a local housing market. This will more accurately determine the ability of the local community to adequately support the present and programmed future segmented housing needs of locally stationed military personnel and their families. The principal goal is to comprehensively evaluate the current and prospective dynamic forces affecting economic, demographic, housing condition, and housing inventory trends in order to estimate local demand for housing in quantitative and qualitative terms. The results of the analysis will be integrated into the Army's housing master plans to form the justification for supporting a balanced overall acquisition program.

(3) Each installation must aggressively pursue off-post housing within its housing market area. The installation staff, in cooperation with local housing authorities, realty boards, financial institutions, real property management firms, and housing construction agents, must actively pursue programs to increase the civilian community's ability to house

Soldiers and their families. The HSO must contact local landlords in order to persuade them to establish and participate in programs such as the Rental Partnership Program and Utility and Security Deposit Waiver Programs (see para 3–36).

b. Housing market analysis.

(1) A housing market analysis (HMA) is the vehicle used to conduct a detailed study of housing demand and supply within a defined market area. The HMA determines the ability of a local housing market to meet the needs of military personnel for adequate and affordable housing.

(2) An HMA will be based on the following criteria:

(a) Community housing must meet acceptability standards which include—

1. Location.

2. Affordability.

3. Quality.

4. Number of bedrooms.

(b) There will be a minimum on-post housing requirement. This is referred to as the "floor."

(c) The analysis will consider all military personnel (other than personnel comprising the floor) as potential residents of community housing.

(d) All Soldiers occupying on-post housing will be treated as renters, since they are effectively "renting" their housing when they forfeit their BAH.

(e) Rented mobile homes are considered to be inadequate for programming purposes.

(f) Military personnel who own their local residences (including mobile homes) are considered to be adequately housed, regardless of any other criteria.

(3) Headquarters DA (DAIM–FDH) will provide detailed guidance and procedures for data collection, conducting analyses, and documentation of the HMA.

(4) An HMA report will include—

(a) A description of the housing market area (with emphasis on the "effective" area where most military personnel choose to live), its population, and major determinants of regional development. The market area used to collect data will be defined as the local survey area used to establish BAH rates.

(b) The characteristics of the market area housing stock.

(c) A description of military Family housing demand and affordability in the market area based on maximum acceptable housing cost (MAHC)—the maximum amount a military member should pay for rent and utilities and still be acceptably housed.

(d) A description of the requirement for military Family housing by pay-grade and number of bedrooms.

(e) The military Family housing requirements assessment and conclusions.

(f) List of persons and organizations contacted during the course of the study.

(g) Appendices describing key area population and housing indicators used in the study and detailed demographic data.

3–109. Army housing master plans

a. Description. An Army housing master plan is a consolidated strategy for planning, programming, budgeting, and executing the acquisition and sustainment of housing facilities to meet the Army's housing requirements. The Army has two housing master plans. One master plan addresses Family housing; the other, unaccompanied personnel housing for permanent party personnel.

b. Army Family Housing Master Plan.

(1) The Army's Family Housing Master Plan (FHMP) is a plan for meeting the needs for quality, affordable housing for Soldiers and their families. It identifies—

(a) Each installation's Family housing inventory, condition, and requirements as derived, on-post, from real property records and reports, and off-post, from an HMA.

(b) Associated costs to bring the required Family housing at each installation up to acceptable standards.

(c) The years in which planned military construction and privatization will be programmed for execution.

(d) Funds needed to properly operate and maintain housing that remains under Army control.

(e) Planned disposition of excess housing.

(2) Inasmuch as the military, social, and economic conditions that influence the FHMP are dynamic, the FHMP will be refined and updated when substantive changes occur. This refinement and updating will be accomplished through installation FHMPs (I–FHMPs) The I–FHMP will use the shortfalls or surpluses identified in the HMA to determine the installation's Family housing requirements, revitalization costs, project phasing, and year-by-year programming schedules. The I–FHMP process will also provide a detailed housing plan and supporting DD Forms 1391 to program and budget for construction funds.

c. Army Barracks Master Plan.

(1) The Army's Barracks Master Plan (BMP) serves as a set of directions for providing quality housing to

unaccompanied permanent party Soldiers from private (E–1) through sergeant (E–5). In Korea, the BMP addresses unaccompanied permanent party Soldiers from private (E–1) through command sergeant major (E–9). It identifies—

(a) Each installation's barracks inventory, condition, and requirements as derived, on-post, from real property records and reports, and as derived, off-post, from an HMA.

(b) Associated MCA and OMA costs to accomplish the barracks modernization program through the WBRP and BUP, respectively (see paras 3–78 and 3–81*b*).

(c) The year in which planned new barracks complexes and major barracks upgrades will be programmed for execution.

(d) Planned disposition of surplus barracks facilities.

(2) The Army recognizes that the military, social, and economic conditions that influence the BMP are continually changing. Accordingly, the Army will update the BMP annually to incorporate changed conditions and the update of investment strategies, requirements, costs, and priorities.

(3) The Army has statutory authorization for privatizing UPH assets at selected installations using the MHPI authorities. The RCI Program Office will serve as the Army's acquisition agent responsible for executing UPH privatization projects.

3–110. Residential communities initiative

a. Military housing privatization initiative.

(1) The National Defense Authorization Act of 1996 established the Military Housing Privatization Initiative (MHPI). The MHPI provides the Military Services with the authorities to leverage scarce funds and assets to obtain private sector capital and expertise to operate, manage, maintain, improve, renovate, and construct military housing (for both families and unaccompanied personnel) on or near military installations in the United States (see 10 USC 2871 et seq.).

(2) The Army's housing privatization program, known as the Residential Communities Initiative (RCI), is an essential component of the Army's overall acquisition strategy for meeting its Family housing needs. It relies on partnership relationships between the Army and the private sector and on dedicated support from the Government, private industry, and the Congress.

(3) The National Defense Authorization Act of 2000 amended 10 USC 2881 to limit ancillary facilities to those that would not be in direct competition with the provision of merchandise or services provided by AAFES, the DeCA, or any nonappropriated fund activity of the DOD for morale, welfare, and recreation of members of the armed forces.

b. Acquisition process. The RCI focuses on the total residential community. RCI may use any number of acquisition processes set forth in acquisition regulations. These processes evaluate and award on the basis that the eligible entity selected is the most highly qualified to meet the Army's requirements.

c. Housing market analysis at residential communities initiative sites.

(1) A current HMA is critical to planning, programming, and associated fiduciary responsibilities inherent in the privatization process of the Army's Family housing. For those privatization sites utilizing a loan guarantee, the Army must document and retain a record of the Army Family housing requirement.

(2) The HMAs should be conducted every 3–5 years and when the installation or community experiences significant changes in demographics, housing supply, regional economics, and/or BAH.

(3) The ACSIM will ensure that a current HMA is available.

d. Construction standards. The Army's goal is that RCI housing will meet or exceed competitive housing in the local community.

(1) *Policy*. The following policy will apply to standards under the auspices of RCI:

(a) Use local standards and private-sector best practices.

(b) Establish minimum space standards equivalent to—

1. The previous MILCON maximum space standards referenced in 10 USC 2826, as one baseline.

2. The MILCON space benchmarks for Government Family housing in paragraph 3–80*b* as another baseline.

(c) Allow the development partner to recommend additional standards for negotiation during Community Development and Management Plan (CDMP) development process.

(d) Develop incentives to encourage the development partner to exceed minimum/local standards.

(e) Submit additional standards for review and approval based on lessons learned.

(2) *Quality standards for new and replacement residential communities initiatives Family housing*.

(a) The ASA(I&E) has issued minimum construction and replacement standards and guidance and instructions for the implementation of these standards. These standards will be reviewed and updated annually NLT 30 September. They will remain in effect until rescinded or revised by OASA (I&E).

(b) These standards should be considered as minimum requirements as the CDMP is developed.

(c) They are applicable to all new or replacement Family housing constructed under RCI.

(d) These standards should be adapted to accommodate local requirements, health/safety regulations and statutes,

building codes, environmental considerations, requirements related to accessibility and historic preservation, private sector innovations, and/or improvements to the industry standard.

(e) During CDMP negotiations, similar standards will be negotiated for renovated, revitalized, and/or historic housing, recognizing that universal applications may be limited by existing DUs, cost factors/economics, or other local conditions.

(f) Where conditions exist that preclude implementation of a standard or a different standard is proposed, the Garrison Commander may request exception through channels to the RCI Program Office, OASA (I&E).

e. Schools for residential communities initiatives sites. The following Army policy governs additional school requirements under the auspices of RCI for:

(1) *Local school districts.* The Army will—

(a) Inform the local education agency/school district/school system of additional school requirements resulting from RCI net increases to on-post Family housing inventories.

(b) Include all stakeholders early-on during the RCI planning process.

(c) Continue to set aside, offer, and/or provide land for school use.

(d) Spread out/ phase RCI development to track more closely with school construction and/or upgrade.

(e) Consider exceptions in the future if, for example, the Army constructs large-scale developments in new areas or local education agencies refuse to build new schools regardless of requirements.

(2) *Department of Defense Education Activity schools.* The Army will fund construction related costs in accordance with an agreement between the DODEA and the Army when necessary to accommodate an increase in student population beyond the existing capacity of a DODEA school where such increase is created by an RCI housing development plan.

f. Residential communities initiatives utility policy and procedures for residents of residential communities initiatives. Generally, residents will be responsible for their utilities. They will be rewarded for energy conservation and penalized for energy abuse. The project/partnership has utility responsibility for designated common areas and vacant houses. The CDMP and other project documents and agreements will outline the specifics of the RCI utility program.

(1) All new and renovated houses will be metered for gas, electricity, and/or heating oil, and all housing units will be metered by the end of the project's initial development period. The costs of metering will be borne by the project/ partnership.

(2) Residents will be responsible for gas, electricity, and/or heating oil costs. The project/partnership will be responsible for all other utilities and all utilities for common areas and vacant houses.

(3) The project/partnership will administer the resident utility program. Installations will implement/start the RCI utility program by individual housing area once a housing area is renovated/metered. Installations will not wait for the entire housing inventory to be metered.

(4) A Utility Allowance will be identified by the project/partnership (in coordination with the installation) for each resident within their BAH. The Utility Allowance is independent of the utility component of BAH as determined by OSD. It is based on the average cost of utilities for comparable houses in the same housing area over a one-year baseline period after all units in the housing area are renovated and metered, and a Utility Buffer. The Buffer will start at no higher than 10 percent of the average utility cost for the first year of implementation and will decrease to zero at the start of year three. The Allowance will be recomputed and published to residents at least once per year for adjustment each January. Other adjustments may be made when "spikes" in utility costs occur (for example, energy crises, utilities privatization, and so forth). These determinations will be made by the installation in coordination with the project/partnership.

(5) The project/partnership will receive the total BAH and set aside the Utility Allowance from the resident's BAH to pay for each resident's gas, electric, and/or heating oil costs.

(6) The project/partnership will set up a resident utility program in coordination with the installation. This program will include, but not be limited to the following:

(a) Meter reading to determine resident usage.

(b) Payment to utility providers.

(c) Mock billings to residents during the baseline year and actual billings in follow-on years to show how they are doing and to provide suggestions on how to improve conservation.

(d) Rebates to residents whose utility costs are below their average utility estimates (that is, Utility Allowance less Buffer).

(e) Billings to residents (and collections) when their utility costs exceed their Utility Allowance.

(f) Meter readings, mock and real billings, and rebates and collections will be made at least quarterly.

(7) The administrative costs for this program will be borne by the project/partnership. These costs will not be included in the cost of resident utilities.

(8) Special category housing will be exempt from these policies and procedures. Residents of these houses will allot the full BAH to the project/partnership, and the project/partnership will pay all of the utility costs for these houses from within the BAH.

(a) Houses larger than 3000 net square feet (278.7 net square meters) will be exempt from these policies.

(b) Representational housing (see para 3–110*n*) also will be exempt.

(c) Historic/other housing that cannot be economically metered during renovations may be exempted by the installation.

(9) All RCI sites will report the status of metering, implementation, exceptions, and so forth annually during submittal of the OSD Performance Evaluation Plan Report.

g. Utility services reimbursement policy for residential communities initiatives partnerships. Title 10 USC 2872a allows the Secretary of the Army to provide utilities and services to RCI partnerships on Army installations and mandates that the Army will be reimbursed for the cost of any utilities or services furnished.

(1) *Reimbursement policy*.

(a) Reimbursement for utilities and services will be accomplished pursuant to a written agreement.

(b) Reimbursement will comply with the provisions of FMR 7000.14–R and DODI 4000.19.

(c) The reimbursement rate used shall include all costs associated with providing utilities and services to RCI housing. The rate shall not include—

1. Reimbursement for expenses or infrastructure required to support facilities other than RCI, or

2. Costs which the installations would still incur if the RCI project were to obtain the service from another entity (incremental costs).

(2) *Reimbursement guidelines.* The RCI project must pay for incremental costs associated with the goods or services. If providing support to RCI results in a cost that would not otherwise be incurred by the Army, the cost incurred must be charged to the RCI project. If the RCI project were to obtain support from another entity and the cost would still be incurred by the Army, then RCI should not be charged. RCI projects will not pay for centrally funded projects to common infrastructure.

(a) Examples of items that should be included in the rate billed to the RCI project—

1. The actual cost of any commodity or service provided to the RCI project.

2. The actual cost of any project completed solely to provide a commodity or service to RCI if required by the RCI project.

3. The cost of any employee who must be hired or required to work overtime in order to provide a commodity or service to the RCI project.

4. The cost of any equipment purchased solely to provide a commodity or service to the RCI project.

(b) Examples of items that should not be billed to the RCI project—

1. Administrative costs not connected to overtime or additional hiring.

2. Army capital costs for existing infrastructure.

3. The costs of projects centrally funded directly by HQDA or otherwise through use of MILCON.

4. Maintenance and repair of infrastructure that is not exclusively dedicated to supporting the RCI project.

h. Community development and management plan.

(1) Once the procurement process is complete, the Army will award a contract to the selected development partner to work with the specified installation in preparing a community development and management plan (CDMP). The CDMP serves as the business plan for each specific RCI project. It sets forth the proposed terms of the developer's long-term relationship with the Army. The CDMP consists of the following three main components:

(a) Development Plan.

(b) Financial Plan and Transactional Instruments.

(c) Operations, Maintenance, and Property Management Plan.

(2) After completion of the CDMP, the Army will staff this plan and submit it to the Congress for review and approval. Barring any objection by the Congress, the Army will issue a Notice to Transition and the developer is paid a fixed price for the CDMP. In return for this payment, the Army is granted full and unlimited rights to use of the CDMP. Next, housing assets and operations are turned over by the Army to the partnership which includes the Army and the developer.

(3) In furtherance of CDMP preparation, the Army will conduct/pay for land surveys.

i. Transfer date for residential communities initiatives assets and operations. The RCI installation and partner will schedule the transfer date as early as possible during CDMP negotiations by considering the duration of negotiations and the projected 60–day congressional notification period. RCI installations must transfer assets and operations to the developer partner on the first day of the month as determined during CDMP negotiations.

j. Installation housing staffs. Staffing levels should track with private industry standards and also meet military-unique requirements and the commander's inherent responsibilities for the well-being of Soldiers and their families. Toward that end, the Army will—

(1) Set staffing levels at one per 1000 on-post Family housing units plus 3.5 man-years of effort for overhead (for example, supervision and administration, and project, financial, and information management) per site,

(2) Maintain current staffing levels throughout the transition phase from the Army to the development partner,

(3) Start the personnel ramp down at the end of the transition period,

(4) Complete the ramp down one year after the end of the transition period, and

(5) Exclude HSO and Deposit Waiver Program manpower spaces from the RCI staffing levels.

k. Occupancy of privatized housing.

(1) *Military*. Military personnel have priority of assignment to RCI housing.

(a) Soldiers may elect to reside in housing acquired or constructed under the RCI program.

(b) Occupancy of housing units which are not owned or leased by the Government entitles Soldiers to BAH (see 37 USC 403(h)).

(c) Soldiers who occupy housing units acquired or constructed under the RCI program are required to make rent payments to the RCI partner. The Army may require Soldiers to make rent payments for such housing by allotments (see 10 USC 2882).

(d) Military residents may pay rent in arrears.

(2) *Civilians*. The development partner may rent to civilians under specific guidelines outlined during the negotiations of the CDMP.

(3) *Standard landlord/resident agreement*. The Army RCI Office (OASA–I&E), in coordination with the IMCOM Regions/installations, will develop a standard lease agreement and allow addenda to be added by the installations. These addenda are intended to capture requirements unique to each installation, such as binding agreements for historically significant housing units.

(4) *Rental payment method for residential communities initiatives installations*. The Army will use an RCI–wide, third-party vendor to provide the services necessary to process rental payments from the residents to the developer partner. Services to be provided include—

(a) Online allotment starts upon assignment and stops upon termination of occupancy,

(b) Management of the process, allotments between installations, pro-rata management, and funds reimbursement,

(c) Funds tracking including online account information, payment identification, lease renewals, and accounting reports, and

(d) Reconciliation of BAH and allotment files.

(5) *Surviving spouse residency/rent*. The Army will require the development partner to recognize the right of surviving spouses/families to remain in RCI housing for up to 365 days. Further, rents will be capped at the BAH level.

(6) *Resident security deposits*. The Army will require that the developer partner allow security deposits for civilian residents in the event they are offered RCI housing.

(7) *Resident satisfaction surveys*. To assist the Army in validating the viability of the RCI program, in accomplishing its quality assurance functions, and in determining development partner compensation, the Army will conduct surveys. In that regard the Army will—

(a) Develop and conduct resident satisfaction surveys via third-party specialist consultants in collaboration and coordination with IMCOM and development partners.

(b) Require the development partnership to finance a portion of the cost of the survey (depending upon the structure of the partnership with the Army).

(c) Conduct surveys semiannually for the first five years,

(d) Consider the benefit of conducting the surveys at comparable non–RCI sites.

(e) Require summary results to be forwarded up through command channels to ACSIM and OASA (I&E).

l. Local moves and non-temporary storage.

(1) The Government may continue to pay for local moves of Soldiers from off-post housing to privatized on-post housing and for non-temporary storage of excess HHG, provided such moves are properly authorized in accord with the applicable provisions of the JFTR, paragraph U5355.

(2) Movement of HHG must be directed by competent authority on the basis of a Service requirement as outlined in the JFTR, paragraph U5355. Commanders retain the authority to ascertain the applicability of this entitlement based on the availability of operating funds.

m. Post award management of residential communities initiatives housing.

(1) To sustain effective management and oversight of the Army's housing privatization program, the HQDA RCI management team established the Portfolio and Asset Management program. This program provides instructions to both Government and Private Sector managers at all levels.

(2) Portfolio and asset management oversight intends to mitigate risks to Government assets and to ensure that the goal for quality housing to Soldiers and their families is achieved throughout the life of the Family housing privatization program. There are two levels of oversight—

(a) Portfolio management which includes the information required by HQDA with the objective to assess and assure the overall success of the RCI program.

(b) Asset management which will focus on the information and/or reports prepared by installations to assess the success of their projects.

(3) Performance measures established under the portfolio and asset management program will include, as a minimum, the following:

(a) Proper use of financial reporting and management tools.

(b) Collection, use, and accountability of funds.

(c) Adherence to the CDMP.

(d) Staffing levels.

(e) Training

(f) Direct and indirect support services.

(g) Landlord–tenant relations.

(h) Customer service.

(i) Occupancy and termination inspections.

(j) Resident complaints.

(k) Resident responsibilities.

(l) Disposition of housing units for which the Army has no foreseeable need.

(m) Quality control.

(n) Performance of the RCI partners.

(o) Reporting and ground lease compliance.

n. Funding parameters for privatized representational housing. The GFOQ, GCQ, and special CSM positions fall under the umbrella of representational housing. As such, they have unique requirements for certain services and amenities. These are addressed in sections IX and XIII. However, where representational housing is privatized, the following provisions will apply:

(1) The AFH appropriation will fund the purchase and replacement of special allowance items authorized for special command positions and the Sergeant Major of the Army. Army Family housing may fund supplemental furnishings, draperies, sheers, and area rugs for official public entertainment areas within privatized GFOQ, GCQ, and special CSM position quarters.

(2) Army Family housing will not fund carpeting or window coverings (blinds, drapes, and shades) outside of official public entertainment areas. These items and appliances are the responsibility of the partner. Existing window coverings, furnishings, carpeting, and so forth will convey with the privatized DU. All repair and replacement of those items will be commensurate with the same level of quality as the item(s) being conveyed.

(3) Army Family housing may fund supplemental furnishings in historic DUs greater than 4,000 gross square feet. Submit requests to HQDA (DAIM–FDH).

(4) Army Family housing will not fund maintenance, repair, or improvement to the DU or its grounds. Special work or items requested by the resident are not an AFH responsibility. These include, but are not limited to, expansion of the DU; addition of patios, enclosures, lawn sprinkler systems, gazebos, fencing, fixed barbecue grills, carports, and storage facilities; and accessibility modifications.

(5) Once the Army transfers housing units to the partner, the installation, maintenance, and repair of security, antiterrorism, and mission related communications equipment and systems should use funds made available for operation and maintenance.

3–111. Economic analysis for housing

a. Housing economic analysis program.

(1) Because the Army operates in a limited resource environment, decision makers need economic evaluations to assist them in best placing resources against requirements. The EA is a systematic and objective method for identifying, evaluating, and selecting the best solutions among alternatives.

(2) Basic guidance and procedures for conducting an economic analysis are presented in DA Pam 415–3. More specific guidelines and formats for analysis of housing alternatives are detailed in DA Pam 210–6.

(3) The primary alternatives which are available for consideration in housing EAs are listed in paragraph 3–106*b*.

(4) A complete EA will—

(a) Establish the study objective.

(b) Identify alternatives.

(c) Formulate assumptions.

(d) Determine costs and benefits.

(e) Compare alternatives.

(f) Perform sensitivity analyses.

(g) Report results and recommendations.

(5) Generally, a complete EA is required whenever one or more feasible alternatives exist. Only rarely will a case

arise where there is only one feasible alternative. In all cases, an unbiased mission objective must be stated and possible alternatives examined. In those rare cases where there is only one feasible alternative, an EA fact sheet may be prepared in lieu of a complete EA. The EA fact sheet will state the objective, identify possible alternatives, explain the rationale for eliminating all other alternatives, and include a budget analysis of the remaining alternative.

(6) Responsibility for conducting an EA rests with the installation. It may easily involve many members of the functional staff, but the major effort will devolve on the DPW and DRM, or their equivalents.

b. Requirement for economic analyses.

(1) *General.* Economic analysis will be conducted for new construction projects, revitalization projects, major M&R projects, privatization, and leasing.

(2) *Construction.*

(a) New construction.

1. All new MCA and AFHC construction projects estimated to cost in excess of $2 million require an EA. In accord with DA Pam 415–15, use Tab D (Economic Analysis) of the automated DD Form 1391 submission package to address the EA.

2. Any new construction project for a GFOQ DU requires an EA.

(b) Family housing post acquisition construction.

1. Any project estimated to cost in excess of $50,000 per DU ($60,000 per DU for support of the handicapped) as adjusted by the area cost factor requires an EA.

2. Any improvement project whose per DU cost is estimated to exceed 60 percent of its current replacement value requires an EA.

(3) *Maintenance and repair projects.*

(a) Family housing.

1. For non-GFOQ DUs, each major M&R project for which the per DU cost is estimated to exceed $20,000 (absolute) requires an EA.

2. For GFOQ, each DU whose total M&R cost is estimated to exceed $35,000 (absolute) requires an EA.

(b) Unaccompanied personnel housing. The OMA M&R projects for UPH that exceed the garrison commander's approval authority require economic analysis.

(c) Major building component replacement. When replacing major building components (such as heating systems, windows, exterior siding/painting, floors) an analysis will be prepared to determine the most economical method of replacement. This analysis will be developed at the installation level for use during the decisionmaking process. For those projects within the installation delegated approval authority, the analysis will be maintained in the project folder and subject to review by the IMCOM Region during staff visits. Projects forwarded to HQDA for approval will include an EA for the major components replaced.

(4) *Privatization.* The ASA(I&E), RCI, and OASA(FM&C) will develop life cycle cost analyses for privatization candidates during concept development. Such analyses will be done in conjunction with the housing master plan per OSD-approved policy and procedures.

(5) *Leasing.* EA in support of new lease acquisition actions which require congressional notification will be fully documented and submitted at least six months prior to the desired date of occupancy or prior to a firm commitment by the U.S. Government. EA which support renewal of lease acquisition actions will be fully documented and submitted nine months prior to the expiration of the current lease. EA for new and renewal lease acquisition actions which do not require congressional notification will be fully documented and submitted to HQDA (DAIM–FDH) to support field POM/BES input data. However, when leasing is the only alternative, an EA fact sheet will be prepared in place of a complete EA (see sec XI for information on the leasing program).

c. U.S. Army Corps of Engineers support for performing economic analysis. Installations should rely on in-house personnel to prepare and conduct EAs necessary to support their programs. To help in this regard, HQUSACE has an automated program called economic analysis package (ECONPACK) on the PAX system. ECONPACK includes the ability to automatically upload/download the economic analysis to/from the DD Form 1391 Processor. ECONPACK is available to any user with access to the DD Form 1391 Processor. ECONPACK can be obtained by contacting HQUSACE (CEMP–IB), 441 G Street NW, Washington, DC 20314–1000. It can be downloaded from the following Web site: http://www.hnd.usace.army.mil/paxspt/econ/econ.aspx.

Section XV
Establishment of Rental Rates for Housing and Related Facilities

3–112. Scope

a. This section sets forth the principles, general policies, and procedures for establishing and administering rents for housing and charges for related facilities supplied to—

(1) Civilian employees of the Federal Government.

(2) Members of the Uniformed Services.

(3) Foreign nationals (military and civilian) occupying housing under authorities other than the Arms Export and Control Act (AECA) (22 USC 2771).

(4) All non-government personnel occupying Army-owned or Army-controlled housing located within the United States where housing is essential to the performance of a DA activity.

b. This section does not apply to Military Assistance Advisory Group (MAAG) housing or foreign nationals occupying housing under authority of the AECA. (Pricing requirements provided under authority of the AECA are contained in DOD 7000.14–R, Volume 15.)

3–113. Rental housing composition

a. Rental housing includes all of the housing identified under rental quarters in the glossary of this publication.

b. Rental housing excludes the following:

(1) Public housing assigned to members of the Uniformed Services in lieu of BAH or to appropriated fund civilian employees in foreign countries in lieu of housing allowances (see 5 USC 5912 and 5923).

(2) Housing available for occupancy by personnel where forfeiture of a portion of per diem travel allowance is involved.

(3) Privately owned Wherry housing.

(4) Government-owned or -leased MHP facilities, including utility connections, provided to members of the Uniformed Services for house trailers and mobile homes not owned by the Government.

(5) Army lodging facilities when used by active duty and retired military personnel and Family members, authorized civilian employees and Family members, and spouses or relatives of active duty personnel confined to hospitals. Army lodging facilities are considered "rental housing" when occupied by all others.

(6) Unaccompanied personnel housing occupied by a member of the Uniformed Services on a PCS (that is, from time of official notification until arrival at new duty station to include time it takes to find permanent housing).

(7) Unaccompanied personnel housing occupied by an active duty Soldier in a leave status and retired military personnel, at the discretion of the garrison commander.

3–114. Exceptions to this section

The provisions of this section do not apply in the following instances:

a. When employees attend training programs at Federal or private facilities and the cost of housing is factored into the program cost to the Army or through other means, so long as the per diem rate (or actual expense allowance) paid the employee is set to reflect the fact that housing is provided at no cost to the employee.

b. In other than training situations when employees are receiving per diem (or actual expense allowance) and occupying Government housing, the per diem paid the employees is set to reflect the fact that the housing is provided at no cost to the employee.

c. When employees are receiving a remote work site commuting allowance and housing is provided at no cost to the employees, the allowance paid shall consist of factors other than the housing cost portion of the allowance (see 5 USC 5942).

3–115. Responsibilities for development of rental rates

a. The Commander, USACE will establish detailed guidelines for—

(1) Development of rental rates and related charges for Government furnished utilities.

(2) Processing appeals.

(3) Monitoring the rental program.

(4) Furnishing necessary reports.

b. District Commanders/District Engineers of the USACE will—

(1) Develop rental rates and charges for utility services for all housing subject to this section.

(2) Furnish the garrison commander annually adjusted rental rates for each rental unit, based on the percent change in Consumer Price Index (CPI) Rent Series, as identified in OMB Circular A–45. The CPI-based change will be furnished to District Commanders/District Engineers in October or November of each year.

c. Garrison commanders will—

(1) Provide and update to appropriate District Commanders/District Engineers accurate lists of housing units subject to this section for establishment of rate schedules for rents and related utilities and service charges. Data provided will include the following as appropriate:

(a) Number of housing units by type (for example, Capehart, Wherry, Lanham Act, appropriated fund (military construction program (MCP), BOQ, BEQ, VOQ, VEQ, and so forth) and by style (for example, detached single Family; duplex one-story; duplex two-story; multiplex, multistory; BOQ/BEQ/VOQ/VEQ with living room, bedroom, and bath or with living room–bedroom combination and bath). Housing that may be made available to transients will be identified separately, as the need arises.

(b) Building number or, as appropriate, address of each unit "keyed" to a representative type unit.

(c) Services provided (by Government and separately by NAFs).

(d) Equipment provided (for example, ranges, cabinets, refrigerators).

(e) Furniture and furnishings (for example, living, dining or bedroom furniture; drapes, curtains).

(2) Implement, promptly, new rent schedules upon receipt. Schedules received for Family housing any time from the first through the 20th of the month will require that tenants be notified no later than the first of the succeeding month. Schedules received after the 20th of the month shall be considered as having been received on the first of the following month.

(3) Make annual adjustments in the basic rental rate and utilities as appropriate. Such adjustments, to be effective on March 1 of each year, or at the beginning of the first pay period which starts on or after March 1 of each year, shall be made according to the revised schedule furnished by the District Commander/District Engineer.

(4) Adjust, promptly, upon receipt of changes in local domestic utility rates occurring subsequent to receipt of rent schedules from the District Commander/District Engineer, utility charges for housing and notify the District Commander/District Engineer so that correct schedules may be maintained.

3–116. Broad policy

a. Rental rates for Government housing and charges for other facilities made available in connection with the occupancy of housing on a rental basis shall be based on their reasonable value, in the circumstances under which the housing and facilities are provided, occupied, or made available (see 5 USC 5911).

b. Although housing operated by the DOD components in foreign countries is not subject to OMB Circular A–45, fair economic charges for all housing rental units owned or controlled by DOD shall be established.

c. The principle of comparability established by this section shall be followed in establishing housing rents and charges in foreign countries, where appropriate.

d. An employee or member of the Uniformed Services shall not be required to occupy housing on a rental basis unless necessary service cannot be rendered or that property of the Government cannot adequately be protected otherwise (see 5 USC 5911(e)).

3–117. Basic rate principle

a. Rental rates for housing, equipment, furnishing, and services provided occupants should be set at levels prevailing for comparable private rental accommodations in the nearest representative year-round community. Seasonal rentals should be discounted or modified appropriately. Rents and other charges may not be set so as to provide a housing subsidy, serve as an inducement in the recruitment or retention of employees, or to encourage the occupancy of existing Government housing (see 5 USC 5536).

b. Rent determined for housekeeping units will clearly distinguish between charges for basic (or shelter) rent and facility charges, such as ranges, cabinets, and refrigerators, and furnishings, except that charges for equipment will be included in the basic rent if such practice is common in the area.

(1) Where housing is provided with equipment and furnishings not included in the basic rent, the additional charges will be based on the typical charge for such equipment and furnishings in the area.

(2) As an exception to (1), above, where excessive differentials occur in the private rental market between rents for furnished and unfurnished housing, the charge for equipment and furnishings shall be set at the level that will amortize the replacement value of the equipment and furnishings at the time of appraisal over their estimated useful life (see para 3–68*h*(2)).

(3) The charges for furnishings in non-housekeeping units may be included in rents assigned without distinguishing separately, and may be adjusted as provided in (2), above.

c. Rental rates for housing and charges for related facilities supplied by the Army to foreign nationals (military and civilian) will be set as follows:

(1) In accord with terms of any agreement between the United States and the foreign government involved.

(2) For foreign nationals occupying housing under the AECA, pricing requirements for housing are contained in DOD 7000.14–R, Volume 15. When housing is provided under other legal authorities, rates shall be set in accord with this section unless the applicable authorizing legislation provides for alternative pricing procedure. In that case, document the alternative legal pricing requirement, bill in accord with it, and retain applicable documentation for audit.

(3) For foreign military students or trainees and PEP personnel, apply the rental charge guidance set forth in paragraphs 3–10*e* (for Family housing) and in AR 215–1 (for Army lodging).

(4) When there is no formal agreement as mentioned in (1), above, rates for foreign nationals other than those identified in (2) and (3), above will be set in accord with this section.

3–118. Utilities principle

a. Department of the Army charges for utilities for housekeeping units will be set at the local prevailing rates for similar services, in accord with the principle of equivalence with private housing practice. Charges to occupants of rental units for utilities (such as heat, electricity, gas, water, and ice) will be as follows:

(1) When furnished by the Government and metered or measured, apply domestic rates for similar services in the locality used for comparison.

(2) When utilities are not measured, set charges by comparison with the cost of such services to the occupants of comparable private rental housing. Such charges will be clearly identified and distinguished from charges for basic rent.

(3) For non-housekeeping rooms, the room rent may combine basic rent and utilities without distinction.

b. When utilities are not metered, consumption will be estimated by the DPW. Charges for such services will be based on the local prevailing rates for comparable private rental housing furnished by the appraiser. Where there is no local DPW, the estimates of quantities consumed will be made by the District Commander/District Engineer.

3–119. Family housing units designated as substandard

When substandard Family housing units are occupied by a member of a Uniformed Service and their Family members, the amount of the fair market rental value of the housing unit shall be charged against the member's BAH except that such charge shall not be in an amount in excess of 75 percent of the member's BAH. (see 10 USC 2830). When substandard housing units are occupied by other than members of the Uniformed Services and their families, full rents and charges shall be collected from the residents (see paras 3–14*j* and 3–23).

3–120. Instances of personal hardship

In certain hardship cases, continued occupancy of military Family housing may be allowed. Rental charges (or remission thereof) for such occupancies are set forth in paragraph 3–16*b*.

3–121. Charges for mobile home park spaces

a. Mobile home park space charges for members of the Uniformed Services and their families are set forth in paragraph 3–91*g* and figure 3–5.

b. When MHP facilities are provided to other than members of the Uniformed Services and their families, full rents and charges shall be collected from the occupants.

3–122. Frequency of rental reviews

Charges for rental housing shall be adjusted periodically in accord with the following:

a. Rental rates of Government-furnished housing will be adjusted annually by application of the percent change in the U.S. city average revised CPI for urban wage earners and clerical workers, rent series. This index is maintained by the Bureau of Labor Statistics, Department of Labor.

b. Basic rental rates for rental housing shall be affirmed or adjusted by survey of the private rental market as follows:

(1) Every fifth year, or when the rental rate for the housing has been increased by 40 percent through application of the CPI Rent Series, whichever occurs first;

(2) Every third year, if for any reason valid and realistic comparability with private rental rates has not been established; or

(3) Any year when changes in the private rental market in the nearby established community indicate a need to adjust basic rental rates on the basis of a survey or appraisal of the rental market.

c. Utilities furnished by the Government and metered or measured will be adjusted whenever rate changes occur in the locality used for comparison.

3–123. Establishing rent schedules

a. A rental rate schedule of reasonable value for each unit type, utilities, and other services will be developed by the District Commander/District Engineer in accord with ER 405–1–12 and the basic rental rate principle and guidance contained in OMB Circular A–45 (see app C). A separate schedule will be prepared, if required, for transient housing and will provide a daily rate rather than a monthly rate. Schedules should be prepared by qualified contract fee appraisers for the initial five-year period and each five-year period thereafter. When it has been determined to be in the best interests of the Army, USACE staff appraisers may be used, in lieu of contract fee appraisers, provided prior approval is obtained from HQUSACE (CERE–E) Washington, DC 20314–1000.

b. In foreign countries, qualified contract or staff appraisers may be used for appraisal of DA housing as each situation warrants. After an initial appraisal by a contract or staff appraiser, commanders in foreign countries may authorize the use of either contract or staff appraisers or employee representatives, for the subsequent five-year review and reappraisal of rent schedules of all housing within their jurisdiction. Primary reliance will be placed on the staff or contract appraiser when available. If a staff appraiser is not readily available in the area, and a determination is made that securing either a local contract appraiser, if available, or a staff appraiser from the United States is not economical or feasible, employee representatives may be used to establish rental rates. Justification for the determination to use employee representatives will be documented and retained in installation files together with the rent appraisal.

3–124. Appeals and reviews of schedules of charges

Garrison commanders may appeal or request a review of the schedules of charges for rents and utilities for housing subject to this section in accord with the following:

a. Any appeal or review will be processed so as to permit a decision by the reviewing authority and returned within 60 days. The appeal or request for a review will be made in writing after receipt of the approved rent schedule and will be addressed to the office from which the rent schedule was received. Every reasonable effort will be made to comply with this requirement. If a request for an appeal or review is made, the tenant(s) involved will be notified that any adjustment of charges, upward or downward, resulting from the review will be made retroactive to the date of the appeal or request for a review. Increased rental rates, will be collected by the OPLOC/FAO pending the decision of the appeal or review. Upon a final determination, the applicable amounts, after any refunds to the housing occupants, will be transferred to the appropriate accounts as provided by DFAS–IN 37–1 regulation, chapter 14, paragraph 140310.D.

b. Where the garrison commander considers that rent and utility schedules do not reflect reasonable comparability with local private rentals and are inconsistent with the basic rent principle, the commander may request an appeal or review of the schedule from the office which furnished the schedule. The request must be supported with the facts and circumstances on which the request for the appeal or review is based, indicating specifically which units and rates are considered inequitable and to what extent. The office responsible for establishing the rate schedule will carefully review the facts and circumstances and all data utilized in developing the schedule to insure that no discrepancies exist. Where discrepancies are found or where the evidence furnished by the commander warrants further evaluation, investigation, or adjustment of the schedule, corrective action will be taken. Approval of the corrective action or revised rates will be obtained in the same manner as the original schedule and the resulting schedule submitted to the commander for implementation. Where no corrective action is deemed justified, the commander will be notified with reasons in support of the decision.

c. If the garrison commander is still dissatisfied with the results of the appeal or review, the commander may submit the action through channels to HQUSACE (CERE–E), Washington, DC 20314–1000.

d. If an appeal is based on special grounds, such as (1) and (2), below, it will be referred through the channels to HQUSACE (CERE–E), Washington, DC 20314–1000, for review and decision.

(1) *Space devoted to official use.* Where the use of a portion of a housing unit designated as representational housing is required for the purpose of accommodating official visitors, for official office space or for the general convenience of the public, special consideration may be given to a compensatory adjustment in rent. In such instances, the garrison commander should set forth in full detail the circumstances detracting from the otherwise reasonable value of the housing to facilitate a proper evaluation and recommendation.

(2) *Excessive size or quality*. If housing of similar size and/or quality to that which the employee would ordinarily select in the private market, is not available, and the employee is required to accept alternate housing, the housing may not have the same reasonable value to the employee that would otherwise be reflected by comparison with private rental housing. Cases in this category will be considered only if suitable alternate housing is not available to the employee. In such instances, temporary rental adjustments may be made by the USACE, if fully justified by the facts. Occupancy will not continue beyond one month subsequent to the availability of housing on the installation or in private housing similar in size and/or quality to which the employee is entitled.

e. Appeals of rentals affecting housing pertaining to the Army's National Cemeteries will be made to the Superintendent, Arlington National Cemetery, Arlington, VA 22211–5003, for consideration and final decision.

3–125. Records

Complete records of proceedings, findings, recommendations, and other documents relating to the development of rent schedules for housing subject to this section, including any subsequent reviews and appeal actions pertaining thereto, will be maintained in accordance with AR 25–400–2, and may be used for audit and review purposes by the office which furnished the schedule.

3–126. Disposition of collections for rents and charges

Receipts from rents and other charges imposed pursuant to this section shall be credited to the accounts shown in table 3–21.

Table 3–21
Disposition of collections for rents and charges

Type of facility rented	Account to be credited with receipts
Family housing, including MHP spaces	AFH (see 10 USC 2831)
Housing not included in next above–	
Basic rent	General Proprietary Receipt Account 3210, "Defense Military Not Otherwise Classified", under a citation that includes the departmental code (a two-digit prefix symbol–"21" for the Army)
Utilities and related services	Appropriation reimbursement to the O&M type account financing the cost of utilities
NAF services account	Applicable NAF

Section XVI
Information Requirements

3–127. Scope

This section identifies housing information requirements and prescribes specific reporting and information requirements for housing programs, delineates their purposes, and describes data entries necessary to complete them. It also addresses the need for management controls in housing management and identifies checklists as the suggested method for evaluating key management controls for housing.

3–128. Purpose of data collection

Housing management forms and reports are used to satisfy the following:

a. Identify housing needs.

b. Justify housing requirements.

c. Defend housing resource requests.

d. Manage housing assets.

e. Maintain total asset visibility.

f. Track execution of housing programs.

3–129. Automated systems

a. Overview. The report forms and information requirements prescribed in this section will be filled or generated using replicated or centralized Armywide databases. The internet is the preferred medium for gathering data and managing information requirements. Every Family housing, UPH(PP), and barracks asset (whether Government-owned, leased, or privatized) must be electronically identified to the Armywide database. Forms and information requirements which assist in managing housing are listed in table 3–22.

b. Automation support.

(1) *Housing Operations Management System.* The HOMES is a Standard Army Management Information System (STAMIS), approved by the Office of the Assistant Secretary of Army. The proponent for HOMES is HQDA (DAIM–FDH). Housing information technology including information on software for HOMES applications can be obtained through http://www.housing.army.mil/.

(2) *Housing Operations Management System usage.*

(a) The HOMES is used Armywide at installations with housing assets. It is deployed by HQDA (DAIM–FDH) to users at which time the user is given a userid and password. Software applications are available only to installations and their supporting headquarters.

(b) The HOMES is the primary automated system approved for use for housing management functions. Installation personnel are not authorized to modify, acquire, or develop software or hardware without a waiver from HQDA (DAIM–FDH).

(c) Installations and the IMCOM are not authorized to use the HOMES processes for unique applications or to modify the HOMES program.

(d) The HOMES users are responsible for site preparation, communications (to include local area networks), hardware, maintenance, and replacement after the initial year. The local Director of Information Management should provide coordination and services to meet these requirements.

(e) Personal computer workstations will provide access to HOMES and the opportunity for unique software applications such as word processing and graphics.

(f) The HOMES is available for use when deployed by the Army Housing Division's technical team. Documentation

and the standard hardware configurations are available for downloading on the HOMES Help Desk Web site at https://www.housing.army.mil/support/.

(3) *Web-based systems.* The Army employs internet Web sites to assist in the management of its housing assets. The Army Housing Division's Web site is available as are Web sites for GFOQ, BOP, AHOS, and the HOMES Help Desk. All links are available from the Army Housing Web site at http://www.housing.army.mil/.

(4) *General flag officer's quarters Web site.*

(a) The Six-Year GFOQ Plan (SYGP), also referred to as the 6 Year Plan (6YP) (see para 3–102*a* for description), and the annual Army Housing GFOQ Expenditure Report (see para 3–131*a*) are electronically prepared, submitted, reviewed, revised, and approved through the GFOQ Web site on the Internet.

(b) Access to the GFOQ Web site can be obtained through http://www.housing.army.mil/. A user ID and password are required.

(c) Instructions for completing the documents listed in *(a)*, above are contained in the GFOQ User Manual located on the GFOQ Web site's main menu.

Table 3–22
Housing management information requirements

Form	Requirement Control Symbol (RCS)	Title	As of/due dates	To	Reference
DA 4939	ENG–328	General/Flag Officer's Quarters Expenditure Report	End each qtr/Within 30–45 days of qtr end	GFOQ Resident	Para 3–131a
			End 2d & 4th qtr/ Within 45 days of qtr end	IMCOM Region	
			End 4th qtr/ On call	HQIMCOM & HQDA (DAIM–FDH)	
DD 1746	NA	Application for Assignment to Housing	As required	Housing Office	Para 3–130a
DD 1747	NA	Status of Housing Availability	As required	Housing Applicant	Para 3–130b
DD 2643	NA	High Cost Foreign Lease	Date of action/ Within 30 days of action taken	HQDA (DAIM–FDH)	Para 3–131b

(5) *Business Occupancy Program (BOP) Web site.*

(a) This site populates Family housing data in a BOP database. It allows users to access Family housing occupant data via BOP–1 which provides a summary of total occupancy days for Family housing, and BOP–2 which summarizes Family housing inventories.

(b) BOP–1 and BOP–2 data are reviewed on a monthly basis by all installations with Government-owned or -leased Family housing. Sites whose databases are replicated to HQDA over the internet should check the data on the Army Housing Web site at https://www.housing.army.mil/bopweb/ to ensure totals agree with locally generated information.

(c) Access to the BOP Web site can be obtained through http:/www.housing.army.mil. A user id and password are required to enter the BOP Web site.

(d) Instructions for completing the BOP documents are contained on the BOP Web site.

c. Frequency of reports. Continuous database maintenance offers virtual real time access to data. Accordingly, housing managers should be prepared, as necessary, to respond electronically to on-call requests for the information requirements and those reports identified in this section.

3–130. Housing referral information requirements

a. DD Form 1746 (Application for Assignment to Housing).

(1) This form provides the Housing Office with timely and accurate information on customer requirements for housing. It is also used to record action taken on applications. It is submitted to the receiving housing office by the applicant on an as required basis.

(2) DD Form 1746 is approved for electronic generation and distribution. The form is electronically fillable. Specific instructions for completing the DD Form 1746 are provided as an integral part of the form.

b. DD Form 1747 (Status of Housing Availability).

(1) This form is used by the Housing Office to advise applicants for housing as to what they can expect in terms of housing availability at the receiving installation and its local communities. It is used on an as required basis.

(2) DD Form 1747 is approved for electronic generation and distribution. The electronically generated form must contain the form title; form number (indicated as DD Form 1747); date of current edition of the printed form; and blocks 1 through 8. The form is electronically fillable. The form is completed on a self-explanatory basis.

c. Sales and rental listings.

(1) The Housing Office will obtain, maintain, and make available to eligible personnel listings of adequate off-post housing units available for sale and rent by private owners. These listings will cover the full range of prices, sizes, and locations of available privately-owned housing assets.

(2) The Housing Office will determine procedures for obtaining and collecting listing data and the format to be used in making the data available to eligible personnel. Wherever possible, data will be automated.

(3) Listing information is provided by an owner, agent, or manager of private housing who desires to list his or her property for sale or rent. Housing managers should consider local multiple listing service (MLS) type data for linkage to the installation's automated program for sales and rental listings.

3–131. Housing information requirements

a. DA Form 4939 (General/Flag Officer's Quarters Quarterly Expenditure Report) (RCS ENG–328).

(1) This report provides both O&M and post acquisition construction budget execution data for each GFOQ in the Army's Family housing inventory. It will be used by HQDA, the IMCOM, the garrison commander, and the GFOQ resident in carrying out their respective responsibilities for prudent management of GFOQ (see fig 3–9 for a sample DA Form 4939 with instructions for completing the form).

(2) All installations that have funded GFOQ, whether Government-owned or leased, will prepare the report.

(3) General instructions are provided below—

(a) Reports will be prepared for each DU which is—

1. Designated for and occupied by a general or flag officer for any portion of the reporting period.

2. Not designated as GFOQ, but temporarily assigned as such.

(b) Reports will include all funds allocable to the housing unit during the full fiscal quarter even though not assigned to a general or flag officer for the full reporting period.

(c) All fiscal data will be based on expenditures and conform to the allocation rules in paragraphs 3–103*e* and 3–103*f*.

(d) Approval for M&R of a specific GFOQ, if carried forward per paragraph 3–102*b*(4), may cause M&R expenditures to exceed the congressionally-approved amount of M&R for that FY. Where this occurs, the amount approved for carry over will be identified in a footnote to the DA Form 4939.

(e) Reports are required for GFOQ with approved diversions to UOPH when the general/flag officer resident is entitled to BAH at the "without dependents" rate. Records of expenditures will be kept in the file established for the specific GFOQ. Regardless of funding source, GFOQ cost limitations must be adhered to.

(f) Funding data will be derived from the cost accounts maintained as prescribed in DFAS–IN Manual 37–100–FY. Detailed cost account data for O&M will be reported by the cost categories and detailed subordinate cost accounts shown on the report form and described in DFAS–IN Manual 37–100–FY.

(g) Reports will be reviewed by the housing manager and the DPW and certified by the housing manager.

(h) Reports will be prepared quarterly as of the end of each fiscal quarter.

(i) Reports will be provided each GFOQ resident quarterly within 30–45 days after the end of the quarter. Copies of the second and fourth quarter reports will be provided to the appropriate IMCOM Region. The entire fourth quarter report will be provided through command channels to HQDA (DAIM–FDH), 600 Army Pentagon, Washington, DC 20310–0600 on request.

(j) Installation personnel submit second and fourth quarter reports (DA Form 4939) for the fiscal year to the appropriate IMCOM Region via the GFOQ Web site. The Army uses the information from the GFOQ Web site database to complete the annual rollup report of Army Housing GFOQ expenditures (see para 3–129*b*(4)).

(4) Report composition is described below—

(a) DA Form 4939 consists of the following:

1. Header data (block 1–15).

2. O&M expenditures data (block 17–21).

3. Security/force protection data (block 22).

4. Other funding source(s) for expenditures, for example, UPH, OMA, AFHC (block 23).

5. Remarks, to include footnote itemization/narrative (block 25–27).

(b) Cost categories and selected subordinate detailed accounts, as described in DFAS–IN Manual 37–100–FY, are listed in blocks 17, 18, 19 and 22.

(5) Special instructions for footnotes (itemization/narrative) are as follows—

(a) The itemization/narrative data entries required as standard footnotes are listed below. These entries will be cumulative for the FY, that is, each succeeding fiscal quarter's report will show data for that quarter and all preceding quarters for the reported FY.

(b) For the furnishings category, enter the following for the detailed subordinate cost accounts which address the purchase of furnishings:

1. Short description of specific transaction.

2. Expenditures to nearest dollar.

3. Approval authority.

(c) For the M&R category, enter the following for the detailed subordinate cost accounts which address major M&R projects, alterations and additions (that is, incidental improvements), and M&R of grounds:

1. Short description of specific transaction.

2. Expenditures to nearest dollar.

(d) For fourth quarter's report, provide footnote explanation when—

1. The fiscal year total M&R expenditure for that GFOQ exceeded the congressionally-approved M&R limit.

2. The fiscal year total O&M expenditure for that GFOQ exceeded the HQDA-approved and/or the IMCOM-approved O&M limit.

(6) Security/force protection (block 22) (see para 3–103*g*(2).) and other (block 23) costs require the following information in block 25:

(a) A brief description of physical security/force protection efforts undertaken to include expenditures by appropriation.

(b) A short description of non–AFH expenditures for operations to include any funding appropriation which supports the diversion of a GFOQ to UPH use.

(c) A brief description of non-AFH expenditures by appropriation for communication and mission essential requirements.

(d) A short description of post acquisition construction projects (BP 60000000) to include expenditures, work start and end dates, and budget year approval.

b. DD Form 2643 (High Cost Foreign Lease).

(1) This form provides summary data on new, renewed, changed, or canceled high-cost foreign leases which are approved within statutory high-cost lease authority.

(2) DD Form 2643 is approved for electronic generation and distribution. The electronically generated forms must contain the form title, form number (indicated as DD Form 2643(EG); date of the current edition of the printed form; and blocks 1 through 36. The form is completed on a self-explanatory basis. The form is electronically fillable. (A sample format of DD Form 2643(EG) is at figure 3–10. Figure 3–10 is located at the end of this section.)

(3) The IMCOM regions located in foreign areas will provide this summary data to HQDA (DAIM–FDH) within 30 days of action taken.

(4) HQDA (DAIM–FDH) will provide summary data or excerpts to the OSD as required by DOD 4165.63–M.

3–132. Management control

a. Management control provisions.

(1) Affecting every member of the Army and their families, housing is a highly visible necessity. It has a direct impact on Soldier retention and both individual and unit readiness. It is one of the DOD's and the Army's top quality of life concerns.

(2) The provision, management, and operation of Army housing is an enormous undertaking which consumes substantial resources. The different types of housing in the inventory–Family, UPH(PP), and trainee barracks–are governed by a wide array of laws, criteria, thresholds, limitations, and approval authorities. The sizes of the housing inventories and the diversity of guidance applicable to the varied types of housing offer ample opportunity for fraud, waste, and misuse. Hence, housing programs are intensively managed at all levels–from the Congress down to the installation.

(3) This AR has integrated appropriate management controls throughout. These controls address the various types of housing, their related functional areas, and the programs that guide them.

b. Management control evaluation checklists.

(1) A management control evaluation checklist has been developed for the key management controls identified to each of the significant housing functions. The checklist at appendix T, addresses the following housing functions:

(a) Family housing (see para T–10*a*).

(b) UPH(PP) (see para T–10*b*).

(c) HS (see para T–10c).

(d) Mobile home parks (see para T–10*d*).

(e) Housing furnishings management (see para T–10*e*).

(f) Housing requirements determination (see para T–10*f*).

(g) Military housing privatization (see para T–10*g*).

(h) Rental rates for housing and related facilities (see para T–10*h*).

(i) Housing planning for mobilization (see para T–10*i*).

(2) Checklists and related documentation should be retained on file for use during staff assistance visits, inspections, and audits.

GENERAL / FLAG OFFICERS'S QUARTERS QUARTERLY EXPENDITURE REPORT

For use of this form, see AR 420-1 Chapter 3; the proponent agency is OACSIM.

REQUIREMENT CONTROL SYMBOL ENG-328

1. DATE PREPARED 30 Jul 03	2. FISCAL QUARTER 3rd	3. FISCALYEAR 2003	4. IMCOM REGION Northeast
5. GFOQ ADDRESS 318-A Taylor Ave.		6. BLDG # / QTRS ID PG048 / 48A	7. YEAR BUILT 1902
8. REPORTING INSTALLATION Fort McNair	9. LOCATION Washington, DC	10a. SIZE (NSF) 2708 10b. SIZE (GSF) 3524	
11. RESIDENT RANK & NAME MG Ward W. Williams	12. POSITION Vice Dir, J-3	13. SPECIAL COMMAND POSITION CODE 58	14. DATE ASSIGNED 18 July 02
15. NATIONAL HISTORCIAL REGISTERS ☐ YES ☐ NO ☐ ELIGIABLE		16. LEASED ☐ YES ☐ NO	

EXPENDITURES (Express cost to the nearest dollars)

DESCRIPTION	THIS QUARTER	YEAR TO DATE	BUDGET ESTIMATE CURRENT FY
17. OPERATIONS			
a. Management	1,013	3,376	4,400
b. Services	104	309	400
c. Furnishings (See note 1.)	0	0	0
d. Miscellaneous	0	0	0
e. SUBTOTAL (17a thru d)	1,117	3,685	4,800
f. Utilities	2,749	10,376	12,500
g. TOTAL OPERATIONS (17e + 17f)	3,866	14,061	17,300
h. APPROVED OPERATIONS AMOUNT			17,300
18. MAINTENANCE AND REPAIR			
a. Service Calls	4,972	13,228	19,000
b. Routine Maintenance and Repair	1,681	4,157	5,000
c. Change of Occupancy	0	0	0
d. Interior Painting (See note 2.)	0	0	0
e. Exterior Painting (See note 2.)	0	0	0
f. Self-help	232	419	500
g. Grounds Maintenance (See note 3.) Approved Regional waiver on grounds maintenance? ☐ YES ☐ NO	0	0	0
h. Incidental Improvements (See note 3.)	0	0	0
i. Major Repairs (See note 3.)	55,600	55,600	55,600
j. Design Cost	0	0	0
k. Environmental Remediation (See note 3.)	0	0	0
l. Other Real Property	0	0	0
m. Exterior Utilities (See note3.)	0	0	0
n. TOTAL M&R AMOUNT	62,485	73,404	80,100
o. APPROVED M&R AMOUNT			80,100
19. LEASING	0	0	0
20. TOTAL O&M (17g + 18n + 19)	66,351	87,465	97,400
21. APPROVED O&M AMOUNT			97,400

DA FORM 4939, PREVIOUS EDITIONS ARE OBSOLETE Page 1 of 2

Figure 3–9. Sample DA Form 4939

DESCRIPTION	THIS QUARTER	YEAR TO DATE	BUDGET ESTIMATE CURRENT FY
22. SECURITY / FORCE PROTECTION	0	0	0
23. OTHER			
a. UPH	0	0	0
b. OMA	0	0	0
c. Projects funded by AFH Construction Program (BP6000000)	0	0	0
d. TOTAL OTHER (23a thru c)	0	0	0
24. GRAND TOTAL (20 + 22 + 23d)	66,351	87,465	97,400

25. INSTALLATION COMMENTS (Use plain bond paper for continuation)

#18i - Bathroom Renovation @ $17,739
- HVAC System Replacement @ $37,861

26. REGION COMMENTS (Use plain bond paper for continuation)

27. HQDA COMMENTS (Use plain bond paper for continuation)

28. CRETIFICATION STATEMENT: I, hereby, certify that the above Expenditure Report is true and correct based on our existing records and to the best of my knowledge.

a. CERTIFIER NAME	b. SIGNATURE
Charles M. Hauser	
c. TITLE	d. DATE
Housing Manager	11 Sep 2003

NOTES:

1. Itemize furnishings purchased and cite approval authority in block 25.

2. Itemize in block 25 and identify date(s) last painted.

3. Itemize in block 25.

DA FORM 4939, Page 2 of 2

Figure 3–9. Sample DA Form 4939—Continued

Legend
Instructions for completing DA Form 4939
Block 1. Date prepared--Self-explanatory.
Block 2. Fiscal quarter--"1st," "2d," "3d," or "4th," as applicable.
Block 3. Fiscal year--FY number.
Block 4. IMCOM Region--Name of IMCOM Region.
Block 5. GFOQ Address--Street address of GFOQ.
Block 6. Bldg No./Qtrs ID--Facility or building number/Quarters ID number.
Block 7. Year built--Year of construction.
Block 8. Reporting installation--Name of installation. This must be consistent with previous reports.
Block 9. Location--State or country, if located in a foreign country.
Block 10a. Size (NSF)--Net square feet of living space.
Block 10b. Size (GSF)--Gross square feet of facility.
Block 11. Resident rank and name--Self-explanatory.
Block 12. Position--Duty position of resident.
Block 13. Special Command Position Code--Special command position 2-digit code as listed in table 3-20. If resident position is not a special command position, then enter "None".
Block 14. Date assigned--Date resident was assigned to GFOQ; if vacant, enter "Vacant".
Block 15. National historic register--"X" in appropriate block.
Block 16. Leased--"X" in appropriate block.
Expenditures
Column. Description--Self-explanatory. (See descriptions in DFAS-IN Manual 37-100-FY.)
Column. This quarter--Expenditures for the fiscal quarter reported.
Column. Year to date--Expenditures for the year to date through the fiscal quarter being reported.
Column. Budget estimate current FY--Budget estimate data prepared in accord with paragraph 3-102A.
Block 17. Operations
Block 17a. Management--Total expenditures for prorata share of family housing administrative cost, programming and studies, and environmental studies.
Block 17b. Services--Total expenditures for refuse collection and disposal, fire and police protection, entomology services, custodial and municipal services.
Block 17c. Furnishings--Total expenditures for maintenance of furniture and equipment, for purchase of furniture and equipment, and for administering and moving Government-owned furniture and equipment into or out of housing.
Block 17d. Miscellaneous--Total expenditures for permit payments and (Germany only) fire insurance.
Block 17e. Subtotal--Sum of blocks 17a through 17d.
Block 17f. Utilities--Total expenditures for electricity, gas, fuel oil, water, sewage, and other utilities and fuels.

Figure 3–9. Sample DA Form 4939—Continued

Block 17g. Total operations--Sum of blocks 17e and 17f. Exclude all indirect support costs associated with the operation of GFOQ.
Block 17h. Approved operations amount--Approved budget amount for operations.
Block 18. Maintenance and Repair.
Block 18a. Service calls--Total expenditures for service calls.
Block 18b. Routine maintenance and repair--Total expenditures for routine maintenance and repair.
Block 18c. Change of occupancy--Total expenditures for change of occupancy, if any. Includes expenditures for cleaning after resident has met required (specified) standards pursuant to contractor cleaning at Government expense (OCONUS only). Cleaning for residents exempted from cleaning for compassionate reasons or for the convenience of the Government is chargeable to services (block 17b).
Block 18d. Interior painting--Total expenditures for all interior painting.
Block 18e. Exterior painting--Total expenditures for all exterior painting.
Block 18f. Self-help--Total expenditures for self-help materials and equipment attributable to the GFOQ.
Block 18g. Grounds maintenance--Total expenditures for maintenance, care (that is, cyclical gardening services such as planting, fertilizing, pruning, mulching, and so forth), and repair of improved and unimproved grounds, including storm sewage and drainage structures, solely for the GFOQ resident's use. Also, "X" in appropriate block.
Block 18h. Incidental improvements--Total expenditures for incidental improvements to GFOQ and ORP facilities directly related to the GFOQ.
Block 18i. Major repair--Total expenditures for repairs, rehabilitation, and/or replacement of major components of, or directly related to, the GFOQ.
Block 18j. Design costs--Total expenditures for design of M&R projects attributable to the GFOQ and appurtenant ORP.
Block 18k. Environmental remediation--Total expenditures for the M&R costs of precluding or repairing environmental damage and for environmental compliance.
Block 18l. Other real property--Total expenditures for M&R of paved areas (that is, walks, parking areas, curbs and gutters, fences, and so forth).
Block 18m. Exterior utilities--Total expenditures for all utility distribution, collection, and service systems, including street lighting systems, beginning at the five-foot line and ending where the system joins a main or terminates.
Block 18n. Total M&R--Sum of blocks 18a through 18m.
Block 18o. Approved M&R amount--Approved budget amount for M&R.
Block 19. Leasing--Total expenditures for the basic shelter rent of leased housing.
Block 20. Total O&M--Sum of blocks 17g, 18n, and 19.
Block 21. Approved O&M amount--Approved budget amount for all O&M.
Block 22. Security/force protection--Data required by paragraph 3-131a(6)(a).
Block 23. Other

Figure 3–9. Sample DA Form 4939—Continued

Block 23a. UPH--Data required by paragraph 3-131a(6)(b).
Block 23b. OMA--Data required by paragraph 3-131a(6)(c).
Block 23c. Projects funded by AFH construction program (BP 60000000)--Data required by paragraph 3-131a(6)(d).
Block 23d. Total other--Sum of blocks 23a through 23c.
Block 24. Grand total--Sum of blocks 20, 22, and 23d.
Block 25. Installation comments--Self-explanatory. Include comments identified by "NOTES" and identification of any approved carry over amounts and descriptions from previous years.
Block 26. Region comments--Self-explanatory.
Block 27. HQDA comments--Self-explanatory.
Block 28. Certification statement
Block 28a. Certifier name--Self-explanatory.
Block 28b. Signature--Self explanatory.
Block 28c. Title--Title of signatory. This should be the Housing Manager.
Block 28d. Date--Date actual signature was obtained.

Figure 3–9. Sample DA Form 4939—Continued

HIGH COST FOREIGN LEASE

1. EFFECTIVE DATE	2. LEASE NUMBER	3. QUARTERS ID CODE
14 June 2004	EURO162849934822	DIRCTRJS

SECTION I - POSITION DATA

4. POSITION NORMALLY ASSIGNED TO UNIT	5. NORMAL GRADE FOR POSITION
Director, Center for Joint Studies	SES 5

SECTION II - PRESENT INCUMBENT

6. NAME	7. GRADE	8. SCHEDULED ARRIVAL DATE
Dr.John Lang	SES 5	In country

9. DATE TOUR ENDS	10. ORGANIZATION ASSIGNMENT	11. GENDER AND AGE OF DEPENDENTS *(Except spouse)*
30 Sep 2007	Director, Center for Joint Studies	Female - 17 Male - 14

SECTION III - COMPONENT LEASING UNIT

12. DOD COMPONENT	13. EXECUTIVE AGENT *(Instl/MACOM administering lease agreement)*
ARMY	USAREUR/EURO

14. REASON FOR LEASE *(Check one)*

X	a. SPECIAL COMMAND POSITION		b. COUNTRY REQUIREMENT		c. ATTACHE SYSTEM
	d. UNDUE HARDSHIP *(Explain in Item 36)*		e. OTHER *(Explain)*		

SECTION IV - LEASE DATA

15. ADDRESS *(Include Apt. No., City, State, Country and 9-digit ZIP Code)*	16. GROSS SQUARE FEET	17. NET SQUARE FEET
Jederstrasse 28 82828 Nettplatz Germany	3,330	2,685
	18. NUMBER OF BEDROOMS	19. NUMBER OF FULL BATHS
	4	2
	20. NUMBER OF HALF BATHS	21. LAND SQUARE FOOTAGE
	1	9,720

22. UNIT TYPE *(Check one)*	X	a. DETACHED		b. HIGH RISE		c. DUPLEX, ETC.

23. DISTANCE FROM WORK SITE:	a. MILES 7.3	b. MINUTES 25

SECTION V - LEASE TERMS

24. FROM *(YYMMDD)*	25. TO *(YYMMDD)*	26. OPTION TO RENEW	27. OPTION TO CANCEL
040614	070914	No	Yes

SECTION VI - ANNUAL COSTS

28. BASIC RENT	29. ESTIMATED UTILITIES	30. ESTIMATED MAINTENANCE	31. OTHER ANNUAL COSTS
$ 38,787	$ 4,015	$ 1,750	$ 1,525

32. TOTAL ANNUAL COSTS	33. ONE-TIME COSTS	34. AUTOMATIC COST INCREASE
$ 46,077	$ 10,080	$ No

35. CURRENT LEASE CAP FOR COUNTRY IN ITEM 15	$ 32,115

36. REMARKS

#14e - No other suitable housing available.
#33 - Initial make-ready costs.

DD Form 2643, SEP 93 (EG) Designed using Perform Pro, WHS/DIOR, Mar 98

Figure 3–10. Sample DD Form 2643 (EG)

Section XVII
Installation Housing Planning for Mobilization

3–133. Scope

This section establishes policy and procedures for housing managers at installation and higher levels which will enable Army housing organizations to plan for and participate effectively during mobilization. The policy and procedures outlined in this section supplement those set forth in earlier sections and are applied during periods of imminent emergency, declared emergency, or mobilization.

3–134. Background

In May 1981, the Deputy Chief of Staff, G–1 (DCS, G–1), at HQDA, approved a decentralized personnel management concept for inclusion in the Army Mobilization and Operations Planning and Execution System (AMOPES.) This concept has impact on Active Army personnel and their families and affects demand and utilization of housing assets. The concept includes—

a. Implementation of "stop movement" actions to stabilize the force.

b. Delegation of distribution authority to the lowest levels with the Continental U.S. Armies (CONUSAs), ACOMs, ASCCs, and DRU's becoming primary managers in the distribution of personnel assets.

c. Implementation of the management by exception principle throughout the hierarchy in which higher headquarters deal with only those problems that cannot be resolved at a lower level.

d. Replacement of a peacetime, by name, assignment system, with bulk military personnel levy procedures.

e. Initiation of wartime priorities.

3–135. Concept

a. Mobilization occurs in response to an operational contingency or national emergency. A mobilization may be classified selective, partial, full, or total depending on the level of military buildup required to meet specific circumstances.

b. Under mobilization, the overall housing objective—to adequately house Soldiers, with or without Family members—remains unchanged. Housing management, its policies, programs, and procedures will be the same as described in earlier sections of this chapter. Each installation will have specific mobilization mission requirements and a unique array of on- and off-post housing resources available to it. Each installation will have to plan for and execute its individualized mobilization housing mission.

c. Policies regarding assignment and termination of, or providing information on, housing remain in effect unless specifically modified by official policy.

d. Government-controlled housing during periods of mobilization will include units in the installation inventory, and temporary or permanent units acquired through—

(1) The Department of Health and Human Services (DHHS).

(2) The Federal Emergency Management Agency (FEMA) or its counterpart organization within each state.

(3) The Department of Housing and Urban Development (HUD).

(4) Leased housing obtained through any program where the Government, rather than the Soldier, is responsible for lease payments.

(5) Nonindustrial facilities. A large number of civilian facilities are available throughout the United States to help meet facility requirements for mobilization. These include hotels, motels, restaurants, and warehouses. AR 500–10 is the governing document for attaining predesignation of NIF (see para 3–138*c* for details).

3–136. Command relationships

a. Reserve Component mobilization structure. Although the basic command structure remains the same for the active force, there are some major adjustments and an increase in housing management workload with the mobilization of RC units which must be understood by housing management personnel at all levels.

(1) *U.S. Army Reserve Command.* During peacetime, USARC is a DRU that reports directly to Chief of Staff, Army with command and control responsibilities for all USAR units assigned to FORSCOM. The USARC accomplishes its mission through its subordinate Regional Readiness Support Commands (RRSCs) and General Officer Commands (GOCOMs). The mobilization mission for the USARC is as follows:

(a) For presidential Reserve call up, partial mobilization, or full mobilization, USARC prepares and cross-levels alerted USAR units until transferred to the Continental U.S. Armies (CONUSAs) for training and validation for deployment, in accord with DA mobilization orders.

(b) For total mobilization, USARC organizes, documents, and prepares additional units, as identified by FORSCOM,

to fulfill combatant, command, or service support requirements, using remaining or residual USAR resources as required. On order, USARC transfers command of these units to CONUSAs for training and validation for deployment.

(2) *U.S. Army Reserve units.* During peacetime, USAR units are controlled by RRSCs or separate GOCOMs. The separate GOCOMs normally report to a major USAR command (MUSARC) or RRSC. The MUSARCs and RRCs report to the USARC which in turn reports to FORSCOM. Upon mobilization, USAR units command lines are as follows—

(a) Forces Command units remain under the CONUSA/MUSARC/RRC chain from their effective mobilization date until their arrival at the MS. Upon arrival at the MS, command passes to the designated parent organization.

(b) Units scheduled for assignment to other ACOMs, ASCCs, or DRUs. CONUSA will transfer units to designated ACOMs, ASCCs, or DRUs on the unit's M–Date at home station but will maintain OPCON until the unit arrives at the mobilization station/site.

(3) *Army National Guard of the United States units.* During peacetime, and during the alert period after M–Day but before a unit's M–Date, ARNG units are commanded by the State Adjutant General who reports to the State Governor. The NGB is the coordinating (not command) headquarters of the State programs. The ARNG units, on their M–Date, come under the command of mobilized STARC and CONUSA until the units report to the MS. At that point the units come under the control of their appropriate ACOM, ASCC, or DRU.

(4) *Mobilization station.* In peacetime, the MS plans and prepares to receive and access RC units and personnel into the Active Army. This includes planning for the use of late or non-deploying units and coordinating MS arrival dates. The MS will access the RC unit into the Active Army on the RC unit's M–date or as soon thereafter as coordination can be made with the unit to verify personnel data. The MS can coordinate with the CONUSA to bring RC units to the installation earlier or later than planned to support necessary cross-leveling and to perform installation support functions.

b. Installation mobilization relationships. The installation is the base of the cross-leveling redistribution system. Although the functions and responsibilities are the same, the variety of organizations, missions, and capabilities at each of the 50 plus mobilization stations results in almost unique procedures at each post. Some of the impacts on planning and command relationships are—

(1) The garrison commander and his/her housing manager must be responsive to each ACOM, ASCC, and DRU when it has units at their post.

(2) Housing managers at supporting installations must ensure that mobilization planning provides for expeditious housing management assistance and administrative support of the unit.

(3) Installations which, during peacetime, have combined division/installation staffs must be prepared to immediately function separately upon mobilization and deployment. Additional mobilization TDA (MOBTDA) positions should be identified to handle the increased workload that is not offset by the mobilization of sustainment units and/or augmentees for the installation.

c. Command and agency roles.

(1) *Army Commands, Army Service Component Commands, and Direct Reporting Units.* Each DA subordinate command having mobilization responsibilities prepares supporting mobilization plans and programs which are developed in consonance with the guidance contained in DA mobilization directives and programs. In a mobilization environment, ACOMs, ASCCs, and DRUs supplement and distribute guidance from HQDA. As in peacetime, an ACOM, ASCC, and DRU in carrying out its mobilization responsibility, allows IMCOM to accomplish its housing functions.

(a) The FORSCOM serves as the DA responsible official for mobilization of RC units. Major responsibilities center on command of USAR Troop Program Units (TPUs), unit readiness, execution of mobilization directives, and deployment of both Active Army and RC units.

(b) The TRADOC responsibilities focus on individual training and training base expansion to include use of USAR training divisions and separate brigades, reception stations, schools, and establishment of CONUS Replacement Centers.

(c) The AMC responsibilities focus on development of a detailed industrial expansion plan.

(d) The ASCCs and DRUs mobilization responsibilities are in accordance with specific assigned responsibilities; that is, ASCCs and DRUs will oversee expansion of the health care capability and training base to meet mobilization needs. The SDDC will assume the responsibility for movement of personnel who are designated as fillers and replacements from the origin to the port of embarkation. The USACE will develop and maintain mobilization facilities design criteria and serve as a construction agent for mobilization facilities.

(2) *Agencies.*

(a) The NGB is the Federal instrumentality responsible for the administration of the National Guard (NG). The NGB participates with the Army and Air Force staffs in the development and coordination of all programs pertaining to or affecting the NG. The NGB is the designated channel of communications between the DA, Air Force, and the States, participating with and assisting the States in the organization, maintenance, and operation of NG units. The NGB does not have command authority.

(b) Human Resources Command (HRC), as a FOA of the ODCS, G–1, provide the corporate structure which

enables efficient and effective management of Active Army and Army Reserve Soldiers worldwide. The HRC will integrate and coordinate military personnel systems to develop and optimize utilization of the Army's human resources in peace and in war. The HRC will perform all personnel management functions for the distribution, development, retention, and transition of Active Army Soldiers, mobilized RC Soldiers, and those on extended tours of active duty, temporary tours of active duty, or retired recalled to active duty.

(c) Family, Morale, Welfare, and Recreation Command (FMWRC), a major subordinate command of IMCOM, will oversee the development and coordination of all community and Family services throughout the Army. These include such areas as Army lodging; Army Community Service; Red Cross; Army Emergency Relief; Family orientation, assistance, and sponsorship; and MWR activities.

(d) The ACSIM will provide guidance, direction, and coordination during premobilization planning on construction requirements, facilities engineering, and housing matters to ACOMs, ASCCs, DRUs, IMCOM, and its regions and their installations.

(e) The IMCOM, a DRU that reports to ACSIM, will provide BASOPS support to all Army installations through the garrison commanders.

(3) *The Army Mobilization and Operations Planning and Execution System.* The AMOPES is the planning instrument which is used by the Army to provide guidance to DA agencies and commands for the mobilization and deployment of Army forces. It provides guidance for transitioning the Army from peacetime to wartime, addresses priorities for time phased allocation of resources, discusses planning factors for forecasting or estimating requirements and availability of resources, and provides assumptions necessary for planning purposes. Housing management personnel are key players during mobilization and must be conversant with the Army mobilization process.

3–137. Housing mobilization planning

a. Mobilization planning tasks above installation level. The following tasks are assigned in accord with the AMOPES in order to effectively plan and prepare for requirements associated with stationing, housing, and expanding installations to accommodate mobilization:

(1) *Headquarters, Department of the Army.*Headquarters, DA will—

(a) Provide stationing guidance to the ACOMs, ASCCs, DRUs, and IMCOM.

(b) Approve stationing plans.

(c) Direct restationing, if required, to overcome reported facilities deficiencies.

(d) Manage the authorization and funding of construction support.

(e) Make the final decision to defer, suspend, or cancel previously approved and funded military construction programs, upon mobilization, and within the constraints of existing legislation, military regulations, and so forth.

(f) Determine requirements for prisoner-of-war camps and provides guidance to FORSCOM.

(g) Take action to exercise MOUs to recover and transfer control of former Army controlled real estate in order to support the mobilization.

(h) Direct establishment of new installations.

(i) Direct the activities of semi-active installations and activities.

(2) *Army Commands, Army Service Component Commands, and Direct Reporting Units.* The ACOMs, ASCCs, and DRUs will ensure that mobilization plans, continuity of operations plans (COOPs), and emergency action procedures (EAP) are in consonance with AMOPES.

(3) *U.S. Army Forces Command.* The FORSCOM will—

(a) Develop a detailed stationing plan for mobilization. This plan should be updated and submitted annually to HQDA (DAIM–ZS). This plan will be developed in coordination with other ACOMs, ASCCs, and DRUs in accordance with priorities and HQDA guidance. The FORSCOM is authorized to plan stationing of deploying units at all installations. This plan will include—

1. Deployable TOE units.

2. Base operating TDA and TOE units.

3. Trainee, transient, and student loads, in coordination with other ACOMs, ASCCs, and DRUs concerned.

(b) Develop plans for location and size of prisoner of war camps.

(4) *U.S. Army Training and Doctrine Command.* The TRADOC will—

(a) Develop a detailed training base expansion plan, in coordination with other ACOMs, ASCCs, and DRUs.

(b) Provide the updated training base expansion plan to FORSCOM for use in preparing stationing plans.

(5) *U.S. Army Materiel Command.* The AMC will—

(a) Develop a detailed industrial base expansion plan.

(b) Coordinate applicable portions of the plans with FORSCOM for use in preparing stationing plans.

(6) *U.S. Army Corps of Engineers/Chief of Engineers.*The USACE will—

(a) Serve as the proponent for the engineering and construction portion of the mobilization plan.

(b) Provide advice, support, and coordination during premobilization planning on engineering and construction

matters to ACOMs, ASCCs, and DRUs and installations either directly or through the USACE division/district organization, as appropriate.

(c) Develop plans, in coordination with other ACOMs, ASCCs, and DRUs for acquisition (including recapture of excessed property and revocation of outgrants) for real estate required for mobilization.

(7) *U.S. Army Medical Command.*The MEDCOM will—

(a) Develop, in coordination with other ACOMs, ASCCs, and DRUs, a detailed plan to ensure decentralized execution and delivery of all essential health services to the expanded Army after M–Day for partial, full, and total mobilization.

(b) Provide assistance to other commands/activities within the MEDCOM area of responsibility.

(8) *Installation Management Command*. The IMCOM will—

(a) Supervise installation mobilization expansion planning and staffing.

(b) Maintain records of their installations' capabilities to provide facilities in support of mobilization.

(c) Ensure that requirements for activation or expansion, to include construction of additional facilities and addition of real estate required for support of mobilization, are determined and validated and are provided to HQDA annually.

(d) Ensure installations make maximum use of NIF. Provide guidance as required to ensure that installations identify appropriate NIF and submit applications through FORSCOM.

(e) Provide assistance to FORSCOM in development of mobilization stationing plan.

(f) Provide assistance to TRADOC in development of training base expansion plans.

b. Installation mobilization planning.

(1) *General.* Each installation (to include State-operated installations) with a mobilization mission will prepare detailed mobilization plans. An integral part of these plans is the information contained in the Real Property Master Plan which examines expansion capabilities of and planning requirements for facilities to support projected loads during full mobilization.

(2) *Installation planning.* Installation planning will include housing appendices to the engineer annex which will—

(a) Be based on the installation mobilization missions.

(b) Be based on the installation daily loads as computed from the FORSCOM Mobilization Troop Basis Stationing Plan (MTBSP), the TRADOC Army Program for Individual Training (ARPRINT), and the MEDCOM–MP (MEDCOM-mobilization plan).

(c) Include detailed plans within the RPMP for the maximum utilization of existing facilities and expansion required to support projected loads.

(d) Include a cost-estimate of the repair, rehabilitation, and acquisition, to include associated costs, required to accommodate the predetermined loading.

(e) Provide details regarding preparation of a housing annex to the Installation Mobilization Plan (IMP) as shown in paragraph 3–138, below.

(3) *Guidance.*

(a) Changes in missions and/or command jurisdictions of installations will be planned only when essential to meet mobilization requirements and coordinated with HQDA (DAIM–ZS and DAMO–OD).

(b) Headquarters, USACE and the ACSIM will manage and coordinate acquisition of State-controlled installations with appropriate Army Commands, Army Service Component Commands, and Direct Reporting Units, IMCOM, and Chief, NGB. The Chief, NGB will keep state authorities informed of plans involving possible use of these installations.

(c) Installation expansion will be in consonance with an approved RPMP. The RPMP will include specific plans for accommodating the expected population surge during mobilization (M) to M + 90 using NIF, tentage, and Army approved expedient construction.

(d) After need for new construction is reviewed, new construction may be deferred.

(e) In developing mobilization planning standards in the United States, use space criteria established by the USACE. Construction will be based on "M–Drawing" facilities where designs are available and appropriate; or, theater of operations type construction (AR 415–16) using standards and criteria established in TMs 5–301 (series), 5–302 (series), and 5–303. When neither of the above will provide adequate facilities, local designs may be substituted. All local designs will be reported to HQUSACE (CECW–E).

(f) Anticipate an increased workload in housing management, particularly with respect to HS. Rely primarily on existing housing assets, both on and off post. New construction of UPH either will not occur or will require lead time of one or more years. Therefore, housing needs will be met primarily by increased use of existing housing assets, diversion of Family housing units, and other real property facilities, as well as using site facilities, tents, and so forth.

(g) Lease off-post housing facilities in accordance with AR 500–10. Identify, and be prepared to use, privately-owned commercial housing facilities for military use. A predesignated listing of validated properties should be identified and reported to FORSCOM. The FORSCOM will maintain and publish a pamphlet listing the predesignated properties as NIF properties for U.S. Army mobilization purposes.

(h) Use minimum adequacy standards, particularly for UPH space, sparingly but as necessary. Commanders may reduce the 72 square feet/6.7 square meters standard to 54 square feet/5.0 square meters to meet mission requirements.

This may be further reduced to 40 square feet (3.7 square meters) with the approval of the senior medical officer. Use space criteria established in section IV.

(i) Mobilized Soldiers will not be involuntarily housed in substandard quarters for more than 45 days.

(j) Give priority for occupancy of Family housing to the incumbent Family, rather than to the incoming Family.

(k) Family members of a deployed sponsor may retain housing or opt to relocate.

(l) Family members of prisoners of war (PWs) and families of missing in action (MIA) or missing non-hostile personnel may continue to occupy their housing until their status changes.

(4) *Category classification.* Section III priorities of assignment to housing apply with the following category classifications:

(a) Reserve Component sponsors permanently assigned duties at the installation will be housed using the same section III priority as Active Army Soldiers.

(b) Reserve Component sponsors assigned to an installation for training and deployment will be encouraged not to bring Family members to the training/mobilization site. Housing support for these personnel will be limited to HS assistance for private sector housing, if a sponsor elects to bring Family members to the installation.

(c) Priority "5" housing support will be provided DOD and U.S. State Department evacuee families referred by DHHS during emergency or non-emergency repatriation operations.

(d) Unaccompanied families of military personnel assigned overseas will be housed with priority "6."

(5) *Furnishings.* Furnishings for Family housing requirements may not be stockpiled. Furniture for excepted UPH mobilization loads may be stockpiled.

(6) *Management and resources.* Additional housing management and resource guidance will be issued at the time of mobilization. The thrust of such guidance is expected to be as follows:

(a) Reduce O&M projects to the minimum level necessary to operate housing facilities and preserve them for continued use.

(b) Defer nonessential M&R.

(c) Review new construction and modernization projects and identify those which have not been started but should be constructed, those that have not been started and should be delayed, those that have been started and should be completed, and those that have been started but should be cancelled.

(d) Identify construction funds available for other use.

c. Installation mobilization and deployment plans. Each installation with a mobilization mission is required to maintain an installation plan to support mobilization and deployment. These plans must be periodically reviewed and updated to ensure their accuracy and completeness. Housing managers should review the Housing Appendix to the Engineer Annex of the mobilization plan to ensure they encompass all of the housing areas of responsibility and that major requirements are identified and properly coordinated with other staff agencies. Housing plans must not only identify housing policies and procedures but must also identify specific requirements for each area within housing such as Family housing, UPH, HS, Army lodging, and furnishings. Balance requirements for use of housing facilities, between FH, UPH and Army lodging and local community support housing during mobilization. Divert facilities as necessary to achieve balance.

3–138. Preparation of housing appendix

a. Administrative requirements and instructions. Each mobilization station will prepare a housing plan to support mobilization. Based on the mobilization mission assigned, the installation should prepare a housing appendix to the engineer annex of its mobilization plan. The housing appendix should address the following in defining housing requirements and describing actions for their resolution:

(1) Mobilization mission.

(2) Mobilization TDA.

(3) Number of personnel to be housed during mobilization.

(4) Unaccompanied personnel housing requirements.

(5) Medical holdover housing requirements (see para 3–18*d*(8)).

(6) Family housing requirements.

(7) Army lodging requirements.

(8) Plan to balance the requirements for all types of housing–AFH, UPH, and Army lodging—including a plan to divert facilities necessary to achieve balance.

(9) Relocation assistance plan.

(10) Non-industrial facilities plan.

b. Other special requirements. The housing appendix must ensure that each mobilization station can carry out the following installation responsibilities:

(1) Support mobilization and repatriation housing to Soldiers.

(2) Provide representation to the Installation Family Assistance Team for housing issues.

(3) Support repatriation operations at a port of debarkation (POD) through the Joint Service Processing Support Team in the following areas:

(a) Provide temporary lodging at the POD.

(b) Provide installation housing availability data.

(c) Provide information about housing availability from other sources (FEMA, HUD, State emergency operation centers, excess housing reports from other DOD installations, NIF, and so forth).

(d) Coordinate with the USACE District or Division Engineer for real estate or lease agreements.

(e) Notify the responsible DOD installation of evacuees who are—

1. Programmed to occupy Government housing at their location.

2. Scheduled to occupy private sector housing within a 30–mile radius (or a 1–hour commute) of their installation.

(f) Provide Family housing data to STARC for repatriates processed into their areas of responsibility.

(4) Consider problems unique to OCONUS, in OCONUS areas. Such problems include but are not limited to—

(a) The installation's Noncombatant Evacuation Operations Plan and its effect on housing operations.

(b) Coordination with host nation forces for turnover/release of facilities.

(c) Provision for using local commercial facilities for such tasks as transporting and storing furnishings and equipment.

(d) Provision for using local national employees on an emergency overtime basis.

(5) Ensure that the housing appendix (at mobilization stations) of the mobilization plan encompasses all of the housing areas of responsibility, and that major requirements are properly coordinated with other staff agencies. A partial listing of responsible staff agencies is provided below.

(a) Director of Plans, Training, and Mobilization (DPTM)–mobilization mission.

(b) Director of Personnel and Community Activities (DPCA)–personnel policy.

(c) OPLOC/FAO–pay and allowances.

(d) Director of Public Works (DPW)–leased housing contracts, NIF program, utilization of housing assets, assignment of real property, and furniture and furnishings.

(e) Army Community Service (ACS)–community Family support services.

(f) Director of Logistics (DOL)–tents, cots, rapidly erectible light mobilization structures, and so forth.

c. Nonindustrial facilities for mobilization.

(1) AR 500–10 outlines DA policy for using NIF for mobilization. The purpose of the program is to assure that existing NIF not under the control of the DOD will be available for military preparedness purposes in the event of mobilization. The program will reduce the DA requirements for new construction to the greatest extent practicable and provide facilities in a minimum period of time in the event of military mobilization.

(2) Each Army installation will determine its mobilization requirements for NIF not under Army control needed to support military force levels. Garrison commanders will make application for predesignation of NIF in accordance with AR 500–10.

d. Participating agencies. Update the installation RPMP to list agencies (address, telephone number, point-of-contact) that support the mobilization housing effort. Support agencies will include the Regional Office of DHHS, the State emergency coordination office, HUD regional office, adjacent DOD installations, FEMA regional offices, and the STARC. A list of support agencies for repatriation could, similarly, be included in the Installation Support Book.

Chapter 4
Army Military Construction and Nonappropriated-Funded Construction Program Development and Execution

Section I
Introduction

4–1. Overview

a. This chapter prescribes Army policies, responsibilities, and requirements for the development and execution of the Department of the Army (DA) Military Construction (MILCON) program as well as the DA portion of the Nonappropriated-Funded (NAF) Construction program during peacetime and mobilization. It also prescribes the means for achieving high quality, cost effective military and nonappropriated-funded construction for the Army within schedules that meet the needs of the facility users and attain and maintain compliance with Federal, State, local, and host nation environmental laws and regulations. The term MILCON as used in this regulation is limited to Military Construction, Army (MCA), Unspecified Minor Military Construction, Army (UMMCA), AFH, Planning and Design (P&D), and the Army portion of the Defense Medical Military Construction (MED MILCON) programs.

(1) The scope includes planning, programming, designing, budgeting, and execution of MCA, UMMCA, MED

MILCON, AFH, and NAF projects, acquisition of real estate and demolition requirements related to MILCON, and other supporting activities.

(2) Additional AFH policy is contained in chapter 3.

(3) Policy for minor construction projects costing $750,000 or less using funds made available for operation and maintenance is contained in 10 USC 2805(c), and chapter 2 of this regulation.

(4) Additional policy for non-appropriated fund projects is contained in AR 215–1.

b. This regulation also sets forth policies and requirements for integrating the planning, programming, and execution phases of the Army MILCON process, with primary emphasis on the programming and execution phases. The planning (project identification) phase is explained in AR 210–20.

c. Intergovernmental coordination for Army MILCON and NAF programs for installations located in the National Capital Region (NCR) will be accomplished in accordance with AR 210–20 and the published submittal requirements of the National Capital Planning Commission (NCPC) and the Commission of Fine Arts (CFA), as explained in Unified Facilities Criteria (UFC) 2–000–01, Army Planning and Design Execution in the National Capital Region (NCR).

d. Although this regulation does not govern construction programming funded under Base Realignment and Closure (BRAC), many of the principles and guidelines associated with sound planning, design, and construction apply to the BRAC program.

4–2. Applicability

This chapter applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It also applies to tenants on Active Army installations. For Army Reserve space requirements and DD 1391/1390 processing use AR 140–483 (Army Reserve Land and Facility Management) and the Engineering and Base Operations Support (ENBOSS) suite. This chapter does not apply to Civil Works projects as they are funded with non-MILCON appropriations.

4–3. Chapter exponent

The exponent (see glossary) of this chapter is the ACSIM (ATTN: DAIM–FDC).

4–4. Chapter responsibilities

The following responsibilities are in addition to the general responsibilities identified in paragraph 1–4.

a. The Assistant Secretary of Defense (Health Affairs) (ASD (HA)) will provide central management for the MED MILCON program. Guidance for planning and executing the Army portion of the MED MILCON program is contained in para 4–19 and DA Pam 415–15.

b. The ASA (I&E) will provide overall policy and program direction for Army construction programs, including the Nonappropriated-Funded Construction Program (NAFCP) (see table 4–1 for project controls).

Table 4–1
Project controls

Appropriation Program Advertisement	POM/Budget Project Review	Design Release Construction Construction Award
Military Construction, Army	**ASA(I&E)**	**DASA(IH)***
Army Family Housing	**ASA(I&E)**	**DASA(IH)**
NAFCP	**ASA(I&E)**	**DASA(IH)**
	ASA(M&RA)	**DASA(IH)**

*(DASA(IH), Deputy Assistant Secretary of the Army (Installation and Housing))

Notes:

[1] At the time of design release, projects may be flagged by ASA (I&E) that will require further review before award of design contract, construction advertisement, or construction award.

c. The Assistant Secretary of the Army (Financial Management and Comptroller (ASA (FM&C)) will provide management and policy guidance for Army budgets as provided in AR 1–1 and certify nonavailability of appropriated funds for Army lodging construction according to DODD 1015.2.

d. The Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA (M&RA) will review the NAFCP prior to design release and submission to DASA (IH) and OSD.

e. The Deputy Chief of Staff, G–4 will—

(1) Review, approve, and rank in priority Army commissary store surcharge-funded construction projects.

(2) Chair the Subsistence Review Committee.

(3) Prioritize the Power Projection Program (AP3) projects.

f. The CIO, G–6 will provide overall policy and program management for Army information management per AR 25–1.

g. The Deputy Chief of Staff, G–3/5/7 will—

(1) Prioritize the Army MILCON revitalization projects.

(2) Establish and promulgate for HQDA review and approval, MILCON-funded range and training land projects and non-MCA (OMA) funded range projects.

(3) Establish policy and guidance for planning, programming, and resourcing major training land acquisition proposals (1000 acres or more, or $1,000,000 acquisition costs or more).

(4) Convene, chair, and serve as a principal (voting) member of the Range and Training Land Program (RTLP) Requirements Review and Prioritization Board (RRPB) and the RTLP Configuration Control Board (CCB).

h. The ACSIM will—

(1) Execute day-to-day MILCON PPBE responsibilities.

(2) Serve as program manager for MILCON.

(3) Prepare MILCON guidance for inclusion in The Army Plan (TAP).

(2) Review and evaluate program submissions for compliance with DA policy and guidance, in coordination with the HQDA facility proponent and ARSTAF representatives.

(4) Program and prioritize MILCON requirements from the Army Service Component Command (ASCC), and Direct Reporting Units (DRU) and Installation Management Command (IMCOM) Program Objective Memorandum (POM) submission.

(a) Upon receipt of the prioritized project lists from ACOM, ASCC, and DRUs and HQ IMCOM, and using guidance provided by Senior Army Leadership, build the draft corporate Army prioritized project listing.

(b) Ensure POM management decision packages (MDEPs) have all related facility requirements identified. Resource within available funding.

(c) Forward the corporate Army prioritized project listing to the DCS, G–3/5/7.

(d) Present requirements to HQDA and assist in presentations to OSD and the Congress.

(5) Insure MDEP managers program for environmental, furnishings, and equipment tails. HQDA (DAIM–FDH) will manage the centrally funded Initial Issue Administrative Furnishings program. They will review the DD Form 1391, TAB E - Furnishings & Equipment, to determine when the common user furnishings will be required, and procure the furnishings to coincide with construction completion dates. This program will not program for, or fund, unit specific furnishings & equipment (that is, SIPRNET equipment). That will be the responsibility of the end user.

(6) Serve as chairman and voting member of the CRRC.

(7) Provide executive management oversight of the IMCOM and associated region directors.

(8) Provide release authority to the U.S. Army Corps of Engineers (USACE) for design and construction of MILCON (other than MED MILCON) projects and Real Estate acquisitions, after DASA (I & H) approval.

(9) Provide MILCON programming guidance based on prioritized projects contained in the Army Master Range Program (AMRP) per the DCS, G–3/5/7 (DAMO–TR) and the DA Program Coordinator for Army Training Facilities.

(10) Provide MILCON programming guidance based on prioritized projects contained in the Army power projection program (AP3) per the DCS, G–4 (DLAO–FPM).

(11) Prepare and present MCA, AFH, and NAFCP programs and budget estimates for OSD, OMB, and the Congress, as Army program manager.

(12) Participate in the Department of the Army (DA) Facilities Standardization Program as chairman of the DA Facilities Standardization Committee.

(13) Obtain approvals for reprogramming and cost variations.

(14) Provide authority to the U.S. Army Family Morale, Welfare and Recreation Command (USAFMWRC) and the Army and Air Force Exchange Service (AAFES) for design and construction of Morale, Welfare, and Recreation (MWR) projects after ASA (I&E) approval.

(15) Coordinate NAFCP reports with the ARSTAF. Submit the reports to ASA (I&E), using the format prescribed by DODI 7700.18.

(16) Present ARSTAF-approved NAF and AAFES construction projects through the ASA (M&RA) to the ASA (I&E) for approval.

(17) Notify OSD of the Army's intent to test the commercial viability of a commercially financed facility (also know as Enhanced Use Leasing (EUL)).

(18) Notify OSD of the Army's intent to award commercially viable projects no less than two weeks prior to award.

(19) Exercise executive oversight, configuration control, and resource management of the PAX System, as proponent.

(20) Consolidate the annual NAFCP congressional report.

(21) Ensure that physical security requirements are included in the annual NAFCP congressional report, in accordance with AR 190–13.

(22) Prepare MILCON budget justification books. Ensure the quality, completeness, and accuracy of each DD Form 1391 and DD Form 1390 included in the budget book by making an independent review of those forms at USACE and taking corrective action as required.

i. Principal officials of other ARSTAF agencies will—

(1) Review and provide comments on construction issues.

(2) Serve as the functional proponent for a facilities type—

(a) Provide a representative to serve as a member of the PRB to analyze MILCON and NAFCP construction requirements to determine if requests meet objectives, policies, and priorities established in the current program guidance.

(b) Present valid requirements through the programming and budgeting process within Army, OSD, and OMB, as required.

(c) Provide policy and guidance to USACE regarding standards for facilities (see app E.).

(d) Participate in the development, implementation, and revision of Standard Design/Criteria for repetitive facilities under the DA Facilities Standardization Program.

(3) Serve as proponents for those categories of MILCON projects cited in appendix B of DA Pam 415–28, and all appropriate NAFCP program projects.

j. The Surgeon General will—

(1) Provide regional medical commands (RMCs), MEDCOM major subordinate commands (MSCs), and installations with annual programming guidance and criteria for development of Army health facility projects and programs as the Army proponent for such projects and programs.

(2) Review, coordinate, and prioritize all construction and major alterations of Army Facility Activity Code (FAC) 500 (Health Care Delivery Medical Facilities including Fisher Houses), FAC 31060 (Medical Research Laboratories), and FACs 171 and 179 (facilities associated with medical training) for planning, programming, and budgeting consideration by the ASD (HA) Defense Medical Facilities Office (DMFO), Tricare Management Activity (TMA).

(3) Ensure that approval of siting for all medical facilities has been obtained.

(4) Develop and maintain the Army Future Years Defense Program (FYDP) for MED MILCON and the medical Long Range Construction Program.

(5) Perform user reviews of Army health facility designs for medical functionality.

(6) Review Army health facility designs, together with the USACE Medical Facilities Center of Expertise (CEHNC–MX), for compliance with UFC 4–510–01, Design: Medical Military Facilities and Technical Instructions (TI) 800–01, Design Criteria.

(7) Present the Army health facility program to the CRRC for coordination.

(8) Submit the proposed Army health facility program to the TMA - DMFO and Medical Military Construction Office (MMCO) for review, approval, and submission to Congress. Assist DMFO/MMCO in presenting projects before Congress, when requested by OSD.

(9) Ensure that the U.S. Army Communications-Electronics Command (USACECOM) and its subordinate commands formulate information systems requirements for, and participate in, the design of all medical facilities.

(10) Monitor and analyze medical construction program execution.

(11) Ensure medical facilities located in the NCR accomplish intergovernmental coordination of the Army MED MILCON program, master plans, and construction project designs in accordance with AR 210–20 and the published submittal requirements of the NCPC and CFA.

(12) Perform economic analyses of feasible operational and facility alternatives as supporting justification for Army MED MILCON projects.

(13) Provide guidance and assistance to MEDCOM RMCs and MSCs for the development of health facility master plans.

k. The Commander, IMCOM will—

(1) Provide executive management oversight of IMCOM region directors, installations, and activities.

(2) Provide guidance and assistance to IMCOM region directors, installations, and activities in MILCON program development, per Army Long Range Planning Guidance (ALRPG), PBG, and TAP, as well as that for the NAFCP.

(3) Direct preparation of project documentation for the budget years, following review and approval of each installation's Real Property Master Plan (RPMP).

(4) Direct preparation and completion of NEPA documentation to support execution of the MILCON program.

(5) Submit prioritized base operations (BASOPS) MILCON requirements in the IMCOM POM Submission to HQDA (DAIM–FD). Ensure POM MDEPs have all related facility requirements identified and resourced. Present requirements to HQDA and assist in presentations to OSD and the Congress.

(6) Advise, promptly, HQDA (DAIM–FD) of any circumstances that would either cancel a requirement or cause a change in the scope or siting of a proposed MILCON project.

(7) Serve as a member on the DA Facility Standardization Committee, and ensures IMCOM participation in the Program including appointment of representatives to various subcommittees, groups, and teams.

(8) Review, validate, and submit to HQDA (DAIM–FD) unforeseen requirements that cannot wait for programming within the normal MILCON cycle and require funding through the UMMCA portion of the MILCON program. (see appendix D.)

(9) Ensure that new construction requirements and projects meet TAP as well as Army Guidance new mission and new equipment requirements for short and long-term objectives.

(10) Coordinate and endorse user-requested changes.

(11) Serve as a nonvoting member of the PRB.

(12) See also paragraph 4–22*d*(2) for additional specific responsibilities.

l. The Commander, USACE will—

(1) Serve as DOD construction agent responsible for the design and construction of MILCON facilities in accordance with DODD 4270.5.

(2) Manage design, construction, and real estate activities associated with the MILCON program. Approve cost and technical aspects of those design, construction, and real estate activities.

(3) Undertake design and construction projects for the organizations listed below (including their authorized representatives), per directives of the SECDEF and agreements with concerned agencies.

(a) Department of the Air Force.

(b) DOD.

(c) Other Government agencies.

(d) Foreign governments.

(e) Nonappropriated funded agencies, such as the Army and Air Force Exchange Service and the USACFSC.

(4) Serve as a member on the Department of the Army Facility Standardization Committee.

(5) Develop, maintain, and distribute policy and criteria for the architectural and engineering design of MILCON and NAF projects, except for AAFES and Defense Commissary Agency (DeCA) projects.

(6) Develop and implement mandatory DA Standard Design/Criteria for repetitive facilities, excluding NAF under the DA Facilities Standardization Program in coordination with the ARSTAF facility proponent and the ACSIM.

(7) Review construction programs for projects suitable for Standard Design/Criteria, site adaptations, and similar reuse of existing design.

(8) Ensure that standard designs incorporate appropriate antiterrorism (AT) protection measures and sustainable design principles.

(9) Establish and maintain a Medical Facilities Center of Expertise to manage concept designs and provide technical support during final design and construction for Army FAC 500 (Health Care Delivery Medical Facilities), FAC 310–60 (Medical Research Laboratories), and FACs 171 and 179 (facilities associated with medical training) in cooperation with the OTSG, ensuring compliance with UFC 4–510–01 requirements and conformance to design procedures prescribed by the ASD (HA) DMFO.

(10) Provide automation support for MILCON programming activities as required.

(11) Provide guidance and training for preparation of electronically generated DD Form 1390 (Electronic Format), (FY __ Military Construction Program), and DD Form1391, (FY __ Military Construction Project Data).

(12) Provide limited quality assurance checking of DD Forms 1391 submitted to HQDA for PRB consideration. Commander USACE representative will attend the meetings of the CRRC to provide comments.

(13) Review economic analysis supporting documentation for Army MILCON projects.

(14) Develop, maintain, and distribute policy and criteria for MILCON project management.

(15) Attend scheduled meetings to discuss projects in design and under construction with ACSIM, IMCOM, and, for mission support projects, ACOM, ASCC, and DRUs.

(16) Establish and maintain a Force XXI/Army Force Modernization Program Office (FXXI/AFM PO), Combat Readiness Support Team (CRST), and the Range and Training Land Program Mandatory Center of Expertise (RTLP MCX) for standardization, modernization, and centralized program execution management in support of the RTLP.

(17) Develop and maintain expertise on the policy and criteria for architectural and engineering design of Army facilities, per guidance and direction from USACE. Review construction programs for projects suitable for Standard Design/Criteria, site adaptations, and similar re-use of existing design and sustainable design and development principles.

(18) Manage assigned portion of Army design, construction, and related real estate activities. Ensure IMCOM region directors, installations, using services, and other agencies are kept informed about the status of design and construction activities.

(19) Ensure DD Forms 1391 for MILCON projects submitted by IMCOM region directors/ACOM, ASCC, and DRUs comply with prescribed standards, criteria, and cost engineering requirements. Review project-siting data for environmental impacts as well as floodplain and wetland concerns, and ensure that site visits to proposed project sites have been made. Provide certification to the IMCOM region director that the requirements addressed in paragraph 4–23*a*, below, have been met.

(20) Participate in USACE scheduled conferences with ACSIM and IMCOM region directors to discuss projects in design and under construction.

(21) Verify that AT requirements are properly incorporated into DD Forms 1391 or that their exclusion is consistent with DOD Antiterrorism Construction Standards.

(22) Execute assigned portions of MILCON design, real estate, and construction programs.

(23) Ensure projects are designed and constructed to current standards and criteria, and the approved scope and cost of the projects as defined on DD Forms 1391.

(24) Provide value-engineering studies on all projects, excluding NAFCP with an estimated construction cost in excess of $2 million.

(25) Ensure that AT and sustainable design and development considerations are considered as part of standard design practice.

(26) Provide, when requested, support to installations for real property master planning activities and project documentation preparation, construction contracting, and other activities, on a reimbursable basis.

(27) Participate in the DA Facilities Standardization Program as required.

(28) Review, validate, and approve current working estimates (CWEs) for budget purposes, excluding NAFCP except when requested by NAFCP Program Manager.

(29) Evaluate and endorse or reject DOIM request to perform installation of IT work associated with MILCON projects.

(30) Provide current working estimate (CWE) for all changes, mandatory and discretionary.

m. Commanders of ACOMs, ASCCs, and DRUs (excluding IMCOM) will—

(1) Provide guidance and assistance to their senior mission commanders (SMCs) and activities in support of MILCON program development; prioritize mission projects at each installation, and forward those prioritizations to HQDA (DAIM–FD). They may also offer suggested prioritization of base operations projects and forward this suggested prioritization to HQDA (DAIM–FD) and IMCOM. Ensure all mission MILCON facility requirements have been identified in POM MDEPs.

(2) Assist the IMCOM in the preparation of project documentation for the budget years, following review and approval of installation Real Property Master Plans (RPMPs) by the IMCOM region directors.

(3) Assist in presentations to HQDA, OSD, and Congress for issues on their installations.

(4) Provide IMCOM with requirements for RTLP projects and the Army Power Projection Program.

(5) Review project documentation to ensure that priorities are adequately reflected in the POM; associated requirements are valid; and that such requirements conform to current objectives, policies, and procedures. ACOM, ASCC, and DRUs will coordinate with the Host Services' installation for MILCON projects on other DOD Services' installations.

(6) Promptly advise the appropriate IMCOM Regional Director and USACE MSC of any circumstances that either cancel a requirement for or would cause a change in the scope or siting of a proposed MILCON project.

(7) Appoint a representative to the DA Facilities Standardization Program, and participate in the program (see app G).

(8) Review and comment on the scope and compliance of MILCON project concept or parametric designs, and final design with ACOM, ASCC, and DRU mission objectives. Conduct ACOM, ASCC, and DRU functional and operational reviews of all proposed NAFCP projects (except for exchanges and commissaries).

(9) Tenant activities; ensure that the activity coordinates their facility needs with its host garrison commander, and that requirements are incorporated into the host installation's RPMP.

(10) Establish ACOM, ASCC, and DRU policy for range and training land requirements per AR 210–20.

(11) Program Operation and Maintenance Army (OMA) and Other Procurement Army (OPA) tails for ACOM, ASCC, and DRU mission specific furnishings and equipment to support MILCON projects where subordinate units are user or tenant organizations on an installation. Insure that all common user furnishings are listed in TAB E -

Furnishings and Equipment, on the DD 1391 form. This information will be used by HQDA (DAIM–FDH) to program funding for initial issue furnishings.

(12) For user requested changes on mission projects, coordinate with IMCOM region directors.

(13) The U.S. Army Chief of Military History (CMH) is the approval authority for policy and regulatory compliance for Army Historical Programs and Army Museums. The CMH will provide information, guidance and concurrence for facility design to provide storage, display, conservation and preservation of Army historical artifacts. The CMH will be consulted during the development of new museum projects, or the renovation of existing museum projects, or on any other project that will directly affect artifacts under the control of the CMH.

n. Directors of IMCOM regions will—

(1) Provide guidance and assistance to regional installations and activities in MILCON program development, per ALRPG, PBG, and TAP.

(2) Direct preparation of project documentation for the budget years, following review and approval of installation RPMPs.

(3) Submit prioritized MILCON base operations requirements in the POM submission to HQIMCOM and MWR NAFCP projects to the appropriate NAF program manager. Ensure all related MILCON facility requirements have been identified in POM MDEPs.

(4) Review requests for banking facilities, per DOD 7000.14–R Volume 5, Chapter 34 as well as for other privately funded construction projects.

(5) Review MILCON and NAFCP project documentation to ensure that—

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

(b) Project sitings are consistent with the approved installation RPMP.

(c) Suitable Standard Design/Criteria developed under the DA Facilities Standardization Program are used when appropriate (for MILCON projects).

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

(e) All required certifications (for MCA and AFH projects), MILCON, and NAFCP project-related costs, antiterrorism protection and other information necessary for project programming and execution have been adequately addressed.

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

(g) Nonappropriated-funded projects (except exchanges and commissaries) costing over $200,000 exclude equipment costs and design fees for functional and operational adequacy prior to submission to the USACFSC.

(h) Nonappropriated-funded projects are provided clean sites up to 6 inches below grade in accordance with DODI 1015.15

(6) Certify to ACSIM that all project planning and related coordination requirements have been accomplished on all budget year projects before submitting such projects to HQIMCOM, and that USACE has sufficient information to begin parametric or concept designs before submission of those projects to HQDA. Note that projects that fall under the purview of the RTLP and the Integrated Training Area Management (ITAM) Program will be concurrently reviewed and approved.

(7) Obtain USACE certification that the requirements addressed in paragraph 4–23a, below, have been met before submission of a project to HQDA. For NAFCP projects, obtain certification of the exchange general manager, MWR director, or commissary official, as appropriate, as well as the garrison commander, that the requirements addressed in para 4–23*d*, below, have been met before submission of a project to USACFSC.

(8) Advise, promptly, HQDA (DAIM–FD) and the USACE MSC and ACOM, ASCC, and DRU of any circumstances that either cancel a requirement for or would cause a change in the scope or siting of a proposed MILCON project.

(9) Review scope and compliance of MILCON project parametric or concept designs, and final designs with IMCOM programming objectives.

(10) Approve the siting of all projects, including tenant projects, and ensure tenant facility requests are in accordance with the host - tenant support agreement.

(11) Ensure, when a ACOM, ASCC, and DRU activity is a tenant, that the activity coordinates its facility needs with its host installation and that requirements are incorporated into the host installation's RPMP.

(12) Review, validate, and submit unforeseen requirements that cannot wait for the normal MILCON programming cycle to HQIMCOM (UMMCA policies and requirements are addressed in app D).

(13) Review, approve, and forward Defense Access Road Program (DARP) need reports to the Commander, Surface Deployment and Distribution Command (SDDC).

(14) Ensure that privatization of an exterior utility system is thoroughly evaluated and documented prior to the submission of a project to build, expand, upgrade, or improve an Army-owned system. Ensure that the DD 1391 clearly states that one, or all, utility systems are privatized (if applicable). This also means that the utility connection costs are properly documented and estimated for the project.

(15) Ensure military installations located in the NCR accomplish intergovernmental coordination of Army MILCON

and Non-appropriated Funded (NAF) construction programs and construction project design in accordance with AR 210–20 and the published submittal requirements of NCPC and CFA. Master plans for installations within the NCR will also be coordinated with the NCPC. Further, in this regard, the responsible IMCOM Regional Director will submit a consolidated Federal Capital Improvements Program (FCIP) to the NCPC in July of each year, consisting of all projects approved in the FYDP for all installations located within the NCR.

(16) Ensure that new ranges are designed and constructed IAW Training Circular (TC) 25–8 standards to the greatest extent possible.

(17) Ensure that new construction requirements and projects meet TAP, as well as Army Guidance, new mission and new equipment requirements for short and long-term objectives.

(18) Ensure HQIMCOM and U.S. Army Communications - Electronics Command (USACECOM) representatives are kept informed on the status of MILCON programming and budgeting activities and participate in program development.

(19) Ensure that projects submitted to HQDA comply with environmental laws and regulations.

(20) Ensure that projects appropriate for applying the Facility Systems Safety Program have been identified in project documentation.

(21) Ensure that all common user furnishings for BASOPS MILCON facility projects are listed in TAB E - Furnishings and Equipment, on the DD 1391 form. This information will be used by HQDA (DAIM–FDH) to program funding for initial issue furnishings.

(22) Review garrison requests for funding policy waivers for NAFCP projects and furnish written recommendations to USACFSC for approval.

(23) Approve NAFCP construction projects costing less than $750,000 and maintenance and repair projects costing less than $3,000,000 (excluding equipment and design fees) except for exchange and commissary projects. Validate Army Lodging projects costing less than $750,000 (excluding equipment and design fees) consistent with the Army Lodging Wellness Program. Prior to construction award, submit proposed projects to USACFSC to obtain ASA (I&E) construction release.

(24) Serve as NAF program manager for privately funded construction projects costing $200,000 (excluding equipment and design fees) or more.

(25) Ensure that all required documentation (for example, environmental studies, security statements, technical reviews, and so forth.) and coordination have been completed prior to submission of DD Forms 1391 to HQDA (DAIM–FD) via the DD1391 Processor module of the PAX System.

(26) Ensure that NAF program managers submit project DD Forms 1391 to USACE (CECW), WASH DC 20314–1000 by 1 April of the design year.

o. Commander, TRADOC will—

(1) Designate a DA RTLP executive agent.

(2) Establish doctrinal standards for ranges and training land by maintaining TC 25–1 and TC 25–8.

(3) Assist HQDA (DAMO–TR) in the development of Army Master Range Plan (AMRP) with the DA Program Coordinator of Army Training Facilities.

(4) Coordinate targetry installation and range construction completion schedules with the USACE RTLP MCX and the Army Materiel Command (AMC) commodity manager.

(5) Participate in meetings and review designs for range projects to ensure training standards and requirements are satisfactorily met per the USACE RTLP MCX.

(6) Schedule and conduct Construction Compliance Reviews, Targetry Interface Inspections, and coordinate facility acceptance for range projects.

(7) Consolidate ACOM, ASCC, and DRU updated submissions on Army range assets, utilization/throughput, and operation and maintenance for inclusion into appropriate DOD and HQDA decision support systems, as required.

(8) Ensure that new construction requirements and projects meet TAP, Army Guidance, new mission and new equipment requirements for short and long-term objectives.

p. Chief, Army Reserve (CAR) will, for Army Reserve (AR) mission support projects—

(1) Establish Range and Training Land Program Development Plans (RDP) for training land requirements.

(2) Establish and implement procedures to validate the adequacy and accuracy of RTLPs.

(3) Identify range and training land requirements to support USAR training, per AR 5–9.

(4) Advise DA program coordinators of program implications resulting from force structure and stationing changes, initiatives, or congressional actions (for example, for MILCON and non-MILCON program additions).

(5) Coordinate applicable Military Construction, Army Reserve (MCAR), and non-MCAR range and training land requirements with the DA RTLP Coordinator.

q. Chief, National Guard Bureau (NGB) will—

(1) Coordinate applicable Military Construction, National Guard (MCNG), and non-MCNG range and training land requirements with the DA RTLP Coordinator.

(2) Advise DA program coordinators of program implications resulting from force structure and stationing changes, BRAC initiatives, or congressional actions (for example, for MILCON and non-MILCON program additions).

r. Senior Mission Commanders (SMCs) at host installations will—

(1) Present tenant organizations requests to garrison commanders for the development of DD Forms 1391 and other MILCON-related documentation required to support the parent ACOM, ASCC, and DRUs mission requirements at the host installation. Tenant organizations should be prepared to reimburse the garrison commanders for provided support.

(2) Prioritize all MILCON projects at an installation where the SMC reports to an ACOM, ASCC, and DRU, and provide the prioritized project list to the garrison commander for forwarding to the IMCOM Region Director and the ACOM, ASCC, and DRU. Manage, approve, and oversee the host installation's RPMP activities in accordance with the provisions of AR 210–20.

(3) Approve and submit the host installation's prioritized list of mission support projects to the IMCOM region director.

(4) Represent the parent ACOM, ASCC, and DRUs interests at the host installation.

s. Commanders of garrisons or their appointed representatives will—

(1) Prepare completed project documentation on designated MILCON projects per HQIMCOM instructions. Prepare separate prioritized listings of BASOPS facilities projects and mission facilities projects to the SMC at the installation for approval and submission to the IMCOM Region Director and ACOM, ASCC, and DRU as well. Ensure all non-construction funded requirements including OMA or OPA cost related to these projects have been identified and are shown in the appropriate fiscal years to provide facilities which are ready for the user to commence operation upon beneficial occupancy. While HQDA (DAIM–FDH) will ensure funding is programmed for common user furnishings, any unit specific items will need to be programmed through the proper Resource Management channels. Exercise the responsibilities associated with RPMP in accordance with the provisions of AR 210–20.

(2) Review and approve functional, operability, and maintainability characteristics of all MILCON project concept or parametric designs for their installations. Review projects for compliance with exterior appearance standards articulated in the Army Installation Design Standards (IDS) available at the ACSIM homepage (http://hqda.army.mil/acsimweb/homepage.shtml).

(3) Participate in the development, justification, and execution of all MILCON projects in design and under construction for their installation. If required, assist in the presentation of all aspects of project planning through the programming and budgeting phases.

(4) Advise the IMCOM Regional Director of any circumstances that may cancel a MILCON requirement. Request HQIMCOM approval, through that region director, to change the scope or siting of a MILCON project that is in design or under construction.

(5) Assist tenants in project formulation and documentation per their support agreements, when required. Request parent ACOM, ASCC, and DRU determination that tenant mission support projects have been fully planned and coordinated.

(6) Ensure proposed project sitings for MILCON projects are reflected in the RPMP and are suitable for submission to the IMCOM region director for approval.

(7) Ensure installation participation in planning, pre-design, charrette (architectural term is used to describe any intense, on-the-spot design effort), and design conferences.

(8) Include privatization as the first alternative evaluated when building, expanding, upgrading, or improving Army-owned exterior utility systems. Provide complete analysis including market survey and documentation in the project submission.

(9) Coordinate, through the installation DOIM and in coordination with USAISEC—

(a) Obtain and submit user information systems requirements, in functional terms, along with an information systems cost estimate (ISCE) for each proposed project.

(b) Provide, if U.S. Army Information Systems Engineering Command (USAISEC) is responsible for the design of information systems, the USACE district with a current ISCE as part of the first project design review. Final cost estimate must be submitted no later than 1 July of the design year.

(c) Witness operational tests and advise installations on acceptance of the information systems portions of the MILCON projects.

(d) Review, mark-up, and approve design documents for information systems.

(10) Ensure proper review of all planning, programming, pre-design, concept (or parametric) design, and final design documents for projects that include AT features. 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 DA Pam 190–51 and TM 5–853–1. Ensure that the required AT feature certifications of the installation Director of Plans and Training, Provost Marshal or Security Officer, Antiterrorism Officer, and DPW have been included in the project documentation. (see also DA Pam 415–15.)

(11) Determine the number and types of ranges required based upon missions of tenants and transient training

requirements. Guidance for determining range requirements is contained in Field Manual (FM) 7–0, and RC training needs per AR 5–9 and AR 210–20.

(12) Submit, where their garrisons are located in the NCR—

(a) The five-year (short-range) MILCON program and the five-year NAFCP program to the responsible IMCOM Region Director each year for the Federal Capital Improvement Program (FCIP) for forwarding to the NCPC prior to the Program Year. Any land acquisition or development proposal being considered for funding in the next five years will be included in these submissions.

(b) Any change in project scope, or increase or decrease in the amount of funds required for a project of at least 10 percent of the original cost estimate, as well as provide the project documentation for all new projects, to the IMCOM Region director for further submission to the NCPC (see para 4–4*n*, above, for annual FCIP submittals to the NCPC for installations within the NCR).

(13) Submit for Army installations located in the NCR, program MILCON, and NAFCP projects in accordance with a NCPC approved installation master plan. For Army installations located in the District of Columbia, to include Arlington National Cemetery and Fort Myer, VA, such projects will be programmed in accordance with both a NCPC and CFA approved installation master plan.

(14) Accomplish for Army installations located in the NCR, intergovernmental coordination of the installation MILCON and NAFCP programs, RPMP, and construction project design in accordance with AR 210–20 and the published submittal requirements of both the NCPC and CFA.

(15) Accomplish the following specific requirements associated with NAFCP projects:

(a) Determine the need for projects.

(b) Incorporate projects into installation RPMPs.

(c) Prepare siting documentation for projects.

(d) Provide all NAF projects a clean site up to 6 inches below grade in accordance with DODI 1015.15.

(e) Prepare DD Forms 1391 and supporting project documentation for each project (except for AAFES and privately funded projects) in the same manner as for MILCON projects, as well as in accordance with specific guidance provided by the appropriate IMCOM region director or NAF program manager, and verify accuracy of construction project documentation in the DD1391 Processor. For Defense Commissary Agency (DeCA) projects, project documentation is developed by DeCA and forwarded to the appropriate installation. DD Forms 1391 are prepared by DeCA and forwarded to the installation for coordination and inclusion of specific information and requirements. Although DeCA may not use the DD1391 Processor, installations may prepare commissary project forms on the DD1391 Processor, and submit them in hard copy to DeCA provided all DeCA requirements have been met.

(f) Prepare the NAF construction project data sheets required by DA Pam 415–15, if approved by the installation Board of Directors, for funding and submission through IMCOM and HQDA to ASD (PS, F&E).

(g) Ensure that the signatures of the installation DPW, DOIM, Provost Marshal, and Security Officer appear on DD Forms 1391 prior to submission to HQDA (DAIM–FD).

(h) Submit NAFCP siting and justification documents to the IMCOM Region Director for approval. Coordinate with the appropriate IMCOM Region Director to obtain project-siting approval, and serve as the local proponent for the proposed construction in the preparation and approval of required NEPA documentation for environmental assessment of the proposed construction project. (see appendix H, para H–6.)

(i) Execute NAFCP projects costing less than $200,000 (excluding equipment and design fees, and except for exchange and commissary projects), in accordance with IMCOM region director guidance.

(j) Coordinate preparation and documentation of required environmental analyses with the ACSIM Director of Environmental Programs.

(k) Ensure that NAFCP ISCEs are complete, accurate, and timely.

(l) Forward requests for commercially financed MWR facilities to the appropriate IMCOM region director for approval.

(m) Ensure all non-construction funded requirements related to these NAFCP projects have been identified and properly programmed in the appropriate fiscal years to provide a clean green site and meet requirements for beneficial occupancy.

t. Commander, U.S. Army Medical Command (MEDCOM) will—

(1) Provide regional medical centers, and medical department activities with annual programming guidance and criteria for development of health facility projects and programs. Provide periodic status reports to OTSG, as appropriate.

(2) Review, coordinate, and prioritize, in coordination with medical commanders and IMCOM region directors, all construction and major alterations of Army FAC 500 (Health Care Delivery Medical Facilities); FAC 310 60 (Medical Research Laboratories); and FACs 171 and 179 (facilities associated with medical training), for planning, programming and budgeting consideration by OTSG (HFPA).

(3) Ensure medical facilities located in the NCR accomplish intergovernmental coordination of Army MILCON

projects, master plans, and construction project designs in accordance with AR 210–20 and the published submittal requirements of both NCPC and CFA.

u. Commander, Surface Deployment and Distribution Command (SDDC) will determine DARP eligibility and request HQDA (DAIM–FD) to program MILCON funds for DARP requirements.

v. Commander, U.S. Army Information Systems Engineering Command (USAISEC), functioning under the U.S. Army Materiel Command (AMC), will—

(1) Plan, program, and budget for the procurement of information systems end instruments and switching equipment from appropriated funds other than MILCON for information systems in support of MILCON-funded construction and in conjunction with Army lodging NAFCP.

(2) Review user information systems requirements in functional terms, review the user developed Information Systems Planning and Programming Cost Estimate (ISPPCE) for each proposed MILCON project submitted, and provide ISCE certification to the IMCOM Regional Director prior to the PRB.

(3) Provide the installation and the USACE district with current ISCEs, including costs associated with each appropriation, based on the design documents. (Final estimate must be submitted prior to PRB.)

(4) Participate in updating technical specifications for information systems.

(5) Monitor quality of information systems during MILCON project design and, upon request of the installation DOIM, construction processes.

(6) Participate in PRB's annual project reviews.

(7) Provide information systems expertise to USACE during design and construction review meetings with ACSIM and IMCOM region directors.

(8) Prepare information systems requirements in support of MED MILCON projects, including the ISCE.

(9) Provide coordination and technical support to sponsoring garrison and ACOM, ASCC, and DRU commanders on all matters related to information systems in support of the NAF and Army Lodging projects.

w. Commander, U.S. Army Community and Family Support Center (USACFSC), under the ACSIM, will—

(1) Serve as the NAF program manager for all MWR major construction projects costing $200,000 (excluding equipment and design fees) or more, and review requests for NAF construction for MWR facilities per AR 215–1. DA guidance comes from ACSIM.

(2) Plan, program, review, manage, and budget for the entire MWR program, in coordination with garrison and IMCOM Regional Directors.

(3) Assist the Commander, USACE, in preparing functional design criteria for Unified Facilities Criteria (UFC) for use in developing standard definitive designs and design guides.

(4) Review and approve NAFCP documentation (DD Forms 1391) for projects costing $200,000 (excluding equipment and design fees) or more.

(5) Forward MWR construction projects to HQDA (DAIM–FD) for submission to the Deputy under Secretary of Defense for Military Communities and Family Policy for congressional approval.

(6) Prepare the annual NAF construction report for USACFSC-sponsored projects and submit the final report to HQDA (DAIM–FD), for inclusion in the annual NAFCP report to Congress (see DA Pam 415–15).

(7) Coordinate programming and preparation of documents for consolidated facilities, community activity centers, and other Army Lodging facilities funded by either appropriated and nonappropriated funds, or a combination of the two, with the program proponents of each funding source (see DA Pam 415–15).

(8) Develop the five-year NAF major construction program in coordination with garrison and IMCOM Regional Directors.

(9) Serve as the proponent for MWR public-private ventures financed facilities, obtaining ASA (M&RA) approvals through HQDA (DAIM–ZS) and ASA (I&E), and facilitate the development of contractual agreements with qualified private entities.

(10) Assist in presentation of the MWR construction programs before Congress.

x. Commander, Army and Air Force Exchange Service will—

(1) Serve as the NAF program manager for exchange facilities construction, and review requests for AAFES-funded construction per this regulation. DA guidance comes from ACSIM.

(2) Program, review, plan, manage, budget, administer, and design, in coordination with installation/garrison commanders, all exchange capital projects funded with monies generated from AAFES or private operations.

(3) Prepare functional design criteria for exchange facilities.

(4) Design and construct AAFES projects or commercially financed AAFES-sponsored projects in technical coordination with garrison and IMCOM Regional Directors.

(5) Award and administer facility design and construction projects for exchange facilities in technical coordination with garrison commanders, including preparation of DD Form 1354 (Transfer and Acceptance of Military Real Property) for transfer of completed construction.

(6) Assist garrison commanders, as needed, in the completion of NAFCP siting approval justification and documentation.

(7) Draft NAFCP documentation (DD Forms 1391) in coordination with garrison commanders.

(8) Obtain garrison technical approval for each project estimated to cost $750,000 (excluding equipment and design fees) or more.

(9) Develop a five-year and long-range NAFCP using an AAFES-owned computer database. Coordinate with garrisons and ACOM, ASCC, and DRUs to ensure projects are incorporated into the installation RPMP.

(10) Prepare the annual NAF construction report for AAFES-sponsored projects and submit the final report to USACE for inclusion in the annual NAFCP report to Congress (see DA Pam 415–15).

(11) Assist in the presentation of AAFES construction programs before Congress.

y. Director, Defense Commissary Agency (DeCA) will—

(1) Serve as the program manager for commissary facilities construction.

(2) Program, review, plan, manage, budget, administer, and design, in coordination with garrison commanders, all commissary capital projects funded with monies generated from the five-percent surcharge on commissary sales.

(3) Prepare functional design criteria for commissary facilities.

(4) Design and construct DeCA projects in technical coordination with garrison commanders, including preparation of DD Forms 1354 for transfer of completed construction.

(5) Assist garrison commanders, as needed, in the completion of siting approval, justification, and documentation for DeCA projects.

(6) Coordinate the Army Commissary projects with the ACSIM.

(7) Prepare the annual construction report for DeCA-sponsored projects and submit the report through ASA (I&E) to Deputy under Secretary of Defense for Military Communities and Family Policy to Congress.

z. Commanders of tenant activities at Army installations will—

(1) Request that the garrison commander program all facilities necessary to meet the needs of the tenant activity.

(2) Coordinate between the garrison and senior mission commanders at the installation and the IMCOM region director.

(3) Be included on the approved installation RPMP.

(4) Have documented project site approval before the planning charrette is performed.

4–5. Authorities

a. Authorization and funding.

(1) Military construction is governed by public law. Every MCA, AFH, and MED MILCON construction undertaking must be specifically authorized and funded in MILCON legislation or performed under special statutory authority (for example, 10 USC 2803 or 10 USC 2854). The UMMCA is authorized and appropriated as a single undertaking. Specific UMMCA projects are not separately authorized and appropriated.

(2) The Military Construction Codification Act, Public Law (PL) 97–214, unified and codified the statutory constraints and limitations for the MILCON process (see 10 USC 2801).

(3) In accordance with 40 USC 71D(a)5(a) and 40 USC 71D(c)5(c) (planning act) and District of Columbia Code Annex, Section 5 432 (zoning act) NCPC is the central planning agency for Federal agencies in the NCR. The NCPC fulfills its mission through the three principal functions of comprehensive planning, oversight of the Federal capital improvements, and review of Federal construction projects. The NCPC sets long-range policies and goals for future Federal development, historic preservation, environmental protection, and economic development of the NCR. Intergovernmental coordination of the Army MILCON program for installations in the NCR will be accomplished in accordance with AR 210–20 and the NCPC published submittal requirements. The NCPC reviews the Federal construction investment for the NCR through the five-year FCIP. The NCPC requires an annual submittal in July of each year of the five-year (short-range) Army MILCON program for incorporation into the five-year FCIP. The FCIP is submitted to OMB for the President's Annual Budget message to Congress concerning total Federal investment in the NCR. The NCPC also reviews all Federal development projects in the NCR and approves or denies the location and design of all Federal buildings, museums, memorials, and monuments in the District of Columbia and Arlington National Cemetery. Projects are reviewed for compliance with the Comprehensive Plan for the National Capital, as well as Federal environmental and historic preservation laws. The NCPC requires the review and approval of master plans and review and approval of MILCON project designs for Army installations located in the NCR.

(4) In accordance with Public Law 71–231 and Public Law 76–248 the Commission of Fine Arts (CFA) is responsible for the design of all public and other proposed developments to be paid in whole or in part from Federal or District of Columbia funds. The CFA regulates the design quality, public interests, and reasonable control of statues, fountains, and monuments in the District of Columbia and Arlington National Cemetery. The CFA also reviews and approves master plans and MILCON project designs for installations in the District of Columbia; Arlington National Cemetery; and Fort Myer, VA. Further, the CFA regulates the exterior architecture of buildings and grounds.

b. Environmental compliance. The Congress has largely provided the States with authority to enforce laws and regulations governing the environment. To avoid fines and penalties, authorization and funding for environmental projects must be accomplished in a timely manner. Commanders of military installations and activities are required to

fund programs and projects in order to achieve and maintain compliance with Federal, state, and local environmental regulations. Requirements for planning, programming, and budgeting of environmental compliance programs and projects are outlined in Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management, OMB Circular A–11, and 10 USC 2706(b).

(1) The installation is responsible for the environmental survey and associated documentation of a proposed MILCON site. This work will be funded from other than MILCON.

(2) The installation is responsible for the necessary remediation/cleanup of known contaminants on a MILCON site. This work will be funded from other than MILCON unless specifically identified, authorized, and appropriated as part of the MILCON project, or unless environmental restoration funds have, been transferred to the MILCON project for that purpose.

(3) The installation is responsible for the remediation/cleanup of environmental contaminants discovered during the execution of a MILCON project. This remediation/cleanup will be funded from other than MILCON unless specifically identified, authorized, and appropriated as part of the MILCON project, or unless environmental restoration funds have, been transferred to the MILCON project for that purpose. Construction contractor costs (such as direct delay costs and unabsorbed or extended overhead) incidental to discovery, remediation, and cleanup, however, will be MILCON funded to the extent it is determined that the Army is responsible and liable for such costs.

(4) Non-Army tenants on Army installations are responsible for funding environmental surveys and associated documentation of proposed MILCON sites as well as costs associated with the necessary remediation/cleanup of known or discovered contaminants on a MILCON site the same way as installations do.

(5) The IMCOM region director must certify that the site is ready for construction before concept or parametric design will be authorized.

c. Unexploded ordnance.

(1) The installation, or the Army proponent for programs that centrally fund such work, is responsible for the unexploded ordnance (UXO) survey and associated documentation of a proposed MILCON site. This work will be funded from other than MILCON.

(2) The installation, or the Army proponent for programs that centrally fund such work, is responsible for the necessary remediation/cleanup of known UXO on a MILCON site. This work will be funded from other than MILCON unless specifically identified, authorized, and appropriated as part of the MILCON project.

(3) The installation, or the Army proponent for programs that centrally fund such work, is responsible for the remediation/cleanup of UXO discovered during the execution of a MILCON project. This remediation/cleanup will be funded from other than MILCON unless specifically identified, authorized, and appropriated as part of the MILCON project. Construction contractor costs (such as direct delay costs and unabsorbed or extended overhead) incidental to discovery, remediation, and cleanup, however, will be MILCON funded to the extent it is determined that the Army is responsible and liable for such costs.

(4) Non-Army tenants on Army installations are responsible for funding UXO surveys and associated documentation of proposed MILCON sites as well as costs associated with the necessary remediation/cleanup of known or discovered UXO on a MILCON site the same way as installations do.

(5) The IMCOM region director must certify that the site is ready for construction before concept or parametric design will be authorized.

4–6. Army Planning, Programming, Budgeting, and Execution System

a. Army Planning, Programming, Budgeting, and Execution System (PPBES) is the management process employed by the Army to ensure effective use of resources to establish and maintain the Army's capabilities to accomplish its roles and missions. Guided by policy and direction from the SECDEF, the Army PPBES responds to the DOD Planning, Programming, and Budget System and the Joint Strategic Planning System. The PPBES is the Army's primary management system that ties strategy, program, and budget together. It builds a comprehensive plan in which budget flows from programs, programs from requirements, requirements from missions, and missions from national security objectives.

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

c. Documents produced within the PPBES support defense decisionmaking. The review and discussions that are part of its development help to shape the outcome.

(1) The Army participates in preparing the Strategic Planning Guidance and documents produced by the Joint Strategic Planning System. This participation influences policy, strategy, and force objectives considered by the SECDEF and the Joint Chiefs of Staff, including policies for development, acquisition, and other resource allocations.

(2) Commanders of ACOM, ASCC, and DRUs and combatant commanders similarly influence positions and decisions made by the Secretary of the Army (SA) and the Chief of Staff, Army (CSA).

(a) On behalf of the combatant commander (COCOM), ACOM, and DRU commanders serving as Army Component Commanders integrate combatant commanders' operational requirements into their POMs and forward the requirements to HQDA.

(b) ACOM, ASCC, and DRU commanders make their views known through periodic commanders' conferences held by the CSA on the proposed plan, program, and budget.

(c) ACOM, ASCC, and DRU commanders develop and submit force structure, procurement requirements, command programs, and budget estimates annually.

(d) The PPBES is described in AR 1–1.

4–7. Military construction programming process

a. The MILCON program involves a sequence of reviews by the Office of the Secretary of the Army, the Office of the Secretary of Defense (OSD), Office of Management and Budget (OMB), and the Congress. Program changes continue throughout the review until the MILCON program becomes law. The DOD Financial Management Regulation (DOD 7000.14–R) volume 2B, Chapter 6, paragraph 060301.B.2 (www.dtic.mil/whs/directives/corres/html/700014r.htm) requires the design of all construction projects be at least 35 percent complete, or alternatively that a parametric cost estimate based on a 15 percent complete design be completed prior to submission to Congress. This allows for submission of an accurate budget estimate based on the project design. There is a deliberate one-year lag between the Army's normal biennial programming and budgeting system and the MILCON process. MILCON programming, unlike other Army programming, requires an additional year for project design effort. The IMCOM and ACOM, ASCC, and DRUs must identify projects for the first year of its POM a year before it is submitted to HQDA.

b. The Program Review Board (PRB) is a continuing committee that assists the program managers for the military construction appropriations in preparing their programs.

(1) The MILCON appropriations program managers are—

(a) The ACSIM, for the MCA and AFH appropriations.

(b) The Director, National Guard for the Military Construction, Army National Guard (MCARNG) Appropriation.

(c) The Chief, Army Reserve, for the Military Construction, Army Reserve (MCAR) Appropriation.

(2) The PRB also assists the Program Manager for the Assistant Secretary of the Army for Research, Development, and Acquisition, ASA (RDA) in formulating the annual procurement authorization for construction of facilities funded by research appropriations.

c. The PRB—

(1) Analyzes construction needs of ACOM, ASCC, and DRUs, IMCOM, and ARSTAF agencies, and determines if requests meet objectives, policies, and priorities established in current program guidance directives.

(2) Furnishes recommendations on appropriate funding levels to be incorporated in the POM and the Future Years Defense Program (FYDP).

(3) Reviews, validates, and recommends priorities for all construction projects (excluding NAF projects) at all Army installations. This includes not only those projects funded by the MCA, AFH, appropriations, but those funded by DOD as well. These DOD funded programs include the medical military construction program as well as other Defense agency construction programs.

(4) Assists in coordinating ARSTAF programs and presenting budget estimates, authorization and appropriation programs, and related legislation in support of DOD, OMB, and congressional committees.

d. The PRB membership roster for the Active Army MILCON program is composed of the following:

(1) The ACSIM, as chairperson and voting member.

(2) One each voting representative from the Assistant Secretary of the Army, Financial Management and Comptroller (ASA (FM&C)); Assistant Secretary of the Army (Alternate); Deputy Chief of Staff, G–1 (DCS, G–1); Deputy Chief of Staff, G–2 (DCS, G–2); Deputy Chief of Staff, G–3 (DCS, G–3); Deputy Chief of Staff, DCS, G–4 (DCS, G–4); Chief Information Officer/G–6 (CIO/G–6); Office of the Deputy Chief of Staff G–8 (DCS, G–8); Chief of Chaplains (CCH); and The Surgeon General (TSG).

(3) One each nonvoting member from ASA (I&E); Office of the Chief, Army Reserves (OCAR); Office of the Chief, National Guard Bureau (NGB); and the U.S. Army Corps of Engineers (USACE).

(4) Various nonvoting members from ACSIM for various appropriations.

e. The MILCON programming process consists of four phases (see fig. 4–1).

(5) In the Guidance Year (GY), HQDA publishes TAP and the Army Planning and Programming Guidance Memorandum that incorporate general instructions, current policy, and resource guidance for facilities from the latest Program Budget Guidance (PBG). The ACOM, ASCC, and DRUs and IMCOM responds by submitting its POM containing updated construction programs for the POM period. The first year projects are reviewed, validated, and recommended for design by the HQDA PRB. The PRB meeting takes place in the March - April time frame, before the POM submission, to ensure projects programmed for the first year of the biennial budget will be 15 percent (35 percent for NAF Design/Build) designed and cost estimates completed by 1 April of the following (design) year.

(6) During the Design Year (DY), as the Army builds its POM for submission to OSD, first year project designs

proceed toward 15 percent (35 percent for NAF Design/Build) designed and cost estimates completed by 1 April of the following (design) year.

(7) During the Design Year (DY), as the Army builds its POM for submission to OSD, first year project designs proceed toward 15 percent (35 percent for NAF Design/Build) designed and cost estimates completed by 1 April of the following (design) year.

(8) The PRB will review and validate projects programmed for the second year of the biennial budget. Following the OSD Program Decision Memorandum (PDM), both first and second year projects will be included in the Army's Budget Estimate Submission (BES) to OSD in September.

(9) During the Budget Year (BY), the Army presents each project in the MILCON program before OSD, OMB, and the Congress. OSD reviews the construction projects contained in the Army's BES early in the budget year through the Program Budget Decision (PBD) process. OSD-directed revisions to the program are made by the Army before submission of the President's Budget (PB) to the Congress in January. During this year, the final designs of the first year projects and Requests for Proposals (RFPs) for Design/Build projects are completed.

(10) The MILCON Program Year (PY) (also known as the execution year) is the year funds are made available for construction of first year projects. During this year, final design of the second year projects is completed.

f. Regarding the amended and abbreviated budget review, during the even years, HQDA, DOD, and the President submit a two-year MILCON budget to Congress. Typically, Congress will authorize and appropriate funds for only the first year of that budget. To update and adjust the second year budget, as necessary, an amended budget review is conducted in the odd year.

g. The NCPC requires Army installations located in the Nation Capital Region (NCR) to provide an annual submittal in July of each year of the five-year (short-range) MILCON and NAF programs for incorporation into the five-year FCIP. Any land acquisition or development proposal being considered for funding in the next five years is to be submitted to NCPC prior to the Program Year.

4–8. Nonappropriated-funded nonappropriated fund construction program

The NAF construction program also involves a sequence of reviews by the ASA(I&E), ASA(M&RA), and the Deputy under Secretary of Defense (DUSD) and Congress. DODI 7700.18, Commissary Surcharge, Nonappropriated Fund (NAF), and Privately Financed Construction Reporting Procedures requires that all NAF projects be at least 35 percent complete when submitted to Congress, except design/build or turnkey contracts, which must be at least 15 percent, complete . The NAF construction program is submitted to Congress in August of each year by OSD. The AAFES and Community and Family Support Center (CFSC) must submit their individually planned programs to HQDA for consolidation and submission to OSD by 1 April.

4–9. Appropriations and programs that provide for construction

a. Construction in the Army may be programmed or accomplished under a number of regulations, and may be authorized and appropriated by separate acts of the Congress. Construction on military installations may also be supported by non-appropriated funds (see fig 4–2) or private funds. Note that limits and notification periods outlined below are subject to change whenever Congress amends/revises the corresponding section of the public law. For specific changes limits/notifications, contact DAIM–FDC for current authorization limits and notification periods.

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

(1) The UMMCA is the part of the annual MILCON authorization and appropriation used for funding unforeseen requirements that cannot be delayed until the next MILCON or MED MILCON cycle. Under section 2805, title 10, United States Code (10 USC 2805), the Army may perform MILCON projects costing $1,500,000, or less, using this UMMCA account. If the military construction project is intended solely to correct a deficiency, that is a threat to life, health, or safety, 10 USC 2805 specifies that a UMMCA project may have an approved cost equal to, or less than, $3,000,000. Policies and requirements governing the UMMCA program are contained in appendix D.

(2) Emergency Construction requirements are funded under 10 USC 2803. Under this section, the SA may approve MILCON projects, not otherwise authorized by law, that are vital to national security or the protection of health, safety, or quality of the environment, and cannot be delayed until the next MILCON Authorization Act. Funding must be available from unobligated MILCON funds previously appropriated. Policies and requirements governing emergency construction are contained in section V.

(3) Restoration or replacement of damaged or destroyed dacilities is covered under 10 USC 2854, wherein the SA may authorize use of available MILCON funds to restore or replace damaged or destroyed facilities under his jurisdiction. Funding must be available from unobligated MILCON funds previously appropriated.

(4) The Energy Conservation Investment Program (ECIP) is designed to achieve DOD directed energy conservation goals. Through the ECIP, DOD provides additional MILCON funds to accomplish major retrofit projects (greater than $750,000) for existing Army energy systems and facilities. Under this program, installations can compete for energy conservation funds. Evaluation is based on economic analyses and investment return ratios of the candidate projects.

(5) The DARP allows the Army to participate in the funding of public highway improvements when such improvements are necessary because of sudden or unusual defense-generated actions. Guidance for DARP projects is contained in AR 55–80. Such projects are prepared when major expansions or changes to installations are planned and major public highway impacts will result.

(6) Contingency construction is addressed under 10 USC 2804, wherein the SECDEF is authorized to execute MILCON projects if deferral of the projects until the next budget request is "inconsistent with national security or national interest". This authority is generally reserved for projects that support multi-service requirements. The respective service secretary should authorize urgent projects that support only one service as emergency projects under 10 USC 2803. Accordingly, requests for 10 USC 2804 projects are generally submitted by the Unified Commands. The 10 USC 2804 authority is similar to the 10 USC 2803 authority except the Congress provides an annual appropriation for 10 USC 2804 projects. A complete DD Form 1391 will be prepared for each contingency construction project costing in excess of $750,000.

(7) Construction authority in the event of a declaration of war or national emergency is covered under 10 USC 2808. Under this section, in the event of a declaration of war or the declaration by the President of a national emergency under 50 USC 1621, the SECDEF, without regard to any other provision of law, may undertake, and may authorize the Secretaries of the military departments to undertake MILCON projects not otherwise authorized by law, that are necessary to support such use of the armed forces. Funding must be available from unobligated MILCON project funds already appropriated.

(8) The National Foreign Intelligence Program (NFIP) is addressed under the provisions of Executive Order 12333. By that order, facilities for intelligence activities can be programmed in the NFIP. Funds programmed in this manner are additive to Army MILCON following approval by the Deputy, Secretary of Defense (DEPSECDEF) and the Director of Central Intelligence. Such funds can only be used for specifically approved projects unless changes are jointly approved by the DEPSECDEF and the Director of Central Intelligence.

(9) Military construction associated with the Department of Defense Chemical and Biological Warfare Program is addressed under the provisions of 50 USC 1522.

(a) Requirements pertinent to MILCON cited under 50 USC 1522(d) are as follows: "(2) Funding requests for the program (other than for activities under the program conducted by the Defense Advanced Research Projects Agency under subsection (c) (2) of this section) shall be set forth in the budget of the Department of Defense for each fiscal year as a separate account, with a single program element for each of the categories of research, development, test, and evaluation, acquisition, and military construction. Amounts for military construction projects may be set forth in the annual military construction budget. Funds for military construction for the program in the military construction budget shall be set forth separately from other funds for military construction projects. Funding requests for the program may not be included in the budget amounts of the military departments."

(b) Additional guidance for such military construction projects can be obtained from HQDA (DAIM–FD).

(c) Acquisition or construction of facilities may also be accomplished with other appropriations under special circumstances.

1. Operation and maintenance, Army (OMA) funds may be used for minor construction costing $750,000 or less, the statutory cost limitation. (see 10 USC 2805(c)). If the project is solely to correct a life, health, or safety deficiency, the cost limitation is $1.5 million.

2. Government-owned, contractor-operated ammunition plant facilities may be funded by procurement ammunition, Army (PAA) funds.

3. Research, development, test, and evaluation (RDTE) funds may be used for minor construction costing $750,000 or less, the statutory cost limitation. At Government-owned installations, construction projects costing over $750,000 are normally MCA funded; however, the RDTE appropriation may fund construction supporting unique items in research, development, test, or evaluation if facilities are contractor operated and maintained. Congressional notification is required prior to obligation of funds. Using RDTE funds for construction or improvements having general utility is not authorized for projects over $750,000.

4. Efforts to execute construction costing more than $750,000 with other procurement, Army (OPA) or RDTE funds normally require congressional notification, and should not be pursued without prior specific project funding approval at the programming level.

5. Other procurement, Army, funds may be used, in lieu of MILCON, RDTE, or OMA, under special circumstances, for time-sensitive installation of communications-electronics equipment and systems to include site preparation and construction required to support this equipment. The OPA-funded equipment shelters and support facilities or systems are classified as real property and maintained by the Directors of Public Works (DPWs). These projects must be approved by ACSIM prior to contract award start. Prior to approval projects must meet the following:

a. The requirement must support HQDA-directed milestones (usually 18 months or less) for installation of the equipment and systems.

b. The requirement cannot be met through the normal MCA or UMMCA process.

c. Work classification must be approved in advance by HQDA (DAIM–FD).

d. The construction shall be necessary for the installation of communications-electronic equipment or systems, and

may not be designed or used to meet space requirements for personnel. If required, this latter construction must be provided by a separate project (OMA or MILCON funded).

e. Master planning will be performed, and site approval obtained through the servicing DPW. Project will conform to Army Standards as outlined in the Army Installation Design Standards (IDS).

f. Final design approval will be obtained from the servicing DPW before awarding a construction contract.

g. The purchase, installation, maintenance, and repair of communications equipment (personal property) continues to be the responsibility of the tenant, and where DPW services are required and available, must be accomplished on reimbursable basis.

6. The Transportation Working Capital Fund (TWCF) may be used for minor construction costing $750,000 or less.

4–10. Army Family housing construction program

a. Family housing construction is funded by the AFH appropriation. Army Family housing is authorized and appropriated under the same MILCON laws as MCA; however, it is a separate appropriation with unique controls and requirements. Army Family housing construction consists of two broad programs: new construction; and post-acquisition construction, which includes improvements, whole neighborhood revitalization, and required investment in support of the residential communities initiative (RCI).

b. Policies for AFH new construction are contained in chapter 3 of this regulation. Criteria and standards for new housing and housing improvements are contained in TI 801–02, Family Housing.

4–11. Defense medical facilities construction program

The Office of the Surgeon General (OTSG) (MCMR–FP) programs all medical projects for the Army. The medical program is funded by the Assistant Secretary of Defense (Health Affairs) (ASD (HA)). The process begins one year earlier than MCA projects for the same program year (see para 4–19 for additional information).

4–12. Army and Air Force Exchange Service facilities construction program

Programming for and construction of AAFES facilities is governed by this regulation.

4–13. Army Environmental Compliance Achievement Program

Army Environmental Compliance Achievement Program (ECAP) projects are in a special category since they are initiated because deficiencies have been identified and Notices of Violation or Administrative Orders have been issued to an installation by regulatory officials. These requirements cannot be ignored and must be addressed in the appropriate time frame (see AR 200–1). The OMB has identified special requirements for planning, programming, and budgeting for environmental and pollution abatement projects. These requirements are contained in OMB Circulars A–11 and A–106. Appendix E of this publication addresses environmental protection.

4–14. Host nation funded construction program

Specific guidance for planning, programming, budgeting, developing technical criteria, and executing host nation funded construction program (HNFC) projects under the United States Pacific Command (PACOM) is provided by DODD (see DODD 4270.34).

Section II
Planning Overview

4–15. Real property master planning

a. Installation planners develop RPMPs following planning and funding guidance provided by HQDA, IMCOM, and garrison commanders. The success of both MILCON and NAFCP projects in programming and budgeting is directly related to the RPMP process. Documentation must demonstrate that planning was completed and the proposed project is the most logical and most cost effective alternative. Installations must ensure costs associated with each alternative are carefully and correctly estimated.

b. Army installations in the NCR will develop RPMPs in accordance with the requirements of chapter 10 and published NCPC submittal requirements. For installations in the District of Columbia, to include Arlington National Cemetery and Fort Myer, VA, CFA will review and approve RPMPs and Army MILCON project designs.

4–16. Site approval

a. All proposed MILCON and NAF construction projects in the approved RPMP Short Range Component (SRC) will identify site locations in accordance with the installation RPMP and receive IMCOM region director approval per chapter 10. NAF projects require a clean site up to 6 inches below grade. Site approval denotes that a project's location conforms to land use and sustainable design and development (SDD) planning principles, the planned development of the installation, and that any special criteria (such as safety or environmental) have been considered and deficiencies either have been or will be rectified, or a waiver therefore will be obtained.

b. Organizations responsible for selecting MILCON sites will conduct an environmental survey and a UXO survey as required, and perform site categorization before site selection (see app E).

c. A valid site approval will be maintained on all projects under design.

d. Construction not complying with DOD ammunition and explosives safety standards must be certified by the Service Secretary as necessary due to strategic or other compelling reasons (see app H, para H–3).

e. For Army installations in the NCR, Army MILCON will be shown on an NCPC approved installation master plan. Projects not shown on an approved installation master plan will be delayed until the plan is updated and approved as required by published NCPC submittal requirements. For installations in the District of Columbia, to include Arlington National Cemetery and Fort Myer, VA, projects must be shown on both a NCPC- and CFA-approved master plan or they will be delayed until such a plan is updated and approved as required by published NCPC and CFA submittal requirements.

f. All proposed MILCON projects will obtain RPMP site approval prior to conducting a planning charrette.

4–17. Project definition

The RPMP includes both construction and major repair projects.

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

(1) The erection, installation, or assembly of a new facility.

(2) The addition, expansion, extension, alteration, relocation, or replacement of an existing facility.

(3) Site preparation, excavation, filling, landscaping, land improvements, utility connections, and installed equipment (see sec VI).

(4) Related real property requirements, such as land acquisitions (see para H–37*b*).

b. Repair means to restore a real property facility, system, or component to such a condition that it may effectively be used for its designated functional purpose. When repairing a facility, the components of the facility may be repaired by replacement, and such replacement may be up to current standards or codes. For example, heating, ventilation, and air conditioning (HVAC) equipment can be repaired by replacement, can be state-of-the-art, and can provide more capacity than the original unit due to increased demands and standards.

c. Additions, new facilities, and functional conversions must be done as construction. Construction projects may be done concurrent with repair projects as long as construction scope is definable from the repair work. The construction scope must be complete and usable even if the repair projects would not be accomplished. In a conversion, if an existing building system or component is failed or failing, the repair portion of the project can bring the system or component up to the current standards of the original Facility Category Code. Upgrades to meet the new Facility Category Code will be considered as "new work."

d. Environmental remediation projects that are a part of the Defense Environment Restoration Program are not military construction, as defined in this regulation.

4–18. Differentiating between base operations and mission facility projects

a. Base operations (BASOPS) facility projects are those projects that provide facilities that generally support the entire installation population, or a number of separate tenant organizations. The IMCOM is the project proponent for BASOPS facility projects. Typical BASOPS projects include the following:

(1) Housing and administration facilities, such as—

(a) Family housing.

(b) Enlisted unaccompanied personnel housing.

(c) Other housing, to include that for unaccompanied personnel, permanent and official transient lodging, bachelor officers, and senior enlisted personnel quarters.

(d) Operations/administrative facilities.

(2) Community support facilities, such as—

(a) Morale, welfare, and recreational facilities (recreation facilities, physical fitness facilities, pools, picnic areas).

(b) Community facilities, such as religious facilities, courthouses, continuing education facilities, and OCONUS postal facilities.

(c) Public safety facilities, such as for law enforcement, fire and rescue, and antiterrorism protection.

(d) Infrastructure facilities, such as DPW complexes and utility systems.

(3) Multiservice facilities, such as—

(a) Exchange and commissary facilities.

(b) Dependent schools.

b. Mission facility projects are those projects that support unique or single-tenant needs, and typically serve a

smaller population than BASOPS facility projects. The ACOM, ASCC, and DRUs are the project proponents for Mission facility projects. Typical mission facility projects include the following:

(1) Industrial facilities, such as—

(a) RDTE facilities.

(b) Production facilities.

(2) Power projection facilities, such as—

(a) Airfield facilities, to include navigational aids (NAVAIDS) and aircraft fueling facilities.

(b) Airfield pavements.

(c) Network railroads.

(d) Surfaced roads and trails in training areas.

(e) Strategic mobility facilities, such as those in support of railroad, trucking, and inter-modal capabilities.

(f) Supply and storage facilities, such as for ammunition storage, warehouses, and unit fuel supply and storage.

(g) Tactical vehicle maintenance facilities, such as motor pools and aviation facilities.

(3) Command and Control Facilities (when not built in conjunction with a barracks project), such as Headquarters Buildings and complexes (battalion, brigade, division, Corps, and Army HQs).

(4) Training support facilities, such as—

(a) Training ranges for small arms, major weapons systems, and non-live fire training.

(b) Maneuver training lands, including training land access.

(c) Simulations and training aids facilities.

(d) Training instructional facilities, such as for basic combat and advanced individual training facilities; campuses with associated barracks; NCO schools; learning centers; and organizational classrooms.

c. The list of facility types enumerated above is neither complete nor without exception. It is recognized that some facility types may be either BASOPS or Mission support facilities, such as some unit headquarters and training facilities, depending upon such discriminators as the funding source used to perform the service in the facility or the HQDA proponent for the facility. Where questions arise in this area, installations should request clarification or assistance from their IMCOM region directors in determining the category in which the facility best fits.

4–19. Medical military construction projects

The MED MILCON program is centrally managed by the ASD (HA). The TMA–DMFO plans, develops, and executes the MED MILCON FYDP for ASD (HA). The programming and design cycle for all medical projects, determined by the DMFO/MMCO, begins 1 year earlier than MCA projects for the same program year. The OTSG (MCMR–FP) is the Army proponent for programming all military construction projects classified in Army FAC Class 500 (Health Care Delivery Medical Facilities), FAC 31060 (Medical Research Laboratories), and FACs 171 and 179 (facilities associated with medical training).

a. The DMFO/MMCO provides annual programming guidance, performs Defensewide project programming, and reviews and adjusts projects for scope and cost. The DMFO/MMCO then prioritizes Defense Departmentwide Medical Programs, presents OSD and congressional budget books for submission, and presents medical programs to OSD and the Congress. After approval by OSD and the Congress, the DMFO/MMCO releases projects with funding for design and construction to USACE. The DMFO/MMCO also maintains program status information in the Construction Appropriations Programming, Control, and Execution System (CAPCES), interprets DOD medical space planning criteria, and determines official scope of all MED MILCON projects.

b. The U.S. Army Health Facilities Planning Agency (HFPA) represents OTSG throughout the facility life cycle, develops and prioritizes the Army component of the MED MILCON program, and submits the Army MED MILCON program to the DMFO/MMCO. HFPA maintains the Army MED MILCON FYDP and develops economic analyses, when required.

c. The MEDCOM Regional Medical Commands (RMCs) and Major Subordinate Commands (MSCs) perform the following program planning and execution activities:

(1) Develop regional MED MILCON programs.

(2) Ensure technical compliance with regulatory and statutory requirements. Examples include installation master plan siting approval, host MSC and IMCOM region director support, environmental considerations, historic preservation, archaeological investigations, and coordinating any location-specific requirements.

(3) Brief projects and installation health facility master plans as required by the MEDCOM Program Budget Committee.

d. The U.S. Army Medical Research and Materiel Command (MRMC) consolidates all medical R&D projects worldwide into a single MEDCOM priority list. MRMC coordinates with the host MSC and IMCOM region director for MRMC subordinate units.

e. Other medical organizations not listed above develop MED MILCON priorities for their facilities and submit them to HFPA.

4–20. Project programming documentation (except Medical Command)

a. After HQIMCOM and ACOM, ASCC, and DRUs designate specific MILCON projects for programming in the first two years of the POM, installations will prepare project programming documentation in coordination with the project proponent as defined above. Planning charrettes are required and will be conducted for all MILCON projects unless a waiver is obtained from HQDA indicating that no planning charrettes is required for a given project. (see DA Pam 415–15.) The DD Form 1391 is the MILCON programming form prescribed by DOD. (see DA Pam 415–15 for additional information.)

(1) The DD Form 1391 is the principal DOD and Army construction project justification document. It expresses user facility needs and communicates these needs through the command channel to obtain funds to satisfy requirements. Construction needs are first identified and documented in the RPMP (see chapter 3). Housing requirements are established by the Army Housing Justification Process. Both processes are conducted by the installation. The DD Form 1391 is prepared by the installation, in coordination with the user and, as appropriate, the SMC, USACE, USAISEC, IMCOM Region Director, appropriate ACOM, ASCC, and DRU for mission projects, and HQDA reviews it. Medical MILCON DD Form 1391 is prepared by the installation in coordination with OTSG representative, and reviewed by both HFPA and TRICARE Medical Agency (TMA) as appropriate. The form is then submitted to OSD, OMB, and the Congress. The document must be clear, concise, logical, and complete, and must effectively describe, justify, and price the project.

(2) The user must provide detailed project justification. The installation normally develops project programming documentation based upon the justification provided by the user. If the project is directed by higher authority, the user must still justify the project on the DD Form 1391.

(3) A DD Form 1391 consists of two primary groups of information, one being the electronic version of the "front page" of the DD Form 1391 which is submitted in hard copy to OSD, OMB, and the Congress, which includes information such as a description of the project, construction and related costs, and project justification; and the other being supporting and backup data for the "front page" submittal. The form has been automated via the DD Form1391 Processor with write, read, comment, permit, certification, and submit options depending on organizational level and point of time in the submission cycle. Detailed guidance for preparation and submission of DD Forms 1391 is contained in DA Pam 415–15.

(4) After the installation completes the DD Form 1391, it is submitted to the IMCOM Region Director. The IMCOM Region Director, USAISEC and USACE review and certify the documentation. For mission projects, the IMCOM Region Director coordinates with respective ACOM, ASCC, and DRUs. For DD Form 1391 review agencies for MED MILCON projects (see DA Pam 415–15).

(5) The IMCOM region directors, USACE, and USAISEC will review and certify projects according to guidance provided in section V. IMCOM Region Directors will submit the project to HQDA (DAIM–FD) per annual submittal guidance for validation and design authorization. DD Forms 1391 will be submitted through the 1391 Processor of the PAX system. HQDA will use DD Forms 1391 for project review and validation. For certification, validation, and submission requirements for MED MILCON projects (see DA Pam 415–15).

(6) The IMCOM region directors will submit certified DD Forms 1391 for the first year of the SRC no later than (NLT) 1 March of the GY or as directed by ACSIM guidance. Certified DD Forms 1391 for the second year of the SRC must be submitted NLT 1 March of the following year.

(7) After the IMCOM Region Director identifies its MILCON program, HQDA (DAIM–FD) will revise CAPCES and provide the PRB a project listing by staff proponent and appropriate segments of the affected installation's RPMP. The CRRC will review and validate requirements as individual DD Forms 1391 are submitted by IMCOM region directors to HQDA. The ARSTAF proponent for each project will determine the project's validity and if the requirement meets objectives, policies, and priorities established in current program guidance. This initial review will take place before the annual HQDA PRB and will normally involve staff proponent counterparts from the IMCOM Region Director, and, for ACOM, ASCC, and DRU mission support projects. The purpose of this review is to establish a project's necessity and validity, develop a DA Staff sponsor, and obtain answers to planning concerns. USACE review elements will also review projects to determine if a project complies with standards, criteria, and cost guidance.

b. A completed DD Form 1391 includes, as a minimum, the following documentation:

(1) Justification.

(2) Analysis of deficiency.

(3) Alternatives considered with related economics.

(4) Proposed scope with cost.

(5) Functional requirements.

(6) Criteria to be used.

(7) Related acquisitions.

(8) Utility impacts.

(9) Environmental documentation.

(10) Completed and required coordination actions.

(11) AT documentation.

(12) Disposal/demolition to meet Army's one for one policy.

c. DD Form 1390 is used to record each installation's MCA program in relation to personnel strengths, real property improvements, and mission and functions.

(1) A DD Form 1390 accompanies the DD Forms 1391 for each installation in the Army's MILCON submission to OSD, OMB, and the Congress.

(2) A DD Form 1390 is prepared and submitted electronically, using the DD 1390 module of the 1391 Processor. In preparation for the HQDA submission of the MCA program to OSD, HQDA initiates the DD Form 1390. Installations and IMCOM region directors (ACOM, ASCC, and DRUs for mission projects) are then given an opportunity to review the form. Installations update population data, mission statements, outstanding pollution and safety deficiencies, and remarks blocks. IMCOM region directors also review forms to ensure consistency of DD Forms 1390 for MCA and AFH.

d. In addition, Family housing projects require a current DD Form 1523, and unaccompanied personnel housing (UPH) projects excluding Army Lodging require submission through the Army Housing Requirements Program (AHRP). Supporting documentation is not required for MED MILCON projects.

e. The RTLP projects require submission for review, validation, and prioritization by the HQDA RTLP Requirements Review and Prioritization Board prior to submission by HQIMCOM per AR 350–19.

f. The 1391 Processor, a module of the Programming Administration and Execution (PAX) System, will be used for project documentation. Projects reflecting classified information will not be entered in the 1391 Processor System. For such projects, an unclassified version of the DD Form 1391 will be entered in the 1391 Processor System and submitted. A hard-copy classified version, if required, will be prepared and submitted through channels to HQDA (DAIM–FD).

4–21. Funding for advanced planning activities (except Medical Command)

a. Planning tasks related to project identification and formulation will be programmed and funded from other than MILCON appropriations, including planning charrettes for MILCON projects. Real property master planning is addressed in chapter 10 of this publication (see Senate Report 97–274 and 10 USC 2801 et seq.).

b. Criteria package preparation, design oversight, and construction surveillance for host nation sponsored projects will be funded with MILCON planning and design funds (see Senate Report 97–274 and 10 USC 2801 et seq.).

Section III
Programming

4–22. Program Objective Memorandum process

a. Army programming.

(1) Programming translates planning decisions, OSD guidance, and congressional guidance into a comprehensive and detailed allocation of manpower and funds. The PPBE integrates and balances centrally managed programs for manpower; operations; research, development, and acquisition; stationing; and construction. Concurrently, the PPBE incorporates HQIMCOM and ACOM, ASCC, and DRU requirements for manpower, operation and maintenance, housing, and construction.

(2) The POM represents the Army proposal for a balanced allocation of resources within specified constraints. OSD reviews the POM and issues a Program Decision Memorandum (PDM) to reflect SECDEF program decisions. As approved by the SECDEF, the POM forms the basis for preparing the Army Budget Estimate.

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

b. Army Commands, Army Service Component Commands, Direct Reporting Units, and Headquarters, Installation Management Command program objective memorandum submission to Headquarters, Department of the Army.

(1) Military construction projects submitted by ACOM, ASCC, and DRU and HQIMCOM will be identified in a Management Decision Package (MDEP). An MDEP is a resource management tool that indicates program and budget resources. MDEP describes a particular function or program, and indicates all associated resources.

(2) Individual MILCON projects will be identified in the Army's POM. For each project, the ACOM, ASCC, and DRU and HQIMCOM must provide HQDA (DAIM–FD) with the fiscal year (FY), MDEP Project Number, Project Description, and Program Amount (PA). ACOM, ASCC, and DRU and IMCOM region directors will verify the appropriate MDEP for each MILCON project. As the Army builds its POM, MDEPs are used to assess program requirements, confirm compliance with policy and plans, and rank resourcing.

(3) The POM represents specific programming requirements of ACOM, ASCC, and DRUs and HQIMCOM. MILCON projects or programs submitted to HQDA via the Project Prioritization System will reflect the current construction program. Revisions proposed to their MILCON program subsequent to POM submission must be approved by the ACOM, ASCC, and DRU and HQIMCOM commanders. It is essential that changes and revisions to requirements be kept to a minimum and necessary.

(4) When submitted to Congress, projects will be funded in a single year appropriation unless incrementally funded.

(a) An incrementally funded project is defined as one that does not result in a complete and usable facility in a single year appropriation. If incrementally funded, projects will be based on overall scope and cost estimates, and will include request for full authorization for all increments.

(b) An incrementally funded project is complete and usable when all construction increments are completed.

(c) If mission dictates incremental construction, the request must be identified as "incremental" in the project justification (DD Form 1391). The requirement will detail the scope, cost, and timing of all other increments. This does not apply to utility projects on major installations where roads; electrical, gas, and water distribution systems; and sewage and storm water collection systems can be successfully constructed as portions of an overall system without being complete and usable as such.

(d) Execution of incrementally funded projects requires an exception to OMB Circular A–11, which requires full funding of the entire cost for construction in a given fiscal year. HQDA (DAIM–FD) will prepare full justification for incremental funding to be submitted by ASA (FM&C) to the Deputy Undersecretary of Defense (DUSD) (Comptroller)/Chief Financial Officer by 1 July of the design year.

(5) A conjunctively funded construction project is one that requires funding from multiple sources to provide a complete and usable facility.

(a) A project funded to construct a real property facility using MCA in conjunction with non-appropriated, private, defense, operation and maintenance (O&M), civil works, BRAC, or other funds is permitted. Separate accountability for each type of funds assigned is required. The combination of funding sources will not be used to expand or increment projects or to circumvent statutory limitations. If conjunctive funding is required, this requirement must be stated on the front page of the DD Form 1391. A separate DD Form 1391 is required for each funding source, regardless of the individual estimated funded construction costs. The total project cost and the amount required from each source will be provided on the DD Form 1391, along with a statement that a complete and usable facility will not be produced by the funds requested from any one source. Conjunctively funded projects should be funded in the same fiscal year.

1. Construction projects that combine appropriated funding sources and NAF must be submitted separately to HQDA (DAIM–FD), for review and approval to combine funds if the total appropriated fund cost exceeds $750,000 and the NAF cost exceeds $200,000 (excluding equipment and design fees). Projects having an appropriated funded cost of less than $750,000 and a NAF cost of less than $200,000 (excluding equipment and design fees) may be approved for combined funding by IMCOM or ACOM, ASCC, and DRU delegated construction approval authorities (see AR 215–1).

2. Separate and identifiable projects having different funding sources may be combined into a single construction contract for contracting purposes without prior approval, providing that a separate audit trail for each source of funds is specifically and individually provided for in the administration of such contracts. Appropriated funds cannot be expended against a NAF contract.

(b) Not all construction projects that include funds from multiple sources are classified as conjunctively funded projects. A project that includes MILCON funds for a real property facility; OMA funds to procure furnishings; OPA funds to procure information systems, computer equipment, or flight simulators; and RDTE funds to procure testing equipment is not a conjunctively funded project because construction of the real property facility is being funded with only one appropriation (that is, MILCON). The MILCON-funded portion of the project must provide a complete and usable facility.

c. Installation Management Command Region Director Project review.

(1) Each IMCOM Region Director must review the documentation of each of its MILCON projects before submission of the project by HQIMCOM to HQDA (DAIM–FD) for programming the requirement in the POM to ensure—

(a) The requirement is valid.

(b) It conforms to current objectives, policies, and procedures.

(c) Project sitings are consistent with the IMCOM Region Director-approved RPMP.

(d) A survey of the site has been conducted and available records have been reviewed.

(e) Appropriate National Environmental Protection Act (NEPA) documentation has been prepared and completed.

(f) The site is free from pollutants, contaminants, ordnance and explosive waste that would impact start of construction.

(g) For NAF, clean site up to 6 inches below grade.

(h) Suitable Standard Design/Criteria developed under the DA Facilities Standardization Program are used when appropriate.

(i) The potential for privatization of an exterior utility system has been thoroughly evaluated and documented.

(j) Antiterrorism protection considerations have been addressed as appropriate and documented.

(k) USACE and USAISEC certifications have been obtained as described in paragraphs *f* and *g*, below.

(l) A planning charrette was used in the development of the DD Form 1391.

(2) The IMCOM regional director must certify that planning and coordination have been accomplished on all budget year MILCON projects.

(3) Facilities proponents within IMCOM regions must be prepared to justify all aspects of the projects throughout the programming and budgeting process.

d. Installation Management Command military construction project priorities.

(1) Following the latest Army guidance, HQIMCOM should select MILCON BASOPS facility projects for inclusion in the first and second year of their POM. Due to the congressional requirement for MILCON project costs to be based upon fully developed concept or parametric designs when submitted to the Congress, first year projects must be submitted to HQDA (DAIM–FD) eight months before the HQIMCOM POM. An information copy of HQIMCOM project list will be provided to all affected ACOM, ASCC, and DRUs.

(2) For those MILCON BASOPS facility projects selected, including category B facilities, which are projects authorized to be funded with either appropriated or non-appropriated funds (see AR 215–1 for detailed list of category B facilities). The Commander, IMCOM will—

(a) Direct installations to complete and submit DD Forms 1391 and all supporting documentation for review. Information copies will be provided to the appropriate USACE district, USACE MSC, and USAISEC. All project documentation, supporting documentation, cost estimates, and DD Forms 1391 will be prepared, submitted, and reviewed through the 1391 processor module of the PAX system.

1. Provide a list of selected projects to HQDA facilities proponents. HQDA (DAIM–FD) will revise CAPCES to reflect the HQIMCOM proposed construction program. For each project, the following information must be provided:

2. HQIMCOM priority.

3. Fiscal year.

4. MDEP designation.

5. Name of installation.

6. DD Form 1391 Form Number.

7. Project description.

8. Primary facility category code.

9. Funded amount in dollars.

(b) Include new mission requirements in the appropriate MDEP and prioritize projects.

(c) Compete (category B facilities) for appropriated funds before DOD will approve them for NAF funding. Therefore these projects must be ranked by the HQIMCOM with all other MILCON requirements.

e. Army Commands, Army Service Components, and Direct Reporting Units mission support facility project priorities. The ACOMs, ASCCs, and DRUs will submit a prioritized list of ACOM, ASCC, and DRU mission support facility projects to HQDA (DAIM–FD) at the same time that HQIMCOM submits its project list using the same guidelines used in paragraph *d*(2)*(a)* through *d*(2)*(c)*, above. An information copy of the prioritized ACOM, ASCC, and DRU project list will be provided to HQIMCOM.

f. Army program development and review.

(1) Using the MDEP as a building block, formal program development applies information contained in the Army Programming Guidance Memorandum (APGM) and refines and extends the program of the previous PPBE cycle. The resource position shown in the President's Budget and related PBG serve as the baseline for HQIMCOM, ACOM, ASCC, and DRUs, and other operating agencies for developing their POMs.

(2) Headquarters DA agencies, guided by the APGM, collect and analyze program information. They review the existing program in light of new requirements, determine program needs, and begin preparing functional programs. Revised estimates for planning and design and UMMCA are included for this review. These agencies incorporate program inputs in the Army POM, consider alternatives directed by the APGM, and construct a balanced program. In addition to the IMCOM and ACOM, ASCC, and DRU POMs, these agencies consider Strategic Planning Guidance, combatant commanders' Integrated Priority Lists, and Army Component Commander-developed requirements for supporting Combatant Commanders.

(3) Proponent agency program evaluation groups (PEGs), directed and guided by the Deputy Chief of Staff for Programs (DAPR–DPD), build the Army program (see AR 1–1 for additional information on PEGs). Each PEG evaluates specific MDEPs based largely on those MDEPs main fiscal appropriation. The role of each PEG is to support and follow MILCON projects in the PEG review and evaluation process. An IMCOM Region Director may be required to present its programs to a PEG. PEGs will rank order resourced and un-resourced programs submitted by IMCOM, ACOM, ASCC, and DRUs, and other operating agencies in their POMs. Army MILCON projects not demonstrating a strong relationship to an MDEP, or that are prioritized too low for execution may be dropped from the Army program during the PEG review.

(4) The assembled Army program is reviewed by senior leadership during the second quarter of even years. The Army Commanders' Conference scheduled during this period provides field commanders an opportunity to review and influence program alternatives. The commander at the conference should highlight essential MILCON program requirements, un-resourced by a PEG. Next, the Army Resource Board (ARB), the senior HQDA committee, reviews

program alternatives, incorporating the views expressed at the Army Commanders' Conference, and makes its recommendations on alternatives to the SA and CSA. Finally, through a series of in-process reviews, the SA and the CSA decide on the Army program.

(5) The Army submits the POM approved by the SA and the CSA to OSD for review. HQDA (DAIM–FD) will again revise CAPCES as needed to reflect the construction program reflected in the Army POM.

g. Office of the Secretary of Defense program review.

(1) The OSD conducts a program review of the services' POMs. This review includes Program Review Proposals that recommend alternatives to each service's POM. Program Review Proposals may be developed by members of the Defense Resources Board (DRB), ASD program managers, or Combatant Commanders. Each Program Review Proposal recommends program additions and reductions that sum to zero. Major issues are deliberated in the DRB or with the DEPSECDEF. Budget issues may be identified for later review by the OSD Comptroller. The Director, Program Analysis and Evaluation (DPAE), is the executive agent for the OSD program review.

(2) After the DRB has resolved all outstanding issues, the DEPSECDEF signs the Program Decision Memorandum (PDM). The PDM approves the Army POM as adjusted by the program review process. This becomes the program basis for the Army budget estimate.

h. The NAF public-private venture (PPV) facilities requests for approval to award contracts for NAFPPV facilities in support of the MWR program may be submitted on an as-needed basis. Such requests will be forwarded from CFSC through ACSIM to O/ASA (M&RA). The OASA (M&RA) will notify USD (P&R). The USD (P&R) will notify Congress of the Army's intent to award commercially viable projects no less than two weeks prior to contract award.

4–23. DD Form 1391 certification process

a. U.S. Army Corps of Engineers review and certification (military construction, Army and Army Family housing projects only).

(1) The USACE will review project documentation submitted to IMCOM region directors to ensure that sufficient technical information is available to commence a concept design (Code 2) or parametric design (Code 3); and that the project scope is in compliance with Army standards, criteria, and cost estimating requirements. These reviews should include site visits. Military construction documentation reviews will be funded from O&M appropriations.

(2) Once the review has been completed and comments made, USACE will forward a statement to the IMCOM Region Director, via a DD Form 1391 certification entry, that sufficient technical information is available to commence concept or parametric design; the project scope complies with Army standards, criteria, and cost estimating requirements, and having identified justification for any deviations. In addition, this statement will list major issues that must be resolved before budget submission to prevent project delay or loss.

(3) Major issues must be resolved prior to issuance of concept or parametric design authorization, or issuance of any Request for Proposal (RFP) for a design-build project.

(4) Even if the design or construction of a project is to be performed by another DOD agent, USACE remains responsible for project certification to the IMCOM Region Director.

(5) Deferred projects will be recertified by USACE upon reentry of the project into the program if there are significant changes in cost or scope or if the original certification is more than one year old.

(6) If a planning charrette was conducted and included USACE participation, the Planning Charrette Validation form in the PAX processor will suffice for the USACE certification.

b. U.S. Army Information System Engineering Command certification (military construction, Army and Army Family housing projects only). The USAISEC will review user provided information systems requirements, cost estimate for technical adequacy, and certify projects to IMCOM region directors prior to the appropriate PRB.

c. Installation Management Command region director project certification (military construction, Army and Army Family housing projects only). Directors of IMCOM regions will certify projects by selecting and including a standard statement in each DD Form 1391 that all planning and coordination with appropriate agencies have been accomplished, project documentation is available, the project is valid, requirements and scope are in accordance with HQDA guidance, and siting is in accordance with the IMCOM region director-approved installation RPMP. Also, the certification statement will reflect that no major problems exist that should defer the project from programming, and that the project documentation has been reviewed by the appropriate USACE organization and was found to be adequate to begin design. If the design or construction of a project is performed by another DOD agent, the IMCOM Region Director will still obtain the necessary certification from USACE. Deferred projects will be re-certified by IMCOM Regional Directors upon reentry of the projects into the program if there are significant changes in cost or scope or if the original certification is more than one year old.

d. Nonappropriated-funded construction program project certification and project report (RCS DDM (A) 1167). The Deputy Under Secretary of Defense (DUSD) (Comptroller)/Chief Financial Officer (PS, F&E) requires supporting documentation to ensure that DD Forms 1391 reflect the proper scope and need for the proposed project, and that it is based on facility usage, population size, anticipated patronage, community needs, and geographic characteristics.

(1) A commercial project validation assessment (PVA) will be conducted for NAFCP (other than AAFES projects) estimated to cost $750,000 (excluding equipment costs and design fees) or more. Garrisons will prepare DOD

commissary surcharge and NAF construction project data sheets, and provide certifications in each DD Form 1391 that the project is supported by a PVA. Specific requirements for DOD commissary surcharge and NAF construction data sheets and project certifications are contained in DA Pam 415–15. For proposed exchange facilities, AAFES will prepare the appropriate documentation.

(2) The NAFCP project report—

(a) Demonstrates to the OSD and Congress that nonappropriated funds are being properly used.

(b) Provides uniform procedures for reviewing and reporting NAFCP projects.

(c) Serves as the primary document used by the HASC and SASC to review the Army NAFCP.

(3) Project reporting limitations are—

(a) Projects with construction costs of $750,000 (excluding equipment costs and design fees) or more programmed for NAF construction award during the two years authorized (that is, two years following the date of congressional release), and where construction funds have not yet been obligated, will be reported.

(b) Projects with costs based on concept project design completion or a parametric estimate, unless design-build or other innovations are being pursued.

(c) Projects for which construction award was not made during the period allowed cited above must be included in subsequent NAFCP reports.

(4) The annual NAFCP report will be prepared by NAF program managers. The report is automated, except for the executive summary page. Data for preparing the report will be extracted from the DD Form 1391 Processor and other databases within the PAX System to create the report in the required congressional format. Reports will consist of an executive summary page, indexes, a summary-by-fund-source cover sheet, and DD Forms 1390 and 1391. Reports will be submitted by 1 April of the year preceding the fiscal year covered by the report (for example, 1 April 2004 for the FY 05 annual report) to HQDA (DAIM–FD), for the August 2004 NAFCP report through ASA(I&E) for submission through USD (P&R) for Congress. Headquarters DA (DAIM–FD) will coordinate with NAF program managers to ensure that DD Forms 1391 are accurate and have been reviewed and approved by the ARSTAF and HQDA (DAIM–FD). Headquarters DA (DAIM–FD) will also consolidate the reports submitted by NAF program managers, and forward the final congressional NAFCP report to ASA (M&RA) and ASA (I&E) for submission through Deputy Secretary of Defense, Personnel and Readiness DUSD (P&R) to Congress.

(a) Each NAF program manager will prepare an executive summary page for inclusion in the annual NAFCP report. The executive summary will present a broad overview of each manager's NAF program. The summary should highlight any special interest projects and identify any issues or problems that may significantly affect projects or program objectives.

(b) The annual NAFCP report will contain—

1. An executive summary of the construction program.

2. Proposed major construction projects for the next fiscal year (1 October through 30 September), to include privately financed banking facilities and projects financed from donations that require the Under Secretary of Defense for Personnel and Readiness (USD (P&R) approval.

3. Minor projects approved since the previous annual report.

4. Status of previously approved major construction projects.

5. Projects canceled since the previous annual report.

6. Projects that were not placed under contract within one fiscal year following the fiscal year of approval.

7. Projects that exceed the approved construction cost by more than 25 percent or change the approved scope by more than 10 percent. Previously reported minor construction projects with a construction cost that exceeds $750,000, based on bids received or revised cost estimates.

8. Projects completed since the previous annual report.

9. A summary of military morale, welfare, and recreation (MWR) (including child development, libraries, and physical fitness), civilian MWR, exchange, commissary and lodging construction projects submitted in the President's Budget Request for Military Construction appropriations.

10. A summary listing of proposed Public-Private Venture (PPV) projects anticipated for contract award in the upcoming fiscal year.

11. Commissary surcharge fund capital asset obligations and NAF and privately financed expenditures for tangible fixed assets shall be summarized and reported to the USD (P&R), as required.

12. Notification to the Congress of intent to award PPV contracts that result in major construction projects is required. DODI 1015.13 (reference (c)) provides the procedure for executing PPV projects.

(c) A summary-by-fund-source page will be used as a cover sheet for all projects in the annual NAFCP report. It will summarize project cost totals by fund source.

(d) DD Forms 1390 will be prepared by HQDA (DAIM–FD) using the DD1390 module of the PAX System. Installations will provide personnel strength, mission or major functions, and outstanding pollution and safety deficiencies data for inclusion in the DD Form 1390.

(e) DD Forms 1391 will be prepared for each NAF project using the DD1391 Processor, and submitted via the PAX system through appropriate channels to HQDA (DAIM–FD).

4–24. Design authorizations

a. Project submission for design authorization.

(1) After the planning and documentation for a project are completed and certified, IMCOM region directors will submit projects to HQDA (DAIM–FD) for review and design authorization, as provided in annual submittal guidance. DD Forms 1391 will be submitted through the 1391 Processor of the PAX system. HQ USACFSC will submit projects to HQDA (DAIM–FD) for review and design authorization.

(2) Certified project documentation will be submitted by IMCOM region directors to HQDA (DAIM–FD) for the first budget year prior to 1 March of the GY. Certified project documentation for the second budget year must also be submitted prior to 1 March of the DY.

(3) All comments generated during the USACE and USAISEC certifications must be resolved prior to IMCOM regional director certification.

(4) After IMCOM region directors identify their MILCON programs, HQDA (DAIM–FD) will annotate CAPCES and provide the CRRC a project listing by staff proponency. The CRRC will review requirements as individual project documentation is submitted by IMCOM Region Directors. The staff proponent for the facility will determine if the requirement meets objectives, policies, and priorities established in current program guidance. This initial review will take place before the annual HQDA PRB and will normally involve staff proponent counterparts from the IMCOM region director, and, for ACOM, ASCC, and DRU mission support projects.

b. Army military construction design authorization.

(1) The ACOM, ASCC, and DRUs and HQIMCOM will make a formal presentation of its program to the HQDA PRB after requirements for a given program year are submitted. This PRB is held annually in the March through April time frame.

(2) The PRB will consider each project presented. The PRB will either recognize the project requirement in the given program year, or defer consideration of the project to a later POM year. HQDA (DAIM–FD) will consolidate projects considered in the given program year for review by the Installation Management Board of Directors (IMBOD) and prioritization by the G–3/5/7.

(3) At the PRB, HQDA may recommend authorizing Code 2 (35 percent design) or Code 3 (parametric design). This design authorization will be prescribed by the scope and cost (PA) specified on the DD Form 1391. Following DASA (IH) approval, projects are referred to HQDA (DAIM–FD) for program budget execution. For projects with a design cost of $1 million or less, a design directive will normally be issued by USACE within 10 working days of the design authorization by HQDA (DAIM–FD). For projects with a design cost greater than $1 million, a design directive will be issued by USACE at the expiration of the 21–day congressional notification period (14–day period for notification via electronic medium) mandated by 10 USC 2807 and after design authorization by HQDA (DAIM–FD). Design funds for Architect/Engineer (A/E) contracts must be requested by design districts from USACE no earlier than 3 days before the projected A/E contract obligation date.

(4) Projects submitted by ACOM, ASCC, and DRUs and HQIMCOM at a PRB that are not certified will not be authorized for design.

(5) Headquarters DA may also initially defer design authorization on a project until a particular concern or issue is resolved. HQDA will defer design authorization indefinitely unless resolution is attained by 1 August of the GY following the HQDA PRB.

(6) Projects not authorized or deferred indefinitely for design by HQDA will be returned to the ACOM, ASCC, and DRUs or HQIMCOM for reconsideration in another program year. If required, MCA funds will be reallocated by HQDA accordingly.

Section IV
Budgeting

4–25. Army budget estimates

Budget formulation converts the first 2 years of the MILCON program, approved by the DEPSECDEF in the PDM, into the Army BES. After SA and CSA approval, the BES undergoes an OSD and OMB review before it is incorporated into the President's Budget. The MILCON portion of the BES and the President's Budget consists primarily of DD Forms 1390 and DD Forms 1391.

4–26. Final revisions to project programming documentation

a. By 1 March of the design year, prior to the BES, Code 2 or Code 3 (concept or parametric) designs of projects in the first year of the MILCON program must be completed. Following concept or parametric design review and approval by the using agency, garrison commander, and IMCOM Region Director, the CWE for budget purposes must be prepared, coordinated with the programming IMCOM Region Director, and electronically transmitted by the

USACE district to USACE no later than 1 March of the DY. After the CWE for budget purposes is reviewed and approved by USACE and HQDA, the project cost will be annotated on the DD Form 1391 for the BES requirement. Revisions to the previously approved description of work on the DD Form 1391 may also be made at this time.

b. Any change in project scope from that validated at the PRB must be approved by HQDA. The project design shall reflect only the approved scope changes.

c. Prior to submission to OSD, each DD Form 1391 project justification is reviewed to ensure the information presented is correct and current, including the analysis concerning privatization, and that narratives justify the project in compelling and unequivocal terms.

4–27. DD Form 1390, FY __ Military Construction Program

a. Headquarters DA will prepare a DD Form 1390 for each installation having projects proposed for inclusion in the MILCON program. Information for this form will be drawn from the Army Stationing and Installation Plan (ASIP), headquarters IFS, CAPCES, the Installation Status Report (ISR), and the 1391 Processor.

b. Paragraph 4–20 provides additional information on content and instructions for preparing DD Form 1390.

4–28. Army approval of the budget estimate submission

a. Upon receipt of the PDM, the MILCON program submitted in the POM will be adjusted to reflect changes documented in the PDM. With assistance from the Director of the Army Budget, HQDA (DAIM–FD) will develop the MCA budget estimate. Using the latest project cost estimates, minor adjustments in pricing may be made to the program provided costs remain within the total PDM allowance for MILCON. HQDA (DAIM–FD) may also identify additional unfunded requirements (UFRs) that need to be added to the program.

b. Headquarters DA (DAIM–FD) and the Assistant Secretary of the Army (Financial Management and Comptroller) (ASA (FM&C)) will then present proposed revisions, UFRs, and adjustments to the MILCON program to the PBC and ARB for review and recommendations.

c. After the ARB review, the Director of the Army Budget will present the budget to the SA and CSA for approval. Once the proposed estimates are approved, the SA will send the Army Budget to the SECDEF. The Director of the Army Budget will also submit a MILCON justification book to OSD. This book contains a DD Form 1391 for each requirement in the MILCON program. These requirements are organized by decision units (DUs) as follows:

(1) DU 301.1 Operations Facilities.
(2) DU 301.2 Training Facilities.
(3) DU 302.1 Maintenance Facilities.
(4) DU 302.2 Production Facilities.
(5) DU 303.0 Research and Development Facilities.
(6) DU 304.0 Supply Facilities.
(7) DU 306.0 Administrative Facilities.
(8) DU 307.0 Unaccompanied Personnel Housing and Dining Facilities.
(9) DU 308.0 Community Facilities.
(10) DU 309.0 Utilities and Real Estate.
(11) DU 314.0 Planning and Design Program.
(12) DU 315.0 Unspecified Minor Military Construction Program.
(13) DU 316.0 Environmental Compliance Program.

4–29. Office of the Secretary of Defense and Office of Management and Budget review

a. Members of OSD and OMB will jointly review the Army budget estimate, focusing on proper pricing, reasonableness, ability to execute, and validity of requirements.

b. When reviewing the MILCON program, the OSD Comptroller may develop recommendations that include alternative courses of action such as deferral of projects for more study or to a later year, reduction in cost or scope, or deletion (loss of TOA). Before a PBD is signed by the DEPSECDEF, the Army is given the opportunity to review a coordinating PBD and contest OSD–OMB proposed alternatives to the OSD Comptroller. If the Army opposes the alternative, a compelling argument must be developed and presented to the OSD Comptroller in order for the alternative to be deleted from the proposed PBD. Earlier emphasis on the importance of sound planning in project development and the Army's heavy reliance on strong justifications in documentation is now apparent. Alternatives to funding MILCON requirements usually result from weaknesses discovered in the project's documentation. OSD Comptroller alternatives unsuccessfully contested by the Army will be presented to the DEPSECDEF with the proposed PBD.

c. The DEPSECDEF will review the recommended adjustments and forward the approved alternatives to the Army as signed PBDs. The Director of the Army Budget will incorporate the approved PBD changes into the budget estimate.

d. During the PBD cycle, the Army may identify pending decrements as major budget issues (MBIs). Such MBIs

center on decrements to specific initiatives that would significantly impair the Army's ability to achieve a program's intentions and emphasize the adverse impact should the decrement occur. An MBI that affects a unified command will be coordinated with the affected Combatant Commander to gain support. At the end of the PBD process, the SA and the CSA will meet with the SECDEF and DEPSECDEF on major unresolved issues. The SECDEF will make the final decisions in the DRB.

e. At the end of the Program Budget Decision cycle, OSD will issue a PBD incorporating all changes resulting from major budget issue (MBI) deliberations.

f. For Army installations in the NCR, OMB compares the Army MILCON in the NCR with the FCIP.

4–30. President's budget

a. Following the review phase, the Army will submit the required budget information in the form of the President's Budget. The MILCON portion of the budget covers prior year outlays and estimates for the current year, plus estimates of the TOA for the BY and the BY plus one (only in even years, not in the amended budget submission year). Headquarters DA (DAIM–FD) will also prepare a justification book for the Congress (known as the Green Book). This book contains a DD Form 1391 for each requirement in the President's budget (BY and BY plus one). Requirements are grouped by continental United States (CONUS) or outside of the Continental United States (OCONUS) and indexed by State and installation, and by current or new mission.

b. The above process is basically the same for both the biennial and the amended budget. The amended budget will show only the second year of the original biennial budget.

4–31. Authorization and appropriation

a. Authorization is required to use funds. The two steps in the authorization process are—

(1) Passage of an authorization bill by both Houses of the Congress.

(2) Signature of the President of the United States on the bill, which becomes the Authorization Act.

b. Line item appropriation of funds is required on each project in MCA, MCAR, MED MILCON, and AFH programs. The two steps in the appropriation process are—

(1) Passage of an appropriation bill by both houses of Congress.

(2) Signature of the President of the United States on the bill, which becomes the Appropriation Act.

c. The life of specific authorizations and appropriations are as follows:

(1) *Appropriation*.

(a) Appropriations must be obligated within five years (FY+4). The MILCON funds less than five years old may be used for in scope changes on any current MILCON project.

(b) The MILCON funds older than five years and less than ten years old may only be used for in scope changes on projects for which the funds were originally appropriated.

(c) After 10 years, funds are not available for any purpose.

(2) *Authorization*.

(a) Authorizations are good for 3 years (FY+2).

(b) If no obligations are made within this 3 year period an extension is needed from congress. There is a maximum limit of two extensions.

4–32. Military construction and nonappropriated funds program development overview

a. Figures 4–1 is a graphic representation of the MILCON program development flow chart

b. Figures 4–2 is a graphic representation of the NAF program development flow chart

Guidance Year GY-1							Guidance Year (GY)												Design Year (DY)												Budget Year (BY)												Program Year (PY)							
O	N	▪▪▪	▪▪▪	▪▪▪	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	▪▪▪	▪▪▪	▪▪▪	S	O
CONGRESS																	13	13																21	21 24	24	24	24	24	24	24	24	26							
OSD/OMB																															19	19	19	21		25	25	25					27	27	27	27	27	27	27	27
SEC ARMY																	13	13	13									18	18					21		25	25	25						28	28	28	28	28	28	28++
ACSIM							2			7	7	11	12	12	12	12	13	13	13						17	17	17	18	18	18		20	20	21		25	25	25												
HQ USACE																	14	14	14	14					17	17	17									25	25	25							29	29	29	29	29	29++
ACOM, ASCC & DRU	1*	1	1	1			1	1 4	1 5	1																																										
HQIMCOM									6																																											
IMCOM REGIONS	1*	1	1	1			1	1 4	1 4	1	10																																									
USACE MSC/ DISTRICT	1*	1	1	1			1	1	1 9	1 9	9	9						15	15	15	15	15	15	16 15	16					22	22	22	22	22	22	22	22	22	22	22	22	22				30				30+
USAISEC									9	9	9	9																																								
GARRISON CDR	1*	1	1		3 1		3 1	1	8 1	8 1	8							15	15	15	15	15	15	15						23	23	23	23	23	23	23	23	23	23	23	23	23								

Note:

* Planning charrettes conducted based on FYDP & Previous Years Guidance may be conducted prior to what is shown on this chart.

+ Contract award and construction continues through PY and beyond.

++ Process continues through PY and beyond.

▪▪▪ Denotes all months throughout the fiscal year not just those shown.

Figure 4–1. MCA/AFH program development flow chart

1. Planning charrettes completed prior to installations submitting completed DD Forms 1391
2. Army Guidance provided by OACSIM to HQIMCOM, ACOM, ASCC and DRU's.
3. Installations prepared prioritized construction lists and submit to IMCOM Regions and ACOM, ASCC and DRU's.
4. IMCOM Regions submit prioritized BASOPS projects to HQIMCOM. Also ACOM, ASCC and DRU's may also submit suggested prioritized BASOPS list to HQIMCOM.
5. ACOM, ASCC AND DRU's submit prioritized mission support project list to OACSIM.
6. HQIMCOM submits prioritized BASOPS project lists to OACSIM.
7. OACSIM combines IMCOM and ACOM, ASCC and DRU's project list into one combined list. Provides guidance to installations on projects to be briefed at PRB.
8. Installations submit completed copies of DD Form 1391 to IMCOM Regions and permit copies to USACE, USAISEC, HQDA and ACOM, ASCC and DRU's.
9. USACE and USAISEC review copies of DD Form 1391 and provided certifications and comments to IMCOM Regions. USACE certifies only if they have not attended a planning charrette.
10. IMCOM Regions review certifications and comments by others, then certify and submit the completed DD Forms 1391 to OACSIM.
11. Annual PRB.
12. After PRB meetings, CRRC provides recommendations, DAIM-FD briefs ACSIM, DASA (IH), and proposed prioritization provided to G-3, who prioritizes programs for the Army. OACSIM briefs Installation Management Board of Directors.
13. DASA (IH) releases design codes 1, 2, or 3 to OACSIM and performs required 10 USC 2807 notifications. OACSIM releases project to HQ USACE for design.
14. HQ USACE releases design codes to district.
15. Districts perform Code 2 or 3 design. Installations will work with design districts on parametric design process.
16. Districts submits ENG Form 3086 to HQUSACE 6 months after code release but not later then 1 March of DY.
17. Copies of ENG Form 3086 reviewed by HQ USACE and OACSIM. When approved, ENG Form 3086 data imported into DD Form 1391 cost block.
18. OACSIM compiles OSD budget books (BES) in accordance with ASA (FM&C) guidance.
19. OSD/OMB review and adjust program.
20. OACSIM adjust the program in accordance with OSD guidance.
21. OACSIM compiles congressional budget books and forwards thru OSD and OMB to Congress.
22. USACE districts initiate final design or RFP design build package of PY projects
23. Installations monitor project process and participate in final design review and RFP preparation.
24. Congress reviews budget submission, conducts hearings, prepares authorization and appropriation bills.
25. OSD/SA/ACSIM/HQ USACE testify as required.
26. Authorization and appropriation bills enacted. Any delay in this step (that is, no bills passed and funding provided by continuing resolutions) will push back all subsequent steps accordingly.
27. Apportionment by OMB after authorization and appropriation bills are enacted (but not earlier than 1 October). OSD releases program for construction.
28. ASA (FM&C) allocates funds to HQ USACE.
29. HQUSACE issues construction directives and funds to USACE districts.
30. USACE districts award contracts and begin construction process.

Figure 4–1. MCA/AFH program development flow chart—Continued

NAF Program Development Flow Chart

	Design Year (DY)												Budget Year (BY)												Program Year (PY)											
	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S
CONGRESS																								19	19											
OSD																				12	13 14		18													
DA												3	3	4		6 7			11	12 11	15	15 17 16													
AAFES															5	8	8	9	10		14				20	20	20	20	20	20	20	20				
FMWRC															5	8	8	9	10		14				20	20	20	20	20	20	20	20				
IMCOM REGIONS											2					8	8																			
GARRISONS									1																											
	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S
	Design Year (DY)												Budget Year (BY)												Program Year (PY)											

Flow Chart Activities

Date	Activity
1. JUN DY -	Installations submit NAF DD Forms 1391 to Regions.
2. AUG DY -	Regions submit DD Forms 1391 to HQDA.
3. SEP -OCT DY -	Projects reviewed by pre -CIRB group.
4. NOV BY -	DAIM-FD requests NAF project listing from AAFES and CFSC by 1 JAN BY.
5. DEC BY -	AAFES and FMWRC submit project listing to DAIM -FD.
6. JAN BY -	DAIM -FD reviews projects for completeness, accuracy, status, and supporting data.
7. JAN BY -	DAIM -FD compiles preliminary NAF Report documentation based on prior year OSD Guidance.
8. JAN -FEB BY -	Projects presented to MWR BOD/CIRB.
9. FEB- MAR BY -	PVA or Project Funds released.
10. MAR BY -	FMWRC and AAFES submit fully documented NAF DD Forms 1391 to DAIM-FD.
11. APR BY -	DAIM-FD prepares NAF Report.
12. MAY BY -	Army submission/Policy, OSD review, OSD comments to Army.
13. JUN BY -	Service Revised Documents due.
14. JUN BY -	Program Presentations to OSD Panel.
15. JUN BY -	Army Program Finalized.
16. JUL BY -	DAIM- FD prepares final NAF Report.
17. JUL BY -	Army Staff Coordination.
18. AUG BY -	Approved DOD NAF Construction to Congress.
19. SEP-OCT-PY	Congress approves NAF Program.
20. OCT PY -	Design and construct NAF and FMWRC facilities.

Figure 4–2. NAF program development flow chart

Section V
Execution

4–33. Supervision of military construction projects

a. Each contract entered into by the United States in connection with a military construction project or a military Family housing project shall be carried out under the direction and supervision of the SA (acting through the Chief of Engineers), or such other department or Government agency as the SECDEF approves to assure the most efficient, expeditious, and cost-effective completion of the project per 10 USC 2851.

b. A military construction project for an activity or agency of the DOD (other than a military department) financed from appropriations for military functions of the DOD shall be accomplished by, or through, a military department designated by the SECDEF.

4–34. Coordination

a. Effective project development, design management, and cost engineering require close coordination among the using agency, installation, IMCOM Region Director, ACOM, ASCC, and DRU, USACE, and HQDA.

b. The Commander, USACE will delegate authority to USACE MSC commanders to execute MILCON projects. This authority is then typically further delegated to appropriate USACE district commanders. The MSC and districts will administer direct management of the design and construction of MILCON projects.

c. The MILCON program funds should be obligated as early in the program year as is practical.

d. Guidance on design of specific facilities is provided in appendix H of this publication.

4–35. Design management

a. The cost to complete engineering and design of a project will be in accordance with USACE guidance, including NAFCP projects if support is requested and provided by USACE.

b. Department of the Army standard design/criteria will be used by USACE for design development of applicable facilities. Standard Design/Criteria may be site-adapted and will conform to the Installation Design Guide (IDG).

(1) DD Forms 1391 will indicate if standard design/criteria are being used. If a DA standard design is not to be used for a project type for which the standard was developed, the Department of the Army Facilities Standardization Subcommittee must approve a waiver. The project DD Form 1391 will include justification in support of that decision in the supporting paragraphs and refer to the previously approved waiver.

(2) When using a DA standard design, deviations from mandatory design elements require a waiver. Requests for waivers from mandatory Army Standards within the standard design require approval from the Department of the Army Facility Standardization Committee (see app G).

(3) When using a standard design for all or part of a project the percent of standard design in the total design effort shall be annotated on the DD Form 1391 along with the name of the installation where that standard design was recently used.

c. Concept or parametric designs are governed first by the scope and then by the cost of each project, as defined in the project DD Form 1391. Final designs are governed principally by the cost of the project as reflected in DEPSECDEF program approvals during the PBD cycle. Congressional changes will be incorporated by the USACE district and coordinated with the IMCOM Region Director per instructions issued by HQDA (DAIM–FD) through USACE.

d. Review of project documentation on concept, parametric, and final designs will be conducted by authorized representatives from IMCOM region directors, ACOM, ASCC, and DRUs, installations, using agencies, and USACE.

e. Any deviation in primary facility scope approved at the PRB must be within standards or criteria, and must be approved by HQDA (DAIM–FD) in coordination with the DA Staff proponent.

f. A value engineering study will be made on each project with a programmed amount exceeding $2 million excluding NAFCP. Value engineer studies can be waived by the MSC. Value engineering suggestions will not be adopted unless they provide the same or better life cycle cost benefits to the facility as the original design element they are seeking to replace.

g. A project management plan will be developed by the USACE district for each project excluding NAFCP. The project management plan will establish scope, schedule, budgets, interface with the user, and technical performance requirements for the management and control of the project. The plan will provide performance measurement criteria including major milestones. In addition, the plan will document the USACE and user commitments required for project execution.

h. All MILCON project designs shall incorporate current corrosion prevention measures and technologies.

4–36. Design directives

a. Design directives authorize various stages of project design, indicate project scope and cost, and provide special

instructions for the design of the project. The design execution process is managed, in part, by using design codes. These design codes are issued by HQDA (DAIM–FD). The USACE in turn issues these codes to their divisions and districts through the directive network (DIRNET) system within the PAX processor.

b. Design codes are defined as follows:

(1) *Code 0*. A centrally funded planning charrette, using O&M funds, is authorized.

(2) *Code 1*. The project is authorized for accomplishment of site investigation work, preparation of pre-design cost estimate, and other pre-design work to the extent defined by special instructions of individual directives. Selection and negotiation (not award) of an A/E contract for design is authorized.

(3) *Code 2*. Preparation of concept design is authorized. Award of a design contract is authorized, if appropriate. Approved concept design is considered to be 35 percent of the total design effort.

(4) *Code 3*. Preparation of parametric design is authorized. Award of a design contract is authorized, if appropriate. Approved parametric design is considered to be 5–15 percent of the total design effort.

(5) *Code 4*. The project design is on hold, pending a supplemental design directive.

(6) Code 5. The project is deferred from the program. Do not start design. If design of the project by USACE district in-house personnel has begun, it will be terminated. If design is being accomplished by A/E contract, it will be concluded per paragraph 4–37*d*.

(7) *Code 6*. The project is authorized for final 100 percent design.

(8) *Code 7*. Preparation of a request for proposal (RFP) for a design-build project is authorized. Award of an A/E contract to prepare a design-build RFP is authorized, if appropriate. Under Code 7, the design effort is limited to that which is appropriate to award a contract to a single construction contractor to perform both the design and construction of a facility using performance specifications under a firm, fixed-price contract; development of nominal technical project criteria is expected. If a technical design level beyond 30 percent is necessary, prior written approval by HQDA (DAIM–FD) is required.

(9) *Code T*. The project is authorized to proceed to 100 percent design using the Adapt-Build acquisition strategy that is an integral piece of the MILCON Transformation process.

(10) *Code 8*. The project is canceled and if design is being accomplished by A/E contract, it will be concluded per paragraph 4–37*d*.

(11) *Code A*. The project is authorized to be advertised, but not awarded. This code is used when funding is not yet available - Subject to the Availability of Funds. ODASA (I&H) must approve the use of the code A when it is used to advertise projects prior to the passing of the Fiscal Year budgets.

(12) *Code 9*. A construction contract (or design-construct contract) is authorized for award.

c. Normally, projects will be released with Code 3 (parametric design) authority. At the completion of the parametric design, and included with the submission of the ENG Form 3086, USACE will have determined the required acquisition strategy to be applied to the final design of each project. Based on this data, projects identified for design-bid-build will receive Code 6 (final design) authority. Projects identified for design-build will receive a Code 7 (preparation of an RFP) authority. Value engineering studies required for projects must be completed prior to award of any design-build procurement contract (see para 4–35*f*, above). Further, the opportunity to make changes to a design-build contract will be severely limited after contract award. After contract award, all discretionary (user-requested) changes, including those that affect the contractors design, must be approved by HQDA (DAIM–FD). Projects identified for Adapt-Build will receive a Code T (final design using MILCON Transformation). These are projects that have a standard design maintained by a USACE Center of Standardization, and have been identified to participate in the MILCON transformation adapt-build process.

d. Careful preparation of DD Forms 1391 and the use of planning charrettes are essential to the success of the program. Planning charrettes conducted during the preparation of DD Forms 1391 should receive full IMCOM Region Director and installation support. Detailed reviews of RFPs should be conducted by all organizations that have a vested interest in each project. This includes but is not limited to; the user, DOIM, Force Protection Officer, Provost Marshal, Fire Marshal, DPW, and Environmental Officer at the installation, the concerned IMCOM Region Director staff, USAISEC, and USACE Center Of Standardization or Mandatory Center of Expertise; and for ACOM, ASCC, and DRU mission projects, the concerned ACOM, ASCC, and DRU staff.

(1) Army planning and design funds will be used for USACE project design activities after issuance of a design code (except Code 0) until award of a construction contract, including a design-build contract. This will include in-house and A/E activities associated with preparation and evaluation of the RFP.

(2) Army MILCON funds will be used for post-award project activities performed by the construction contractor, A/E, and USACE. Design-related activities performed by the design-build contractor will also be MILCON funded. Post-award design review costs will be a direct charge to MILCON funds.

(3) For certain projects, such as some congressional ads, MILCON funds may be used for pre-award activities only where such activities are explicitly identified and associated costs specifically shown on the DD Form 1391 as being construction-funded.

(4) The requirements of subparagraphs (1), (2), and (3), above do not affect policy for the use of MILCON supervision and administration funds.

4–37. Architect/engineer contracts

a. The contracting officer may contract for A/E services for execution of the design.

b. The fee under any A/E contract for services for developing plans and specifications is limited by statute to a maximum of 6 percent of the estimated cost of construction. The 6 percent statutory limitation applies only to production and delivery of designs, plans, drawings, and specifications for construction. The costs of non-design services, including the following, are exempt from 6 percent limitation:

(1) Project development.

(2) Engineering feasibility.

(3) Deficiency studies.

(4) Site investigations.

(5) Subsurface explorations.

(6) Surveys.

(7) Shop drawing review.

(8) Construction inspection.

(9) Preparation of operating manuals and similar activities.

(10) Furniture-related interior design.

(11) Construction cost estimates.

(12) Economic analyses.

(13) National pollution discharge elimination system and other environmental permits.

(14) Hazardous, toxic, and radioactive waste surveys.

c. If design costs are estimated to exceed $1 million (the threshold amount specified in 10 USC 2807, as amended), award of an A/E contract or initiation of in-house design will not be accomplished until HQDA fulfills 10 USC Section 2807 congressional notification requirements.

d. A deferred or canceled project may require termination of the A/E contract. Work must cease or be completed through the next logical stopping point. If an A/E contract is not terminated, USACE will immediately notify HQDA (DAIM–FD) who, in turn, will notify DASA (IH).

e. For Army installations in the NCR, Army MILCON designs require approval by NCPC. For installations in the District of Columbia, to include Arlington National Cemetery and Fort Myer, VA, Army MILCON designs require approval by the CFA. Project submittals shall be in accordance with published NCPC and CFA submittal requirements. Provisions will be made in A–E contracts to allow for the milestone requirements to receive NCPC and CFA project design approval.

4–38. Pre-design activities and Technical Instructions 800–01, Design Criteria efforts

a. Pre-design activities and TI 800–01-required efforts will begin when a Code 1 design directive is received from USACE. Unless otherwise directed, pre-design activities and TI 800–01 efforts require the following documentation before beginning:

(1) The IMCOM region director-approved DD Form 1391 for the project.

(2) Architectural and engineering instructions, or special instructions issued by USACE, if required.

(3) Host installation approved site plan to include a statement that a hazardous and toxic materials survey has been accomplished, indicating the site is suitable for construction.

(4) Installation Design Guide (IDG).

(5) Risk and threat analysis provided by the installation (Provost Marshal or Security Officer) for assets to be associated with the project.

b. Pre-design preparation will include the following:

(1) Site surveys.

(2) Site plans.

(3) Preliminary subsurface investigation and analysis.

(4) Preliminary utility investigation and analysis.

(5) Narrative description of structural, electrical, mechanical, power, fire protection, and HVAC systems, and alternative energy systems to be considered.

(6) A CWE for budget purposes, which will be prepared for USACE (excluding NAFCP) approval if cost differs from that shown on the approved DD Form 1391.

(7) A threat analysis and the results of a security engineering survey, where applicable.

(8) Environmental documentation.

(9) Selection and negotiation of an A/E contract.

(10) Development of project management plan.

(11) Preliminary hazard analysis outlining expected operational hazards as prescribed by AR 385–10.

c. Although USACE (excluding NAFCP) is responsible for effectively and efficiently providing a complete and usable facility including MILCON funded information systems (excluding such systems associated with MED MILCON projects), there may be instances where it is advantageous for the installation DOIM to install information systems for a MILCON project. In such instances, proposals by a DOIM to install such systems will be processed on a project-by-project basis in a manner similar to that used for user-requested changes. The installation will obtain written endorsement from the servicing USACE district for such an arrangement, and forward such a request, with endorsement from USACE, through the IMCOM Region Director to HQDA (DAIM–FD) for approval. Any IMCOM Region Director endorsement of such a proposal to HQDA (DAIM–FD) will include comments on that proposal by the installation, as well as address any funding implications related thereto, especially any deviations from the DD Form 1391 cost estimate. Further, any proposed deviations from the Army Installation Information Infrastructure Architecture (I3A) must be identified and justified at that time, and specific costs associated therewith indicated in that endorsement. Headquarters DA (DAIM–FD) will advise both the appropriate IMCOM region and USACE of the disposition of each such endorsement, who will, in turn, formally notify all affected subordinate elements accordingly.

d. For Army installations in the NCR, the NCPC is to be contacted to obtain the milestones and submittal requirements for the Army MILCON project design approval. For installations in the District of Columbia, to include Arlington National Cemetery and Fort Myer, VA, the CFA will be contacted to obtain the milestones and submittal requirements for the Army MILCON project design approval. Project submittal shall be in accordance with the published NCPC and CFA submittal requirements. As soon as a Code 1 design release is issued, NCPC and CFA will be contacted to establish the submittal requirements.

4–39. Parametric design (Code 3)

a. Parametric design begins when a Code 3 directive and appropriate funding is issued by USACE. It incorporates the following elements:

(1) Preparation of preliminary sketches of a site plan and area plan showing project features. Examples include proposed buildings, roads, and parking areas.

(2) Preparation of pre-design level functional relationship diagrams showing functional space arrangements.

(3) Review of existing geo-technical data to determine possible impact on cost. If existing data is not available or is insufficient, limited geo-technical investigation should be conducted as required.

(4) Identification of probable utility connection points.

(5) A summary of environmental issues and identification of required waivers and permits.

(6) Preparation of pre-design level descriptive narrative for mechanical, electrical, structural, and information systems.

(7) Identification of unusual requirements (that is, special foundations, AT requirements, asbestos and lead-based paint abatement, sustainable design features, special considerations, and so forth) that will significantly influence the cost.

(8) Preparation of a report addressing the basis of design, including estimate assumptions and economic analysis considerations.

(9) Preparation of a parametric cost estimate and submission of a CWE for budget purposes to USACE (excluding NAFCP) by 1 March of the DY.

(10) Thorough involvement of the user, including input and approval of the user, throughout all steps of the parametric design process. However, this does not allow deviation from the approval project scope without formal approval by HQDA (DAIM–FD).

b. Parametric design is not complete until it incorporates all valid comments and is approved by the using agency, installation, and IMCOM Region Director, and ACOM, ASCC, and DRUs as appropriate for mission facility projects. This must be completed by 1 March of the DY. The cost estimate, reported by the CWE for budget purposes, is reviewed, validated, and approved by USACE (excluding NAFCP) prior to its submission to HQDA (DAIM–FD).

4–40. Concept design (Code 2)

a. Concept design will begin when a Code 2 design directive is received from USACE and will be based upon pre-design activities and TI 800–01-required efforts. Where no pre-design activities and the TI 800–01-required efforts were accomplished, concept design will include all the requirements of pre-design. Concept design for MED MILCON projects will comply with the requirements of UFC 4–510–01 and the TI 800–01.

b. Concept design will be limited to the HQDA approved scope as shown on the DD Form 1391. USACE is responsible for assuring that the authorized scope on the DD Form 1391 is not exceeded during design. The design will establish all basic features, materials, construction methods, facility systems, fire plans, and related costs of the facility. The USACE district will prepare studies that permit necessary design decisions to be made and justified.

c. The ACOM, ASCC, and DRU will immediately notify the IMCOM Region Director, USACE design agent, and HQDA (DAIM–FD) of any mission changes that may alter the design of a project before concept design completion.

Revisions to programming, budgeting, and execution will be evaluated and appropriate guidance subsequently provided to the ACOM, ASCC, and DRU, IMCOM Region Director, and USACE by HQDA.

d. Concept design will be prepared according to TI 800–01. The MED MILCON project concept design will also be prepared per UFC 4–510–01. Concept design will consist of, but not be limited to the following:

(1) Thirty-five percent design drawings, which include—

(a) Project site plan.

(b) Area site plan.

(c) Complete subsurface investigation and analysis.

(d) Architectural floor plans that consider functional relationships, work area use, security requirements, and traffic flow patterns.

(e) Building sections.

(f) General interior finish selections.

(g) Exterior elevation drawings showing principal exterior finishes.

(h) General preliminary mechanical, electrical, and information systems layouts, including equipment capacities and sizes.

(i) Fire protection plan.

(j) Exterior utility plans.

(2) Outline specifications.

(3) Current working estimate for budget purposes.

(4) Basis of design, including the following:

(a) Design assumptions.

(b) Design analysis and calculations.

(c) Economic analyses.

(d) List of materials and methods of construction to be used.

(e) Information systems requirements.

(f) Discussion of types and capacities of HVAC systems, including a description of the selected system.

(g) Discussion of types and capacities of primary electrical power, conduit, information systems, lighting, and other systems considered, including a description of the selected systems.

(h) Descriptions of the foundation, including any special requirements such as drilled piers, pilings, and support facilities.

(i) Site analysis that discusses the opportunities and constraints of the site and includes the recommendations from the IDG.

(j) Operability studies.

(k) Department of Defense Explosives Safety Board (DDESB) site approval, if required by AR 385–10.

(l) Hazard analyses, if required.

(m) Preliminary erosion control analysis.

(n) Preliminary landscaping planting plan and a plant material analysis that reflects the selection of plant material native to the project area.

(o) Life cycle cost analyses.

(p) Building energy simulations, energy conservation studies, and design energy use calculations.

(q) Narrative description of the approach used and basis for AT measures, and a narrative description of those measures.

(r) Fire protection analyses.

(s) Corrosion mitigation plan.

e. The USACE district will finalize and submit a concept design cost estimate (CWE for Budget Purposes), based on the concept design approved by the using agency, installation, and IMCOM Region Director, to USACE. The USACE district will ensure compliance with the HQDA (DAIM–FD) approved DD Form 1391. IMCOM Region Directors will request approval from HQDA (DAIM–FD) for any scope or cost changes. IMCOM Region Directors will also identify program revisions required to accommodate cost changes. HQDA (DAIM–FD) will advise USACE of scope or cost changes required.

f. The USACE MSC will ensure concept designs comply with technical requirements of the DD Form 1391 and design criteria. The USACE MSC will employ quality verification principles including staff visits, review of district quality control procedures, and technical consultations to accomplish this objective. The USACE MSC will ensure that the district processes support delivery of quality products, on time, and within budget.

g. In addition to the previously described reviews by the installation and IMCOM Region Director, the using agency, when a tenant, will also review and comment on the functional aspects of the project during concept design.

h. The USACE district will forward the drawings, basis of design, outline specifications, and cost estimate data to the using agency, the installation, the IMCOM Region Director, and ACOM, ASCC, and DRUs as appropriate for

mission projects and parent USACE MSC for comment and appropriate approvals. Any functional design-related conflicts between the installation and using agency will be resolved by the IMCOM Region Director.

i. The USACE district will incorporate valid comments made by review agencies, if practical, provide written rationale to reviewers for comments not incorporated, and obtain final approvals of concept design.

j. Concept design is not complete until it incorporates all valid comments and is approved by the using agency, installation, USAISEC, and IMCOM Region Director, and ACOM, ASCC, and DRUs as appropriate for mission projects. This must be completed by 1 March of the design year. The cost estimate, reported by the current working estimate, is reviewed, validated, and approved by USACE prior to its submission to HQDA (DAIM–FD).

4–41. Design-build procurement (Code 7)

a. Projects identified for design-build will receive a Code 7 (preparation of an RFP) authority. Projects planned for execution as design-build will be identified as early as possible, but not later than submission of the parametric or concept design. For guidance concerning planning charrettes for design-build projects, see paragraph 4–36*c*, above.

b. Final request for proposal documents are based on approved concept or parametric designs (in some instances, concept or parametric designs may not have been done, for example, UMMCA). Further, the opportunity to make changes to a design-build contract will be severely limited after contract award. All discretionary (user-requested) changes after contract award must be approved by HQDA (DAIM–FD).

c. The USACE will request that the using agency, installation, USAISEC, and IMCOM Region Director review RFP documents that are nearing completion to assure the project conforms to the approved concept requirements for functionality, operability, and maintainability. The USACE MSC will assist in resolving any design related conflicts among the installation, using agency, IMCOM Region Director, and the USACE district. The USACE Director of Military Programs will resolve remaining conflicts between the USACE MSC and the IMCOM Region Director. Copies of completed final design documents will be provided to the using agency, the installation, and the IMCOM Region Director.

d. Army planning and design funds will be used for USACE project activities after issuance of a design code until award of a design-build contract. This will include in-house and A/E activities associated with preparation and evaluation of the RFP.

e. Army MILCON funds will be used for post-award project activities performed by the construction contractor, A/E, and USACE. Design-related activities performed by the design-build contractor will also be MILCON funded. Post-award design review costs will be a direct charge to MILCON funds.

f. For certain projects, such as some congressional ads, MILCON funds may be used for pre-award activities only where such activities are explicitly identified and associated costs specifically shown on the congressionally approved DD Form 1391.

g. The requirements of subparagraphs *a* through *c*, above do not affect policy for the use of MILCON supervision and administration funds.

4–42. Final design (Code 6)

a. Final design begins when a code 6 design directive and appropriate funding is issued by USACE.

b. The USACE will request that the using agency, installation, USAISEC, and IMCOM Region Director, and ACOM, ASCC, and DRUs as appropriate for mission projects review design documents that are nearing final design to assure the project conforms to the approved concept requirements for functionality, operability, and maintainability. The USACE MSC will assist in resolving any design related conflicts among the installation, using agency, IMCOM Region Director, and the USACE district. The USACE Director of Military Programs, (USACE), will resolve remaining conflicts between the USACE MSC and the IMCOM Region Director. Copies of completed final design documents will be provided to the using agency, the installation, and the IMCOM Region Director.

4–43. Adapt build final design (Code T)

a. Final begins when a code T design directive and appropriate funding is issued by USACE. The project is authorized to proceed to 100 percent design using the adapt-build acquisition strategy that is an integral piece of the MILCON Transformation process.

b. The adapt-build design concept will be used in conjunction with USACE's MILCON transformation strategy. It takes advantage of existing, approved, standard designs and adapts them for installation specific requirements, such as the Installation Design Guide. It also takes advantage of repetitive contracting and regional contracts.

c. The USACE Center of Standardization (COS) will maintain a catalog of approved standard designs that will serve as the basis for the final design. The COS will insure that installation requirements are attached to each design. This includes mechanical systems, proper insulation, and exterior finishes.

d. Once the installation specific items are included in the design, it will be turned over to the local USACE district to provide final design for the site. This includes supporting design such as utility runs and topography issues.

e. The USACE will coordinate the design with the using agency, installation, USAISEC, and IMCOM Region Director, and ACOM, ASCC, and DRUs as appropriate for mission projects review. The Adapt-Build design approach

does not leave room for user changes to the standard design as adapted for the site during the design process. Any change requests will have to be submitted as a discretionary change.

4–44. Cost estimate

a. Cost estimates supporting MILCON projects will be prepared in accordance with TM 5–800–4. Section VII provides further guidance for the information systems portion of the cost estimate. Design and cost estimates will include life-cycle cost analyses. After HQDA (DAIM–FD) approval, cost data from CWEs prepared for budget purposes will replace cost data on the DD Forms 1391.

b. Cost estimates prepared before issuance of a Code 1, 2, or 3 design directives, whether prepared by an installation, a USACE district, or other design agent, will be funded by the using agency. Where renewable energy sources are deemed feasible, costs are not to be included on the DD Form 1391 prior to completion of the concept or parametric cost estimate.

c. For all projects, the principles of SDD will be considered during the development of the initial budgetary cost estimate, the concept or parametric design, and to a greater extent during the final design phase. At any time during those project phases, if a life cycle cost effective SDD-related product or system is proposed that would cause the project to exceed the OSD facility cost-per-square-foot standard—

(1) An analysis reflecting the following will be formally submitted by the installation or design agent through the IMCOM Region Director to HQDA (DAIM–FD) for review and approval:

(a) A listing of each such individual product or system and the product or system it is intended to replace.

(b) The difference in initial cost between each proposed product or system and the product or system it is intended to replace.

(c) The life cycle cost savings associated with each product or system proposed, developed in accordance with AR 11–18.

(2) Any approval by HQDA (DAIM–FD) will be accompanied by a determination of those specific products or systems approved for inclusion in the project design. Approval will also indicate where the costs associated with the acquisition and installation of such products or systems will be reflected in each project DD Form 1391.

(3) Systems or products determined by SDD considerations to have positive life cycle cost benefits will not be deleted/modified by value engineering suggestions simply to lower construction cost.

d. For all projects, costs associated with meeting the Energy Policy Act of 2005 (PL 109–58) must be considered and shown during the development of the initial budgetary cost estimate, the concept or parametric design, and to a greater extent during the final design phase.

4–45. Additive bid items and bid options

a. Cost limitations can necessitate identifying non-essential additive items or bid options that could be deferred if bids are not favorable. Under no circumstances will features essential for a complete and usable facility be included in either additive bid items or bid options. Additionally, additive bid items and bid options may only include scope items described in the DD Form 1391.

b. During advertising, bidding, awarding, and construction of a MILCON project, it may be impossible to award all additive bid items or bid options related to a project. This occurs when statutory limitations are reached, when items are prohibitively costly, when the appropriation is critically short of contingency funds, or for other reasons. The OMA, AFH (O&M), or other funds available to the installation or tenant may not normally be applied to construction work that was un-awardable with MILCON funds or un-awardable within MILCON authorization ceilings. To do so may constitute violation of statutory limitations. This policy does not apply to in-place personal property equipment, furnishings, or work items that may be classified as maintenance and repair.

c. Additive bid items or bid options to be included in a solicitation must be identified during the design process as risk mitigating cost measures, and must be coordinated with the Garrison staff and the user. Prior to solicitation, additive bid items and bid options must be approved by the IMCOM Regional Director. For mission facility projects, the IMCOM region must obtain ACOM, ASCC, and DRU endorsement. Depending upon the current construction bidding climate, higher level bid option approval may be necessary and will be implemented under a guidance memorandum.

d. Title 10 USC 2853 directs that any reduction in scope of more that 25 percent requires formal Congressional notification. Additive bid items or bid options that are part of a solicitation that impact scope must not total more than 25 percent of the authorized project scope without approval by HQDA (DAIM–FD).

4–46. Advertising, award, and obligation (excluding nonappropriated-funded construction projects)

a. Appropriate interests in real property will be obtained before bids are advertised or construction contracts are awarded (see AR 405–10).

b. Advertisement will not occur until the USACE district has satisfactorily resolved IMCOM Region Director and user review comments and, for projects in the NCR, projects have been processed through the NCPC and CFA review processes, as appropriate.

c. Award will not occur until the USACE district has satisfactorily addressed all using agency changes approved during the user-requested change review and approval process established by HQDA (DAIM–FD).

d. The USACE district will forward copies of all bidding documents, a notice of intent to advertise for bids, and the proposed date of advertisement to the using agency, the installation, and the IMCOM Region Director.

e. The contracting officer will not normally open bids or award a contract with known material changes required.

f. Funds sufficient to cover the cost of the contract, contingencies, engineering during construction, as-built drawings, and supervision and administration must be available at time of award.

g. Savings realized from favorable bids (for example, lower than expected bids, quantity under-runs, invalid claims) will be used at the discretion of HQDA (DAIM–FD) to fund shortfalls in the MILCON program.

h. The USACE shall notify Congress prior to contract award.

4–47. Project construction (excluding nonappropriated-funded construction projects)

The USACE district commander will —

a. Establish and maintain a safe construction site.

b. Provide appropriate Quality Assurance during execution of the project.

c. Provide all necessary contract administration to manage the project.

d. Ensure that the construction complies with the project drawings and specifications and with Federal, State, and host nation regulations to yield a quality product.

e. Manage project costs and assess impacts of changes.

f. Negotiate and issue modifications to the contract when necessary.

g. Resolve claims and contract disputes with the contractor.

h. Maintain detailed construction schedules.

i. Monitor contractor execution and process progress payments.

j. Advise the using agency of project status.

k. Evaluate the performance of the contractor, and where applicable, the A/E, at the completion of the project.

l. Keep HQUSACE and the USACE MSC apprised of the project status.

m. Provide CWEs for all discretionary changes and mandatory changes requiring HQDA (DAIM–FD) or higher approval.

4–48. Systems commissioning

Individual operating systems testing to ensure that contractual requirements have been met are not always an adequate process to guarantee overall performance. For projects, which include various large, complex, or interactive utility systems, where significant operational degradation may occur in critical facility processes or in life, health, or safety features of the project if systems do not function as required, it may be necessary to ensure that design intent has been accomplished through the use of the systems commissioning process. Installations will identify and justify all such requirements and program all funds necessary to implement this process, including any MILCON funds required, in the project DD Form 1391, to ensure that appropriate resources are available when needed for each such project selected. IMCOM region directors will be prepared to support such requirements on a per project basis at HQDA PRB meetings.

4–49. Semiannual review (excluding nonappropriated-funded construction projects)

The USACE will meet with HQDA (DAIM–FD) and IMCOM region directors on a semi-annual basis to review projects under design and construction, and related execution issues.

4–50. Cost increases (military construction, Army and Army Family housing)

a. Since MILCON cost estimates provided in the Congressional Justification Books are based on less than 100 percent design, the Congress allows the Services certain flexibility to approve cost increases. Per 10 USC 2853, a Service Secretary can approve a cost increase provided it "could not have reasonably been anticipated at the time the project was approved originally by Congress," and further provided that it is "required for the sole purpose of meeting unusual variations in cost." In other words, the cost increase must not be the result of an increase in the authorized scope. (Note that there is no authority under the law for the Services to increase the scope of any project approved by Congress.) The flexibility to increase the cost of a project is generally contingent on the availability of savings from other projects such as, bid savings or cancellations.

b. Every MILCON project is treated as if it had a separate authorization and appropriation. For practically all projects, these two amounts are the same. Other MCA projects have a special authorization with the appropriation provided either by congressionally approved reprogramming (for example, 10 USC 2803, Emergency Construction) or from a lump-sum appropriation (for example, 10 USC 2805, Unspecified Minor Construction). Although Army Housing Requirements Program (AHRP) projects are authorized and appropriated as a lump sum, for the purpose of cost increases, the authorized and appropriated amounts are considered to be the costs shown in the Congressional Justification Books.

c. Increases to the authorized amounts are within the purview of the MILCON Authorization Subcommittees,

whereas increases to the appropriated amounts are strictly within the purview of the Senate Committee on Appropriations and the House of Representatives Committee on Appropriations. The separate rules for increasing the project authorization and appropriation are discussed in the following paragraphs. If the approval thresholds are different for the authorized and appropriated amounts, the smaller one controls.

d. Under the provisions of 10 USC 2853, a Service Secretary can approve a "cost variation" (increase of the project authorization) up to 25 percent of the amount authorized, or 200 percent of the UMMCA threshold (currently $3 million, that is, 2 x $1.5 million, see 10 USC 2805(a)), whichever is less. The specific cost variation approval thresholds are as follows:

(1) USACE can approve up to 15 percent over the amount authorized, or $1.5 million, whichever is less.

(2) Headquarters DA (DASA (IH)) can approve up to 25 percent over the amount authorized, or $3 million, whichever is less, with certain exceptions. Since some cost increases need to be funded promptly to avoid interest or impact costs, 10 USC 2853(d) provides that the previous discussed limits on cost increases will not apply to cost increases resulting from—

(a) The settlement of a contractor meritorious claim under a contract.

(b) The costs associated with the required remediation of an environmental hazard in connection with a MILCON project, such as asbestos removal, radon abatement, lead-based paint removal or abatement, or any other legally required environmental hazard remediation, if the required remediation could not have been reasonably anticipated at the time the project was approved originally by Congress.

(3) The MILCON Authorizations Subcommittees must be notified of increases for initial awards greater than 25 percent over the appropriated amount, or $3 million, whichever is less. Contract award cannot occur until at least 21 calendar days waiting period, or 14 days for electronic submissions, after the Congress is notified and if there are no congressional objections.

e. The Army can approve a “reprogramming” (increase of a project appropriation) up to 25 percent, or $2,000,000, whichever is less. This criterion is more restrictive than 10 USC 2853. The specific reprogramming approval thresholds are as follows:

(1) The USACE can approve up to 15 percent over the amount appropriated, or $1.5 million, whichever is less, except as noted in paragraph *d*(2)*(b)*, above.

(2) The HQDA (DASA (IH)) can approve—

(a) Up to 25 percent over the amount appropriated, or $2 million, whichever is less, except as noted in paragraph *d*(2)*(b)*, above and except for claims and for certain AHRP projects. The limitation on cost variations reflected above also must conform to the specific additional constraints reflected in paragraph *d*(2)*(a)* and *d*(2)*(b)*, above regarding claims and environmental remediation.

(b) For out-of-cycle AHRP projects added by the Army, the DASA (IH) can approve cost increases, regardless of the percentage, provided the total project CWE is less than $1.5 million.

(3) Senate and House MILCON Appropriations Subcommittees can approve any increase greater than 25 percent, or $2 million, whichever is less, except for claims and certain AHRP projects (see para (2)*(a)* and (2)*(b)*, above).

(4) In instances where a prior approval reprogramming request for a project has been approved by Congress, the reprogrammed PA for both the project that received the increase as well as the revised PA on the project(s) used as bill payers. This revised PA becomes the new bases for any future increase, or decrease via a below threshold reprogramming, provided the project or account is not a congressional interest item. Any project specifically reduced by Congress in acting on the appropriation request is considered to be a "special interest" project and the reduced PA represents the maximum limit for this project. No one has authority to allow the CWE to increase beyond the PA of such a project. No below threshold, reprogramming is authorized. A congressional reprogramming is the only allowable method to allow the project costs to exceed the PA.

(5) Reprogramming limits do not apply to individual UMMCA projects. Cost increases for UMMCA projects are handled by reapproving the project at a higher amount pursuant to 10 USC 2805.

4–51. Scope and cost reductions (military construction, Army and Army Family housing)

a. Per 10 USC 2853, the Secretary of the Army (SA) must approve and notify Congress when the project scope is reduced below 75 percent of the scope originally approved by the Congress. The award cannot occur until at least 21 calendar days or 14 calendar days if the notification is submitted electronically after the Congress is notified or if there are objections. Note limits and notification periods outlined below are subject to change whenever Congress amends/revises the corresponding section of the public law. For specific changes limits/notifications, contact DAIM–FDC for current authorization limits and notification periods.

b. Cost variations will not be used as a basis to increase the scope of any MILCON project (see 10 USC Chapter 169). After approval by Congress, each DD Form 1391 scope has a statutory basis that cannot be increased without congressional approval. The scope shown on the DD Form 1391 approved by Congress is the maximum allowable scope for the project, and must be reflected in all phases of project design as well as design-build requests for proposal subsequent to that approval. Once a project is approved by Congress, design reviews and value engineering studies will also include a verification statement to the effect that the project scope conforms to that of the DD Form 1391. For

projects submitted to HQDA in the POM, but not yet approved by Congress, certain limited scope adjustments are permissible if required for technical reasons, and if approved by HQDA (DAIM–FD), or TRICARE Management Activity (TMA) for MED MILCON projects. The IMCOM region directors must submit any proposed DD Form 1391 scope change to HQDA (DAIM–FD) for approval as a user-requested change. Requested adjustments are handled on a case-by-case basis, and may require coordination with the MILCON Subcommittees. Consequently, design agents are not authorized to incorporate any such scope changes into any project design or RFP without formal approval from HQDA.

c. When determining the extent of a reduction in the scope of work, the reductions in dollars as well as engineering based attributes (for example, square footage reductions) shall be used to determine the 25 percent scope change threshold reflected in 10 USC 2853(b). The notification requirements for changes in scope report states: "The scope of work for a military construction project or for the construction, improvement, and acquisition of a military Family housing project may be reduced by not more than 25 percent from the amount approved for that project, construction, improvement, or acquisition by Congress' subject to certain limitations, one of which is notification of Congressional Committees. It is the understanding of the conferees that the services have interpreted this provision to mean that scope reduction notification is required only when a reduction is made to engineering based attributes such as square footage. The conferees emphasize that scope reduction notification also applies when a reduction of 25 percent or more is take from the amount appropriated for a project. The conferees also emphasize that scope reductions in excess of 25 percent may not be made until the appropriate Congressional Committees have been notified and a 21–day period has elapsed. The notification is a statutory requirement independent of any reprogramming request and must proceed by at least 21 days any request to reprogram funds that are excess to a project due to a scope reduction. This corrected understanding of the requirement is necessary to ensure transparency in the military construction program and to restore the ability of Congress to exercise proper oversight of appropriated funds for military construction."

4–52. Project approval

a. The DA policy regarding funding sources for construction of MWR facilities is contained in AR 215–1. Policy regarding funding sources for construction of Army Lodging facilities is contained DODI 1015.12 and chapter 3. Requests for exceptions to such policy will be prepared by the garrison commander, and submitted through the IMCOM Region Director for review and endorsement, to include IMCOM Region Director rationale for such requests, and forwarded through USACFSC for review and processing to DUSD (MC&FP), who will prepare requests for exceptions to such policy.

b. For projects estimated to cost more than $750,000 (excluding equipment costs and design fees) that experience a change in scope of 10 percent (up or down), or where the cost will exceed the reported cost by 25 percent or more, the NAF program manager will submit a variance request to HQDA (DAIM–FD) for submission through ASA (M&RA) and ASA (I&E) to DUSD (P&R). The DUSD (P&R) will then notify both the HASC and SASC of the reason for the variance. No contract commitment may occur until 15 days after notification of the HASC and SASC and written notification is received from DUSD (P&R).

c. For projects estimated to cost between $200,000 and $750,000 (excluding equipment costs and design fees) that experience a cost increase where the new cost is estimated to be $750,000 (excluding equipment costs and design fees) or more, the NAF program manager will submit a variance request to HQDA (DAIM–FD) for submission through ASA (M&RA) to ASA I&E) to USD (P&R).

d. For projects estimated to cost less than $200,000 (excluding equipment costs and design fees) that experience a cost increase where the new cost is estimated to be $200,000 (excluding equipment costs and design fees) or more, but less than $750,000 (excluding equipment costs and design fees), the NAF program manager will report on a NAF minor construction project to HQDA (DAIM–FD) for inclusion in the next annual budget submission.

e. For all the cost variance requests cited above, currency fluctuations will have no impact on reporting requirements for approvals.

4–53. Approvals for nonappropriated-funded construction projects program projects

Approved projects estimated to cost less than $200,000 that meet the requirements of AR 215–1, DODI 1015.12, and AR 210–20 will not be placed under contract without the approval of the appropriate IMCOM Regional Director. The IMCOM Regional Director will not approve commissary construction without DeCA approval, or exchange construction without AAFES approval.

4–54. Project completion

a. Physically complete MILCON and NAF projects will be transferred to the installation by DD Form 1354.

b. As-built drawings will be provided to the installation within 60 days of the final transfer of the facility.

c. Fiscal closeout of the project should occur within 60 days after physical completion. However, fiscal closeout may be delayed by pending changes and claims.

4–55. Emergency construction (10 USC 2803)

a. Requests for emergency construction will be executed as described below (see para *b*, below, for statutory authorizations and limitations).

(1) Emergency construction requests will be submitted by IMCOM region directors (signed by a General Officer (GO) or equivalent Senior Executive Service (SES) official) after coordination with the appropriate ACOM, ASCC, and DRUs for mission projects to HQDA (DAIM–FD), with copies to the CSA and ASA (I&E). Each request must explicitly state why the project is vital to national security or protection of health, safety or environmental quality, and why it cannot be included in the next MILCON budget request. Requests should also include a DD Form 1391 and proposed completion date.

(2) Headquarters, DA (DAIM–FD) will request approval of an emergency project from the Army Secretariat after it is validated by the HQDA proponent, provided funding is available. If approved by the Army Secretariat, HQDA (DAIM–FD) will issue a design release to USACE. The appropriate congressional correspondence will be submitted after a reliable cost estimate is prepared and the DD Form 1391 is revised, as necessary. Ultimate approval of the project is contingent on the following:

(a) Agreement by OSD to forward the reprogramming request to the House and Senate Appropriations Committees.

(b) Written approval of the reprogramming by the House and Senate Appropriations Committees.

(c) No objections from the House or Senate Armed Services Authorization Committees within 21 calendar days after they receive the 10 USC 2803 notification letters and reports from the Army Secretariat in hard copy, or seven calendar days for electronic notification.

(3) Advertising authority will not generally be provided until an emergency project is approved by the Authorization and Appropriations Committees. If justified, authority to advertise and open bids (subject to the availability of funds) may be provided by DASA (IH) before congressional approval.

(4) The project dollar amount shown on a 10 USC 2803 congressional notification and reprogramming request will be treated as a normally authorized and appropriated project. Consequently, the Army has reprogramming flexibility up to 25 percent or $2 million, whichever is less, provided additional funding is available.

b. The pertinent text of 10 USC 2803, Emergency Construction, is reprinted as follows:

(1) Subject to subsections (b) and (c), the Secretary concerned may carry out a military construction project not otherwise authorized by law if the Secretary determines (1) that the project is vital to national security or to the protection of health, safety or the quality of the environment, and (2) that the requirement for the project is so urgent that deferral of the project for inclusion in the next Military Construction Authorization Act would be inconsistent with national security or the protection of health, safety or environmental quality, as the case may be.

(2) When a decision is made to carry out a military construction project under this section, the Secretary concerned shall submit a report in writing to the appropriate committees of Congress on that decision. Each such report shall include:

(a) The justification for the project and the current estimate of the cost of the project.

(b) The justification for carrying out the project under this section.

(c) A statement of the source of funds to be used to carry out the project. The project may then be carried out only after the end of the 21–day period beginning on the date the notification is received by such committees in hard copy, or seven calendar days for electronic notification.

(3) The maximum amount that the Secretary concerned may obligate in any fiscal year under this section is $50,000,000.

(4) A project carried out under this section shall be carried out within the total amount of funds appropriated for military construction that have not been obligated.

c. This authority would not be used for projects denied authorization in a prior military construction authorization act.

(1) No authorization of appropriations would be provided in an annual military construction authorization Act for the use of the authority of this section.

(2) The use of this authority is dependent upon the availability of savings of appropriations from other military construction projects or through funding obtained by deferring or canceling other military construction projects.

(3) No funding is appropriated for emergency construction.

(4) Therefore, funds to finance the authorization must be reprogrammed (with Congressional approval) from unobligated MILCON funds. Note that the Congress would be reluctant to approve cancellation or deferment of a required project to fund an emergency construction project unless there was a truly dire need.

d. This authority was provided to give the DOD and the Congress flexibility in dire situations. A true emergency project should be confined to facilities without which a critical weapon system or mission could not function.

e. Additionally, emergency construction projects costing $1,500,000 (up to $3,000,000 to correct threats to life, health, or safety) or less should be executed under the UMMCA program.

f. There is no individual project limitation. However, 10 USC 2803 states that the SA may obligate a maximum of $50,000,000 per fiscal year for emergency construction projects. Also, the additional emergency authorization cannot

cause an annual MCA program authorization to be exceeded. Furthermore, since there is no separate emergency construction appropriation, projects carried out under the provisions of 10 USC 2803 authority can be completed only within the total amount of appropriated MCA funds that have not been obligated.

4–56. Restoration or replacement of damaged or destroyed facilities (10 USC 2854)

a. Title 10 USC 2854. The pertinent text of 10 USC 2854, Restoration or Replacement of Damaged or Destroyed Facilities, is cited as follows:

(1) Subject to subsections (a), the Secretary concerned may repair, restore, or replace a facility under his jurisdiction, including a Family housing facility that has been damaged or destroyed.

(2) When a decision is made to carry out construction under this section and the cost of the repair, restoration, or replacement is greater than the amount for a minor construction project, the Secretary concerned shall notify in writing the appropriate committees of Congress of that decision, of the justification for the project, of the current estimate of the cost of the project, of the source of funds for the project, and of the justification for carrying out the project under this section. The project may then be carried out only after the end of the 21–day period beginning on the date the notification is received by such committees or, if earlier, the end of the seven-day period beginning on the date on which a copy of the notification is provided in an electronic medium pursuant to section 480 of this title.

b. Permission. Subsection (a) of 10 USC 2854 permits military departments and defense agencies to respond to natural disasters and acts of arson or terrorism promptly. The committee expects prompt responses to restore mission effectiveness and to preclude further deterioration of damaged facilities. To assure timely responses, operation and maintenance appropriations may be used to temporarily repair or restore damaged facilities. If an economic analysis of life-cycle costs shows that the most cost effective alternative is facility replacement, military construction appropriations may be used to construct the replacement facility. The committee would expect that any replacement facility would use current design and material criteria and may be increased in size to meet current mission and functional requirements.

c. Authorized projects.

(1) This authority may be used for MCA restoration or replacement projects, which exceed the minor construction cost limitation.

(2) Family housing units may also be restored or replaced under this authority. However, it is Army policy that 10 USC 2854 be used only for AFH replacement projects (new construction) that are urgent and cannot be delayed until the next AFH budget cycle (see chapter 3 for further guidance).

(3) The O&M funds may be used to temporarily repair or restore facilities while funding approval for a permanent solution is being obtained if there is a compelling urgency. Examples of compelling urgency might be prevention of additional significant deterioration of the facility, mitigation of a serious life safety hazard, or avoidance of severe degradation of a critical mission.

(4) A damaged facility or Family housing unit may be replaced under this authority, in lieu of being restored, if replacement is supported by a life cycle economic analysis. A replacement facility or Family housing unit should use current design and material criteria and may be increased to statutory size limits by pay grade to meet current mission and functional requirements.

(5) It is clear that the authority cited in 10 USC 2854 was not intended for the restoration or replacement of facilities in a serious state of disrepair due to gradual deterioration or lack of maintenance (see chapter 5, also).

d. Funding. No additional funding will be appropriated for projects constructed under 10 USC 2854. Therefore, construction funds necessary to finance the authorization must be reprogrammed (with congressional approval) from unobligated MILCON funds. Note that the Congress would be reluctant to approve cancellation or deferment of a required project to fund a restoration or replacement project unless there was a truly dire need.

e. Limitation. Title 10 USC 2854 does not contain any limitation on the cost of an individual project, or total value of projects authorized per FY. However, this does not exempt the restoration or replacement of Family housing units from compliance with other statutes that limit per-unit costs (that is, $50,000 times area cost factor). Authorization of restoration or replacement projects cannot cause an annual MCA or AFH program authorization to be exceeded. Furthermore, since there is no separate appropriation for projects carried out under the provisions of 10 USC 2854, projects must be completed within the total dollar amount of appropriated unobligated MCA or AFH funds.

f. Project submission. Proposed project requests will be submitted by HQ IMCOM or ACOM, ASCC, and DRUs, depending upon whether a project is a BASOPS or Mission support project, (signed by a GO or equivalent SES) to HQDA (DAIM–FD), with copies to the CSA and ASA(I&E). A request must state explicitly why the project is needed and why it cannot be included in the next MCA or AFH budget request. A request should also include a DD Form 1391, proposed project completion date, economic analysis (if a replacement facility is proposed), and housing deficit verification (for AFH projects). Repair projects will be submitted as required by chapter 2.

g. Project approval. Headquarters, DA (DAIM–FD) will request approval from the Army Secretariat for a restoration or replacement project after it is validated by HQDA proponent staff, and provided funding is available. If approved by the Army Secretariat, HQDA (DAIM–FD) will issue a design release. The appropriate congressional correspondence will be submitted after a reliable cost estimate is prepared and the DD Form 1391 is reviewed and

validated, as necessary. Note that ultimate approval of the project is contingent on the following: agreement by DOD to forward the reprogramming request to the Appropriations Committees, written approval of the reprogramming by the House and Senate Appropriations Committees, and no objections from the House National Security or Senate Authorization Committees within 21 calendar days after receipt of the 10 USC 2854 notification letters from the Army Secretariat, or seven calendar days for electronic medium notification.

h. Project execution. Advertising authority will generally not be provided until a restoration or replacement project is approved by the Authorization and Appropriations Committees. However, if justified, authority to advertise and open bids (subject to the availability of funds) may be provided before congressional approval.

i. Cost variation. The project amount shown on a 10 USC 2854 congressional notification and reprogramming request will be treated as a normally authorized and appropriated project. Consequently, the Army has reprogramming flexibility up to 25 percent or $2 million, whichever is less, provided additional funding is available.

j. Appropriation. The OMA appropriations are the appropriate funding source for acquisition of materials and/or cost of erection of structures during combat or contingency operations that are clearly intended to meet a temporary operational requirement to facilitate combat or contingency operations (see 10 USC 101(a) (13)). Such facilities may not be used for the purpose of satisfying requirements of a permanent nature at the conclusion of combat or contingency operations. MCA appropriations shall be used for such purposes in all other situations, including construction used after the termination of military operations necessitating the construction, except those minor construction projects authorized pursuant to 10 USC 2805(c).

4–57. Construction authority in the event of declaration of war or national emergency (10 USC 2808)

This authority provides that in the event of a declaration of war or a declaration by the President of a national emergency under 50 USC 1601, the SECDEF may undertake MILCON projects necessary to support use of the armed forces. Funding for all projects must be available from unobligated MILCON funds previously appropriated. Specific guidance will be issued by HQDA upon activation of this authority.

Section VI
Equipment Installation

4–58. Installed building equipment

Installed building equipment (IBE) includes items of real property affixed to or built into a facility that are an integral part of the facility. IBE is normally provided as part of construction and their costs are included in the construction cost estimate. Primary facility costs that include items of IBE are financed with either MILCON or NAFCP funds, for MILCON and NAF projects, respectively (see sec VII, below, for additional detailed funding policy related to information systems acquired in support of MILCON projects). Examples of supporting IBE are listed below.

a. Bedside headwall units.
b. Bleachers (built-in).
c. Benches (built-in).
d. Boilers.
e. Bookcases (built-in).
f. Cabinets (built-in).
g. Carpet (wall to wall).
h. Chapel seating, baptisteries, altars, pulpits, communion rails and tables, and raised platforms (built-in).
i. Closets.
j. Correctional facility equipment.
k. Desks and tables (built-in).
l. Dishwasher equipment (built-in).
m. Drinking water coolers (built-in).
n. Electrical components (built-in electric lighting fixtures and power utilization, and distribution equipment).
o. Elevators and elevator doors.
p. Escalators.
q. Exhaust systems.
r. Fire alarm and detection systems, including built-in cabinets.
s. Food service equipment (built-in).
t. Gas fittings.
u. Hardware and fixtures for disabled personnel access.
v. Heating, ventilating, and air-conditioning equipment, and control systems.
w. Hoists (crane and crane rails) attached to the building structure.
x. Incinerators.
y. Key control systems.

z. Kitchenette units.
aa. Laboratory sinks, tables, and benches (built-in).
ab. Lockers (built-in).
ac. Meat cutting equipment.
ad. Panel boards.
ae. Plumbing.
af. Pot and pan washing equipment.
ag. Protective construction features.
ah. Refrigeration equipment (built-in).
ai. Storm sash and doors.
aj. Screens.
ak. Shelving and racks (built-in).
al. Signage.
am. Sprinklers.
an. Sterilizers (built-in).
ao. Storage bins (built-in).
ap. Theater and auditorium railings.
aq. Theater Seating (bolted in place).
ar. Theater stage and fire curtain.
as. Traffic railings.
at. Utility monitoring and control systems.
au. Vaults.
av. Vehicle and pedestrian traffic control, and direction signs.
aw. Venetian blinds and window shades.
ax. Wardrobes (fixed).
ay. Waste disposers.
az. Other similar non-severable items.

4–59. Personal property (fixed)

Personal property (fixed) (normally not MILCON or NAF funded) consists of capital equipment and other equipment of a movable nature that has been fixed in place or attached to real property, but may be severed or removed from buildings without destroying the usefulness of the facilities. Acquisition and installation of personal property is an unfunded project cost and should be funded from other than MILCON appropriations(see sec VII, below, for funding policy related to information systems acquired in support of MILCON projects). Any proposal to fund personal property from MILCON funds must be fully justified and submitted to HQDA (DAIM–FD) for approval. The equipment items will be clearly identified and all associated costs reflected separately. Such requests for approval will be accompanied by an itemized listing of each item of equipment, quantity required, unit of measure, and cost. When this type of equipment is proposed for MILCON funding and will not be a part of the construction contract, commanders will take appropriate programming actions. Examples of personal property for primary facilities normally not financed by MILCON funds are listed below.

a. Banking equipment.
b. Blast furnaces.
c. Blasters and roto-blasters.
d. Bleachers (portable).
e. Chain and tractor equipment.
f. Conveyor systems.
g. Dies.
h. Drills.
i. Dryers.
j. Electronic repair laboratory and shop equipment.
k. Electronic security equipment.
l. Fixed navigational aids.
m. Fixed facilities for radio and meteorological stations.
n. Fixed target range systems.
o. Forges.
p. Grinders.
q. Heat treating machines.

r. Jigs.
s. Lathes.
t. Laundry equipment.
u. Metal plating equipment.
v. Microscopes (fixed).
w. Molders.
x. Organs.
y. Ovens and furnaces.
z. Paint sprayers and paint booths.
aa. Photographic equipment.
ab. Planners.
ac. Power conditioning equipment, frequency converters, and power line filters.
ad. Presses.
ae. Printing presses and related equipment.
af. Punches.
ag. Riveters.
ah. Scientific measuring instruments.
ai. Sewing machines.
aj. Sheet metal equipment.
ak. Stamping and cleaning equipment.
al. Steam cleaning equipment.
am. Stills.
an. Stitchers.
ao. Telescopes.
ap. Testing equipment.
aq. Training equipment and simulators.
ar. Vats.
as. Wash tanks.
at. Welding machines.
au. Woodworking equipment.

4–60. Personal property (movable)

Equipment that is movable and not affixed as an integral part of the facility is generally accounted for as personal property rather than real property. Normally, these items should not be financed from either MILCON or NAF funds (see sec VII, below, for funding policy related to information systems acquired in support of MILCON projects). Examples of items not financed with MILCON or NAF funds are listed below. These items, when procured in support of NAC FP, are normally financed with NAF when authorized APF is not available.

a. Automated data processing equipment
b. Filing cabinets and portable safes
c. Fire extinguishers (portable)
d. Food service equipment (portable)
e. Furnishings, including rugs
f. Furniture (such as chairs, tables, beds, desks, and partitions)
g. Office machines
h. Photographic equipment (portable)
i. Pre-wired workstations (see definition in Glossary)
j. Shop equipment
k. Training aids and equipment, including simulators
l. Wall clocks

4–61. Commissary equipment

Commissary projects specifically included in the MILCON program by the DeCA and commissary store equipment, both movable and fixed or built in as an integral part of a facility, will normally not be financed from MILCON funds, or included in the project cost.

4–62. Medical and dental equipment

Procedures for planning and budgeting for medical and dental supporting equipment are contained in

MIL–STD–1691F. Guidance on construction-funded equipment for medical projects is also contained in MIL–STD–1691F.

4–63. Equipment installation

a. Equipment affixed and built into a facility (real property) as an integral part of the facility is “construction” and will be funded as a construction cost.

b. Costs associated with installing movable equipment not affixed as an integral part of existing real property facilities is "non-construction" and will not be funded as a construction cost. Also, the costs related to its procurement (including transportation, packing, unpacking, assembly, attachment, and so forth) are not construction and are funded from the owning property book holder with the same appropriation that bought the equipment when the installation is in an existing building or facility. Some typical examples are as follows:

(1) Installation and relocation of prefabricated interior screens, partitions, and dividers mainly unattached. Movable screens or detachable panels that are temporarily held in place by light braces and screws and are readily removable without impairing or defacing either the panels or the floors, walls, or ceilings of the structure.

(2) Installation of false (raised) floors and platforms required solely to allow operating equipment, wiring, and cooling access for the equipment being installed.

(3) Installation of required shielding for electromagnetic radiating devices. Structural changes, including new partitions related to installing shielding, are construction.

(4) Temporary removal and reinstallation of items such as portions of walls, roof, and utility systems to permit installation of equipment. Reinstallation may involve rerouting or relocation of some items.

(5) Installation of special foundations, pads on slab-on-grade or pits in facilities. Installations of floors other than slab-on-grade are limited to bases needed to spread load and to secure equipment in place. Increase in load bearing capacity of these floors by additional or larger structural components is construction.

(6) Installation of secondary utility work to connect equipment to utility services within a facility. This work lies between the utilities primary entry or source within the structure and the equipment to be served; for example, utility work from the existing main electrical service panel or for equipment requiring primary voltage from the building primary bus.

(7) Installation of air conditioning under the following circumstances:

(a) To meet manufacturer’s specifications for equipment temperature, humidity, particulate matter, and air circulation.

(b) In clean rooms installed in non-air conditioned spaces or when the building central system cannot meet the temperature and humidity requirements of the clean room operations.

(c) For operator occupied areas where installed equipment will increase the temperature or humidity beyond safety levels in the immediate area of equipment. Under this policy, air conditioning may be provided only in bona fide equipment spaces related directly to the equipment and not in administrative or other working spaces.

(8) Installation of mechanical ventilation and separate exhaust systems when needed for personnel safety or for proper functioning of the equipment as required by the manufacturer.

(9) Installation of specialty fire extinguishing systems for rooms that contain substantial amounts of automatic data processing (ADP) equipment.

c. When installed in new facilities, items listed in paragraphs *b* (2), (3), (6), (7), (8), and (9), above are construction. Related costs are properly chargeable to a construction project as a funded cost.

4–64. Automatic box conveyor systems

Automatic box conveyor (ABC) systems are transportation systems designed to move or convey small items from one area to another within a facility. ABC systems consist of two parts:

a. An installed track system, including switches and controls, normally designed to fit a particular facility and integrated into the building’s fire protection and mechanical systems. If removed, the system will require major modification before it can be reused. This installed track system is IBE.

b. Conveyor carts and containers that can be removed from the conveyor track system. These items are personal property.

4–65. Prefabricated indoor offices and medical rooms

Users may purchase and install indoor prefabricated offices and medical room with equipment funds (as personal property) provided the equipment is—

a. Owned and accounted for by the user.

b. Maintained and repaired with user’s operating funds.

c. Used indoors.

d. Movable and attached to the real property and capable of being severed or removed without destroying the usefulness of the building.

4–66. High altitude electromagnetic pulse and telecommunications electronics material protected from emanating spurious transmissions shielding

High altitude electromagnetic pulse (HEMP) and TEMPEST shielding may protect all or part of a facility. The following differentiation holds for both new facilities and the improvement of existing facilities.

a. Global shielding (to include the actual shield, the filters, and the waveguides) installed as an overall shield to encompass the entire facility shall be procured and installed with construction funds when part of a MILCON project (see Military Handbook 423, High Altitude Electromagnetic Pulse (HEMP) Protection for Fixed and Transportable Ground Based C4I Facilities).

b. Sub-global or component-level shielding and hardening shall be procured with the same funds used to buy the equipment being protected.

4–67. Auxiliary generators

a. Generators affixed as a permanent part of a facility that provide power to facility electrical loads are considered to be installed building equipment (real property) and should be funded with MILCON funds. Generators that solely support personal property shall not be MILCON funded. Generators that support a combination of both real and personal property are considered real property, and will be funded with MILCON funds. All MILCON-funded generators will be identified as a separate line item entry under the primary facility or supporting facilities, or both on the face of the DD Form 1391.

b. Auxiliary generators funded by MILCON appropriations are authorized only for the facilities and systems listed below. Requests for auxiliary generators to be used in support of facilities and systems other than those listed below will be processed through command channels to HQDA (DAIM–FD) for approval—

(1) Air and sea navigational aids (NAVAIDS), both visual and electronic

(2) Air traffic control towers

(3) Aircraft and aircrew alert facilities

(4) Central fire stations, including associated communications and central station equipment

(5) Cold storage warehouses and major refrigerated storage areas

(6) Command and control facilities

(7) Information systems facilities, such as dial central offices, information processing centers, and information systems facilities

(8) Mission-critical computer and information processing systems

(9) Mission-critical munitions and research processing systems, including associated safety, alarm, and shutdown systems

(10) Mission-critical utility plants

(11) One dining facility per OCONUS installation

(12) DPW control centers

(13) Disaster preparedness and emergency operations centers

(14) Fire protection and alarm systems

(15) Hospitals

(16) Law enforcement and security police facilities, including associated information processing systems, and confinement facilities

(17) Specific requirements required by law, such as for some sewage lift stations

(18) Mission, property, and life support facilities and systems at remote and not readily accessible sites for aircraft warning and surveillance systems.

(19) Nuclear power plants and storage and operating facilities for nuclear and chemical surety materials (see AR 50–5, AR 50–6, and AR 190–54 for special features that apply to generators).

(20) Photographic laboratories providing mission-critical and essential support to tactical missions

(21) Petroleum, oils, and lubricants (POL) storage and dispensing facilities

(22) Security lighting, surveillance, and warning systems

(23) Weapons systems

(24) Weather stations

4–68. Uninterruptible power supplies

Installation of uninterruptible power supplies (UPS) may be authorized to support some mission-critical personal property equipment, such as certain computer systems, where interruption of normal electrical power would result in damage to that equipment or loss of data critical to special mission accomplishment. In such cases, UPS serving personal property will be funded from the appropriate personal property account. UPS are not authorized for support of real property equipment, such as HVAC systems, lighting, and so forth. Such systems are adequately served by automatic-start auxiliary power generators where the established need exists for such capability (see chapter 23).

4–69. Electronic security systems

Detailed funding guidance covering the acquisition and installation of various components of electronic security systems, including, but not limited to, electronic entry control, closed-circuit television (CCTV), and intrusion detection systems (IDS) equipment is provided in section VII. Most significantly, other than MILCON funds will always be used to acquire electronic security systems equipment. However, MILCON funds may be programmed to install such electronic security systems equipment where required in conjunction with a MILCON project. In such cases, funds required for equipment installation will be indicated as a separate line item under the "Primary Facilities" portion of the project DD Form 1391. Further, the other than MILCON funds required to acquire such equipment will be identified separately under the "Furnishings and Equipment" portion of the DD Form 1391 as well (see chap 3, DA Pam 415–15).

Section VII
Information systems support

4–70. Funding sources

Funding sources for information systems and associated equipment and systems supporting chapter 4 construction-funded projects are listed in table 4–2.

4–71. Funding of information systems components

Table 4–2 applies to funding for information systems where those systems are associated with chapter 4 MILCON projects. Costs related to such functions as repair, replacement, expansion, operation, and maintenance unassociated with MILCON projects are not to be construction funded.

a. Construction funded items listed in table 4–2 will be funded by MILCON funds.

b. The ISC funded items listed in table 4–2 will be programmed and funded by ISEC–FDED.

c. Proponent funded items listed in table 4–2 will be programmed by the using agency for mission projects, or the garrison commander for BASEOPS projects.

4–72. Explanation of table 4–2 columns

a. Column one, System Component, lists the information system components for both information and associated equipment systems supporting construction-funded projects.

b. Column two, ISCE, identifies if the system component is included in the Information System Cost Estimate (Tab F).

c. Columns three and four identify under the heading "Funding Source" specific funding sources for procurement and installation of information systems cabling or components. This does not necessarily reflect that maintenance, operation, repair, or replacement of such items is funded by the DPW. (For those items of information systems for which maintenance, operation, repair, or replacement costs or activities are funded by the DPW, see chapter 23.)

d. The letter "Y" indicates that the cost estimate for each item in column one that is included in Tab F of the DD Form 1391 (ISCE), is validated by USAISEC, the agency which provides the standards, criteria, and design for that item. The aggregate costs of "Y" items represent the total Tab F/ISCE estimate. The letter "N" indicates the cost estimate for each item in column one is included as part of the per-square-foot cost; it is developed by USACE, the agency which provides the standards, criteria, and design for that item. The aggregate cost appears in the per-square-foot cost of the primary facility. Where "N" items include cabling or equipment installed beyond the facility 5-foot line, a separate line item entry, in addition to that entitled "Information Systems," will be made in Block 9B, the Supporting Facilities section of DD Form 1391 for those items. One example of this condition would be entertainment television cabling run between buildings in a UPH complex.

e. Abbreviations used in table 4–2 are defined in the legend at the end of the table.

Table 4–2
Funding of Information Systems Support Components

System Component	Funding Sources		
	ISCE	Procure	Install
1. Building Telecommunications Cabling System (BCS) — All MILCON.[1, 10]			
Communications equipment rooms (CERs).[2]	Y	CONF	CONF
Cable paths, protected.[3]	Y	CONF	CONF
Cables.[4]	Y	CONF	CONF
Application-specific electrical components.[5, 6]			
Attached device - common user service.	Y	CONF	CONF
Attached device - personal demand service.	Y	PROP	PROP
Signal line filters - PDS secure systems.			

Table 4–2
Funding of Information Systems Support Components—Continued

System Component	Funding Sources		
	ISCE	Procure	Install
Installed on signal lines procured with CONF project funds.	Y	CONF	CONF
Installed on signal lines procured with other than CONF project funds.	Y	PROP	PROP
Secure Internet Protocol Network (SIPRNET) [23]			
Protective Distribution System (Cable Path) for			
Battalion level and higher	Y	CONF	CONF
Below Battalion level	Y	PROP	PROP
SIPRNET Cabling System			
Battalion level and higher	Y	CONF	CONF
Below Battalion level	Y	PROP	PROP
SIPRNET Encryption Device [22]			
Battalion level and higher	Y	ISC	ISC
Below Battalion level	Y	PROP	PROP
SIPRNET Data Switch [22]			
Battalion level and higher	Y	ISC	ISC
Below Battalion level	Y	PROP	PROP
2. Telephone System, Administrative (Common user voice service using DOD approved technology)			
Central office equipment upgrade/expansion/replacement.[7]			
MILCON	Y	ISC	ISC
Medical MILCON.	Y	CONF	CONF
Not associated with MILCON.	N	ISC	ISC
Telephone instruments, common user.[8]			
MILCON.	Y	ISC	ISC
Medical MILCON.	Y	CONF	CONF
Telephone instruments, all others.[9]			
MILCON.	Y	PROP	PROP
Medical MILCON	Y	CONF	CONF
Other attached devices:			
MILCON.	Y	PROP	PROP
Medical MILCON.	Y	CONF	CONF
3. Telephone System, non-Administrative (individual subscriber): AFH, Barracks, BOQ, BEQ, and so forth.			
Building Telecommunications Cabling system (BCS)—see #1 above [10]			
Outside plant infrastructure, cable, equipment and equipment shelter.[11]	N	SUB	SUB
Telephone instruments and other attached devices.	N	SUB	SUB
4. Local area networks (LANs)			
I3A compliant data switches and edge devices.			
Common user - NIPRNET systems.[12]	Y	ISC	ISC
User specific - other than NIPRNET data systems: i.e., SIPRNET, GCCS–A, etc.	Y	PROP	PROP
Other LAN/data network devices: terminals, printers, keyboards, peripheral equipment, etc.	Y	PROP	PROP
Wireless LAN (WLAN) [24]	Y	PROP	PROP
Wireless Intrusion Detection Devices (WIDS) [24]	Y	PROP	PROP
Thin Client Solution [25]			
Thin Client Server	N	PROP	PROP
Thin Client Software	N	PROP	PROP
Thin Client Hardware	N	PROP	PROP
5. Outside cable plant (OSP)[11, 13]			
Expand/upgrade/replace outside cable plant - as a direct result of MILCON:			
Cable pathway: manholes, hand holes, duct, poles, pedestals, etc.	Y	CONF	CONF
Cables.	Y	CONF	CONF
Line equipment.			
Wired-in: required to complete the cable path.	Y	CONF	CONF
Personal property: user application-specific electrical components	Y	PROP	PROP
Expand/upgrade/replace outside cable plant not a direct result of MILCON.	N	PROP	PROP
6. Entertainment Television Systems.			
6.1. Government-owned master antenna. [10, 14]			
Television (MATV) systems. [16]	Y	CONF	CONF
Cabling, interior. [15]	N	CONF	CONF
Cabling, exterior. [15]	N	CONF	CONF
Antennas, dipole and loop, fixed.	N	CONF	CONF
Antennas, dish, non-medical facility.	N	PROP	PROP
Antennas, dish, medical facility.	N	CONF	CONF
Amplifiers, splitters, couplers, etc.	N	CONF	CONF

Table 4–2
Funding of Information Systems Support Components—Continued

System Component	Funding Sources		
	ISCE	Procure	Install
Receivers, non-medical facility.	N	PROP	PROP
Receivers, medical facility.	N	CONF	CONF
6.2. Commercially-Owned Cable Company.[10]			
Entertainment Television Systems not government owned/operated.			
Cable path/access systems.[3]	N	CONF	CONF
Cabling, interior - inside the 5-foot line.[15]	N	CONF	CONF
Cabling, exterior - outside the 5-foot line.[15]	N	SUB	SUB
Set-up and recurring fees and charges.	N	SUB	SUB
7. Audio/Video System, non-entertainment, common equipment (non-medical, non-IDS).			
Common system items:			
Cable paths, protected.[3]	Y	CONF	CONF
Cables - coaxial.[15]	Y	CONF	CONF
Cables - BCS.[4]	Y	CONF	CONF
Amplifiers, splitters, couplers, line drivers, etc.	Y	CONF	CONF
Application-specific electrical components - installed externally to the cable path.[5, 6]			
Attached device - common user service, i.e., impedance matching devices, etc.	Y	CONF	CONF
Attached device - personal demand service, i.e., adapters for user unique devices.	Y	PROP	PROP
Signal line filters.			
Installed on signal lines procured with project funds.	Y	CONF	CONF
Installed on signal lines procured with other than CONF project funds.	Y	PROP	PROP
Monitors.	Y	PROP	CONF
Cameras.	Y	PROP	CONF
Sound subsystems.	Y	PROP	PROP
Video projectors.	Y	PROP	PROP
Video recorders (VCR, etc.) & video playback systems.	Y	PROP	PROP
Antennas.	Y	PROP	PROP
7.1. Closed-circuit television (CCTV) for training and surveillance purposes.			
Common system items: see 7.0			
Operating consoles and other head-end equipment.	Y	PROP	CONF
7.2. Mission orientated visual information systems for stand-alone briefing rooms, auditoriums, command and control facilities, conference rooms, and other applications not addressed elsewhere in this table.			
Common system items: see 7.0			
Operating consoles and other head-end equipment.	Y	PROP	PROP
7.3. Video Information Projection Systems.			
Common system items: see 7.0			
Computer workstations.	Y	PROP	PROP
7.4. Teleconferencing.			
Common system items: see 7.0			
Screens.	Y	PROP	PROP
Coding and decoding equipment.	Y	PROP	PROP
Computer subsystems.	Y	PROP	PROP
7.5. Educational Television Systems.			
Common system items: see 7.0			
Head-end transmitters.	Y	PROP	PROP
7.6. Computer-Aided Instruction Systems.			
Common system items: see 7.0			
Learning station equipment.	Y	PROP	PROP
Computer subsystems.	Y	PROP	PROP
8. Audio/Video System, non-entertainment, common equipment (medical facilities).			
Common system items:			
Cable paths, protected.[3]	N	CONF	CONF
Cables - coaxial.[15]	Y	CONF	CONF
Cables.[4]	N	CONF	CONF
Amplifiers, splitters, couplers, etc.	N	CONF	CONF
Monitors and cameras.	N	PROP	PROP
Sound subsystems.	N	CONF	CONF
Antennas.	N	PROP	PROP
8.1. CCTV for medical facilities.			

Table 4–2
Funding of Information Systems Support Components—Continued

System Component	Funding Sources		
	ISCE	Procure	Install
Common system items: see 8.0			
Operating consoles and other head-end equipment.	N	PROP	PROP
8.2. Composite medical information system.			
Common system items: see 8.0			
Operating consoles and other head-end equipment.	N	PROP	PROP
9. AM–FM radio and public address system, complete.	N	CONF	CONF
10. Antennas and antenna towers for point-to-point communication.	N	PROP	PROP
11. Cellular telephone instruments.[18]	Y	PROP	PROP
12. Central clock, complete.	N	CONF	CONF
13. Electronic navigational aids: terminal VHF omni-directional range (TVOR), tactical air navigation (TACAN), etc.	N	PROP	PROP
14. Fire alarm and detection system complete.	N	CONF	CONF
15. Fixed and portable facility equipment for radio and meteorological stations.[17]	N	PROP	PROP
16. Intercommunication (Intercom) systems complete.	A	CONF	CONF
17. Intrusion detection system, Physical Security.			
Cable paths, protected.[3]	N	CONF	CONF
Cables.[4]	B	CONF	CONF
Sensors.	N	PROP	CONF
Operating consoles and other head-end equipment.	N	PROP	CONF
Amplifiers, splitters, couplers, etc.	N	CONF	CONF
Assessment cameras and monitors.	N	PROP	CONF
Application-specific electrical components - installed externally to the cable path.[5, 6]			
Attached device - common user service, i.e., impedance matching devices, etc.	N	CONF	CONF
Attached device - personal demand service, i.e., adapters for user unique devices.	N	PROP	PROP
18. Nurse Call, complete	N	CONF	CONF
19. Official (TCC) record traffic equipment (teletype, facsimile, terminal, etc.).			
Common user.	Y	ISC	ISC
Dedicated/special purpose.	Y	PROP	PROP
20. Operating and malfunction alarms associated with CONF equipment.	N	CONF	CONF
21. Portable clock (battery or plug-in).	N	PROP	PROP
22. Radio paging systems, complete.[17]	N	CONF	CONF
23. Real-time clock.			
EMCS.	N	CONF	CONF
Non-EMCS.	N	PROP	PROP
24. Reproduction, photographic, printing and similar hard copy developing and processing equipment.	N	PROP	PROP
25. Testing, diagnostic equipment (TMDE), and special tools.			
Dedicated to fixed CONF-procured and installed systems and components.[19]	N	CONF	CONF
Dedicated to fixed ISC-procured and -installed systems and components.[19]	Y	ISC	ISC
Other TMDE.	N	PROP	PROP
26. Trunk radio set.			
Trunk Radio Set - non-medical facility.[20]	Y	PROP	PROP
Trunk Radio Set - medical facilities.[21]	N	CONF	CONF
27. Un-interruptible power supplies.			
Used in support of equipment procured with CONF project funds.	N	CONF	CONF
Used in support of equipment procured with ISC funds.	Y	ISC	ISC
Used in support of equipment procured with other than CONF project or ISC funds.	N	PROP	PROP

Table 4–2
Funding of Information Systems Support Components—Continued

System Component	Funding Sources		
	ISCE	Procure	Install
Used in support of a combination of equipment, some of which is procured with CONF project funds and some with other than CONF project funds.	N	CONF	CONF
28. Utility/Energy monitoring and control system (UMCS/EMCS)			
UMCS/EMCS, non-energy conservation investment program (ECIP), with maintenance management subsystem.	N	CONF	CONF
UMCS/EMCS, ECIP, without maintenance management subsystem.	N	CONF	CONF
UMCS/EMCS maintenance management subsystem in conjunction with ECIP-funded UMCS/EMCS.	N	PROP	PROP

Legend for Table 4-2:

CONF	Construction funded costs; funded by the project
ISC	Information systems cost; funded using NON–CONF funds: that is, MDEP MU1U (OPA) funds
PROP	Proponent funded costs; funded using NON–CONF funds: that is, MDEP MS4Z (OPA) or other funds
SUB	Subscriber funded costs; funded using NON–CONF funds
Y	IS/IT items that shall be included in DD Form 1391, Information System Cost Estimate (Tab F/ISCE)
N	IS/IT items that shall not be included in the ISCE. (See para. L–3.)

AWhere intercommunication capability is provided integrally with the administrative telephone system, that capability will be funded integrally with the telephone system and included in the ISCE. When this capability is a separate system, it will not be in the ISCE.

B When cabling is common user, it will be included in the ISCE, otherwise it will not be included in the ISCE.

Notes:

[1] Building Telecommunications System (BCS) includes all voice and data information system infrastructure requirements associated with the MILCON project, including infrastructure support for NIPR, SIPR, telemetry, and so forth. as validated by the IMCOM–Region/ACOM, ASCC, and DRU. Representative features include—(a) communications equipment rooms (CERs), (b) horizontal and backbone cable path infrastructure, (c) installed communications cables, and (d) cable management equipment and devices. BCS will be designed, installed and tested IAW TIA/EIA 568–B, TIA/EIA–569–A, and the I3A Technical Guide. (Note: When published: UFC 3–580–01 will supersede the I3A technical guide's BCS guidance.) SIPRNET PDS will be designed and installed IAW the USAISEC TG for the Integration of SECRET Internet Protocol (IP) Router Network (SIPRNET)

[2] Telecommunications equipment rooms (TERs) include equipment cabinets, equipment racks, cable box enclosures, telephone terminal backboards, protective blocks, cable terminations/cross-connect blocks, cable patch panels, cable management hardware, patch cords, electrical power outlets with ancillary hardware and fittings.

[3] Communications cable paths include cable trays, cable raceways (enclosed duct), cable conduits, surface raceway, pull boxes, cable consolidation point, cable transition point, outlet boxes and installed cable pull cords along with ancillary hardware and fittings extending from the CERs to the outlet boxes. Paths may be placed within the overhead utility space, within or on the walls, and within or under the floor.

[4] Communications cables will—(a) consist of recognized TIA/EIA–568–B horizontal and backbone transmission media, (b) support the voice, data, and building management systems, and (c) be installed within the BCS cable paths. Application-specific electrical components will not be installed as part of the cable path.

[5] Application-specific electrical components will be attached externally to the TIA/EIA–568–B cable. Typical items include impedance matching devices, connector/jack adapters, and so forth.

[6] Application-specific electrical components exclude LAN, MAN, and WAN devices such as servers, routers, data switches, edge devices, modems and other service-specific attached devices.

[7] Central office equipment provides circuit-switched voice service IAW the current U.S. Army Installation Information Infrastructure Architecture (I3A) for users authorized telephone service IAW AR 25–1. This equipment includes DCOs, RSUs, RSCs, EPNs, and when appropriate, EPABXs and key systems and VoIP equipment. MILCON procured equipment will be compliant/compatible with the installation's current voice switching architecture. Equipment not compliant/compatible with the installation's current voice switching architecture is the responsibility of the proponent to procure and install. VoIp systems must not be install using ISC funds on posts that do not have currently active, DOIM operated and JTIC approved VoIP systems.

[8] Telephone instrument, common user-includes POTS (plain old telephone system) dual-tone multi-frequency (DTMF) series 2500 type, explosion-proof, weatherproof, and multi-line telephone sets. Common user telephone provides basic telephone service in support of official use, safety, courtesy and convenience.

[9] Telephone instruments, all-other-include call directors, key systems unique sets, integrated voice/digital terminals, ISDN sets, secure terminal/instruments systems, and so forth. Non-common user telephones provide features in excess of that considered essential for basic service; they are considered personal property.

[10] For AFH— provide TIA/EIA–570 compliant telephone outlets in the kitchen, dining room, Family room, living room, and all bedrooms; in addition, cable TV outlets will be installed, as a minimum, in the living room, Family room and all bedrooms. BCS conduit is not required in AFH unless the project consists of multi-Family or apartment style units; in those cases, BCS conduit would be installed from the building utility entrance point to each unit/apartment, but not throughout the unit (that is, a minimal amount of conduit). For BEQ/BOQ: provide TIA/EIA–570 compliant telephone outlets and cable TV outlets in the living room and bedrooms (if separate rooms). For permanent party troop billets, (excluding billets associated with basic entry training): provide a single connector TIA/EIA–568–B compliant telephone outlet and a single connector cable TV outlets will be provided for each potential sleeping area.

Table 4–2
Funding of Information Systems Support Components—Continued

System Component	Funding Sources		
	ISCE	Procure	Install

[11] For student troop billets: provide a dual connector TIA/EIA–568–B compliant telephone outlet may be substituted for the single connector telephone outlet to support in-billet training LAN services. For AFH— telephone service will be installed, operated, and maintained by the local commercial carrier, IAW existing installation procedures and protocol, as is done for other local — non-military — housing. Class B (unofficial telephone service) may be provided using government facilities per AR 25–1 when qualified commercial telephone providers are not available. For BOQ/BEQ: telephone service will be installed, operated, and maintained by the local commercial carrier, IAW existing installation procedures and protocol, as is done for other local — non-military — housing. Class B (unofficial telephone service) may be provided using government facilities per AR 25–1 when qualified commercial telephone providers are not available. For permanent party troop billets (excluding billets associated with basic entry training): telephone service will be installed, operated, and maintained by the local commercial carrier, IAW existing installation procedures and protocol, as is done for other local — non-military — housing. Class B (unofficial telephone service) may be provided using government facilities per AR 25–1 when qualified commercial telephone providers are not available. AR 25–1 assigns AAFES as the preferred local commercial carrier. For student troop billets: telephone service will be installed, operated, and maintained by the local commercial carrier, IAW existing installation procedures and protocol, as is done for other local — non-military — housing. Class B (unofficial telephone service) may be provided using government facilities per AR 25–1 when qualified commercial telephone providers are not available. AR 25–1 assigns AAFES as the preferred local commercial carrier.

[12] MILCON support to the common user LAN, that is, the NIPR data network — is limited to these situations—(a) provide the data interface between the facility/separate functional area and the existing installation data network, (b) provide common user level data switches linking all satellite TERs back to the main TER (beginning in the FY 08 Program Year), (c) provide a data switch to interconnect facilities in a multiple building project, and (d) provide a network management solution to manage the data system assets. Typical devices include I3A compliant data switches, edge devices, and when appropriate, xDSL modems for smaller facilities.

[13] The outside cable plant includes the cable support infrastructure (underground, direct buried and/aerial) and the installed communications cables required to interconnect the MILCON project with its voice, data and video service points. Spare cable paths will be routinely engineered as part of all MILCON. Line equipment may be required to complete the cable path; representative line equipment includes wired-in equipment such as voice multiplexers and SONET terminals. Line equipment does not include LAN, CAN, MAN, and WAN devices or other user application-specific electrical components.

[14] For Medical facilities that use a commercial CATV signal as the source of entertainment channels, the complete head-end, distribution system, and connection to the CATV source shall be CONF.

[15] Cabling includes cable and the fittings, connectors, termination panels, and similar devices needed to install cable. Cabling may also includes wired-in equipment such as amplifiers, splitters, directional; couplers, pads, and interface devices built into the system up to the outlet device faceplate when required to complete the transmission path to the user outlet. Plug-in and other devices, user application-specific electrical components, and wiring external to the user outlet are personal property, equipment-in-place, not CONF.

[16] Funding sources shown apply to Government-owned, -operated, and -maintained entertainment television systems. Commercial cable television systems, whose services are procured on a subscriber basis, to include all system components and associated connection charges, are not CONF.

[17] For Army hospitals, fixed and portable radio paging equipment are authorized to be procured and installed with CONF funds, as an exception to the funding guidance shown for other users radio systems.

[18] Cellular telephone sets are considered personal property; their procurement, activation, and any monthly recurring service charges are the responsibility of the proponent/user. If USAISEC–FDEO determines that it is advantageous to the government to use cellular telephones as a substitute for wired-in telephone service; USAISEC–FDEO will fund for the procurement and activation of the cellular telephone instruments with basic service. The proponent/user remains responsible for any monthly recurring service charges.

[19] Testing and diagnostic equipment and special tools, necessary to operate and maintain systems and equipment that are both procured and installed with construction funds, and remain within the facility in which the construction funded systems and equipment are fixed, may be funded with construction funds. For example, diagnostic equipment for EMCS hardware or special wrenches required for a specific make and model diesel engine, for which no generic equipment or tool exists for use with other makes and models of systems or equipment.

[20] Trunk radio sets are considered personal property; their procurement, activation, and any monthly recurring service charges are the responsibility of the proponent/user. If USAISEC–FDEO determines that it is advantageous to the government to use trunk radio sets as a substitute for wired-in telephone service; USAISCE–FDEO will fund for the procurement and activation of the trunk radio sets with basic service. The proponent/user remains responsible for any monthly recurring service charges.

[21] Hospital facilities must support the use of hand held Trunk Radio Transceivers for Post EOC and Disaster Preparedness teams therefore RF Repeating equipment will be installed in the hospital to insure adequate RF transmission into and out of the hospital is provided to insure operation of these units.

[22] Funding for SIPRNET Encryption Devices and SIPRNET Data Switches are Project Year dependent. PY 2006–2007 are Proponent funded, and PY 2008 and beyond is ISC funded as per CIO/G6 guidance. Funding for SIPRNET Encryption Device is forwarded to DOIM for disbursement by the COMSEC custodian, or the DOIM designated cryptographic hand receipt holder.

[23] Specific information on the implementation of SIPRNET infrastructure is defined in the U.S. Army Information Systems Engineering Command (USAISEC) TG for the Integration of SECRET Internet Protocol (IP) Router Network (SIPRNET). Local DAA or Post mandates that exceed the minimum SIPRNET Technical Guide requirements are to be proponent funded.

[24] Wireless LANs must be considered on a case-by-case basis, and are proponent funded. WLAN must be centrally managed by DOIM equipment. WLAN must not be installed on Posts that do not have a currently active, DOIM operated, USAISEC–TIC and DAA approved WLAN network. Proponents will not receive a wireless and wired solution for a facility. Only one solution will be provided. Note that QoS standards have not been developed nor implemented for VoIP over wireless. The proponent must consider this when mandating a wireless solution.

[25] Thin client must be considered on a case-by-case basis, and is PROP funded. Thin Client Hardware and software must not be installed on Posts that do not have a currently active, DOIM operated and thin client network. Thin client will use the same BCS.

Part Two
Facilities Operation and Maintenance

Chapter 5
Buildings and Structures

Section I
Introduction

5–1. Overview
This chapter contains the policies and guidance for use by the IMCOM in performing real property maintenance and repair (M&R) of buildings and structures. It also contains policies and guidance for use by ACOMs, ASCCs, and DRUs that retain command and control over special installations and facilities not under the jurisdiction of the Commander, IMCOM.

5–2. Applicability
For applicability, see title page.

5–3. Chapter exponent
The exponent for this chapter is the ACSIM (ATTN: DAIM–FDF).

5–4. Chapter responsibilities
The following responsibilities are in addition to the general responsibilities identified in paragraph 1–4.

a. Commander, (IMCOM) will—

(1) Review work classification and technical adequacy of projects, and approve projects within delegated limits or forward projects to appropriate approval authority.

(2) Establish procedures to ensure that garrison commands comply with the garrison Master Plan, coordinate with tenants to include requirements in the garrison Annual Work Plan and identify funding requirements.

(3) Oversee application and training of the ROOFER Roof Sustainment Management System (SMS).

b. Commanders of ACOMs, ASCCs, and DRUs that retain command and control over special garrisons and facilities not under the jurisdiction of the IMCOM commander; IMCOM will, for those specific garrisons and facilities, have the same responsibilities as listed for Director, IMCOM in paragraph 1–4*f*, paragraph 5–4*a*, and elsewhere in this regulation.

Section II
Real Property Maintenance Activity Policy

5–5. Introduction
a. Army policy is to sustain, restore, and modernize buildings and structures to satisfy Army functional requirements.

b. Operation, maintenance, repair, and construction policies apply regardless of the source of funds or approval authority. Implementation of policies will be based on economic considerations and sound engineering practice. Refer to technical manuals in the TM 5–600 series and Unified Facilities Criteria (UFC) 3–700–01A for additional guidance.

5–6. Buildings and structures
Buildings and structures, to include active and inactive facilities, are classified as permanent, semi-permanent, or temporary according to type of construction, maintainability, and design life (see the glossary of this regulation for detailed definitions of permanent, semi-permanent, and temporary buildings). Facilities are identified for retention, replacement, or disposal as determined by a space utilization survey (AR 405–70).

a. Active facilities.

(1) Facilities scheduled for retention will be maintained in a manner commensurate with the planned use of the facilities, the health and safety of occupants, and Army Installation Design Standards (see chap 9).

(2) Relocated real property facilities will be sited according to the approved installation real property master plan and the Installation Design Guide (IDG).

(3) Policies pertaining to relocatable buildings, acquired as personal property, are outlined in chapter 6 of this regulation. Refer to chapter 4 of this regulation for policy on relocatable buildings authorized as real property.

(4) Policies pertaining to the maintenance and repair of leased facilities are prescribed in chapter 3 of this regulation and in AR 405–10.

b. Inactive facilities. Minimal maintenance and security measures will be undertaken to ensure against safety hazards, fire hazards, and vandalism until disposition is made.

(1) Facilities retained for specific mobilization requirements will be maintained per appropriate industrial mobilization planning guidance (see AR 405–70; AR 500–10; Joint Pub 4–05; and FM 3–35).

(2) Guidance on the relocation or disposal of buildings and structures incident to military construction (MILCON) is contained in chapter 4 of this regulation.

(3) Guidance on the disposal of facilities which are excess or deteriorated beyond economical repair is contained in AR 405–90.

(4) Unless required for mobilization, facilities that are damaged by fire, explosion, or phenomena of nature will not be repaired except to perform the minimum work required to eliminate safety hazards and to forestall further damage. Disposal must be considered as an alternative to minimal repairs.

(5) Buildings and structures retained in an inactive status will be made available for use by others per AR 405–80. All costs beyond that required to maintain an inactive facility will be the responsibility of the user.

(6) Prior to disposal of Army facilities and other real property, installations must comply with legal and regulatory requirements providing for assistance to the homeless as required by: 42 USC 11411, Use of Unutilized and Underutilized Public Buildings and Real Property to Assist the Homeless; PL 100–77, McKinney–Vento Homeless Assistance Act; PL 103–421, Base Closure Community Redevelopment and Homeless Assistance Act of 1994; 10 USC 2687, Base Closures and Realignments; and 41 CFR 102–75.1165, Applicability (Use of Federal Real Property to Assist the Homeless).

5–7. Project definition and work classification

Project definition and work classification policy and examples of maintenance, repair, and minor construction are contained in chapter 2 of this regulation and DA Pam 420–11. Policy for maintenance, repair, and incidental improvements, including approval authority levels for Army Family housing, is contained in chapter 3 of this regulation.

5–8. Morale, welfare, and recreational facilities

a. Policy for construction, maintenance, and repair of morale, welfare, and recreational (MWR) facilities is contained in chapter 4 of this regulation and in AR 215–1.

b. The IMCOM will provide technical approval for projects funded by nonappropriated fund instrumentalities.

c. Maintenance, repair, installation, and relocation of outdoor recreation equipment, including markings and scoreboards, are MWR responsibilities.

5–9. Installation facilities function and appearance

Policy for function and appearance of Army facilities is found in chapter 9 of this regulation.

5–10. Installed building equipment and equipment-in-place

a. Installed building equipment. Permanently attached or built-in real property equipment that is an integral part of a facility. Examples of IBE are provided in paragraph 4–58.

b. Equipment-in-place. Personal property equipment that is installed in or affixed to real property and is removable without reducing the usefulness of the facility.

c. Maintenance, repair, inspection, and testing.

(1) General.

(a) Machinery and equipment classified as IBE or EIP that is directly related to the manufacturing, processing, or service mission/purpose of the using agency/organization are the responsibility of that agency/organization.

(b) General use machinery and equipment not directly related to the using agency's/organization's mission/purpose are classified as IBE and are the responsibility of the public works activity.

(2) Vertical lift devices classified as IBE. Trained personnel will inspect, test, and maintain vertical lift devices according to recommendations of manufacturers.

(a) The public works activity and the using agency/organization are responsible for the maintenance, repair, inspection, and testing of vertical lift devices, such as cranes, and hoists in accordance with 29 CFR 1910.

(b) The public works activity is responsible for the maintenance, repair, inspection, and testing of elevators in accordance with American Society of Mechanical Engineers (ASME) standards A17.1, A17.2, and A17.3.

5–11. Access for persons with disabilities

Army facilities, including historical facilities, will be accessible to individuals with disabilities in accordance with the Uniform Federal Accessibility Standards (UFAS) (found at http://www.access-board.gov/ufas/ufas-html/ufas.htm), as required by the Architectural Barriers Act (Public Law 90–480), title 42 United States Code, Chapter 51 – Design and Construction of Public Buildings to Accommodate Physically Handicapped, comprising sections 4151 through 4156, (42 USC 4151–4156). The U.S. Architectural & Transportation Barriers Compliance Board established the Americans

with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities (ADAAG) in August 1994. These guidelines (found at http://www.access-board.gov/adaag/html/adaag.htm), will be met whenever they provide equal or greater accessibility than UFAS. The U.S. Air Force Center of Expertise for Accessibility provides a comparison (found at http://www.afcee.brooks.af.mil/dc/dcd/afada/afada.asp) of the UFAS and the ADAAG as well as helpful links and references on the subject. The United States Access Board maintains a complete online list of guidelines and standards (found at http://www.access-board.gov/gs.htm), to include updates and plans for revisions of these standards.

a. Military exclusions. Section 4.1.4 (2) of UFAS indicates that certain facilities intended for use or occupancy by able-bodied military personnel need not be designed to be accessible, but accessibility is recommended since the intended use of the facility may change with time.

b. Common areas. Common areas such as walks, streets, parking and play areas, and entrances to multi-unit facilities will be designed and built to be accessible.

c. Limited access areas. Accessibility is not required to elevator pits, elevator penthouses, mechanical rooms, piping or equipment catwalks, lookout galleries, electrical and telephone closets, and general utility rooms.

5–12. Historic and archaeological sites

a. Historic preservation and disposal requirements are contained in AR 200–1.

b. The IMCOM will ensure that projects which will disturb land are reviewed by state authorities in accordance with National Historic Preservation Act (NHPA) Section 106 and DOD American Indian and Alaska Native Policy (20 October 1998).

c. Disposal of World War II temporary facilities constructed in the continental United States (CONUS) between 1939 and 1947 is permitted under the provisions of the Programmatic Memorandum of Agreement of 1986 among the Advisory Council on Historic Preservation, the National Conference of State Historic Preservation Officers, and the Department of Defense (available from the Army Program Manager, Advisory Council on Historic Preservation, 1100 Pennsylvania Ave, NW, Suite 803, Washington, DC 20004).

d. Requirements for historic and archeological OCONUS sites are contained in final governing standards issued by the DOD Executive Agent.

5–13. Painting of buildings and structures

a. Lead-based paint. Lead-based paint will not be applied to any Army facility (see hazardous building materials, sec III of this chapter, for management of facilities containing lead-contaminated paint).

b. Inactive facilities. Painting of inactive facilities will be according to established mobilization plans.

c. Paint selection. Type, quality, and color of paint will be selected according to the installation IDG, which follows chapter 9 of this regulation and the Unified Facilities Guide Specifications (UFGS) 09900.

d. Painting records. Painting records will be maintained as described in TM 5–618, appendix B.

5–14. Maintenance of installed building equipment and equipment-in-place

Maintenance and repair of IBE and EIP are the responsibilities of the public works activity and the user, respectively. Provision of IBE as part of construction is explained in chapter 4 of this regulation. AR 735–5 contains policy for equipment accountability.

5–15. Seismic safety of facilities

The minimum performance objective for Army facilities is Substantial Life-Safety. To ensure compliance, seismic evaluations and mitigation of unacceptable seismic risks shall be performed. Higher levels of protection for mission essential facilities will be considered in evaluations (see UFC 3–310–04, Seismic Design for Buildings). Refer to the Installation Design Standards (IDS) for further guidance.

a. Seismic evaluation. Executive Order EO 12941(01 December 1994), Seismic Safety of Existing Federally Owned or Leased Buildings, requires seismic evaluation of Federal facilities, guidance for which is given in the IDS and in American Society of Civil Engineers (ASCE) 31–03, Seismic Evaluation of Existing Buildings. During alteration, renovation, or improvement of an existing building, a seismic evaluation shall be performed in accordance with the provisions of ASCE 31–03, when:

(1) A change in the facility's use causes a change in the occupancy or importance to a higher Seismic Use Group, as defined in Table 1604.5 of the 2003 International Building Code (IBC 2003).

(2) A project will significantly extend a facility's useful life through alterations or repairs, or will significantly increase a facility's value, and the cost exceeds 50 percent of the current replacement value of the facility.

(3) A facility is damaged to the extent that significant structural degradation of its vertical or lateral load carrying system has occurred.

(4) A facility is deemed to be an exceptionally high risk to occupants or to the public.

(5) A project is planned which causes the capacity of a facility's structural system or components to be reduced to 90 percent or less of original stability or strength.

(6) A building is added to the Army inventory through purchase or donation.

b. Exceptions to seismic evaluations. An existing facility is exempt from seismic evaluation if:

(1) It is located in a region of Low Seismicity, unless it is designated as mission essential. Low Seismicity is lateral earthquake ground motion where the variables of SDS is less than 0.167g and SD1 is less than 0.067g. The IBC 2003 paragraph 1615.1.3 provides equations to determine the design spectral response accelerations SDS and SD1. For an explanation of SDS and SD1, see paragraph 1615.1.3 of the IBC 2003.

(2) Replacement or demolition is scheduled within 5 years.

(3) The facility is intended only for minimal human occupancy, and occupied by persons for a total of less than 2 hours a day.

(4) It is a detached one or two Family dwelling, two stories or less located where SDS is less than 0.40g.

(5) It is a detached one or two Family wood frame dwelling, two stories or less located where SDS is equal to or greater than 0.40g, if it meets the light-frame construction requirements of the FEMA 368/369, 2000 National Earthquake Hazards Reduction Program (NEHRP) Recommended Provisions for Seismic Regulations for New Buildings and Other Structures.

(6) It is a one-story light-frame or wood construction, with a floor area less than 3,000 square feet (280 square meters).

(7) It is a post-benchmark building as defined in Table 1–1 of Interagency Committee on Seismic Safety in Construction (ICSSC) Recommended Provision (RP) 6, Standards of Seismic Safety for Existing Federally Owned or Leased Buildings or its original design was done according to the provisions of the IDS. To satisfy this exemption, the building must comply with all structural, non-structural, foundation, geologic site hazard, and adjacency compliance categories of the applicable building codes.

(8) It was designed and constructed for the Federal Government after the date of the adoption of Executive Order (EO) 12699, and it was designed in accordance with ICSSC RP 2.1A, Guidelines and Procedures for Implementation of the Executive Order on Seismic Safety of New Building Construction.

(9) It has already been seismically rehabilitated in compliance with the provisions of ICSSC RP 4, Standards of Seismic Safety for Owned or Leased Buildings and Commentary.

(10) It is a special structure, such as a bridge, transmission tower, industrial tower or equipment, pier, wharf, or hydraulic structure.

c. Seismic rehabilitation. If the seismic evaluation process indicates the earthquake resistance of an existing facility does not meet life-safety or applicable higher performance objectives established for the facility, appropriate mitigation of the risk must be performed. The mitigation method will be selected in accordance with IMCOM guidance. Mitigation alternatives include rehabilitation of structural, non-structural, or geologic hazards; facility abandonment; and reduced occupancy category for the facility. If structural, non-structural, or geologic rehabilitations are the chosen mitigation measures, design and detailing will be done in accordance with FEMA 356, Prestandard and Commentary for the Seismic Rehabilitation of Buildings, and UFC 3–301–05A Seismic Evaluation and Rehabilitation for Buildings.

d. New facilities or additions or extension of existing facilities. New facilities and additions or extensions of existing facilities will be designed to provide the level of seismic protection required by UFC 1–200–01, Design: General Building Requirements (found at http://www.wbdg.org/ccb/DOD/UFC/ufc_1_200_01.pdf); the IBC 2003; and UFC 3–310–04.

5–16. Security of facilities

To accommodate the need for security and antiterrorism and thereby minimize the likelihood of casualties against DOD personnel in the buildings in which they work and live, security and antiterrorism requirements must be integrated into all buildings and structures. DOD has developed the UFC 4–010–01, DOD Minimum Antiterrorism Standards for Buildings, which establishes the mandatory building antiterrorism standards for all DOD components. Mandatory DOD antiterrorism standards for new and existing inhabited buildings, for expeditionary and temporary structures, as well as additional recommended measures for new and existing, inhabited buildings are found within the current IDS.

a. Army Standards for security of facilities and for protective design criteria must be met by complying with requirements found within UFC 4–010–01; DODI 2000.16, DOD Antiterrorism Standards; AR 190–13; AR 195–5; AR 525–13; and TM 5–853 Security Engineering series.

b. Additional guidance can be found within UFC 4–010–1, DOD Minimum Antiterrorism Standards for Buildings; UFC 4–010–02, DOD, Minimum Standoff Distances for Buildings; DOD Handbook 0–2000.12–H, Protection of DOD Personnel and Activities Against Acts of Terrorism and Political Turbulence; the UFAS; ADAAG; the Architectural and Engineering Instructions Manual (AEIM), found at http://www.swd.usace.army/capabilities/swdengineeringcriteria/chapters/SWD%20AEIM%20Jan%202003.pdf; and by accessing the Security Engineering Working Group Web site at http://sewg.nwo.usace.army.mil/.

5–17. Packing and crating

Packing and crating of government equipment and supplies may be performed by the public works activity on a reimbursable basis.

Section III
Hazardous Building Materials

5–18. Introduction

This section establishes facility policy for identification and control of hazardous building materials in a manner protective of human health and the environment. Environmental, medical, and safety policy are contained in AR 200–1, AR 40–5, and AR 385–10, respectively.

5–19. Policy

The following policies apply at the garrison level:

a. Comply with Federal, State, and local requirements concerning hazard identification and control activities relating to materials known or suspected to contain LBP and asbestos. Such activities include surveys; hazard assessments and control; training; medical monitoring; worker protection; occupant notification; solid waste disposal; laboratory accreditation; and sale, lease or demolition of facilities.

b. Establish lead and asbestos hazard management team under the direction of the garrison commander. The team will consist of representatives from public works, medical, environmental, housing, safety, legal, and public affairs offices.

c. Ensure development and implementation of management plans to identify and control lead and asbestos hazards and exposures.

d. Perform a lead hazard risk assessment, including ongoing monitoring, in all Army Family housing (target housing) and child-occupied facilities constructed prior to 1978. Perform surveys to identify the presence of asbestos hazards (asbestos hazard risk assessments), including ongoing monitoring, in all installation facilities constructed prior to 1990.

5–20. Lead hazard management

a. The purpose of lead hazard management is to prevent lead exposure to Army personnel, particularly to children under the age of six years, pregnant women, and workers. Lead hazard management includes identification of lead hazards in child-occupied facilities by performance of risk assessments, control or elimination of lead hazards through interim control or abatement, and on-going monitoring of painted surfaces known or assumed to contain lead. Paint inspections to determine the presence and location of LBP will be performed only when required by Federal, State, or local regulations.

b. Where not otherwise specifically required by Federal, state, or local standards, the Army, recognizing that lead-based paint is not the only source of lead exposure, uses the more inclusive terms “lead-based paint management,” “lead hazard management,” and “lead hazard” instead of “lead-based paint,” “lead-based paint management,”and “lead-based paint hazard.”

5–21. Lead requirements

a. Families will receive specific information on the lead history of assigned Army Family housing and general information on lead exposure prevention, as required by 24 Code of Federal Regulations (CFR), Part 35, Subpart A, and 40 CFR Part 745 subpart F, which implement 42 USC 4852d, Disclosure of Information Concerning Lead Upon Transfer of Residential Property.

b. The Department of Housing and Urban Development (HUD) has developed guidelines for the evaluation and control of LBP hazards. These guidelines for the evaluation and control of lead-based paint hazards in housing will be followed as a standard of practice for risk assessment, management, and abatement of lead hazards. Guidelines may be obtained from HUD Web site at http://www.hud.gov/offices/lead.

c. Paint in target housing and child-occupied facilities is assumed to be lead-contaminated, unless testing determines otherwise. Risk assessments to identify lead hazards will be performed for facilities that contain lead-contaminated paint. Lead hazards will be managed by interim controls.

d. Lead-contaminated paint will be abated only when interim controls are ineffective or when economically justified for major repair or whole neighborhood revitalization projects. Such paint will not be removed solely for the purpose of abatement.

e. Lead-contaminated bare soil will be managed by interim controls unless economic, operational, or regulatory requirements dictate removal and disposal.

f. The UFGS 028319.0010 will be used for the abatement of lead based paint hazards in target housing and child occupied facilities. For all other construction work that may be impacted by the disturbance of lead based paint use UFGS 028313.0020.

5–22. Disposition of Army facilities with lead-based paint

a. The HUD 24 CFR, Part 35, Subpart C, implements 42 USC 4822(a) and provides direction on disclosure and other specific requirements for purchase or sale of Army housing that was constructed before 1978.

b. Building demolition debris will be characterized and disposed of in accordance with Federal, state, and local solid waste management requirements (see AR 200–1).

5–23. Asbestos hazard management

The purpose of asbestos hazard management is to control the release of asbestos from non-friable asbestos-containing material (ACM) (and damaged friable ACM) and to minimize occupational and non-occupational exposure. Asbestos management includes surveys (asbestos hazard risk assessments) to identify the presence of asbestos hazards, including ongoing monitoring, controls, and abatement in all installation facilities constructed prior to 1990.

5–24. Asbestos requirements

a. Asbestos is regulated as a hazardous air pollutant by 40 CFR Part 61, Subpart M, National Emission Standards for Asbestos.

b. Facility surveys and surveillance monitoring will be conducted and documented to identify the existence and extent ACM hazards in accordance with the installation asbestos hazard management plan.

c. Identify, evaluate, and control ACM in schools on Army installations in accordance with the Asbestos Hazard Emergency Response Act (AHERA) of 1986 and 40 CFR Part 763. Surveys of school facilities which contain, or are suspected to contain, ACM will be conducted a minimum of every three years.

d. The installation asbestos hazard management plan will—

(1) Include provisions for training of workers, work practices, abatement alternatives, in-place management work practices, surveillance monitoring, state or local reporting requirements, and environmental response procedures.

(2) Include an environmental impact analysis per AR 200–1.

(3) Base abatement decisions on factors that include hazard assessments, initial and long-term costs, and projected utilization and useful life of facilities. The ACM will not be abated solely for the purpose of removal.

e. Use UFGS 028314.0010 for the abatement of asbestos and ACM.

5–25. Disposition of Army facilities with asbestos-containing material

a. Facilities with known or suspected ACM which does not pose a threat to human health at the time of transfer will be leased or sold in an "as is" condition.

b. The ACM hazards will be abated in facilities to be leased or sold prior to property transfer unless—

(1) The facilities are scheduled for demolition by the transferee and the transfer document prohibits occupation of the building prior to demolition.

(2) The transferee assumes responsibility for the management of any ACM in accordance with applicable Federal, State, or local requirements.

c. Before lease or sale, all known information concerning ACM and ACM hazards in the facility will be disclosed to the transferee. Special studies or tests to obtain this information are not required.

d. Prior to demolition of facilities, friable ACM or ACM which will become friable during demolition, will be removed and disposed of in accordance with the National Emission Standards for Asbestos (40 CFR 61, Subpart M) and other applicable Federal, State, and local requirements.

Section IV
Roofing Systems Management

5–26. Introduction

This section establishes facility policy for inspection, maintenance, repair, and replacement of roofing systems.

5–27. Policy

The IMCOM will ensure the development and execution of an installation roofing system management plan in accordance with criteria of TM 5–617 and the ROOFER Roof Sustainment Management System (SMS).

5–28. Inspection, maintenance, and repair

a. Trusses, roof framing, roof covering, and associated structural components will be inspected by a qualified individual for structural adequacy and serviceability (see TM 5–617).

b. Roofing systems will be inspected every five years, except—

(1) Steep roofing systems will be inspected every seven years.

(2) Long span timber trusses, heavy timber framing, masonry unit pilasters, or columns supporting structural frames will be inspected every two years.

(3) Timber framed buildings with high occupancy, such as theaters, chapels, gyms, and assembly halls, will be inspected annually.

(4) Roofing systems will be inspected after any storm or phenomena of nature that may have damaged the roofing system and after the installation of any roof mounted equipment.

(5) Membrane roofing systems (built-up and single-ply) will be inspected annually.

(6) Roofing systems under warranty will be reinspected prior to the end of the warranty period.

(7) Roofing projects will be reviewed for technical adequacy, compliance with U.S. Army Corps of Engineers and Federal guidelines, and warranty provisions.

c. Modifications to roofing systems will be approved in advance by a structural engineer.

5–29. Roof replacement

a. Design and documentation of roof replacement projects will include—

(1) Building classification and design life.

(2) Planned use of the building.

(3) Structural capability of the roof support system and deck.

(4) Economic assessment of alternative roofing systems.

(5) Past performance of the existing roofing system.

b. Areas of wet insulation will be removed and replaced. Wet insulation can be identified using a non-destructive moisture detection methods, including infrared (IR) thermography and nuclear or capacitance meters.

5–30. Safety and access

a. Personnel performing work on roofing systems will be protected according to Occupational Safety and Health Act (OSHA) 29 USC chapter 15 and 29 CFR 1926.

b. Roof areas will be accessible only to personnel performing inspection, maintenance, repair, or replacement of roofs or roof mounted equipment.

c. Mounting of equipment on roofing systems is discouraged.

d. Walkways will be provided to protect roofs from continuous traffic.

Section V
Preventive Maintenance and Self-Help

5–31. Introduction

This section establishes policy for—

a. Preventive maintenance. Preventive maintenance is the systematic care, servicing, and inspection of equipment, utility plants and systems, buildings and structures, and grounds facilities for the purpose of detecting and correcting incipient failures and accomplishing minor maintenance.

b. Self-help. Self-help is a voluntary program that uses military personnel and civilians to accomplish maintenance, repair, and minor construction to improve the livability and appearance of facilities.

5–32. Preventive maintenance

a. Guidance on operating procedures, organization, and frequency of preventive maintenance services is contained in TM 5–600 series.

b. Trained plant and equipment operators and maintenance personnel (that is, boiler plants, cold storage plants, water and sewage plants, fire fighting equipment, mobile equipment, and utilities shop equipment) will accomplish preventive maintenance services.

c. An effective preventive maintenance program includes—

(1) Supervision and quality assurance.

(2) Training of operators and maintenance personnel in proper procedures, safety, and operation.

(3) Periodic inspection and servicing of plant systems and equipment.

5–33. Self-help

a. Work to be accomplished by self-help will be that which can be performed using Army training, materials, equipment, and supervision.

b. Self-help projects include minor maintenance (for example, painting a room), improvements (for example, landscaping and fencing), and troop sponsored projects (for example, renovation of barracks).

c. Controls will be established to ensure that personnel are technically qualified and that the work is approved, complies with the IDG, and has received an environmental review.

Section VI
Custodial Services

5–34. Introduction
This section establishes policy for custodial services.

5–35. Policy
Commanders will—

a. Provide custodial services necessary to promote safety, health, livability, and appearance enhancement of facilities (see AR 215–1, AR 215–3, AR 215–4, TM 5–608, and TM 5–609 for additional guidance).

b. Provide services in the most practical and economical manner, utilizing trained in-house or contract personnel in accordance with AR 5–20, and DA Pam 5–20.

c. Ensure that custodial services contracts require the contractor to provide necessary supplies and equipment.

Chapter 6
Facilities Engineering Materials, Equipment, and Relocatable Building Management

Section I
Introduction

6–1. Overview
a. This regulation prescribes Army facility and infrastructure materials, equipment, and relocatable building management administrative policies, criteria, procedures, standards, and responsibilities.

b. The IMCOM will provide—

(1) Guidance for the receipt, storage, issue, disposition, and maintenance of material accountable records, used to accomplish the public works mission.

(2) The acquisition and life cycle management of public works equipment.

(3) The authorization, acquisition, use, and disposition of relocatable buildings.

6–2. Applicability
This chapter applies to the Active Army and Army RC. It also applies to Government-owned, contractor-operated industrial plants and activities. This chapter does not apply to the national cemeteries, civil works facilities of the Corps of Engineers, and facilities occupied by Army activities as tenants when support is provided by another Government agency, or contingency locations.

6–3. Chapter exponent
The exponent of this chapter is the ACSIM (ATTN: DAIM–FDF).

6–4. Chapter responsibilities
a. Assistant Secretary of the Army, Acquisition, Logistics, and Technology (ASA(ALT)) will—

(1) Provide overall policy for procurement of supplies and equipment.

(2) Provide HQDA oversight for the Government Purchase Card and Prime Vendor Program.

b. The ASA(I&E) will provide oversight for Army buildings and structures, for supplies and equipment items used to accomplish the Army's mission, and for relocatable buildings used as personal property items.

c. The ACSIM will—

(1) Establish Army policies through the Facilities Policy Division.

(2) Review and approve installation requests for use of local, municipal, or regional (public or private) material or equipment support to installations, other than Army owned systems.

(3) Provide technical and general guidance to IMCOM for programs such as facilities engineering supply, non-tactical vehicles and equipment per AR 58–1, facilities operations, and relocatable buildings.

(4) Review and approve, or forward to approval authority, facilities projects and requests for equipment and relocatable buildings above the limits delegated to the IMCOM.

(5) Overall ARSTAF responsibility for establishing priority and equipment funding in the Installations Program Evaluation Group (II PEG) to include the installation non-tactical vehicle (NTV), Special Purpose vehicles, fire trucks, and base-level commercial equipment (BCE) to support engineer functions.

d. Commander, IMCOM will—

(1) Provide command and technical staff guidance and direction to subordinate public works supply and equipment

operations and relocatable buildings program to include making site assistance visits prescribed by this and other regulatory guidance.

(2) Advise the ACSIM Facilities Policy Division of major changes necessary to improve the public works supply and equipment support needed to accomplish the mission.

(3) Approve or recommend approval for relocatable building requirements (including validation of the supporting economic analysis) as outlined in this chapter.

(4) Maintain records of relocatable buildings. Data will include, as a minimum:

(a) Manufacturer and manufacture date.

(b) Start and end date.

(c) Lease or purchase.

(d) Fund source.

(e) Square footage.

(f) Number.

(g) Cost.

(h) Function.

(5) Submit annual funding requirements for the five year plan for supply, equipment, Non Tactical Vehicle (NTV), special purpose vehicles, fire trucks, (alternative fuel vehicles (AFV)), and BCE to the Assistant Chief of Staff for Installation Management, ATTN: DAIM–FDF, 600 Army Pentagon, Washington, DC 20310–0600.

(6) Conduct annual formal evaluations of the public works supply and equipment operation.

(7) Implement the following requirements at the installation level.

(a) Supervise and coordinate public works supply functions and equipment maintenance operations.

(b) Ensure that the equipment acquisition program part of the RMP is reviewed at least semiannually.

(c) Manage the acquisition, use, and disposition of public works equipment (as outlined on the AWP, Equipment Acquisition and Rental Subpart).

(d) Prepare and recommend approval of the requirements for the acquisition of relocatable buildings to be used as personal property, and supervise and coordinate their installation and removal.

(e) Appoint an officer accountable for public works supplies as required by AR 735–5.

e. Commander, USACE will—

(1) Provide support to IMCOM and ACOMs, ASCCs, and DRUs.

(2) Oversee the Installation Support Center of Expertise (CEHNC–ISCX) preparation of the economic analysis used to determine the economic preference of lease versus purchase of relocatable buildings.

f. Deputy Chief of Staff, G–4 will—with the exception of public works supply— oversee ARSTAF responsibility for end item and wholesale supply management (see AR 710–1), for supply operations below the national level (see AR 710–2), and for Army materiel maintenance and wholesale maintenance operations (see AR 750–1).

g. The Surgeon General will oversee ARSTAF responsibility for the Armywide health service system, to include policy guidance for medical logistics (AR 40–61) and life cycle management of medical materiel (see AR 40–60).

Section II
Public Works Engineering Materials

6–5. General

a. Overview.

(1) This section provides policy for public works supply operations. The section also prescribes policies, procedures, and guidance for obtaining and storing those materials used to accomplish the facilities engineering aspects of the mission. It also prescribes stock control administration and management as applicable to public works supply operations using either a manual or DA approved automated system, such as Supply 2000 (S2K) (located at https://ifsprod.lee.army.mil/Supply_2000.htm).

(2) Public works materials include industrial and construction supplies, repair parts for installed building equipment, public works assigned equipment, and grounds-keeping supplies. Also included are those tools used in the maintenance, management, or repair of real property items that are the responsibility of the installation or community public works.

b. General information.

(1) The organization for public works Engineer Supply Support Activity (SSA) is structured under a table of distribution and allowances (TDA) that provides the man power authorizations for the public works. The supply activity is either a separate division or a branch under another division.

(2) Activities with automated capability will maintain the transaction history file in a machine usable form and retain the file for 2 years.

(3) The SSA uses funds that are appropriated by the Congress and are called “operations and maintenance, Army” or “operating” or “consumer” funds. These funds are appropriated for 1 year. The OMA funds for these activities are

mission funds used for clearly defined purposes. Requests for items of engineer supply from customer units are funded by these funds. Any item of supply placed on requisition by an SSA is funded with OMA funds.

c. Stock record account. The Army stock record accounting system is used to account for U.S. Government supplies and equipment.

(1) The stock accounting system is a set of accounting files and records known as the SRA. These records show the receipt, issue, and asset status of supplies.

(2) An accountable officer appointed under AR 735–5, to operate the SRA, and is accountable for supplies from the time of receipt until issued, released, or dropped from accountability.

(3) After obtaining approval to establish an SSA for mission support, the account will be identified by requesting a DOD Activity Address Code (DODAAC) under the provisions of AR 725–50 to distinguish the SRA and the organization operating the SSA.

(4) The objective is for all SRAs to operate an approved automated system. Files and records identified in DA Pam 710–2–2 will be employed in manual SRAs.

(5) The IMCOM will operate a mission support SRA employing detailed item accounting or summary accounting if all issues are directly to a work order, service order (SO) or troop issue.

d. Inspections.

(1) Supply operations will be inspected by IMCOM. IMCOM will ensure that inspectors have a general knowledge of the inspected installation's mission, are thoroughly familiar with public works supply policies and procedures, and are familiar with any automated systems used.

(2) The IMCOM will establish an inspection schedule. The evaluating organization will retain a copy of the latest inspection on file.

e. Engineer supply support activity performance metrics. The role of the SSA in sustaining readiness is measured in terms of efficient customer support. Measures of customer support are not always appropriate when the sole customer is an internal organizational operation; for example, the public works activity's work and or service orders section.

(1) *Metrics*. The performance objectives and frequency of reviews are listed in the paragraphs below—

(a) Customer wait time or net availability. This process is the percentage of all valid demands for Authorized Stockage List (ASL) items that where filled to a level of that least 90 percent. It is a function of ASL depth (measuring the quantities stocked for any given ASL line). Where the depth of the ASL has been reduced and "just in time" delivery is the norm, then this standard will not be used. The following is a formula for normal ASL demand satisfaction: Valid ASL demands completely filled ? total valid ASL demands x 100=percent demand satisfaction.

(b) Zero balance with due-outs. This balance indicates the ASL lines at zero balance with due-outs (DO) as a percentage of the total number of ASL lines. The formula for zero balance with due-outs is: ASL zero balance lines with DO ? total ASL lines x 100=percent of zero balance with DO.

(c) Inventory accuracy. This process represents the fraction of ASL lines having no substantial difference between the dollar value of inventory and the dollar value of the stock record balance. A substantial difference is an overage or shortage with an extended line value greater than $500. The formula for inventory accuracy is: total lines without substantial difference ? total lines inventoried x 100=percent of inventory accuracy.

(d) Inventory adjustment rate. The cumulative total dollar value of inventory adjustments (both gains and losses, not the net differences) for the fiscal year (FY) should be within the established objective, as per AR 735–5, chapter 14.

(e) Location accuracy index. This index indicates how well the inventory location records compared with actual physical location of assets. It is expressed as the percentage of all inventory locations surveyed that were correct. The formula for location accuracy is: number of correct locations ? total locations surveyed x 100=location accuracy.

(f) Receipt processing time. This processing is the timeframe expressed in days from the time supplies arrived at the SSA to posting of receipts to the stock accounting record. This processing applies to all supplies received by the SSA except for those supplies received without documentation or requiring item identification where research must be conducted.

(2) *Automated supply system cycle run*. Customer requests should be processed on a daily basis. The frequency of cycle runs is one each work day.

(3) *Excess*. Stocks on hand above the retention level (RL) are excess. Reviews are made to determine excess and to take disposition action. The RL is defined as two times the requisitioning objective (RO). The frequency of review is monthly.

6–6. Cataloging functions

Cataloging provides essential elements of item identification.

a. The primary source of catalog data for Army managed material will be the Federal Catalog System (FedLog). When catalog data cannot be obtained from the above, it will be obtained locally using vendor information sources or other means and added to the catalog. Refer to AR 708–1, DA Pam 708–1, and Defense Logistics Agency (DLA) H series handbooks for cataloging guidance. The IMCOM Regions may require approval by an SSA underneath the Region for MCN creations.

b. All items will be cataloged using a national stock number (NSN) if a NSN has been assigned. If an NSN is not assigned, the SSA will create a management control number (MCN) using the guidance in AR 708–1.

6–7. Supply control functions

a. This section provides policy on those functions by which an item of supply is controlled within the supply system. Functions include requirement's computation, requisitioning, receipt, storage, issue, disposition, recovery, and shipping.

b. Stockage selection at the SSA is the decision to place an item in stock. Demand history files will be maintained a minimum 24–month period. Demand history information at the SSA will be maintained for each item issued to user. Items selected for stockage will make up the ASL.

(1) *Stock (SC 1)*. This item is demand supported. Stockage is based upon actual recurring demands in a 360–day period. Items may be added to the ASL based on the sixth recurring demand within a 360-day period.

(2) *Fringe (SC 2)*. These are non-demand supported items. These items will have an RO of zero. Inventory and use data will be recorded but replenishment will not be made. Only those items that have a valid due out will be ordered. Non-stocked items received as turn-ins or as receipts not due in will be processed for disposition. These items will be considered excess.

(3) *Seasonal stock (SC 3)*. This is a non-demand supported item with expected use. Seasonal items that do not qualify under any other stockage criteria will be kept on hand only as a stockage code (SC 3). The RO for seasonal items will be based on expected use in one year. Public works activities will establish the minimum level to meet expected requirements. These lines will be revalidated during the semiannual ASL review.

(4) *Standby (SC 4)*. This item is a non-demand supported item. Standby items have few or no demands, but must be stocked or available for use during emergencies. RO override will be based on expected requirements and the availability of the item. Public works activities will establish the minimum level to meet expected requirements. These lines will be revalidated during the semiannual ASL review.

(5) *War reserve (SC 5)*. This item is a non-demand supported item. These items will be stocked when they do not qualify for any other stockage criteria and are required for use in time of war. RO override will be based on expected requirements and the availability of the item.

(6) *Unserviceable (SC 6)*. This stockage code is used to account for unserviceable material until it has been disposed.

(7) *Blocking, bracing, and tiedown (SC 7)*. This item is a non-demand supported item. These items will be stocked when they do not qualify for any other stockage criteria and are required for use in providing specific material to support troop movement or packaging material for shipment. RO override will be based on expected requirements and the availability of the item.

(8) *JSIIDS (SC 8)*. This item is a non-demand supported item. This stockage code will be used for security devices and other related security items. The RO override will be based on expected requirements and the availability of the item.

(9) Miscellaneous (SC 9). This item is a non-demand supported item. Items will be stocked in this category when they do not qualify for any other stockage codes. RO override will be based on expected requirements and the availability of the item.

(10) *Stockage level*. Each stocked item must have an RO or an RO override that will be recorded in the stock accounting record. The RO is the maximum quantity of the item authorized to be on hand and on order at any time. RO quantity will be demand based unless the stockage code is one that supports non-demand support stockage.

(a) Public works supply activities will keep stocks to a minimum consistent with responsiveness to the public works mission. Only repair parts and supplies required for the public works mission will be stocked. Basic stockage selection and stockage level guidance is outlined above. To minimize the investment in inventory, items available through local purchase procedures should not be stocked unless responsiveness to the public works mission will be degraded.

(b) Items are considered "stocked demand" if based on six demands within a 12-month period. Items may be retained on the ASL if it has three demands in the control period.

(c) The computed RO will consist of an operating level (OL), order ship time (OST) level, and a safety level (SL). The reorder point (ROP) will be the sum of the OST level and SL.

(d) The control period for computing the RO will be a minimum of 360 days for both OST and demand data. The quantity demanded will be the total recurring quantity demanded during the 360-day (12-month) period being reviewed. Do not count the month in which the computation is being made. The OST is measured in the actual number of days that elapse between the document date of a requisition and the date the receipt is posted to the stock accounting record. Average OST will be updated each time a receipt document is posted to the transaction history for individual stock number.

c. Stockage levels should be calculated using an OL of 15 days in the continental United States (CONUS) and 30 days outside CONUS (OCONUS). The SL level is 5 days or less. Other than CONUS, activities may use an SL of up to 15 days. Economic order quantity calculations should be made using a total annual variable holding cost of 15

percent. The penalty (shortage) cost associated with supply failure (running out of inventory) should be considered in the formulation of inventory models.

d. Shop stock supports service orders (SO) and preventive maintenance. Stockage should be limited to 15 days of supply, but no more than 30 days of supply. Shop stock lists will be documented. Lists are examined periodically by the chief of the using branch for suitability and need. To qualify for shop stock, items should be frequently used on SOs (R suffix) or preventive maintenance work orders (M suffix). Shop Stock lists are established by the chief of the using branch and jointly reviewed by the branch chief and the chief of the supply activity, or the accountable officer, on a semiannual basis. The shop stock rate should be recalculated at least quarterly.

e. Replenishment of stock will be based on an ROP. Replenishment will be based on the formula; on-hand (OH) + due-in (DI) - due out (DO)=X. If X is at or below the ROP, the replenishment will be for a quantity up to the RO.

6–8. Procurement of material

a. Sources.

(1) Requirements for supplies will be satisfied from the listing of sources of supplies and services found in the Federal Acquisition Regulation (FAR), subpart 8.001.

(2) Materials required for the public works supply account will be requisitioned directly, per the procedures in AR 725–50, from the applicable wholesale source or locally procured per the FAR. Maximum use will be made of the simplified acquisition procedures outlined in part 13 of the FAR (for example, Government Purchase Cards (GPC), Prime Vendors, Blanket Purchase Agreement (BPA)) and of indefinite delivery contracts allowed by the FAR, subpart 16.5.

(3) Outside continental United States activities may requisition materials directly from CONUS and OCONUS sources for direct shipment to the installation or community. Local purchase (and simplified acquisition) procedures will be used to ensure responsiveness to the public works mission.

b. Acquisition procedures.

(1) Items with a standard National Stock Number (NSN) will normally be procured in accordance with AR 725–50.

(2) The officer accountable for the public works supplies determines whether nonstandard and commercial type supplies (expendable and nonexpendable) are to be requisitioned through the wholesale supply system, from General Services Administration (GSA) stores stock catalogs, or purchased locally.

(3) In addition to items coded for local purchase in the FedLog, the officer accountable for the public works supplies may authorize the local purchase of commercial repair parts, supplies, and nonstandard tools and equipment required for maintenance, repair, and minor construction projects.

(4) Public works supply requirements may be satisfied locally when garrison developed criteria indicate that the wholesale supply system will not be responsive.

(5) Prior to taking supply actions, current lists of excess items will be screened for required items and for acceptable substitutes.

c. Simplified acquisition procedures.

(1) Individuals employing simplified acquisition procedures and their immediate supervisor will be trained in the overall scope of contracting authority and responsibility and specifically in the use of small purchases procedures.

(2) To provide adequate responsiveness to and assure efficient accomplishment of the public works mission, individuals with primary responsibility for processing requests for supplies should be appointed as ordering officers. Blanket Purchase Agreement (BPAs) will be established for as many of the wide variety of items within broad categories of the supplies needed to routinely accomplish the public works mission as practicable. Ordering officers should be empowered with maximum BPA "call" authority.

(3) Individuals within the public works activity will be issued a Government credit card such as the GPC. The GPC is used to simplify the simplified acquisition process, to shorten procurement time, and to improve cash management practices and internal management controls.

(a) Written delegation from the authorizing contracting office will entitle individuals to use the credit card. The authority will contain specific spending (such as per transaction or per month) and other usage limitations unique to that cardholder. Consideration for issue of this card will be extended to those individuals with responsibility for obtaining supplies empowered with maximum local purchase authority.

(b) A reasonable monthly limitation will be established for the public works supply activity (and individual cardholders). Consideration will be given to establishing higher transaction limits up to the maximum of $25,000 for selected individuals.

(c) Transactions will be documented in the approved automated supply accounting system.

6–9. Receipt, issue, and disposal

a. Receipt processing.

(1) The SSA is responsible for receiving supplies. The sources of material received are returns from the user, receipts of replenishment inventory, and non-stocked items directly from vendors for specific work or Service Orders (SO).

(2) A receipt from vendor can come from central or local procurements. A procurement delivery document should always accompany each shipment. Material received from vendors will be inspected, and the quantity listed on the delivery document will be verified. Complete the tally-in process by indicating the actual quantity and condition of material received.

(3) Receipt documentation and transaction records will be posted or updated on a daily basis. Accountable officers are responsible for completion of the acceptance block of local and small purchase FOB destination receiving reports.

(4) Receipt documentation for items purchased by the contracting office will be provided to the contracting officer.

(5) Receipt documentation for items received from fabrication or cannibalization will be prepared for the purpose of establishing accountability.

(6) Discrepancies between receipt documentation and items received will be reported per AR 735–11–2.

(7) Serviceable material turned in from work will be identified by work document, stock number, item description, and quantity. Supply receiving personnel will provide technical assistance to personnel turning in material in the identification and tagging of items.

(8) Material turned in to an SSA as "found on installation" will be accepted in an "as is" condition. Property found on an installation will be picked up on the Stock Record Account (SRA) and, at the same time or processed as a receipt not due in. Accountability for the item must be accepted at the turn-in point.

b. Issues.

(1) An approved individual job order (IJO), SO, standing operating order (SOO), or shop stock work order will be used as authority for issue of public works supplies. Issues to reimbursable customers are authorized using appropriate request for issue documents.

(2) Issues to contractors will be per Army Federal Acquisition Regulation Supplement (AFARS), subpart 45.3.

(3) Identification of authorized customers will be by badges, charge cards, or bar code system identifying the individual and his or her organization.

c. Disposal.

(1) The disposal of excess, obsolete, or condemned non-repairable items will be approved by the officer accountable for public works supplies. Centrally managed excess items will be reported to the source of supply for disposition instructions.

(2) Disposal actions for excess materials will be thoroughly reviewed to ensure that the item is of no or marginal value to the public works activity. These reviews will include checking expiration dates and expressed and written warranties.

(3) Prior to normal disposal actions, the manufacturer, wholesaler, or local vendor should be requested to provide a direct refund or credit to the public works activity on a present or future purchase for the return of serviceable items.

d. Excess.

(1) The objectives of identifying and reporting excess are to assure maximum reuse of the excess and to prevent the disposal and purchase of the same material. Excess management will be per this regulation. Each line item will be reviewed once a quarter to determine if it is in an excess status. The value of all excess stock on hand will be calculated at least monthly.

(2) The IMCOM will be notified by the 5th working day following a determination that the value of excess stock exceeds 15 percent of the value of the authorized stockage.

(3) Line item quantities in excess of retention limits having a value of less than $1000 will normally be retained for use. If the value is $1000 or more, the full excess quantity will be reported for utilization screening. Emphasis will be placed on eliminating excess in SC 2 (fringe).

(4) Circulation of excess reports within IMCOM is encouraged. An automatic release date not exceeding 90 days will be assigned to each excess item being reviewed. Disposition of excess materials will be accomplished through the accountable officer.

(5) Government property, which remains at the conclusion of a contract or project, will be reported, redistributed, or disposed of per subpart 45.6 of the FAR. Contract provisions generally require the contractor to identify and inventory accountable personal property. Disposal of remaining Government property, if not addressed by the contract, will be managed as excess material.

e. Storage operations.

(1) Storage operation involves the act of storing, the act of being stored, or the keeping or placing of property in a warehouse, shed, open area, or other designated facility. Storage is a continuation of receiving and is preliminary to the shipping or issuing operations.

(2) The public works supply section is responsible for receiving, inspecting, stocking, safeguarding, inventorying, and maintaining the inventory consigned to the officer accountable for SRA. It is also responsible for issuing supplies to authorized customers.

(3) A stock location system will be set up at each storage activity.

(4) Hazardous material (HAZMAT) storage must be in accordance with DLAI 4145.11.

(5) A process must be in-place to manage the shelf-life items.

f. Inventory and adjustment.

(1) The purpose of a physical inventory is to determine the condition and quantity of items by physical inspection and count. An important part of the inventory process is the location survey.

(2) The purpose of a location survey is to determine the location and condition of material and correct records and the cause of discrepancies.

(3) Inventories will be conducted in a manner that assures each item is verified at least annually. Results of inventories will be recorded on the stock accounting records within 3 workdays after completion of the inventory. Stock accounting procedural publications will have instructions for correcting incorrect stock record postings. Other errors on the stock record will be corrected by the inventory and adjustment policy in this regulation.

(4) Inventories will be conducted as—

(a) Closed (wall-to-wall). The counting of all assets of an account during a given period.

(b) Open or cyclic. The counting of some selected assets of an account during a prescribed period.

(5) Special inventories will be made when—

(a) A negative OH balance is recorded.

(b) A material release denial occurs.

(c) A location survey finds an item in an unrecorded location or in an incorrect location.

(d) There is evidence of forced or unauthorized entry.

(e) Directed by the commander or accountable officer.

(6) Whenever discrepancies can be attributed to negligence, or there is evidence that negligence may be involved, the discrepancy will be adjusted under AR 735–5.

(7) All discrepancies (not covered above) in stock record balances found during inventories will be adjusted and reported. Inventory adjustment reporting and approval policy is contained in AR 735–5. IARs will be used to document condition code changes and reidentification of assets. Because these transactions do not represent an actual gain or loss to the account, approving authority signature is not necessary, however, the Stock Record Officer (SRO) will sign the IAR and a copy maintained in the voucher file.

(8) Causative research will be conducted for inventory discrepancies causing adjustments over $1000 in extended line item value.

(9) Causative research will be completed within 30 calendar days following completion of the inventory. Causative research will be accomplished at the direction of the accountable officer. The research ends when the cause of variance has been determined or no specific causes can be identified. The accountable officer will decide if action under AR 735–5 is required. The results of causative research will be recorded on the inventory adjustment form.

g. Self-help supply operations.

(1) The primary objective for establishing a self-help supply activity is to improve preventive maintenance of installation facilities and facilitate self-help projects. The physical location of this activity could be in a public works warehouse; at an issue point designated for self-help supplies, or made a part of a public works Self-Help Issue Point (SHIP). The officer accountable for self-help supplies should be designated per AR 735–5. This accountable SRO may be the same individual that is the accountable officer for public works supplies.

(2) A self-help supply operation for public works supplies may be established if the public works activity determines it to be advantageous. Although one self-help warehouse or supply point is normally considered sufficient for an installation, additional locations may be established.

(3) Authorized customers of self-help include occupants of government quarters or facilities as determined by the public works activity.

h. Self-help supply procedures.

(1) Self-help supply items are subjected to the same stock accounting and inventory requirements as any other stocked item.

(2) The SHIPs will be stocked with materials required to perform authorized self-help maintenance tasks.

(3) Tools may be stocked and loaned to authorized users.

(4) Methods of obtaining relief from responsibility for property are prescribed in AR 735–5. An analysis will be made of discrepancies between on-hand quantities and self-help supply manual or automated records. Inventory discrepancies will be adjusted per AR 735–5.

6–10. Stock control

a. Stock control function. Stock control is the establishment and maintenance of formal records of material in stock reflecting such information as quantities and condition.

b. Stock record account files. The officers accountable for the SRA files will establish and maintain the following files with the essential elements listed.

(1) The ASL files that identify required and authorized stock levels, as computed using the policies outlined above, will contain records with the following minimum elements of information:

(a) Stock number.

(b) Nomenclature.
(c) Unit of issue.
(d) Unit cost.
(e) Date of the last change to the stock record.
(f) Requisitioning objective.
(g) Reorder point.
(h) Safety Level.
(i) Stockage code.
(j) Quantity on hand.
(k) Date of last inventory.
(l) Due in, to identify assets due in to the stock record account.
(m) Due out files, to identify unfilled customer requirements.

(2) Automated transaction history files will be maintained for 24 months. The automated file will be used to record the following transactions processed by the SSA:

(a) Receipts.
(b) Adjustments both increase and decrease.
(c) Issues.
(d) Turn-ins.
(e) Stockage level changes.
(f) Stockage code changes.

(3) Demand history files are maintained to record recurring requirements.

(4) A document register will be kept to control assignment of voucher numbers. All transactions that affect the SRA balance will be recorded in the document register per AR 710–2, paragraph 4–38.

Section III
Management of Public Works Equipment

6–11. General policies

a. Life cycle management. This section prescribes policies, procedures, and principles for the life cycle management of the equipment used by the public works activity.

b. Requirements determination.

(1) Equipment requirements will be a part of the Resource Management Plan (RMP). The Equipment Acquisition program part of the RMP should be updated at least semiannually. The RMP will be the basis of long-range programming for the timely replacement of public works equipment items.

(2) Equipment requiring replacement during a given FY will be scheduled on the Equipment Acquisition and Rental subpart of the Annual Work Plan (AWP) for that FY. The following options must be considered:

(a) Leasing following appendix I guidance for either new or used.
(b) Purchasing or leasing multipurpose equipment.
(c) Rebuilding and remanufacturing existing.

(3) Unprogrammed requirements for equipment items can be generated by changes to mission or in technology, increased workload, accidents, and short notice or emergency projects.

(4) Excess or underutilized equipment should be reviewed every six months and a determination made to keep or remove from inventory by the public works activity. Equipment requirements are either continuing or noncontinuing. Noncontinuing requirements should be satisfied by a temporary loan or by rental of the equipment item. Requirements for recurring seasonal usage items can be considered continuing as determined by the public works activity and equipment manpower.

(5) The IMCOM Region Fire Protection Specialist shall review all installation fire truck requirements, including reserve trucks and confirm with installation Fire Chiefs the actual condition of existing equipment in consideration together with age, down time, repair cost, pump hours, and miles to establish the IMCOM Region priority for available funding each year. The Army 1577 NTV report consolidated by TACOM, for fire trucks shall reflect the IMCOM Fire Protection Specialist priority replacement requirements. The Total Army fire truck requirement for the ACOM, ASCC, and DRUs, the Army National Guard and the IMCOM approved priority list shall be used by ACSIM in programming fire truck funding each year.

c. Selection.

(1) When selecting the most appropriate item to satisfy an equipment requirement; consideration must be given to the duration of any need for the item, the capability to operate and maintain the item, the on-hand quantity of like or similar items, and the cost versus benefit alternative.

(2) The selection process will not be limited to items presently cataloged for government use and must consider equipment items that have multiple capabilities, and are economically beneficial and meet the mission requirements.

d. Authorization.

(1) Requests for changes to equipment authorizations listed on an installation or activity TDA and on common table of allowances (CTA) will be submitted per AR 71–32.

(2) Garrison commanders may authorize equipment items with an acquisition cost under the expense/investment threshold be added to the Supplement to Section III of the TDA per AR 71–32. This authorization procedure should be used for commercial equipment items to the maximum extent possible instead of requesting a change or addition to a CTA.

(3) The following also authorize equipment items to be on hand—

(a) Construction project documents authorize those equipment items required to accomplish a project. These requirements are considered temporary and authorization is limited to during project execution and for reasonable periods prior to the start of and after completion of the project.

(b) "Reserve" fire trucks (for quantities see chapter 26) and items designated as "standby" equipment as authorized by this regulation for retention.

(4) Equipment not justified by the TDA, supplement to section three of the TDA and CTAs for retention will be promptly reported to IMCOM for redistribution. Resulting adjustments to TDA authorizations will be submitted at the earliest practicable time.

e. Acquisition.

(1) *Interservice, interdepartmental, and interagency support agreements*. Garrison and separate activity commanders will consider entering into these agreements for the interchange of public works equipment on a loan or borrow basis. These arrangements, per AR 700–131, will minimize the inventories of high-value, low-usage equipment.

(2) *Rental, lease, and loan of public works equipment*. Maximum practicable use will be made of these types of acquisition when operationally acceptable and economically feasible (see app I). Leasing or rental of public works equipment is authorized when it is in the Government's interest and it does not conflict with leasing guidance found in appendix I.

(a) The decision to short-term lease or rent rather than purchase should be made on a case-by-case basis. If purchase is a viable option, a present value cost comparison (economic) analysis, based on the procedures in AR 11–18, will be performed to determine the option with the lowest life cycle cost.

(b) If purchase is not a near-term option, continuing public works equipment requirements will normally be satisfied by short term leasing commercial equipment. Lease agreements may be extended for a total of one-year period subject to availability of funds.

(c) The GPC may be used to satisfy emergency or temporary equipment requirements.

(d) Ensure the installation does not enter into a capital lease. When entering into a lease or rental contract, the public works activity shall verify the agreement is an operating lease. The leases must meet the criteria specified in OMB Circular A–11.

(e) Additional guidance pertaining to acquisition (lease, lease with option to purchase, and purchase) is contained in the FAR, subpart 7.4. The leasing of motor vehicles is also covered by the FAR, subpart 8.11.

(3) *Sharing and leasing of equipment*.

(a) Garrisons should establish equipment pools where concentrations of installations, communities, or activities make such an arrangement economically feasible and public works mission responsiveness is maintained.

(b) Interservice, interdepartmental, and interagency support agreements to share equipment are encouraged. Shared equipment may be loaned to other governmental agencies (see AR 700–131).

(c) See appendix I for policy on leasing to others.

(4) *Requisitioning replacements*.

(a) Requisitions for replacement of non-NTV equipment will be prepared and processed per AR 725–50. Alternative methods of replacement (leasing or local purchase) must be considered if the long lead times are unacceptable (reference AR 58–1 for all NTVs).

(b) The equipment replacement program formulated in the RMP and detailed in the public works activity AWP is the basis for the timely submission of requisitions. When an automated reporting system is available, the automated system will be used.

(5) *Nontactical vehicle procurement information*. The applicable ACOM, ASCC, and DRU or IMCOM will ensure the receiving installation is informed of the type, quantity, and estimated delivery date (EDD) of their vehicles.

(6) *Alternative vehicles*. Alternative fueled vehicles (AFV) guidance for all non-tactical vehicles, to include public works vehicles, is in AR 58–1.

(7) *Flexi-fuel alternative*. All Flexi-Fuel Alternative Fueled Vehicles that can use both an alternative fuel and either diesel or gasoline, must use the alternative fuel 100 percent of the time as required by Energy Policy Act of 2005 (PL 109–58). The public works activities shall work with their installation partners to maximize the use of alternative fuel to include, compressed natural gas, ethanol, bio-diesel, hydrogen, electric, or fuel cells.

(8) *Centralized or decentralized*. All NTVs centralized or decentralized must be procured through the US Army Tank-Automotive and Armaments Command (TACOM) and Life Cycle Management Command.

(9) *Local procurement*.

(a) Public works equipment that is identified in the SB 700–20 as being base-level commercial equipment (BCE) can be locally procured using installation investment funds (generally Other Procurement, Army (OPA)) if over the expense/investment threshold. Equipment locally procured at Army Working Capital Fund (AWCF) installations will be funded with operating funds if under AWCF Capital Investment Program of $100K. Equipment unit cost purchases that exceed $100K at AWCF installations are procured with AWCF CIP authority.

(b) Centrally managed equipment, special purpose NTV, general purpose NTV, passenger carrying NTV, fire trucks, and BCE must be procured using Other Procurement, Army (OPA) funds.

(c) The public works activity is authorized to receive value from trade or exchange for items of the same general category and apply funds towards procurement of required equipment together with OMA funds. Acquisition of similar replacement property using exchange/sale proceeds must comply with the DOD 7000.14–R, and AR 725–1, Special Authorization and Procedures for Issues, Sales, and Loans, Army accounting procedures, and other applicable financial regulations.

(d) Procurement of public works equipment items directly related to the production and disposal of timber products may be procured with the proceeds from the sale of timber (see AR 200–1). Proceeds for procurements over the expense/investment threshold must be sent to the Army Environmental Center.

(e) The item requested may approximate the item authorized to be on hand.

(f) Rationale for the acquisition of the "substitute item" should be retained with other organizational property records.

f. Operation and maintenance.

(1) *Operation of public works equipment*.

(a) Public works equipment operators will be trained and licensed in accordance with the Department of Transportation (DOT), Occupational Safety and Health Act (OSHA) and local government requirements (per AR 600–55). A valid state operator's license or OF 346 will normally be satisfactory evidence of ability to operate vehicles.

(b) The use of public works equipment is restricted to official purposes only. Items may be used for nonappropriated fund (NAF) activities (per AR 215–1).

(c) Loss or damage of public works equipment will be reported in accordance with AR 735–5.

(2) *Maintenance of public works equipment*.

(a) Public works equipment will be maintained in a safe and serviceable condition and in an acceptable appearance throughout its service life.

(b) Operators will perform Preventive Maintenance Checks and Services (PMCS) before use.

(c) An equipment maintenance activity may be operated by the installation public works activity. The public works activity can also use private sector capabilities. The equipment historical, maintenance and operational records will be maintained per this regulation and the general procedures found in DA Pam 750–8; detailed maintenance repair cost records per DFAS–IN Manual 37–100–FY at http://www.asafm.army.mil/secretariat/document/dfas37–100/dfas37–100.asp; and usage data per this regulation, AR 58–1, and AR 71–32.

(3) *Repair of public works activity equipment*.

(a) The public works activity may authorize repairs that exceed established repair cost criteria or maintenance expenditure limits (MEL) (As referenced in AR 750–1).

(b) When a mission essential item of public works equipment is inoperable an expedited alternative means of repair may be authorized.

(c) The public works activity will establish and annually review a "mission essential equipment" list for the purposes of managing expedited alternative means of repair. This list of items should include emergency equipment such as, fire trucks and snow removal equipment, but could include specialized low density and high utilization items (platform trucks, trash compactors, and refuse trucks) and a sampling of needed rapid response items. For example, one or two backhoes, a crane, one or two loaders, and a tractor.

g. Disposal.

(1) For transfer of accountability, see AR 710–2.

(2) For turn-in, see AR 710–2.

(3) Credits or proceeds from the exchange or sale of eligible nonexcess items can be used to acquire the replacement items following the procedures established in appendix J. Credits will remain with installation or activity and may be made to the GPC account for other local purchases of an item in the same category.

6–12. Management of public works activity owned and controlled equipment

a. General principles.

(1) Mileage or age alone will not be used as a yardstick for replacement. Public works vehicles and BCE must have a utilization goal for each type of item. If mileage is not an accurate measure of use, other utilization goals (such as

passengers or tonnage carried, or hours use) should be established. In all cases a document shall be retained on file to reflect the specific utilization goals that have been established for each vehicle. For example, the DPW has 10 pick-up trucks assigned to trades (electrical, plumbing, carpentry, land management). The trucks drive to work site and spend majority of time at the work site. Nine of the trucks are active at jobs sites on an average of at least 6.5 hours per day. One truck has low mileage and is assigned against a job only one hour per day. Is that 10th truck needed? Does the supervisor use the truck to visit job sites to check on work? Can the supervisor use his own car and get reimbursed or borrow another lightly used work vehicle? Do the job sites have POV restrictions? The local management must make a decision on whether the extra truck is necessary. Documentation, which should be robust enough to withstand an external audit, should be retained in the project data. The documentation should be reviewed and updated on an annual basis.

(2) All public works equipment end items will be documented as per AR 710–2.

(3) The IMCOM will—

(a) Appoint individuals responsible for management of the public works equipment program.

(b) Conduct agencywide surveillance of their equipment program. This is accomplished by monitoring reports and other equipment actions and by making staff visits.

(c) Visit each garrison on an established schedule by individuals having a general knowledge of the public works mission and a thorough knowledge of the management of the public works equipment program.

1. The purposes of these visits are to assess conformance with guidance and directives, to ensure the use of internal management control review checklists, to evaluate systemic problems, and to provide assistance.

2. A written report will document this visit with a copy provided to the visited activity and maintained for review.

(4) When appropriate, payment in the form of rental rates (for all operating, maintaining, and expenses of managing) and depreciation costs will be obtained for those equipment items used to accomplish public works maintenance, repair, and minor construction projects and other reimbursable services. Equipment rental for troop labor projects shall be considered a funded cost.

(a) Rental rates and depreciation costs should be locally determined or obtained from commercial sources. Payment should be to an established local account or an identifiable functional cost account code.

(b) Documentation of procedures used to establish rental rates and changes to rental rates, and a record of rents received will be maintained for at least 2 years.

(c) Documentation of the procedures used to establish depreciation rates and changes to these rates, and a record of payments received, will be maintained for 2 years after the item is no longer considered in service.

b. Safety considerations.

(1) Public works equipment acquired, loaned, or leased will be operated and maintained in compliance with AR 385–10.

(2) The operation of an item of equipment that is in an unsafe mechanical condition or in an unsafe manner is prohibited (see AR 385–10).

(3) Accidents involving public works equipment will be reported per AR 385–10.

(4) The provisions of the Operational Safety and Health Act (OSHA) (http://www.hqda.army.mil/acsimweb/homepage.shtml) are applicable as are shop safety precautions such as those found in 29 CFR 1910.

(5) Supervisors will ensure that personnel are provided with and required to use safety equipment, personal protection equipment, and those devices necessary to protect themselves and other individuals.

(6) All personnel will be given an initial indoctrination that will include instructions in—

(a) Safe practices and working in a safe manner.

(b) Accident prevention and recognizing hazardous conditions.

(c) Accident and hazardous condition reporting.

(d) The proper use and maintenance of equipment and tools.

(7) The above safety considerations apply to users of public works activity equipment issued or loaned as part of the self-help program.

Section IV
Personal Property Relocatable Buildings

6–13. Overview

a. This guidance establishes Army policy and procedures for the authorization, acquisition, use, sustainment, and disposition of relocatable buildings acquired as personal property. It applies to relocatable buildings on Army controlled property, purchased or leased as personal property, regardless of the source of funds.

b. This guidance does not apply to personal property items that are accountable in organic troop unit allowance lists such as table of allowances (TOAs) and tables of equipment (TOEs), tents, portable chemical toilets, and Family housing.

c. This guidance does not apply to building types and forms that are provided as an integral part of a mobile

equipment item and that are incidental portions of such equipment components, such as medical mobile units, communications vans or communications trailers.

d. This guidance does not apply to tactical use relocatable buildings that are centrally managed.

e. This guidance does not apply to structures that are 120 sq ft or smaller in combined floor size that are not connected to Real Property utilities. These structures will be approved, accounted for, and controlled by IMCOM. Each structure will have a sign with unit, POC, phone number and any other information IMCOM requires.

f. This guidance does not apply to Relocatable Buildings provided and approved as swing space or support as part of an MCA/Medical MILCON project and the relocatable buildings must be removed immediately upon completion of the MCA/Medical MILCON contract. Siting and utility support for contractor-provided relocatable buildings must be locally approved by the Garrison.

g. This guidance does not apply to Relocatable Buildings provided and approved as swing space or support as part of an operation and maintenance construction or repair project and the relocatable buildings must be removed immediately upon completion of the contract. Those Relocatable Buildings must not be the major part or main use of the project and are to be used only to support the work of the project. Siting and utility support for contractor-provided relocatable buildings must be locally approved by the Garrison.

h. Contractor-owned relocatable buildings provided for contract administration do not require approval under this policy and must be removed upon completion of the contract. Siting and utility support for contractor-provided relocatable buildings must be locally approved by the Garrison.

i. This guidance does not apply to tents that are purchased or leased, are not part of a TDA or TOE, and are not connected to real property utilities. Sprung type shelters and similarly constructed structures are not considered tents.

6–14. General policy

a. Interim requirement. A short-term, urgent requirement due to transitory peak military missions, deployments, military contingency operations, disaster relief requirements, or pending approval and construction of real property facilities via normal military construction programs. The short term requirement must have an approved exit plan to dispose of the building(s).

b. Relocatable building. Personal property used as a structure, that would have a building category code if it was real property, designed to be readily moved, erected, disassembled, stored, reused, and meets the 20 percent rule. Personal property is managed as equipment.

(1) The sum of building disassembly, repackaging, and non-recoverable building components, including typical foundation costs must not exceed 20 percent of the purchase cost of the relocatable building. If the percentage is greater than 20 percent, then the facility must be acquired as real property and follows real property project approval authorities. Typical foundations include blocking, footings, bearing plates, ring walls, and slabs that are an integral part of the relocatable building. Foundations do not include construction cost of real property utilities, roads, sidewalks, parking, force protection, fencing, signage, lighting, and other site preparation (clearing, grubbing, ditching, drainage, filling, compacting, grading, and landscaping). Slabs that are Real Property and not part of the actual building are not counted in the 20 percent.

(2) Tents that use real property utilities will be considered relocatable buildings.

c. Site preparation project approval.

(1) Site preparation costs are classified as construction because the items installed are permanent in nature and become Real Property-foundations, utilities, parking, and so forth. Projects for Site Preparation are subject to the statutory approval limitations for new construction. A construction project must result in a complete and usable facility. In the case of site preparation projects, the "complete and usable facility" is the prepared site. Accordingly, for project approval purposes, the work to prepare each distinct site is a project. Generally, in order to be "distinct," a site is characterized by the following:

(a) Independent of work at any other site to be "complete and usable."

(b) Independent of mission function at any other site to be "complete and usable."

(c) Site preparation work on no other site is dependant on it.

(2) Site preparation costs must be combined into one project for approval purposes for sites that are interdependent, but may be separately approved for sites that are inter-related. Inter-related contiguous sites are considered distinct and separate as long as each site is prepared as a complete and useable independent project.

d. Expense/investment threshold. The expense/investment threshold applies to the purchase and assembly and does not include delivery and set-up.

e. Delivery and set-up. The process of bringing the relocatable components from the point of origin to the point of destination and includes all work necessary to unload and stage the components. Delivery and set-up will be locally approved.

f. Purchase and assembly. Procurement of the relocatable components and work necessary to have a complete building or system, excluding delivery and set-up. Assembly includes connection to existing utility systems. Purchase and assembly are included in the approval request.

g. Personal property. Relocatable buildings will be accounted for as personal property.

h. Services contracts. Services contracts will not be used to acquire relocatable buildings.

i. Approval. Approval of relocatable buildings as swing space in support of maintenance, repair, or construction contracts, must comply with authorities shown in table 6–1.

Table 6–1
Army relocatable building approval and redelegation authorities

Action	Commander, IMCOM and Army Command, Army Service Component Command, and Direct Reporting Unit Commanders	DASA(I&H)
Lease (Non-BRAC)	Time: Known requirement 1 year or less and Cost: Total lease $100,000 or less.	Time: Known requirement exceeds 1 year or Cost: Greater than $100,000.
Purchase	No Authority	Unrestricted

j. Approval authorities for leased relocatable buildings are based on the total estimated leased cost. Setup, sustainment, and removal costs are normally contained within the lease.

k. Approval authorities for purchased relocatable buildings are based on the total estimated cost (total actual purchase plus assembly).

l. IMCOM will validate and submit requests for relocatable buildings on IMCOM controlled installations. For contingency areas and installations not funded by and under command and control of IMCOM, ACOM, ASCC, and DRUs will validate and submit requests for relocatable buildings directly to the ACSIM with a copy of the request provided to IMCOM. The project approval documentation will consist of:

(1) A request memorandum from the Region or HQ.

(2) Legal review.

(3) Completed relocatable building approval worksheet (IMCOM developed, ACSIM approved format).

(4) Validated economic analysis.

(5) Approved site plan.

(6) Justification for relocatable requirement.

m. IMCOM will maintain a comprehensive list of all Army relocatable buildings, including those located at non-IMCOM controlled installations. IMCOM will cross-level all Army owned relocatable buildings at the end of the approved period of use.

n. The approved period of use begins with beneficial occupancy date of a relocatable building.

o. IMCOM will ensure that relocatable buildings, including those from non-Army tenants, meet all current Army standards for relocatable buildings or have obtained a waiver from HQDA (DAIM–FD).

p. Real Property conversion and diversion rules do not apply to personal property relocatable buildings.

6–15. Procedures

a. Economic analysis. A life cycle economic analysis will be performed to determine the economic preference of lease versus purchase for all relocatable buildings. This analysis provides the basis to determine the most cost effective or viable option, and will consider all feasible alternatives (for example, lease, purchase, construction of permanent facility, use of commercial space, or use or conversion of existing facilities). Net present value measure will be used for lease versus purchase analysis. Director, IMCOM and ACOM, ASCC, and DRU commanders will validate economic analyses. An economic analysis is not required if the lease requirement is less than 12 months and the lease cost is less than $100,000.

b. Purchase of relocatable buildings as personal property.

(1) Approval authority for purchase of relocatable buildings is based on per-building cost (table 6–1).

(2) Construction projects for site preparation for relocatable buildings will be approved in accordance with military construction authorities based on the total estimated funded project cost. The validated requirement for site preparation may not be fragmented or met in a piecemeal fashion in order to circumvent statutory Military Construction funding or construction approval limitations. The acquisition cost of relocatable buildings is an unfunded construction project cost. The appropriate fund source for purchase of relocatable building is determined on a per building basis and is approved separately from construction project approvals.

(3) Funds made available for operation and maintenance (for example, Operation and Maintenance, Army (OMA)) will be used for acquisition by purchase of relocatable buildings that are equal or cost less than the expense / investment limit of $250,000 per building ($100,000 for Army Working Capital Fund (AWCF)).

(4) Funds made available for procurement of equipment (for example, Other Procurement, Army (OPA)) will be used for acquisition by purchase of relocatable buildings that cost more than the investment/expense limit of $250,000 per building ($100,000 for AWCF).

(5) Site preparation (foundations, exterior utilities, and other supporting construction) is a funded real property construction project cost and will be approved and funded using construction funds following construction approval authorities.

(6) Costs for packaging and transporting relocatable buildings are unfunded construction project costs and are paid using the same funds that acquired the relocatable buildings.

(7) Costs of erection and assembly of relocatable buildings are unfunded costs and are paid using the same funds that acquired the relocatable buildings.

c. Lease of relocatable buildings as personal property.

(1) Approval authority for lease of relocatable buildings is based on the total lease cost and known or estimated duration of the lease requirement. The term of the lease will not be split to justify lease vs. purchase. Renewal and extension of relocatable building leases will be considered on the individual merits of the requirement and will be based on an economic analysis that justifies continued lease versus purchase of the relocatable buildings.

(2) The appropriate fund source for lease of relocatable buildings is determined on a per lease basis. Leases of relocatable buildings are either operating leases or capital leases.

(3) All the criteria listed below must be met for the lease to be considered an operating lease.

(a) Ownership of the relocatable building remains with the lessor during the term of the lease and is not transferred to the Government at or shortly after the end of the lease term.

(b) The lease does not contain a bargain-price purchase option.

(c) The lease term does not exceed 75 percent of the estimated economic life of the relocatable building.

(d) The present value of the minimum lease payments (Per Building Lease Cost less delivery, sustainment, and removal) over the lease does not exceed 90 percent of the Fair Market Value of the relocatable building at the beginning of the lease term (Per Building Purchase Cost less delivery).

(e) The relocatable building is general-purpose rather than being for a special purpose of the government and is not built to the unique specification of the government as lessee.

(f) There is a private sector market for the relocatable building.

(4) If any one or more of the criteria listed above in paragraphs (3)*(a)* through (3)*(f)* are not met, then the lease is a capital lease.

(5) Construction projects for site preparation for relocatable buildings will be approved in accordance with military construction authorities based on the total estimated funded project cost. The validated requirement may not be fragmented or acquired in a piecemeal fashion in order to circumvent funding or approval limitations. Funded and unfunded construction project costs and the source of funds will be determined according to the following guidance:

(a) Site preparation (foundations, exterior utilities, and other supporting construction) is a funded project cost.

(b) Costs for packaging and transporting relocatable buildings used for interim-requirements are unfunded project costs and are paid using the same funds that acquired the relocatable buildings.

(c) Costs of erection and assembly of relocatable buildings are unfunded project costs and are paid using the same funds that acquired the relocatable buildings.

(d) Costs of removal/demolition of relocatable buildings are unfunded project costs.

(6) Sustainment of relocatable buildings will be paid from the same funding account that paid for the lease or purchase, if allowable within the appropriation guidelines, or from the appropriation supporting installation real property facilities.

(7) All utilities services (for example, electricity, water, and gas) for relocatable buildings will be separately metered. Operating costs for Base Operations Support services (for example, utilities, refuse collection, and custodial services) will be paid according to existing installation support agreements.

6–16. Management of relocatable buildings

a. General. Relocatable buildings can be purchased or leased and are to be used for pre-defined, short term periods of time. Relocatable buildings are designed to be readily moved, erected, disassembled, stored, and reused. The normal life expectancy of a relocatable building is 15 years. A useful life expectancy greater than 15 years must be documented with manufacturer certificates, warranties, or memorandum.

b. Modular and pre-engineered buildings. Modular and pre-engineered buildings, as opposed to relocatable buildings, are designed to be used as permanent buildings and would usually incur excessive costs and possible damage if relocated. These buildings would normally be acquired following Real Property rules.

c. Approved period of use. All relocatable buildings have a specified approved period of use. The lease contract term will not exceed the approved period of use. The approved period of use for a relocatable building will begin upon beneficial occupancy of the building.

d. Accountability/property book records. All relocatable buildings (both owned and leased) will be accounted for on

garrison property book records as equipment to comply with personal property and Chief Financial Officer's Act data reporting requirements. In addition to recording relocatable buildings in the personal property records, relocatable buildings should be recorded in the real property database of record with an "R" code in order to be used for future requirements forecasting.

e. Cross-leveling or disposal. The IMCOM will maintain and review biannually the relocatable building disposal plan.

(1) Once the interim requirement has been met (that is, either the surge diminishes or the permanent construction is finished), the relocatable building needs to be either removed by the contractor (if leased), cross-leveled by IMCOM to a new location, or disposed of in accordance with standard property procedures (AR 735–5).

(2) DASA (I&H) approval is required prior to an Army-owned relocatable building being cross-leveled to a different use, regardless of whether the relocatable buildings remain on the original installation or are cross-leveled to a new location.

(3) If the relocatable building has met or exceeded its estimated economic life (15 years under normal circumstances), the building should be removed from the installation property books and turned in to DRMO for sale or disposal.

6–17. Relocatable buildings used as temporary real property in lieu of permanent, real property

Only the DASA(I&H) may approve use of Relocatable Buildings as substitutes for permanent or conventional buildings when the duration of the requirement is greater than 6 years. The Relocatable Building must be acceptable concerning life, safety, Real Property, and engineering requirements. In such cases, the relocatable buildings and will be converted to and accounted for as real property, the original building purchase cost, transportation, erection costs, site preparation, and related supporting costs will be approved and funded according to AR 405–45 and AR 405–70. The costs will be summarized on DD Form 1354 to become part of the Real Property facility file.

Chapter 7
Transportation Infrastructure and Dams

Section I
Introduction

7–1. Overview

a. This chapter provides basic policies, specific responsibilities and procedures to plan, program, and perform maintenance, repair, minor construction, quality assurance, and control of the following:

(1) Paved roads.
(2) Airfields.
(3) Other surfaced areas.
(4) Culverts and other appurtenances.
(5) Railroad tracks.
(6) Bridges.
(7) Dams.

b. This chapter includes guidance for establishing facilities maintenance and repair standards and policies for planning and executing pavement, railroad track, bridge, dam, and airfield projects

7–2. Applicability

For applicability, see title page.

7–3. Chapter exponent

The exponent (see glossary) for this chapter is the ACSIM (ATTN: DAIM–FDF).

7–4. Chapter responsibilities

The following responsibilities are in addition to the general responsibilities identified in paragraph 1–4.

a. The ACSIM has ARSTAF responsibility for development, integration, and interpretation of standards, policies, and doctrine for planning, execution, and administration of maintenance, repair, and minor construction associated with pavements, railroad track, bridges, dams, and airfields. The ACSIM, in addition to those responsibilities identified in paragraph 1–4*b*, will develop and direct policy, planning, programming, and budgeting involving management and resourcing of Army garrisons for maintenance, repair and minor construction of pavement, railroad track, bridges, dams, and airfields.

b. The Commander, Installation Management Command (IMCOM), in addition to those responsibilities identified in paragraph 1–4*e*, will—

(1) Oversee application and training of pavement maintenance (PAVER) and railroad track maintenance (RAILER) Sustainment Management Systems (SMS).

(2) Serve as the Army Dam Safety Officer and the Army Bridge Safety Officer to plan, program, and budget for training, reporting, scheduling inspections, and inventory.

(3) Provide training in inspections, maintenance procedures, and reporting requirements.

(4) Establish procedures to ensure that, at all garrisons—

(a) Surveys, inspections, and maintenance and repair of surfaced areas, bridges, railroad tracks and associated structures, and airfields and associated structures, for sustainment, repair, and modernization of facilities are properly executed.

(b) Statutory and regulatory requirements for emergency action plans, facilities inspections, evaluations, and inventory management are satisfied.

(c) Coordination is done with tenants to include requirements in the garrison Annual Work Plan (AWP), and funding requirements identified.

(d) Garrison bridge inspection and inventory data are prepared and submitted using the Army Bridge Inspection System (ABIS).

(e) Emergency action plans for significant and high hazard dams are prepared and exercised as required by law and regulation and that inspections of bridges and dams are conducted after unusual events.

(f) Garrison commands comply with the garrison Master Plan, coordinate with tenants to include requirements in the garrison AWP, and identify funding requirements.

(g) Procedures are established to assign a technically qualified functional manager for each of the following functional areas— pavements, airfields, railroad trackage, bridges, and dams to act as the overall liaison.

(h) Garrisons conduct maintenance, repair, minor construction of the Army transportation infrastructure (pavements, railroad tracks, bridges, appurtenances) and dams on Army garrisons.

(i) Garrison or installation commanders whose installations have bridges or dams as the owner will comply with all public laws on inspection, emergency action plans, and corrections of life threatening deficiencies. Owners are personally responsible and liable for non-compliance under public laws.

c. Commander, U.S. Army Corps of Engineers (USACE) will provide support as requested in Facilities planning, acquisition, design, construction, maintenance and repair, and disposal, as well as appropriate/assigned research and development (R&D). USACE will maintain the inventory for the U.S. Army portion of the National Inventory of Dams, the National Bridge Inventory, the inventory of installations that have PAVER and RAILER, and an archive of the PAVER and RAILER inspection databases.

d. Army Commands, ASCCs, DRUs, Army National Guard/Army National Guard of the United States, and U.S. Army Reserve will respond to IMCOM request for information concerning the National Inventory of Dams, the National Bridge Inventory, and Army Airfield Evaluation Program.

Section II
General Policy

7–5. Basic functions

Army policy is to provide safe, reliable, efficient, and cost effective transportation infrastructure systems and dams that promote the health and welfare of the Soldiers, civilian employees, their families, contractor workforce, retirees, and provide the capability for garrisons to accomplish assigned missions. Environmental considerations, legal liabilities, manpower shortages, and reduced funding for operation and mission requirements can make it more advantageous for the Army to obtain transportation infrastructure services and dams from local, municipal, regional, and private service contractors.

a. Garrisons should participate in local, municipal, and regional transportation planning and dam safety organizations.

b. In providing transportation infrastructure and dam safety services, Army garrisons will comply with all applicable Federal laws and regulations. Applicability of State and local laws and regulations to installation transportation infrastructure and dam safety will be referred to the garrison Staff Judge Advocate General for interpretation.

c. Outside continental United States Army installations will comply with the Final Governing Standards (FGS) issued by the Department of Defense (DOD) Executive Agent for the host nation concerned. The FGS may be predicated on the Overseas Environmental Baseline Guidance Document (DODI 4715.5 authorizes the Executive Agent to establish and enforce environmental compliance standards).

d. Environmental protection and enhancement and hazardous, toxic, and radioactive waste management will comply with provisions of the National Environmental Policy Act in accordance with AR 200–1.

e. All excavations will be coordinated with the garrison public works activity.

f. Responsibilities for maintenance of facilities at continental United States (CONUS) and outside continental United States (OCONUS) installations are defined as follows:

(1) *Within the 50 States, District of Columbia, and U.S. possessions—Installation facilities*. The IMCOM will accomplish M&R of all installation facilities and provide services to support these facilities using appropriated funds.

(a) Public facilities. According to Department of Defense (DOD) policy, military garrisons or activities will not accept responsibility nor provide funds for maintenance of any off-post public facility. Roads on a military reservation which are opened to public traffic by permit are not publicly owned and Army ownership is retained.

(b) Joint-use facilities. The extent and nature of Army maintenance of joint-use facilities will be governed by the terms of the controlling lease, permit, easement, or other agreement.

(c) Leased facilities. Maintenance responsibility for facilities on leased land will be governed by the terms of the lease, permit, easement, or other action conveying property rights and by the provisions of AR 405–45.

(d) Test roads and proof facilities. An installation having roads, pavements, railroad tracks or other surfaced areas used exclusively for research and development activities or for development or testing of vehicles or equipment will assign operation and maintenance of such facilities to the research or test agency.

(2) *Outside the 50 States, District of Columbia, and U.S. possessions*.

(a) Installation and Joint-use facilities. The M&R of these facilities will be in accordance with the terms of the agreements or treaties with host countries.

(b) Public or private facilities. The M&R of these facilities will be funded by the Army only when the work is necessary to satisfy U. S. requirements and an agreement has been executed with the owner of the facility authorizing right of U.S. entry and use of the facility.

7–6. Emergency relief for federally owned roads

a. The ERFO program provides funding assistance for the repair of installation roads and bridges that are open to the public and are damaged by natural disasters or catastrophic failures. All Army roads are considered open to public travel.

b. The ACSIM Facilities Policy Division (DAIM–FDF) will provide Army oversight and guidance for the ERFO Program. IMCOM will implement ERFO programs. The Surface Deployment and Distribution Command (SDDC) coordinates the ERFO Program for DOD in conjunction with the Federal Highway Administration (FHWA). The FHWA, Central Federal Lands Highway Division Web site (http://www.cflhd.gov/design/erfo.cfm) provides details on the ERFO process, the types of eligible repairs, and how to apply for ERFO funding.

7–7. Project validation

Projects will be thoroughly reviewed by IMCOM to validate work classification and scope of work and forwarded for project approval as appropriate. Project documentation will include that prescribed in chapter 2 and a life cycle cost analysis and PCI data.

Section III
Pavements

7–8. Introduction

a. The policy is to manage pavements by—

(1) Assessing, periodically, the condition of the pavement network.

(2) Establishing work plans to reach and maintain predetermined facility conditions.

(3) Developing maintenance strategies to make the best use of available maintenance dollars.

b. Preventive maintenance will be systematically applied to protect pavement investments and prolong its life. Planning should provide for maintenance of pavements and appurtenances at an economical level considering life cycle costs and traffic through the use of a Pavement Condition Index (PCI) as defined in TM 5–623. The PCI rating is based on a scale of 0 to 100, which is an indication of the pavement's surface operational condition and structural integrity. Pavement surface distresses, utilized in determining the PCI, are not to be utilized to assume structural strength and load carrying capacity. Non-Destructive Testing (NDT) is required to determine actual strength and capacity. New and rehabilitated pavements will be maintained above the minimum levels indicated in paragraph 7–10 through an effective preventive maintenance program. All preventive and safety related pavement maintenance shall be identified in the Annual Work Plan (AWP).

c. Concerted and continuing efforts will be directed toward accurate and complete identification, validation, programming, budgeting, and execution of all M&R requirements.

d. A triennial on-site review of the garrison's pavement maintenance program by IMCOM engineer staff is required

7–9. Levels of performance for pavements

a. Pavements. The following PCI levels establish minimum acceptable pavement service levels.

(1) Installation vehicular pavements shall be maintained to at least the following PCIs:

(a) Primary roads – 60.

(b) Secondary roads – 50.

(c) Tertiary roads – 45.

(2) Installation airfield pavements shall be maintained to at least the following PCIs:

(a) All runways greater than 70.

(b) All primary taxiways greater than or equal to 60.

(c) All aprons and secondary taxiways greater than or equal to 55.

(3) Vehicular pavements — the following PCI rating ranges for vehicular pavements, as defined in TM 5–623, shall be used for the Installation Status Report (ISR) ratings:

(a) PCI rating 56–100 equals an ISR Green rating.

(b) PCI rating 41–55 equals an ISR Amber rating.

(c) PCI rating 0–40 equals an ISR Red rating.

(4) Airfield pavements — the following PCI rating ranges for airfield pavements, as defined in American Society for Testing and Materials (ASTM) D 5340, shall be used for the ISR ratings:

(a) 70 less than PCI less than or equal to 100 equals an ISR Green rating. This allows no question as to ISR rating for a PCI of 70.1 to 70.9.

(b) 55 less than PCI less than or equal to 70 equals an ISR Amber rating. This allows no question as to ISR rating for a PCI of 55.1 to 55.9.

(c) 0 less than PCI less than or equal to 55 equals an ISR Red rating.

b. Drainage facilities.

(1) Drainage channels, ditches, storm sewers, sub-drains, and culverts will be maintained to function at full design capacity.

(2) Catch basins, drop inlets, manholes, and storm sewers will be cleaned to properly function. Rodding, auguring, flushing, and other nondestructive cleaning methods may be used.

(3) Storm water lift or pump stations and force mains will be maintained in a fully operational condition.

(4) Ditches will be kept clean and well graded. Where erosion is a problem, devices such as silt fences, erosion control fabric, and silt basins may be used to control runoff and allow establishment of vegetation. Paved ditches may be used where vegetation cannot be established or would impede suitable drainage.

(5) Curbs and gutters may be installed for adequate drainage and to control shoulder erosion where ditches will not suffice. Where curbs are to be replaced through an area that includes a pedestrian cross walk, curb-drops and ramps will be constructed for access in accordance with the Americans with Disabilities Act (ADA) or the Architectural Barriers Act (ABA).

c. Shoulders. Shoulders will be maintained to design template, to allow satisfactory surface drainage and to protect the pavement edge. Edge ruts will be repaired bi-annually to prevent hazardous situations for errant vehicles. Shoulders may be paved when necessary for safety, dust or erosion control, or protection of the pavement edge.

d. Traffic control devices. Signs, signals, pavement markings, and other traffic control devices will be kept legible and operating in accordance with the Installation Design Standards (IDS) and the current Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD) or host criteria, as appropriate, to control and safeguard traffic.

e. Snow removal and ice control. Erection of snow fences and markers, removal of snow, and application of chemicals and abrasives for ice control will be performed as necessary to maintain traffic. Guidance on maintenance procedures is provided in TM 5–624.

f. Bridge. Bridge deck overlays are prohibited unless approved by a structural engineer. Copies of the approval are to be placed in a permanent bridge file.

7–10. Pavement management procedures

The PAVER pavement management system described in ASTM D 5340–04e1, Standard Test Method for Airport Pavement Condition Index Surveys, will be used for management of Army pavement and airfields. It provides engineering analysis tools for development of short and long range maintenance programs and for project development.

7–11. Facilities inventory of pavement network

a. The installation pavement network consists of all surfaced areas, which provide access ways for ground or air traffic, including roadways, parking areas, hardstands, storage areas, and airfield pavements. The network will be inventoried and divided into manageable sections for performing pavement inspections and determining M&R needs. The IFS numbers and PAVER branch numbers should be the same.

b. Garrisons shall maintain an inventory map, showing all traffic control signs and signals.

7–12. Condition inspection of pavement network

a. Qualified technical personnel will make inspections of pavements and appurtenances for determination of maintenance, repair, and construction requirements (see app L for qualifications). Inspection techniques and distress identification described in ASTM D 5340 will be used for this purpose. The frequency is to be based on individual section condition and rate of deterioration, but in no case will the time between inspections exceed 3 years. Network level inspections should be accomplished, on a random sampling basis, with an average of not less than ten percent of the total sample units within a section. Airfield evaluations performed under the airfield evaluation program in UFC 3–260–03 may be used to satisfy the inspection requirements for airfields. Reports generated from these inspections shall be used for checking problem areas during subsequent or intervening inspections and for project development.

b. The IMCOM shall plan, schedule, and perform inspections for all Army airfields.

c. Category I Army airfields, that are defined as critical by U.S. Army Aeronautical Services Agency (USAASA), should have a pavement condition survey and a structural evaluation including non-destructive test (NDT) evaluation performed every 5 years. Category I airfields not classified as critical, and instrumented heliports, should have a pavement condition survey every 4 years and a structural evaluation including NDT performed every 8 years. Category II airfields should have a pavement condition survey every 4 years. The NDT evaluations for Category II airfields should be on an as needed basis (see AR 95–2 for the definitions of Category I and II airfields). Airfield pavement evaluation procedures and NDT procedures for Army airfields are described in the UFC 3–260–03. In addition, an out of cycle pavement condition survey and/or structural evaluation including NDT should be performed with each mission change, when the pavement shows signs of structural distress, or after a reconstruction project.

d. Airfield pavement evaluations are managed by IMCOM and performed by USACE, Engineer Research and Development Center (ERDC). Information concerning aircraft inventory, aircraft passes and aircraft operations, including portions of the airfield pavement evaluation reports containing references to aircraft inventory, passes and operations, shall not be released outside U.S. Government agencies. Army airfield certification is the responsibility of the U.S. Army Aeronautics Command.

e. Vehicular traffic signs, signals, pavement markings, and delineators will be inspected at least twice per year to ensure conformance with the Army IDS and the latest edition of the MUTCD or with host country standards.

f. Air traffic control signs, signals, pavement markings, and delineators will be inspected based upon requirements determined in coordination with the garrison airfield commander/manager.

7–13. Network level management

Network level management encompasses management activities associated with the total pavement network. The following minimum network management activities will be accomplished in development of the annual work plan (AWP).

a. Use of a priority or optimization scheme to decide when individual pavement sections should be maintained or repaired within budgetary constraints.

b. Development of a program and budget for M&R of the pavements.

7–14. Work planning

The IMCOM shall consolidate all public works activity developed plans into a single integrated plan that reflects all major requirements, initiatives, actions and objectives. Routine pavement M&R shall be incorporated into this plan.

a. Annual Work Plan. The AWP for paved areas shall identify the annual recurring requirement and major M&R planned for accomplishment in the program fiscal year and contain the following:

(1) *Routine pavement maintenance tasks*. These tasks should be accomplished on an annual basis to preserve the integrity of the pavement structure, prevent more costly M&R treatments, and to assure traffic safety. Separate Individual Job Orders (IJOs) which include specific task description and location, the unit of measure and unit cost, will be prepared to facilitate orderly planning, review, and analysis.

(2) *Prioritization of major M&R projects*. The major M&R portion of the AWP will be developed based on comparison of major M&R alternatives. Prioritization of major M&R projects should be based upon cost, type of repair, pavement condition, and realistic budget levels (see TM 5–623 for M&R alternatives guidance).

(3) *Snow removal and ice control plan*. At installations where snow and ice accumulate on roads or airfields, a snow removal and ice control plan will be prepared. The plan should include all roads and airfields identified by priority for clearance, equipment, and materials needs such as snow fences, chemicals, abrasives, and arrangement for military troop work and other emergency planning measures as determined necessary by IMCOM.

b. Master Plan. Minor construction projects for roads, airfields, and other surfaced areas will conform to the Master Plan for the installation in accordance with AR 210–20.

7–15. Project level management

Project level management encompasses detailed engineering management associated with the M&R of specific pavement sections. Management decisions should be based on—

a. Pavement inspection. A detailed pavement inspection will be completed which involves a distress survey,

estimating remaining life, and noting any safety problems. The inspections will determine the cause of failure and appropriate corrective actions. PAVER will be used in this investigation. Consideration will be given to the adequacy of the drainage system since water infiltration is a primary cause of several distresses. NDT evaluation may be warranted to determine structural adequacy.

b. Development and selection of alternatives. Pavement M&R alternatives will be developed for each pavement section (see TM 5–623 for details). Project selection will be based on the lowest life cycle costs and overall road serviceability factors. Pavement recycling will be considered for all asphalt concrete pavement projects involving overlays, replacement of asphalt concrete, or corrections in the geometry of the pavement cross-section. Recycling will be included in the bid document as an optional alternative unless it has been determined to be an unacceptable repair/construction alternative.

c. Project analysis. Documentation of project analysis shall be included in the project files for each pavement project over $50,000. Documentation will consist of a record of data relevant to the project, including a life cycle cost analysis of each feasible alternative developed. Relevant data will include the following:

(1) Project title/description.
(2) Project location.
(3) Facility/branch/section number.
(4) Category code (5–digit).
(5) Facility/branch use.
(6) Surface type.
(7) Pavement rank.
(8) Pavement dimensions/area.
(9) Pavement age.
(10) Pavement Condition Index (PCI).
(11) Type and quantity of pavement distress.
(12) Repair alternatives considered.
(13) Life cycle economic analysis for each alternative.

d. Pavement Engineered Management System reports. Project information relating to pavement sections can easily be retrieved from the PAVER reports. PAVER has a life cycle economic analysis report that can be used to determine the Equivalent Uniform Annual Cost (EUAC). The Family analysis report in PAVER can be used to predict life expectancy for different types of pavements.

e. Pavement load carrying capacity analysis. After pavement inspections, those pavements experiencing load-related distresses will be evaluated structurally by field sampling or NDT. Testing and re-inspection should be repeated if there is a change in traffic mission; distress types indicating further load related distresses; or presence of structural distress. Pavements particularly susceptible to frost and spring thaw damage will be posted as to load and speed limitations during the spring thaw season. These roads may be temporarily closed to traffic if a structurally adequate alternate route in the area exists.

f. Preliminary design. A qualified engineer with pavement experience will develop maintenance, repair, and construction projects using the AWP as the source for work requirements.

7–16. Project plans and specifications

a. Personnel qualifications. A qualified engineer with experience in pavement and drainage will be used for all pavement and drainage design. The IMCOM will oversee a quality assurance (QA) check of all plans and specifications.

b. Design criteria. The IMCOM will use current design criteria and guide specifications for the design of M&R projects involving pavements and appurtenances.

(1) *Vehicular pavements*. Pavement thickness design criteria shall be used for all pavement structural design. With the exception of pavement thickness design, local state highway specifications may be substituted for Unified Facilities Guide Specifications (UFGS) for those pavements having a design index of four or less (see UFC 3–260–02 for details).

(2) *Airfield pavements*. Evaluation, engineering, and thickness design procedures for Army airfield pavements shall be accomplished in accordance with UFC 3–700–01A. Airfield material requirements and mix designs will be in accordance with appropriate UFGS and technical manuals. State highway specifications shall not be used for airfield pavements.

(3) *Drainage facilities*. Design of drainage facilities will be in accordance with UFCs 3–230–15FA, 3–230–16FA, and 3–230–17FA. Design of drainage facilities will not be based on pure judgment.

c. Materials and specifications. Materials and specifications used in the performance of maintenance, repair and minor construction work will conform to the applicable Federal, military, State, American Association of State Highway and Transportation Officials (AASHTO), American Society for Testing and Materials (ASTM), and other recognized national or host nation industry and technical society specifications and standards. Aggregates or other

materials found in local deposits and proven acceptable by laboratory tests and with established history of acceptable performance should be used in pavement maintenance, repair, and construction whenever feasible as long as the local materials meet requirements of appropriate UFGS and technical manuals.

(1) *Highway pavements*. For a design index of four or less (UFC 3–250–18FA), materials conforming to state highway specifications may be used in vehicular pavements to permit the use of local materials and practices. At OCONUS sites, use of host country specifications is acceptable.

(2) *Airfield pavements*. Design of heliports and airfields shall conform to UFGS. Materials conforming to state highway department specifications shall NOT be used in the design of airfield pavements. Because of the heavy wheel loads and high tire pressures imposed on airfield pavements, a more stringent asphalt concrete design mix is required for airfields than for vehicular pavements. State highway standard specifications do not meet density and stability requirements for aircraft traffic, and the use of such specifications may result in poor pavement performance.

(3) *Testing*. Materials will be inspected, tested, or certified to the degree necessary to ensure compliance with authorized specifications and standards. Asphalt concrete material to be recycled shall be tested to determine recycling feasibility and optimal design mix.

(4) *Quality control*. All M&R projects exceeding $100,000 shall contain contractor quality control plans that address materials specification and use, specifically stating required testing and certification. The contractor's quality control plan shall provide for contractor inspection and certification that materials incorporated in the works meet specifications.

7–17. Traffic engineering

a. Traffic management. The IMCOM will oversee managing traffic supervision. The IMCOM will perform traffic engineering functions at installations by conducting traffic control studies designed to obtain information on traffic problems and usage patterns. The IMCOM will establish installation accident record reports procedures.

b. Accident reduction program. The IMCOM shall develop an accident monitoring and reduction program to include filing accident records by location, determining high accident locations and patterns, determining probable causes, and development of projects to eliminate accidents. The IMCOM shall immediately notify SDDC Transportation Engineering Agency (SDDCTEA) of all motor vehicle crashes occurring on installation roadways that involve facilities and severe injuries. SDDCTEA will determine if the crash warrants an onsite investigation of the road environment by SDDCTEA engineers.

c. Studies. Traffic engineering studies will be performed in accordance the Institute of Transportation Engineers publication, Manual of Traffic Engineering Studies. Traffic engineering measures and techniques shall be used to reduce the number and severity of traffic accidents in accordance with AR 55–80. IMCOM will develop traffic engineering capabilities in-house, through contractors, or through SDDC conducting formal traffic engineering studies. Assistance in performing traffic studies will be requested by IMCOM to SDDC using DD Form 1948 (Traffic Engineering Needs Report). The SDDC can also assist in the selection of a contractor.

d. Standards and criteria. Surfaced areas on Army installations will have regulatory, warning, and guidance signs; signals; pavement marking; islands; and delineators, which meet MUTCD or host nation standards and criteria. At CONUS installations, approval to use non-standard devices must be obtained from SDDC prior to use. Requests must contain full justification and rationale for waiver from criteria in the MUTCD.

e. Outside continental United States installations. The OCONUS installation streets and roads are to be considered an extension of the road system of the host country and shall use traffic control device standards and criteria of the host country.

f. Traffic control devices. The IMCOM is responsible for the purchase, installation, maintenance, and repair of all traffic signs, signals, and pavement markings except those associated with new construction. Provision for traffic control devices in new construction projects shall be included in the construction contract. Signs, signals, pavement markings, and other traffic guide and control devices will be kept legible and/or operating as necessary to regulate and safeguard daytime and nighttime traffic. All signs on CONUS installations must conform to the MUTCD. Design of new or replacement traffic signal systems will be reviewed, through IMCOM, by SDDC–TEA, Newport News, VA 23602.

g. Pavement markings. The titles discussed below are two types of pavement markings.

(1) *Thermoplastic markings*. Thermoplastic materials are recommended only when economically justified and the pavement does not require overlaying in the foreseeable future. Raised markers, metal and plastic inserts, and small metal or plastic studs with inserted reflectors, which conform to UFGS, are recommended only where safety dictates. Where these devices cause interference with snow removal operations or cause a maintenance problem as a result of snow removal operations, their use should be restricted to the most critical areas. When reflectors are required in common snow areas, recess reflectors should be used.

(2) *Army airfield and heliport pavement marking*. Design of airfield and heliport pavement marking patterns and materials used will conform to provisions of UFC 3–260–05A. Thermoplastic materials, metal and plastic inserts, and small metal or plastic studs with inserted reflector buttons shall not be used since they may become dislodged.

7–18. Snow removal and ice control

a. The IMCOM will develop a snow removal and ice control plan as described in paragraph 7–14 *a.*(3). Occupants of Family quarters, barracks, and operators of non-appropriated fund facilities are responsible for the removal of snow and ice from walks, steps, landings, private drives and parking areas, and similar areas adjacent to the building or activity.

b. The IMCOM may implement a snow removal policy where warranted, that maintains specific pavements free of snow or ice accumulation. This high level of service is normally obtained by the heavy use of chemicals and frequent plowing and may be required for the following locations:

(1) Airfield pavements.

(2) Primary entrance roads.

(3) Intersections with high accident rates.

(4) Railroad crossings.

(5) Long or steep grades.

(6) Bridges.

(7) High volume pedestrian walks.

c. Materials.

(1) Calcium chloride, sodium chloride, and abrasives may be used on roads and other vehicular surfaced areas for snow and ice control. Use of chemicals will be kept to a minimum in order to reduce environmental impacts. Covered storage will be provided for all chemicals to prevent loss to the environment. Neither calcium chloride nor sodium chloride will be used on airfield or heliport pavements.

(2) The use of chemicals, deicers, or other material to remove snow and ice must comply with applicable Federal, state, and local environmental laws and regulations when conducting such operations.

7–19. Safety

a. Work zone traffic control. Necessary safety measures will be taken on roads and airfields to safely control and provide for traffic during M&R. These measures will be taken during all condition inspections, maintenance, repair, and construction operations by both in-house and contract forces.

b. Safety hazards. Hazardous features such as transverse ridges, speed bumps, or dips on pavement surfaces will not be installed or maintained as a means of controlling or reducing the speed of traffic. Roadside obstacles or high embankments will be evaluated for safety. Roads with substandard geometric design will have an engineering analysis performed to determine the need for correction.

7–20. Quality assurance

The inspection of maintenance, repair, and construction work in progress, whether by in-house forces, or architect/engineer (A/E) services will be on a timely basis with special attention to quality assurance. Quality assurance inspections will be made on surfaced area work and will be commensurate with the work performed. Random monitoring may be used for work performed in-house or by an operating contractor. Continuous inspection shall be provided for work performed by an outside contractor. Inspectors will have demonstrated knowledge of proper maintenance, repair, and construction procedures.

7–21. Recordkeeping and project closeout

In addition to retaining the project folder for items listed in paragraph 7–15*c*, the following steps will be followed when closing a project upon completion of work and maintaining a permanent record for every project:

a. The PAVER database will be updated to reflect changes in network inventory, pavement condition, and unit cost figures and a copy submitted to the Engineering Research and Development Center, U.S. Army Corps of Engineers.

b. Real property records and IFS database will be updated.

c. A final project warranty inspection will be conducted before the warranty on the work expires. A record of this inspection will be retained in the project folder.

7–22. Coordination

Open lines of communications should be maintained between project planners, designers, and inspectors at the network and project levels to provide information regarding pavement performance. This information should be used in development of preliminary M&R strategies at the network level and to modify future designs at the project level.

7–23. Disposal

Action will be taken to dispose of pavements and appurtenances for which there is no foreseeable need in accordance with AR 405–90.

Section IV
Railroads

7–24. Introduction

a. The policy is to manage railroad trackage by—

(1) Assessing, periodically, conditions of the railroad network.

(2) Establishing work plans to reach predetermined facility conditions.

(3) Developing maintenance strategies to make best use of available maintenance dollars.

b. Preventive maintenance will be systematically applied to protect railroad investments.

(1) The IMCOM will establish procedures to ensure the inspection, maintenance, repair, and improvements to railroad track located on Army installations and Army-owned access tracks.

(2) The responsibilities on privately owned but Army used railroads on leased land will be governed by the terms of the lease, permit, easement or other action conveying property rights, and the provisions of AR 405–45.

(3) The operation and maintenance of rolling stock on Army tracks, including motor cars and machines used for track M&R, is an IMCOM responsibility.

c. For all CONUS installations, the minimum required condition levels for Army railroad track are provided in TM 5–628, Railroad Track Standards. Host nation safety standards (if more stringent than TM 5–628) shall apply to railroad trackage at all OCONUS sites. TM 5–628 shall be used for the inspection and routine maintenance of Army CONUS railroad track. Track inspection and routine maintenance programs for OCONUS sites shall be done in conformance with TM 5–628, but in no instance less than the host nation standard. The standards in TM 5–628 are not to be used as specifications for new construction or major track rehabilitation projects. TM 5–850–2 and the American Railway Engineering and Maintenance-of-Way Association (AREMA) 'Manual for Railway Engineering' and/or host nation industry and government standards will apply to new construction and to complete reconstruction of segments of existing facilities.

d. All track will be classified and maintained under one of the following categories:

(1) *Category A.*

(a) Active main lines.

(b) Any track where the operating speed exceeds 10 mph.

(c) Track (both active and inactive) required for mobilization and where the operating speed will exceed 10 mph.

(2) *Category B.*

(a) Active passing tracks, loading tracks, classification yard tracks, and storage tracks.

(b) All other tracks (both active and inactive) required for mobilization and not previously identified as Category A track.

(c) Tracks having an occasional use or a foreseeable need.

(3) *Category C.* Inactive track with no current mission requirements.

e. The IMCOM designates a track category for each track. Once track categories are designated, a set of track maps shall be marked to identify the appropriate categories. Track categories should be updated whenever a change in an installation's mission affects its railroad track.

f. The following track condition levels indicate the relative seriousness of defects, allows for comparison of defects, and establishes priorities repair work:

(1) *Full compliance*. Track meeting all of the requirements of the standards. Track at this level has only minor defects and should be capable of handling all train operations. Routine maintenance is required to maintain this condition level and repair work will generally be minor.

(2) *Ten miles per hous*. This condition level represents track that has defects serious enough to make it unsuitable for operation greater than 10 mph, essentially 'normal yard speed'. Track at this condition level is considered marginal.

(3) *5 miles per hour*. This condition level represents track that has defects serious enough to make it unsuitable for operations greater than 5 mph. This level is intended as a warning to indicate track that is approaching a condition that will require removal from service.

(4) *No operation*. Track which has defects serious enough to require removal from service. At this level, the operation of trains over the track is generally considered hazardous and operations shall not be allowed, except as noted in TM 5–628.

g. The minimum required condition level for various track categories are as follows:

(1) A — full compliance.

(2) B — 10 MPH.

(3) C — as specified in TM 5–628.

h. TM 5–628 identifies track safety conditions, which require restriction or suspension of train operations, and establishes minimum required condition levels for Army track. Track restriction or suspension procedures shall be applied as outlined in TM 5–628, immediately upon discovery of the substandard condition.

i. Preventive maintenance of railroads and appurtenances should provide a means for early detection of any apparent deterioration of the facility. Routine track inspections shall be considered a preventive maintenance activity.

j. A triennial on-site review of the garrison's railroad track maintenance program by the IMCOM engineer staff is required.

7–25. Work classification

Military Construction Army (MCA) and Unspecified Minor MCA (UMMCA) programs are described in chapter 4. The DA Pam 420–11 provides guidance for determining work classifications.

a. Construction categories. In accordance with Army facility classes and construction categories found in AR 415–28, real property improvements contained in the garrison real property records under the three digit category Code 860 are be considered to be a single RPF for work classification.

b. Work classification categories.

(1) *Maintenance*. Maintenance includes those actions required to prevent track deterioration or to correct minor defects.

(2) *Repair*. Repair includes those actions necessary to restore the track segments to a safe and efficient operating condition consistent with category of track and traffic carried.

(3) *Construction/alteration*. Construction/alteration includes those actions involved in changing track alignment or new track involving an increase to the installation rail network, (the placement of track where none existed before). Localized changes in alignment are properly classified as repair to accommodate current geometric design standards (curvature) if accomplished incidental to other major repairs to the track structure.

7–26. Army railroad track management procedures

a. The RAILER railroad track management system will be used for management of Army railroad track. The RAILER management system provides engineering analysis tools for development of short and long range maintenance programs and for project development. Upward communications (installation, IMCOM, ACSIM), including program presentation, and project justification, will utilize the standard terminology and railroad track management concepts contained in TM 5–628.

b. Army railroad track at all CONUS installations will be maintained at or above the minimum condition levels specified herein and technically defined in TM 5–628. This assures that trackage can support Army missions, and effects systematic track maintenance which will protect current and future rehabilitation investments. Host nation safety standards (if more stringent than TM 5–628) shall apply to railroad trackage at all OCONUS sites. However, track inspection and routine maintenance programs for OCONUS sites will be done in conformance with TM 5–628, but is in no instance less than the host nation standard.

7–27. Condition inspection of railroad network

a. Inspections. Railroad track inspections will be conducted, in RAILER format, in accordance with TM 5–628 and the following guidance to identify defective conditions and determine the relative severity of those defects. The IMCOM will implement a track inspector certification program in accordance with ACSIM guidance.

b. Inspectors. A qualified track inspector that meets the qualifications listed in appendix L will conduct track inspections.

7–28. Network level management

Network level management systematically develops strategies and priorities maintenance activities for installation track. This includes work identification, prioritizing, budgeting, and execution of M&R work.

7–29. Work planning

a. Minimum routine. M&R tasks for railroad track shall be incorporated into the garrison resource management plan. Maps or plans of all railroad trackage will be maintained as part of the real property records.

b. Annual Work Plan. The AWP for railroad track shall identify the work planned for accomplishment in the program fiscal year and contain the following:

(1) Includes minimum routine railroad maintenance tasks that should be accomplished annually for basic preventive and safety/functional maintenance measures. Each of the maintenance tasks may not necessarily be accomplished annually at every installation or for every track segment nor is the list all inclusive. However, this list includes items of routine maintenance, which should be programmed to maintain acceptable and economical levels of performance. Inspections should be made annually on every track segment to identify all routine maintenance tasks. IJOs which include specific task description and location, the unit of measure (track feet, miles, or meters) and unit cost, will be prepared to facilitate orderly planning, review, and analysis for each task.

(2) The major M&R portion of the AWP includes major M&R projects. Prioritization of major M&R alternatives should be based upon cost, type of repair and track condition.

c. Snow removal and ice control plan. At installations where snow and ice accumulate on railroad track, a snow

removal and ice control plan will be prepared. The plan will include all railroad track identified by priority for clearance, equipment and materials needed, and arrangement for military troop support and other emergency planning measures.

d. Conformance to master plan. Minor construction projects for railroad track will conform to the master plan for the installation in accordance with AR 210–20.

7–30. Project level management

Project level management consists of determining the most feasible M&R alternative for each track segment. This should be accomplished as defined below.

a. Detailed inspection. Results of railroad track inspections shall be used to determine maintenance, repair, and construction needs at the project level.

b. Problem definition. Deterioration of railroad track and appurtenances should be investigated to determine the cause of failure and to provide a basis for corrective action.

c. Identification of alternatives. M&R alternatives, which will eliminate or reduce the factors that led to the deterioration of the railroad track, will be developed.

d. Project analysis. Documentation of project analysis shall be included in the project files for each track project over $50,000. Documentation shall consist of a record of data relevant to the project, including a life cycle cost analysis of each feasible alternative developed. Relevant data should include the following:

(1) Project title/description.

(2) Project location.

(3) Facility/branch/section number.

(4) Facility/branch use.

(5) Category code (5–digit).

(6) Track category.

(7) Track age.

(8) Repair alternatives considered.

(9) Life cycle economic analysis for each alternative.

e. Preliminary design. Qualified engineering personnel will develop maintenance, repair, and improvement projects using the AWP as the source for work requirements.

7–31. Project plans and specifications

a. Design criteria. Guidance for track design criteria is in TM 5–850–2.

b. Materials and specifications. Materials and specifications used in the performance of maintenance, repair, and minor construction work will conform to the applicable Federal, Military, State, the American Railway Engineering and Maintenance-of-Way Association (AREMA), American Society for Testing and Materials (ASTM), the American Wood Preservers Association (AWPA), and other recognized national or host-nation industry and technical specifications and standards.

c. Engineering. A qualified engineer, with railroad track design experience, shall be used for all railroad track designs.

7–32. Rail traffic engineering

a. Outloading studies should be performed periodically, since they can be an important planning document. Transportation Capability Studies can be requested from SDDC–TEA.

b. Signs and signals governing vehicular and pedestrian traffic shall be installed and maintained in accordance with the requirement MUTCD or host nation.

7–33. Rail system snow removal and ice control

The IMCOM will oversee snow and ice control on railroads, including provision of off-track equipment, snow fences, switch heaters, and chemicals to comply with paragraph 7–14 *a*.(3).

7–34. Safety

a. Flagmen and watchmen service.

(1) *Flagmen*. Where maintenance, repair, and construction of railroads are accomplished in areas where vehicle or pedestrian traffic is possible, flagmen will be posted.

(2) *Watchmen*. Grade crossing watchmen service required for normal rail movements is the responsibility of the railroad operator.

b. Work zone traffic control. For work in the vicinity of grade crossings, work zone traffic control will be in accordance with TM 5–627, TM 5–624, and MUTCD.

c. Grade crossing traffic control devices. Grade crossing traffic control devices will be in accordance with the MUTCD.

d. Switch targets and lamps. Each switch stand will be equipped with switch targets or lamps. Reflectorized targets will be used where operating conditions warrant. Illuminated lamps should be used only where there are frequent train movements at night. Do not use lamps where explosive or highly combustible materials are stored or handled. Sealed or enclosed electric lamps may be used in hazardous areas when approved from a safety standpoint.

7–35. Quality assurance

The inspection of maintenance, repair, and construction work in progress, whether by in-house forces or A/E services, will be on a timely basis with special attention to quality assurance. Quality assurance inspections will be made on railroad track and appurtenance work and will be commensurate with the work performed. Random monitoring may be used for in-house work. Continuous inspection will be provided for work performed by an outside contractor. Inspectors will have demonstrated knowledge of RAILER and proper railroad maintenance, repair, and construction procedures, and of sampling, testing, and field inspection work. Quality Assurance Representative's Guide, Volume 1, Chapter 2F, Railroads, EP 415–1–261 provides a useful quality assurance checklist. In addition, quality assurance inspectors shall also be certified track inspectors.

7–36. Railroad track scales

Track scales will be checked periodically by standard tests as prescribed by the American Railway Engineering and Maintenance-of-Way Association (AREMA).

7–37. Recordkeeping and project closeout

Closing a project out will consist of updating the database to reflect changes in the network inventory, track condition, real property records, and IFS.

7–38. Disposal

a. Railroad trackage, which is not required for current operations, will be placed in standby status. Traffic on each track or major portion thereof will be reviewed annually, to determine if individual tracks are required. Tracks not needed will be taken out of service and placed on standby status. Concurrently, tracks, which have been in standby status for 1 year or more, will be reviewed. Action will be taken to dispose of tracks for which there is no foreseeable need in accordance with AR 405–90. Removal of railroad trackage from an installation rail network, abandonment of interchange tracks with serving carriers, potential abandonment or abandonment of the commercial track serving the installation, and significant changes affecting the transportation capability of the rail net will be staffed with Director of Transportation and Services G–4, Washington, DC 20310, within 30 days of the submission of DA Form 337 (Request for Disposal of Buildings and Improvements). Category C track shall be reported to HQIMCOM and ACSIM for disposition.

b. When railroad track is removed, sound track material shall be stockpiled for future use as replacement material as determined by IMCOM.

Section V
Bridges

7–39. Introduction

a. The policy is to manage bridges, major culverts, and retaining walls by—

(1) Inventorying, inspecting, and assessing condition of all structures.

(2) Establishing and executing work plans to comply with public law.

(3) Performing preventive maintenance systematically.

(4) Developing maintenance and repair strategies to protect investment in structures, make best use of available resources, and meet mission requirements.

(5) Complying with the FHWA program agreement and the National Bridge Inspection Standards.

b. For reportable bridges (see bridge definition in the Glossary) within the 50 States, the Surface Transportation Assistance Act (STA) of 1978, (PL 95–599) (23 CFR 650.315) requires that all structures defined as bridges on public roads be inventoried and inspected in accordance with the National Bridge Inspection Standards (NBIS). All Army bridges are considered reportable and each garrison is required to—

(1) Record and maintain structure inventory and appraisal data on each bridge.

(2) Submit the data as required by IMCOM.

c. A triennial on-site review of the garrison's bridge maintenance program by IMCOM engineer staff is required.

7–40. Work classification

The M&R work and minor construction, for facilities other than Family housing, are defined in chapter 2 and chapter

4. Bridges are a part of the roadway, pedestrian walkway, or rail track network. Therefore, the definitions of "single real property facility," apply for the purpose of work classification.

7–41. Performance standards

a. All bridges, major culverts, retaining walls, and appurtenances shall be maintained in good or fair condition as defined in TM 5–600 and the DOT (Department of Transportation) Bridge Inspector's Training Manual/90.

b. The following bridge condition rating ranges, as defined in TM 5–600 and the Bridge Inspector's Training Manual/90, shall be used for the Installation Status Report (ISR) ratings:

(1) Bridge Condition Rating 7–9 equals an ISR Green Rating.

(2) Bridge Condition Rating 5–6 equals an ISR Amber Rating.

(3) Bridge Condition Rating 0–4 equals an ISR Red Rating.

c. The load capacity shall be sufficient for current and mobilization requirements. Vehicle bridges shall be closed if the capacity (live load) is less than 3 tons.

d. Deck overlays are prohibited unless approved by a structural engineer. Copies of the approval are to be placed in a permanent bridge file.

7–42. Bridge inventory

a. The Army has a Program Agreement with FHWA, shown in appendix M of this regulation, for compliance with the National Bridge Inspection Standards (NBIS). The NBIS and Program Agreement process requires that IMCOM maintain a current inventory of all bridges and major culverts. The inventory shall identify—

(1) Those bridges which contain fracture critical members, the location and description of such members on the bridge, and the inspection frequency and procedures for inspection of such members. (Fracture critical members are tension members of a bridge whose failure will probably cause a portion of or the entire bridge to collapse.)

(2) Those bridges with underwater members, which cannot be visually evaluated during periods of low flow or examined by, feel for condition, integrity, and safe load capacity due to excessive water depth or turbidity. These members shall be described, the inspection frequency stated, not to exceed five years, and the inspection procedure specified.

(3) Those bridges which contain unique or special features requiring additional attention during inspection to ensure the safety of such bridges and the inspection frequency and procedure for inspection of each such feature.

b. The IMCOM shall maintain a file for each bridge and major culvert on the inventory. As a minimum, the file will contain the following:

(1) Inspection reports.

(2) Structural and load rating analysis.

(3) Maintenance and repair history and AWP (copies of DA Forms 4283 and DD Forms 1391).

(4) Drawing number and location of as-built drawings.

(5) Inspection data sheets.

(6) Photographs.

(7) Scour evaluations as outlined in FHWA Hydraulic Engineering Circular (HEC) 18, Evaluating Scour at Bridges, and HEC 20, Stream Stability at Highway Structures. Provide a copy of all level I, level II, and higher if required, scour evaluations to ACSIM, Facilities Policy Division.

c. The inventory will be updated after each routine (biennial) inspection and as known changes occur.

d. Each reportable bridge will be separately identified.

e. Public Law 95–599 requires that Federal reportable bridges be included in the FHWA's National Bridge Inventory. All Army bridges are reportable. This shall be accomplished as follows:

(1) Annually, the Structural Inventory & Appraisal (SI&A) data sheet for all bridges shall be updated and reported to HQIMCOM using the Army Bridge Inventory System (ABIS). Guidance for completing the SI&A data sheet can be obtained from the Engineering Research and Development Center (ERDC) USACE.

(2) Prior to 1 January each year, the IMCOM shall compile, consolidate, and submit all garrison ABIS data into an IMCOM ABIS report to ERDC.

(3) Prior to 31 March each year, the IMCOM shall prepare and submit a consolidated Army report to FHWA.

7–43. Bridge inspection

a. Applicable bridges. All bridges and major culverts on all Army installations will be inspected at regular intervals not to exceed 2 years. Technical guidance on inspections is contained in TM 5–600, FHWA's Manual for the Condition Evaluation of Bridges and the DOT Bridge Inspector's Training Manual/90.

b. Reportable bridges. All Army installation bridges shall be inspected and evaluated in compliance with the National Bridge Inspection Standards (NBIS). All Army bridges are reportable.

c. Bridge inspectors. Bridge inspectors shall meet the minimum qualifications stated in Appendix L of this regulation.

d. Types. Inspections during the service life of the bridge include an initial, maintenance, routine, damage, in-depth, and special inspections (see app K for a description of types).

e. Frequency of inspections. Frequency of each type of inspection is provided below. More frequent inspections may be required depending upon the age, present load capacity, traffic, type of construction, state of maintenance, and any known deficiencies related to fatigue, scour, fracture critical members, and corrosion. The maximum inspection interval may be increased for bridges if past inspection reports and favorable experience and analysis justify. Prior approval for increasing the inspection interval of vehicle bridges open-to-the-public must be obtained from the FHWA (maximum of four years). For all other bridges, before a change is made in the inspection frequency, the engineer responsible for that request is to document the rational, place it in the bridge file and forward a copy to IMCOM for review and concurrence (maximum of five years).

(1) *Inventory*. An inventory inspection is conducted after initial construction is complete and when there has been a change in the configuration of the structure (for example, widening, lengthening, supplemental bents).

(2) *Maintenance*. A maintenance inspection will be conducted annually. Inspection of easily accessible underwater members should be included as part of maintenance inspections.

(3) *Routine*. A routine inspection shall be conducted biennially unless the condition of the bridge indicates that more frequent inspections are required. Inspection of easily accessible underwater members should be included as part of routine inspections.

(4) *Damage*. A damage inspection is an unscheduled inspection to assess structural damage resulting from environmental factors (for example, flooding, severe weather) or human actions (for example, vehicle impact).

(5) *In-depth*. In-depth inspections are conducted when appropriate or necessary to fully ascertain the existence of or the extent of any deficiencies. This type of inspection can be scheduled independently of a Routine Inspection, though generally at a longer interval, or it may be a follow-up for Damage or Initial. An In-Depth underwater inspection will be conducted on all underwater members at an interval not to exceed 5 years.

(6) *Special*. Special bridge inspections will be conducted at the discretion of the local engineer.

7–44. Emergency bridge closures

In the event the condition of a bridge requires emergency closing or restricting of traffic, the engineer responsible for the bridge will notify the Senior Mission Commander, IMCOM, and ACSIM (DAIM–FDF) within 24 hours so that like structures in the Army inventory can be identified and inspected. The notification will include the bridge identification number, the event, bridge element that caused the emergency closure or restriction, and intended emergency remedial action.

7–45. Bridge analysis and posting

a. Load rating vehicle bridges. The specifications and procedures prescribed in the AASHTO Manual for the Condition Evaluation of Bridges shall be used for determining the maximum safe live load capacity of existing bridges. Vehicle bridges, as a minimum shall be rated for the AASHTO system of loading (that is, HS20, Type 3, Type 3S2, Type 3–3), except at OCONUS locations where host nation loading standards will be used and CONUS locations where host state requires additional or modified loading standards (for example, Georgia Type 3).

b. Military load class. The specifications and procedures prescribed in the AASHTO Manual for the Condition Evaluation of Bridges shall be used for determining the maximum safe military load classification of existing bridges. Military live load data is contained in Appendix C of FM 5–446. The analysis procedure and criteria in FM 5–446 shall not be used to rate installation bridges.

c. Load rating railway bridges. The AREMA Manual for Railway Engineering, volumes 1 and 2 shall be used for determining the maximum safe live load capacity of existing bridges. Railway bridges shall be rated for the Cooper E Series of loading and for the maximum train that the specific bridge must carry. For the purpose of reporting, these trains shall be converted to an equivalent Cooper loading.

d. Posting. All bridges with military traffic shall be posted with the military load class number. Vehicle bridges and major culverts with a live load capacity less than that required for the AASHTO type vehicles (that is, type 3, 3S2, 3–3; or host nation or state posting loads) shall also be posted showing the safe load limit for each vehicle. Regulatory signing should conform to the requirements of the AASHTO Manual on Uniform Traffic Control Devices (MUTCD). In addition, CONUS locations shall comply with host state required additional or modified posting standards. At OCONUS locations, postings shall comply with host nation standards. Garrisons may close a structure at any posting threshold but bridges not capable of carrying a minimum gross live load weight of three tons must be closed.

7–46. Bridge maintenance management

Results of inspections will be used to determine maintenance, repair, or improvements needed for each structure based on the specifications and procedures prescribed in the AASHTO Manual for Condition Evaluation of Bridges.

7–47. Project level management

Project level management decisions shall be based on a detailed analysis of the following:

a. Bridge inspection. Results of bridge inspections shall be used in conjunction with additional detailed inspections to determine maintenance, repair, and construction needs at the project level.

b. Problem definition. Deterioration of bridge elements shall be investigated to determine the cause and to provide a basis for corrective action.

c. Development and selection of alternatives. The M&R alternatives, which will eliminate or reduce the factors that led to the deterioration of the structure, shall be developed. Bridge maintenance and rehabilitation alternatives must be reviewed before replacement is considered as an alternative. Project selection should be based (M&R versus replacement) upon lowest life cycle costs that meet loading and other serviceability factors.

d. Project analysis. Documentation of project analysis shall be included in the project files for each bridge project over $50,000. Documentation shall consist of data relevant to the project, including—

(1) Project number.
(2) Project description.
(3) Facility number/branch.
(4) Project location.
(5) Category code (5–digit).
(6) Facility use.
(7) Bridge type.
(8) Adjacent pavement rank.
(9) Bridge dimensions/area.
(10) Bridge age.
(11) Bridge condition.
(12) Deck roughness.
(13) Feasible M&R strategies.
(14) Life cycle costs.

e. Preliminary design. Qualified engineering personnel will review maintenance, repair, and construction projects using the AWP as the source for work requirements.

7–48. Project plans and specifications

a. Design criteria. Design of bridges and other structures will be based on current design and technical guidance found in AASHTO (for vehicular bridges) and AREMA (for railroad bridges). For OCONUS installations, the bridge shall be designed in accordance with host nation standards and criteria. Required bridge railings, transitions, approach guardrail, and end treatments shall be added/upgraded to current standards whenever a major rehabilitation is undertaken. The standards used shall be equal to or greater than those of the state or host nation where the bridge is located.

b. Materials and specifications. Materials and specifications used for maintenance, repair, and minor construction will meet Federal, Military, State, AASHTO or AREMA, ASTM, and other recognized national or host-nation industry and technical specifications and standards. Wood used for structural members, planking, railroad ties, piles, posts, and other items in contact with the ground, concrete, or water will be preservative treated in accordance with criteria from the American Wood Preservers Association (AWPA).

c. Engineering. The services of a qualified engineer experienced in structural design will be used to determine the technical requirements and the manner of accomplishment of bridge projects.

7–49. Snow removal and ice control

Snow removal and ice control on bridge decks will conform to guidance in paragraphs 7–14a(3) and 7–18b.

7–50. Safety

Work zone traffic control. Work on bridges involves hazards associated with use of heavy equipment and movement of traffic. Necessary safety measures will be taken on bridges as outlined in the MUTCD, TM 5–624, EM 385–1–1, and Occupational Safety and Health Administration (OSHA) safety standards. These measures will be taken during all inspections involving maintenance, repair, and construction operations by both in-house and contract forces.

7–51. Quality assurance

The inspection of maintenance, repair, and construction work in progress, whether by in-house forces or A/E services, will be on a timely basis with special attention to quality assurance. Random monitoring may be used for work performed in-house. Continuous inspection shall be provided for work performed by an outside contractor. Inspectors will have demonstrated knowledge of proper maintenance, repair, and construction procedures.

7–52. Recordkeeping and project closeout

In addition to retaining the project folder items listed in paragraph 7–47d, real property records and IFS–M database will be updated.

7–53. Coordination

Open lines of communications should be maintained between project planners, designers, and inspectors at the network and project levels to provide information regarding bridge performance. This information should be used in development of preliminary M&R strategies at the network level and to modify future designs at the project level.

7–54. Disposal

Action will be taken to dispose of unneeded bridges, major culverts, and retaining walls in accordance with AR 405–90.

Section VI
Dams

7–55. Introduction

a. This section implements Public Law 92–367, as amended by Public Law 104–303, National Dam Safety Program Act, and Public Law 107–310, Dam Safety and Security Act of 2002, for Army installation dams.

b. A dam is any artificial barrier, including appurtenant works, which impounds or diverts water, and, which is either—

(1) Twenty-five feet or more in height from the natural bed of the stream or watercourse measured at the downstream toe of the barrier or from the lowest elevation of the outside limit of the barrier if it is not across a stream channel or watercourse, to the maximum water storage elevation.

(2) Has an impounding capacity at maximum water storage elevation of 50 acre-feet or more.

c. The policy is to manage Army installation dams in accordance with public law.

d. Army policy requirements for dams follow the Federal Guidelines for Dam Safety as established by the Federal Emergency Management Agency (FEMA) of the Department of Homeland Security (DHS) and published in FEMA 93 Federal Guidelines for Dam Safety. The following FEMA documents, in addition to FEMA 93, are to be on hand and utilized in managing installation dams:

(1) FEMA 64 – Federal Guidelines for Dam Safety: Emergency Action Planning for Dam Owners.

(2) FEMA 333 – Federal Guidelines for Dam Safety: Hazard Potential Classification System for Dams.

(3) FEMA 65 – Federal Guidelines for Dam Safety: Earthquake Analyses and Design of Dams.

(4) FEMA 94 – Federal Guidelines for Dam Safety: Selecting and Accommodating Inflow Design Floods for Dams.

(5) FEMA 148 – Federal Guidelines for Dam Safety: Glossary of Terms.

e. Preventive maintenance will be systematically applied to protect the investment in dams and to protect life and property downstream. Preventive maintenance of dams should provide a means for early detection of any deterioration of the structure. All preventive maintenance work will be included as an ARR.

f. A triennial on-site review of the garrison's dam maintenance program by the IMCOM engineer staff is required.

7–56. Hazard potential classification.

a. General. Army dams are classified according to their size and hazard potential. Classifications of installation dams shall be reviewed and validated every two years by the garrison commander, in conjunction with submission of required information for the biennial National Dam Safety Program Progress Report.

b. Size classification. The height and the storage capacity both will be considered and the element producing the largest size category shall govern. Dams are classified by size. If the dam is located across a watercourse or a river, the height of the dam should be measured from the natural bed of the river at the downstream end of the dam to the maximum water storage elevation. However, if the dam is not across a watercourse or river then the height is measured from the lowest elevation at the toe of the dam to the maximum water storage elevation. In order to determine the storage capacity of a dam, the maximum storage elevation may be considered equal to that of the crest of the dam. Once the height and the storage capacity are established then size classification (that is, small, intermediate, or large) can be made.

c. Hazard potential classification. The hazard potential classification, as accepted by the Interagency Committee on Dam Safety, is based on potential hazard pertaining to the possible loss of human life or property damage in downstream areas of the dam in the event that the dam or its appurtenant facilities fail. The hazard classification for dams is presented as follows:

(1) *Low hazard potential*. Dams assigned the low hazard potential classification are those where failure or misoperation results in no probable loss of human life and low economic and/or environmental losses. Losses are principally limited to the owner's property.

(2) *Significant hazard potential*. Dams assigned the significant hazard potential classification are those dams where failure or misoperation results in no probable loss of human life but can cause economic loss, environment damage, disruption of lifeline facilities, or impact other concerns. Significant hazard potential classification dams are often located in predominantly rural or agricultural areas but could be located in areas with population and significant infrastructure.

(3) *High hazard potential*. Dams assigned the high hazard potential classification are those where failure or misoperation will probably cause loss of human life.

7–57. Work classification

Military Construction Army (MCA) and Unspecified Minor MCA (UMMCA) programs are described in chapter 4. The DA Pam 420–11 provides guidance for determining work classifications.

7–58. Performance standards

a. Army dams will be maintained at or above the minimum condition levels of host State or host nation and as specified herein.

b. All dams must be maintained to allow passage of the design flows (flood) without major deterioration of dam components or damaging erosive or undermining action, nor loss of stability. The selection of the design flood should be based on an evaluation of the relative risks and consequences of flooding, under both present and future conditions. When flooding could cause significant hazards to life or major property damage, the flood selected for design should have virtually no chance of being exceeded. If lesser hazards are involved, a smaller flood may be selected for design. However, all dams should be designed to withstand a relatively large flood without failure even when there is apparently no downstream hazard involved under present conditions of development.

c. Final decision responsibility on the design flood / risk analysis shall be the decision of the dam owner, the garrison commander.

d. General criteria for maintenance requirements are found in FEMA 145, Dam Safety: An Owner's Guidance Manual.

7–59. Dam management procedures

Methods of inspecting, maintaining, repairing, and improving installation dams are described in FEMA 145.

7–60. Inventory

a. The IMCOM shall maintain the official Army installation dam inventory. Dams are defined in paragraph 7–55.

b. All dams will be identified, recorded, and maintained on real property inventory records. The IMCOM shall ensure that all dams recorded in the real property records are included in the National Inventory of Dams.

7–61. Inspection

a. Inspections.

(1) Formal (Periodic Technical) Inspection, at least every 5 years.

(2) Intermediate (Periodic Maintenance) Inspection, Annually.

(3) Special Inspections, as required and immediately after the dam has passed unusually large floods and after the occurrence of significant earthquakes, sabotage, or other unusual events reported by operating personnel.

b. Qualifications of inspector. Dam inspectors shall meet the minimum qualifications stated in Appendix L of this regulation.

c. Inspection forms. Inspection forms contained in FEMA document 145 shall be utilized to conduct and record maintenance inspection.

7–62. Work planning

The IMCOM shall develop and update long-range plans for a five year period. The IMCOM will consolidate all plans into a single integrated plan that reflects all major requirements, initiatives, actions, and objectives. Routine dam M&R, Emergency Action Plans, Annual Work Plan, Master Plan, and inspections shall be incorporated into this plan.

7–63. Project level management

Project level management encompasses detailed engineering management associated with the M&R of dams. Management decisions should be based on—

a. Dam inspections. Dam inspections are to be performed in accordance with paragraph 7–61.

b. Development and selection of alternatives. Dam M&R alternatives should be developed and analyzed. Project selection should be based on the lowest life cycle costs and overall safety factors. Significant or high hazard dams requiring structural maintenance or repair will be immediately maintained/repaired, breached, or the pool lowered.

c. Project analysis. Documentation of project analysis shall be included in the project folder for each dam project over $50,000. Documentation shall consist of a record of data relevant to the project, including a life cycle cost analysis and safety consideration of each feasible alternative developed. Relevant data will include the following:

(1) Project title/description.

(2) Project location.

(3) Facility number.

(4) Category code (5–digit).

(5) Facility uses.

(6) Age of dam.

(7) Type and quantity of dam distress.

(8) Repair alternatives considered.

(9) Life cycle economic analysis for each alternative.

d. Preliminary design. A qualified engineer with dam design experience will develop maintenance, repair, and construction projects using the AWP as the source for work requirements.

7–64. Project plans and specifications

a. Design criteria. Current FEMA design criteria and guide specifications for the design of M&R projects involving dams will be used.

b. Materials and specifications. Materials and specifications used in the performance of maintenance, repair, and minor construction work will conform to the applicable Federal, military, state, American Society for Testing and Materials (ASTM), and other recognized national or host nation industry and technical society specifications and standards. Materials will be inspected, tested, or certified to the degree necessary to ensure compliance with authorized specifications and standards.

(1) The IMCOM shall be responsible for a quality assurance (QA) check of all plans and specifications.

(2) All M&R projects exceeding $100,000 shall contain Contractor quality control plans that address materials specification and use, specifically stating required testing and certification. The Contractor's quality control plan shall provide for Contractor inspection and certification that materials incorporated in the works meet specifications.

7–65. Emergency action plans and safety

a. Responsibility. The Garrison Commander shall ensure that an Emergency Action Plan (EAP) is prepared for each high and significant hazard installation dam. The plan will be prepared in accordance with FEMA documents 64, 93, and 145 and will be exercised annually. Low hazard dams shall have a locally developed EAP Standard Operating Procedure (SOP).

b. Dam safety officer. There will be a Dam Safety officer assigned at each garrison having a dam, each IMCOM Region, IMCOM HQ, and the ACSIM.

c. Signs and devices. Planning, design, and erection of safety signs, warning signals, and other safety devices should be based upon engineering analysis/studies and are the responsibility of the IMCOM. All safety related work shall be coordinated with the garrison safety office.

d. Work area safety. Necessary safety measures will be taken to safely control and provide for other possible activities (for example, boating, fishing, and hunting) while performing dam inspections and M&R work.

7–66. Quality assurance

The inspection of maintenance, repair, and construction work in progress, whether by in-house forces or architect/engineer (A/E) services, will be on a timely basis with special attention to quality assurance. Quality assurance inspections will be made on all dam work and will be commensurate with the work performed. Random monitoring may be used for work performed in-house. Continuous inspection shall be provided for work performed by an outside contractor. Inspectors will have demonstrated knowledge of proper maintenance, repair, and construction procedures.

7–67. Recordkeeping and project closeout

a. In addition to retaining the project folder items listed in paragraph 7–47*d*, the following steps will be followed when closing a project upon completion of work and maintaining a permanent record for every project.

b. Real property records and IFS database will be updated.

c. A final project warranty inspection will be conducted before the warranty on the work expires. A record of this inspection will be retained in the project folder.

7–68. Coordination

Open lines of communications should be maintained between all concerned parties (for example, project planners, designers, inspectors, garrison safety officer, recreation officer, and the training officer) for all planned dam M&R projects. Information obtained by this coordination should be used in development of M&R strategies and to modify future designs and schedule actual work. Garrison public works activity operations and maintenance personnel shall participate in dam safety training and awareness programs. Installations with high and significant hazard dams shall also coordinate with downstream communities.

7–69. Reporting

a. The IMCOM shall maintain the Army National Inventory of Dams.

b. The IMCOM shall maintain a file for each dam on the inventory. As a minimum, each file will contain the following:

(1) Inspection reports.

(2) Design and structural analyses.

(3) Maintenance and repair history and AWP (copies of DA Forms 4283 and DD Forms 1391).

(4) Drawing number and location of as-built drawings.

(5) Photographs.

c. The dam inventory will be updated after each informal (maintenance), formal (technical) and special inspection, and as known changes occur.

d. The National Dam Safety Program Act requires that the status of Federal dams be reported biennially to Congress. The biennial report for the Army is submitted to Federal Emergency Management Agency (FEMA) at the end of odd numbered fiscal years. This shall be accomplished as follows:

(1) The IMCOM shall update annually the Army dam inventory current as of 1 May, in a format following the National Inventory of Dams Methodology, and provide required information to ERDC/WES.

(2) The IMCOM shall be responsible for consolidating the Army dam inventory data biennially into an Army Dam Report, in a format for Federal Agencies, and submitting to Dam Safety Officer, USACE, for inclusion in the DOD report to FEMA by 1 July each year or as required.

(3) Personnel on IMCOM installations with dams will participate in dam safety training for operations and maintenance. Installations with high and significant hazard dams shall coordinate with downstream communities and exercise their Emergency Action Plans.

7–70. Disposal

Action will be taken to dispose of dams and appurtenances for which there is no foreseeable need in accordance with AR 405–90.

Chapter 8
Management, Acquisition, and Use of Motor Vehicles

8–1. Introduction

This chapter concerns policies, responsibilities, and procedures for the management, acquisition, and use of Army-owned, Army-leased, or otherwise controlled nontactical vehicles.

8–2. Policy

AR 58–1 contains the policy information referred to in paragraph 8–1, above. Subjects within that regulation include—

a. Operations and management of nontactical vehicles.

b. Authorization, acquisition, distribution, and redistribution of nontactical vehicles.

c. Transportation between domicile and place of employment.

d. Bus transportation services.

e. School bus transportation.

f. Interservice and interagency support.

g. Use of nontactical vehicles by contractor personnel.

h. Painting, identification, license plates, marking, and registration.

i. Maintenance management.

j. Replacement/Repair determinations, life expectancies, and disposal procedures for Army-owned nontactical vehicles.

k. Cost accounting and management reporting.

Part Three
Master Planning

Chapter 9
Army Installation Design Standards

9–1. Introduction

This chapter concerns guidance for the Army Installation Design Standards (IDS) that provide the common facility and infrastructure standards for all Army garrisons. The standards provide a common basis to facilitate the continuous improvement of the functional and visual aspects of Army garrisons. They promote both sustainable design and development (SDD) and an integrated design process for all projects.

9–2. Policy

The Army IDS manual contains the guidance referred to in paragraph 9–1, above. Subjects within the manual include—

a. Site planning design standards.
b. Building design standards.
c. Circulation design standards.
d. Landscape design standards.
e. Site elements design standards.
f. Force protection design standards.
g. Model Army installation design guide and standards.

Chapter 10
Master Planning for Army Garrisons

10–1. Introduction

This chapter concerns policy for the Army's real property master planning process. The policy establishes the role of real property master planning and its relationship to the Planning, Programming, Budgeting, and Execution System.

10–2. Policy

AR 210–20 contains the policy information referred to in paragraph 10–1, above. Subjects within that regulation include—

a. Real property master planning process.
(1) Real property master planning and the Planning, Programming, Budgeting, and Execution Process.
(2) Real property master planning process.
(3) Spatial data and real property master planning.
(4) Results.
(5) Considerations for the environment, sustainable design and development, historic preservation, and natural resources.
(6) Intergovernmental coordination.
b. Real Property Master Plan.
(1) Components.
(2) Mobilization component.
(3) Contributory information and plans.
(4) Environmental documentation.
(5) Submission and approval.
(6) Maintenance and revision.
(7) Project siting.
(8) Land use change requests.
c. Real Property Planning Board.
(1) Establishment.
(2) Functions.
(3) Composition.
(4) Meetings.

Chapter 11
The Army Installation Status Report Program

11–1. Introduction

This chapter concerns policy for the Installation Status Report Program within the United States and overseas commands of the Department of the Army.

11–2. Policy

AR 210–14 contains the policy information referred to in paragraph 11–1, above. Subjects within that regulation include—

a. Policies and special considerations.

b. Installation Status Report program objectives.
c. Policies and special considerations for the U.S. Army National Guard.
d. Installation Status Report requirements.
e. Reporting instructions.
f. Retention of reports.
g. Release of Installation Status Report data.
h. Actions by higher commanders.
i. Technical assistance.

Part Four
Real Estate

Chapter 12
Acquisition of Real Property and Interests Therein

12–1. Introduction
This chapter concerns policies, responsibilities, and procedures for the acquisition of real property and interests therein, for military purposes by the Department of the Army, excluding Civil Works Projects under the supervision of the Chief of Engineers.

12–2. Policy
AR 405–10 contains the policy information referred to in paragraph 12–1, above. Subjects within that regulation include—

a. Acquisition of real property and interests therein in the United States, the Commonwealth of Puerto Rico, and the Virgin Islands.

b. Acquisition of real property and interests therein in oversea commands (excluding Alaska, Hawaii, the Commonwealth of Puerto Rico, and the Virgin Islands).

Chapter 13
Real Estate Claims Founded Upon Contract

13–1. Introduction
This chapter concerns policy for investigating and processing contractual claims involving real estate which are to be settled and adjusted by the Government Accountability Office (GAO).

13–2. Policy
AR 405–15 contains the policy information referred to in paragraph 13–1, above. Subjects within that regulation include—

a. Statutory provision for GAO settlement and adjustment.
b. Claims not payable.
c. Claims payable under contract.
d. Claims cognizable under other regulations.
e. Claims to be submitted.
f. Time for filing claims.

Chapter 14
Real Property Inventory Management

14–1. Introduction
This chapter concerns the requirements, authority, policy, and responsibility for the accountability and management of all real property and interest therein.

14–2. Policy
AR 405–45 contains the policy information referred to in paragraph 14–1, above. Subjects within that regulation include—

a. Statutory authority.
b. Security classification of reports.
c. Real property inventory.
d. Facility assignments.
e. Facility numbering.
f. Equipment.
g. Voucher register and file.
h. Category code.
i. Ingranted or outgranted real property.
j. Conversion and diversion.
k. Stewart B. McKinney Homeless Assistance Act.
l. Facility maintenance, repair, and capital improvements projects.
m. Utility distribution adjustments.
n. Reporting NAF real property.

Chapter 15
Utilization of Real Property

15–1. Introduction
This chapter concerns the Army's policies, criteria, responsibilities and procedures for the use of real property, including identification of rules for the use and survey of real property under the control of the DA, and establishes integration with the Army's real property master planning process.

15–2. Policy
AR 405–70 contains the policy information referred to in paragraph 15–1, above. Subjects within that regulation include—
a. Real property utilization.
b. Space utilization planning and management.
c. General Services Administration and Department of the Army surveys.
d. Administrative space criteria and assignment guidelines.

Chapter 16
Disposal of Real Estate

16–1. Introduction
This chapter concerns authorities, responsibilities, policies, and procedures for the disposal of military and industrial real estate under the custody and control of DA worldwide.

16–2. Policy
AR 405–90 contains the policy information referred to in paragraph 16–1, above. Subjects within that regulation include—
a. Property to be excessed.
b. Properties that are not excess.
c. Disposal by the General Services Administration.
d. Department of the Army return of public domain lands.
e. Department of the Army disposal of real property.
f. Department of the Army disposal of excess foreign real estate.

Chapter 17
Real Property Category Codes

17–1. Introduction
This chapter concerns policies for a uniform real property category coding system and its use to provide the ability to account for and control all Army-owned and planned facilities.

17–2. Policy
AR 415–28 contains the policy information referred to in paragraph 17–1, above. Subjects within that regulation include—

a. Digit identification within category codes.
b. Procedures for assigning category codes.
c. Units of measure in reports.
d. General Ledger Accounting Codes.
e. Facility type.

Chapter 18
Federal Legislative Jurisdiction

18–1. Introduction
This chapter concerns basic characteristics of Federal legislative jurisdiction and the policies, procedures, and responsibilities relating to the acquisition and retrocession of such jurisdiction over land areas within the United States that are under the control of DA.

18–2. Policy
AR 405–20 contains the policy information referred to in paragraph 18–1, above. Subjects within that regulation include—

a. Basic characteristics of Federal legislative jurisdiction.
b. Army policy for acquisition of legislative jurisdiction.
c. Criteria for exceptional cases.
d. Procedure for acquisition of legislative jurisdiction.
e. Procedure for retrocession of legislative jurisdiction.
f. Notice and information.

Chapter 19
Annexation

19–1. Introduction
This chapter concerns basic policies, procedures, and responsibilities attributable to those situations where a political subdivision of a State seeks to alter its existing boundaries in a manner which would result in the inclusion therein of real estate under control of the Department of the Army, and to those situations in which the Department of the Army considers that it would be advantageous to the Government to request that annexation of Federal lands be accomplished by the political subdivision of the State, either for acquisition or management purposes.

19–2. Policy
AR 405–25 contains the policy information referred to in paragraph 19–1, above. Subjects within that regulation include—

a. Procedure.
b. Annexation Assembly and Evaluation Report.
c. Interim protest.
d. Notification of Army position.
e. Army request for annexation.

Chapter 20
Mineral Exploration and Extraction

20–1. Introduction
This chapter concerns policies and procedures for mineral exploration and extraction on Army controlled lands.

20–2. Policy
AR 405–30 contains the policy information referred to in paragraph 20–1, above. Subjects within that regulation include—

a. Type and location of mineral.
b. Availability of minerals.
c. Oil and gas leasing.
d. Oil and gas lease operations.
e. Other mineral leases.
f. Permission to explore for minerals.

Chapter 21
Management of Title and Granting Use of Real Property

21–1. Introduction
This chapter concerns policies for management of the United States of America title to real property under the jurisdiction or control of the Department of the Army, granting the use of that real property to non-Army users, and oversight of unauthorized uses of that real property.

21–2. Policy
AR 405–80 contains the policy information referred to in paragraph 21–1, above. Subjects within that regulation include—

a. Delegations of authority.
b. Revocation of delegations.
c. General outgranting.
d. Management of title and unauthorized uses.
e. Special outgrants or uses.

Part Five
Utilities and Energy Management

Chapter 22
Army Energy and Water Management Program

Section I
Introduction

22–1. Overview
This chapter prescribes policies, procedures, and responsibilities for the Army Energy and Water Management Program (AEWMP) and Department of Defense Instruction (DODI) 4170.11, Installation Energy Management. The overall objective of the AEWMP is to ensure the availability, quality, and security of energy and water for the Army without degrading the environment, mission readiness, or the well-being of Soldiers (see para 22–5 of this publication).

22–2. Applicability
This chapter applies to the Active Army, the U.S. Army Reserve, and Army National Guard installations, sites, and/or facilities operated and maintained by Federal funds. It also applies to all tenant activities, Government-owned, contractor-operated (GOCO) activities and garrisons contracted by the Army, and all facilities leased by the Army.

22–3. Chapter exponent
The exponent (see glossary) for this chapter is the ACSIM (DAIM–FDF).

22–4. Chapter responsibilities

The following responsibilities are in addition to the general responsibilities identified in paragraph 1–4.

a. The ASA(I&E), in addition to those responsibilities identified in paragraph 1–4*a*, will—

(1) Submit the Army Annual Energy Management Report to the Deputy Under Secretary of Defense (Installations and Environment).

(2) Participate in the Interagency Energy Policy Committee.

(3) Act as the proponent for the Secretary of the Army Energy and Water Management Awards at the Army Secretariat level.

b. Deputy Chief of Staff, G–3/5/7 will—

(1) Establish overall operational priorities for distribution and use of fuels and alternative and/or renewable sources of tactical mobility energy.

(2) Ensure recognition of the provisions of this regulation during the development of the following:

(a) Army aspects of national military strategy.

(b) Army force requirements.

(c) Army mobility requirements.

(d) Overall roles and missions of the Army.

(3) Develop guidance to all Army Command (ACOM), Army Service Component Command (ASCC), and Direct Reporting Unit (DRU) commanders emphasizing compliance with the AEWMP during all operations and training exercises.

c. Deputy Chief of Staff, G–4 will—

(1) Formulate and recommend coordinated Department of the Army (DA) policy for the allocation, supply, conservation, and management of tactical and mobility energy and water resources within the Army.

(2) Support efforts to give high priority to funding for R&D and materiel acquisition that improves energy and water efficiency.

d. The CIO/G–6 is responsible for policy on the use of electronic information management equipment. AR 25–1, paragraph 6–2*f* requires that all purchases of microcomputers, including personal computers, monitors, and printers, meet the ENERGY STAR™ requirements for energy efficiency. Computers, desktop units, and personal computers can remain on for IT purposes only when the computer is capable of; configured, and enabled for energy saving features such as standby or low energy usage modes during periods of operator absence and the mode is activated after any 10 minutes of inactivity. Otherwise, they are to be turned off after normal duty hours. Use of this exception to remain on by use of stand-by or low energy usage modes of operation are authorized only when the computer meets ENERGY STAR™ compliance and consumes 20 watts or less of energy while in that mode. Servers, storage area network devices, and other network infrastructure are NOT required to be powered off during periods of non-use.

e. The ACSIM, in addition to those responsibilities identified in paragraph 1–4*b*, will—

(1) Prepare the Army Annual Energy and Water Management Report and Implementation Plan.

(2) Provide implementing guidance that complies with current Laws or Executive Orders pertaining to energy and water goals. This will be done with assistance of and in coordination with various ARSTAF elements.

(3) Conduct, with the assistance of the ARSTAF, a continuing review of DA statutory and regulatory authority, policies, procedures, and programs to eliminate inconsistencies or deficiencies that could constrain the AEWMP.

(4) Formulate and coordinate DA policy for the allocation, supply, conservation, and management of energy and water resources within the Army.

(5) Advise the ASA(I&E) on energy and water management matters.

(6) Provide advisers on energy and water management issues to principal DA witnesses appearing before the Office of the Secretary of Defense (OSD), Office of Management and Budget, or Congress.

(7) Function as primary ARSTAF contact concerning energy and water management issues for the following:

(a) Office of the Secretary of Defense.

(b) Army Secretariat.

(c) Other Government and military departments.

(d) Civilian sector.

(8) Develop, supervise, and maintain an effective energy and water information management system for the Army.

(9) Provide guidance and direction to the Army Energy and Water Reporting System (AEWRS) to meet reporting and program management needs. Develop guidelines for reporting frequency and verification process, plan for expanded database to meet future and changing requirements, and develop data collection and reliability tools and/or systems.

(10) Participate in the planning, programming, and budget process for all Army energy and water matters. Participation will include the following:

(a) Development of utilities budget allocations.

(b) Monitoring of Armywide consumption of energy and water.

(c) Development and preparation of budget data and justifications.

(11) Review Joint and Army strategic plans to ensure consideration and incorporation of appropriate energy and water input.

(12) Ensure compatibility between the AEWMP and the Army Environmental Program (see AR 200–1).

(13) Coordinate with the following to ensure a continuing exchange of information and ideas:

(a) Other military Services.

(b) Director of Energy Policy, OSD.

(c) Industry.

(d) Department of Energy (DOE).

(e) EPA.

(f) Other Federal and State agencies.

(g) Professional societies.

(h) Educational and scientific institutions.

(14) Provide guidance and oversight for energy and water R&D programs. Support efforts to give high priority to funding for R&D and materiel acquisition that improves energy and water efficiency

(15) Develop and manage Army participation in the DOD Energy Conservation Investment Program (ECIP) and the Army's Alternative Financing Program including Energy Savings Performance Contracts (ESPCs) and Utility Energy Savings Contracts (UESCs).

f. Chief of Engineers, in addition to those responsibilities identified in paragraph 1–4*c*, will—

(1) Perform responsibilities stated in the Army Federal Acquisition Regulation Supplement (AFARS) 5141 and AR 420–41.

(2) Function as primary ARSTAF contact concerning utilities acquisition and sales administration, engineering, and legal issues.

g. Heads of DA Staff agencies will—

(1) Ensure that energy and water management considerations are included in agency functional responsibilities.

(2) Coordinate all plans and actions which impact on energy and water matters with the Office of the Assistant Chief of Staff for Installation Management, ATTN: DAIM–FDF, 600 Army Pentagon, Washington, DC 20310–0600.

(3) Maintain a single point of contact (POC) to expedite staff actions on energy and water management matters and to disseminate essential information within each agency. The name, rank/grade, agency, e-mail address, mailing address, and telephone number of the agency POC will be provided to ACSIM at the address in paragraph (2), above. This information will be submitted within 15 working days following publication of this regulation and within 15 working days following a change to the POC information.

h. Chief, National Guard Bureau (CNGB) and the Chief, Army Reserve (CAR) will, in addition to those responsibilities identified in paragraphs 1–4*d* and 1–4*e*, have the same responsibilities as those listed for Heads of DA Staff agencies in paragraph *g*, above.

i. The Surgeon General (TSG) will provide guidance on health and preventive medicine aspects of the AEWMP.

j. Chief of Public Affairs (CPA) will—

(1) Distribute energy and water conservation information materials.

(2) Coordinate releases, photographs, film footage, audiotapes, and other energy and water conservation material through the Office of the Assistant Secretary of Defense (Public Affairs) to the national media.

(3) Provide information and arrange for military speakers upon request from veteran and civilian groups in support of objectives of the AEWMP.

(4) Coordinate and arrange for public announcements, press conferences, releases, and news media interviews.

(5) Respond to queries received from the media and the public.

(6) Provide materials for inclusion in local command information activities in support of the program.

k. Commander, IMCOM will—

(1) Establish and maintain an active Energy and Water Management Program (EWMP) at all agency/command levels.

(2) Promote regional and garrison energy and water conservation/awareness activities.

(3) Ensure each region and garrison has an Energy Manager appointed in writing and trained as required by current laws and Executive Orders to represent the organization in all energy and water matters.

(4) Ensure that energy and water conservation responsibilities are included in position descriptions of Directors of IMCOM Regions, their subordinate commanders, and others critical to the implementation of applicable laws and Executive Orders. Include successful implementation of energy efficiency, water conservation, renewable energy, and alternative energy projects in performance evaluations.

(5) Ensure that Directors of IMCOM Regions encourage their assigned garrisons to meet or exceed energy and water conservation goals, and that the Directors assist garrisons that are not meeting goals by providing additional

resources, assistance, and technical expertise. Provide and require a prescriptive energy design guide for every scope of work at every installation if one is not in use or available.

(6) Conduct Army Energy Awareness and Conservation Assessment visits and ensure follow-on field surveys to maintain field-level interest and receive feedback on accomplishments and problem areas.

(7) Use the incentive/suggestion awards program to promote and recognize energy and water conservation.

(8) Develop and maintain active energy and water conservation information programs (for example, Web–based, videos, compact discs, and teleconferences).

(9) Ensure that garrison energy and water consumption data is accurate and promptly reported through the Army Energy and Water Reporting System (AEWRS) (see para 22–22).

(10) Consolidate and recommend candidate energy and water projects to include ECIP projects.

(11) Establish regionally conducted on-site reviews of installation Energy and Water Management Programs for compliance with this regulation.

(12) Provide Region Annual Energy Reports and Implementation Plans for submission to the Office of the Assistant Chief of Staff for Installation Management, ATTN: DAIM–FDF, 600 Army Pentagon, Washington, DC 20310–0600.

(13) Submit Secretary of the Army and Federal Energy and Water Management Award nominations to the Office of the Assistant Chief of Staff for Installation Management (address above).

(14) Provide engineer liaison to ACOMs, ASCCs, and DRUs.

(15) Ensure that garrisons have adequate energy security and water management plans to include strategies for continuing essential garrison missions during emergencies.

(16) Manage the Army Energy Security Program in accordance with current DOD and ACSIM guidelines.

l. Commanders of ACOMs, ASCCs, and DRUn, in addition to their responsibilities listed in paragraph 1–4*g*, above will—

(1) Infuse energy and water efficiencies into the development of Army operations, processes, procedures, acquisition strategies, and other mission related functions.

(2) Ensure that thorough consideration is given to—

(a) Conservation of energy in the development, acquisition, operation, manufacture, use, storage, or disposal of Army assets.

(b) Management of production programs and industrial modernization programs.

(3) Support efforts to give priority to funding for R&D and materiel acquisition that improves energy and water efficiency.

(4) Include energy and water conservation responsibilities in position descriptions of subordinate commanders to the extent practical to ensure appropriate compliance with the AEWMP. Include emphasis on compliance during all training exercises. Include successful implementation of energy efficiency, water conservation, renewable energy, and alternative energy projects in performance evaluations.

m. Commander, USACE will—

(1) Execute the Energy Conservation Investment Program (ECIP) in accordance with chapter 4, Army Military Construction Program Development and Execution.

(2) Develop and update design criteria and construction standards to meet established energy and water efficiency standards.

(3) Implement life-cycle cost effective energy efficiency, water efficiency, and renewable energy technologies in all construction programs in accordance with current Sustainable Design and Development (SDD) practices and Installation Design Standards.

(4) Develop and implement effective energy and water related R&D programs in coordination with DOD and the ACSIM.

(5) Maintain a list of principal investigators (PI) for all Army facility energy R&D programs. The name, agency, telephone number, e-mail address and mailing address of the PI for each program will be provided to ATTN: DAIM–FDF, Assistant Chief of Staff for Installation Management, 600 Army Pentagon, Washington DC 20310–0600.

(6) Sponsor and support the development of specifications, standards, handbooks, criteria and guidance to promote the beneficial use of efficient/cost-effective energy and water technologies.

(7) Provide guidance on the technical engineering standards and research aspects of the AEWMP.

(8) Provide for technology transfer, including the exchange of information.

(9) Refer policy matters that require resolution to ACSIM.

(10) Support garrison surveys for potential applications of renewable energy technologies.

(11) Assist in the development and update of data for the Army Annual Report as requested by ACSIM.

(12) Provide public affairs support for the AEWMP.

(13) Develop, maintain, monitor, update, and offer Army specific energy and water management training courses (for example, ESPC, Measurement and Verification) that meet the requirements of current laws and Executive Orders.

(14) Provide technical support to the ACSIM, Headquarters IMCOM (HQIMCOM), and Army garrisons in the area of energy and water management.

(15) Ensure that energy and water consumption data for activities located in USACE facilities with separately metered utilities is accurate and promptly reported through AEWRS (see para 22–22).

22–5. Program objectives

Objectives of the AEWMP include—

a. Providing guidance for resourcing utility infrastructure modernization and program execution.

b. Participating in the national effort to conserve energy and water resources.

c. Participating in research and development (R&D) efforts regarding new and improved energy and utility technologies.

d. Implementing the Army Energy Strategy for Installations by—

(1) Eliminating/reducing energy waste in existing facilities.

(2) Increasing energy efficiency in new/renovated construction.

(3) Reducing dependence on fossil fuels.

(4) Conserving water resources.

(5) Improving energy security.

e. Encouraging partnerships with local communities and utility suppliers to obtain power from renewable sources.

22–6. Program guidelines

a. Programs must be designed in accordance with the Army Energy Strategy for Installations.

b. Army energy and water resources will be intensively managed to ensure their efficient and effective use in support of mission requirements.

c. Energy and water management programs will not impair the training, readiness, and combat capability of the Army. However, these programs can be used to enforce the current Energy Policy Act (EPAct) requirements to eliminate wasteful practices that do not contribute to training, readiness, and combat capability. Such programs will not impair the health and safety of military and civilian personnel. This regulation will not be cited as authority to eliminate, defer, or reduce personnel programs commonly associated with well-being of Soldiers' objectives. These are objectives aimed at improving the living and working environment in the Army.

d. Energy and water efficiency and availability will be a factor in the decision process and will be stressed in the design, development, procurement, production, and operation of equipment, weapon systems, and facilities. This regulation will not be cited as authority to place additional burden on weapon system program managers or supplement DOD 5000-series guidance on Defense acquisition.

e. Energy and water requirements, where appropriate, will be an agenda item at all in process reviews (IPRs).

22–7. Recordkeeping requirements

Records created in support of the Army Energy and Water Management Program will be managed and disposed of in accordance with AR 25–400–2. The recordkeeping requirements created by this regulation are listed in appendix N.

Section II
Procurement and Energy Supply

22–8. General

a. Specific procedures for coal and petroleum products supply and management are in AR 710–2. Guidance for the selection and use of energy resources is contained in chapter 23. For energy resources used in special weapon systems, see the technical manuals and supply bulletins applicable to the weapon systems. Policy and guidance for the acquisition of utility services is contained in AR 420–41.

b. Selection of energy resources will involve consideration of price, current and future availability, environmental compatibility, renewability, and life cycle cost effectiveness. Renewable energy sources and alternative fuels will be given preference over non-renewable sources when the other considerations stated above balance. Specific DA guidance on fuel selection for new construction and rehabilitation projects is contained in chapter 23.

22–9. Procurement

a. Energy and water saving specifications will be included in acquisition, purchasing, and contracting documents for weapon systems, facilities, and equipment. Energy and water saving technologies are to be used. The IMCOM will ensure that garrisons—

(1) Maximize use of alternative financing methods, such as Energy Savings Performance Contracts (ESPC) and Utility Energy Service Contracts (UESC) to reduce energy use and cost in facilities when appropriated funds are not available.

(2) Purchase only ENERGY STAR™ rating appliances (including vending machines) for any new or replacement application.

(3) Use sustainable design and development (SDD) principles with regard to energy technology in operation and maintenance of existing facilities and siting, design, and construction of new facilities.

(4) Incorporate lease provisions that encourage energy and water efficiency. This includes new leases and renegotiation or extension of existing leases.

b. Procurement specifications will be periodically reviewed and updated to permit procurement of newly developed energy saving items. In accordance with guidance for the procurement of utility commodities and services as defined by FAR (part 41) and AR 420–41, IMCOM will ensure that garrisons—

(1) Take advantage of competitive opportunities in natural gas, electricity, and fuel markets to reduce cost and enhance service. Defense Energy Support Center is the designated DOD agency for procurement of coal, natural gas, and petroleum products. The IMCOM may allow a garrison to do its own procurement to satisfy unique circumstances or if it is determined to be more cost effective. The IMCOM shall maintain documentation of these decisions.

(2) Select electricity providers that use high efficiency electric generating technologies where feasible, and consider the greenhouse gas intensity of the source of the electricity.

(3) Increase their purchase of electricity from clean, efficient, and renewable energy sources through purchases of "green power" from local, off-post, utility providers in partnership with local communities.

22–10. Energy acquisition in emergencies

a. Energy products are acquired and supplied to meet Army and Defense contractor requirements under existing law in the most efficient way possible. When market conditions are expected to adversely affect, or have adversely affected, the Army's ability to acquire energy products to meet its peacetime, surge, mobilization, or wartime requirements, exceptional authorities to acquire critical products may be exercised by DOD and the Army.

b. For mobility fuels, the Defense Logistics Agency (DLA)/Defense Energy Support Center (DESC) makes determinations with regard to the need for energy product priority assistance for the Army and primary defense activities. When necessary, draft determinations will be prepared by the DCS, G–4, Directorate for Sustainment (DALO–SMT) and forwarded to DLA/DESC for execution.

c. For facility fuels, the Deputy Under Secretary of Defense (Installations and Environment) (DUSD(I&E)) makes determinations with regard to the need for energy product priority assistance for the Army and primary defense activities. When necessary, draft determinations will be prepared by the DCS, G–4, Directorate for Sustainment (DALO–SMT) and forwarded to DUSD(I&E) for execution.

d. Determination of actual or impending adverse effects on mobility/facility energy product acquisition will be based on evidence that energy market conditions have, or will soon, adversely affect the Army's ability to purchase energy products in the market and that—

(1) Waiving such provisions of law will facilitate acquisition.

(2) Access to Naval Petroleum Reserve and Strategic Petroleum Reserve crude oil is necessary to meet military petroleum requirements.

(3) Energy product priority assistance is necessary to obtain energy resources to meet national defense needs.

e. Draft findings with regard to the need for energy product priority assistance for direct Army requirements will contain, at a minimum, the information below including supporting facts. Headquarters, IMCOM is responsible for coordinating the preparation of draft findings which will be forwarded to DCS, G–4 (DALO–SMT).

(1) The quantity and quality of energy products required to meet the national defense requirements after all steps to satisfy the activity's energy product requirement are taken.

(2) The required delivery dates.

(3) The activity, purchasing activity, and the supply location for which the energy product is required.

(4) The current or most recent suppliers of the energy product and the reasons, if known, why the suppliers will not supply the requested product.

(5) The feasibility of the activity using an alternate energy product in place of that requested and the efforts made to obtain the alternate product.

(6) The period during which the interruption in energy product supply is expected to exist.

(7) The proposed supply source to satisfy the energy product requirement, which should be the historical supplier of the energy product.

(8) All actions taken to satisfy the activity's energy product requirement and the results of these actions.

f. In addition to the findings listed in *e*, above, requests for energy product priority assistance for Army materiel contractors will contain the following information:

(1) The procurement and industrial managers responsible for administering the Army contractor priority assistance request.

(2) The quantity and quality of energy product required daily to sustain a specific rate of production.

(3) An assessment of the impact of the energy product supply interruption on Army materiel production.

(4) The Defense Priorities and Allocations System rating on the contract per DODD 4400.1 and DOD 4400.1–M.

(5) Efforts taken by the defense contractor to seek relief from suppliers, distributors, and Federal, State, and local authorities involved.

(6) The ratio of commercial to defense production at the defense contractor's plant experiencing the energy product supply interruption, and the means by which it can be ensured that the Army contractor will use the energy product supplied for Army materiel products.

(7) Actions taken by the Army to assist and advise the defense contractor.

Section III
Energy and Water Management

22–11. General

a. Energy and water conservation management is based on the premise that—

(1) Readiness and training of Army forces must be maintained.

(2) Well-being of Soldiers will be maintained or improved.

(3) Decisions will be based on life cycle economic analysis and accepted conservation practices in order to manage resources in the most cost effective and practical manner.

(4) Ongoing energy and water awareness programs are required to achieve energy savings.

b. The administrative use of vehicles, aircraft, and other energy-consuming equipment will be monitored for abuse and unnecessary use beyond that needed to maintain readiness. Engines will be turned off when vehicles are parked or driver/operator is not at the controls unless maintenance operations require the engine to be running.

c. Within the limits of operational requirements, curtail energy intensive activities during holiday periods.

d. Savings realized from implementation of energy management initiatives will be used to invest in additional energy saving measures such as the purchase of renewable energy systems and renewable energy sources.

e. Installations with facilities that show exemplary energy or water efficiency and renewable energy improvements may gain exposure as a Department of Energy (DOE) Showcase Facility. Notification of application for this program shall be made through command channels to ACSIM.

f. Use of renewable energy systems such as solar hot water, solar electric, solar outdoor lighting, wind turbines, fuel cells, geothermal, biomass, hydroelectric, ground coupled heat pump systems, and other alternatives should be considered based on life cycle cost effectiveness.

22–12. Energy conservation and management guidelines for facilities and buildings

The following policies apply to all facilities unless specifically excluded.

a. Low-cost/no-cost initiatives. Energy and water consumption in Army facilities will be reduced through low-cost, common sense management actions, and preventive maintenance. These include the following:

(1) Establishment of installation energy and water management plans and policies.

(2) Establishment of an energy awareness program including such measures as delamping, turning off unneeded lights, use of automatic occupancy temperature set point controls, closing doors and windows to prevent loss of energy required for heating and cooling, establishment of installation "energy waste/abuse hotlines," and appointment and training of building energy monitors.

(3) Establishment and performance of scheduled maintenance activities (inspections, operational checks, and replacements/repairs/adjustments) on building systems that impact energy and water consumption, such as heating, cooling, and water distribution systems and the integrity of the building envelope, to obtain efficiencies.

(4) Use of outside air to heat and cool buildings in accordance with equipment specifications and design criteria.

b. Heating and cooling.

(1) During the heating season, temperatures in occupied facilities will be maintained in the range of 72 degrees Fahrenheit plus or minus 2 degrees Fahrenheit during working hours and heating setback temperatures during unoccupied times shall be set at 55 degrees Fahrenheit plus or minus 5 degrees Fahrenheit. Temperatures in warehouses and similar active working spaces, like maintenance bays, will be at 60 degrees Fahrenheit plus or minus 5 degrees Fahrenheit during occupancy and 45 degrees Fahrenheit plus or minus 5 degrees Fahrenheit during unoccupied periods. Warehouses will not be heated if they are usually devoid of human activity and if freezing and condensation are not issues. Wherever mechanical cooling is authorized, cooling season temperatures for occupied working and living spaces shall be maintained in the range 74 degrees Fahrenheit plus or minus 2 degrees Fahrenheit. Cooling set-up temperatures during unoccupied times shall be set at 85 degrees Fahrenheit plus or minus 5 degrees Fahrenheit. Space temperature for medical and medical research operations will comply with these standards unless exempted by UFC 4–510–01. Museum activities recognized by the Center of Military History will maintain heating and cooling in accordance with AR 870–20.

(2) The operation of portable heating and cooling devices is prohibited where the intent is to circumvent the heating and cooling standards outlined above. Supplemental heating and cooling may be used when cost effective energy

reductions can be achieved by reducing usage of primary heating and cooling systems or personal comfort levels can not be achieved by reasonable adjustments of the primary system. Such devices are particularly effective where only a few people occupy a portion of a large building, and conditioning is only required in a small section of the facility. Use of personal supplemental heating or mechanical cooling devices must have supervisor written approval and must only be used when the area is occupied.

(3) Hot water temperatures for general domestic uses, administrative areas, or general cleaning will not exceed 110 degrees Fahrenheit at the destination. Hot water temperatures required for the following are exempt, but will not be set higher than required.

(a) Food handling and automatic dish washing in food service facilities: 140 degrees Fahrenheit. Final rinse for dishes and utensils in all food service applications: 180 degrees Fahrenheit.

(b) Child care centers: See AR 608–10 for water temperature requirements for child-occupied spaces.

(c) Commercial type laundries: 180 degrees Fahrenheit.

(d) Industrial and manufacturing processes: See applicable regulations.

(e) Medical: See UFC 4–510–01.

(4) In general, where a two temperature or multiple temperature water supply is needed, lower temperature source generators with "boosters" to the higher temperatures in close proximity to the point of use will be used to the maximum extent practical. The storage and distribution of water above 150 degrees Fahrenheit with distribution and blending to lower temperatures at point of use is not permitted.

(5) Automatic controls for heating and cooling equipment will be maintained to provide energy savings.

c. Humidity control.

(1) Seasonal humidity levels may be adjusted to improve personnel comfort. Adjustments in humidity control will be accomplished in the most efficient manner to minimize the increase in total energy consumption.

(2) Special requirements are authorized for unique laboratory, industrial, computer room, and storage applications in accordance with equipment specifications for which the humidity control is required. Such requirements will be in writing and made available upon request.

(3) Humidity control for medical and medical research operations varies and shall be in accordance with equipment specifications for which the humidity control is required. Exceptions to this humidity policy are addressed in UFC 4–510–01.

(4) Museum activities recognized by the Center of Military History will maintain humidity in accordance with AR 870–20.

d. Electrical use.

(1) The lighting fixture standard for new construction, remodeling, and modular office furniture is the T–8 lamp with instant start electronic ballast or the T–5 lamp. Day-lighting and occupancy controls will be used when determined to be cost-effective. Illuminating Engineering Society of North America (IESNA) standards of lighting will be used as a guide for all Army installations and facilities including those occupied by reimbursable tenants.

(2) Off-hour and exterior lighting will be eliminated, except when it is essential for safety and security purposes as required by AR 190–11. If lighting is required, use of motion sensor controls will be evaluated for cost effectiveness

(3) Ensure electrical equipment and appliances (for example, monitors, fans, coffee pots) are turned off when not being used and during non-duty hours.

(4) Refrigerators are authorized in work and office areas for area use with sizing based on number of personnel supported. Use one cubic foot per person as an average to determine size and quantity of refrigerators that are appropriate. Refrigerators in work areas and offices intended for only one person's use are prohibited. Exceptions allowed for general officers and commanders who have conference room meeting requirements that justify the single use.

(5) AR 25–1, paragraph 6–2*f* requires that all purchases of microcomputers, including personal computers, monitors, and printers, meet the ENERGY STAR™ requirements for energy efficiency.

(6) General purpose office equipment, copiers, printing devices, faxes, all-in-one devices, and similar equipment will be turned off at the end of every business day. Computer monitors and peripheral devices such as speakers, scanners, and external drives, shall be turned off when not in use. Consideration should be given to using a power strip for all external devices to ease and consolidate turning off the devices and the associated transformers that are required for these devices.

(7) Computer and peripheral devices used in conference rooms, video-teleconferencing, and kiosks environments shall be turned off when not in use. Computer and peripheral devices shall be turned off when not in use for any extended periods of absence such as vacation or holidays.

(8) The central processing unit (CPU) for computers, desktop units, and personal computers can remain on for IT purposes only when the computer is capable of; configured, and enabled for energy saving features such as standby or low energy usage modes during periods of operator absence and the mode is activated after any 30 minutes of inactivity.

(9) Use of this exception to remain on by use of standby or low energy modes of operation are authorized only when the computer meets ENERGY STAR™ compliance and consumes 20 watts or less of energy while in that mode.

(10) An exception to leaving non-compliant CPUs on for short periods of after-duty-hours is authorized by Information Technology (IT) authority when a specific start and stop date and applicable times for the CPUs to remain on is stated. The specific impacted computers will be listed with the start/stop date announcement. Start/stop dates and announcements intended to defeat the intent of turning off the non-compliant CPUs when not in use are prohibited.

(11) The Commander, IMCOM may authorize garrison commanders to set local policy on the use of outdoor decorative holiday lighting, giving consideration to the use of timers or photo sensors for usage control.

e. Water.

(1) Conduct surveys to check water safety and quality.

(2) Conduct leak detection tests to identify and repair leaks.

(3) Increase water efficiency for domestic water consumption by using water saving fixtures and appliances.

(4) Use reclaimed or recycled water for landscape irrigation.

(5) Develop water management plans to implement best practices for water conservation.

22–13. Exceptions to energy policy

Facilities with unique lighting, humidity, heating, and cooling requirements may submit requests for exception to this regulation through command channels to the ACSIM, ATTN: DAIM–FDF, 600 Army Pentagon, Washington, DC 20310–0600.

22–14. Energy and water funding programs

a. Energy Conservation Investment Program.

(1) The ECIP is a DOD program to reduce energy and water consumption through self-amortizing projects to retrofit existing facilities. The ECIP is funded with MILCON funds.

(2) The ACSIM, plans, executes, and monitors Army participation in the ECIP.

(3) Commanders will identify and recommend to the ACSIM proposed projects for inclusion in the ECIP. This will be done in accordance with the policies and procedures contained in the programming and budget directives, chapter 4, and ACSIM guidance for project submission.

b. Funds made available for operation and maintenance. Utility dollars saved as a result of energy reduction efforts will be reprogrammed during the execution year to finance other energy conservation projects. Any energy improvement project may be funded with these savings subject to the normal statutory limits.

c. Energy Savings Performance Contracts. The ESPC is an alternative procurement method to take advantage of private expertise and capital so that energy and water improvements can be achieved. The contract costs are paid from actual savings resulting from the contractor's actions.

d. Demand Side Management Program. Demand Side Management refers to utility-sponsored programs that increase energy efficiency and water conservation, or the management of demand. It also includes load management techniques. Defense Energy Program Policy Memorandum (DEPPM) 94–1 (available at http://www.eere.energy.gov/femp/pdfs/deppm94_1.pdf) establishes guidelines for participation in DSM programs offered or to be negotiated with public utilities. The Commander, IMCOM will authorize garrisons to—

(1) Enter into agreements with public utility companies for energy and water conservation audits, at no cost or obligation to the Government.

(2) Apply for and accept financial incentives, such as energy and water efficient equipment rebates or project feasibility studies offered by utility companies.

e. Utility energy savings contracts. The Commander, IMCOM will authorize garrisons to negotiate directly with utilities or contractors competitively selected by the utility for financing the installation of improved energy and water efficiency or demand reduction equipment/measures. Contract costs can be paid over time from the resulting savings or as a lump sum from available funds. Garrisons interested in UESC programs should contact their servicing utility companies for further details.

22–15. Metering

When cost effective, installation of meters and/or sub-meters is required as a management enhancement tool to identify energy cost savings attributed to conservation projects, energy systems maintenance activities, energy load management, command leadership, or other specific, discrete measures implemented during the year. The Commander, IMCOM will establish policy and specific criteria for installation metering programs using the following guidance:

a. General.

(1) Meter reading — Maximize use of remote metering capability or Automatic Meter Reading (AMR) (also referred to as Advanced Metering).

(2) Meter type — Digital meters are preferred over analog meters. Digital meters will be used for all required new and replacement meter installations.

(3) Meter installation plan — Develop a plan to install a remotely readable meter data collection system.

(4) Cost effectiveness — Cost effectiveness can be achieved where the cost of the meter, installation, ongoing maintenance, data collection, and data management does not exceed 20 percent of the yearly cost of the utility being metered. This assumes that the average meter installation will result in at least 2 percent annual savings in the utility being measured by that meter. Establish a maintenance/replacement program for meters when conversion to AMR is not cost effective.

(5) Remote metering— For all new construction projects regardless of programmed cost and for renovation or energy projects with a programmed project cost of $200,000 or more that include electrical, natural gas, water, or steam components, remote metering will be used for electric, natural gas, water, and/or steam service.

(6) Housing— Individual metering of Government-owned military housing is required; however, sub-metering units as a group is acceptable where individual metering costs exceed $500 per unit.

(7) Exemptions—

(a) No exemptions will be made for new construction projects and major renovations.

(b) Existing buildings or facilities may be exempted from this policy provided justification demonstrates compliance is impractical or uneconomical.

(c) Submit requests for exception to this metering policy through command channels to the ACSIM, ATTN: DAIM–FDF, 600 Army Pentagon, Washington, DC 20310–0600

b. Electric and natural gas meters. In addition to the guidance in paragraph *a*, above, electric and natural gas meters shall be installed in accordance with the following criteria:

(1) For existing buildings or facilities—Provide electric or natural gas meters equipped with remote metering capability or AMR on all buildings that have an estimated or actual annual electric or natural gas bill of at least $35,000 per utility feed.

(2) For interval meters—

(a) To assist in energy management, access on a real or near real time basis must be established to data from interval meters used for billing purposes by utility companies at the service entrance to an installation.

(b) Interval metering on buildings can be achieved by using digital meters in conjunction with a data collection/management system (for example, AMR, energy monitoring and control systems (EMCS), or supervisory control and data acquisition (SCADA) system). Interval meters on buildings will be used where "time of use" (interval) utility rate tariffs are in place or where building electric usage anomalies are not reconciled.

(3) For electric meters—Should record kilowatt-hour (kWh) and instantaneous kilowatt (kW) data every 15 minutes and report hourly.

c. Water meters. In addition to the guidance in paragraph a above, water meters installed in existing buildings or facilities must be equipped with remote metering capability or AMR for the following applications:

(1) Master meters for all main water sources not metered by a utility company.

(2) Central boiler or chilled water plants.

(3) Barracks, if sub-metering individual buildings is practical.

(4) Kitchens.

(5) Golf courses.

(6) High water use mission infrastructure such as piers, dry docks, and vehicle washing stations.

(7) Any building or facility with an estimated annual water and water-consumption-based sewer bill of at least $50,000 per feed.

d. Steam meters.

(1) The use of steam meters is last priority and will be evaluated on a case by case basis.

(2) Steam meters may be installed if economic analysis indicates their value and the garrison can resource the installation of steam meters.

(3) As a lower-cost alternative to metering steam, consideration should be given to metering condensate return.

(4) If used, steam meters are subject to the general guidance in paragraph a above.

(5) If used for existing buildings or facilities, steam meters equipped with remote metering capability or AMR must be provided for outputs of steam plants.

e. Resources.

(1) The 2 percent annual meter savings may be used in the life cycle cost analysis (LCCA) of energy projects that contain meters.

(2) Meter installation may be accomplished by—

(a) Using garrison utility operation and maintenance funding.

(b) Inclusion in Energy Conservation Investment Program (ECIP) projects where the economics are competitive with other projects being considered.

(c) Inclusion in existing Energy Savings Performance Contracts (ESPC) or Utility Energy Services Contracts (UESC).

(d) Centrally funded metering implementation program through ACSIM (DAIM–FDF).

22–16. Energy audits

Energy audits are essential to understanding facility energy consumption patterns and identifying possible energy management opportunities. The Commander, IMCOM shall require that garrisons conduct energy and water audits of at least ten percent of their facilities each year. Guidance for the conduct of energy audits can be found in the DOD Energy Manager's Handbook (http://www.acq.osd.mil/ie/irm/Energy/Energy%20Manager%20Support/EnergyManager-Support.htm).

22–17. Energy Engineering Analysis Program

The Energy Engineering Analysis Program (EEAP) is used to analyze and develop energy and water conservation projects for Army installations. The focus of EEAP is the conduct of engineering studies at high-energy-consuming facilities, such as hospitals, boiler and chiller plants, and industrial plants. The results of the EEAP studies include programming documents for energy conservation projects and identification of no-cost or low-cost-energy-management measures.

22–18. Army energy awareness and conservation assessments

a. One of the key elements of a sound energy management program is individual awareness. To support the awareness program at the garrison level, IMCOM will conduct energy awareness and conservation assessments (EACAs).

b. The EACAs include recommendations and provide the garrison with specific opportunities for energy and water conservation, associated cost savings, and alternative financing mechanisms.

22–19. Army ride sharing, telecommuting, and use of mass transportation

a. The Commander, IMCOM will promote ride sharing. Ride sharing incentives, such as preferred parking for carpools, can be implemented with consideration for mission and operational requirements.

b. The Commander, IMCOM will, with consideration for mission and operational requirements, promote telecommuting in accorance with guidance provided by the Office of Personnel Management (OPM–II–A1), DOD Telework Policy, and the DOD Telework Guide.

c. The Commander, IMCOM will encourage garrison commanders to work with local communities to adjust existing services to meet the needs of the installation or activity and provide incentives for use of mass transportation. The use of mass transportation will be promoted

22–20. Energy policy for leased Department of Defense facilities

In accordance with the Energy Policy Act of 2005 and Federal Property Regulations, the Army is required to emphasize energy and water conservation in facilities that the Army leases directly. Federal Property Regulations (41 CFR 101–25.112) require responsiveness to U.S. Government energy efficiency and conservation goals in the procurement or leasing of personal property. The Commander, IMCOM will require leaseholders to put utility costs as a separate portion of the lease with incentives for both the lessor and Government to reduce utility consumption and cost and meet EPAct requirements.

Section IV
Energy and Water Management Reporting

22–21. Defense Utilities Energy Reporting System

This chapter sets forth policies, procedures, and responsibilities for Army input into DUERS per DOD 5126.46–M–2. DUERS is designed to facilitate energy and water management by providing timely and accurate information on all energy consumption except nuclear energy. The DUERS information requirements have been assigned the requirement control symbol DD–P&L (M) 1313.

22–22. Army Energy and Water Reporting System

a. The AEWRS is an automated (Web-based) system for collecting Army data to be submitted to DUERS. IMCOM will ensure that all garrisons input data into this system. Complete information for inputting the data into the system is contained in the Users Manual available online at the AEWRS Web site, http://aewrs.hqda.pentagon.mil.

b. The AEWRS facilitates energy management by providing timely, reliable, and accurate information on energy products used by the Army. The system provides essential energy management information to all levels within IMCOM, DA, and DOD. This information is used to evaluate energy trends, determine progress toward goals/targets, and generate the Army Annual Energy Management Report.

c. The IMCOM will ensure that all Army garrisons in the continental U.S. (CONUS) and outside continental U.S. (OCONUS) report energy and water data through AEWRS. This includes energy used by all tenants, customers, and remote bases assigned to or supported by the reporting garrison, subject to the exceptions shown in paragraph *h*, below.

(1) The IMCOM will ensure that data submitted is coordinated between host, tenant, and ACSIM so that all consumption is reported and double counting does not occur.

(2) The IMCOM will obtain prior approval from ACSIM before allowing garrisons to enter host-tenant agreements to report utility data for other military Services.

d. The CNGB must determine and report to ACSIM (DAIM–FDF) square footage, consumption, and cost for Federal owned/supported space based on apportionment.

e. The CAR will ensure that all Reserve installations and facilities input energy and water consumption and cost data into AEWRS.

f. The USACE will ensure that all of their activities in facilities that are separately metered input energy and water consumption and cost data into AEWRS.

g. Government–owned, contractor–operated (GOCO) facilities are required to report energy and water consumption and cost data into AEWRS.

h. Exceptions to this policy—

(1) The Defense Commissary Agency (DeCA) is responsible for reporting commissary energy data and annual building factor data. The IMCOM will exclude commissary consumption, cost, and square footage energy data from total garrison consumption reporting.

(2) If a tenant's energy consumption is separately metered, paid on a reimbursable basis, and reporting responsibility is specified within an Intra-Service Support Agreement, then the tenant is responsible for reporting consumption and square footage. The IMCOM will exclude tenants in this category from its garrison reports.

(3) The IMCOM will not report Residential Communities Initiative (RCI) housing energy consumption and associated square footage.

(4) The IMCOM will ensure that garrisons scheduled for closure will cease reporting data into AEWRS on the effective date of closure.

22–23. Designation of reporters

a. All Army garrisons are assigned an installation number that will be used to report energy and water data through AEWRS. IMCOM will ensure that all consumption data is reported. When host-tenant agreements involve other military Services, the agreements must be approved by the ACSIM (through DAIM–FDF).

b. The IMCOM will maintain local energy and related data records of sub-installations. Such records are essential when an organization, garrison, or sub-installation is transferred from one organization to another Army organization, other military Service, or other entity.

c. The National Guard Bureau is considered to be a Region with respect to AEWRS; each State is considered to be a virtual installation. Regional Readiness Sustainment Commands (RRSCs) are considered to be virtual installations. The Corps of Engineers Districts, Laboratories, and Support Centers are considered garrisons in the U.S. Army Corps of Engineers Region for AEWRS reporting.

d. All AEWRS reporters shall input facility square footage annually into the "Annual Factors" section of the system. Facility square footage should include all garrison or sub-installation buildings or structures that are energized and for which the Army pays the utility bill to include relocatable buildings. This includes leased facilities where the Army has a purchase option or facilities planned for purchase and the energy cost is accounted separate from the lease cost and the cost and energy consumption is reported by the garrison into AEWRS. Tenant Army facilities will be included in the total facility square footage unless the tenant is fully reimbursable, its square footage is being reported by another Federal agency, and the Army is not paying its utility bill.

e. Energy supplied directly to non-DOD activities on a reimbursable basis will not be reported as garrison consumption. This does not exempt the Federal activities from complying with EPAct requirements.

22–24. Commander, Installation Management Command responsibilities for Army Energy and Water Reporting System

a. Review data submitted by garrisons to ensure the accuracy and completeness of the data input to AEWRS.

b. Provide primary POCs for garrisons' AEWRS input and output and to work with garrisons to resolve reporting problems.

c. Ensure that energy data submitted in AEWRS is consistent with the annual Energy Management Report and the Implementation Plan in section V.

22–25. Corrections to data

Corrections to data for a prior fiscal year may be made within the first six months of a new fiscal year. After six months or for corrections to earlier data, a request with justification must be submitted through command channels to ACSIM (DAIM–FDF). Only after the request is approved will the garrison be granted access to the database and be able to modify the data from the prior year.

22–26. Army Energy and Water Reporting System input data

a. There are three data input types—

(1) Facilities data—for all non-petroleum fuels, liquefied gases, and petroleum fuels used to support facilities.

(2) Annual building factor data.

(3) Water consumption data.

b. Energy consumption and cost data will be entered monthly. Water consumption and cost data will be entered quarterly. The annual building factor and water data will be entered per the Users Manual for the Army Energy and Water Reporting System.

22–27. Army Energy and Water Reporting System output reports

The AEWRS provides all reporting garrisons, regions, and HQIMCOM the capability to display their energy and water consumption data in a variety of output formats and reports. Energy and water managers are encouraged to use these reports to verify data, identify trends, measure progress toward consumption goals/targets, and more effectively manage their energy and water resources.

Section V
Implementation Plans and Reporting Requirements

22–28. Implementation Plan

a. The Army is responsible for developing an annual implementation plan in the format issued by DOE. The plan will describe how Army is using strategies described in EO 13123 and the Energy Policy Act of 2005 to help meet energy and greenhouse gas reduction goals.

b. The implementation plan will be updated semiannually and submitted with the annual energy report.

22–29. Annual energy and water management reports

a. Headquarters, IMCOM will ensure that regions develop and submit to the ACSIM, an annual report that includes significant garrison energy and water management accomplishments during that fiscal year. The Army National Guard Bureau and the U.S. Army Reserve Command will consolidate annual report information from their states/installations/facilities and prepare an annual report that will include significant installation/facility energy and water management accomplishments during that fiscal year. These reports will be submitted with their implementation plans.

b. The format for the energy report will be issued annually by DOE. The report is prepared for each fiscal year and is to reach ACSIM (DAIM–FDF) not later than 1 November unless other written guidance is provided by DAIM–FDF.

Section VI
Army Energy Public Affairs Program

22–30. General

a. The overall goal of the Army Energy Public Affairs Program is to enhance energy and water conservation awareness and to promote more efficient use of these resources without any detrimental impact on operational readiness or well-being of Soldiers.

b. The primary information effort will be directed toward Soldiers, civilian employees of the Army, and Family members. The program will be a continual command information effort.

c. The IMCOM will ensure that garrisons develop public information programs that focus on informing the general public and the media of Army accomplishments toward conserving and managing energy and water resources.

22–31. Awareness program management

The ACSIM serves as the Army Energy Program Office's principal agent for publicizing the Army Energy and Water Management Program. Responsibilities in this area include—

a. Overseeing the execution of energy awareness contracts.

b. Developing awareness material (posters, videotapes, and media material) to inform the Army's military and civilian personnel of specific Army policies, accomplishments, and activities in support of the energy and water conservation program.

c. Providing advice and guidance to IMCOM on how to effectively use and procure localized energy awareness material.

d. Coordinating the Army Energy Public Affairs Program with the Office of the Chief of Public Affairs (OCPA) in accordance with AR 360–1, paragraphs 2–1*a* and 2–1*b*.

22–32. Energy and water conservation awareness

The ACSIM will promote energy and water conservation awareness by—

a. Promoting energy- and water-related technical and managerial training at all levels of service schools and in all training programs.

b. Encouraging and stimulating feedback on the effectiveness and problem areas of the overall program.

c. Focusing on the "why" of responsible energy and water management in addition to the "how."

d. Promoting awards and recognition programs at all levels, and providing special incentives under the suggestion awards program for energy- and water-related suggestions.

e. Informing the public, media, and military community of Army accomplishments in conserving and managing energy and water resources.

Section VII
Energy Organizations

22–33. Department of Defense

a. Interagency Energy Policy Committee. The Interagency Energy Policy Committee was established under the auspices of the Department of Energy (DOE). It consists of senior officials of Federal agencies, including the DOD. The Committee is responsible for encouraging implementation of energy efficiency policies and practices within its member agencies. The Secretary of Defense has designated the Principal Deputy Under Secretary of Defense (Acquisition, Technology, and Logistics) as the DOD Senior Agency Official responsible for meeting the goals of EPAct and representing the Department on the Interagency Energy Policy Committee.

b. Interagency Energy Management Task Force (IEMTF) and interagency working groups.

(1) The IEMTF consists of the chief energy manager from each of the member agencies of the Interagency Energy Policy Committee. The Task Force works toward meeting the goals of EPAct by sharing information on energy management tools and providing technical support to the Committee. The Director, Installations Requirements and Management (IRM), of the Office of the Deputy Undersecretary of Defense (Installations and Environment) (ODUSD(I&E)) represents the DOD on the Task Force.

(2) Interagency working groups, as established by DODI 4170.11, may be formed to support the IEMTF. In accordance with DODI 4170.11, representatives from DOD will be assigned to participate in interagency working groups as required.

c. Agency Energy Team.

(1) As a Federal agency, the Army is required by EPAct to form an Agency Energy Team to provide technical support in order to expedite and encourage the agency's use of appropriations, Energy-Savings Performance Contracts (ESPCs), and other alternative financing mechanisms necessary to meet the goals and requirements of the EPAct. The agency's team must include appropriate procurement, legal, budget, management, and technical representatives. Its activities are to be undertaken in collaboration with the agency's representative to the Interagency Energy Policy Committee.

(2) The existing DOD Installations Policy Board (IPB) has been designated as the DOD Agency Energy Team. Chaired by the Deputy Under Secretary of Defense (Installations and Environment), the IPB was chartered to address a broad spectrum of installation issues, and its membership includes the cross-section of DOD senior leadership necessary to make decisions needed to remove obstacles hindering compliance with the energy program.

(a) The Utilities Privatization and the Energy working groups of the IPB provide programmatic logistical and technical support to the board. Members of these working groups include the energy program managers of Defense agencies as well as other representative from the Army, Navy, Air Force, and the ODUSD(I&E)(IRM).

(b) In addition to the working groups, Integrated Product Teams (IPTs) may be created as required to work specific issues. The IPT membership will include participation from DOD components as appropriate.

d. Environmental Security Council. The ESC is the senior level advisory group established by DODD 4715.1E. It provides the Assistant Secretary of Defense (Economic Security) the means to coordinate energy policy at senior levels of DOD and a mechanism to contribute valuable feedback on energy programs and problems. The ASA(I&E) represents the Army on the ESC and directs implementation of those tasks and initiatives emanating from the ESC.

22–34. Department of the Army

a. Army Energy Steering Committee. The AESC is appointed by the ASA(I&E). It is a working group comprised of action officers from ASA(I&E), the ACSIM (DAIM–FDF), the U.S. Army Logistics Transformation Agency, various DA staff elements, HQIMCOM, and the National Guard Bureau. Subject matter experts will provide technical expertise on energy policy subjects such as AEWRS, publicity, and awards. This committee makes recommendations on management of the AEWMP. The AESC will—

(1) Continually review Army policies, programs, procedures, and implementing instructions for their impact on energy and water conservation.

(2) Recommend new energy and water conservation policies or corrective actions as necessary.

(3) Evaluate the Army's short- and long-range energy and water conservation plans and recommend appropriate revisions.

(4) Provide a forum for coordination and the exchange of information and ideas.

(5) Determine actions required to attain Presidential-, congressional-, and DOD-established goals for energy and water conservation and energy self-sufficiency.

(6) Develop and provide recommendations on urgent energy and water matters.

b. Army Energy Team. The AET is a working group, chaired by the Office of the Assistant Chief of Staff for Installation Management and formed from representatives of Headquarters, Installation Management Command, U.S. Army Corps of Engineers, IMCOM Regions, and selected garrisons. Its mission is to facilitate the review, prioritization, and technology transfer of energy and water R&D performed by the various Corps laboratories.

Section VIII
Energy and Water Conservation Programs and Awards

22–35. General

Awards will be given to outstanding individuals, small groups, and garrisons for energy and water conservation ideas and successful energy and water management programs. Army personnel (military and civilian), Army National Guard (ARNG) state civil service, contractors, and activities are eligible for recognition under this program.

22–36. Army Suggestion Program

The Army Suggestion Program is used to encourage Soldiers and civilians to submit ideas that increase the efficiency and productivity of the Army. Suggestions on energy and water conservation may be submitted to the Army Suggestion Program for consideration.

22–37. Installation Management Command region and garrison programs

The IMCOM shall develop programs to recognize organizations and individuals that make significant contributions to the energy and water conservation effort.

22–38. Department of the Army Certificate of Achievement

The DA certificates of achievement recognize outstanding achievements in energy and water conservation and management. Certificates may be presented to either individual employees or groups of employees. The DA certificates of achievement can be obtained by submitting a request, with a one-page justification, to the ACSIM (DAIM–FDF).

22–39. Annual Secretary of the Army Energy and Water Management Award

a. The objectives of the Secretary of the Army Energy and Water Management Award Program are to recognize the energy and water conservation achievements and programs of individuals, small groups, and garrisons and to provide an added incentive to further reduce energy and water consumption. The ASA(I&E) is the proponent for the award at the Army Secretariat level. Annually, a guidance memorandum will be issued to provide administrative information and announce any changes to award categories and criteria. Current award categories are—

(1) Energy efficiency and energy management

(2) Innovation and new technology

(3) Renewable energy

(4) Alternative financing

(5) Water conservation

(6) Energy program effectiveness

b. For the purpose of this award, the Army National Guard will be considered an IMCOM Region and each State will be considered a garrison.

c. For the purpose of this award, the Army Reserve RRSCs will be considered a garrison.

d. The Secretary of the Army or designated representative will present the awards annually to the recipients in each category for activities during the preceding fiscal year.

e. The award in each category is a trophy or other suitable memento inscribed with the name of the recipient and presented for permanent retention. In addition, a cash award will be provided to each recipient.

f. The IMCOM will submit nominations for those considered to have made the greatest contributions to the best programs in each category for the previous fiscal year. Initial nominations must be submitted by 1 February, in the format prescribed in appendix O, to the ACSIM (DAIM–FDF). After ACSIM evaluation, garrisons with competitive initial nominations will be invited to submit a supplemental nomination in the format prescribed in appendix O to ACSIM (DAIM–FDF) not later than 15 March.

g. The ACSIM (DAIM–FDF) will conduct on-site and/or panel evaluations of the nominations. The nominees will be evaluated based on the criteria outlined in appendix O. When site visits are conducted, garrisons will provide a tour of various areas on the garrison that reflect energy and water conservation efforts and receive an out-briefing from the

evaluator. Based on the results of the on-site and/or panel evaluations, recommended winners will be submitted by the ACSIM to the Secretary of the Army for approval.

22–40. Federal Energy and Water Management Awards Program

The Federal Energy Management Program Office of the Department of Energy (DOE) sponsors several annual awards programs. These include the Federal Energy and Water Management Award; Energy Saver Showcase Award; and the Presidential Awards for Leadership in Federal Energy Management. All Active Army garrisons, U.S. Army Corps of Engineers offices, U.S. Army Reserve, and National Guard garrisons are eligible to submit nominations through their chain of command. The awards are presented annually, based upon achievements of the previous fiscal year. Nominations will be submitted through command channels to the ACSIM (DAIM–FDF, Army Energy Program Office) by the due dates and following the formats indicated below. The ACSIM will evaluate nominations and select individuals, small groups, and organizations for submission to the DOE.

a. Federal Energy and Water Management Awards recognize outstanding achievements in the conservation and efficient use of energy and water and in the use of renewable energy sources by the Federal Government. Nominations will be submitted not later than 1 April in the narrative format established by DOE at their Web site—http://www1.eere.energy.gov/femp/services/awards_fewm.html.

b. Energy Saver Showcase Awards recognize wise energy and water use throughout the Federal Government where agencies are showcasing cost-effective energy efficiency, water-conserving, and renewable energy technologies in their facilities. Nominations will be submitted not later than 1 April in the narrative format established by DOE at their Web site—http://www1.eere.energy.gov/femp/services/awards_fedshowcase.html.

c. Presidential Awards for Leadership in Federal Energy Management are sponsored each year by the Department of Energy and the Office of Management and Budget. The awards honor Federal employees for their support, leadership, and efforts in promoting and improving Federal energy management as specified in EO 13123. Nominations will be submitted not later than 1 April in the narrative format established by DOE at their Web site—http://www1.eere.energy.gov/femp/services/awards_presidential.html.

Section IX
Resourcing

22–41. General

As with any program, proper resourcing is the key to success. Without an adequate number of personnel and adequate funding levels for projects and programs, the objectives of this regulation will not be met.

22–42. Personnel

Staffing recommendations for an efficient program management are detailed below; however, changes to authorized staffing must be approved by the Assistant Secretary of the Army (Manpower and Reserve Affairs) before implementation.

a. For garrisons with up to 5 million SF of facilities, one full-time person is required to execute this program with additional support from an energy technician or assistant to help accomplish energy initiatives and other associated programs such as utilities sales, purchases, privatization, and other utility services.

b. For garrisons with over 5 million SF of facilities, the energy office shall have at least two full-time personnel to execute an effective energy and water management program. Additional personnel may be required and may include Utility/Energy Monitoring and Control System operators/maintainers/programmers, Resource Efficiency Managers, Education Specialists, and Energy and Water Project Managers.

c. For Army garrisons with complex missions, additional personnel may be required to properly accomplish the objectives of this program.

22–43. Funding levels

a. Funding-level recommendations should support the Army energy and water reduction goals in compliance with Federal Laws and Executive Orders.

b. Additional energy security, reliability, and power quality demands may be met through direct funding, alternative financing methods, and outside agency grants (for example, the DOE, State programs).

Chapter 23
Utility Services

Section I
Introduction

23–1. Overview
This chapter establishes policies and responsibilities for operation, maintenance, repair, and construction of non-privatized Army facilities and systems for the efficient and economical management of utility services (which includes water supply, wastewater, solid waste (non-hazardous), electric, heating and cooling, refrigeration, and food service equipment) at Army installations.

23–2. Applicability
This chapter applies to the Active Army, the U.S. Army Reserve, and Army National Guard, installations, sites, and/or facilities operated and maintained by Federal funds. It also applies to all tenant activities, Government-owned, contractor-operated (GOCO) activities and garrisons contracted by the Army, and all facilities leased by the Army.

23–3. Chapter exponent
The exponent (see glossary) for this chapter is the ACSIM (ATTN: DAIM–FDF).

23–4. Chapter responsibilities
The following responsibilities are in addition to the general responsibilities identified in paragraph 1–4.

a. Assistant Chief of Staff for Installation Management. The ACSIM will—

(1) Oversee DA staff supervision and technical guidance for facilities engineering and Government housing functions.

(2) Formulate DA policy guidance, objectives, criteria, and standards for facilities engineering and Government housing functions.

(3) Ensure this regulation is consistent with current Federal regulations governing utility services.

(4) Provide DA Staff supervision and technical policy direction for utility services.

(5) Provide guidance and criteria for selecting energy sources to be used for Army facilities.

(6) Provide policy and guidance on real property accountability and reporting utility systems (see AR 405–45, para 1–8).

b. Chief of Engineers. The Chief of Engineers, in addition to those responsibilities identified in paragraph 1–4*c*, will—

(1) Perform responsibilities stated in AFARS 5141 and AR 420–41.

(2) Function as primary ARSTAF contact concerning utilities acquisition and sales administration, engineering, and legal issues.

c. Commander, Installation Management Command. The Commander, IMCOM will—

(1) Ensure real property accountability and reporting of utility systems is implemented in accordance with AR 405–45, paragraphs 1–8 and 2–1*c*.

(2) Initiate, approve, direct, and execute maintenance and repair services for utility plants and systems .

(3) Implement the installation utilities privatization program.

(4) Direct and execute utilities procurement and sales program for the installation.

(5) Coordinate with tenants to include requirements in the installation Annual Work Plan, and identify funding requirements.

(6) Ensure command compliance with the installation Master Plan.

(7) Ensure that statutory and regulatory requirements that affect conduct of utility services activities are satisfied.

(8) Oversee application of Sustainment Management Systems (SMS) for utility infrastructure and preparation of required reports.

(9) Ensure that statutory and regulatory requirements for utility system inspections, evaluations, and inventory management are satisfied.

(10) Implement management controls.

(11) Ensure that installations collect and report utility services operating data, to include electrical, heating, natural gas, potable water, wastewater, solid waste and recycling, in the prescribed reporting systems.

(12) Ensure that garrisons—

(a) Provide contracting officers' representatives and inspectors for contracted work.

(b) Provide utility management for energy and water conservation efforts.

(c) Implement Army energy programs.

(d) Participate in research and development projects when appropriate.

(e) Develop and implement an Installation Utilities Management Plan (IUMP) that will provide safe, efficient, reliable, and Life Cycle Cost (LCC) effective utility services to the installation, all sub-installations, and support and tenant activities. The utilities management plan will include modernization and privatization programs where applicable. Ensure real property accountability and reporting of utility systems is completed in accordance with AR 405–45, para 1–13.

(f) Complete real property accountability and reporting of utility systems in accordance with AR 405–45, para 1–13.

(13) See also paragraph 23–57*b* for additional specific responsibilities.

d. Commanding General, U.S. Army Petroleum Center. The CG, U.S. Army Petroleum Center (USAPC), will—

(1) Train and certify qualified coal samplers (MIL–STD–3004, app C).

(2) Develop requirements schedules.

(3) Develop requirements policy.

(4) Submit requirements to Defense Energy Support Center (DESC), Defense Logistics Agency.

Section II
Utility Services

23–5. Army policy

Army policy is to provide safe, reliable, efficient, and life cycle cost (LCC) effective utility services that promote the health and welfare of the Soldier, civilians, Family members, contractors, and retirees; and that provide the capability for garrisons to accomplish assigned missions.

a. Army policy is to obtain utility services from local, municipal, or regional (public and private) authorities, rather than expand, build, or operate and maintain Army-owned utility systems. Environmental considerations, legal liabilities, manpower shortages, and reduced funding for operation and mission requirements often make it more advantageous for the Army to obtain utility services when cost effective, from local, municipal, regional, and private service contractors. Garrisons should participate in local, municipal, and regional utility planning organizations. The use of local, municipal, or regional (public and private) utility systems where the LCC exceeds that of an Army-owned utility system requires ACSIM approval.

b. In providing utility services, IMCOM will ensure Army garrisons comply with all applicable Federal laws and regulations. Applicability of State and local laws and regulations to installation utility services will be referred to the garrison Staff Judge Advocate for interpretation. Army garrisons that are outside the Continental United States (OCONUS) will comply with the final governing standards (FGS) issued by the DOD executive agent for the host nation concerned. The FGS may be predicated on the Overseas Environmental Baseline Guidance Document. DODD 6050.7, authorizes the executive agent to establish and enforce environmental compliance standards. The Chief, Army Regulatory Law Office handles regulatory bodies issues on the acquisition and sales of utility services (see AR 27–40, para 1–4*k*).

c. The IMCOM will pursue privatization of all utility systems in accordance with Army and Office of the Secretary of Defense (OSD) guidance. The transfer of the utility infrastructure under privatization is permanent. The initial contract to purchase utility services from the new owner is limited to 10 years, but may be up to 50 years with Secretary of the Army approval. IMCOM is responsible for ensuring that all provisions of contract administration for privatized utilities are made so as to provide for safe reliable services.

d. Long-term (up to 30 years) utility contracts may be entered into with a third party that will build, own, and operate utility systems with private venture capital, to provide utility services to an Army installation. Congress encourages the DOD to aggressively pursue third-party financing before any future large utility plants are authorized for military construction funding. Guidance is provided in the Defense Energy Program Policy Memorandum (DEPPM) 88–2, Private-Sector Financed Defense Energy Contracts under 10 USC 2394. To determine the LCC of a private-sector proposal, only those costs and benefits that are directly associated with the proposal should be used in the economic analysis.

e. The IMCOM will ensure an Installation Utilities Management Plan (IUMP) is developed and implemented at every installation. IMCOM will conduct utility vulnerability analyses and prepare remedial action plans to ensure mission support in event of disruption to major utility systems.

f. The IMCOM will develop and implement emergency response plans for each type of utility service. IMCOM will ensure garrisons develop these plans in coordination with the local utility, the provost marshal, and the garrison emergency and disaster relief activities.

g. The IMCOM will develop and implement water management plans and that garrisons participate in local and regional utility resource planning organizations to become a good neighbor and partner in helping solve utility issues.

h. Large repair, alteration, and Military Construction, Army (MCA), projects for utility systems will include the status of privatization opportunities.

i. Nonappropriated funded (NAF) facilities are defined as “Federal Buildings” and will be managed in compliance with applicable energy and water conservation laws and regulations.

23–6. General

a. Operation, maintenance, and repair of utility systems and facilities will be in accordance with chapter 2 of this regulation.

b. The IMCOM will maintain accurate and complete utilities distribution system and collection system maps. For privatized utilities systems garrisons will require accurate and complete distribution and collection system maps from the system owner.

c. Construction projects will be in accordance with chapters 2 and 4 of this regulation. Where required by Federal or State law, construction projects will be submitted to State regulatory authorities for review before being included in the Military Construction Program budget request.

d. Environmental protection and enhancement and hazardous, toxic, and radioactive waste management will be in accordance with AR 200–1.

e. Energy conservation programs and reduction targets will be in accordance with chapter 22 of this regulation.

f. Contracts for the acquisition and resale of utility services will be in accordance with AR 420–41.

23–7. Safety and occupational health

Utility systems and facilities will be designed, operated, and maintained so as to protect the health and safety of the military, Family members, civilian work force, and contractors in accordance with AR 385–10.

23–8. Utility plant operators

Utility plant operators and maintenance and supervisory personnel will be provided sufficient training to operate and maintain utility plants in a safe, reliable, and efficient manner. Utility plant operators and maintenance personnel will meet applicable Federal, State, local or host nation certification requirements for the State or host nation in which they are located.

a. Operator training and certification. Utility operators will be trained and certified in accordance with applicable existing Federal, State, local, or host nation standards. In the absence of Federal, State, local, or host nation certification requirements for boiler plant operators, the Fourth Class Power Engineer Certification Program of the National Institute for the Uniform Licensing of Power Engineers, Inc. (http://www.niulpe.com/static/aboutus.cfm), will be the governing requirement. Certified operators are required to accumulate 0.8 continuing education units (C.E.U.'s) or eight contact hours of training in a related subject, annually, to be eligible to retain certification.

b. Installations with Government-owned gas distribution systems. Installations with gas (natural gas, manufactured gas, and vaporized liquefied petroleum gas (LPG) products; that is, propane and propane/air mixtures) distribution systems will establish procedures to provide training for personnel working on or involved with the design, construction, or management of these systems. The training will provide all personnel with general knowledge of part 192, title 49, of the Code of Federal Regulations (49 CFR 192). The training will also provide specific knowledge and capabilities to individuals in the areas of their assigned duties relating to the functions identified in 49 CFR 192. Special training, such as welding of steel gas pipe and joining plastic pipe by fusion or operation and utilization of gas leak detection equipment, will be obtained from sources qualified to teach these subjects. Contracts involving gas systems will specify that only qualified gas system workers will be used.

Section III
Non-Hazardous Solid Waste Management

23–9. Solid waste management policy

This section establishes policy and criteria for the operation, maintenance, repair, and construction of facilities and systems for efficient and economical non-hazardous solid waste management including source reduction, resource recovery, re-use, recycling, composting, collection, transport, storage, and treatment of solid waste.

a. Solid waste management (SWM) will be in accordance with the Solid Waste Disposal Act (SWDA), as amended in 2002, (42 USC 6901–6992k), (also referred to as the Resource Conservation and Recovery Act or RCRA); the National Environmental Policy Act (NEPA) (42 USC 4321, et seq.); and Executive Order 13423; as well as all applicable regulations and requirements of the EPA, and, state and local jurisdictions.

b. Regulated medical waste management will be in accordance with AR 40–5 and AR 40–61.

c. Operations, maintenance, and repair of SWM facilities and/or equipment for collection, handling, and compacting will be in accordance with Chapter 6 of this regulation and TM 5–634.

d. Design criteria and standards for sanitary landfills will be in accordance with 40 CFR 258 and the U.S. Army Corps of Engineers Technical Instruction, TI 800–01.

e. Army-owned and Army-operated SWM facilities will not be used as a municipal or regional SWM facility or as the SWM facility for surrounding communities, unless operated under an approved Enhanced Use Lease type agreement.

f. Solid waste dumping at unauthorized sites is prohibited. Unauthorized dump sites will be controlled and mitigated

in accordance with the integrated solid waste management plan. Scavenging and picking through refuse in containers, dumpsters, or landfills is prohibited.

23–10. Integrated solid waste management principles

a. Army solid waste policy is based on the concept of Integrated Solid Waste Management (ISWM). Planning for ISWM is designed to minimize the initial input to the waste stream through source reduction, reducing the volume of the waste stream requiring disposal through re-use and recycling, and finally disposing of solid waste through the effective combination of composting, incineration, or landfill treatment. Full implementation of the ISWM concept and the coordinated evaluation of all elements of the solid waste stream from source generation to disposal will result in an effective installation SWM program.

b. The IMCOM will develop and implement an installation ISWM plan. The installation ISWM plan will document current waste management practices; evaluate current and future needs based on garrison mission, size, and economic and environmental considerations; identify required resources; and outline a strategy to implement the selected program options, and include provisions for measuring and reporting annual solid waste generation and diversion activities.

c. The ISWM plans will reduce the volume of the waste stream, enhance pollution abatement and conserve natural resources, through the following:

(1) Source reduction programs to reduce the initial amount of material coming onto the installation or generated by the garrison and ultimately requiring disposal to the solid waste stream.

(2) Qualifying recycling programs (QRPs) in accordance with the Military Construction Codification Act (Public Law 97–214, 10 USC 2577), DOD Instruction 4715.4, and Army policies.

(3) Yard waste management programs encompassing minimum lawn maintenance, native planting, and organic composting.

d. The cost for ISWM services will be held to a minimum through comprehensive solid waste management, planning, and an effective solid waste reduction and recycling program. An LCC analysis will be performed to determine the most cost effective approach to ISWM.

23–11. Solid waste reduction, resource recovery, re-use, and recycling, and composting practices

a. The installation ISWM plan will be reviewed and updated at least once every five years or when significant changes occur in the installation mission or infrastructure.

b. The ISWM plan will establish or expand a QRP to reduce the waste stream volume, enhance pollution control, and conserve natural resources when such programs are LCC effective. The garrison should determine what markets exist, if any, and the costs and prices associated with the markets.

c. Source reduction should be used to reduce the initial input to the solid waste stream by specifying that the minimum packing and packaging materials be used for items shipped to the installation. Industrial and administrative processes should be evaluated to reduce waste.

d. Guidance on development of ISWM plans is available from the U.S. Army Engineering and Support Center, Huntsville and the U.S. Army Center for Health Promotion and Preventive Medicine. The Construction Criteria Base on the Whole Building Design Guide Web site contains an ISWMP template and relevant Public Works Technical Bulletins (PWTBs), PWTB 200–1–15 and PWTB 200–1–15z, at http://www.wbdg.org/ccb/browse_cat.php?o=31&c=215 USACHPPM guide, TG–197, for preparing ISWM plans is at http://chppm-www.apgea.army.mil/documents/TG/TECHGUID/TG197.pdf.

e. All military construction, renovation and demolition projects shall include performance requirements for a 50 percent minimum diversion of construction and demolition (C&D) waste by weight, from landfill disposal. This policy applies to all construction, renovation, and demolition projects carried under the Military Construction (MILCON) Army, MILCON Army Reserves, MILCON National Guard Bureau, AFHC, Facilities Reduction, and installation Operations and Maintenance programs. Specifications will include submission of a contractor's C&D Waste Management Plan, preferably prior to the start of site clearance.

f. The IMCOM will ensure the implementation of a QRP, where LCC effective. Installations having several recycling programs will incorporate them into a single garrison QRP. Activities operating under special funding categories, such as commissaries, post exchanges, and working capital or industrial funds, may have a separate recycling program or donate their recyclable materials to the installation QRP. A QRP is a program where the garrison commander has established—

(1) Procedures for segregating, collecting, and selling specific authorized materials intended to be recycled.

(2) Methods for maintaining fiscal accountability of funds received from the sale of recycled materials and the disbursal of these funds.

(3) A process to review all projects and activities funded from the proceeds of the sale of recycled materials.

g. The Defense Logistics Agency (DLA) has ultimate responsibility for the sale of recyclable materials generated from an appropriated fund source (DOD assets). With the approval of the IMCOM commander, an installation QRP may directly sell recyclable materials acquired with appropriated funds, if the direct sale is expected to be cost effective (see DODI 4715.4).

h. When the Defense Reutilization and Marketing Service (DRMS) sells materials for the installation, it uses DOD 4160.21–M to return funds to the installation and DODI 7310.1 for financial accounting procedures. One hundred (100) percent of the proceeds from the sale of recyclable materials at an installation with a QRP will be credited to the installation F3875 Budget Clearing Account (Suspense). Funds in the suspense account in excessive of $2,000,000 at the end of a fiscal year shall be deposited into the U.S. Treasury.

i. The distribution of proceeds from a QRP will be in accordance with the Military Construction Codification Act (10 USC 2577). Proceeds will be used to reimburse the installation for costs incurred by the garrison in operating and maintaining the QRP. After reimbursement of these costs, garrison commanders may use up to 50 percent of the remaining sale proceeds for pollution abatement, energy conservation, occupational safety, and health. The cost of any project may not exceed 50 percent of the maximum amount for a minor construction project. Any remaining proceeds may be transferred to the installation Morale, Welfare, and Recreation Fund, a nonappropriated fund (see AR 215–1).

j. Composting is a means to divert large portions of the waste stream from landfills. Composting can provide materials suitable for soil conditioners, landscape mulch, backfill, resurface material for eroded areas, and landfill cover. General guidance on composting is contained in EPA publication EPA/530–R–95–023, Decision-Makers Guide to Solid Waste Management, published August 1995 and can be viewed at: http://www.epa.gov/garbage/dmg2.htm. Information on composting of yard waste is contained in the EPA publication EPA/530–SW–89–038, Yard Waste Composting, published April 1989.

k. Environmental considerations of source reduction, re-use, and resource recovery/recycling shall be in accordance with AR 200–1. All recycling and composting facilities shall be designed and operated to comply with all applicable Federal, State, local, and Host Nation wastewater discharge, air emission, and occupational safety and health requirements. Additional technical guidance is provided in the following Public works Technical bulletins (PWTB) 200–1–3, 200–01–4, 200–01–14, 200–1–15, 200–1–16, 200–1–17, 200–1–20, 200–1–22, 200–1–23, 200–1–24, 200–1–26, 200–1–27, 420–49–12, 420–49–14, 420–49–18, 420–49–20, 420–49–30, and 420–49–32. Available at (http://www.wbdg.org/ccb/browse_cat.php?o=31&c=215).

23–12. Solid waste collection and storage

a. Solid waste will be collected on a regular and systematic basis from designated pickup stations. Collection frequency will be established in accordance with TM 5–634. The collection frequency will be kept to the minimum required to maintain sanitary conditions while performing the required collection service at the lowest possible cost.

b. Special collection schedules and special handling procedures should be established for unique installation activities (special events and parades), bulky waste, or waste that is different from what is normally collected and disposed. Reimbursement from waste generators for the cost of collecting solid waste that requires special handling can be required.

c. Curbside or service-drive solid waste collection will be used unless another method provides a cost or environmental advantage to the Army. The use of other than curbside or service-drive collection will be supported by an economic analysis, which will be retained at the installation.

d. Unit relocation, building demolition, new construction, base closure and rehabilitation action, seasonal peak workloads, mission changes, and ISWM planning can affect the number of containers and collection schedules required to dispose of solid waste. In-house operations and solid waste collection and disposal contracts should be reviewed for cost savings at least once every five years or whenever significant quantities of solid waste collections are reduced. This review will include field verification to ensure that these provided services use the minimum number of containers, collect at the minimum collection frequency, and charge the lowest possible cost.

e. Garbage, food waste, and refuse collection containers should be cleaned as often as necessary to prevent insect and rodent harborage and to maintain sanitary conditions. Individual users are responsible for washing residential-type garbage cans.

23–13. Thermal processing of solid (non-hazardous) waste

a. Construction of new thermal processing facilities on Army property is not recommended, except under an approved Enhanced Use Lease type of agreement.

b. The IMCOM will retain a permanent record of major considerations and design rationale leading to project authorization and construction and any later modifications.

c. Existing thermal processing facilities will be operated and maintained in compliance with all applicable Federal, State, and Host Nation wastewater discharge, air emission, and occupational safety and health requirements; and in accordance with design requirements until no longer cost-effective. The surrounding environment will be kept clean to prevent the spread of disease and the breeding of disease vectors. Only waste for which the facility has been specifically designed and permitted will be accepted. The facility operator is responsible for preparing an IMCOM approved standing operating procedure (SOP). This SOP is required reading for all plant personnel. It will be available at the facility as a reference and describe the following:

(1) The various tasks to be performed.

(2) Operating procedures.

(3) Safety precautions for various areas of the facility.
(4) Waste excluded from thermal processing.
(5) Environmental requirements.

23–14. Land disposal of non-hazardous solid waste

a. Army policy is to use off-site land disposal facilities rather than expanding existing or constructing new facilities on Army property. Such projects will not be programmed where a municipal or regional system is available until all alternatives to the construction of a new solid waste sanitary landfill or expansion of an existing one are fully explored. This analysis will be submitted in the project documentation, including the LCC analysis comparing the proposed construction of an Army-owned and -operated landfill or expansion of an existing landfill with the municipal or regional system. Documentation will include waste reduction, recycling initiatives, and C&D diversion programs.

b. The EPA regulations (40 CFR Parts 257 and 258) and State and local land disposal criteria will be used in the design, operation, and closure of all non-hazardous solid waste land disposal sites (including sites for construction debris, ash, tree stumps and brush disposal). Details concerning the site selection, design, operation, monitoring, and maintenance of landfills are published in 40 CFR 258, the TI 800–01, and TM 5–634. Garrisons will retain a permanent record of major considerations and design rationale leading to project authorization and construction.

c. Controls will be established at on-site landfills to ensure that only waste specified in the permit and for which the facility has been specifically designed will be accepted. The surrounding environment will be kept clean to prevent the spread of disease and the breeding of disease vectors. Pesticide containers will be disposed of in accordance with AR 200–5.

d. Recovery of landfill gases for energy utilization purposes is encouraged when cost effective. Recovery of land fill material through mining in order to provide fuel for biomass-to-energy plants is also permitted. Facilities should be acquired through third party financing, such as Utility Partnerships.

e. Construction and demolition (C&D) debris must be managed at the project site where it is generated in accordance with current policy. C&D activities should be planned to divert a minimum of 50 percent from landfill disposal through reuse or recycling. C&D debris landfills may be located on Army installations where they are LCC effective. C&D debris landfills will be operated in accordance with applicable Federal, State, local, and host nation regulations. Processing of concrete and masonry materials into recycled concrete aggregate (RCA) should be used to save valuable landfill space and disposal expenses as well as provide a valuable asset to a variety of Public Works, Range Control, Environmental and other agencies on post. Special scheduling, funding and temporary storage provisions to support these operations may be required.

f. The installation master plan will be annotated to record the exact location and legal description (including monitoring plan and type of liners) of closed and open landfills. This information for Continental United States (CONUS) will be provided to the appropriate real property office (in CONUS, U.S. Army Corps of Engineers District) to update the installation real estate records.

23–15. Solid waste reporting

a. Installations are required to report all solid waste and recycling activity on an annual basis through the chain of command to HQDA, using the Solid Waste Annual Report system, Web–based (SWARWeb). Annual reports are due within 45 days after the end of the fiscal year. Managers of new construction, major renovation, facilities reduction or other demolition projects shall also report C&D waste activities to the designated installation Point of Contact for data entry to SWARWeb.

b. Annual evaluation of an installation or activity's success, rated against the Department of Defense Pollution Prevention and Compliance Metrics, will be on the overall performance (total tons of recycled or diverted waste divided by the total tons of waste generated multiplied by 100) attained throughout the reporting period, as determined from the data reported in SWARWeb located at https://AERO.apgea.army.mil.

c. The SWARWeb is accessible via the Army Environmental Reporting Online (AERO) portal at https://aero.apgea.-army.mil. User ID requests from installations are subject to approval by IMCOM/HQDA.

23–16. Equipment and personnel safety

a. Integrated solid waste management activities will be conducted according to applicable safety standards. Recycling, composting, thermal processing facilities, and landfills will be designed, operated, and maintained so as to protect the health and safety of operating personnel.

b. Safety standards for solid waste operational personnel will be established in coordination with the garrison safety office. Operating procedures will be reviewed at least annually to ensure compliance with applicable safety standards.

c. The equipment used to compact, collect, and transport solid waste or materials separated for recycling will be operated and maintained to minimize health and safety hazards to SWM personnel and the public.

d. Solid waste collection containers and vehicles will be washed as necessary to remove putrescible waste residue to prevent nuisances and the propagating or attracting of flies, mosquitoes, and rodents.

23–17. Petroleum, oils, and lubricants

a. Used petroleum, oils, and lubricants (POL) will be managed in accordance with AR 200–1. Used oil management is governed by 40 CFR 279 or State regulations. Used POL will not be used as a dust suppressant.

b. The generator of used POL products is responsible for providing appropriate collection facilities, adequate used POL collection operations, and appropriate environmental safeguards when handling used POL products. Generators are responsible for ensuring that prohibited solvents are not mixed with waste oil or POL products. The installation Hazardous Waste Management Plan (HWMP) and the Spill Prevention Control and Countermeasures Plan (SPCCP) in accordance with 40 CFR 112, describe generator responsibilities and operational procedures for POL storage sites.

c. Central facilities may be provided for recycling or treatment of used POL products through the Defense Reutilization and Marketing Office (DRMO) when enough used POL generators exist to make a central POL collection facility LCC effective. A study should be made to determine the most cost effective method of collecting and disposing used POL products. The segregation, collection, storage, recycling, and treatment of used POL products will be done in accordance with 40 CFR 279 and the SPCCP.

d. Recovery and recycling of used POL products will be maximized to protect the environment and conserve energy and natural resources. Closed-loop recycling, where used POL products are re-refined by a contractor and returned to the generator, is the preferred method of recycling. Used POL products may also be sold through a QRP where allowed by State law. Care will be taken to keep POL products of different sources and radically different properties separate to ensure homogeneous batches for turn-in. Handling, storage, and disposal practices will be environmentally safe and acceptable. Accidental discharges will be handled in accordance with 40 CFR 279 and the installation Spill Contingency Plan (SCP).

e. The use of used POL products in Army heating plants will be in accordance with 42 USC 6201 et. seq., 40 CFR 260 through 266, 268, 270, and 279 and AR 200–1.

Section IV
Water Supply and Wastewater

23–18. Water supply and wastewater policy

a. This section establishes policy and criteria for the operation, maintenance, repair, and construction of distribution, collection, treatment, and disposal facilities for water supply, wastewater, storm water, and industrial waste. Garrisons or installations with privatized water or wastewater systems will monitor contractual and regulatory compliance of utility providers, as required by their contracts.

b. Potable water will be supplied in accordance with the Safe Drinking Water Act (SDWA) of 1974 as amended in 19 June 1986 (PL 99–339) and in October 1988 by the Lead Contamination Control Act (PL 100–572) (42 USC 300f, et seq.) and all applicable State and local regulations. Sanitary control and surveillance of potable water supplies will be in accordance with AR 40–5 and TB MED 576 or applicable State and local regulations. Army garrisons that are OCONUS and classified as suppliers of water will comply with the standards in the National Primary Drinking Water Regulation and the final governing standards issued by the DOD Executive Agent for the host nation concerned. The theater surgeon may approve OCONUS requests for deviation from the CONUS drinking water standards. Requests will be submitted to the theater surgeon.

c. Treatment of wastewater and non-point source (NPS) pollution control and abatement will comply with the applicable parts of the Clean Water Act (CWA), as amended (33 USC 1251, et seq.), AR 200–1. Measures for NPS pollution control will be included in all construction, installation operations, and land management plans and activities.

d. Water supply and wastewater services will be provided at the lowest LCC consistent with installation and mission requirements, efficiency of operation, reliability of service, and environmental considerations. The cost for these services will be held to a minimum through comprehensive water resource planning, management, and an effective water conservation program.

e. Wastewater sludge disposal will be in accordance with section 405 of the Water Quality Act of 1987 (33 USC 1342 (p)).

f. Discharges of storm water associated with industrial activities will be in accordance with section 402(p) of the Water Quality Act of 1987 (33 USC 1342(p)).

g. Prevention and control of surface and ground water pollution, including oil/water separators will be in accordance with AR 200–1.

h. Operation, maintenance, and repair of water supply systems and wastewater systems will be in accordance with Unified Facilities Criteria (UFC) 3–230–02, Operation and Maintenance Water Supply System and UFC 3–240–02N, Operation and Maintenance: Wastewater Treatment Systems Augmenting Handbook.

i. Design criteria and standards for water supply systems and for waste water collection, treatment, and disposal systems will be in accordance with the TI 800–01 Alteration and construction projects will be submitted for review by State regulatory authorities where required by law.

j. Maintenance and repair of road drainage facilities, including stormwater drains, will be in accordance with Chapter 7 of this regulation.

k. Where LCC effective, reclaimed or treated recycled water will be used for irrigation and other non-potable uses. Gray-water or untreated effluent from laundry, dishwashing, and personal hygiene/bathing will not be recycled or reused as part of a United States Green Building Council (USGBC) sanctioned program for a LEED (Leadership in Energy and Environmental Design) credit without approval from IMCOM.

23–19. Federal, State, local, and host nation authorities

a. The IMCOM will comply with Federal, State, and local regulatory authorities in the supply of drinking water, underground injection control, wellhead protection, and sole source aquifer programs, and in the control and abatement of surface and underground water pollution by wastewater discharges from Army installations and activities.

b. At OCONUS locations, IMCOM will cooperate with host nation regulatory agencies and will comply with the substantive standards that relate to the supply of drinking water and the control and abatement of surface and underground water pollution by wastewater discharges from Army installations or activities.

23–20. Water resource management

a. A Water Resource Management Plan (WRMP), in addition to the IUMP, will be prepared for each installation and approved by the next higher headquarters. Contingency plans should be in accordance with American Water Works Association (AWWA) Manual No. 19 ( ), TB MED 576, and primacy State guidance.

b. Public Law 107–188, Public Health Security and Bioterrorism Preparedness and Response Act of 2002, amended the Safe Drinking Water Act to require water system vulnerability assessments (WSVA) and emergency response plans (ERP).

c. The installation WRMP will include an effective water conservation program that includes best management practices such as water re-use, water metering, and landscape management. The WRMP will include the following items:

(1) Description of facilities.

(2) Installation missions.

(3) Water management goals (for example, compliance with environmental requirements, increase efficiencies, reduce/prevent pollution, additional training).

(4) Water management objectives (increase use of low-water using equipment; reduce infiltration and inflow of sanitary sewers; reduce storm water impacts; minimize silt and debris from construction; reduce contaminant levels from: landscaping/agricultural activities, and wastewater discharges from maintenance and motor pools).

(5) Lowest water and sewage rate schedules.

d. Water meters will be provided in new construction in accordance with the TI 800–01 and chapter 22 of this regulation. Judicious placement of water consumption meters during major renovation or repair projects will provide data for water resource planning and conservation programs. The WRMP should be reviewed and updated, as required, with the Capital Investment Strategy in accordance with AR 210–20.

e. The IMCOM will maintain the documentation necessary to protect garrison water rights.

f. The use of computer modeling tools (for example, Installation Water Resources Analysis and Planning System (IWRAPS)) is encouraged for analyzing and forecasting installation water resource management requirements.

23–21. Public notification

a. Public notification is required by the Safe Drinking Water Act, as amended. A Public Notification Plan will be prepared for each installation. The Public Notification Plan should be prepared in accordance with EPA 570/9–89–002 (available at http://chppm-www.apgea.army.mil/dehe/pgm31/WaterRef.aspx). The garrison will coordinate the plan with the Public Affairs Office, the Medical Commander, and the Staff Judge Advocate.

b. A standing operating procedure (SOP) for alerting personnel in emergencies and clearly defining the duty of key individuals during the emergency will be prepared for each installation.

c. Personnel and organizations connected to the installation water supply will be notified of any actual or anticipated noncompliance with water quality standards. Noncompliance includes excessive contaminant levels as well as inadequate surveillance procedures or frequencies. Water supply personnel and organizations will be notified of all approved variations in water quality or exemptions to surveillance criteria.

d. The Public Notification Plan and the SOP for alerting personnel should be reviewed annually and updated as needed.

e. All violations will be reported using the Army Compliance Tracking System and all projects required to correct violations of the SDWA or CWA as amended will use Environmental Program Requirements Report. Garrisons will provide higher headquarters notification within 24 hours after they become aware of a drinking water violation that will require a public notification.

23–22. Water supply and wastewater system maintenance

Periodic inspections and preventive maintenance of water supply and wastewater disposal systems, storage tanks, and cathodic protection systems should be done in accordance with UFC 3–230–02, UFC 3–240–03N, and UFC 3–570–06.

23–23. Water supply treatment and surveillance

a. In coordination with the medical commander, facilities to disinfect water supplies will be provided in accordance with TB MED 576 and UFC 3–230–02. Garrison water supply will comply with applicable parts of the Safe Drinking Water Act of 1974 (42 USC 300f, et seq.), as amended, or the FGS issued by the DOD Executive Agent for the host nation.

b. In coordination with the Medical commander, garrison personnel will disinfect new and repaired water mains, storage tanks, wells, and equipment in accordance with the current edition of American Waterworks Association (AWWA) Standards AWWA C651–CY, AWWA C652–CY, AWWA C653–CY, and AWWA C654–CY (available at http://www.awwa.org), following construction, repairs, installation of taps, or contamination situations.

c. Water distribution systems will be flushed as necessary to remove accumulated debris in accordance with UFC 3–230–02. A systematic flushing plan of the water distribution lines must provide adequate scouring velocities.

d. The composition and recommended concentration of all additives, including those for corrosion or scale control, should be known and tested for on a regular basis. Additives used in potable water supplies will be AWWA or National Sanitation Foundation approved.

e. The EPA has authority to grant individual States primary enforcement responsibility over Federal facilities. Army installations located within States that have been granted primary enforcement responsibility will comply with applicable requirements promulgated by State regulatory authorities. Army installations located within States without such primary enforcement responsibility will comply with applicable requirements promulgated by EPA.

f. Operational analysis (for example, turbidity) will be conducted in accordance with frequencies and methodologies specified in UFC 3–230–02 or as required by the regulatory authority in those States granted primacy.

g. Microbiological analysis will be conducted in accordance with applicable standards promulgated by the authority exercising primacy over the garrison. Samples shall be collected by technicians recognized as qualified by the regulatory authority. Analysis shall be conducted by laboratories certified to conduct microbiological analysis by the regulatory authority.Garrisons are required to apply to their respective regulatory authorities for certification of garrison laboratory facilities. The medical commander is responsible for providing medical oversight (health risk), quality assurance, and technical assistance regarding water supplies. With respect to microbiological monitoring, the medical commander will ensure that analysis is performed by a certified laboratory. This means the medical commander may perform the compliance monitoring or provide oversight to another laboratory conducting the regulatory monitoring. When the state regulatory agency operates the laboratory, oversight by the installation medical authority may not be required. In addition, the medical commander may conduct random sampling and microbiological analysis of the installation water supply as part of its oversight and quality assurance responsibility.

h. Chemical, pesticide, and radiological analysis will be conducted at frequencies prescribed in accordance with applicable parts of 40 CFR 141, State or local requirements, and TB MED 576. Data requested by regulatory authorities should be forwarded to the regulatory authorities in a timely manner. Copies of all analytical results for the potable water system should be submitted (including OCONUS installations) to the medical commander for medical review/evaluation. The medical commander is responsible for sending the results to ATTN: MCHB–DE–W, U.S. Army Center for Health Promotion and Preventive Medicine, Aberdeen Proving Ground MD 21010–5422, for the Army's Drinking Water Surveillance Program data base.

i. Operational control tests should be conducted periodically to verify that disinfectant (for example, chlorine) residuals and corrosion and scale control additives are at the recommended concentrations to ensure adequate disinfection and to prevent corrosion. Periodic testing is required on both manual and automatic water treatment systems.

j. A cross-connection control program will be established at each installation. Cross-connection control plans will be prepared to protect the distribution system from cross-contamination. The plan will list the existing and potential cross connections and develop a plan for the installation of backflow prevention devices, as well as a schedule for testing, inspection, and maintenance. A routine inspection and maintenance program for backflow prevention devices performed by State certified personnel will include backflow prevention devices for those facilities that have the potential to contaminate the water supply system (for example, pest control shops, photographic laboratories, and medical facilities). Design, operation, and maintenance of cross-connection control components will be in accordance with UFC 3–230–02 and TB MED 576.

k. Adequate pressures will be maintained, measured, and recorded in distribution systems in accordance with primacy State requirements and UFC 3–230–02.

l. The USACE can provide technical and operational assistance on a reimbursable basis for water supply systems. The U.S. Army Center for Health Promotion and Preventive Medicine (USACHPPM) can provide technical support in resolving any drinking water treatment and distribution water quality concerns affecting consumer health. The

USACHPPM maintains a laboratory certified by Federal and many State regulatory authorities for doing analyses to support specially requested services delineated in TB MED 576.

23–24. Wastewater treatment and surveillance

a. All discharges from Army installations or activities to municipal wastewater treatment facilities will comply with applicable pretreatment standards. Public works activity managers will establish pretreatment standards for tenants on Army installations and for off-post facilities that discharge wastewater to the installation wastewater treatment facilities.

b. Wastewater treatment plant effluent will be treated to meet National Pollutant Discharge Elimination System (NPDES) permit requirements.

c. Army garrisons will comply with requirements of the Federal Water Pollution Control Act of 1972 as amended by the Water Quality Act of 1987 (33 USC 1251, et seq.). All water quality monitoring (including toxicity testing) will be done in accordance with NPDES permit requirements. Technical assistance to help meet NPDES permit requirements is available from the USACHPPM or the U.S. Army Corps of Engineers supporting district.

d. Drains should not be used in close proximity to toxic or hazardous storage areas. Drains, where required, will be designed to retain accidental spills or be connected to a wastewater treatment facility capable of safely disposing of spilled materials and is authorized by its discharge permit to treat the spilled material.

e. Periodic inspections should be made of nondomestic wastewater sources (for example, laboratories, boiler plants, cooling towers, photographic developing facilities, oil/water separators, and other small treatment systems) to ensure that prohibited wastes are not being disposed into the wastewater collection system or, if authorized, then not in prohibited amounts.

23–25. Water softening

a. Treatment facilities for softening of the water supply may be installed at fixed installations and activities if the hardness exceeds 200 parts per million (ppm), expressed as calcium carbonate (CaCO3), and if the treatment facilities can be provided economically. Since portions of the Army community may require restricted sodium intake for medical reasons, garrisons installing sodium cycle ion exchange systems will notify the supporting medical commander.

b. Softening to less than 100 ppm may be required for special purposes and services; however, treatment for corrosion control may also be required. Some of the special applications where this level of softening may be needed are laundries, hospitals, boiler plants, central food facilities, and so forth.

23–26. Scale and corrosion control

a. An effective corrosion control management program that includes water treatment for scale and corrosion and cathodic protection for water tanks and underground metallic structures will be maintained.

b. Scheduled water distribution system inspections should be made to observe, evaluate, and record scale deposits and deterioration caused by corrosion. Guidance provided in UFC 3–230–02 should be used for determining the adequacy of scale and corrosion control.

c. Adequate corrosion control will be performed to minimize lead and copper concentrations in first draw tap waters, if necessary, in accordance with Federal (40 CFR 141, subpart H), primacy State, or Final Governing Standards (FGS) requirements.

d. External surfaces that are in contact with soil and all internal surfaces of steel water storage tanks should be protected from corrosion by a cathodic protection system in accordance with the TI 800–01.

e. Metallic water supply and metallic wastewater collection lines should be bonded and coated in accordance with TI 800–01. Corrosion protection of underground metallic water supply mains and wastewater collection lines will be in accordance with ETL 1110–3–474, Engineering and Design-Cathodic Protection (http://www.usace.mil/publications/eng-tech-ltrs/etl1110–3–474/toc.html).

f. Cathodic protection systems should be inspected and maintained in accordance with UFC 3–570–06, Cathodic Protection Systems Operation and Maintenance. Cathodic protection system rectifiers should be tested on a monthly basis and the total system annually.

g. Assistance in establishing a chemical analysis program, determining corrective actions, or making recommendations for changes in treatment practices for more effective scale and corrosion control can be furnished by the USACE.

h. Non-standard, untested, nonchemical devices using magnet, electro-magnet, or similar tecnologies that claim to soften water or reduce scale in the water systems, heating and cooling systems, or boilers are prohibited.

23–27. Terminal water supplies

The following precautions will be exercised to prevent potable water system contamination at Army installation piers and docks:

a. Water connections from the potable water system to any vessel will be installed and operated under the supervision of the individual in charge of the installation water system.

b. Connections from the installation potable water system to vessels with power to operate fire pumps or other water pumps will be provided with approved backflow prevention devices.

c. Hose lines from the installation potable water system may be carried or used for fire protection aboard any vessel, provided that no connection is made to the vessel water system and that the hose lines are so secured as to prevent discharge or submergence when they are not in use.

23–28. Metering

a. Well water. Drawdown or water-level testing gages will be installed in active deep wells to provide daily operating data for development of underground water supplies and determining pumping schedules.

b. Operational control.

(1) Water flow meters should be installed for operational control at the following locations:

(a) Each water supply well.

(b) Each source of surface water supply where chemical treatment is required.

(c) Each connection delivering water to any other garrison or Government agency, except as provided in paragraph 23–27*c*, above.

(d) Each connection where water flow records are needed for planning and management purposes.

(e) Each connection where treated water supplied by a surface water treatment facility enters a distribution system.

(2) Electric meters should be installed for operational control at water supply and wastewater treatment plants. The meters may be a watt hour or other type of recording device (such as a timing element) to measure electrical energy used or to record the number of hours of pump operation.

23–29. Swimming pools and natural bathing areas

a. The public works activity is responsible for maintenance, repair, and alteration of installed swimming pool and natural bathing area equipment. The MWR activity is responsible for the control of swimmers, cleaning of the pool, or janitorial services.

b. Operation, maintenance, and repair of swimming pools and natural bathing areas will be in accordance with TM 5–662 and TB MED 575.

Section V
Energy Source Selection

23–30. Energy policy

This section prescribes policy and criteria for the selection and use of energy sources for the following purposes: kitchen equipment, process equipment, incinerators, and energy plants. All generation, distribution, and use of fixed facilities energy and water will be done in the most efficient manner..

23–31. Fuel selection

a. Energy sources will be selected with careful consideration of national reserves, local fuels availability, and LCC analysis. The use of renewable energy purchased from off-base commercial sources (waste products, solar, wind, geothermal, refuse-derived fuel (RDF), and wood) is encouraged.

b. The energy source selected for new heating systems, or for fuel conversions, will be the most LCC effective fuel available for that system. The economic analysis of both in-house and privately funded alternatives will include economic assumptions used to perform the evaluations. A sensitivity analysis, comparing the effects of changes in initial investment and operating costs, will be included to enable reviewing officials to fully evaluate how changes in assumptions affect the project's viability.

c. Large central plants will be designed with multiple fuel capability where LCC effective.

d. The minimum supply of the backup fuel will be determined by the garrison commander. Local conditions and ready availability of fuels for emergency situations will be the criteria used to determine the quantities required for on-site storage.

23–32. Solid fuels

This section establishes policies and procedures to ensure solid fuels (anthracite, bituminous, sub-bituminous, and lignite coal) are of the technical quality required to meet the needs of Army power and heating plants.

a. Coal and solid fuel specifications. IMCOM will ensure that coal requirements are correctly estimated; analytical and size specifications are technically adequate for power and heating plants; solid fuels accepted meet specifications or when they do not meet specifications, appropriate action is taken; and solid fuels are handled and stored properly to minimize degradation.

b. Inspection, sampling, and receipt of solid fuels.

(1) Solid fuels received at an installation will be visually inspected and samples taken by a qualified coal sampler who has been certified for proficiency by USAPC. Assistance with inspections is available from USAPC by telephone

(717) 770–6511, DSN: 771–6511 or E-mail to petroleum.testing@usapc-emh1.army.mil. Samples will be collected and prepared in accordance with DOD 4140.25M, Vol III and MIL–STD 3004, Appendix C. The name of the individual performing the inspection and sampling and the individual's Certificate of Proficiency Number will be placed in the appropriate space on DD Form 250 (Materiel Inspection and Receiving Report).

(2) Appropriate records reflecting the quality of solid fuels accepted will be maintained for 1 year.

c. Operating procedures and equipment. Solid fuels operating procedures and equipment descriptions and usage are described in TM 5–650. Solid fuels handling equipment and conveyor trucks are classified as special design items and will be obtained in accordance with chapter 6 of this regulation.

23–33. Permanently installed petroleum product storage, distribution, and dispensing systems

a. Petroleum product storage, distribution, and dispensing system policy.

(1) This section prescribes policies, criteria, and responsibilities for the maintenance and repair of fixed petroleum product storage, distribution, and dispensing systems such as pipelines, pumping stations, bulk and operating storage, service stations, and aircraft fueling facilities. Petroleum product storage, distribution, and dispensing systems will meet national pollution emissions requirements, national oil pollution prevention (40 CFR 112) requirements, and applicable State and local requirements.

(2) Adequate maintenance will be provided to ensure maximum safety and efficiency, economical operation, and normal life expectancy of the equipment. The using organization is responsible for preventive and minor maintenance and operation of facilities for the storage, dispensing, and distribution of liquid petroleum products.

(3) The extremely hazardous nature of petroleum products and potential environmental impact resulting from system failures requires that a repair and construction hazard analysis be made to determine the degree of risk associated with maintenance and repair deferral (see AR 385–10). Risk assessment codes will be assigned and hazardous situations eliminated on a "worst-first" basis.

(4) Tanks will be cleaned, inspected, tested, maintained, and cathodically protected in accordance with industry practice and applicable safety standards (National Fire Protection Association (NFPA) Standard No. 327, American Petroleum Institute (API) publication Recommended Practices (RP) 2015). Fuel tanks not needed will be removed and disposed of in accordance with local, State, and national laws and governing regulations.

b. Hazards.

(1) Toxic, fire, and explosive hazards of petroleum products will be brought to the attention of personnel concerned with the operation and maintenance of these facilities.

(2) Patching or hot-work on POL tanks will be done under the supervision of individuals who understand the potential for fire and explosion, assisted by workers sufficiently skilled to carry out the necessary operations safely, the work will be started only after the characteristics of the previous contents of the tank or container have been determined. National Fire Protection Association (NFPA) and American Petroleum Institute (API) publications provide guidance for the safeguarding of tanks where patching or hot-work is proposed.

c. Inactive installations. Processing and maintaining permanently installed petroleum products storage, distribution, and dispensing systems at inactive installations and sections of these systems not required for current operations will be in accordance with UFC 3–460–03.

Section VI
Energy Program

23–34. Heating system policy

This section establishes policy and criteria for the efficient and economical operation, maintenance, repair, and construction of facilities and systems for boiler plants; space heating systems; domestic water heating systems; and systems used for distribution of fuel gas, steam, hot water, and process equipment.

a. The type, number, and size of heating units or plants to be used for a new or conversion facility will be based on a thorough evaluation of the heating requirements for the anticipated life of the buildings to be constructed and served. Consideration will be given to interconnecting existing central plant systems or large building systems to supply new building requirements.

b. Design and construction of these facilities will be in accordance with applicable parts of the TI 800–01.

c. Operation, maintenance, and repair of these facilities will be in accordance with the manufacturer's instructions for specific equipment. Additional information on the operation, maintenance, and repair of these facilities is contained in UFC 3–410–05N, Heating Systems Operation and Maintenance, UFC 3–410–06N, Central Heating Plants Operation and Maintenance, TM 5–650 and UFC 3–410–01FA, Heating, Ventilating and Air Conditioning.

d. All fuel-burning facilities will meet national pollution emissions requirements and applicable State and local requirements.

e. The IMCOM will establish effective corrosion control programs to include the following:

(1) Inspection of utilities plants, systems, and structures to determine the cause of any failures.

(2) Utilization of corrosion-resistant materials in replacement and new installations where LCC effective.

(3) Procedures for the proper operation and maintenance of cathodic protection systems. Guidance for corrosion control can be obtained from Public Works Technical Bulletin 420–49–29, Operation and Maintenance of Cathodic Protection Systems (http://www.wbdg.org/ccb/ARMYCOE/PWTB/pwtb_420_49_29.pdf). The USACE can provide assistance in developing corrosion-control programs.

f. All proposed connections, extensions, alterations, or attachments to a building's heating system will be reviewed and approved as meeting Army standards.

23–35. Space heating temperature standards

a. Space heating temperature standards will be in accordance with paragraph 22–12*b* of this regulation.

b. Heating is not permitted in warehouse sections that do not contain material or equipment requiring protection from freezing or from condensation and where warehousing of stored goods is the only operation.

c. Heated makeup air may be provided for process rooms, paint shops, drying rooms, dining facilities, and the like. The quantity of outside air to be heated and temperature to be maintained will be in accordance with the TI 800–01.

23–36. Boiler and heating plants-operation, maintenance, and safety

a. Boiler and heating plants will be operated and maintained in a safe and efficient manner.

b. The length of the heating season for providing heat to facilities for personal comfort will be determined by the garrison commander, based on local conditions.

c. Central boiler and heating plant and building mechanical room equipment, outside distribution systems, and the main distribution systems in buildings will be marked with color banding and/or titles in accordance with ANSI Standard 13.1 (http://www.ansi.org/).

d. All high-pressure steam boilers (above 15 psi) and all high temperature water (HTW) boilers (above 250 degrees Fahrenheit temperature) in active use will be inspected annually in accordance with the current version of the National Board Inspection Code issued by The National Board of Boiler and Pressure Vessel Inspectors (NBBI) and the American Society of Mechanical Engineers. Inspections must be performed by persons certified in accordance with BPVI standards. The recommendations of these safety inspections will be reviewed and appropriate actions taken to correct deficiencies (see NBIC available at https://www.nationalboard.org/nationalboard/Default.aspx).

e. Gas- or oil-fired heating units may be equipped with automatic controls and firing systems and safety devices that will require minimum operational surveillance.

f. Constant operator attendance in large central steam boiler plants and high temperature water systems and large automatic commercial building type systems will be established by the garrison, based on the local requirements. If roving plant operators are used, operational visits will be of a duration required to observe a complete cycle of operation and perform the scheduled operator preventive maintenance. Criteria for staffing should be the following: criticality of service; size and complexity of the equipment; extent of the maintenance responsibility required by operators; whether "in plant" maintenance is used; the availability of local shop support; and plant location. The critical factors in determining staffing requirements will be the safe, efficient and reliable operation of the equipment.

23–37. Boiler water treatment

a. Boiler water and steam distribution systems will be treated in accordance with TM 5–650. Only those chemicals identified in TM 5–650 and in this regulation will be used.

b. Contracts with third-party chemical suppliers should include provision for appropriate steam, condensate, and water treatment to ensure that the Army distribution systems and end-use facilities are not at risk from the use of the chemically treated energy medium.

c. The boiler water sampling schedule as outlined in TM 5–650 will be followed.

d. High pressure steam boilers will utilize at least one condensate corrosion tester per high pressure boiler per year.

23–38. Corrosion control

a. Condensate return line corrosion will be held to a minimum by using deaeration and dealkalizing equipment, where their installation is economically justified. Where this is inadequate or not economically justified, an amine-type treatment will be used. The amines (neutralizing type), cyclohexylamine, diethylaminoethanol (DEAE), or morpholine will be selected and used in accordance with TM 5–650.

b. Steam treated with chemicals will not be used directly for humidification or cooking purposes. A heat exchanger will be installed to provide chemical-free steam at these locations.

23–39. Domestic hot water supply

a. Water heating and storage tank capacities will be in accordance with the TI 800–01.

b. Hot water supply systems will be operated to provide water at the points of use and with temperatures as follows:

(1) Automatic dish washing in food service facilities— 140 degrees Fahrenheit. Final rinse for dishes and utensils in all food service applications: 180 degrees Fahrenheit.

(2) Child care centers— See AR 608–10 for water temperature requirements for child-occupied spaces.

(3) Commercial type laundries— 180 degrees Fahrenheit.

(4) Administrative and other facilities— 110 degrees Fahrenheit maximum.

c. Where a two temperature or multiple temperature water supply is needed in food service or medical and laboratory facilities, lower temperature source generators with "boosters" to the higher temperatures in close proximity to the point of use will be used to the maximum extent practical. The storage and distribution of water above 150 degrees Fahrenheit with distribution and blending to lower temperatures at point of use is not permitted.

23–40. Safety devices

a. Boilers, furnaces, water heaters, unfired pressure vessels and tanks, gas storage, and distribution systems are generally equipped with the safety devices necessary to protect the equipment against damage and prevent hazards to life and property. These devices (temperature- and pressure-relief valves, low-water cutoffs, safety water feeders, limit controls and similar devices) will be well maintained and tested in accordance with the manufacturer's recommendations to assure proper operation.

b. Pressure relief or safety valves on low pressure steam or hot water boilers will only be adjusted by a boiler inspector or other qualified plant personnel. Where changes are made in the type of fuel or firing equipment, the safety relief or relief valve capacity will be verified for adequacy under the new conditions.

c. Safety valves and devices for both low- and high-pressure boilers will be in accordance with sections I and IV of the current edition of the American Society of Mechanical Engineers (ASME) Boiler and Pressure Vessel Code. At OCONUS installations, host nation standards or ASME codes, whichever are more stringent, will be followed.

23–41. Gas distribution systems

a. Gas distribution systems on Army installations will be designed, installed, inspected, operated, and maintained in accordance with 49 CFR 192 and the Department of Transportation Guidance Manual for Operators of Small Gas Systems. Technical information is provided in Unified Facilities Guide specification (UFGS) UFGS 33 51 00.00 20, UFGS 33 51 03.00 10 and UFC 3–430–05FA, Gas Distribution.

b. Each garrison owning a gas distribution system will prepare an operations and maintenance plan and an emergency plan, as specified in 49 CFR 192, subpart L. Paragraphs on reports required by the Department of Transportation are not applicable to Army owned gas distribution systems. If the installation gas distribution system is not Army owned, the garrison will coordinate with the appropriate authorities to assure that the gas distribution system is being operated and maintained in accordance with 49 CFR 192 and that emergency plans have been coordinated and integrated with appropriate Army organizations.

23–42. Heat distribution systems

a. Heat distribution systems for 201 degrees Fahrenheit and above will be designed in accordance with TM 5–653 and UFC 3–430–01FA and will be selected in the following order of preference:

(1) Above ground.

(2) Shallow concrete trench.

(3) Direct buried.

b. Direct buried systems will only be used where aesthetics or functional requirements preclude the use of above ground or shallow concrete trench systems (for example, where the water table is above the bottom of the trench). Buried Class A sites will use pre-approved drainable, dryable, air pressure testable steel conduit systems.

Section VII
Air Conditioning and Refrigeration

23–43. Air conditioning and refrigeration policy

This section establishes policies, procedures, and responsibilities for mechanical refrigeration and space conditioning systems in new and existing facilities. Space conditioning may include air conditioning, evaporative cooling, dehumidification, or mechanical ventilation equipment.

23–44. Air conditioning criteria

a. Air conditioning requirements for comfort cooling will be evaluated and approved by the garrison commander based on local conditions.

b. Design and construction criteria of space conditioning equipment will be in accordance with the TI 800–01.

c. Heat pumps may be air source, water source, or ground- coupled type and will be certified under the appropriate Air Conditioning and Refrigeration Institute (ARI) Heat Pump Certification Program (http://www.ari.org/MemberPortal/standardscert/certprograms/programs/default.htm).

d. Operation, maintenance, and repair of air conditioning, evaporative cooling, dehumidification, and mechanical ventilation equipment will be performed by certified technicians and will be in accordance with TM 5–671.

23–45. Central air conditioning plant

The decision to use a large central refrigeration plant with distribution system or multiple units with no associated distribution system will be made locally, based on installation-specific requirements. The system selected will be the most LCC effective system that provides safe and reliable service to meet user needs. Critical facilities (for example, communication or computer areas) that require year-round air conditioning may require special consideration. When this type of equipment is served by a central plant, it may be provided with an auxiliary system to serve the critical smaller load when the central plant is shut down or otherwise would not be needed.

23–46. Refrigeration

a. This section defines installation and maintenance policy for mechanical refrigeration equipment used for, but not limited to, the following applications:

(1) Reach-in, walk-in, and domestic refrigerators.

(2) Cube and flake ice machines.

(3) Ice cream cabinets.

(4) Water coolers.

(5) Ice manufacturing plants.

(6) Refrigerated storage plants.

(7) Frozen storage plants.

(8) Research, Development, Testing, and Evaluation Cold Rooms.

b. Projects for refrigeration equipment will be designed in accordance with the TI 800–01.

c. Refrigeration equipment, refrigerated warehouse facilities, and frozen storage plants will be installed, operated, and maintained in accordance with industry standards or TM 5–670 and TM 5–671.

d. Automatic control and alarm devices should be provided for all warehouse-type refrigeration equipment. Only manual reset controls will be used for high-pressure-shut-off controls.

e. In refrigerated warehouse facilities, temperatures will be in accordance with the ASHRAE Handbook of HVAC Systems and Applications. These temperatures should be maintained on a continuous 24-hour basis. Equipment is shut off only when necessary for repairs. In central meat-cutting plants, temperatures will be in accordance with the ASHRAE Handbook of HVAC Systems and Applications. Alterations or additions to any system will not be made that permit temperatures lower than those specified in the design as finally approved.

f. Both an indicating thermometer and a temperature recorder should be provided for each refrigerated storage space and each frozen storage space greater than 1,000 cubic feet. Charts for the temperature recorder will be for at least 24 hours but not more than 1 week (7 days). These charts should be retained for a minimum of 6 months.

Section VIII
Electric

23–47. Electric systems operation, maintenance, repair, and construction

This section establishes policy and criteria for purchased electrical power, electric power generation plants, auxiliary electric power generators, and the control and distribution of electrical power.

a. Garrison electrical facilities and equipment will be in accordance with the TI 800–01. At installations where privatization is being considered, exterior electrical equipment should be compatible with local utility company design, construction, installation, and maintenance standards and criteria.

b. Maintenance and repair will be in accordance with National Fire Protection Association (NFPA) 70B, TM 5–683, TM 5–684, TM 5–685, and NFPA 780. Safety procedures described in NFPA 70E, EM 385–1–1, UFC 3–560–01 and the National Electrical Safety Code (NESC) (http://standards.ieeee.org/nesc/) will be followed while performing maintenance and repair.

c. As part of the IUMP, an installation power system analysis will be conducted for base power systems at least every 5 years or sooner if major changes have been made. The analysis will include—

(1) Load flow analysis, including the projected loads for the next 5 years.

(2) Fault study.

(3) Protection coordination study.

(4) Power factor correction study.

(5) Frequency converter requirements.

d. Lightning protection systems will be installed, maintained, and tested in accordance with TM 5–811–3 and Military Handbook (MIL HDBK) 419A. Lightning protection systems will be installed on explosives storage and handling facilities as specified in AR 385–64, DA Pam 385–64 and DOD 6055.9–STD. Lightning protection systems will be installed on command, control, communication, and computer facilities or other facilities containing high-value electronic equipment.

23–48. Electrical supply standards

The following electrical supply standards apply to Army installations:

a. The IMCOM will ensure that electric power is purchased from utility companies in the most LCC effective manner. IAW AR 420–41 installation reliability requirements may be accomplished by using multiple utility company feeders, auxiliary generators, or a combination of both. The garrison should purchase electric power at the highest available voltage.

b. Electrical power will be supplied to the user at the standard utilization voltage, or the applicable standard when a choice is available. The following guidance applies:

(1) Supply electric power at a voltage that is within +/- 5 percent of nominal voltage. Voltage-correcting equipment will be installed only when the user's equipment will not function acceptably at the utility supplied voltage range. Voltage-correcting equipment will be installed and maintained by the user to meet specific equipment requirements.

(2) Install and maintain power conditioning equipment to eliminate harmonics and other abnormalities when required for proper operation of installed equipment.

(3) Capacitors (static condensers) should be installed for power factor compensation (correction) when the cost of installation can be amortized within 10 years. To avoid any possible harmful effects of a leading power factor, install automatic switching whenever a leading power factor could exist under some load conditions.

c. Electrical power will be supplied at the frequency available from the electricity supplier. Frequency converters to supply another frequency will be installed and maintained by the user to meet specific equipment requirements.

d. Equipment proponents will check with the IMCOM concerning the electrical characteristics available on the installation before procuring electrical equipment or equipment having electrical components.

23–49. Exterior electrical systems

a. Transmission and distribution line guidance follows—

(1) *Overhead lines*. Exterior lines will be installed overhead except as noted in (2) below. Yellow guide guards should be used as required (see 29 CFR 1910.144, OSHA Safety Color Code for Marking Physical Hazards). Wood poles and other wood members of the overhead distribution system will be treated with a preservative as specified in TM 5–684.

(2) *Underground lines*. Underground lines may be installed when they are LCC effective or where overhead lines—

(a) Could result in hazard to life or property.

(b) Interfere with other facilities.

(c) Are impractical, as in congested areas.

(d) Would be unsightly, as determined by the Installation Design Guide.

(e) Would enhance distribution system reliability.

b. Underground lines will be installed at security perimeter fence crossings, at storage or operating facilities for nuclear weapons and components, and at other sensitive security areas.

c. Installation of equipment (such as primary junction boxes, circuit breakers, or transformers) in manholes and underground vaults will be avoided, except at airfields where clearance is required.

23–50. Lighting

The most LCC effective light sources that meet user requirements will be used.

a. Where required by the NFPA 70, National Electrical Code (NEC), or the NFPA 101, Life Safety Code, emergency lights will be permanently connected to the electrical system, without the use of attachment caps and receptacles.

b. Red identification lights will be installed on poles and other supports carrying exterior fire alarm boxes.

c. The IMCOM will maintain and repair the following:

(1) Obstruction lights and their supply systems on buildings and other structures except communications towers.

(2) Security and aviation lighting and their supply systems (see FM 3–19–30).

(3) Interior storage battery-type automatic emergency lights, both unit and central battery-type.

23–51. Communications facilities

Communications equipment, including antennae, classified as equipment in place is the responsibility of the owning organization (see DFAS IN Manual 37–100–XXXX). The IMCOM will maintain and repair the following communications-related items:

a. Footings for communications poles and for communications towers.

b. Poles and towers used jointly for power and communications.

c. Underground duct lines used for power and communications (either separately or jointly owned). This includes manholes, hand holes, pull boxes, and other similar access points that are parts of the underground duct lines.

d. The use of a common envelope or trench, or adjoining manholes, hand holes, pull boxes, or similar access points

with one or more common walls without openings, as specified in UFC 3–550–03FA, is encouraged. Do not install power and communications cables in the same conduit or access point.

23–52. Grounding facilities

The IMCOM will—

a. Maintain, repair, and test grounds and grounding systems for real property. The user will install, maintain, repair, and test grounds and grounding systems for other than real property.

b. Test grounds and grounding systems in accordance with TM 5–684, NFPA 70B, and the NEC.

c. Ensure that any changes to grounding systems at all U.S. Army Intelligence and Security Command (INSCOM) and U.S. Army Information Systems Command (USAISC) facilities are in accordance with the guidance contained in Military Standard (MIL–STD) 188–124B and Military Handbook (MIL HDBK) 419A.

23–53. Electronic security systems

a. Electronic security systems will be in accordance with UFC 4–020–04FA. The Intrusion Detection Systems (IDS) Mandatory Center of Expertise (MCX), U.S. Army Engineering and Support Center (CEHNC), Huntsville, AL, is available to provide assistance. The installation of commercial IDS should be coordinated with the responsible provost marshal or physical security office as specified in AR 190–13.

b. The IMCOM will furnish and install the following:

(1) A dedicated power circuit in conduit to the system control unit.

(2) A conduit (or other raceway) for signal conductors within the structure from the protected area to a maximum of 5 feet outside the structure.

(3) A conduit connecting the system components.

23–54. Auxiliary generators

a. E*mergency and standby generators*. This section applies to generators, regardless of type, which are classified as installed equipment (real property). Emergency and standby generators will be installed in accordance with the provisions of NFPA 70 and NFPA 110. As defined in NFPA 70, optional standby generators will be provided to support authorized facilities or activities when approved by the garrison commander (see para 4–67).

b. Operations and maintenance. The IMCOM will operate, maintain, repair, and test auxiliary generating units that are classified as real property in accordance with manufacturer recommendations.

23–55. Uninterruptible power supply units

a. Authorized uninterruptible power supply units. This section applies to uninterruptible power supply (UPS) units, regardless of type, that are installed equipment (real property). Uninterruptible power supply units are authorized only for the support of critical electronic, automatic data processing, and communications equipment that requires continuous electrical power for proper operation.

b. Operations and maintenance. The IMCOM will ensure garrisons will operate, maintain, repair, and test UPS units that are classified as real property on installation records in accordance with manufacturer recommendations.

Section IX
Food Service and Related Equipment

23–56. Food service and related equipment policy

This section establishes policy and criteria for the efficient and economical operation, maintenance, repair, and construction of food service facilities and related equipment.

a. Equipment used for the removal of vapors, grease, and heat from commercial cooking equipment will comply with the NFPA Standard 96. Personnel who perform maintenance and repair on both the commercial and Family housing type cooking equipment will become thoroughly familiar with the NFPA Standard 96.

b. Gas fired food services equipment will be in accordance with NFPA Standard 54, The National Fuel Gas Code.

c. Design and construction criteria for food service and related equipment will be in accordance with the TI 800–01.

d. Energy conservation and improved energy efficient equipment for food service and related equipment will be in accordance with

e. The use of raw (direct contact) steam for heating food and hot water is not permitted. A steam-generating heat exchanger will be installed where steam is used for direct cooking or where any contact with food is possible.

23–57. Responsibilities for food service equipment

a. The U.S. Army Quartermaster Center and School (USAQMC–S) is responsible for the Army Food Program (AR 30–22) except for hospital and nonappropriated fund dining facilities. The USAQMC–S will assist in planning, reviewing, and justifying programs for military construction, minor construction, operations and maintenance, space allocations, and functional equipment layouts and criteria. The USAQMC–S will recommend authorization criteria and

type-description for troop support equipment. Common table of allowances (CTA) 50–909 prescribes allowances for food service and related equipment for dining facilities, Army vessels, fire stations, air and crash detachments, hospital food service facilities, and other appropriated fund facilities.

b. The IMCOM will—

(1) Install, remove, and provide scheduled maintenance (other than operator maintenance) and repair for all food service and related equipment in accordance with TM 5–636 or the equipment manufacturer's manuals. Maintenance and direct support schedules will be established in accordance with the equipment manufacturer recommendations.

(2) Train, Initially, food service personnel in operation and operator (first echelon) maintenance of all new installed food service equipment.

(3) Make the final determination of repairability for equipment replacement. Upon determining that the equipment is not economically repairable, the public works activity, in coordination with the food adviser, will specify in writing the basis for the decision. The signed written statement that equipment is uneconomically repairable will be provided through the installation food advisor to the appropriate installation supply activity as the basis for requisitioning the equipment.

(4) Provide cost data on repairs to equipment (parts and labor) to the installation food advisor when required.

23–58. Requisitions for replacement or acquisition

Requisitions for food service and other related equipment will be coordinated with the garrison to ensure that proposed equipment is compatible with available space and utilities, and that energy efficiency has been considered in the equipment selection. IMCOM will certify that funds are or will be made available for removal and installation of equipment. The requisitions will reflect minimum essential requirements within the prescribed allowances (CTA 50–909) and follow procedures as prescribed for new and replacement equipment in AR 30–22.

23–59. Grease interceptors

a. Food service personnel are responsible for cleaning grease interceptors located within a dining facility. IMCOM is responsible for monitoring the operation, maintenance, cleaning, and repair of outside grease interceptors. The garrison will establish guidelines for the disposal of materials from cleaned traps. Designated containers will be made available and truck-mounted sludge disposal tanks used whenever possible. Residue will be disposed of in accordance with procedures established by the garrison. The repair of grease interceptors is a garrison function.

b. Grease interceptors will not be installed on drainage piping from garbage grinders, nor are they required in hospital ward serving kitchens or floor pantries.

23–60. Ventilation hoods in dining facilities

a. Ventilation hoods and ductwork will be provided to capture and discharge vapor to the outdoors and recover energy from all conditioned discharge air where cost effective.

(1) Systems that serve cooking equipment such as ranges, deep-fat fryers, griddles, tilting fry pans, woks, ovens, steam jacketed kettles, and toasters (grease-laden vapor producers) will use corrosion-resistant materials and be designed and installed in accordance with NFPA Standard 96.

(2) Systems that exhaust saturated air (water vapor) from equipment such as dishwashers, pressure cookers, coffee urns, steam hot food tables, pot and pan sinks, and are separate from the systems handling grease-laden vapors, will use corrosion-resistant ducts and hoods and will be in accordance with NFPA Standard 90A.

(3) Clean out opening locations and construction details as well as electrical requirements and fire safety features will be in accordance with NFPA Standard 96.

(4) Installed ventilation hoods and related parts will be cleaned in accordance with NFPA Standard 96, chapter 8. Ducts will be cleaned as required, depending on severity of system use and grease accumulation, using resources available to the installation or by commercial contract as determined locally. Food service personnel are responsible for cleaning filters and areas of the exhaust system up to the filters.

b. Hood construction requirements and details and guidance concerning other aspects of food service facility design, including that for Family housing kitchen equipment, will be in accordance with the TI 800–01 and TB MED 530.

Section X
Reports and Records

23–61. Reporting

The IMCOM will comply with the monitoring and reporting requirements established by applicable Federal, State, and local laws and regulations (see chap 22, sec IV, for reporting requirements for Defense Utilities Energy Reporting Systems (DUERS) and for Army Energy and Water Reporting System (AEWRS); also see para 23–15 for annual solid waste reporting requirements and para 23–21*e* for reporting violations of the Safe Water Drinking Act and the Clean Water Act).

23–62. Solid waste records

The forms listed below are used to record data on solid waste activities. These forms are available through Army publications channels.

a. DA Form 3916 (Daily Log of Truck Trips for Refuse Collection and Disposal). Entries recording refuse weight (tons) will be made daily by collection truck drivers. All entries will be totaled monthly on DA Form 3917 (Refuse Collection and Disposal) by collection supervisors.

b. DA Form 3917 (Refuse Collection and Disposal). Quantities of refuse collected and disposed will be reported in units of weight (tons) (see TM 5–634).

23–63. Water and wastewater records

a. The minimum number, kind, and frequency of water supply and wastewater operating tests and records required for completion of the public works activity operating logs, DA Form 4141 (Facilities Engineering Operating Log (Water-General)), DA Form 4374 (Repairs and Utilities Operating Log (Water-Supplementary)), DA Form 4247 (Facilities Engineering Operating Log (Sewage-General)), and DA Form 4178 (Facilities Engineering Operating Log (Sewage-Supplementary)) should be accomplished in accordance with the schedules shown in UFC 3–230–02. Operations of sewage systems will be documented daily on DA Forms 4247 and 4278.

b. The medical commander is responsible for providing medical oversight of the installation potable water supply in accordance with AR 40–5 and DA Pam 40–11, including those privatized. IMCOM will ensure that copies of all regulatory compliance monitoring data is provided by the Director of Public Works to the medical commander or installation preventive medicine staff, regardless of ownership of the system.

23–64. Heating plant records

Operating logs will be maintained for each high pressure boiler plant to monitor and review the plant's critical parameters and boiler water treatment procedures in accordance with TM 5–650.

23–65. Installation utility management plans

a. The IUMP is derived from the installation standard operating procedures, emergency operations plans, master plan, and GIS data base for all the utility systems on the installation. These utilities are the ones which the installation relies on to sustain its mission, the supporting infrastructure, and population, such as water, wastewater, electricity, natural gas, and steam. For each major system, the IUMP documents—

(1) The physical description , existing condition, operating characteristics, and location/description of reference documents (maps, as-built drawings, SOPs).

(2) Management and operating criteria and principles.

(3) Short-and mid-range sustainment and long-range modernization and/or replacement plans.

(4) Plans for providing temporary utilities when service is interrupted by natural and man-made causes and for restoring permanent services.

(5) Cost and performance factors and improvement plans.

(6) Best management practices and utility rate intervention opportunities.

b. A sample of a Utility Systems Management Plan for a medical facility is available from USACHPPM at http://chppm-www.apgea.army.mil/IHMSM/ms/documents/UtilitySystems.doc.

c. Installations with privatized utilities should work towards including the requirement for an IUMP in the privatization contract.

Chapter 24
Acquisition and Sale of Utilities Services

24–1. Introduction

This chapter concerns policy and procedures for the acquisition and sale of utility services.

24–2. Policy

AR 420–41 contains the policy information referred to in paragraph 24,–1 above. Subjects within that regulation include—

a. Acquisition of utility services.

b. Sales of utilities and related services.

Part Six
Special Policies

Chapter 25
Fire and Emergency Services

Section I
Introduction

25–1. Overview

This chapter implements statutes and DODI 6055.06, Fire and Emergency Services (F&ES) Program, requirements. It prescribes Army policies and responsibilities covering all fire fighting (structural, aircraft, and wildland), emergency dispatching services, by civilians or military, fire prevention (technical services), hazardous materials (HAZMAT)/ Chemical, Biological, Radiological, Nuclear and High-yield Explosives (CBRNE) response, Weapons of Mass Destruction (WMD), Global War on Terrorism (GWOT), emergency medical services (EMS), rescue services, disaster preparedness, and ancillary services.

25–2. Applicability

This chapter applies to the Active Army, Army National Guard, the Army National Guard of the United States, Army Reserve, and tenants, concessionaires and contractors on Active Army installations, except as noted below.

a. This regulation does not apply to—

(1) Installations or parts thereof that have been licensed to the States, the Commonwealth of Puerto Rico, District of Columbia, Territory of the Virgin Islands, and Guam for Army National Guard use.

(2) Civil works functions of U.S. Army Corps of Engineers, except when the U.S. Army Corps of Engineers is operating on or using appropriated funds of military installations and activities.

(3) In cases where tenant Army activities where another military department or Government agency, such as the General Services Administration, is the host agency and maintains real property accountability and control, the host agency normally retains ultimate responsibility for fire and emergency services. However, in accordance with the host agencies laws and regulations, the host agency may require a tenant Army activity to cooperate with the host agency's fire and emergency services requirements and provide action in accordance with the terms and conditions of a host-tenant agreement to protect Federal property and economic interest, (for example 36 CFR 251.56 or 43 CFR 2920.7). In such cases, the tenant Army activity may need to meet or implement specific requirements of this chapter.

b. In areas outside the United States, Status of Forces Agreements (SOFA) or other country-to-country agreements may take precedence over this regulation.

25–3. Chapter exponent

The exponent (see glossary) of this chapter is the ACSIM (ATTN: DAIM–FDF).

25–4. Chapter responsibilities

The responsibilities listed below are in addition to the general responsibilities identified in the paragraph 1–4.

a. Assistant Secretary of the Army (Installations and Environment). The ASA (I&E) provides policy and program direction for F&ES.

b. Assistant Chief of Staff for Installation Management. The ACSIM is the ARSTAF proponent for the promulgation and integration of F&ES policies to the planning, programming, execution, and operation of Army installation management.

c. Army Commands, Army Service Component Commands, and Direct Reporting Units. The ACOMs, ASCCs, and DRUs will—

(1) Provide fire and emergency services per this regulation to installations under their command and control.

(2) Within their approval authority, ensure both Army and current fire protection consensus standards are applied for design, construction, location, and use of facilities.

(3) Provide direction for the execution of technical investigation of major fires (over $250,000 in damage and/or loss of life), and forward a formal report of findings to the ACSIM.

d. Fire and emergency services functional manager. The F&ES functional manager will—

(1) Provide HQDA representation to the Office of the Secretary of Defense (OSD) as required by the Office of the Secretary of the Army.

(2) Establish goals and objectives; provide policies, procedures, and uniform operational guidelines to include input to the Army program objective memorandum (POM) and to planning, programming, budgeting and execution system (PPBE) procedures.

(3) Provide oversight for implementation of these policies and procedures, attainment of goals, and objectives.

(4) Advise IMCOM, Army Commands, Army Service Component Commands, and Direct Reporting Units with installation responsibilities, other ARSTAF, and the Secretariat in matters pertaining to resourcing, operation, and management of the Army Fire and Emergency Services (F&ES) program.

(5) Coordinate policies, standards (such as UFC and Army Standards/Standard Design), and reports with other DA, USACE, Federal, and civilian organizations through membership and participation in professional working groups, committees, boards, seminars, forums and fire protection organizations.

(6) Interpret and prepare Army responses to Congressional inquiries as well as Government Accounting Office (GAO), DOD and DA IG, U.S. Army Audit Agency (USAAA) reviews, audits, and investigations pertaining to the Army's Fire and Emergency Services Program.

(7) Announce and promote interagency training opportunities and partner with Industry training programs (for example, International Association of Fire Chiefs (IAFC), National Fire Protection Agency (NFPA), and International City/County Managers Association (ICMA)).

(8) Serves as rotating Chairperson of DOD F&ES Working Group under the auspices of the Defense Environmental Security Council.

(9) Review annual National Fire Incident Reporting System (NFIRS) and Army Occupational Safety and Health (AOSH 1500) reports.

(10) Determine F&ES requirements during base closing actions, and at inactive, laidaway, and caretaker operations.

(11) Coordinate annual Worldwide Department of Defense (DOD)/International Association of Fire Chiefs (IAFC) Training Conference, on a rotating basis with other services, and assist the IMCOM with Army Training sessions, workshops, and Awards Luncheon.

(12) Ensure that Army F&ES wildland fire program complies with the Army Wildland Fire Policy Guidance located at (http://www.hqda.army.mil/acsimweb/fd/policy/fire/docs/Wildland02firePolicy.pdf).

(13) Publish and promote the use of the F&ES Web site as a communication vehicle at (http://www.hqda.army.mil/acsimweb/fd/policy/fire/firecur.htm).

e. Director of Environmental Programs. The Director of Environmental Programs with the assistance from the U.S. Army Environmental Center will provide wildland fire support to the F&ES Functional Manager.

f. Deputy Commanding General (DCG), Installation Management Command. IMCOM, is responsible for—

(1) Formulating and integrating broad based plans to significantly improve the F&ES function within IMCOM.

(2) Advising on requirements and recommending to ACSIM, changes to the Army F&ES program.

(3) Ensuring regions and installations/garrisons implement F&ES regulatory requirements, as well as Army policies, regulations, and programs.

(4) Implementing Office of Personnel Management (OPM) Position Classification Standard, Fire Protection and Prevention Series, GS–081.

(5) Providing oversight and evaluation of the effectiveness of the F&ES ORI program within IMCOM.

(6) Providing oversight and evaluation of the Installation Status Report (ISR) emergency services scores and ratings.

(7) Preparing program status reports, conducting staff assistance visits, participating in DOD F&ES Working Group meetings, and supporting group initiatives, that is, Army Standards/Standard Designs.

(8) Evaluating and recommending to ACSIM, actions relating to garrison F&ES waiver requests and risk assessments.

(9) Reviewing and tracking the status of F&ES staffing within IMCOM. Action plans will be developed for any deviations noted.

(10) Reviewing and tracking the status of fire apparatus/equipment acquisition and procurement within IMCOM.

(11) Consolidating, reviewing, and submitting the annual Army Fire Loss Reports (exceeding $500 or more loss) required by the ACSIM.

(12) Reviewing and coordinating the status of F&ES functions with Army Commands, Army Service Component Commands, and Direct Reporting Units.

(13) Reviewing and tracking fire/accident investigations, fire/accident data, and correction of findings.

(14) Implementing and executing the Army F&ES annual awards program.

(15) Participating in the annual DOD World Wide F&ES Training Conference, and conducting Army training sessions, workshops, and Awards Luncheon.

(16) Advising and providing F&ES technical advice to HQ IMCOM Staff, Regions, and Garrisons.

(17) Participating in the coordination of F&ES policies, standards, and reports with other DA, USACE, Federal, and civilian organizations through membership in professional working groups, committees, boards, seminars, forums and fire protection organizations.

(18) Providing qualified fire protection specialists at the headquarters and regions.

(19) Providing direction for the execution of technical investigations of major fires (over $250,000 in damage and/or loss of life), and forwarding a formal report of findings to the ACSIM.

(20) Promoting regional fire academies (satellite DOD Fire Academy training centers) meeting fire fighter certification standards, and cooperative Mutual/Reciprocal Aid agreements with civil sector fire departments.

(21) Conducting F&ES ORIs triennially (once every three years) within IMCOM and Child Development Center inspections as necessary.

(22) Performing fire investigations in coordination with CID, FBI, and installation/garrison fire departments.

(23) Monitoring and overseeing implementation of installation/garrison F&ES plans, programs, budgets, and operations, to ensure compliance with DOD and DA regulations.

(24) Ensuring DOD, Army, and current fire protection national consensus standards are applied for design, construction, location, and use of facilities.

(25) Reviewing, validating, prioritizing, consolidating, and forwarding as appropriate installation/garrison reports.

(26) Ensuring a Commercial Off-The-Shelf (COTS) Management Information System (MIS), as a management tool for data maintenance and record keeping, is implemented at IMCOM garrisons.

g. Senior Mission Commander. The SMC is the senior operational commander of an installation also responsible for executive level oversight of installation support services. The Senior Mission Commander will be a general officer appointed on orders by HQDA. The SMC need not reside or work on the installation. The Army Reserve SMC is the CAR for Army Reserve-funded installations and Army Reserve BASOPS command and control headquarters.

h. Garrison Commanders.

(1) Ensure that the Directorate of Emergency Services (DES) is the garrison entity that provides for the protection, welfare and safety of the garrison community. This includes first responders to emergencies, as well as those functions that plan responses, educate the community and disseminate public safety-related information.

(2) Execute, maintain, and enforce an effective F&ES program.

(3) Ensure that recruitment and promotion of F&ES personnel meets the certification requirements of DOD 6055.06–M.

(4) Implement a Commercial Off-the-Shelf (COTS) Management Information System (MIS) for the use as a management tool for F&ES data maintenance and record keeping. In addition, the Emergency Management Information System (EMIS) or its replacement is permitted at chemical surety installations to track and manage chemical emergencies.

(5) Approve Garrison F&ES Risk Assessments, and submit waiver requests, if applicable.

(6) Ensure serviced tenant activities reimburse installations for F&ES as defined by Memorandum of Agreements (MOAs) and Interservice Support Agreements (ISSAs).

(7) Designate an installation Wildland Fire Program Manager in either F&ES or natural resources organization, and approve the Installation Wildland Fire Management Plan when applicable.

(8) Establish a method for commercial procurement of meals and supplies in emergency situations.

(9) RRC Commander's will delegate within the staff of the RRC the same responsibilities as listed for the Garrison Commanders elsewhere within this regulation.

i. Chief, Fire and Emergency Services. The F&ES chiefs will ensure all fire department members meet training and certification requirements outlined in DOD 6055.06–M and are properly drug tested per Executive Order 12564. Emergency communications center and emergency medical services personnel assigned to F&ES departments are included. The F&ES chiefs will develop a Strategic Plan (STRAP) that is consonant with the DOD F&ES STRAP and the following:

(1) Manage and direct F&ES programs.

(2) Provide emergency dispatch services.

(3) Provide emergency response services for structure fires.

(4) Provide emergency response services for ARFF if required.

(5) Provide fire prevention services.

(6) Provide emergency response services for hazardous materials (HAZMAT) and weapons of mass destruction (WMD) incidents.

(7) Provide emergency response services for wildland fires if required.

(8) Provide emergency medical response services (EMS) if required.

(9) Conduct rescue operations.

(10) Provide specialized training, if resources permit.

25–5. Statutory and other authority.

Title 29, Section 651, United States Code (29 USC 651, *et seq.*); 10 USC 2465; Section 29, Part 1910, Code of Federal Regulations (29 CFR 1910), 29 CFR 1960 (and other CFR provisions applicable to fire and emergency services (F&ES)); and issuances from the Office of Management and Budget and the General Services Administration provide authority for this regulation.

25–6. Fire and emergency services management

a. Surety operational fire and emergency services requirements. Those installations/garrisons with surety requirements, to include those associated with nuclear, chemical, and biological activities, will ensure that necessary and appropriate F&ES planning, programming, training, preparation, and execution capabilities, are in place to support those requirements. This includes the expectation of periodic F&ES rehearsals and exercises to ensure proficiency in the execution of response plans. During emergencies involving chemical surety material, the Incident Commander (IC) will operate as part of the Initial Response Force (IRF) in a position subordinate to the chemical surety on scene coordinator.

b. Fire and emergency services operational readiness inspections.

(1) Responsibility for conducting F&ES operational readiness inspections rests with the Army Commands, Army Service Component Commands, and Direct Reporting Units and/or IMCOM, whichever holds responsibility for command and control and funding for the installation. Operational readiness inspections of F&ES departments will be conducted at least triennially (every 3 years) by a higher headquarters level using the current DA operational readiness inspections checklist.

(2) The fire chief will make annual self-inspections using the current DA operational readiness inspections checklist.

(3) The most recent annual self-inspection or triennial operational readiness inspections will be used to support ratings used in the annual Installation Status Report.

c. Fire and emergency services operations. The fire chief or the designated senior fire officer shall be the Incident Commander (IC) for all F&ES operations.

25–7. Fire and emergency services apparatus and equipment

a. Personal protective equipment. As a minimum, installations/garrisons will provide personal protective equipment (PPE) that meet the following requirements:

(1) Per DODI 6055.06

(2) Self-contained breathing apparatus (SCBA), per NFPA 1404 and 29 CFR 1910.134.

(3) Station wear is considered personal protective equipment and shall comply with NFPA 1975, Station/Work Uniforms for Fire and Emergency Services.

(4) Predominantly natural fiber physical fitness clothing to support participation in the DOD mandated Fitness/ Wellness Program.

(5) Personal Alert Safety Systems (PASS) for all firefighters per NFPA 1982.

(6) Personal protective equipment per 29 CFR 1910.132, general requirements; 1910.133, eye and face protection; 1910.135, head protection; 1910.136, foot protection; 1910.138, hand protection.

(7) Mission requirements may require supplemental PPE be provided. PPE will meet the applicable standard for the type of clothing issued (NFPA, OSHA, and National Wildfire Coordinating Group (NWCG) standards).

(8) If a conflict exists between DOD, NFPA, CFR or OSHA standards, the more stringent standard would apply.

b. Procurement of fire apparatus. The procurement of fire fighting apparatus (FFA) is contained within the Nontactical Vehicle (NTV) acquisition program. This program is centrally managed and is Other Procurement Army (OPA) funded.

c. Fire department equipment.

(1) Vehicle mounted and personnel equipment will conform to applicable National Fire Protection Association (NFPA), Occupational Safety and Health Act (OSHA), and common table of allowances (CTA) directives.

(2) Fire departments may use decals and safety striping on all administrative, command, and support vehicles.

(3) All fire apparatus will have on-board intercom communications system with radio interface to enhance command and control and also provide superior hearing protection.

(4) NFPA 1932, Use, Maintenance, and Service Testing of In-Service Fire Department Ground Ladders for ladder maintenance shall be followed.

(5) Provide portable radios for supervisors, lead firefighters, fire inspectors and other fire protection personnel as justified by a standard operational procedure (SOP) / standard operational guideline (SOG) for non-tactical radios.

(6) As a minimum, one thermal imager will be provided for each assigned fire company.

(7) Life expectancies of various primary firefighting apparatus are as follows:

(a) HAZMAT and rescue vehicles 12 years.

(b) Engines and ARFF vehicles 15 years.

(c) Aerial ladder trucks 20 years.

d. Vehicle inspection, maintenance, testing, and recordkeeping. Garrisons must comply with DODI 6055.06, NFPA standards, and the following:

(1) General vehicle care. Care of vehicles at the fire department includes—

(2) Organizational maintenance.

(3) Preventive maintenance.

(4) Intermediate maintenance.

(5) Capability testing.

(6) Vehicle status recordkeeping.

(7) NFPA 1071, Standard for Emergency Vehicle Technician Professional Qualifications, requires that an emergency vehicle technician must be qualified to work on emergency response vehicles. Emergency Vehicle Technician (EVT) Certification Commission exams are listed in appendix A of NFPA 1071 as a means for the Authority Having Jurisdiction (AHJ) to determine a technician's qualifications.

e. Fire and emergency services personnel will—

(1) Ensure requisitions for fire fighting equipment parts have the appropriate issue priority designator (IPD). This IPD will equal the highest force activity designator (FAD) unit supported by the fire department. For example, spare parts requirements for firefighting equipment that supports an installation FAD III unit will equal the IPD authorized for the FAD III unit (see AR 725–50; chap 2, for further guidance on FADs and IPDs).

(2) Perform operator's preventive maintenance checks and services (PMCS) to keep the apparatus in reliable working order. The applicable technical manual outlines PMCS procedures. Annotate discrepancies on an apparatus maintenance checklist reflecting manufacturer's maintenance requirements and NFPA 1901, Automotive Fire Apparatus; and report them to unit maintenance for correction.

(3) Take immediate action to return to service any firefighting or rescue vehicle that is out of service. Maintain a separate logbook or automated equivalent to record vehicle-out-of-commission time based on a 24 hour per day requirement.

(4) Ensure proper completion and continual update of RCS 1577 (using DA Form 3665) report.

(5) Conduct vehicle service tests per NFPA 1911 and other applicable standards. Record tests on the locally reproducible DA Form 5380 (Fire Apparatus Test Record), or equivalent.

(6) Aerial ladder tests, will be conducted per NFPA 1914, Testing Fire Department Aerial Devices, for the annual testing by a certified organization and maintain testing records for the life of the vehicle.

Section II
Manage and Direct Fire and Emergency Services Programs

25–8. Program objective

Manage and direct core F&ES programs and program development to meet installation mission.

25–9. Management

a. Management of resources.

(1) Ensure the following standards/requirements are met:

(a) DODI 6055.06 and Manpower Staffing Standards System (MS–3) Final Report (FIN–REP)/Application Fire Protection (Army Common) CONUS or submit a waiver request through the appropriate chain of command to HQDA, ACSIM.

(b) Establish and maintain an occupational safety and health program in accordance with NFPA standard 1500 and compile data for the Army Occupational Safety and Health 1500 Annual Report (http://www.hqda.army.mil/acsimweb/fd/virlibrary/virtualLibrary/pages/mem_dir-f.htm).

(c) 29 CFR 1910.120.

(d) 29 CFR 1910.146.

(e) 32 CFR 626.

(f) Army wildland fire policy guidance (http://www.hqda.army.mil/acsimweb/fd/virlibrary/virtualLibrary/pages/mem_dir-f.htm).

(g) DODI 2000.18.

(h) NFPA 1582: Standard on Comprehensive Occupational Medical Program for Fire Departments and NFPA 1583: Standard on Health-Related Fitness Programs for Fire Fighters.

(i) DODI 6055.06 para 6.7, Fitness/Wellness.

(j) SB 700–20, Reportable Items Selected for Authorization (This item is included on EM 0007), CTA 50–909, and CTA 50–970.

(k) FM 5–415 (deploying and using engineer fire fighting teams).

(l) Hazard communication program, OSHA 29 CFR 1910.120.

(2) Cross staffing of F&ES apparatus is authorized, except as specifically prohibited in this regulation.

(3) Firefighters will not perform duties or details that interfere with F&ES unless authorized by the Fire Chief.

(4) Garrisons will integrate MTOE 21M deployable fire fighters with TDA fire departments to maintain MOS proficiencies, but these MTOE fire fighters will not offset TDA requirements.

b. Chief, Fire and Emergency Services.

(1) Manages the F&ES organization and may be assigned additional duties as the Base/Installation Emergency/Disaster Preparedness Officer with duties per DODI 6055.06.

(2) The fire chief or designated senior fire officer (SFO) at the emergency incident is the incident commander and is responsible for the conduct of all F&ES operations according to the National Incident Management System. However, for responses to releases of special nuclear materials or chemical agent materials (as defined in AR 50–5, AR 50–6, and AR 50–7), the Commander may appoint another appropriately trained and qualified individual to serve as incident commander.

(3) F&ES personnel are authorized to obtain meals from appropriated fund dining facilities per AR 30–22. When meals are required during F&ES operations, the installation fire chief may purchase meals using a Government purchase card from local sources.

(4) Develop Standard Operating Guides and/or Standard Operating Procedures in accordance with Appendix R.

c. Contracted fire and emergency services. Contracting for F&ES requires performance oriented statements of work (SOWs) (see DODI 4100.33). SOW will be reviewed by Fire Protection Specialist for technical accuracy and compliance. Installations shall not obligate or expend funds for entering into a contract for fire fighting functions at any military installation or facility per 10 USC 2465 except for the following contracts:

(1) Except as provided in subparagraph (2) below, funds appropriated to the DOD may not be obligated or expended for the purpose of entering into a contract for the performance of firefighting or security-guard functions at any military installation or facility.

(2) The prohibition in subparagraph (1), above does not apply to the following contracts:

(a) A contract to be carried out at a location outside the United States (including its commonwealths, territories, and possessions) at which member of the armed forces would have to be used for the performance of a function described in subsection (1) at the expense of unit readiness.

(b) A contract to be carried out on a Government-owned but privately operated installation.

(c) A contract (or the renewal of a contract) for the performance of a function under contract on 24 September 1983.

(d) A contract for the performance of firefighting functions if the contract is—

1. For a period of one year or less; and

2. Covers only the performance of firefighting functions that, in the absence of the contract, would have to be performed by members of the armed forces who are not readily available to perform such functions by reason of a deployment.

d. No cost fire and emergency services from public agencies. Whenever possible, installations and Army Reserve Centers located within the limit of a municipality, fire protection district, or other government subdivision will rely on that public agency for cost free protection, when that F&ES protection meets or exceed the requirements as specified in this document and DODI 6055.06.

e. Mutual and automatic aid agreements.

(1) Mutual and automatic aid agreements will be formally documented. Sample mutual aid agreements are shown at figure S–1 (United States/CONUS) and figure S–2 (Foreign/OCONUS).

(2) Only the garrison commander acting on behalf of the Secretary of the Army and an authorized representative of the fire organization may execute the agreement. Garrisons will review and update all mutual aid agreements biennially (every other year). The fire chief will maintain copies of all agreements.

f. Technical standards, public law, and deviations.

(1) Commanders of garrisons must request any waiver in writing through their respective chain of command to HQDA (ACSIM) for appropriate action. This waiver authority does not apply to Public Laws.

(2) Statutory and other authority is contained in 29 USC 651, et. seq.; 29 CFR sections 1910, 1960 (and other CFR provisions applicable to Fire and Emergency Services); Homeland Security Presidential Directive/HSPD–5, Subject: Management of Domestic Incidents; and OMB and GSA issuances.

(3) Facilities subject to the requirements of the Uniform Federal Accessibility Standards (UFAS) per 42 USC 4151–4156 and 29 USC 794 will meet the Americans with Disabilities Act Accessibility Guidelines (ADAAG) whenever ADAAG provides equal or greater accessibility than UFAS.

(4) The U.S. Army has adopted the most current National Fire Protection Association (NFPA) codes and standards. As each NFPA Standard is revised, the ACSIM and IMCOM F&ES staff will review the standard and issue Technical Implementation Guidance as necessary for the new standard. Title 15 USC 272 requires all Federal agencies and departments use technical standards that are developed or adopted by voluntary consensus bodies, such as the NFPA. If DOD elects not to use these consensus standards, the DOD must give the Office of Management and Budget an explanation why it elected to use different standards.

(5) Design, construction, and maintenance and repair of projects for Army Reserve facilities (including tri-service Armed Forces Reserve Centers (AFRCs)) will comply with AR 140–483.

(6) Garrisons will subscribe to the NFPA National Fire Code renewal service (or equivalent electronic media service) whereby NFPA sends changes to subscribers. This Army regulation takes precedence over all technical and

field manuals. The publications listed in appendix A give more guidance on various aspects of fire and emergency services. (Also, appendix A tells how to order these publications.)

g. Fire and emergency services distinctive identification. Garrisons will issue badges, collar brass, patches, baseball caps, and name tags for all fire and emergency services personnel (military and civilian) to wear while performing their official duties.

25–10. Fire and emergency services training

a. Fire and Emergency Services Training Program.

(1) *Administration*. Develop and implement a comprehensive F&ES training program and designate a training officer and department instructors as required. Include training requirements in the annual budget submission. Training program will include—

(a) Development of monthly, quarterly, semiannual, and annual training schedules, approved by the fire chief, and posted in each operational fire station.

(b) Preparation of lesson plans, or use approved accredited lesson plans in accordance with the DOD Fire Fighter Certification Program and/or International Fire Service Training Association (IFTA Standards).

(2) *Training exercises*.

(a) Quarterly, conduct Aircraft Rescue Fire Fighting (ARFF) exercises on a mission-assigned aircraft designated by the fire chief.

(b) Semiannually, during darkness hours, at least one structural exercise will be conducted by each shift.

(c) Annually, F&ES departments with an ARFF mission must conduct a live ARFF fire fighting exercise and at least one crew extraction exercise during darkness hours by each shift.

(d) Only the fire chief or his designee may authorize unannounced exercises involving F&ES resources. During responses to training exercises, fire departments will not use warning devices and must strictly observe all traffic laws. Upon arrival at the training site, fire departments will use visual warning devices and conduct critiques following each exercise. Announced training exercises will be pre-briefed prior to the exercise and critiqued after the exercise.

(e) Interactive multimedia training systems may supplement above exercises.

(3) *Instructor qualifications*. Fire service instructors must be certified to teach the particular subject per NFPA, AWFPG, and local/host nation/State/Federal requirements.

(4) *Fire and Emergency Services Training Plans*. Fire chiefs will develop or approve all F&ES training plans on topics such as aircraft egress/extrication procedures, helicopter pilot/crew training for wildland fires, wildland red card training and certification, confined space rescue, fire brigade, WMD and HAZMAT, first aid, cardiopulmonary resuscitation (CPR), fire extinguisher operations and other fire and emergency services awareness training required by the installation.

(5) *Training records*.

(a) Individual training evaluation record. Maintain individual training records that contain, at a minimum, a record of fire fighting training accomplished (DA Form 5376 or equivalent), DOD Firefighter Certifications, Medical Education Training and Certifications, Army and Installation Training Requirements, Driver's Training Information, and so forth. The individual training record may be maintained in an automated format.

(b) Fire and emergency services training record. Use DA Form 5377 (Fire and Emergency Services Training Record) or printable computer generated equivalent. Attendee's signature is required for each session.

b. Training requirements.

(1) The fire chief will attend the annual Department of Defense Worldwide Fire & Emergency Services Training Conference held concurrently with the International Association of Fire Chiefs (IAFC) conference.

(2) The fire chief will assign a dedicated training officer for development and monitoring of the training program. The position may be dual hatted for installations where a dedicated position is not required.

(3) The assigned training officer will—

(a) Conduct a recurring proficiency training program with recommended training subjects outlined in Appendix Q. Each fire department member will receive a minimum of 120 hours proficiency training per year.

(b) Secure specialized training through accredited and recognized professional training sources for fire and emergency services personnel.

(4) Live-fire training areas that meet local environmental standards shall be developed by each applicable DOD Component at appropriate locations to provide realistic proficiency training at a reasonable cost. Thorough consideration shall be given to creating regional training facilities for closely located DOD installations and for cooperative arrangements with civil sector fire departments and off-base live-fire training.

(5) Host nation firefighters will meet the DOD training requirements, but are not required to be DOD certified.

Section III
Provide Emergency Dispatch Services

25–11. Program objective

Provide staff and/or manage emergency dispatch/E911 services. All garrisons shall maintain around the clock capability to conduct essential F&ES communications. These operations may be provided as part of joint operations.

25–12. Emergency Communications Center staffing

Dispatch centers must be properly staffed with trained, qualified and certified personnel per DODI 6055.06.

25–13. Emergency Communications Center operations requirements

a. DODI 6055.06 establishes requirements for emergency communications centers. Installations are authorized and are encouraged to move toward E911/Public Safety Answering Point (PSAP) systems. Computer aided dispatching systems are encouraged. Fire station radio-based alerting systems shall be installed.

b. Chapter 4, Army Military Construction and Nonappropriated-Funded Construction Program Development and Execution, and AR 70–1, Army Acquisition Policy, govern the purchase, procurement and installation of fire detection and transmission equipment. Minimum requirements are as follows:

(1) *Two-way radio communication net*. Each garrison requires an effective two-way radio net with multiple channels to support tactical operations. Only fire stations, firefighting vehicles, provost marshal or law enforcement agencies, explosive ordnance disposal, control tower, and ambulances will use transceivers on this net. Aircraft and ARFF vehicles require a separate two-way radio communication frequency known as the Discreet Emergency Frequency (DEF) (see NFPA 1221, Installation Maintenance and Use of Emergency Services Communication Systems).

(2) *Primary and secondary fixed wire operational crash alarm*. Garrisons will provide a primary and secondary telephone crash alarm with two way capabilities only between the tower, base operations, fire, police and medical authorities only. Additional agencies will not be included unless authorized by the garrison commander. Garrisons will not overload or modify systems beyond their original design. Only those emergency agencies directly involved in first response to an airfield incident will be on the primary crash alarm system.

(3) *Direct communications line or integrated computer aided dispatch screen*. Garrisons will provide a direct telephone two-way circuit with the air traffic control tower, aircraft maintenance control, ambulance, law enforcement, or any other agency designated by the fire chief.

(4) *Installed systems central alarm receiver*. All installed facility fire detection and suppression systems will transmit an alarm to the fire communication center per NFPA 72 except for small or remote locations approved by IMCOM.

(5) *Station lighting*. Each fire station will include adequate station/lighting alerting systems controlled and coupled with local combined public address or intercom systems.

(6) *Voice recorder*. A voice recorder is required for all emergency dispatch centers and connected to all emergency communication equipment.

(7) *Maps and checklists*. Each communications center will have installation grid maps, utility system maps, off-post maps, emergency response/notification checklists, and other reference documentation necessary for effective operations.

Section IV
Provide Emergency Response Services for Structure Fires

25–14. Program objective

Provide emergency response and rescue services to structure, transportation equipment, natural and man made disasters, industrial, shipboard, ammunitions/explosives/dangerous articles (AEDA), chemical and petroleum, oils and lubricant (POL) fires.

25–15. Required fire department staffing

Garrisons will ensure apparatus are properly staffed with trained, qualified and certified personnel per DOD requirements, and validated by a risk assessment.

25–16. Fire department structural fire operation requirements

The F&ES equipment and response time requirements are shown in table 25–1. In addition—

a. Garrison fire departments will use a Department of the Army F&ES Risk Assessment to determine requirements.

b. Fire departments will prepare pre-fire plans for all major and mission-critical facilities and those having a high-life safety factor and review them at least every other year and whenever there is a change in mission.

c. Fire department requirements at active, inactive, laidaway, standby, and caretaker installations are—

(1) *Active installations*. Civilian personnel normally perform F&ES functions. Garrisons may assign MOS 21M military fire fighters to fire departments because of geographical, legal, training, rotation, combat readiness, or security

reasons. Military personnel selected must meet the criteria contained in AR 611–1 and should be selected based on long-term availability (minimum 2 years on station).

(2) *Inactive, laidaway, standby, and caretaker installations*. The Department of the Army F&ES Risk Assessment outline will determine level of service for these types of installations. The garrison commander will consider use of combined firefighter/guard forces and trained security and maintenance personnel as auxiliary fire fighters.

(3) *Base realignment and closure fire protection*. The Army has the responsibility to maintain F&ES as long as the Army owns or maintains the property. With limited exceptions, 10 USC 2465 prohibits entering into a contract for the performance of firefighting or security guard. The following guidance should also be considered in determining the level of F&ES required at bases that are closing:

(a) Chapter 41 CFR Subpart 102–36.45 provides fire protection guidance for GSA surplus or excess property.

(b) Garrison commanders should determine whether municipal (or other) fire departments will agree to include the closed installation within their service territory at no cost to the Army.

(c) Maintenance of grounds and facilities to prevent fires such as plowing fire lanes.

Table 25–1
Announced structural fire response time

Program element	Response time
Announced structural fire	First responding units 7 Minutes response time for 90 percent of all alarms based on: Call processing time(1 Minute) Turnout time(1 Minute) Travel time(5 Minutes) Remaining units: 12 Minutes response time for 90 percent of all alarms Minimum response: Initial alarm assignment capability

25–17. Special requirements for shipboard fire fighting

Land based firefighters who are required to respond to marine vessel fires will attend formal shipboard firefighting training that meets U.S. Navy Facilities Engineering Command training standards and NFPA 1405.

25–18. Special requirements for access or egress through hardened windows

The Department of Defense Minimum Antiterrorism Standards for Buildings (UFC 4–010–01) require a minimum level of window hardening for the windows in all buildings that qualify as inhabited as defined in that document. In addition, threat or geography specific antiterrorism requirements sometimes result in window hardening greater than that required by UFC 4–010–01. All of these hardened windows provide additional challenges to firefighters attempting to breach them for access or egress during structural fire operations. To ensure firefighters are prepared where there are fires in buildings with hardened windows; fire departments will do the following:

a. Coordinate with installation or other servicing facility engineers to catalog any hardened windows that may be installed in buildings served by that fire department.

b. Develop data bases that indicate the construction of any hardened windows in specific buildings and where they are located.

c. Provide special instructions that fire fighters will need for breaching hardened windows and incorporate the instructions into the data base.

Section V
Provide Emergency Response Services for Aircraft Rescue Fire Fighting

25–19. Program objective

Airfield fire departments shall staff ARFF apparatus to provide flight line protection 24 hours per day, even if the air traffic control tower is closed for flight operations. Provide a coordinated program of emergency response/stand-by and rescue services for aircraft rescue firefighting to announced and unannounced in-flight/ground emergencies, crashes and mishaps, including ordnance and spill containment and other related incidents, if required. Fire departments will consider outside resources and coordinate their program with local airports, municipal ARFF organizations, medical activities, and other Federal agencies as required.

25–20. Required aircraft rescue fire fighting staffing

Garrisons will ensure that apparatus are properly staffed with trained, qualified and certified personnel per NFPA, host nation, and DOD requirements, and validated by a risk assessment.

25–21. Aircraft rescue fire fighting apparatus requirements

The F&ES ARFF equipment and response time requirements as shown in table 25–2.

a. The average number of military aircraft movements (arrivals and/or departures) per day determines the number and type of ARFF apparatus and stand-by requirements. The total number of aircraft movements during the previous 12-month period divided by 365 (366 if leap year) determines this average number.

b. Airfields with or without permanently assigned rotary winged aircraft and fixed wing aircraft less than 60 feet in overall fuselage length, require the following ARFF protection:

(1) Less than 25 movements (average) per day. Portable fire extinguishers (100 lb.) used by airfield personnel.

(2) From 25 to 40 movements (average) per day. Installation may assign standard or nonstandard firefighting equipment (with or without firefighter personnel).

(3) More than 40 movements (average) per day.

(a) An NFPA 403 ARFF apparatus or equivalent (with assigned staffing) for rotary wing and small fixed winged aircraft (less than 60 feet).

(b) CH–47 and larger helicopters averaging 6 or more movements above the 40 movements per day (for example 46 per day average at airfield) require a second ARFF apparatus (with assigned staffing).

c. IMCOM may approve additional ARFF apparatus (not covered in paragraph b above) to meet the requirements of Air Force Pamphlet 32–2004 (Aircraft Fire Protection for Military Operations Other Than War) or other unique operations.

d. Cross staffed and ARFF trained structural fire fighting crews may backup primary ARFF apparatus and crews.

e. AR 385–95, Air Force Technical Order 00–105E–9 and International Fire Service Training Association (IFSTA) contain suggested pre-accident plans and give detailed information on ARFF techniques.

Table 25–2
Aircraft rescue fire fighting response time

Program element	Response time
Aircraft rescue fire fighting	First responding unit(s) Unannounced emergency 3 minutes response time includes: Call processing time(1 Minute) Turnout time(1 Minute) Travel time(1 Minute) Announced emergency 1 Minute response time

Section VI
Provide Fire Prevention Services

25–22. Program objective

Develop, publish, and implement installation fire prevention and public education regulations. Components of this regulation include—

a. Hazard, compliance and special fire safety inspections that meet Federal, state and local/host nation laws and, Child and Youth Services (CYS) and Joint Commission on Accreditation of Hospital Organizations (JCAHO) support/consultancy requirements.

b. Project and plan review.

c. Testing and inspection of fire protection systems and equipment.

d. Training of building managers and evacuation managers, newcomers, Family members, schools, CYS employees and public assemblies (that is, churches, clubs, theaters, and so forth).

e. Fire protection for facilities engineering, design and construction.

25–23. Required fire prevention staffing

Garrisons will ensure the fire prevention program is properly staffed with trained, qualified, and certified personnel per DODI 6055.06.

Section VII
Fire Prevention Operations

25–24. Building manager or evacuation coordinator

The building manager or appointee (in writing) will serve as the evacuation coordinator. This individual will be trained by the F&ES fire prevention division and will execute fire prevention measures in the assigned building or facility, and provide written reports to the fire chief including self-inspections, emergency evacuation plans, and fire safety briefings/occupant training. RRC personnel will provide training for Army Reserve Centers Building Managers off Active Army installations.

25–25. Housing facilities

On-post housing facilities will comply with fire protection measures listed in chapter 3, Housing Management.

25–26. Monitoring and controlling contractor operations

The fire chief (or designated F&ES representative) will monitor contractor operations on all maintenance, repair, construction, and self-help projects. The contracting officer representative (COR) will notify the contractor and request prompt corrective action when they find fire hazards, unsafe practices, or noncompliance with specifications. The fire chief may stop any operation or activity when there is imminent danger to life or property.

25–27. Fire risk management surveys

a. The fire chief shall develop an inspection program which will include facility inspection frequencies. Mandatory Family housing and Unaccompanied Personnel Housing (UPH) inspections (except for common areas of UPH) are not required.

b. The reproducible DA Form 5381 (Building Fire Risk Management Survey) provides a checklist and recording document. Each building will have a separate file folder containing past survey records, hazard/deficiency survey records, fire extinguisher inventory and maintenance information, a copy of the pre-fire plan, and other pertinent data. Fire departments will establish an automated record keeping system to monitor the building survey program.

c. The reproducible DA Form 5382 (Hazard/Deficiency Survey Record), informs the building manager of fire hazards or deficiencies noted during surveys.

d. The reproducible DA Form 5383 (Hot-Work Permit), shall be issued to contractors and installation personnel performing hot-work any place other than permanent shops.

e. Automated forms may be substituted for forms required by this paragraph.

f. Fire prevention inspection services at Army Reserve and Army National Guard facilities may be provided without cost by the local community.

Section VIII
Fire Prevention Engineering

25–28. General requirements

The Fire Department and Department of Public Works (organization responsible for construction and building repair/maintenance) shall have current or electronic copies of UFC code, Fire Protection for Facilities Engineering, Design and Construction, and NFPA Codes & Standards. New construction, renovations and modernization projects will comply with UFC 3–600–01, Fire Protection Engineering for Facilities. For repair projects, only the new work is required to comply with the requirements for new construction. As a minimum, existing buildings will comply with the requirements of NFPA 101, Life Safety Code.

25–29. Cost effectiveness

Appropriate fire protection in facility and system designs guarantees the most economical and least interruption of essential missions. Installations will not omit fire protection from construction designs and plans for the sake of economy or expediencies, since add-ons are expensive and often less effective.

25–30. Review of projects

a. DODI 6055.06 requires—

(1) The plans for all military construction projects, facility modernization, rehabilitation programs, or self-help projects shall be reviewed by certified fire prevention personnel for compliance with the NFPA codes/standards and UFC 3–600–01.

(2) The garrison F&ES office will keep all fire risk management surveys in separate facility folders until satisfactory completion of the project.

b. IMCOM F&ES personnel shall participate in maintenance, repair, and construction real property charrettes and

design reviews to ensure fire safety standards and criteria are adequately incorporated in project designs and costs estimates from the initiation of the project.

c. Army Reserve Installations Directorate (ARID) personnel will provide reviews for maintenance, repair, and construction projects on Army Reserve Centers off Active Army installations. Louisville District Corps of Engineer will provide reviews for all Army Reserve MCAR projects.

25–31. Fire Protection Deficiency Correction Program

Fire Protection Deficiency Correction Program F&ES organizations will use the risk management model employed in AR 385–16. This regulation prescribes policies and procedures, and identifies responsibilities to ensure hazards in Army systems and facilities are identified and the risks associated with these hazards are properly managed. It applies to all Army materiel systems and facilities.

25–32. Fire protection systems

a. Garrisons shall provide fire protection systems (suppression and detection) per UFC 3–600–01. ARID will provide fire protection systems for Army Reserve Centers off Active Army installations. Kitchen range hood fire extinguishing systems are not required in Family housing, UPH, hotels or other transient type facilities IAW UFC 3–600–01.

b. Per Family housing provisions, install hard-wired smoke detectors and automatic sprinkler systems in certain Federal housing units in the United States and its territories per 15 USC 2201 et. seq. and the following Army policy.

(1) Smoke detectors, hardwired to the building electrical system and meeting the requirements of NFPA 72, National Fire Alarm Code will be provided in all housing units. When smoke detectors are installed and where more than one smoke detector is required, they will be so arranged that operation of any smoke detector will cause the alarm sounding device in all smoke detectors within the unit to sound. Privately owned mobile homes will have smoke detectors as a prerequisite for assignment to mobile home space. Smoke detectors shall be replaced per NFPA 72, National Fire Alarm Code recommendations.

(2) Carbon monoxide detectors shall be installed in structures serviced by natural gas, petroleum or other combustible fuel sources. Detectors shall be replaced per manufacturer's recommendations.

(3) Automatic sprinkler protection per the applicable NFPA 13, (Installation of Sprinkler Systems), 13R, (Sprinkler Systems in Residential Occupancies up to and Including Four Stories in Height), or 13D, (Installation of Sprinkler Systems in One and Two Family Dwellings and Manufactured Homes) standards will be provided for new multi–Family housing and for renovated multi–Family housing whose renovation cost is 70 percent or more of the dwelling unit costs, excluding the land. When replacement cost is less than 70 percent, Family housing will meet the requirements of UFC 3–600–01. For purpose of this regulation, multi–Family housing is defined as a residential building with more than two residential units under one roof. Townhouses with two-hour, fire-rated unit separation walls which extend from ground to the roof deck are not considered multi–Family housing and will be protected the same as single–Family housing.

c. Title 10 USC Section 2872a (Public Law 104–106, 110 Stat. 186, Title XXVIII Subtitle A, Military Housing Privatization Initiative as amended) requires privatized Family housing to reimburse the government for police and fire protection.

d. Army unaccompanied personnel housing, hotels, and transient quarters used for Federal personnel on official travel will comply with 15 USC 2224, 15 USC 2225, 15 USC 2226, and 15 USC 2227, requiring single station hard wired smoke detectors in each guest room per NFPA 72 and automatic sprinkler systems in buildings four or more stories. For new facilities, compliance with UFC 3–600–01 is required.

e. The maintenance, inspection, and testing of fire protection systems, and water distribution systems will comply with applicable NFPA Codes and UFC 3–600–02, Inspection, Testing and Maintenance of Fire Protection Systems.

f. Garrisons shall assign the highest repair priority for fire protection systems.

25–33. Halon fire fighting agents phase-out

Halon fire fighting agent's phase-out will follow the Army Ozone Depleting Chemicals (ODC) Strategic Plan.

25–34. Fire extinguishers

All fire extinguishers will be Underwriter's Laboratories (UL) listed or Factory Mutual (FM) approved.

a. Facilities. The facilities engineer or user will furnish the initial purchase and installation of fire extinguishers in newly constructed facilities and their replacement in existing facilities, per NFPA 101, Life Safety Code. The fire department will inspect and determine the type, size, and location of extinguishers per NFPA 10, Portable Fire Extinguishers. Garrisons will not furnish portable fire extinguishers in Family housing areas, unless required by NFPA 101.

b. Flightlines. Garrisons will issue (on hand receipt) alkaline base (sodium and potassium bicarbonate), dry chemical, 50-pound and 125-pound or equivalents, class B and class C fire types (BC), wheeled extinguishers for the following aircraft. (They will replace existing 1211 extinguishers through attrition).

(1) Every three parked, small, or ”medium helicopters “ (UH–60/AH–64 and below) and small ”fixed-wing “ aircraft (C–12 or equivalent) requires a 50-pound BC, dry chemical or equivalent, wheeled fire extinguisher.

(2) Every three parked, large helicopters (CH–47 or equivalent), requires a 125-pound BC, wheeled, dry chemical or equivalent, fire extinguisher.

(3) Every three parked, medium fixed-wing aircraft (for example, C–20, C–23A&B, C–26 or similar aircraft) requires a 125-pound BC, wheeled, dry chemical or equivalent fire extinguisher.

(4) Every parked, large-frame aircraft (for example, C–17, C–130, C–5, C–141, KC–135, DC–8, B707, KC–10, DC–10 or similar aircraft) requires a 125-pound BC, wheeled, dry chemical or equivalent, extinguisher.

(5) Every landing strip and helipad without regularly assigned ARFF vehicles requires a 125-pound BC, dry chemical or equivalent extinguisher.

c. Aircraft. The user will provide fire extinguishers and extinguishing systems according to the specifications for specific type and model aircraft.

d. Petroleum, oils, lubricant areas. The user will provide BC, dry chemical extinguishers at POL tanker truck dispensing points, tanker truck parking areas, and outside tracked vehicle maintenance areas.

e. Tactical and other off-road mobile equipment. Provide per applicable technical bulletins.

f. Troop units. Issue per TB 5–4200–200–10.

g. Watercraft. Provide per Coast Guard regulations (available from the Commandant, U.S. Coast Guard (G–M/A2), Washington, DC 20590).

25–35. Water distribution systems

Requirements for water distribution systems are contained in UFC 3–600–01 and Army regulations.

a. Fire departments are responsible to ensure fire flow testing is conducted annually. Enter results on DA Form 5384 (Water Flow Test) or equivalent automated system.

b. Fire hydrants will be painted per Army Installation Design Standards (IDS). Flow capacity will be indicated by color scheme per NFPA 291, Flow Testing and Marking of Hydrants. As a minimum, there shall be a 360 degree, color coded, light reflective band on the bonnet of all hydrants.

c. Out of service fire hydrants will be repaired on a priority basis.

25–36. Space heaters (liquid fuel)

Portable gas or liquid fuel space heaters are prohibited in Family quarters or where personnel sleep (including tents), unless approved on a case-by-case basis by the garrison commander, with the advice of the installation fire chief or safety officials in order to mitigate risk, to provide temporary emergency heating,

Section IX
Provide Emergency Response Services for Incidents Involving Hazardous Materials, Weapons of Mass Destruction, and Chemical, Biological, Radiological, Nuclear, and High Explosives

25–37. Program objectives

Provide emergency response, mitigation and rescue services for HAZMAT and WMD per DODI 6055.06, DODI 2000.16, DODI 2000.18, AR 525–13, Antiterrorism, associated implementing Army Regulations (AR), and applicable local/host nation laws and regulations.

25–38. Hazardous materials and weapons of mass destruction response services staffing

a. The garrison commander will develop and implement a site-specific HAZMAT Response Plan implementing 42 USC 11011 et. seq.; 29 CFR 1910.120; 40 CFR Part 350, 355, 370, and 372; AR 200–1; and DA PAM 200–1.

b. Chemical, Biological, Radiological, Nuclear and High Yield Explosive (CBRNE). Garrison commanders shall implement the requirements of DODI 2000.18., including development of a CBRNE emergency response plan that integrates facilities, equipment, training, personnel and procedures into a comprehensive effort designed to provide appropriate protection to personnel and critical mission activities.

c. Installation Spill Response/Contingency Plan. The Garrison Environmental Division is responsible for development of this plan per AR 200–1, Environmental Protection and Enhancement.

d. HAZMAT and WMD response times shall be per table 25–3.

Table 25–3
Hazardous materials response time (including first response to CBRNE/WMD incidents)

Program element	Response time
HAZMAT (including first response to CBRNE/WMD incidents)	First responding units 7 Minutes response time for 90 percent of all alarms based on— Call processing time(1 Minute) Turnout time(1 Minute) Travel time(5 Minutes) Remaining units: 12 Minutes response time for 90 percent of all alarms Minimum response: F&ES working group concept of operations

Section X
Provide Emergency Response Services for Wildland Fires

25–39. Program objectives

Provide emergency response and rescue services for wildland fires, if required. Manage the installation integrated wildland fire management plan per the current Army Wildland Fire Policy Guidance (AWFPG) and current DODI 6055.06.

25–40. Wildland fire response services staffing

a. Wildland fire support must be properly staffed with trained, qualified and certified personnel. Additional staffing requires preparation and submission of a wildland fire risk assessment through the region and IMCOM or Army Commands, Army Service Component Commands, and Direct Reporting Units to HQDA (ACSIM).

b. In accordance with the AWFPG, the Garrison Commander shall designate a Wildland Fire Program Manager. On installations and facilities where an organized fire department is not justified but for which an Integrated Wildland Fire Management Plan (IWFMP) is required by the AWFPG, the Garrison Command may assign additional duties and responsibilities to the Wildland Fire Program Manager to direct and manage the wildland fire program in accordance with this chapter up to but not exceeding the level to which the Wildland Fire Program Manager is qualified and certified in accordance with either NWCG or NFPA wildland firefighter standards. In the absence of an organized fire department, the wildland Fire Program Manager may be senior wildland fire protection specialist or senior wildland fire officer if qualified and certified per NWCG or NFPA wildland fire standards.

25–41. Wildland fire incident response planning

a. Installations with unimproved grounds that present a wildfire hazard and/or installations that use prescribed burns as a land management tool will develop and implement an Integrated Wildland Fire Management Plan (IWFMP) that is compliant and integral with the Integrated Natural Resources Management Plan (INRMP), the installation's existing fire and emergency services program plan(s) and the Integrated Cultural Resources Management Plan (ICRMP).

b. The IWFMP must consider availability and use of military personnel and equipment, specialized firefighting apparatus, and other specialized requirements. The IWFMP will describe the wild land fire management organizational/command structure and personnel responsibilities.

Section XI
Provide Emergency Medical Response Services

25–42. Program objectives

This program provides emergency medical/transportation response services, if required.

25–43. Emergency medical services staffing

a. Emergency medical "First Responder" services must be staffed with trained, qualified and certified personnel per DODI 6055.06, NFPA and local/host nation/DOT/State/Federal requirements.

b. Fire departments assigned the Emergency Medical Services (EMS) mission will be funded, equipped, and trained/certified per this regulation.

c. Where installations can not provide emergency medical services through organic assets or contract, the installation commander shall develop an MOA/MOU with local agencies and/or governments to provide such services.

25–44. Emergency medical response planning

a. Where fire departments provide emergency medical response, garrisons will establish and maintain emergency medical response programs that are appropriately staffed with certified "First Responder" or higher certified personnel

and equipment per EMS National Standard Curriculum. Emergency Medical Services (EMS) shall be provided that comply with installation or local medical protocols.

b. Emergency medical response time standards shall be per table 25–4.

c. Provision of EMS services will be provided under the supervision of a qualified Operational Medical Director (OMD).

Table 25–4
Emergency medical response time

Program element	Response time
Emergency medical response	First responding units 7 Minutes response time for 90 percent of all alarms based on— Call processing time(1 Minute) Turnout time(1 Minute) Travel time(5 Minutes) Advance life support: 12 Minutes response time for 90 percent of all alarms Minimum response: Initial alarm assignment capability or Basic life support/Advance life support will be staffed and trained at the level prescribed by the state responsible for providing emergency medical services licensing.

Section XII
Conduct Technical Rescue Operations

25–45. Program objectives

Provide emergency response to specialized technical rescue incidents such as: rope rescue, structure collapse, high angle, confined space, trenches, water, shipboard, aircraft, vehicle, natural disasters, and other specialized rescue operations.

25–46. Technical rescue operations staffing

Technical rescue operations services must be staffed with trained, qualified and certified personnel per DODI 6055.06, NFPA and local/host nation/State/Federal requirements.

25–47. Technical rescue operations planning

Fire chiefs will assess risk at their installations based on mission operations and develop appropriate standard operating guidelines (SOG) and/or SOP. The results of the unique risk assessment will determine specialized rescue apparatus and equipment required at the specific location.

Section XIII
Provide Specialized Training

25–48. Program objective

Provide specialized fire, rescue, and emergency training to troop units and other users, if resources permit.

25–49. Instructor qualifications

Fire service instructors must be certified to teach the particular subject per NFPA, Army Wildland Fire Policy Guidance, and local/host nation/state/Federal requirements.

25–50. Fire and emergency services training plans

Fire chiefs will develop or approve all F&ES training plans on topics such as aircraft egress/extrication procedures, helicopter pilot/crew training for wildland fires, wildland red card training and certification, confined space rescue, fire brigade, WMD, HAZMAT, first aid, cardiopulmonary resuscitation, fire extinguisher operations and other F&ES awareness training required by the installation.

Section XIV
National Fire Incident Reporting System (NFIRS) and Investigation of Fire Incidents

25–51. Reporting fires and emergency services responses

This chapter establishes procedures for completing National Fire Incident Reporting System (NFIRS) or equivalent DOD fire reporting system, investigations, and other related reports.

25–52. Report format

The NFIRS uses computer software to transmit reports to a central repository.

25–53. Approval and submission procedures

a. Region directors, senior mission commander staff at Army Reserve Centers off Active Army installations, ACOMs, and DRUs will ensure that procedures are established for processing electronic transfer of NFIRS reports at least bi-weekly.

b. Fire chiefs will expeditiously report any fire related incident involving a fatality, equipment, or real property damage over $100,000 and any general and flag officer quarters fire to their garrison commanders. DA Form 7621 (Major Fire Report From Installation/Garrison through Regions to Higher Headquarters) will be used to submit the Major fire Report. Fire Chiefs will coordinate these reports with the local Provost Marshal to avoid conflict with the serious incident report (SIR) submitted under AR 190–45, Law Enforcement Reporting.

(1) Telephonic notification to Region fire protection specialists will be made expeditiously; in turn, Region fire protection specialists will expeditiously notify HQ IMCOM and HQDA (ACSIM).

(2) Installation/garrison commanders will review/approve and transmit such reports to their respective regions within 24 hours of the fire incident.

(3) Regions will approve/submit the Major Fire Report (DA Form 7621) by email to HQDA (ACSIM), and HQ IMCOM within 48 hours of the fire incident. ACSIM will then notify the Deputy Assistant Secretary of the Army, Installations and housing (SAIE–IH).

25–54. Investigation of fire Incidents

The garrison commander will ensure thorough investigations of all fire incidents.

a. IMCOM F&ES officials will conduct a supplemental technical investigation (STI) per NFPA 921, Fire and Explosion Investigation Guide, when a fire causes a death or more than $250,000 equipment or real property damage. IMCOM may delegate these investigations to the local garrison where appropriate.

b. AR 15–6, Procedure for Investigating Officers and Boards of Officers, investigations may substitute for these supplemental technical investigations. Financial Liability Investigation or authorized substitutes per AR 735–5, mainly concerned with financial responsibility and property accountability, are not acceptable. IMCOM will send one copy of the supplemental technical or substitute investigation report to HQDA (ACSIM) within 45 calendar days of the fire incident. This is separate from investigation of accidental fires per AR 385–10.

c. The fire investigator who performs the investigation shall be qualified and trained per NFPA 1033, Fire Investigator Professional Qualifications.

d. The U.S. Army Criminal Investigation Command (USACIC) has primary investigative jurisdiction over fire incidents when caused by criminal acts or intent. Additionally, USACIC has responsibility for investigation of all unattended deaths.

25–55. Environmental reporting

Develop notification guidelines with installation environmental office for all incidents which release reportable smoke or substances into the environment to meet toxic release inventory for the installation and in accordance with IMCOM spill reporting guidance.

25–56. Public release of Incident Reports

The release of copies of incident, fire investigative reports, and related documents will comply with Freedom of Information Act (FOIA) provisions in AR 385–10 and AR 25–55.

Chapter 26
Private Organizations on Department of the Army Installations

26–1. Introduction

This chapter concerns policy for procedures and responsibilities for private organizations operating on Army garrisons.

26–2. Policy

AR 210–22 contains the policy information referred to in paragraph 26–1 above. Subjects within that regulation include:

a. Requirements and procedures for on-post operation.
b. Restrictions on private organizations approved to operate on Army garrisons.
c. Participation in activities of private organizations operating on Army garrisons.
d. Support of private organizations.

Chapter 27
Civilian Inmate Labor Program

27–1. Introduction

This chapter concerns Army policy and guidance for establishing civilian inmate labor programs and civilian prison camps on Army garrisons.

27–2. Policy

AR 210–35 contains the policy information referred to in paragraph 27–1 above. Subjects within that regulation include—

a. Establishing installation civilian inmate labor programs.
b. Establishing civilian inmate prison camps on army installations.
c. Reporting and recordkeeping.

Chapter 28
State and Local Taxation of Lessee's Interest in Wherry Act Housing

28–1. Introduction

This chapter concerns basic policies and principles governing determinations to be made regarding deductions from state or local taxes or assessments on the interest of lessees in or with respect to Wherry housing projects under the jurisdiction of the Department of the Army and the Atomic Energy Commission.

28–2. Policy

AR 210–47 contains the policy information referred to in paragraph 28–1 above. Subjects within that regulation include:

a. Statutory authority.
b. Delegation of authority.
c. Deductions.
d. Wherry leasehold interests acquired by the Government.
e. Self-determination of Federal and lessee expenditures by local taxing authorities.
f. Legal review of proposed determinations.
g. Improper, invalid, or excessive taxes.
h. Challenges by state and local authorities of determinations.
i. Designation of Commanders authorized to determine deductions.

Chapter 29
Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities

29–1. Introduction

This chapter concerns policy, procedures, and responsibilities for Army Morale, Welfare, and Recreation (MWR) activities and nonappropriated fund (NAF) instrumentalities, to include nonappropriated fund instrumentalities of the Department of Defense for which the Army has been designated executive agent.

29–2. Policy

AR 215-1 contains the policy information referred to in paragraph 29-1 above. Subjects within that regulation include—

a. Nonappropriated fund instrumentalities legal status.
b. Funding.
c. Nonappropriated fund instrumentalities and unit fund management.
d. Morale, welfare, and recreation patronage.
e. Administration.
f. Military MWR programs.
g. MWR personnel.
h. MWR planning and programming.
i. Financial management.
j. Property management (MWR/NAF).
k. Management controls, audits, inspections, and investigations.
l. The U.S. Army NAF Risk Management Program.

Chapter 30
Army Reserve Land and Facilities Management

30–1. Introduction
This chapter concerns policy for managing U.S. Army Reserve land and facilities. The policy applies to activities and projects funded by Military Construction, Army Reserve and by Operations and Maintenance, Army Reserve appropriations.

30–2. Policy
AR 140-483 contains the policy information referred to in paragraph 30-1 above. Subjects within that regulation include—
a. Life cycle management of U.S. Army Reserve facilities.
b. Planning, programming, and project development.
c. Real property selection and acquisition.
d. Project documentation.
e. Construction programs.
f. Real property maintenance activities.
g. U.S. Army Reserve Facilities Assets Catalog and Tracking System.
h. Use of Army Reserve facilities.

Appendix A
References

Section I
Required Publications

AR 1–1
Planning, Programming, Budgeting, and Execution System. (Cited in paras 3–4, 3–6, 4–4c, 4–6c(2)(d), 4–22f(3).)

AR 5–9
Area Support Responsibilities. (Cited in paras 4–4p(3), 4–4s(11).)

AR 5–20
Competitive Sourcing Program. (Cited in paras 2–26a, 2–26b, 3–6f, 3–68h(4), 3–72d, 5–35b.)

AR 11–2
Management Control. ((Cited in para 2–5b(10)(s).).)

AR 11–18
The Cost and Economic Analysis Program. (Cited in paras 4–44c(1)(c), 6–11e(2)(a), H–5b.)

AR 15–6
Procedures for Investigating Officers and Boards of Officers. (Cited in paras 3–37c, 3–62c, 25–5b, 25–54b, D–4b(5).)

AR 25–1
Army Knowledge Management and Information Technology Management. (Cited in paras 3–52a, 3–52b, 3–54a, 4–4f, table 4–2, 22–4d, 22–12d(5), H–2b.)

AR 25–55
The Department of the Army Freedom of Information Act Program. (Cited in paras 3–37m, 25–56.)

AR 25–400–2
The Army Records Information Management System (ARIMS). (Cited in paras 3–37i(1)(f), 3–46, 3–125, 22–7.)

AR 27–20
Claims. (Cited in para 3–65.)

AR 27–40
Litigation. (Cited in paras 3–16e, 23–5b.)

AR 30–22
The Army Food Service Program. (Cited in paras 23–57a, 23–58, 25–9(b)(3).)

AR 37–49
Budgeting, Funding, and Reimbursement for Base Operations Support of Army Activities. (Cited in paras 3–10b(5), 3–68f(6).)

AR 40–5
Preventive Medicine. (Cited in paras 2–5b(10)(h), 5–18, 23–9b, 23–18b, 23–63b.)

AR 40–60
Policies and Procedures for the Acquisition of Medical Materiel. (Cited in para 6–4g.)

AR 40–61
Medical Logistics Policies and procedures. (Cited in paras 6–4g, 23–9b.)

AR 50–5
Nuclear Surety. (Cited in paras 4–67b(19), 25–9(b)(2), H–9c(1)(a).)

AR 50–6
Chemical Surety. (Cited in paras 4–67b(19), 25–9(b)(2).)

AR 50–7
Army Reactor Program. (Cited in para 25–9(b)(2).).)

AR 55–80
DOD Transportation Engineering Program. ((Cited in paras 2–5b(10)(i), 4–9b(5), 7–17c.)

AR 58–1
Management, Acquisition, and Use of Motor Vehicles. (Cited in paras 6–4c(2), 6–11e(4)(a), 6–11e(6), 6–11f(2)(c), 6–12b(2), 8–2.)

AR 70–1
Army Acquisition Policy. (Cited in paras 25–13b, H–2b.)

AR 71–32
Force Development and Documentation-Consolidated Policies. (Cited in paras 2–22, 6–11d(1), 6–11d(2), 6–11f(2)(c).)

AR 95–2
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AR 140–483
Army Reserve Land and Facilities Management. (Cited in paras 1–4e, 2–5b(10)(q), 2–10d, 4–2, 25–9f(4), 30–2.)

AR 190–11
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AR 190–13
The Army Physical Security Program. (Cited in paras 4–4h(20), 5–16a, 23–53a, H–9c(1)(b).)

AR 190–45
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AR 190–47
The Army Corrections System. (Cited in para 2–24b.)

AR 190–54
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AR 195–5
Evidence Procedures. (Cited in para 5–16a.)

AR 200–1
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AR 210–14
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AR 210–20
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AR 210–22
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AR 210–35
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AR 210–47
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AR 215–1
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AR 215–3
Nonappropriated Funds Personnel Policy. (Cited in para 5–35a.)

AR 215–4
Nonappropriated Fund Contracting. (Cited in para 5–35a.)

AR 340–21
The Army Privacy Program. (Cited in para 3–37m.)

AR 350–19
The Army Sustainable Range Program. (Cited in paras 4–20e, H–7c.)

AR 360–1
The Army Public Affairs Program. ((Cited in para 22–31d.).)

AR 385–10
The Army Safety Program. (Cited in paras 2–5b(10)(h), 2–12f, 3–53l, 4–38b(11), 4–40d(4), 5–18, 6–12b(1), 6–12b(2), 6–12b(3), 23–7, 23–33a(3), 23–47d, 25–21e, 25–31, 25–54b, 25–56, H–3b, H–9c(1)(c), H–20.)

AR 405–10
Acquisition of Real Property and Interests Therein. (Cited in paras 3–77a, 3–86a, 3–87a, 4–46a, 5–6, 5–18, 12–2, H–37a, H–37f, H–37g.)

AR 405–15
Real Estate Claims Founded Upon Contract. (Cited in para 13–2.)

AR 405–20
Federal Legislative Jurisdiction. (Cited in para 18–2.)

AR 405–25
Annexation. (Cited in para 19–2.)

AR 405–30
Mineral Exploration and Extraction. (Cited in para 20–2.)

AR 405–45
Real Property Inventory Management. (Cited in paras 2–5b(10)(d), 6–17, 7–5f(1)(c), 7–24b(2), 14–2, 23–4a(4), 23–4c, 23–4d.)

AR 405–70
Utilization of Real Property. (Cited in paras 2–5b(10)(d), 2–15e, 5–6, 5–6b(1), 6–17, 15–2.)

AR 405–80
Management of Title and Granting Use of Real Estate. (Cited in paras 2–5b(10)(d), 5–6b(5), 21–2.)

AR 405–90
Disposal of Real Estate. (Cited in paras 3–10d(4), 3–23e(1)(b), 3–28e(2), 3–29g, 3–77a, 3–86a, 3–86c(3), 4–4e, 5–6b(3), 7–23, 7–38a, 7–54, 7–70, 16–2.)

AR 415–16
Army Facilities Components System. (Cited in para 3–137b.)

AR 415–28
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AR 420–41
Acquisition and Sales of Utilities Services. (Cited in paras 2–5b(10)(k), 22–4f(1), 22–8a, 22–9b, 23–4b(1), 23–6f, 23–48a, 24–2.)

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AR 570–4
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AR 600–4
Remission or Cancellation of Indebtedness for Enlisted Members. (Cited in paras 3–19, 3–36d.)

AR 600–8–1
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AR 600–20
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AR 600–55
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AR 600–63
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AR 608–10
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AR 611–1
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AR 614–100
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AR 614–200
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AR 672–20
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AR 700–131
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AR 700–138
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AR 700–144
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AR 708–1
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AR 710–1
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AR 710–2
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AR 725–1
Special Authorization and Procedures for Issues, Sales, and Loans. (Cited in paras 6–11e(9)(c), 6–11f(2), 6–11g(3)(a), 6–11g(3)(b).)

AR 725–50
Requisition, Receipt, and Issue System. (Cited in paras 6–5c(3), 6–8a(2), 6–8b(1), 6–11e(4)(a), 6–11g(3)(b), 25–7d(2)(a).)

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24 CFR 35
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24 CFR 35.A
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24 CFR 35.C
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29 CFR 1910.134
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29 CFR 1910.135
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40 CFR 141
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40 CFR 257
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40 CFR 258
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40 CFR 260
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40 CFR 261
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40 CFR 262
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40 CFR 268
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40 CFR 350
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40 CFR 355
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40 CFR 370
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40 CFR 372
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40 CFR 763
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41 CFR 101–46
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41 CFR 102–36.45
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41 CFR 102–38
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41 CFR 102–38.120
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41 CFR 102–38.340
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41 CFR 102–39
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General. (Cited in para 6–8a(1).)

FAR, subpart 8.6
Acquisition from Federal Prisons Industries, Inc. (Cited in para 3–68g(1).)

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Federal Guidelines for Dam Safety: Glossary of Terms. (Available at http://www.fema.gov/plan/prevent/damfailure/publications.shtm) (Cited in para 7–55c.)

FEMA 333
Federal Guidelines for Dam Safety: Hazard Potential Classification System for Dams. (Available at http://www.fema.gov/plan/prevent/damfailure/publications.shtm) (Cited in para 7–55c.)

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FEMA 368 – 369
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GS–081: Fire Protection and Prevention Series
Office of Personnel Management (OPM) Standards. (Available at http://www.opm.gov/index.asp) (Cited in para 25–4f(4).)

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NISTIR 4852, Guidelines and Procedures for Implementation of the Executive Order on Seismic Safety of New Building Construction. (Available at http://www.mehrp.gov/info/PDF/92_2Todd_Guidelines%20and%20Procedures_IR%204852.pdf) (Cited in para 5–15b.)

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NISTIR 6762 Standards of Seismic Safety for Existing Federally Owned and Leased Buildings. (Available at http://fire.nist.gov) (Cited in para 5–15b.)

IDS
Army Installation Design Standards. (Available at https://www.idsarmy.hqda.pentagon.mil) (Cited in paras 2–10a, 4–4s(2), 5–14, 5–15, 23–52a.)

JFTR
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MIL–STD 1691F
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NBIC
National Board Inspection Code. (Available at https://www.nationalboard.org/nationalboard/Default.aspx) (Cited in para 23–36d.)

NESC
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NISTIR 5382
Standards of Seismic Safety for Existing Federally Owned or Leased Buildings and Commentary. (Available at http://fire.nist.gov) (Cited in para 5–15b.)

NISTIR 6762
Standards of Seismic Safety for Existing Federally Owned and Leased Buildings. (Available at http://fire.nist.gov) (Cited in para 5–15b.)

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Audit Requirements for Federal Financial Statements. (Available at http://www.whitehouse.gov/omb/bulletins/b01–02.pdf) (Cited in para I–2a(4).)

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Preparing and Submitting Budget Estimates. (Available at http://www.whitehouse.gov/omb/circulars/index.html) (Cited in paras 4–5b, 4–13, 4–22b(4)(d), 6–11e(2)(d), I–5a(4), I–7.)

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PL 93–383
Housing and Community Development Act of 1974. (Cited in para 3–37a.)

PL 94–163
Energy Policy and Conservation Act. (Cited in para 23–17e.)

PL 95–599
Surface Transportation Assistance Act. (Cited in paras 7–39b, 7–42e.)

PL 97–214
Military Construction Codification Act of October 1982. (Cited in paras 4–5a(2), 23–10c(2).)

PL 99–339
Safe Drinking Water Act. (As amended (19 June 1986).) (Cited in para 23–18b.)

PL 100–77
McKinney–Vento Homeless Assistance Act. (Cited in para 5–6b.)

PL 100–430
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PL 100–572
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Base Closure Community Redevelopment and Homeless Assistance Act of 1994. (Cited in para 5–6b.)

PL 104–106, Stat.186, Title XXVIII Subtitle A
Military Housing Privatization Initiative. (Cited in para 25–32c.)

PL 104–303
National Dam Safety Program Act. (Cited in para 7–55a.)

PL 105–262
Department of Defense Appropriations Act, 1999. (Cited in para I–3e.)

PL 107–188
Public Health Security and Bioterrorism Preparedness and Response Act of 2002. (Cited in para 23–20b.)

PL 107–310
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Uniform Federal Accessibility Standards. (Available at http://www.access-board.gov/ufas/ufas-html/ufas.htm) (Cited in paras 5–11, 5–16b.)

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Army Planning and Design Execution in the National Capital Region. (Cited in paras 4–1c, 4–10b, H–14b.)

UFC 3–230–02
Operation and Maintenance: Water Supply System. (Cited in paras 23–18h, 23–22, 23–23a, 23–23c, 23–23f, 23–23j, 23–23k, 23–26b, 23–63a.)

UFC 3–240–03N
Wastewater Treatment Systems Augmenting Handbook. (Cited in paras 23–18h, 23–22, 23–29b.)

UFC 3–260–02
Pavement Design of Airfields. (Cited in para 7–16b(2).)

UFC 3–310–04
Seismic Design for Buildings. (Cited in paras 5–15, 5–15d, H–19a.)

UFC 3–410–01FA
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UFC 3–410–05N
Heating Systems Operation and Maintenance. (Cited in para 23–34c.)

UFC 3–410–06N
Central Heating Plants Operation and Maintenance. (Cited in para 23–34c.)

UFC 3–430–01FA
Heating and Cooling Distribution Systems. (Cited in para 23–42a.)

UFC 3–430–05FA
Gas Distribution. (Cited in para 23–41a.)

UFC 3–460–03
Operation and Maintenance: Maintenance of Petroleum Systems. (Cited in para 23–33c.)

UFC 3–550–03FA
Electrical Power Supply and Distribution. (Cited in para 23–51d.)

UFC 3–560–01
Electrical Safety, O & M. (Available at http://safetycenter.navy.mil/osh/downloads/ufc_3_560_01.pdf) (Cited in para 23–47b.)

UFC 3–570–06
Operation and Maintenance: Cathodic Protection Systems. (Cited in paras 23–22, 23–26f.)

UFC 3–600–01
Fire Protection Engineering for Facilities. (Cited in paras 25–28, 25–30a(1), 25–32a, 25–32b(3), 25–32d, 25–35, H–25.)

UFC 3–600–02
Operations & Maintenance: Inspection, Testing and Maintenance of Fire Protection Systems. (Cited in para 25–32e.)

UFC 3–700–01A
Programming Cost Estimates for Military Construction. (Cited in para 2–17e.)

UFC 4–010–01
DoD Minimum Antiterrorism Standards for Buildings. (Cited in paras 25–18, H–21a.)

UFC 4–020–01FA
Security Engineering: Project Development (FOUO). (Cited in paras 25–53, H–21a.)

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5 USC 5536
Extra pay for extra services prohibited. (Cited in paras 3–116a, 3–117a.)

5 USC 5911
Quarters and facilities; employees in the United States. (Cited in paras 3–116a, 3–116d.)

5 USC 5912
Quarters in Government owned or rented buildings; employees in foreign countries. (Cited in para 3–113b.)

5 USC 5923
Quarters allowances. (Cited in para 3–113b.)

5 USC 5942
Allowance based on duty at remote worksites. (Cited in para 3–114c.)

10 USC 101
General Military Law; Definitions. (Cited in para 4–56j.)

10 USC 169
Military Construction and Military Family Housing. (Cited in para 4–51b.)

10 USC 436
Regulations. (Cited in para H–17.)

10 USC 2306(g)
Kinds of contracts. (Cited in paras I–3d(1)(d), I–5b(2).)

10 USC 2350j
Burden sharing contributions by designated countries and regional organizations. (Cited in para H–28.)

10 USC 2350K
Relocation within host of elements of armed forces overseas installations. (Cited in para H–28.)

10 USC 2394
Contracts for energy or fuel for military installations. (Cited in para 23–5d.)

10 USC 2396
Advances for payments for compliance with foreign laws, rent in foreign countries, tuition, public utility services, and pay and supplies of armed forces of friendly foreign countries. (Cited in para 3–86c.)

10 USC 2401
Requirement for authorization by law of certain contracts relating to vessels and aircraft. (Cited in paras I–3b, I–3e, I–5b(2).)

10 USC 2465
Prohibition on contracts for performance of firefighting or security guard functions. (Cited in paras 25–5, 25–9c, 25–16c(3).)

10 USC 2577
Disposal of recyclable materials. (Cited in paras 23–10c(2), 23–11i.)

10 USC 2672
Authority to acquire low-cost interests in land. (Cited in paras H-37c, H-37d, H-37e.)

10 USC 2673
Acquisition of certain interest in land: availability of funds. (Cited in para H-37c.)

10 USC 2687
Base closures and realignments. (Cited in para 5–6b(6).)

10 USC 2706
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10 USC 2775
Liability of members assigned to military housing. (Cited in paras 2–19b(9), 3–19.)

10 USC 2801
Scope of chapter; definitions. (Cited in paras 4–5a(2), 4–21a, 4–21b, H–36, H–37e.)

10 USC 2803
Emergency construction. (Cited in paras 4–5a(1), 4–9b(2), 4–9b(6), 4–50b, 4–55a, 4–55b, 4–55e, 4–55f.)

10 USC 2804
Contingency construction. (Cited in para 4–9b(6).)

10 USC 2805
Unspecified minor construction. (Cited in paras 4–1a(3), 4–9b(1), 4–9b(9)(c)(1), 4–50b, 4–50d, 4–50e(5), 4–56j, D–1a, D–4a.)

10 USC 2807
Architectural and engineering services and construction design. (Cited in paras 4–24b(3), 4–37c.)

10 USC 2808
Construction authority in the event of a declaration of war or national emergency. (Cited in paras 4–9b(7), 4–57.)

10 USC 2823
Determination of availability of suitable alternative housing for acquisition in lieu of construction of new family housing. (Cited in paras 3–10b, table 3–1.)

10 USC 2826
Military family housing: local comparability of room patterns and flood areas. (Cited in para 3–80b(6).)

10 USC 2828
Leasing of military family housing. (Cited in paras 3–86b, 3–86c, 3–86e, 3–110k, 3–119.)

10 USC 2831
Military Family Housing Management Account. (Cited in paras 3–10b, table 3–1.)

10 USC 2835
Long-term leasing of military family housing to be constructed. (Cited in paras 3–14n, 3–48a, 3–86b.)

10 USC 2836
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10 USC 2851
Supervision of military construction projects. (Cited in para 4–33a.).)

10 USC 2853
Authorized cost variations and scope of work variations. ((Cited in paras 4–45d, 4–50a, 4–50d, 4–50d(2), 4–50d(2)(e), 4–51a, 4–51c.)

10 USC 2854
Restoration or replacement of damaged or destroyed facilities. (Cited in paras 4–5a(1), 4–9b(3), 4–56a, 4–56b, 4–56c(2), 4–56c(5), 4–56d, 4–56e, 4–56g, 4–56i.)

10 USC 2856
Limitations on Barracks Space by Pay Grade. (Cited in para H–5e.)

10 USC 2871
Definitions (from Subchapter IV—Alternative Authority for Acquisition and Improvement of Military Housing). (Cited in paras 3–14n, 3–110a.)

10 USC 2872a
Utilities and services. (Available at http://uscode.house.gov/search/criteria.shtml) (Cited in paras 25–32c, 3–110g.)

10 USC 2881
Ancillary supporting facilities (from Subchapter IV—Alternative Authority for Acquisition and Improvement of Military Housing). (Cited in para 3–110a.)

10 USC 2882
Assignments of members of the Armed Forces to housing units. (Cited in para 3–108b(1)(c).)

10 USC 4837
Settlement of accounts: remission or cancellation of indebtedness of enlisted members. (Cited in para 3–19c.)

10 USC 12604
Billeting in Department of Defense Facilities: Reserves Attending Inactive-Duty Training. (Cited in para 3–18h.)

15 USC 272
Establishment, functions, and activities. (Cited in para 25–9f(4).)

15 USC 2201
Congressional findings. (Cited in para 25–32b.)

15 USC 2224
Listings of places of public accommadation. (Cited in para 25–32d.)

15 USC 2225
Fire prevention and control guidelines for places of public accommodation. (Cited in para 25–32d.)

15 USC 2226
Dissemination of fire prevention and control information. (Cited in para 25–32d.)

15 USC 2227
Fire safety systems in federally assisted buildings. (Cited in para 25–32d.)

15 USC 2686
Lead hazard information pamphlet. (Cited in para 3–46d.)

16 USC 469
Preservation of historical and archeological data threatened by dam construction or alterations of terrain. ((Cited in para E–4c(2).).)

16 USC 470
Short title; Congressional finding and declaration of policy. (Cited in para E–4a..)

16 USC 1455
Administrative grants. (Cited in para E–3c.)

16 USC 1456
Coordination and cooperation. (Cited in para E–3c.)

16 USC 1531
The Endangered Species Act of 1973. (Cited in para E–5.)

18 USC 4124
Purchase of prison-made products by Federal departments. (Cited in para 3–68g.)

20 USC 107
Operation of vending facilities. (Cited in para H–29.)

22 USC 2771
Arms Export Control Act. (Cited in para 3–112a.)

23 USC 151
National Bridge Inspection Program. (Cited in para M–1.)

23 USC 308
Cooperation with Federal and State agencies and foreign countries. (Cited in para M–2d.)

29 USC Chapter 15
Occupational Safety and Health Act of 1970. (Cited in para 5–30a.)

29 USC 651 et. seq.
Congressional statement of findings and declaration of purpose and policy. (Available at htt://uscode.house.gov/search/criteria.shtml) (Cited in paras 25–5, 25–9f(2).)

29 USC 794
Americans with Disabilities Act Guidelines (ADAAG) of 1990 and Uniform Federal Accessibility Standards (UFAS). (Cited in para 25– 9f(3).)

31 USC 1341
Limitations on Expending and Obligating Amounts. (Cited in para D–4a.)

33 USC 1251
Congressional declaration of goals and policy (from Chapter 26, Water Pollution Prevention and Control). (Cited in paras 23–18c, 23–24c.)

33 USC 1342
National pollutant discharge elimination system. (Cited in paras 23–18e, 23–18f.)

33 USC 1344
Permits for dredged or fill material. (Cited in para E–3b.)

37 USC 403
Basic allowance for housing. (Cited in paras 3–16b, 3–22, 3–86e, 3–89, 3–110k.)

37 USC 404
Travel and transportation allowances: general. ((Cited in para 3–18g.).)

37 USC 407(c)
Travel and transportation allowances: Dislocation Allowance Rates. ((Cited in para 3–6c.).)

37 USC 551
Definitions (from Chapter 10—Payments to Missing Persons). (Cited in para 3–16b.)

39 USC 401
General powers of the Postal Service. (Cited in para H–6e.)

40 USC 3131
Bonds of Contractors of Public Buildings or Works. (Cited in para H–28c.)

40 USC 8701
Federal Property and Administrative Services. (Cited in para H–14b.)

40 USC 9101
Establishment, Composition, and Vacancies. (Cited in para H–14b.)

42 USC 300f
Definitions (from Subchapter XII—Safety of Public Water Systems). (Cited in paras 23–18b, 23–23a.)

42 USC 3601
Declaration of policy (From chapter 45—Fair Housing Subchapter I–Generally). (Cited in para 3–37a.)

42 USC 4151
"Building" defined. (Cited in paras 5–11, 25–9f(3).)

42 USC 4152
Standards for design, construction, and alteration of buildings; Administrator of General Services. (Cited in paras 5–11, 25–9f(3).)

42 USC 4153
Standards for design, construction, and alteration of buildings; Secretary of Housing and Urban Development. (Cited in paras 5–11, 25–9f(3).)

42 USC 4154
Standards for design, construction, and alteration of buildings; Secretary of Defense. (Cited in paras 5–11, 25–9f(3).)

42 USC 4155
Effective date of standards. (Cited in paras 5–11, 25–9f(3).)

42 USC 4156
Waiver and modification of standards. (Cited in paras 5–11, 25–9f(3).)

42 USC 4321–4370
National Environmental Policy. (Cited in paras 2–12i, 23–9a.)

42 USC 4822(a)
General Requirements: Requirements for Housing Receiving Federal Assistance. (Cited in para 5–22a.)

42 USC 4852d
Disclosure of Information Concerning Lead Upon Transfer of Residential Property. (Cited in para 5–21a.)

42 USC 6201
Congressional statement of purpose. (Available at http://www.thecre.com/fedlaw/legal12q/uscode42–6201.htm) (Cited in para 23–17e.)

42 USC 6901– 6992k
Resource Conservation and Recovery Act (RCRA) of 1976. (Cited in para 23–9a.)

42 USC 11011
Establishment of State commission, planning districts, and local committees. (Available at http://uscode.house.gov/search/criteria/shtml) (Cited in para 25–38a.)

42 USC 11411
Use of unutilized and underutilized public buildings and real property to assist the homeless. (Cited in para 5–6b.)

42 USC 13101
Pollution Prevention: Findings and Policy. (Available at http://uscode.house.gov/search/criteria/shtml) (Cited in para 25–39a.)

50 USC 98–98h
Materials in the National Stock Pile. (Cited in para J–4c(2).)

50 USC 1522
Chemical and Biological Warfare Program. (Cited in paras 4–9b(9), 4–9b(9)(a).)

50 USC 1601
National Emergency. (Cited in para 4–57.)

50 USC 1621
Declaration of National Emergency by President; Publication in Federal Register; Effect on Other Laws; Superseding Legislation. (Cited in para 4–9b(7).)

50 USC 2093
Payment of benefits. (Cited in para J–4c(2).)

Section II
Related Publications

A related publication is a source of additional information. The reader does not have to read it to understand this publication.

AR 5–4
Department of the Army Productivity Improvement Program (DAMRIP)

AR 5–10
Stationing

AR 5–17
The Army Ideas for Excellence Program

AR 56–3
Management of Army Rail Equipment

AR 95–1
Flight Regulations

AR 190–24/OPNAVINST 1620.SA/AFI 31–213/MCO 1620.20/COMDTINST 1620.1E
Armed Forces Disciplinary Control Boards and Off-Installation Liaison and Operations

AR 210–25
Vending Facility Program for the Blind on Federal Property

AR 335–15
Management Information Control System

AR 415–32
Engineer Troop Unit Construction in Connection with Training Activities

AR 500–5
Army Mobilization

AR 550–51
International Agreement

AR 600–8–10
Leaves and Passes

AR 608–1
Army Community Service Center

AR 608–75
Exceptional Family Member Program

AR 614–30
Overseas Service

AR 700–90
Army Industrial Base Process

AR 700–127
Integrated Logistic Support

AR 710–3
Asset and Transaction Reporting System

AR 740–3/DLAI 4145.41/AFJMAN 23–231/NAVSUPINST 4400.100/MCO 4450.15
Stock Readiness

AR 750–43
Army Test, Measurement, and Diagnostic Equipment

AR 750–59
Army Corrosion Prevention and Control Program

AR 930–5
American National Red Cross Service Program and Army Utilization

DA PAM 5–20
Commercial Activities Study Guide

DA PAM 40–11
Preventive Medicine

DA PAM 55–16/AFP 40–18/NAVSO P–2432/NAVMC 2623/DLAH 5000.2
Civilian Travel and Transportation—Permanent Change of Station Travel

DA PAM 190–51
Risk Analysis for Army Property

DA PAM 200–1
Environmental Protection and Enhancement

DA Pam 210–2
Handbook for Family Housing Occupants

DA PAM 210–6
Economic Analysis of Army Housing Alternatives–Concepts, Guidelines and Formats

DA Pam 210–8
Housing Utilization Management

DA Pam 360–611/DOD FS–46/NAVEDTRA 46611/AFP 90–11/NAVMC 2573/COMDTPUB P11101.15
Renting in the Civilian Community

DA Pam 385–40
Army Accident Investigation and Reporting

DA PAM 385–64
Ammunition and Explosives Safety Standards

DA PAM 415–3
Economic Analysis: Description and Methods

DA PAM 415–15
Army Military Construction Program Development and Execution

DA PAM 415–28
Guide to Army Real Property Category Codes

DA Pam 420–06
Directorate of Public Works Resource Management System

DA Pam 420–7
Natural Resources—Land, Forest, and Wildlife Management

DA Pam 420–11
Facilities Engineering Project Definition and Work Classification

DA Pam 420–47/NAVFAC MO–213/AFP 91–8
Military Solid Waste Management

DA Pam 600–41
Military Personnel Managers Mobilization Handbook

DA Pam 600–45
Guidelines for Community Excellence

DA PAM 708–1
Cataloging of Supplies and Equipment and DA Form 1988–R Management Control Numbers

DA Pam 710–2–1
Using Unit Supply System (Manual Procedures)

DA PAM 710–2–2
Supply Support Activity Supply System: Manual Procedures

DA Pam 735–5
Financial Liability Officer's Guide

DA PAM 750–8
The Army Maintenance Management System (TAMMS) Users Manual

ASME A13.1
Scheme for the Identification of Piping Systems. (Available at http://www.ihs.com)

CTA 50–909
Field and Garrison Furnishings and Equipment. (Available at http://www.apd.army.mil)

CTA 50–970
Expendable/Durable Items (Except Medical, Class V, Repair Parts, and Heraldic Items). (Available at http://www.apd.army.mil)

DEPPM 88–2
Private-Sector Financed Defense Energy Contracts (Available at www.wbdg.org)

DEPPM 94–1
Participation Public Utility Sponsored Energy Conversation and Demand Side Management (EC/DSM) Programs (Available at www1.eere.energy.gov)

DLAI 4145.11
Storage and Handling of Hazardous Material. (Available at http://www.dla.mil/dlaps/)

DOD 1401.1–M
Personnel Policy Manual for Nonappropriated Fund Instrumentalities

DOD 5500.7–R
Joint Ethics Regulation (JER)

DODI 1015.13
DOD Procedures for Implementing Public-Private Ventures (PPVs) for Morale, Welfare and Recreation (MWR), and Armed Services Exchange Category C Revenue-Generating Activities

DODI 1100.16
Equal Opportunity in Off-Base Housing

DODI 1225.9
Billeting for Reserve Component Members

DODI 4000.19
Interservice and Intragovernmental Support

DODI 4500.44
DOD Ridesharing Program

EM 385–1–1
Safety and Health Requirements. (Available at http://www.usace.army.mil)

EM 0007
FEDLOG. (Available from Commander, USAMC Logistics Support Activity, ATTN: AMXLS–MLA, BLDG 5307, Redstone Arsenal, AL 35898–7466)

Energy Efficient Lighting Catalog
Defense General Supply Center Energy Efficient Lighting Catalog. (Available from DLA by telephone at 1–800–DLA–BULB or online at http://www.dscp.dla.mil)

EP 415–1–261 (Vol I)
Quality Assurance Representative's Guide, Volume 1. (Available at http://www.usace.army.mil)

EPA 530–R–95–003
Composting Yard Trimings and Municipal Solid Waste. (Available at http://www.epa.gov)

EPA 530–R–95–023
Decision-Makers Guide to Solid Waste Management, Volume II. (Available at http://www.epa.gov)

EPA 816–R–00–010
Public Notification Handbook. (Available at http://www.epa.gov)

ER 405–1–12
Real Estate Handbook. (Available at http://www.usace.army.mil)

ETL 1110–3–474
Engineering and Design—Cathodic Protection. (Available at http://www.usace.army.mil)

FAR, Part 41
Acquisition of Utility Services

FHWA/PD–91/015
Department of Transportation Bridge Inspector's Training Manual/90. (Order number PB95780250 available for purchase at http://www.ntis.gov)

FHWA HEC 18
Evaluating Scour at Bridges. (Available at http://www.fhwa.dot.gov)

FHWA HEC 20
Stream Stability at Highway Structures. (Available at http://www.fhwa.dot.gov)

FHWA HFLJ01
Program Agreement between the Army and the Federal Highway Administration for Compliance with the National Bridge Inspection Standards. (Available at http://www.fhwa.dot.gov/agreements/documents/hflj1agr.htm)

FHWA PD–96–001
Department of Transportation, Recording and Coding Guide for the Structure Inventory and Appraisal of the Nations Bridges. (Available at http://www.fhwa.dot.gov/bridge/mtguide.pdf)

FHWA T 5140.21
Revisions to the National Bridge Inspection Standards (NBIS). (Available at http://www.fhwa.dot.gov/legsregs/directives/techadvs/t514021.htm)

FHWA T 5140.23
Evaluating Scour at Bridges. (Available at http://www.fhwa.dot.gov/legsregs/directives/techadvs/t514023.htm

FM 3–19.30
Physical Security

FM 3–34.343
Military Nonstandard Fixed Bridging

FM 5–415
Fire-Fighting Operations

FM 7–0
Training the Force

FM 3–35
Mobilization, Deployment, Redeployment, Demobilization

GFOQ Manager
(Available at https://www.housing.army.mil/library.htm or from HQDA (DAIM–FDH), 600 Army Pentagon, Washington, DC 20310–0600)

GFOQ Resident
(Available at https://www.housing.army.mil/library.htm or from HQDA (DAIM–FDH), 600 Army Pentagon, Washington, DC 20310–0600)

Interior Design Manual for Single Soldier Housing
(Available from HQDA(DAIM–FDH), ACSIM, 600 Army Pentagon, Washington, DC 20310–0600)

Joint Commission on Accreditation of Healthcare Organizations
(Available for purchase from the Joint Commission on Accreditation of Healthcare Organizations, 1 Renaissance Blvd., Oakbrook Terrace, IL 60181)

MIL–HDBK 1473A
Color and Marking of Army Materiel. (Available at http://assist1.daps.dla.mil/quicksearch/ and from the Defense Printing Service, Detachment Office, Philadelphia, Building 4D, 700 Robbins Avenue, Philadelphia, PA 19111)

MUTCD
Manual on Uniform Traffic Control Devices. (Available at http://mutcd.fhwa.dot.gov)

NFPA 10
Standard Portable Fire Extinguishers

NFPA 13
Standard Installation of Sprinkler Systems

NFPA 54
National Fuel Gas Code

NFPA 70
National Electrical Code

NFPA 70B
Recommended Practice for Electrical Equipment Maintenance

NFPA 70E
Standard for Electrical Safety in the Workplaces

NFPA 72
National Fire Alarm Code

NFPA 90A
Standard for the Installation of Air–Conditioning and Ventilating Systems

NFPA 96
Installation of Equipment for the Removal of Grease Laden Vapors from Commercial Cooking Equipment

NFPA 101
Life Safety Code

NFPA 110
Standards for Emergency and Standby Power Systems

NFPA 211
Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances

NFPA 291
Recommended Practice for Fire Flow Testing and Marking of Hydrants

NFPA 326
Standard for the Safeguarding of Tanks and Containers for Entry, Cleaning or Repair

NFPA 403
Standard for Aircraft Rescue and Fire-Fighting Services at Airports

NFPA 780
Standard for the Installation of Lightning Protection Systems

NFPA 1033
Standard for Professional Qualifications for Fire Investigator

NFPA 1071
Standard for Emergency Vehicle Technician Professional Qualifications

NFPA 1221
Standard for the Installation, Maintenance, and Use of Emergency Services Communication Systems

NFPA 1404
Standard for Fire Service Respiratory Protection Training

NFPA 1405
Guide for Land-Based Fire Fighters Who Respond to Marine Vessel Fires

NFPA 1582
Standard on Comprehensive Occupational Medical Program for Fire Departments

NFPA 1901
Automotive Fire Apparatus

NFPA 1911
Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Automotive Fire Apparatus

NFPA 1914
Standard for Testing Fire Department Aerial Devices

NFPA 1932
Standard for Use, Maintenance, and Service Testing of In-Service Fire Department Ground Ladders

NFPA 1975
Standard on Station/Work Uniforms for Fire and Emergency Services

NFPA 1982
Standard on Personal Alert Safety Systems (PASS)

NIST TRBM 44
Fire-Resistance and Sound-Insulation Ratings for Walls, Partitions, and Floors. (Available at http://www.fire.nist.gov)

OCE Technical Note 83–2
Repair to Heating, Ventilating, Air-conditioning (HVAC) Systems in Older Family Housing Units. (Available from HQUSACE(CEMP–I), 7701 Telegraph Road, Alexandria, VA 22315–3802)

PAX Newsletter
DoD Area Cost Factors and Facility Unit Cost Table, paragraphs 3.2.1 and 3.2.2 of the Programming Administration and Execution System (PAX) Newsletter. (Available at http://www.hq.usace.army.mil)

PL 93–498
Federal Fire Prevention and Control Act of 1974

PL 98–115
Military Construction Authorization Act, 1984

PL 98–407, Section 801
Liability of Occupants of Military Housing, 10 USC, Section 2775

PL 101–549
The Clean Air Act Amendments of 1990, Title VI: Stratospheric Ozone and Global Climate Protection

PWTB 200–1–03
Solvent Minimization and Substitution Guidelines

PWTB 200–01–4
Economic Analysis of Solvent Management Options

PWTB 200–01–14
Fluorescent Light Bulb Management and Disposal

PWTB 200–1–15
Automated Template for Integrated Solid Waste Management Plans. (Available at http://search.wbdg.org/ccb/query.html?col=ccb&qt=PWTB+200–1–15&charset=iso-8859–1)

PWTB 200–1–15z
Solid Waste Management Plans

PWTB 200–1–16
Innovative Uses of Recycled Tank Tracks for Erosion Control

PWTB 200–1–17
Recycling Interior Finish Materials - Carpet and Ceiling Tiles

PWTB 200–1–20
Pollution Prevention: Lessons Learned

PWTB 200–1–22
Army Solid Waste and Recycling Web Site

PWTB 200–1–23
Guidance for the Reduction of Demolition Waste Through Reuse and Recycling

PWTB 200–1–24
Quantifying Waste Generated from Building Remodeling

PWTB 200–1–26
Market Valuation of Demolition Salvage Materials

PWTB 200–1–27
Reuse of Concrete Materials from Building Demolition

PWTB 420–47–06
Waste Reductions Methods for Food Service Personnel at Army Installations

PWTB 420–47–07
Office Waste Reduction Methods at Army Installations

PWTB 420–49–12
Army Recycling Lessons Learned

PWTB 420–49–14
Composting for Army Installations

PWTB 420–49–18
Direct Sale of Recyclables

PWTB 420–49–20
Degradable Plastic Bags for the Collection of Compostable Material

PWTB 420–49–29
Operation and Maintenance of Cathodic Protection Systems

PWTB 420–49–30
Alternatives to Demolition for Facility Reduction

PWTB 420–49–32
Selection of Methods for the Reduction, Reuse, and Recycling of Demolition Waste

Secretary of the Interior Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings
(GPO Stock Number 024–005–01003–3.) (Available from the U.S. Government Printing Office, Washington, DC 20402–0001)

Support Agreement Handbook
(Available at http://www.hqda.army.mil/acsim/sans.htm)

TB 5–4200–200–10
Hand Portable Fire Extinguishers Approved for Army Users. (Available at http://www.logsa.army.mil)

TB MED 530
Occupational and Environmental Health Food Service Sanitation. (Available at http://www.army.mil/usapa/med/index.html)

TB MED 575
Swimming Pools and Bathing Facilities. (Available at http://www.army.mil/usapa/med/index.html)

TB MED 576
Occupational and Environmental Health Sanitary Control and Surveillance of Water Supplies at Fixed Installations. (Available at http://www.army.mil/usapa/med/index.html)

TC 25–1
Training Land. (Available at http://www.army.mil/usapa/doctrine/TC_1.html)

TC 25–8
Training Ranges. (Available at www.hnd.usace.army.mil/techinfo/ti.htm)

TG–197
Guide for Developing Integrated Solid Waste Management Plans at Army Installations. (Available at http://chppm-www.apgea.army.mil/tg.htm)

TI 800–01
Technical Instruction Design Criteria. (Available at http://www.hnd.usace.army.mil/techinfo/ti/800–01/ti80001a.htm)

TI 801–02
Family Housing. (Available at http://www.hnd.usace.army.mil/techinfo/ti/801–02/famhouse.htm)

TM 5–301–1
Army Facility Components System – Planning (Temperate). (Available from Commander, USACE Publication Depot, ATTN: CEHEC–IM–PD, 2803 52nd Ave, Hyattsville, MD 20781–1102; phone (301) 394–0081/2/3; or fax (301) 394–0084.)

TM 5–301–2
Army Facility Components System – Planning (Tropical)

TM 5–301–3
Army Facilities Components System – Planning (Frigid). (Available from Commander, USACE Publication Depot, ATTN: CEHEC–IM–PD, 2803 52nd Ave, Hyattsville, MD 20781–1102; phone (301) 394–0081/2/3; or fax (301) 394–0084.)

TM 5–301–4
Army Facilities Components System – Planning (Desert)

TM 5–302–1
Army Facilities Components System: Design. (Available from Commander, USACE Publication Depot, ATTN: CEHEC–IM–PD, 2803 52nd Ave, Hyattsville, MD 20781–1102; phone (301) 394–0081/2/3; or fax (301) 394–0084.)

TM 5–302–2
Army Facilities Components System: Design. (Available from Commander, USACE Publication Depot, ATTN: CEHEC–IM–PD, 2803 52nd Ave, Hyattsville, MD 20781–1102; phone (301) 394–0081/2/3; or fax (301) 394–0084.)

TM 5–302–3
Army Facilities Components System: Design. (Available from Commander, USACE Publication Depot, ATTN: CEHEC–IM–PD, 2803 52nd Ave, Hyattsville, MD 20781–1102; phone (301) 394–0081/2/3; or fax (301) 394–0084.)

TM 5–302–4
Army Facilities Components System: Design. (Available from Commander, USACE Publication Depot, ATTN: CEHEC–IM–PD, 2803 52nd Ave, Hyattsville, MD 20781–1102; phone (301) 394–0081/2/3; or fax (301) 394–0084.)

TM 5–302–5
Army Facilities Components System: Design. (Available from Commander, USACE Publication Depot, ATTN: CEHEC–IM–PD, 2803 52nd Ave, Hyattsville, MD 20781–1102; phone (301) 394–0081/2/3; or fax (301) 394–0084.)

TM 5–303
Army Facilities Components System – Logistic Data and Bills of Material. (Available from Commander, USACE Publication Depot, ATTN: CEHEC–IM–PD, 2803 52nd Ave, Hyattsville, MD 20781–1102; phone (301) 394–0081/2/3; or fax (301) 394–0084.)

TM 5–600/AFJ Pam 32–1088
Bridge Inspection, Maintenance, and Repair

TM 5–608
Contracting for Custodial Services at Army Facilities Other than Medical and Industrial Facilities

TM 5–609/NAVFAC MO–125/AFM 91–2
Military Custodial Services Manual

TM 5–617/NAVFAC MO–113/AFM 91–31/MCO P11014.9
Facilities Engineering: Maintenance and Repair of Roofs

TM 5–618/NAVFAC MO–110/AFM 85–3
Paints and Protective Coatings

TM 5–623
Pavement Maintenance Management

TM 5–624/NAVFAC DM MO–102/AFJMAN 32–1040
Maintenance and Repair of Surface Areas

TM 5–627/NAVFAC MO–103/AFM 91–33
Maintenance of Trackage

TM 5–628/AFR 91–44
Railroad Track Standards

TM 5–634/NAVFAC MO–215/AFR 91–8
Solid Waste Management

TM 5–636
Kitchen Equipment; Repairs and Utilities. (Available from Commander, USACE Publication Depot, ATTN: CEHEC–IM–PD, 2803 52nd Ave, Hyattsville, MD 20781–1102; phone (301) 394–0081/2/3; or fax (301) 394–0084.)

TM 5–642
Operator and Maintenance, Small Heating Systems

TM 5–644
Boiler Heating: Repairs and Utilities

TM 5–646
Space Heaters: Repairs and Utilities

TM 5–650
Repairs and Utilities: Central Boiler Plants

TM 5–651
Central Boiler Plants; Inspection and Preventive Maintenance Services

TM 5–652
Steam, Hot Water and Gas Distribution Systems: Repairs and Utilities. (Available from Commander, USACE Publication Depot, ATTN: CEHEC–IM–PD, 2803 52nd Ave, Hyattsville, MD 20781–1102; phone (301) 394–0081/2/3; or fax (301) 394–0084.)

TM 5–653
Steam, Hot Water and Gas Distribution Systems: Inspection and Preventive Maintenance Service. (Available from Commander, USACE Publication Depot, ATTN: CEHEC–IM–PD, 2803 52nd Ave, Hyattsville, MD 20781–1102; phone (301) 394–0081/2/3; or fax (301) 394–0084.)

TM 5–662
Swimming Pool Operations and Maintenance. (Available at http://www.army.mil/usapa/eng/DR_pubs/dr_a/pdf/tm5_662.pdf)

TM 5–670
Repairs and Utilities for Refrigeration, Air Conditioning, Mechanical Ventilation and Evaporative Cooling. (Available from Commander, USACE Publication Depot, ATTN: CEHEC–IM–PD, 2803 52nd Ave, Hyattsville, MD 20781–1102; phone (301) 394–0081/2/3; or fax (301) 394–0084.)

TM 5–671
Repairs and Utilities: Preventive Maintenance for Refrigeration, Air-Conditioning, Mechanical Ventilation, and Evaporative Cooling. (Available from Commander, USACE Publication Depot, ATTN: CEHEC–IM–PD, 2803 52nd Ave, Hyattsville, MD 20781–1102; phone (301) 394–0081/2/3; or fax (301) 394–0084.)

TM 5–675
Repairs and Utilities: Solid Fuels Operations. (Available from Commander, USACE Publication Depot, ATTN: CEHEC–IM–PD, 2803 52nd Ave, Hyattsville, MD 20781–1102; phone (301) 394–0081/2/3; or fax (301) 394–0084.)

TM 5–682
Facilities Engineering: Electrical Facilities Safety

TM 5–683/NAVFAC MO–116/AFJMAN 32–1083
Facilities Engineering: Electrical Interior Facilities

TM 5–684/NAVFAC MO–200/AFMAN 32–1082
Facilities Engineering: Electrical Exterior Facilities

TM 5–685/NAVFAC MO–912
Facilities Engineering: Operation, Maintenance, and Repair of Auxiliary Generators

TM 5–800–4
Programming Cost Estimates for Military Construction

TM 5–811–1/AFJMAN 32–1080
Electric Power Supply and Distribution

TM 5–811–3/AFM 88–9
Electrical Design: Lightning and Static Electricity Protection

TM 5–813–3/AFM 88–10, VOL 3
Water Supply, Water Treatment

TM 5–853–1/AFMAN 32–1071, VOL 1
Security Engineering Project Development. (Available from Commander, USACE Publication Depot, ATTN: CEHEC–IM–PD, 2803 52nd Ave, Hyattsville, MD 20781–1102; phone (301) 394–0081/2/3; or fax (301) 394–0084.)

TM 5–853–2/AFMAN 32–1071, VOL 2
Security Engineering Concept Design. (Available from Commander, USACE Publication Depot, ATTN: CEHEC–IM–PD, 2803 52nd Ave, Hyattsville, MD 20781–1102; phone (301) 394–0081/2/3; or fax (301) 394–0084.)

TM 5–853–3/AFMAN 32–1071, VOL 3
Security Engineering Final Design. (Available from Commander, USACE Publication Depot, ATTN: CEHEC–IM–PD, 2803 52nd Ave, Hyattsville, MD 20781–1102; phone (301) 394–0081/2/3; or fax (301) 394–0084.)

TM 5–853–4
Security Engineering Electronic Security Systems. (Available from Commander, USACE Publication Depot, ATTN: CEHEC–IM–PD, 2803 52nd Ave, Hyattsville, MD 20781–1102; phone (301) 394–0081/2/3; or fax (301) 394–0084.)

UFC 3–120–10
Interior Design

UFC 3–230–15FA
Surface Drainage Facilities for Airfields and Heliports

UFC 3–230–16FA
Drainage and Erosion Control Structures for Airfields and Heliports

UFC 3–230–17FA
Drainage in Areas Other than Airfields

UFC 3–250–18FA
General Provisions and Geometric Design for Roads, Streets, Walks and Open Storage Areas

UFC 3–260–03
Design: Airfield Pavement Evaluation

UFC 3–260–05A
Solid Waste Incineration

UFC 3–580–01
Telecommunications Building Cabling Systems Planning and Design

UFC 4–010–02
DOD Minimum Standoff Distances for Buildings (FOUO). (Available from the USACE Protective Design Center at https://pdc.usace.army.mil/library/ufc/)

UFC 4–510–01
Design Medical Military Facilities

UFC 4–721–01A
Barracks Upgrade Program

UFC 4–721–11.1
Unaccompanied Enlisted Personnel Housing (UEPH) Complexes

UFC 4–860–01FA
Railroad Design and Rehabilitation

UFGS 0283 13.00 20
Lead in Construction

UFGS 0283 14.00 10
Asbestos Hazard Control Activities

UFGS 0283 19.00 10
Lead Based Paint Hazard Abatement, Target Housing & Child Occupied Facilities

UFGS 09 90 00
Paints and Coatings

UFGS 33 51 00.00 20
Natural Gas Distribution

UFGS 33 51 03.00 10
Gas Distribution System

UFGS 34 11 00
Railroad Track and Accessories

10 USC 2662
Real Property Transactions: Report to congressional committees

US Army Family Housing Planning Guide: Whole Neighborhood Revitalization Program
(Available from HQDA (DAIM–FDH), 600 Army Pentagon, Washington, DC 20310–0600)

RCS CSGLD 1577
Annual Commercial Design Motor Vehicle Requirements Review

RCS DDM (A) 1167
The Nonappropriated-Funded Construction Projects Report

RCS DD–P&L (M) 1313
Defense Energy Information System (DEIS)

RCS ENG–328
General/Flag Officer's Quarters Quarterly Expenditure Report

Section III
Prescribed Forms

Except as noted below, the following DA forms are available on the APD Web site (http://www.apd.army.mil/) and the following DD Forms are available on the OSD Web site (http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm).

DA Form 3916
Daily Log of Truck Trips for Refuse Collection and Disposal. ((Prescribed in para 23–62a.).)

DA Form 3917
Refuse Collection and Disposal. (Prescribed in paras 23–61a, 23–61b.)

DA Form 4141
Facilities Engineering Operating Log (Water-General). ((Prescribed in para 23–63a.).)

DA Form 4178
Facilities Engineering Operating Log (Sewage-Supplementary). ((Prescribed in para 23–63a.).)

DA Form 4247
Facilities Engineering Operating Log (Sewage-General). ((Prescribed in para 23–63b.).)

DA Form 4374
Repairs and Utilities Operating Log (Water-Supplementary). ((Prescribed in para 23–63a.).)

DA Form 4939
General/Flag Officer's Quarters Quarterly Expenditure Report. ((Prescribed in para 3–131a.).)

DA Form 5376
Individual Training Evaluation Record. ((Prescribed in para 25–9f(5)(a).).)

DA Form 5377
Fire and Emergency Services Training Record. ((Prescribed in para 25–10e(5)(b).).)

DA Form 5380
Fire Apparatus Test Record. ((Prescribed in para 25–7d(2)(e).).)

DA Form 5381
Building - Fire Risk Management Survey. ((Prescribed in para 25–27b.).)

DA Form 5382
Hazard/Deficiency Inspection Record. ((Prescribed in para 25–27c.).)

DA Form 5383
Hot-Work Permit. ((Prescribed in para 25–27d.).)

DA Form 5384
Water Flow Test. ((Prescribed in para 25–35a.).)

DA Form 7621
Major Fire Report from Installation/Garrison through Regions to Higher Headquarters. (Prescribed in paras 25–53b, 25–53b(3).).)

DD Form 1390
FY __ Military Construction Program. ((Prescribed in para 4.).)

DD Form 1391
FY __ Military Construction Project Data. ((Prescribed in para 4.).)

DD Form 1746
Application for Assignment to Housing. ((Prescribed in para 3–130a.).)

DD Form 1747
Status of Housing Availability. ((Prescribed in para 3–130b.).)

DD Form 2643
High Cost Foreign Lease. ((Prescribed in para 3–131b.).)

Section IV
Referenced Forms

The following DA forms are available on the APD Web site (http://www.apd.army.mil/) and the following DD Forms are available on the OSD Web site (http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm).

DA Form 11–2
Management Control Evaluation Certification Statement

DA Form 31
Request and Authority for Leave

DA Form 137–2
Installation Clearance Record

DA Form 337
Request for Approval of Disposal of Buildings and Improvements

DA Form 373
Department of the Army Lease of Trailer Site

DA Form 1687
Notice of Delegation of Authority - Receipt for Supplies

DA Form 2062
Hand Receipt/Annex Number

DA Form 2702
Bill of Materials

DA Form 4187
Personnel Action

DA Form 4283
Facilities Engineering Work Request

DD Form 250
Materiel Inspection and Receiving Report

DD Form 448
Military Interdepartmental Purchase Request

DD Form 448–2
Acceptance of MIPR

DD Form 1144
Support Agreement

DD Form 1354
Transfer and Acceptance of Military Real Property

DD Form 1523
Military Family Housing Justification

DD Form 1948
Traffic Engineering Needs Report

DD Form 1970
Motor Equipment Utilization Record

DD Form 2367
Individual Overseas Housing Allowance (OHA) Report

ENG Form 3086
Current Working Estimates for Budget Purposes. (This form is part of the DD Form 1391 Processor System in the Program Administration and Education Automated System.)

HUD Form 903.1
Are You A Victim of Housing Discrimination? (Available in English, Arabic, Cambodian, Chinese, Korean, Russian, Spanish, and Vietnamese.) (Available at http://www.hudclips.org/sub_nonhud/html/forms.htm)

Appendix B
General/Flag Officer's Quarters Special Allowances

B–1. General
GFOQ occupied by incumbents of special command positions are identified in table 3–19. These GFOQ are authorized

special allowances of furnishings relative to their entertainment responsibilities in behalf of the Army and the Government.

B–2. China, glassware, and silver

a. The initial outfitting and replacement of china, crystal, and silver will consist of items in table B–1.

b. The following patterns have been standardized:

(1) Tuxedo pattern by Lenox for china.

(2) Service plate with Army Seal (Mansfield No. 3828) by Lenox.

(3) Firelight patterns by Lenox for crystal.

(4) Falmouth patterns by International for flatware.

(5) Windsor pattern by International for flatware serving pieces.

c. All other authorized items should be selected from open stock manufactured in the United States and procured locally.

B–3. Table linen

An allowance list is not established for table linen. However, representative kinds of items which may be procured include table pads, tablecloths, napkins, and place mats. The variables affecting requirements such as different table sizes preclude specifying sizes and types of items and necessitate local procurement from commercial sources.

B–4. Kitchen utensils

An allowance list is not established. Items procured for use in preparing and cooking food will be limited to those items required to meet the public entertainment responsibilities of the position and not for normal Family use. The diversity of requirements precludes specifying sizes and types of items and necessitates local procurement from commercial sources. However, not more than $1,500 per FY will be spent for the procurement of kitchen utensils.

B–5. Funds

Only AFH funds will be used to purchase the initial issue or to replace special allowance items for the designated special command positions.

B–6. Exceptions

Items and quantities listed in table B–1 may be adjusted by the ASA(I&E) on a case-by-case basis.

Table B–1
China, glassware, and silver allocations for special command positions

Item	Quantity	Item	Quantity
China		**Crystal**	
Service plate	24	Iced tea beverage	24
Dinner plate	24	Fluted champagne	24
Salad or dessert plate	48	Wine glass	24
Cream soup and stand	24	Water goblet/large wine	24
Butter plate	24		
Demitasse cup and saucer	24		
Tea cup and saucer	24		
Silver flatware		**Silver hollowware (See note.)**	
Teaspoon	24	Tea and coffee set, 5 piece	1
Demitasse spoon	24	Candelabra, pair	1
Place spoon (soup or dessert)	24	Platter, 18-inch	1
Dinner fork	24	Gravy set, 3/4 pint	2
Salad fork	24	Pitcher, 2 quart capacity	1

Table B–1
China, glassware, and silver allocations for special command positions—Continued

Dinner knife	24	Bread tray, 13-inch	2
Tea knife	24	Bowl, diameter 11-inch, footed	1
Butter spreader	24	Casserole, 2 quart w/Pyrex liner	1
Gravy ladle	2	Round tray, chased, 13-inch	2
Large serving spoon	2	Round Tray, chased, 15-inch	2
Slotted spoon	1		
Serving fork	2		
Cold meat fork	2		
Pie server	1		

Notes:
[1] Sizes of hollowware items are approximate. Variation according to need or availability is authorized.

Appendix C
Guidance for Establishing Housing Rents and Charges

C–1. Determining rents and charges

To establish rents and charges the Commander, USACE, or designee, will retain services of qualified contract or staff appraisers. Since the contract and staff appraisers will employ generally accepted real estate concepts, standards, and criteria developed and used in their profession, appraisers will consider the criteria listed below. (Exception to this procedure is the use of employee representatives (see para 3–123b). Employee representatives will not be permitted the discretion or leeway granted to contract and staff appraisers but will adhere strictly to the policy and guidelines set forth in this regulation.)

a. Comply with OMB circular A–45, Rental and Construction of Government Quarters.

b. Focus attention on the basic rent principle that rents should be set at levels similar to those prevailing for comparable private housing in the same area.

c. Consider only those rentals that a willing tenant would pay a willing landlord with compulsion on neither party in a reasonably competitive market.

d. Give due consideration to all factors and amenities directly affecting the rental value of the Government housing as compared to the relative desirability of privately owned rental units.

e. Weigh the difference of amenities (plus or minus) in monetary terms between the Government housing and the privately-owned units.

f. In the case of a housekeeping unit, the appraiser will compare the Government unit only with the value of unfurnished privately owned units. In the case of a non-housekeeping unit, compare it with similar privately-owned furnished units (with similar utilities, services, and equipment).

g. Where housing is provided with Government furniture, an additional charge for such furniture will be made, based on the typical charge for furniture in comparable rental housing in the area. Adjustments may be made upward or downward to take into account any differences in the quality, quantity, and condition of the Government furniture and private furniture. When the differential in the local private market between rents for furnished and unfurnished housing units appears excessive, charges based on the following amortization formula may be established: "The monthly charge to occupants for rental of furniture shall be set at the level that will amortize the value, at the time of appraisal, over the estimated remaining useful life of the furniture." Replacement value may be determined by direct comparison with the local used furniture market. Replacement value and estimated remaining useful life determinations may be made by the appraiser. A consistent policy must be followed in regard to charges for furniture for all housekeeping units on a single post or activity.

C–2. Itemization of charges for housing

The total charge for occupancy of housing will be itemized as follows:

a. Basic rent. In addition to the rent, this includes all public services except those included under *Utilities and Related Services* b below and *Nonappropriated Fund Services* c below, and telephone service.

b. Utilities and related services. This includes electric power, steam, compressed air and water, sewage and garbage disposal, natural, manufactured, or mixed gas, ice, and mechanical refrigeration, when furnished by the Government. It does not include telephone service charges.

c. Nonappropriated fund services. This includes all services financed from nonappropriated funds.

d. Any adjustments allowed under OMB Circular A–45. Also includes adjustments allowed under other directive(s).

C–3. Charges for utilities

Charges to residents for utilities should be set by comparison with local rates for similar utilities. Utilities should be metered whenever possible. When utilities are not metered, the quantity of utilities furnished will be estimated by the DPW or by the appraiser when there is no DPW.

C–4. Appraiser's report and certificate

A full record of the findings and recommendations of appraisers is required. In order to provide a uniform appraisal reporting procedure, a certificate of appraisal and appropriate supporting documentation will be retained by the office which furnished the rate schedule.

C–5. Consistency of method

Proposals for determining specific rates in each area must demonstrate that the method to be used will be impartial and consistent for all rental housing in the same area, and that rents and other charges will be set at the reasonable value of the housing and other facilities.

Appendix D
Unspecified Minor MCA (UMMCA) Program

D–1. Authorization

a. Under 10 USC 2805 the Army may execute a UMMCA project costing more than $750,000 but not in excess of $1,500,000 up to no more than $3,000,000 solely to correct life- threatening, health-threatening, or safety-threatening deficiencies.

b. Construction projects submitted for approval with the intent to correct a facility deficiency that is health threatening, life threatening, or safety threatening, must include the following justification in all DD Form 1391s for UMMCA projects over $1,500,000, and in all DA Forms 4283 for operation and maintenance projects over $750,000:

(1) A description of when the requirement was determined and why deferral of the project until the next Military Construction Act poses an unacceptable and imminent risk to personnel.

(2) A description of on-going actions and temporary work-arounds to mitigate risk and safeguard lives.

(3) An explanation why the facility deficiency cannot be repaired or corrected by other means.

(4) An assurance that the military construction project is intended primarily to correct the facility deficiency that threatens the life, health, or safety of personnel.

c. Projects costing more than $750,000 may be programmed in the annual MCA program. Unforeseen urgent requirements that cannot wait for the normal MILCON programming cycle may be funded from the UMMCA account by HQDA.

d. Installations will submit UMMCA projects through their Installation Management Command (IMCOM) region directors, or appropriate Army Command (ACOM), Army Service Component Command (ASCC), and Direct Reporting Unit (DRU) for mission projects, to HQDA as soon as they are identified and documented in individual DD Forms 1391. All projects will be submitted through the 1391 Processor. IMCOM region directors will review the documentation to ensure compliance with this requirement.

e. UMMCA projects require a congressional notification period of 21 days subsequent to approval by DASA (IH) prior to award, or seven calendar days for electronic notification.

f. Medical unspecified minor military construction requirements are funded under the MED MILCON program. Projects are subject to the same cost and scope constraints as other UMMCA projects described above. Projects must be submitted through medical command channels to OTSG (MCMR–FP) for coordination by DMFO and submission to ASD (HA).

D–2. Project processing

a. A UMMCA project may be submitted at any time. An installation will prepare a DD Form 1391, along with the best available cost estimate, and submit the request to the IMCOM region director. The IMCOM region director will review and approve the DD Form 1391, after coordination with the appropriate ACOM, ASCC, and DRU for mission projects, including the scope, technical requirements, site approval, consideration of alternatives, and ARSTAF proponent endorsement of the validity and urgency of the requirement, and submit the project to HQDA (DAIM–FD).

b. HQDA (DAIM–FD) will screen the project programming documentation to determine if the requirement appears in the current MCA program. If the project appears in the MCA program, it will be removed from that program if

appropriate. A project cannot be included in both the MCA and UMMCA program simultaneously. If conditions dictate, the project may be returned to the MCA program and removed from the UMMCA program.

c. The DD Form 1391 will be staffed with the CRRC and the appropriate ARSTAF proponent for comments. The ARSTAF proponent is required to provide the following information:

(1) Project number, title, and location.

(2) Proponent point of contact.

(3) A statement that the project is a valid requirement.

(4) A statement indicating the scope is correct.

(5) Why the project must be started on time.

(6) Any recent, concurrent, or future projects related to this project (if so, give the title, FY and project number).

(7) Whether related furnishings and equipment are currently available, and if not, if they have been ordered.

(8) Any congressional history, economics, or other information not stated on the DD Form 1391 that supports the requirement.

d. Concurrent with CRRC review of the requirement, USACE will determine if a project is complete and usable, conforms to appropriate technical standards for construction, and if other reviews or approvals are required (such as DDESB, real estate actions, information systems support, and related O&M projects). At the same time, USACE will review the cost estimate to validate the Program Amount (PA).

e. After the CRRC review, UMMCA projects are submitted to the DCS, G–3/5/7 for prioritization and to DASA (IH) for approval. If approved, DASA (IH) will authorize final design. HQDA (DAIM–FD) will then notify USACE. Final design authority (code 6) or authority to prepare a request for proposal (code 7) will be issued at this time because of the urgency and, usually, simplicity of the requirement. USACE will notify the IMCOM region director, ACOM, ASCC, and DRU, USACE MSC, and garrison commander of the design authorization by directive. The USACE district will move as quickly as possible to a final design. To prevent delays, design reviews will be held while design continues. Project design review elements will be responsive and timely in their review of design so as not to delay award of the construction contract. USACE will monitor design progress and inform HQDA (DAIM–FD) of problems, costs, and schedules. After completion of final design, the cost estimate (CWE for Budget Purposes) will be electronically prepared, coordinated with the installation, programming IMCOM region director, appropriate ACOM, ASCC, and DRU, and transmitted by the USACE district to USACE for approval. The DD Form 1391 will then be annotated to reflect this cost, which then becomes the programmed amount.

f. Before a UMMCA project can be awarded, it must have a CWE of over $750,000 but no more than $1.5 million ($3 million if project is intended to correct a deficiency that is health, life, or safety threatening), and be approved by the appropriate authority. This CWE must contain the full five percent contingencies and full Supervision, Inspection, and Overhead (SIOH) cost. Reducing the contingency or SIOH cost to keep the full CWE below a threshold will not be allowed. Also before award, the Congress must be notified by DASA (IH), followed by a 21-day waiting period, or seven calendar days for electronic notification.

D–3. Selection process

The UMMCA program will be reviewed several times a year to list the most urgent requirements to be funded against the funding level in the program at that time. If necessary, project lists will be assembled and presented to the CRRC for review, to DCS, G–3/5/7 for re-prioritization, and DASA–IH for approval.

D–4. Exceeding statutory threshold on O&M funded minor military construction projects (new construction)

a. The monetary ceiling on O&M funded unspecified minor military construction (10 USC 2805c (1)) represent a statutory limit, and any obligation or expenditure in excess of the ceiling violates section 1341, title 31, United States Code (31 USC 1341a (1)) of the Anti-deficiency Act, and is prohibited.

b. When a project executed under this authority exceeds or is expected to exceed the current statutory limit:

(1) All work on the project will be halted immediately.

(2) The scope of the project will be reviewed to validate both the work classification and that only necessary work is included.

(3) Consideration will be given to deleting any unnecessary work in such a manner to avoid project splitting and incrementing. If deletion of unnecessary work would reduce the project cost to less than the statutory limit, such work may be deleted, and the project progress continued after IMCOM/ACOM, ASCC, and DRU concurrence. The remaining work will be completed under strict cost controls and project oversight. Only truly unnecessary work is to be deleted, because adding the deleted work as a separate project(s) at a later date could be considered project splitting or incrementing and thus a statutory violation.

(4) If at this point, it is still apparent that the projected total funded cost will exceed the statutory limit, then the procedures of this regulation and Defense Finance and Accounting System (DFAS–IN) Regulation 37–1 will be followed.

(5) The installation DPW will immediately notify the installation Director of Resource Management (DRM) or the

person holding the equivalent position. The DRM will immediately notify the garrison commander, who will follow the directions of DFAS–IN Regulation 37–1 (for example, send a "flash report" to ASA (FM&C) and appoint an investigating officer in accordance with AR 15–6).

(6) The installation DPW will notify the IMCOM region director engineer of the project and expedite action to submit the project under UMMCA authority in accordance with this regulation.

(7) The IMCOM region director engineer will notify HQDA (DAIM–FD) of the project and the requirement for funding the project as UMMCA.

Appendix E
Environmental Protection (MCA and NAF Construction)

E–1. Background

a. Army garrison and activity commanders have been entrusted with the stewardship of the land, water, and natural and cultural resources associated with performing the Army mission. These resources must be expertly managed in order to properly balance the short- and long-term needs of both the Army and our nation. In so doing, Army commanders ensure that properties and facilities under their care are capable of sustaining current needs as well as the future needs of our national defense.

b. AR 210–20 requires Federal agencies to cooperate with State and local governments in the evaluation, review, and coordination of projects. In developing MILCON projects and programs, procedures contained in AR 210–20 will be followed. Some projects must be reviewed by environmental regulatory agencies.

c. As part of the RPMP, the installation should identify environmentally sensitive areas. This information will be reflected in the installation environmental overlays as required by AR 210–20.

E–2. Environmental considerations

a. The National Environmental Policy Act (NEPA), Public Law 91–190 (PL 91–190), established general Federal policy to protect and enhance the quality of the human environment. The NEPA requires a process that results in formal documentation and consideration of the environmental impacts of projects, as implemented by AR 200–2. A number of environmental laws and regulations also govern Army activities. These typically focus on specific media (air, water, solid and hazardous waste, and so forth). Various laws and regulations govern environmental issues such as protection of endangered plant and animal species.

b. Federal law, as implemented by AR 200–1, requires Army facilities to comply with applicable Federal, State and local pollution abatement standards. Pollution standards cover control of pollutants in the air, water, and terrain. Pollutants are produced by such things as, but not limited to liquids, gases, solid and hazardous waste, noise, radiation, and hazardous and toxic materials, including pesticides and herbicides.

c. Federal facilities will comply with both procedural and substantive pollution abatement regulations for air and water pollution control and for solid and hazardous waste management.

d. The garrison commander is responsible for the environmental survey including a UXO survey, and associated documentation of a proposed MILCON or NAF construction site before site selection. The IMCOM region director is responsible for certifying the site categorization. Preparation of environmental documentation and site survey is considered advance planning and will be funded from other than NAF or MILCON appropriations.

(1) When selecting a proposed site, the installation should consider locations that avoid unnecessary environmental remediation/costs.

(2) If a proposed project must be sited in a known environmentally sensitive area where an Army cleanup program has already cleaned to current or reasonably anticipated future land use, any additional mitigation or cleanup must be funded by the installation.

(3) Non-Army tenants on Army installations are responsible for funding environmental surveys and associated documentation of proposed MILCON/NAF construction sites where they are the user.

e. IMCOM is responsible for certifying site categorization. Sites are classified into the three following categories.

(1) *Category I*. There is no reason to suspect contamination will be encountered during construction.

(2) *Category II*. There is no known contamination; there remains some potential that contamination may be encountered during construction.

(3) *Category III*. The site is known to be contaminated or there is a strong suspicion contamination will be encountered during construction.

f. Known contamination. The installation is responsible for the necessary remediation/cleanup of known contaminants at a MILCON site. MILCON appropriations will not be used for the remediation of known environmental contamination. Where the project necessitates a change in land use, coordinate with HQDA to see if there can be an

exception to this policy. Installations will fund these environmental requirements unless specifically identified, authorized, and appropriate as part of the MILCON project, or unless environmental funds have been transferred to the MILCON project for that purpose.

g. If historical research of a prospective site indicates the possibility of the presence of ordnance and explosives, the site will be classified as a Category III site. Even though the site is classified as Category III, it may still be a feasible construction site because of the nature of the ordnance and explosives (for example, inert) or the capability to clear the construction site.

h. Detailed instructions for compliance with environmental documentation requirements are contained in AR 200–2. All MILCON projects require preparation of environmental documentation. The USACE design district may be requested to support installation environmental documentation efforts on a reimbursable basis.

i. Specific guidance regarding responsibility for the investigation, documentation, and remediation/cleanup efforts associated with environmental contaminants on MILCON sites is given in paragraph 1–40, above.

j. Exceptions to the funding guidance provided immediately above include:

(1) Procurement of Ammunition, Army funds will be identified for pollution abatement construction required to build or modernize Army ammunition plants.

(2) Minor construction projects within O&M limitations will be financed with O&M funds.

(3) Other funding exceptions may be granted by OSD.

k. In OCONUS areas, Army agencies and activities that construct or operate Federal facilities will ensure that the "final governing standards" approved by the appropriate unified command and issued by the DOD-appointed executive agent for the host nation are followed, and requests for new facilities or for changes to existing facilities (DD Forms 1391) will provide for such compliance. Pollution abatement construction projects in excess of the O&M limitations on minor construction projects will be proposed for funding with MCA appropriations. Status of Forces Agreements (SOFAs), treaties, or other international agreements that permit or require applicability of standards more stringent than those issued by the executive agent will be considered part of the environmental pollution control standards of general applicability in the host nation or jurisdiction. When appropriate, AR 200–1 will be used to supplement these environmental protection requirements in OCONUS.

E–3. Construction in waters, floodplains and wetlands

a. EO 11988 and EO 11990 restrict Federal activities in floodplains and wetlands.

b. During initial project planning, the installation will review project siting. If your project is located in a flood plain, or impacts waters of the United States, defined as lakes, rivers, streams, wetlands, and other aquatic sites, contact your local USACE district to determine if your project requires a section 404 permit. If the proposed work would occur in a waterway of the United States, which includes wetlands, the project must receive authorization from the USACE per section 1344, Title 33, United States Code (33 USC 1344). Analysis of practical alternatives to the siting of the project in a waterway of the U.S. may be required per Section 404(b) (1) guidelines prior to authorization. If the project involves work or structures in a navigable waterway as defined in the Rivers and Harbors Act of 1899 (RHA). If the proposed work would occur in a navigable waterway of the United States, and it could affect the course, condition or capacity of the waterway, the project must receive authorization from the USACE per section 10 of the RHA".

c. Federal activities that affect any land or water use or natural resource within a costal zone that is the subject of an approved State management program, must be consistent with the State management program promulgated 16 USC 1455, to the maximum extent practicable. Where the relevant State has an approved State management program, any costal actions requiring a Federal license will not receive the required Federal license or permit unless the State concurs with the application. (16 USC 1456(c) (3).)

d. Construction in foreign countries will be governed by SOFAs. However, EO 12114 requires all Federal agencies taking major Federal actions having significant effects on the environment outside the United States to comply with its procedures unless exempted under the terms of the Executive Order.

E–4. Preservation of historic properties and archaeological sites

a. The National Historic Preservation Act of 1966, Public Law 89–665 (PL 89–665), as amended, by PL 89–665 and codified at 16 USC 470 et esq. establishes:

(1) The national policy for preservation of historic properties.

(2) A National Register of Historic Places (NRHP) maintained by the Secretary of the Interior.

(3) Procedures for consideration and protection of properties included in or eligible for inclusion in the NRHP.

b. Detailed instructions for compliance with the historic preservation requirements are contained in AR 200–4.

c. With regard to archaeological sites within MILCON project site areas:

(1) Preparation of archaeological surveys and investigations associated with project development are considered advance planning and will be funded from other than MILCON funds.

(2) Protection or preservation of known or suspected archaeological objects or findings, gathering data, reporting, and similar tasks, will be accomplished before award of military construction contracts, when feasible, using other than

MILCON funds. However, Public Law 93–291 (Archeological and Historic Data Preservation Act) is codified at 16 USC 469 et seq., permits the use of up to one percent of the MILCON project program amount to protect, preserve, and mitigate damage to previously unknown archaeological objects or findings discovered during construction. This temporary protection will continue until such time as appropriate investigations and site clearances can be conducted by the installation using other than MILCON funds. This one percent of the project amount is also intended to be used for compensating the construction contractor for contractual impacts and delays resulting from discovery of previously unknown archaeological objects or findings during construction. Military construction projects will not be proposed for sites that contain known or suspected archaeological findings until those sites have been properly cleared of such objects or findings using other than MILCON funds.

E–5. Endangered species protection

The goal of the Army is to ensure that actions are not likely to jeopardize the continuing existence of threatened or endangered species, or result in adverse modification of the critical habitat of such species (see AR 200–1 and 16 USC 1531).

Appendix F
Authority for Approval of Changes to MILCON Projects Funded by MCA, UMMCA, USAHFPA, and AFH Appropriations

F–1. Changes associated with Military Construction, Army and Army Family Housing projects after budget lock

There are two types of changes associated with MCA, UMMCA and AFH projects:

a. Mandatory changes. Unavoidable changes required to provide a complete and usable facility. Such changes are caused by unforeseen factors discovered during design or construction (for example, design oversights and errors, mandatory criteria changes, construction site conditions, or unavailability of materials). These changes include those necessary for completion of the project; but not those justified by improved efficiency of operation, maintainability, function or appearance.

b. Discretionary changes. Changes not absolutely required to provide a complete and usable facility that meets operational requirements. This includes any criteria changes that are not mandatory for ongoing projects and changes that would improve the efficiency, maintainability, functionality, or appearance of the facility. Any change that is not necessary is considered discretionary. Table F–1 summarizes the approval authorities for changes to MCA, UMMCA, and AFH projects.

F–2. Approval of mandatory changes

Approval follows USACE command lines to HQDA and the Congress, as appropriate, for the funding authority required for mandatory changes.

F–3. Approval of discretionary changes prior to budget lock

An IMCOM region director may approve changes during concept design (35 percent) or parametric design (5–15 percent) to incorporate user requirements prior to budget lock for the OSD Budget Estimate Submission (1 August), as long as such changes meet the intent, scope, and cost approved by the CRRC. For mission projects, discretionary changes shall be coordinated with and concurred on by the appropriate ACOM, ASCC, and DRU before the IMCOM region approves any change. Discretionary changes that also require a waiver from an Army Standards or a Standard Design/Criteria will include all waiver request requirements outlined in App G.

F–4. Approval of discretionary changes after budget lock and prior to construction contract award

An IMCOM region director may approve discretionary changes, after budget lock and before construction contract award (but preferably before project advertisement), provided all conditions below are met. For mission projects, discretionary changes shall be coordinated with and concurred on by the appropriate ACOM, ASCC, and DRU before the IMCOM region approves any change. If any condition below is not met, the change must be approved by HQDA (DAIM–FD).

a. Such changes are in accordance with technical criteria (normally published in USACE technical publications or Army technical manuals) and Army standards (Standard Design/Criteria, and so forth.).

b. Such changes do not cause the CWE to exceed 95 percent of the PA.

c. Such changes are within the scope of the DD Form 1391 presented to the Congress with the Budget Justification and do not cause a change in the scope of the project.

d. Incorporation of such changes does not cause the scheduled award date to slip.

e. The total of discretionary changes does not cause any increase in the original design cost budget for the project.

f. Coordination and concurrence with the appropriate ACOM, ASCC, and DRU on mission projects.

g. A wavier approval has been granted if the change requested would effect either and Army Standard or a mandatory design element of a Standard Design/Criteria (see app G).

F–5. Approval of discretionary changes after construction contract award

All discretionary changes after construction contract award, including those related to sources of funding, will be submitted by an installation through the appropriate IMCOM region director to HQDA (DAIM–FD) for approval. The IMCOM region director will validate each such request prior to forwarding it to HQDA (DAIM–FD). Change request must include an approved wavier if the change requested would effect either an Army Standard or a mandatory design element of a Standard Design/Criteria (see app G). This includes IMCOM coordinating with the appropriate ACOM, ASCC, and DRU and receiving their concurrence. Where such approvals are granted, USACE will issue directive authorizations and funds to the appropriate USACE districts for implementation of those changes. All change requests submitted to HQDA (DAIM–FD) shall include a current CWE from the USACE district using the approved USACE CWE format.

F–6. USACE involvement in discretionary changes

The IMCOM region director and installation are required to obtain USACE district evaluation of proposed changes to include cost and time estimates and impacts. The USACE district evaluation and estimates, recommended source of funds, the current project CWE using the approved USACE CWE format, and a list of all known pending changes and claims not yet approved must be included as supporting documentation for any request. HQDA (DAIM–FD) may require USACE to provide additional technical review on requested changes. Funds for HQDA-approved changes will be issued by USACE to USACE districts at the time of approval. Where a change request involves a waiver to an Army Standard or a Standard Design/Criteria, the USACE Center of Standardization will be contacted to provide input and concurrence.

F–7. Relationship to Army approved Army Standards and Standard Design/Criteria

Any changes that would cause a deviation from an Army Standard or a mandatory design element in a Standard Design must be identified in the change request package. The change request package shall also contain a request for a waiver that will be processed in accordance with the procedures of the Army Facility Standardization Program (chap 9). If a waiver to an Army Standard or mandatory design element in a Standard Design/Criteria is not approved, that portion of the change request will also be disapproved, regardless of any other merits the change may provide.

F–8. Defense Health Program (DHP)

Any changes in design or construction in a MED MILCON project must be evaluated and be approved by USAHFPA or TMA as appropriate.

Table F–1.
Approval authority for military construction change management— MCA, UMMCA, USAHFPA, and AFH projects

Note: If a waiver from an Army Standard or Standard Design/Criteria is required, waiver approval from the Army Facility Standardization Committee or Subcommittee as described in Chapter 9 is required prior to approval at any Approval Authority level on the chart below.

Approval Authority	Design Changes (After Budget Lock)		Construction Changes including design changes to Design-Build contracts after award	
	Mandatory	Discretionary	Mandatory	Discretionary
USACE District	All changes IAW technical criteria, within approved scope, and within 95 percent of the approved PA.	No Approval Authority (Provides analysis to installations).	All changes IAW technical criteria and within HQDA/ USACE approved CWE and project scope. Forwards proposed changes that would cause the approved CWE to be exceeded.	No Approval Authority (Provides analysis to installations).
USACE Division	No Approval Authority. Evaluates and forwards to USACE.	No Approval Authority.	No Approval Authority. (Evaluates and forwards to USACE all changes that exceed the approved CWE.	No Approval Authority.

Table F–1.
Approval authority for military construction change management— MCA, UMMCA, USAHFPA, and AFH projects—Continued

Note: If a waiver from an Army Standard or Standard Design/Criteria is required, waiver approval from the Army Facility Standardization Committee or Subcommittee as described in Chapter 9 is required prior to approval at any Approval Authority level on the chart below.

Approval Authority	Design Changes (After Budget Lock)		Construction Changes including design changes to Design-Build contracts after award	
	Mandatory	Discretionary	Mandatory	Discretionary
USACE	Approves changes either not IAW technical criteria; or cause the project CWE to exceed PA by no more than 15 percent or $1.5M, whichever is less, in coordination with ACOM, ASCC, and DRU and DAIM–FD.	No Approval Authority.	Approves changes either not IAW technical criteria or cause the project CWE to exceed PA by no more than 15 percent or $1.5M, whichever is less. For all changes, directive authorization and funds will be provided to the USACE district upon approval of the change in coordination with DAIM–FD.	No Approval Authority
Defense Health Program (DHP) (for MED MILCON)	HFPA Approve all changes.	HFPA Approve all changes.	HFPA Approve all changes.	HFPA Approve all changes.
User and/or Installation	No Approval Authority.	No Approval Authority. (Initiates request through Installation to IMCOM region director).	No Approval Authority.	No Approval Authority. (Initiates request through Installation to IMCOM region director).
IMCOM Region Director	No Approval Authority.	Approves changes IAW technical criteria, and within 95 percent of the approved PA & approved scope in coordination with DAIM–FD (see para F–4).	No Approval Authority.	No Approval Authority.
HQDA and/or DASA–IH	Approves changes which are not within the approved scope, or that cause the project CWE to exceed PA by more than 15 percent or $1.5M, whichever is less.	Approves changes which are not IAW technical criteria, not within the approved scope, or which cause the project CWE to exceed the PA.	Approves changes which are not within the approved scope, or which cause the project CWE to exceed PA by not more than 25 percent or $2M, whichever is less.	Must approve all discretionary changes.
Congress	Not Applicable	Not Applicable	Approves changes that cause CWE to exceed PA by 25 percent or $2M, whichever is less.	Approves changes that cause CWE to exceed PA by 25 Percent or $2M, whichever is less.

Appendix G
Facilities Standardization (Military Construction, Army and Nonappropriated-Funded Construction)

G–1. Standardization

a. "Standardization" in Army facilities across all of our installations provides a sense of community, order, tradition, and pride in our facilities as our infrastructure becomes based on proven designs and construction features that consistently ensure our facilities serve the specific needs of the Army, meet the mandatory requirements established by functional proponents, and allow application of best practices learned in the repetitive use of proven designs and construction practices. Standardization allows specific guidance to be developed for the consistent use of approved

criteria through cost-effective resource investment instructions. Ultimately, standardization achieves a higher degree of sustainability, reliability, and efficiency in all of our facilities.

b. The overall objective of the Army Facilities Standardization Program is to provide quality facilities that consistently include the fundamental features, components, and criteria required by the Army for real property of the same facilities category code. Facilities constructed or undergoing major renovations will be accomplished in compliance with Army Standards and Standard Design/Criteria to achieve savings and benefits in planning, programming, design, construction, operation and maintenance of Army facilities. The specific tasks of the Army Facilities Standardization Program include, but are not limited to, the following:

(1) Set mandatory Army Standards for all facility types constructed or undergoing major renovation.

(2) Establish new and/or modify existing Army Facility Standard Design/Criteria for all facility types.

(3) Provide guidance on cost effective resource investment.

(4) Apply Army Standards and Standard Design/Criteria to the processes used to plan, program, build, and maintain sustainable, reliable, and efficient facilities.

(5) Improve early planning and simplified construction programming activities, to include the preparation of DD Forms 1391 and improved site planning thereby reducing the initial planning and design costs.

(6) Improve design quality, promote proven efficient designs, simplify planning charrettes, design, and project management, and increase flexibility to allow adaptability to future force structure changes.

(7) Minimize design waivers/changes, construction modifications, and long-term facility operation and maintenance costs.

(8) Respond to evolving functional requirements; regulatory and policy requirements; Federal mandates; lessons learned; and technological advances in materials, equipment, systems, and methods.

(9) Increase consideration of budgeting impacts resulting from changes in existing space utilization criteria.

(10) Increase customer satisfaction through better and more consistent functional and operational requirements and by establishing a sense of community, order, tradition, and pride in Army installations.

(11) Increased credibility with the Congress through more consistent construction program development.

G–2. Army Facilities Standardization Program

The Department of the Army Facilities Standardization Program is a formal process for developing Army Standards and Standard Design/Criteria that define the requirements and functional criteria for facilities that will be used in project programming, design, and construction for both new facilities and major renovations. Compliance with Army Standards and use of Standard Designs/Criteria are mandatory.

a. Army Standards are the immutable, unchanging, required facility elements and criteria that define the fundamental purpose and function of a facility's design and construction. Army Standards define the facility key components, features, and characteristics that must be included in the design and construction and/or major renovation of all facilities of the same type regardless of location, available funding, command preferences, or installation mission. They are criteria and/or performance based and usually narrative or tabular. The degree of detail depends on the type of facility. They are developed in coordination with the Army functional proponent for the applicable facility and approved by the Army Facilities Standardization Committee (AFSC). Local commanders cannot waive criteria established in an Army Standard. Installations may deviate from established Army Standards only by obtaining a waiver to specific criteria from the AFSC (see para G–4). Current Army Standards are maintained on the Army Installation Design Standards (IDS) Web site.

b. Standard Design/Criteria are developed to ensure the specific needs, criteria, and functionality required by the Army functional proponent for a specific facility type are consistently provided through the incorporation of applicable Army Standards and the judicious application of sound engineering principals in the design process. Standard Design/Criteria are drawings and/or written criteria that delineate space allocations, functional layouts, and basic configuration of a facility that must be used in developing design and construction drawings for a specific project. They include the mandatory criteria that must be included when adapting the design to specific sites. Standard Design/Criteria must be followed for the design, construction, or major renovation of all similar facilities but are developed to allow limited flexibility to meet the needs of local conditions. Standard Design/Criteria are implemented through the DA Facilities Standardization Program, are maintained by the designated Center of Standardization for that facility type, and are disseminated through the Army Installation Design Standards (IDS) Web site. Exceptions to the use of mandated criteria in a Standard Design/Criteria must be obtained from the Army Facilities Standardization Subcommittee (AFSC) (see para G–4).

c. Implementation instructions on the use of Standard Design/Criteria developed under the Army Facilities Standardization Program will be included in the design phase of site-specific projects through the HQ USACE design directive process and the 1391 Processor. Design Directives at the Design Code 1/2 /3 must include a statement that the design complies with the applicable Army Standards and the Facility Standard Designs/Criteria must be used where they exist for the facility type, unless the installation has obtained the proper waiver approval.

G–3. Management

The Army Facilities Standardization Committee (AFSC) is responsible for the overall Army Facilities Standardization program. It directs the activities of the Army Facilities Standardization Subcommittee (AFSS), the Facility Design Group (FDG), the Technology Standards Group, and the various Design Teams that develop and recommend the Army Standards and Standard Design/Criteria.

a. Army Facilities Standardization Committee. The ACSIM chairs the committee. Voting members include the Director, HQ Installation Management Command (IMCOM), and the Director of Military Programs, U.S. Army Corps of Engineers (USACE). The AFSC will meet at least quarterly to review and establish Army Standards and consider requests for waivers from specific Army Standards requested by Installations. The voting members of the AFSC review the actions of the Army Facility Standardization Subcommittee, provide guidance to the FDG and individual Facility Design Teams (FDTs), establish unique functional criteria for Army Standards, and direct additions, changes, or deletions from the Army Installation Design Standards (IDS).

b. Army Facilities Standardization Subcommittee. The Director, ACSIM Facilities and Housing Directorate, chairs this subcommittee. Voting members include the Deputy Director, IMCOM, and the Chief of Engineering and Construction, HQ USACE. The AFSS meets at least quarterly to review and approve Standard Design/Criteria, recommend Army Standards for AFSC approval, and set priorities for new Facility Standard Design/Criteria and Army Standards. The AFSS directs the activities of the FDG and the Technology Standards Group; oversees the budget for development of Army Standards, Standard Design/Criteria, and technology evaluations; establishes and monitors the activities of the various FDTs; adjudicates waivers requested by Installations to mandatory criteria of approved Standard Design/Criteria; and recommends additions, changes, or deletions from the Army Installation Design Standards (IDS).

c. Facilities Design Group. This group is comprised of ACSIM, HQ IMCOM, and HQ USACE representatives, and is responsible for ensuring execution of the Facilities Design Teams. The ACSIM Facilities Policy Division chairs the group. The FDG will meet as required, but at least quarterly, to review Facility Design Teams' progress, identify and prioritize requirements, and recommend Facility Standard Design/Criteria and Army Standards for presentation at scheduled AFSS and/or AFSC meetings. This group coordinates among ARSTAF, ACOM, ASCC, and DRUs, and Facility Design Teams providing them with the opportunity to participate in development and approval process of Standard Design/Criteria and Army Standards.

d. Technology Standards Group. This group is comprised of ACSIM, HQ IMCOM, and HQ USACE (ERDC) representatives, and is responsible for ensuring execution of the technology evaluations and the technology transfer program. The Technology Standards Group facilitates the adoption of emerging and proven technologies as Army Standards for use in new construction, major renovations, and overall Operations and Maintenance activities. The ACSIM Facilities Policy Division chairs the group. The Technology Standards Group will meet as required, but at least quarterly, to review the progress of technology evaluations; identify and prioritize requirements; leverage opportunities for technology transfer into MILCON and OMA projects; and recommend Army Standards for presentation at scheduled AFSS and/or AFSC meetings. This group coordinates among ARSTAF, ACOM, ASCC, AND DRUs, and evaluation teams to ensure their participation in the development and approval of Army Standards for appropriate technology in Army facilities. Generally, Army Standards developed by the Technology Standards Group are applicable across many facility types.

e. Facility Design Team. The AFSS establishes an FDT for each facility type, or group of facility types, to be standardized. Specific working teams may be established as necessary within each team to address specific elements, or geographical and regional variations of the facility type. Members may include representatives of offices on the ARSTAF, subordinate commands, Army installation using organizations, and other activities involved with the type of facility. Each FDT is co-chaired by a representative from the ACSIM and a representative from the ARSTAF element and/or ACOM, ASCC, and DRU that are the proponents for the facility types, or by Army functional and operational experts designated by the ARSTAF and/or ACOM, ASCC, and DRU proponent. Each team includes a designee from the assigned USACE Center of Standardization (COS). The FDT recommends the Army Standards for the required facility type to the AFSC. The Army Standards functional requirements for the facility are independent of the construction methods used (for example, modular or traditional MCA). The team develops flexible/adaptable standards that accommodate an evolving force structure and changing functional requirements. When the Army Standards are approved by the AFSC, the FDT can then fully develop the complete Standard Design/Criteria. The FDTs conduct coordination among the ACOM, ASCC, and DRUs, ARSTAF, IMCOM, and USACE. These teams are also responsible for coordinating functional, and technical feedback, and resolving conflicts. Normally, the FDT will present the recommended Army Standards for updates or approval by the AFSC at 35% completion of the Standard Design/Criteria. The package of Army Standards and Standard Design/Criteria and possible modifications to the Army Standards will be completed and approved within 18 months. Standard Design/Criteria development must include an estimated unit cost of a facility constructed that meets all of the Army Standards and Standard Design/Criteria elements. The package must also include a statement on the effects this new data will have on Army Space Criteria.

f. Centers of Standardization. The COS is the USACE element assigned to assist the FDT in the development of specific Army Standards and Facility Standard Designs/Criteria. Specifically, the COS represents the architectural, engineering, and construction perspectives in the development and use of facility Army Standards and Standard Design/Criteria. Once a facility Standard Design/Criteria is established, a Center of Standardization tracks and monitors the use

of the standard, evaluates the standard for technical sufficiency and responsiveness to user requirements, and provides technical support to other design agencies, on a reimbursable basis, for assigned facility types, as required. Specifically, the COS will:

(1) Participate in the development of the Standard Design/Criteria, and associated Army Standards, in consultation with HQDA (DAIM–FD), HQ IMCOM, the Army facility proponent, ACOM, ASCC, and DRU, and others on the FDT.

(2) Participate in planning and design charrettes for designated facility types to ensure consistent application of criteria, and to validate scope and cost.

(3) Review and endorse, or return with comments, installation waiver requests to Army Standards and Standard Design/Criteria.

(4) Review project and site-specific design documents for compliance with facility Standard Design/Criteria requirements.

(5) Maintain historical database of standard design uses to include Fiscal Year, Project Number, and location.

(6) Maintain a lesson observed/learned system to provide meaningful, detailed information on application of Army Standards and Standard Design/Criteria for use in recommending adjustments to the standards and/or assist installations and design districts in the application of the standards to their project.

(7) Attend post occupancy evaluations to ensure that construction meets Army Standard and Standard Design/Criteria.

(8) Ensure that the design and construction of projects comply with approved Army Standards and Standard Design/Criteria.

G–4. Waivers

Installations can request a waiver from an existing Army Standard or Standard Design/Criteria as outlined below. The status of waiver requests will be tracked electronically on the Army IDS Web site.

a. Waiver request documentation must include:

(1) Waiver request memorandum signed by the garrison commander.

(2) Explanation of situation and justification for why waiver is required (for example explain the unique functions or organization's mission and equipment requirements that make it infeasible to use the Army Standard or Standard Design/Criteria features).

(3) Square footage deviations must be clearly explained and justified.

(4) Installation level proponent concurrence/coordination.

(5) COS coordination/recommendation.

(6) Cost and scope impacts (design and construction) on project.

(7) Time impacts

(8) IMCOM Region recommendation.

(9) Appropriate ACOM, ASCC, and DRU concurrence (if applicable).

(10) Supporting graphics (optional).

b. Waiver to an Army Standard. All voting members of the AFSC must approve any waiver to an Army Standard in accordance with the following procedures.

(1) The request is initiated by the installation, facility user/owner, or USACE Design District. USACE Center of Standardization (COS), in coordination with the Facility Design Team (FDT), advises Garrison Commander whether a waiver is required for a specific project. The Garrison Commander submits the waiver request to IMCOM Region. Special installations submit waiver requests to their ACOM, ASCC, and DRU Engineer Office.

(2) The IMCOM Region, in coordination with the applicable ACOM, ASCC, and DRU (for Mission projects), reviews and either recommends approval of the request to HQ IMCOM or returns the request to the installation for further action.

(3) HQ IMCOM, or ACOM, ASCC, and DRU responsible for special installations, reviews the waiver request. If HQ IMCOM or the ACOM, ASCC, AND DRU do not support the waiver request, the request is returned to the installation without action. Otherwise, HQ IMCOM or ACOM, ASCC, and DRU will forwarded the request to the appropriate Facility Design Team (FDT) co-chairs. The FDT co-chairs will coordinate with HQDA (DAIM–FD) to assess the impact of waiver on scope, schedule, and cost to the MCA project (including additional planning and design costs). The FDT also ensures that the Army functional proponent supports the waiver. The FDT co-chair presents waiver request through the AFSS to the AFSC.

(4) The installation will be advised of the decision of the AFSC as soon as possible through the IMCOM chain of command or appropriate ACOM, ASCC, and DRU. The COS will assess approved waivers for possible permanent change to the Army Standard.

c. Waiver to a Standard Design/Criteria: All voting members of the AFSS must approve a waiver to the mandatory features of Standard Design/Criteria and Criteria. In addition, AFSS approval is required for any adjustment from the Standard Design/Criteria that involves modifying the square footage of the project more than 5 percent of the building

gross square feet (GSF) or more than 500 GSF, whichever is less, even if the change is to non-mandatory features of the design. Other features of Standard Design/Criteria can be waived by the COS, in coordination with the FDT. The following procedures will be followed for Standard Design/Criteria waivers.

(1) The COS, in coordination with the Design District and the appropriate FDT, advises the Garrison Commander whether a Standard Design/Criteria waiver is required for a specific project. The Garrison Commander submits the waiver request to the appropriate IMCOM Region. Special installations submit waiver requests to their ACOM, ASCC, and DRU Engineer Office.

(2) The IMCOM Region, in coordination with the applicable ACOM, ASCC, and DRU, reviews and either recommends approval of the request to HQ IMCOM or returns the request to the installation for further action.

(3) HQ IMCOM, or ACOM, ASCC, and DRU responsible for special installations, reviews the waiver request. If HQ IMCOM or the ACOM, ASCC, and DRU do not support the waiver request, the request is returned to the installation without action. Otherwise, HQ IMCOM or ACOM, ASCC, and DRU will forwarded the request to the appropriate Facility Design Team (FDT) co-chairs. The FDT co-chairs will coordinate with HQDA (DAIM–FD) to assess the impact of waiver on scope, schedule, and cost to the MCA project (including additional planning and design costs). The FDT also ensures that the Army functional proponent supports the waiver. The FDT Co-chair presents waiver request to the AFSS.

(4) The installation will be advised of the decision of the AFSS as soon as possible through the IMCOM chain of command or appropriate ACOM, ASCC, and DRU. The COS will assess approved waivers for possible permanent change to the current Standard Design/Criteria.

d. Waiver Requests submitted after construction start (including the contractor's design phase in a Design-Build contract).

(1) Any waiver to an Army Standard or Standard Design/Criteria after the award of a construction contract will be treated as either a mandatory or a discretionary change and will be submitted IAW Appendix F. The waiver may also be included as part of a larger change request that contains items not associated with the waiver (that is, multiple change requests submitted in one package).

(2) Waivers requests to Army Standards or Standard Design/Criteria submitted as a part of a construction change package will be reviewed, and coordinated with the FDT and FDG IAW the procedures outlined in this appendix. However, review by the AFSS and AFSC will be accomplished in an expedited manner. The change request will be concurrently reviewed for technical merits, and coordinated with the approval authority IAW Appendix F. Upon approval of both the waiver package and the change request, HQDA (DAIM–FD) will inform USACE, and USACE will issue directive authorizations and funds to the appropriate districts for implementation of those changes.

(3) The goal is to minimize the need for waivers after construction. Accordingly, besides the documentation required in paragraph a above, all waivers submitted after construction must provide detailed explanation for why the waiver could not be submitted prior to construction, lessons learned, impacts to construction schedule, and a cost-benefit analysis.

Appendix H
Specific Facility Guidance (MCA and NAF Construction)

H–1. Army Reserve and Army National Guard facilities on Army installations

a. At active, semi-active and inactive installations, capital improvements needed to meet mobilization requirements are programmed, budgeted, and funded by the Active Army when it is the proponent. At installations where facilities are jointly used by the Active Army, Army RC, or Army National Guard (ARNG) components, capital improvements to meet training requirements are normally funded by MCA or other Active Army sources. Army Reserve or ARNG components will fund construction of facilities for which they are the sole user, based on their specific regulations and requirements.

b. If active military forces must displace or relocate permanently housed units or activities of USAR or ARNG components that are not mobilized, the active military forces will provide replacement facilities equal to those from which the units or activities are removed.

H–2. Information Processing Centers (IPCs) and Information Systems Facilities (ISFs)

a. Collocation will be considered for projects to house IPCs and ISFs. Collocating emergency operations centers with IPCs and ISFs will be evaluated.

b. Construction of IPCs and ISFs will be programmed only after HQDA (SAIS) approves the requirement per AR 25–1, AR 70–1, and DA Pam 70–1.

H–3. Explosives, toxic chemicals, and ammunition facilities

a. The Department of Defense Explosives Safety Board (DDESB) must review and approve site layout and design

of new facilities or major alterations to existing facilities for manufacturing, handling, transporting, storing, maintaining, or testing military explosives, toxic chemicals, or ammunition. Site layout and design of other facilities exposed to risks from hazardous material must also be approved by the DDESB. Exemptions to DDESB standards may be authorized per AR 385–64. Normally, exemptions will be granted only under the following conditions:

(1) When immediate corrective measures are impractical.

(2) Where impairment of the overall defense posture would result.

(3) When positive programs for eventual elimination of the exemption's need are being pursued.

b. The using agency will forward site plans, through command channels, to DDESB. Data specified in AR 385–64 will be included in the submittal. DDESB will provide preliminary site approval based on this submission. The designing agency, with the assistance of the using agency, will prepare all data required and provide it to the garrison commander for submission through command channels to DDESB for approval before the concept design review (35 percent design) or the parametric design review (10–15 percent design). Before final design can begin, DDESB final approval must be forwarded by the garrison commander to the design agent, with copies to USACE, the appropriate IMCOM region director, and the using agency.

H–4. Hazardous waste storage facilities

The construction of hazardous waste storage facilities on Army installations is discouraged unless no other feasible option exists (see AR 200–1).

H–5. Unaccompanied personnel housing and guest housing

a. The UPH program provides for new construction and revitalization of existing substandard UPH (upgradeable) facilities to adequate UPH facilities.

b. UPH may be modernized to approach new construction criteria when justified by long-range manpower strengths, adequacy standards, and the physical condition of facilities. Decisions between modernization and new construction in the MILCON program will be based on the results of a life cycle cost economic analysis per AR 11–18.

c. Modernization projects at installations whose UPH utilization rate is below 90 percent will be intensively reviewed before being accepted for inclusion in a budget request.

d. Projects to restore to UPH facilities diverted from UPH use to other uses will identify the number of enlisted living spaces and the amount of square footage recovered as well as other uses the recovered space was put to during its diversion.

e. Section 2856, title 10, United States Code (10 USC 2856) requires the SECDEF to establish maximum allowable net square feet per occupant for new permanent barracks. Instructions are provided in TI 800–01 (TI).

f. UPH projects will be supported by current AHRP procedure documentation.

g. In accordance with DODI 1015.12; AR 420–1, chapter 3; and AR 215–1, in the absence of appropriated funds, category A lodging will be constructed consistent with the Army Lodging Wellness Program priorities.

H–6. Community facilities

a. Army policy on morale, welfare, and recreational (MWR) facilities is contained in AR 215–1.

b. Public schools on Army installations in the fifty states, the District of Columbia, Puerto Rico, Guam, American Samoa, and the Virgin Islands will be programmed from Army MILCON. DOD will program dependent school facilities overseas under the Defense Agencies Title of the Military Construction Acts.

c. Community facilities, such as physical fitness facilities, youth centers, pools, and community centers integral to a Family housing area and serve only these residents and their guests will be programmed within the AFH appropriation.

d. Commissary, exchange, and certain MWR facility construction will normally be funded from revenue generated by these operations. Use of MILCON funds will require special justification based on activation of a new installation or loss of an existing facility, as a result of transfer to Active Army use for other purposes.

(1) When an installation offers a site for a NAFCP project, it means that the site is no longer required for other mission or BASOPS related functions. All improvements to and contamination within that site will be removed before it is released for such other purposes.

(2) Appropriated funds (.M0000 Account) will be used to fund demolition and removal of existing site improvements down to six inches below grade; and site contamination (to include UXO) in accordance with applicable Federal, State, and local environmental laws in the U.S., and Status of Forces Agreements and host country environmental laws at OCONUS locations. Site improvements to be removed with ".M0000" Account funds will be as identified and agreed upon between the NAF program manager for the facility and the garrison commander or his authorized representative.

(3) Nonappropriated funds and commissary store surcharge funds will be used for relocation of utility mains running through the site, and removal of site improvements as agreed upon by the NAF program manager for the facility and the garrison commander or his authorized representative.

(4) Appropriated funds (".L0000" Account or MILCON, as appropriate) will be used to fund access roads, curbing, parking lots, and utilities that contribute to overall installation development, in accordance with the installation RPMP.

Such utilities will be sized to meet the needs of future projects. However, access roads, curbing, and utilities that serve only NAF or commissary store surcharge funded facilities will be funded from NAF or commissary store surcharge funds, respectively.

e. The U.S. Postal Service will provide CONUS postal service facilities in accordance with sections 401 et seq, title 39, United States Code (39 USC 401 et seq). OCONUS postal service facilities may be funded with MCA funds.

f. All MWR community facilities, funded from MILCON appropriations, require commercial market research and analysis and needs analysis as specified in AR 215–1, in addition to the normal documentation requirements for MILCON projects.

g. Religious facilities will be funded from MILCON appropriations. The needs analysis will be based on the TI 800–01, population served, and commander's master religious program.

H–7. Aviation, operational, and training facilities

a. Army aviation facilities will be planned for in coordination with the Federal Aviation Administration and the U.S. Army Aeronautical Services Agency, MOAS–AI, and will be included in the IMCOM region director-approved RPMP.

b. OCONUS U.S. Army Intelligence and Security Command operational facilities will be collocated with other DOD security facilities when practical.

c. Training ranges and outdoor maneuver areas will be planned according to AR 350–19 and FM 25 series guidance.

H–8. Research, development, test, and evaluation facilities

RDTE facilities (FAC Class 300 series) can be constructed with MILCON or RDTE funds following the business processes contained in this regulation. Medical Research Laboratories (FAC Class 310 60) can also be constructed with MED MILCON funds following the business processes contained in this regulation.

H–9. Supply and storage facilities

a. Supply facilities. Programming for facilities to receive, store, preserve, and issue materials in the Army supply system will be justified per AR 750–1 and this regulation. Hazardous materiel facilities will be justified per AR 750–1.

b. Special weapons storage facilities. Special weapons storage facilities will be planned as follows:

(1) Consider modification of conventional storage and maintenance facilities.

(2) Locate facilities on or next to existing military installations. Ensure locations are consistent with operational requirements and economic and engineering considerations. Avoid undue target buildups.

c. Nuclear weapons storage.

(1) Facilities intended mainly to store and maintain nuclear weapons will conform to the criteria in the following publications:

(a) AR 50–5.

(b) AR 190–13.

(c) AR 385–64.

(d) TM 39-series.

(2) Facilities in areas not under U.S. control will conform to any restrictive understandings or agreements with the host nations.

H–10. Maintenance and hardstand facilities

a. Maintenance facilities. Maintenance facilities for tracked and wheeled vehicles (FAC 214) will be planned according to information contained in the Facility Planning System (FPS).

b. Hardstand facilities. Space allowances for shop hardstands (FACs 123, 214, and 442) will be planned in accordance with the FPS.

H–11. Defense Access Road Program

Defense Access Road Program (DARP) actions will be initiated as soon as new facility requirements or installation mission changes are identified, if the changes are likely to cause a significant impact that requires public highway construction improvements.

H–12. Utilities, roads, parking areas, and site improvements

Utilities; roads; parking areas; and site improvements, to include landscape plant material, turf, seeding, screening, and erosion control requirements, will be programmed as MILCON at the same time as construction of primary facilities to prevent shortages when new facilities are completed. Further, the cost of such items will be included in the MILCON funding request for the facility.

H–13. Utilities in phased construction projects

When planning and programming a phased construction project, the first phase will include all utility work related to

those utilities where fragmentation of utility replacement could cause hazards to health and life safety. Where such utility systems will be Government owned, funds will be programmed to:

a. Perform complete utility construction (for example, electrical, gas, water, and so forth) for each utility in the first phase of a phased construction project.

b. Remove a section of all such utility lines that are to be abandoned in place at a location adjacent to the cutoff point, to ensure complete disconnection from all sources of supply.

c. Remove portions of such utilities that would otherwise be abandoned in place beneath new structures, to preclude accidental entry of hazardous materials into those structures.

H–14. Coordination of Army developments with other government organizations

a. AR 210–20 requires Federal agencies to cooperate with State and local governments in the evaluation, review, and coordination of Federal programs and projects. In developing MILCON projects and programs, follow procedures contained in AR 210–20.

b. Per the National Capital Planning Act of 1952 (codified as 40 USC 8701 et seq.), the RPMP and designs for proposed construction projects in the NCR must be submitted to the National Capital Planning Commission for appropriate reviews and approvals. Per Public Law 61–181 (codified as 40 USC 9101 et seq.), similar submissions must be made to the Commission of Fine Arts for comment and advice. Specific guidance for submissions to these organizations is contained in UFC 2–000–01.

H–15. Sustainable design and development

Sustainable design and development (SDD) is the systematic consideration of current and future impacts of an activity, product, or decision on the environment, energy use, natural resources, the economy, and quality of life. It is Army policy that the concept and principles of SDD shall be incorporated into installation planning and infrastructure projects. Sustainable design principles and practices will be integrated into the design, development, and construction of each project, and reflected in all DD Forms 1391 in accordance with the provisions of EO 13423 and Army SDD policy. All Army facility projects will meet the Army SPiRiT rating during programming, design, and construction.

H–16. Energy Policy Act of 2005

The Energy Policy Act of 2005 (EPACT), Section 109, (PL 109–58) sets new energy performance standards for Federal buildings, as a mater of law. These standards must be included in the MILCON programming and design. Associated costs to meet these new standards will be included in the DD Form 1391. Some specific requirements of EPACT are—

a. New facilities are to be designed to achieve energy consumption levels that are at least 30 percent below the levels established in the current version of the ASHRAE Standard 90.1 or the International Energy Conservation Code, as appropriate.

b. All equipment going into new or renovated facilities must be Energy Star rated or on the Federal Energy Management Program (FEMP) approved list.

c. All new facilities constructed or renovated shall be metered for all utilities using advanced meters as defined by FEMP.

d. Sustainable design principles are applied to the siting, design, and construction of all new and replacement buildings.

e. All new Army facilities must achieve the LEED–NC SILVER rating criteria for sustainable design

H–17. Energy conservation measures

Managers in the project development and acquisition process will ensure that energy efficiency of buildings, building components, and utilities systems is considered at all phases of project development. The most energy efficient design, based on least life cycle cost and operational requirements, will be used. All energy conservation measures determined to be life cycle cost effective, per 10 CFR 436, will be implemented in all new facilities and modernization of permanent existing facilities.

H–18. Renewable energy cost provisions

Solar (active, passive, and photovoltaic) and other renewable forms of energy will be considered for all MILCON projects. If life cycle cost effective, solar or other renewable forms of energy considerations will be included in program documents and in the construction. (Cost of including renewable energy provisions in construction contracts will be shown on DD Form 1391 and in the concept design (35 percent), parametric design (5–15 percent), and later cost estimates when feasibility has been ascertained.)

H–19. Mitigation of seismic risks

a. New facilities and additions to or extensions of existing facilities will be designed to provide the level of seismic protection required by UFC 1–200–01, Design, General Building Requirements, and UFC 3–310–03A.

b. For specific requirements on seismic evaluations, exceptions, rehabilitations, and new work requirements, see chapter 5, "Buildings and Structures".

H–20. Occupational safety and health

AR 385–10 requires that Occupational Safety and Health Act (OSHA) criteria be followed during planning and development of new facilities or upgrading of existing facilities. When workplace safety features are required in industrial, commercial, maintenance, and other facilities to comply with OSHA requirements, the cost to upgrade or modernize will be included in the cost of any construction project.

H–21. Antiterrorism protection measures

a. Antiterrorism protection measures will be provided in accordance with DOD AT Construction Standards (see DODD 2000.12, DODI 2000.16, and UFC 4–010–01 (DOD Minimum Antiterrorism Standards for Buildings 8 April 2002)). These standards include minimum construction requirements that must be incorporated into inhabited (as defined by these DOD standards) Military Construction (MILCON), Nonappropriated-Funded Construction Project (NAFCP), and Public Partner Venture (PPV) projects, regardless of the findings of a risk and threat analysis, as well as additional measures to be taken to mitigate specific concerns identified in the risk and threat analysis (see UFC 4–020–01FA and DA Pam 190–51). Operational measures must also be considered in the threat mitigation program for each project.

b. To ensure that AT construction requirements for each project are identified, the installation Director of Plans and Training (DPT), or equivalent, Provost Marshal or Security Officer, and the Force Protection Officer, along with the DPW, will be fully involved in the facility planning, programming, budgeting, and review process.

c. Antiterrorism protection requirements for MCA, UMMCA, and AFH projects designated as Mission Essential and Vulnerable Areas, identified as high probability risk targets, or frequented by personnel designated as mission-critical or high-risk personnel, will be coordinated with the installation DPT, and reviewed by the installation Force Protection Committee (FPC). Measures incorporated in such projects to address AT requirements will not be deleted during the design process without coordination with the installation DPW, DPT, and Provost Marshal.

d. All DD Forms 1391 must include certification by the installation DPW, Provost Marshal or Security Officer, and Force Protection Officer that security and AT measures have been addressed. Further, the cost and scope of effort associated with AT measures as well as the risk and threat analysis must be specifically identified and addressed in the project documentation.

H–22. Barrier-free design

a. Facilities will be barrier-free, with as few obstacles (for example, doors, elevation, grade changes) as possible. The Architectural Barriers Act of 1968, Public Law 90–480 (PL 90–480), requires certain Army facilities be accessible to and usable by disabled individuals. These provisions will be part of the project cost. Only facilities operated and used solely by able-bodied military or civilian personnel, or where great hazards exist, may be exempt from this requirement.

b. Department of Defense policy requires that, in addition to meeting the Uniform Federal Accessibility Standards (UFAS) requirements, the Americans with Disabilities Act Accessibility Guidelines (ADAAG) requirements that provide equal or greater accessibility than those of the UFAS must also be met in the facilities subject to UFAS.

c. Army buildings and facilities involving new construction, additions, or alterations worldwide, which are open to the public, or which may be visited by the public will be accessible to disabled individuals. This includes MWR facilities, other NAF facilities, or any facilities where civilian workers may be employed. Every building and facility should be designed to ensure such accessibility unless the facility is restricted to use by able-bodied military and civilian personnel, or classified as a facility housing hazardous occupations.

d. At least 5 percent of the total military Family housing inventory, guest housing inventory, and Army Lodging constructed since 7 August 1984 (no less than one unit of each) of an installation will be designed and built to be either accessible, or readily and easily modifiable to be accessible, to disabled individuals.

e. TI 800–01 provides implementing instructions for UFAS and ADAAG. If a waiver to the UFAS or ADAAG criteria is needed, a waiver request including sufficient data to analyze the request will be submitted to HQDA (DAIM–FD). Waivers will be granted only in extraordinary circumstances.

H–23. Permanent signs

The cost of interior and exterior permanent signs to identify new facilities or areas having constant or fixed use will be included in the project. Traffic signs and markings required due to alterations, extensions, and additions to road networks or paved areas will be included in the project cost.

H–24. Radon mitigation

Radon mitigation techniques will be incorporated in construction plans to prevent excessive radon migration into new structures (see AR 200–1 for additional information).

H–25. Fire protection

Fire protection will be provided for facilities per TI 800–01 and UFC 3–600–01 (Design: Fire Protection Engineering for Facilities). Special fire protection features provided solely to protect user-provided equipment housed or stored in a facility (that is, flight simulators, computer equipment, and similar items), and not required to provide fire protection for the facility itself, will be funded by the user.

H–26. Use of fiber optics cable for military construction projects

For new cable runs, excluding AFH projects, optical fiber and twisted pair cable for both the outside plant and building premises will be installed per A3I standards. This includes cable from the main distribution frame, through intermediate distribution frames, to the communications distribution room. Fiber optic cable will be installed to the outlet during construction if the user, or proponent, has a validated current requirement for fiber optic connectivity.

H–27. Host Nation-Funded Construction Program

a. It is DOD policy to actively seek host nation support for DOD construction requirements in the Facilities Improvement Program in Japan (JFIP), the Combined Defense Improvement Program (CDIP) in Korea, Republic of Korea Payment In-Kind Projects (PIK) in Germany, or like programs before MILCON funds are requested. If host nation funding is denied or will not satisfy U.S. requirements soon enough, or if there are other compelling reasons to proceed, the U.S. MILCON program will be the acceptable funding source. (Refer to AR 415–32 for additional guidance.)

b. A project funded by the host nation may not be included in the MILCON budget. (If necessary, a project to be funded by a host nation may be included in programs submitted to the Congress for the purpose of obtaining authorization.) Programming of projects in both MILCON programs and Host Nation-Funded Construction (HNFC) Programs is only authorized beyond the first 2 years of the current POM.

c. HNFC Program projects will normally be designed and constructed to meet U.S. MILCON program criteria and standards for reliability, maintainability, functionality, personnel health, safety, and environment. For Host Nation-funded construction, the procurement and installation of Information System items listed in Table 4–1 as ISC funded shall programmed by the appropriate activity. Pollution abatement procedures at Federal facilities outside the U.S. will be implemented per AR 200–1, and the final governing standards developed by the DOD-appointed executive agent for the host nation.

d. U.S. MILCON projects will be programmed to complement host nation funded projects, as required, to provide for total usable facilities.

e. DOD components and military departments will submit plans for host nation funded projects or modification of fixed or movable ammunition and explosives facilities to the DDESB for review and approval. Projects that may be affected by proximity to such explosive and ammunition operations are also subject to this approval process.

H–28. Burden sharing and overseas relocation contributions by other nations

The SECDEF may accept cash contributions from other nations for military construction projects of the DOD under provisions of 10 USC 2350j for Burden sharing contributions, and 10 USC 2350k for Overseas Relocation contributions.

a. Authorization for military construction. Contributions credited to an appropriation account of the DOD may be used:

(1) By the SECDEF to carry out a military construction project that is consistent with the purposes for which the contributions were made and is not otherwise authorized by law; or

(2) By the Secretary of a military department, with the approval of the SECDEF, to carry out such a project.

b. Notice and wait requirements. When a decision is made to carry out a military construction project under either of these provisions, the SECDEF shall submit a report to the congressional defense committees explaining the need for the project, the then-current estimate of the cost of the project, and a justification for carrying out the project under that provision.

c. The SECDEF or the Secretary of a military department may not commence a military construction project under this provision until the end of the 21-day period beginning on the date on which the SECDEF submits the report to the Congress regarding the project or, if earlier, the end of the 14-day period beginning on the date on which a copy of the notification is provided in an electronic medium pursuant to section 480, Title 10, United States Code (40 USC 3131, et seq.).

d. Administrative and notification requirements and responsibilities are described in DOD 7000.14–R, Volume 12, Chapter 24.

H–29. Vending facility program for the blind on Federal property

AR 210–25 implements sections 107 et seq., Title 20, United States Code (The Randolph Sheppard Act (20 USC 107, et seq.)) and presents Army policy for the blind vending facility program. If there is construction, substantial alteration, or improvement of Army facilities, satisfactory sites will be provided for the blind to operate vending facilities. Based

on negotiations between the installation and the State licensing agency, the installation will define the functions or requirement. This will include space, locations, and other aspects. The cost of these provisions will be part of the project cost.

H–30. Relocation of an operation incident to a MILCON project

a. Permanent or temporary relocation. When MILCON projects require operations to be relocated permanently or temporarily, the cost of relocation and of providing austere but adequate accommodations may be funded by MILCON appropriations as follows:

(1) Permanent relocation of an operation from a facility to be altered or demolished.

(2) Temporary relocation of an operation from a facility to be altered or demolished for construction site clearance, with later return to the altered or replacement facility.

b. MILCON funding limitations for relocation:

(1) Under the condition described in subparagraph a(1) above, only the costs of initial transfer and relocation of operations will be chargeable to the project.

(2) Relocation costs will be included on DD Form 1391 as a separate line item under Primary Facilities. Relocation items will be described and a justification and explanation included.

(3) The relocation will not interfere with execution of the approved installation RPMP.

(4) Only minimum provisions may be made for a displaced operation in a temporary location. The following costs are authorized:

(a) Cost for removing and returning the operation to its permanent location and placing it in an operating condition.

(b) Cost for restoring the interim facility to its original condition.

(5) Recurring costs of operating at a temporary location are not chargeable to the project but to the appropriate O&M accounts.

(6) When an operation is relocated, only existing equipment (or its equivalent) will be relocated and installed in the interim facility, and returned and reinstalled in its permanent location.

H–31. Manufactured or pre-engineered buildings

Many types of facilities can readily be constructed using totally manufactured or pre-engineered components and systems. These alternatives offer potential savings by reducing labor requirements at the construction site. However, an important factor in determining the degree of economy gained is the number of competing manufacturers and their proximity to the construction site. The economic analysis for this type of construction will not differ from that for permanent type construction.

H–32. Relocatable buildings

a. Relocatable buildings may be included in an MCA project when:

(1) The projected need for the facility is less than 3 years after the program year. Overseas missions have an undetermined lifespan.

(2) Total cost of construction exceeds authorized limits for O&M funded construction.

b. Classification of relocatable buildings as equipment rather than real property is described in chapter 6.

c. An economic analysis comparing the total life cycle cost of an austere permanent facility with the total life cycle cost of the proposed relocatable facility will be completed. The following conditions will apply to the life cycle cost analysis:

(1) Assume the functional life of the permanent building or the expected life of the installation to be 25 years. If the life of the installation is unknown, use 15 years for overseas installations and 25 years for CONUS installations.

(2) Assume the functional life of a relocatable building to be 15 years.

(3) Total life cycle cost of the relocatable building will include a move to the nearest operational installation of the IMCOM region director at the end of 5 years. Include the total cost for disassembly, transportation, and reassembly.

(4) Compare the total cost for each alternative at the end of 15 years or when the installation is expected to be terminated, whichever is sooner. A relocatable building will be programmed if, at that point, its total cost is equal to or less than that of an equivalent permanent building.

H–33. Construction of field offices

a. It is Army Policy that field office facilities be funded by the sponsor of the construction work. Waivers or exceptions to this policy must be approved by DASA (IH).

b. On military installations, the USACE district commander, or his or her agent will request, in writing, suitable facilities (specifying what facilities are needed) from the garrison commander. The garrison commander will provide such facilities for the conduct of USACE operations, if available. If suitable facilities are not available, acceptable alternatives for providing them are as follows:

(1) When facilities are available that can be made suitable, necessary improvements may be provided for in one of

two ways: (a) the garrison commander may initiate a minor O&M project to upgrade the facilities; or (b) the upgrade may be included in a DD Form 1391 for the project to be supported.

(2) If the garrison commander cannot provide facilities, temporary facilities may be identified as a requirement in the DD Forms 1391 in one of two ways: (a) temporary office space (for example, trailers, and other facilities) may be provided under the construction contract on-post, under conditions and siting mutually approved by the installation and the USACE district commander; or (b) when no on-post accommodations can be made available, temporary facilities may be provided in the construction contract by off-post rentals.

(3) In cases where the construction mission at or near the installation has sufficient economic justification, the construction of a suitable, permanent facility on the installation is permitted. Provisions for constructing such a facility on the installation may be included in the DD Form 1391 by mutual agreement between the garrison commander and the USACE district commander, or USACE may program a separate MCA or UMMCA project.

H–34. Shelters or other facilities for smoking

Use of MILCON funds for construction of shelters or other facilities for smoking is not authorized.

H–35. Transfer of completed work to the garrison commander

a. After a construction project is completed, the USACE district will prepare a DD Form 1354, per Unified Facility Criteria (UFC) 1–300–08, to formally transfer the completed work to the garrison commander and provide that DD Form 1354 to the DPW on the day the user beneficially occupies the premises. The USACE district will provide the DPW the as-built drawings, warranties, and operational manuals not later than 60 days following the beneficial occupancy date. The USACE role as outlined here is the role of the NAFCP.

b. Transfer to the garrison commander will be accomplished as follows:

(1) Joint inspection of completed work. Upon receipt of written notice from the USACE district that a project is ready for use, the garrison commander, using service (tenant) and USACE district representatives will jointly inspect the facility or portion of the completed facility. All known major construction deficiencies will be corrected before this inspection. This inspection will also include a concurrent review of as-built drawings, project cost data, and data for real property records. Written notice of the joint inspection will be forwarded to the IMCOM region director, the operating agency commander of the using service or tenant agency commander, or both so they might take part in the inspection. Minor construction deficiencies will not delay the transfer to the garrison commander. Any deficiencies will be coordinated with USACE district, the installation, and the user for correction. These deficiencies will be listed on the reverse side of the transfer forms for correction by the USACE district. The date for correction of minor deficiencies will be agreed upon by the garrison commander, the DPW, the using service and the USACE district before final acceptance by the using service.

(2) Acceptance by the garrison commander. The garrison commander will accept the completed work when the USACE district certifies that it is complete and usable for its designed purpose, except for noted minor deficiencies, in accordance with the terms of the contract documents. The garrison commander will report such acceptance to the IMCOM regional director, and include comments on the work.

(3) Transfer. Transfer of completed work to other departments and agencies will be as agreed upon by DA and the department or agency for which the work was accomplished.

H–36. Execution of follow-on construction projects after completion of a MILCON project

Once a MILCON project is complete and usable, execution of follow-on construction projects using other appropriations such as OMA, OPA, or RDTE may proceed. There is no required waiting period. However, each such follow-on project must address a newly identified requirement, to preclude project splitting or incrementing, which would be a violation of the Military Construction Codification Act, 10 USC 2801 et seq.

H–37. Real estate acquisition

a. AR 405–10 governs land acquisition.

b. Funds for land acquisition in conjunction with a MILCON project will be included in the MILCON project request and will not be programmed as a separate project or action.

c. Land costing no more than $750,000 (exclusive of administrative cost and deficiency judgments) can be purchased at the discretion of the installation, and funded with appropriations available for maintenance or construction (see 10 USC 2672 and 10 USC 2673).

d. Land costing more than $750,000 can be funded with a congressional MCA reprogramming action provided it is authorized pursuant to 10 USC 2672a. By this statute, the SA is authorized to acquire any land provided:

(1) It is needed in the interest of national defense.

(2) It is needed to maintain the operational integrity of an installation.

(3) It is so urgent, it cannot wait for the next annual MILCON budget request.

(4) Congress is notified 30 days before the acquisition.

e. For land costing more than $750,000, and which does not meet the stringent criteria of 10 USC 2672a,

authorization and funding must be obtained through the annual MILCON Authorization and Appropriations Acts. Although section 2801, title 10, United States Code (10 USC 2801) does not define military construction to include land acquisitions, there is ample statutory precedent to show that MILCON funds should be used for such a capital investment as land. Accordingly, programming and execution of land acquisitions should be in accordance with this regulation.

f. Real property access required for construction purposes will be cleared before access is gained. The concerned USACE district will obtain title, right of entry for construction, or right of possession to real estate upon request of the garrison commander, or authorized representative, and receipt of appropriate funding. Land acquisition OCONUS, however, is processed through the IMCOM region director under SOFA procedures. (see AR 405–10).

g. Military construction assets of a permanent nature will be placed only on land that meets the requirements outlined in AR 405–10.

h. UMMCA cannot be used for land acquisition.

H–38. Army Disposal/Demolition Program

a. The Army Disposal/Demolition Program will control the growth of existing facility inventories, assist the Army in providing adequate sustainment funding, and improve the Army's re-capitalization rate by offsetting new footprint construction. The program requires the disposal of one square foot of existing facilities to offset each square foot of new construction added to Army installations, and has been designated as the One-for-One policy. Disposal eliminates funding responsibility from the Army, while demolition eliminates the physical asset being funded. Temporary, semi-permanent, or permanent facilities may be disposed of under this program. The requirement to dispose of equal or greater SF applies to all new construction unless specifically prohibited by statute. Demolition will include required environmental abatement, proper disposal of hazardous wastes, and must meet established Army goals for recycling and landfill diversion of construction debris.

b. New footprint construction is the acquisition of a new facility to offset a space or capacity deficiency, and includes complete new facilities and additions to existing facilities not undergoing complete restoration or modernization.

(1) New footprint construction may be reported as an investment in existing footprint by disposal of an equal amount of existing square footage (SF) as required by the One-for-One policy. The offset may be funded by the MILCON project (the preferred method) or by applying credit for disposal/demolition that have been previously identified in a Disposal/Demolition Bank.

(2) When disposal/demolition is funded by the MILCON project but the offsetting disposal/demolition will occur at a different Army/USAR installation (State, for the ARNG), the disposal location and SF must be reflected in paragraph 10 of Tab A the project DD Form 1391. In addition, Tab H of the DD Form 1391 must list the installation (State, for the ARNG) for each facility, by SF, of disposal/demolition. Demolition indicated on a DD Form 1391 is considered a formal commitment by the Army to the Congress. When MILCON will fund offsetting demolition at an Army installation other than that of the site of the new construction, such a connection must be explained on the DD Form 1391. Further, disposal/demolition listed in Tab H must agree with planned disposal/demolition cited in the IFS, or PRIDE database for the ARNG.

c. Such reductions in the inventory (SF credits) through disposal/demolition may be banked for five years following their removal from the inventory. Disposal by transfer to the Residential Communities Initiative, Host Nation Turnback, sales, loss, outgrants, and other authorized disposals, BRAC 05 SF not replaced with BRAC funds, or MILCON and O&M funded demolition may be used to offset new footprint construction. No demolition costs will be included in any MILCON project for such transfers. The Disposal/Demolition Bank for recording such credit is the IFS for the Active Army and the U.S. Army Reserve, and the Planning Resource Infrastructure Development Evaluation (PRIDE) database for the Army National Guard.

d. Restoring, modernizing, and converting an existing facility or replacing an existing facility by new construction require no offsetting disposal/demolition.

e. The policy reflected above also applies to MILCON construction by others, such as projects funded under the Military Construction, Defense, appropriations. In such cases, the construction proponent must conform to the One-for-One policy, and pay for the cost of offsetting disposals/demolition unless prohibited by statute.

f. Although not governed by this regulation, it is also important to note in this context that applicable "buyout" costs for Energy Savings Performance Contracts must be programmed and funded by O&M funds in the fiscal year of disposal/demolition. Further, the IMCOM will manage O&M funded demolition for IMCOM installations, and non-IMCOM installations will meet the One-for-One policy using their appropriate construction or O&M finds, as applicable.

g. Installations, ACOM, ASCC, AND DRUs, and the IMCOM will not approve changes that involve deletion or revision to facilities scheduled for demolition in the project. Any changes that reduce SF of demolition below that identified in a DD Form 1391 will be submitted through the IMCOM to HQDA (DAIM–FD) for approval.

H–39. Obligation rates for foreign currency transactions

Funding of Army MILCON projects executed by foreign currency contracts should be limited to the year of appropriation. If it is necessary to fund such a project from other than its year of appropriation, prior approval in writing must be obtained from HQDA (DAIM–FD). As a general rule:

a. The budgeted currency exchange rate in effect when funds are appropriated by the Congress will be uniformly applied to foreign currency obligations made throughout the life of that appropriation, regardless of the year in which the obligations, including in-scope adjustments, are actually recorded.

b. Split-funded foreign currency projects will be obligated using the budget exchange rates associated with each cited fiscal year's appropriation.

c. Obligations, which have been partially or fully liquidated, will not be revalued. Previously recorded disbursement transactions should not be adjusted to change obligation values.

Appendix I
Leasing (Facilities Engineering Material, Equipment, and Relocatable Buildings)

I–1. Introduction

a. Army policy permits operating leases with an option to purchase in a number of instances. These leases permit installations to acquire the use of commercial equipment when a lease makes business sense. The installation may be able to exercise the option and purchase the equipment at a residual price when that makes business sense. This policy is designed to describe the instances when leasing may make sense, and the funding tools to support the lease with an option to purchase.

b. Several factors are critical to the successful use of operating leases. First, the lease must be structured to comply with the requirements of an operating lease. Second, the type of items leased must be authorized by law, and any special legal requirements must be met. Third, the lease must make economic business sense. Requirements for an economic analysis are described below. Fourth, the lease must be appropriately funded. Finally, there are some approval steps that are required to ensure that sufficient funds are requested to execute the entire lease and option, if any. All of these requirements are described below. Because of the complexity of some of the laws and policies, we recommend that equipment proponents seek the assistance of their procurement, financial and legal support.

I–2. Operating Versus Capital Leases

a. The Army policy only permits operating lease. An operating lease is an agreement when an organization acquires the right to use equipment or facilities for a period of time. Operating leases must be distinguished from capital leases, which are purchases, paid over time. Under Office of Management and Budget policy, a lease must meet all of the following eight criteria to be considered an operating lease:

(1) Ownership of the asset remains with the lessor during the lease term and is not transferred to the lessee at or shortly after the end of the lease period. There must be no legally binding requirement for the government to purchase the asset at the time the lease ends. If the government wants to obtain the asset when the lease ends, an option to purchase the item would not violate this criterion.

(2) The lease does not contain a bargain-price purchase option. The price specified in any option to purchase the asset reflects the asset's fair selling price on the commercial market.

(3) Ownership risk remains with lesser, unless the government is at fault. The government cannot assume risks normally assumed by owners such as the value of the asset declining because of obsolescence, increased supply of similar assets, changing demand, poor construction or manufacturing quality, and the responsibility for out of warranty repairs not caused by user abuse.

(4) The lease term does not exceed 75 percent of the estimated economic life of the asset. OMB Bulletin No. 01–02, as updated, provides revised and listed service lives for various assets including structures, equipment, vehicles and weapons systems. The latest Department of Commerce update of the service life of assets should be used. The service life for certain base commercial equipment is shown below according to Improved Estimates of Fixed Reproducible Tangible Wealth, 1929–95.

Table I–1
Base commercial equipment service life

Type of Asset	Service Life
Government nonresidential equipment: Federal: Vehicles: Noncombat vehicles: Trucks	6 years
Government nonresidential equipment: Federal: Vehicles: Noncombat vehicles: Other (not trucks or autos)	7 years
Government nonresidential equipment: Federal: Other equipment: Construction	10 years

(5) The present value of the minimum lease payments over the life of the lease does not exceed 90% of the asset value at the inception of the lease. The discount rate is found in OMB Circular No. A–94, Appendix I that is updated annually.

(6) The asset is a general-purpose asset. It was not created for a special government purpose and not built to a unique government specification.

(7) There is a private sector market for the asset.

(8) The asset is not constructed on government land.

b. If any of these criteria are not met, the lease will be considered a capital lease and must be budgeted and funded accordingly. This generally means that the entire capital leases must be funded in the year that the lease is signed using current year funds. If the lease payments exceed the expense-investment threshold (currently $250,000), procurement funds must be used. Failure to follow these rules can result in a Purpose Act violation, which if uncorrected, may cause a violation of the Antideficiency Act.

I–3. Items subject to lease

a. Congress has provided both general authority to lease commercial equipment, and some special authorities to lease equipment. It is important to know the specific authority that you are using for a lease because some of the authorities have some special requirements. The current authorities for leases are described below.

b. Commercial Items—Leases of more than 18 months. Federal law permits contracting officers to use leases of more than 18 months to obtain commercial vehicles and equipment whenever the contracting officer determines that such leasing is practical and efficient (see 10 USC 2401a). In accordance with the FAR, subpart 7.4, the contracting officer should consider the following factors in making this determination—

(1) Estimated length of the period the equipment is to be used and the extent of use within that period.

(2) Financial and operating advantages of alternative types and makes of equipment.

(3) Cumulative rental payments for the estimated period of use.

(4) Net purchase price.

(5) Transportation and installation costs.

(6) Maintenance and other service costs.

(7) Potential obsolescence of the equipment because of imminent technological improvements.

(8) Availability of purchase options.

(9) Potential for use of the equipment by other agencies after its use by the acquiring agency is ended.

(10) Trade-in or salvage value.

(11) Imputed interest.

c. Commercial Vessels, Aircraft and Vehicles—Leases of more than 10 months. The contracting officer may use the authority described above for short-term leases of commercial equipment for leases for any vessel, aircraft, or vehicle with a term of 18 months or more when the contracting officer has also—

(1) Considered all costs of such contract (including estimated termination liability).

(2) Determines in writing that the contract is in the best interest of the Government.

d. Leases of equipment for not more than 5 years for specified purposes.

(1) Contracting officers may enter into leases for not more than 5 years for equipment related to the following functions—

(a) Operation, maintenance, and support of facilities and installations.

(b) Maintenance or modification of aircraft, ships, vehicles, and other highly complex military equipment.

(c) Specialized training necessitating high quality instructor skills (for example, pilot and aircrew members; foreign language training).

(d) Base services (for example, ground maintenance; in-plane refueling; bus transportation; refuse collection and disposal). 10 USC 2306(g).

(2) To enter into a lease under this authority, the contracting officer must find that—

(a) There will be a continuing requirement for the equipment consonant with current plans for the proposed contract period.

(b) The furnishing of such equipment will require a substantial initial investment in plant or equipment, or the incurrence of substantial contingent liabilities for the assembly, training, or transportation of a specialized work force; and

(c) The use of such a contract will promote the best interests of the United States by encouraging effective competition and promoting economies in operation.

(3) In entering into such leases, a contracting officer shall be guided by the following principles—

(a) The portion of the cost of any plant or equipment amortized as a cost of contract performance should not exceed the ratio between the period of contract performance and the anticipated useful commercial life of such plant or equipment. Useful commercial life, for this purpose, means the commercial utility of the facilities rather than the physical life thereof, with due consideration given to such factors as location of facilities, specialized nature thereof, and obsolescence.

(b) Consideration shall be given to the desirability of obtaining an option to renew the lease for a reasonable period not to exceed three years, at prices not to include charges for plant, equipment and other nonrecurring costs, already amortized.

(c) Consideration shall be given to the desirability of reserving in the agency the right, upon payment of the unamortized portion of the cost of the plant or equipment, to take title thereto under appropriate circumstances.

(4) In the event funds are not made available for the continuation of such a lease into a subsequent fiscal year, the lease shall be canceled or terminated, and the costs of cancellation or termination may be paid from—

(a) Appropriations originally available for the performance of the lease concerned.

(b) Appropriations currently available for procurement of the type of services concerned, and not otherwise obligated.

(c) Funds appropriated for those payments.

e. Leases of not more than 10 years for nontactical firefighting, crash rescue equipment, and snow removal equipment. Contracting Officers may enter into one or more multiyear leases of nontactical firefighting equipment, nontactical crash rescue equipment, or nontactical snow removal equipment for a period not to exceed 10 years (see 10 USC 2401a (as amended by sec. 8126 of PL 105–262)). The lease agreement shall provide—

(1) That performance under the lease during the second and subsequent years of the contract is contingent upon the appropriation of funds.

(2) For a cancellation payment to be made to the lessor if such appropriations are not made.

I–4. Economic analysis

An Economic Analysis is a systematic evaluation of the worth of alternative solutions in terms of comparative costs and benefits. It is a critical element in the Army acquisition process that supports management decisions by quantifying the resource impact of alternative options. All decisions to enter into a lease must be supported by Economic Analyses showing that the present value of the total cost of the lease alternative is less expensive than the total cost of purchasing the asset. If the chosen alternative is to lease for a term with a purchase option at the lease's conclusion, the present value of the sum of the lease payments and the purchase price would be compared with the present value of purchasing the item up front. Guidance on how to perform an Economic Analysis is in the Department of the Army Economic Analysis Manual, published by the ASA (FM&C).

I–5. Funding the lease and option purchase

a. The type and year of funds that can be used to pay for the transactions discussed here varies depending on category.

(1) Purchase. If an item costs less than $250,000 and is not centrally managed, Operation and Maintenance, Army (OMA) funds can be used. If the item costs $250,000 or more or is centrally managed it must be purchased using procurement funds from an appropriate budget line.

(2) Operating Lease. An item acquired under an operating lease would require OMA funds from the years the payments are made.

(3) Operating Lease with an Option to Purchase. The lease payments would use OMA funds from the year the payments are made. If the option to purchase is exercised, purchase funds could come from OMA if the asset cost is less than $250,000 and it is not centrally managed or a procurement account if the asset is $250,000 or greater or is centrally managed. The purchase funds would be from the year the item is purchased.

(4) Capital Lease. Detailed instructions on the budgetary treatment of capital leases are available in OMB Circular No. A–11. Capital leases require the approval of the Assistant Secretary of the Army (Financial Management and Comptroller) Office and so are not authorized by this document.

b. Year of funds.

(1) Leases can be structured in one of two general ways. First, the lease can be for a one-year period of time, followed by options that the government can exercise to continue the lease. The contracting officer must take an affirmative step to exercise the option. Assuming that the lease is properly structured as an operating lease, each one-year period of time would be funded with operating funds current at the time that the initial period of the lease, or

option period, is exercised. If there is an option to purchase, that option is funded either with operating funds or procurement funds (depending upon the analysis described in the previous section) current at the time that the option to purchase is exercised.

(2) Leases may also be structured such that the lease period exceeds one year. For example, we could execute an 8-year lease for nontactical snow removal equipment. Although the lease period exceeds one-year, we cannot use operating and maintenance funds in most cases for any periods exceeding 12 months. Therefore, we would fund the contract in 12-month increments with operating funds current at the time of funding, and use a "subject to availability of funds" clause, such as the one described in Federal Acquisition Regulation, to prevent a funding violation. We can only structure leases for periods exceeding one year (not including options) when there is clear statutory authority to do so. That authority exists for the leases not to exceed 5 years under 10 USC 2306(g) and for the leases of nontactical equipment not to exceed 10 years under 10 USC 2401a. Other leases should be structured for periods exceeding one year (not including options) only with the concurrence of the servicing legal office.

I–6. Approval and procedural requirements

a. The installation public works activity shall coordinate staff actions for lease with legal and resource management offices for Contracting Officer approval.

b. Installations shall record lease action summary for DPW support and include in Management Control report to Installation Management Command (IMCOM). The summary shall include item leased description, value at beginning of lease, dates of lease start and end, cost of lease, and estimated residual value at end of lease.

I–7. Capital leases

Any lease other than a lease purchase that does not meet the criteria of an operating lease. Special scoring applies (see OMB Circular No. A–11).

Appendix J
Army Policy for Exchange or Sale of Nonexcess Personal Property

J–1. General

This appendix provides Army policy for implementation of DOD Materiel Management Regulation, DOD 4140.1–R (May 2003) authority to exchange or sell eligible nonexcess items and use the credits or proceeds to acquire replacement items. All exchanges/sales will comply with this policy, DOD 4140.1–R (Chapter 9.5), and DFARS 217.70.

J–2. Purpose of exchange/sale authority

Exchange/sale authority permits the Army to reduce the need for additional funding for the acquisition of replacement personal property. When the Army has personal property that needs to be replaced, it can exchange or sell that property and apply the exchange allowance or sales proceeds to the acquisition of similar replacement property. Acquisition of replacement property may be by procurement, by exchange, by lease or by other means. Using the exchange sale authority also enables agencies to avoid the costs associated with holding the property and processing it through the normal disposal cycle. If the Army does not use the exchange/sale authority but instead reports the property to be replaced as excess, any sales proceeds are sent to the miscellaneous receipts account at the U.S. Treasury and are lost to the Army.

J–3. Conditions of exchange/sale

The following provisions apply to exchanges/sales under this chapter:

a. Only nonexcess materiel may be sold/exchanged under the provisions of this policy, Federal Property Management Regulation, 41 CFR 101–46, and the DOD Materiel Management Regulation. Nonexcess materiel is materiel which is no longer suitable for its intended purpose, but for which a functional need still exists. Nonexcess property must fall within one of the following categories:

(1) Retail level. An item which—

(a) Is in current use and authorized by MTOE/TDA/CTA/JTA/Special authority under VTAADS guidelines and is being replaced by a like item.

(b) Was in use and authorized by MTOE/TDA/CTA/ JTA/Special authority under VTAADS guidelines until it was replaced by a similar item that performs the same function. For example, a Personal Computer that is being used within the DOL for inventory accounting tasks is nonexcess if it is replaced on the authorization document (TDA/CTA) by a new PC to perform the same inventory accounting tasks.

(2) Wholesale level. An item, which is—

(a) Under the Authorized Acquisition Objective.

(b) An end item that is obsolete because it has been replaced by a similar end item that performs the same function.

(c) A component or repair part that is obsolete because the end item it supports is being replaced by a similar end item that performs the same function.

(d) An end item, component, or repair part which has been replaced, or is due to be replaced, and for which the item manager has given local sale authority due to economic considerations (exceeds MEL limits).

b. Only, the appropriate Inventory Control Points (ICPs) and Program Managers (PMs) may exchange or sell centrally managed eligible nonexcess items; PMs will coordinate exchanges and sales with managing ICPs. PMs, Installations, and Army National Guard (ARNG) United States Property & Fiscal Officers (USPFO) in each State/Territory and D.C. may sell/exchange eligible non-centrally managed items. All centrally managed items must be reported to the appropriate ICP for disposition in accordance with existing supply policy. In addition, installations and ARNG USPFOs may sell/exchange centrally managed items that the ICP or PM has directed the installation and ARNG USPFOs to dispose of locally or to turn in to the Defense Reutilization and Marketing Service (DRMS).

c. Prior to conducting a sale or exchange, to the maximum extent practical, Federal Agencies known to use or distribute similar property must be solicited. If an agency wants the property, reimbursable transfer will be conducted. The price negotiated must not be greater than the best estimate of what would have been received in a sale or exchange.

d. Proceeds from exchange/sale of nonexcess materiel may only be used to acquire materiel that is similar to the materiel sold/exchanged. Items are considered similar if they meet one of the following criteria—

(1) They are identical.

(2) They are designed or constructed for the same function. For example, a Chest X-ray machine is designed to take X-rays so it is similar to another X-ray machine but is not similar to X-ray film, which is designed to receive and record X-rays.

(3) Both constitute parts or containers for identical or similar items

(4) Both items fall within the same Federal Supply Classification (FSC) Group.

e. Property acquired must be authorized for an approved program.

f. The number of items exchanged/sold must be equal to the number of items acquired unless:

(1) The item(s) acquired perform all or substantially all the tasks for which the item(s) being replaced would be used, or

(2) The item(s) acquired and the items exchanged/sold are parts or containers for identical or similar end items.

g. Materiel with demilitarization codes other than Code A, B, or Q must be demilitarized in accordance with AR 700–144, DOD 4160.21–M–1, Defense Demilitarization and Trade Security Controls Manual, and other applicable regulations. End Use Certificates for items with demilitarization codes other than A will be obtained prior to exchange or sale.

h. Prior to conducting a sale or exchange, a determination will be made of which method—exchange or sale—will provide the greater return for the Government. When estimating the return under each method, all administrative and overhead costs will be considered. If the exchange allowance or estimated sales proceeds for property would be unreasonably low, property will be turned in for disposal in accordance with existing supply policies.

i. Sales to or exchanges with foreign companies or individuals must be approved by ACSIM. Requests must be routed through IMCOM to the Office of the Deputy Chief of Staff, G4, Washington, DC 20310–0500. As a minimum, Deputy Chief of Staff, G4 will coordinate requests with the Office of the Judge Advocate General. Requests to sell or exchange materiel outside of the United States will be accompanied by procedures to ensure all applicable Department of State and Department of Commerce export laws and regulations are complied with. IMCOM will coordinate these procedures with the U.S. Embassy in the country where the property is to be sold or exchanged prior to submitting for approval.

J–4. Exclusions

a. This authority is not applicable to Foreign Military Sales.

b. This authority may not be used to acquire—

(1) Unauthorized replacement property.

(2) Replacement property, which violates:

(a) Any restriction on procurement of a commodity or commodities.

(b) Any replacement policy or standard prescribed by the President, Congress, or the Administrator of General Services.

(c) Any contractual obligation.

c. This authority does not permit exchange or sale of—

(1) Any item in the following FSC groups—

(a) 10 Weapons.

(b) 11 Nuclear ordnance.

(c) 12 Fire control equipment.

(d) 14 Guided missiles.

(e) 15 Aircraft and airframe structural components (except FSC class 1560 Airframe Structural Components).

(f) 42 Firefighting, rescue, and safety equipment.

(g) 44 Nuclear reactors (FSC class 4472 only).

(h) 51 Hand tools.

(i) 54 Prefabricated structure and scaffolding.

(j) 68 Chemicals and chemical products, except medicinal chemicals.

(k) 71 Furniture.

(l) 84 Clothing, individual equipment, and insignia.

(2) Materials in the National Defense Stockpile (50 USC 98–98h) or the Defense Production Act inventories (50 USC App. 2093).

(3) Nuclear Regulatory Commission-controlled materiel unless the requirements of 41 CFR 101–42.1102–4 and other applicable regulations are met.

(4) Controlled substances unless the requirements of 41 CFR 101–42.1102–3 and other applicable regulations are met.

(5) Scrap materials, except in the case of scrap gold for fine gold.

(6) Property that was originally acquired as excess or forfeited property or from another source other than new procurement, unless such property has been in official use by the acquiring agency for at least 1 year. A waiver is required for excess or forfeited items or from another source other than new procurement in use less than 1 year.

(7) Property that is dangerous to public health or safety without first rendering such property innocuous or providing for adequate safeguards as part of the exchange/sale (such as decontamination of pesticide spray equipment).

J–5. Additional exclusions for installations and ARNG USPFOs

In addition to the exclusions cited above, installations and ARNG USPFOs may not sell or exchange—

a. Any item in the following FSC groups—

(1) 13 Ammunition.

(2) 1560 Airframe Structural Components.

(3) 16 Aircraft Parts.

(4) 1720 Aircraft Launching Equipment.

(5) 2350 Combat, Assault, and Tactical Vehicles, Tracked

b. Centrally managed materiel between Installations and ARNG USPFOs, IMCOM, or Services except through the appropriate ICP unless authorized in writing by the ICP.

c. Materiel that requires demilitarization, unless the installation or ARNG is authorized to perform local demilitarization in accordance with AR 710–2, paragraph 1–16h.

d. Flight Safety Critical Aircraft Parts, Nuclear Regulatory Commission-controlled materials, Controlled substances, or any item with a Controlled Inventory Item Code other than U, J, V, W, X, Y, Z. (The appropriate ICPs or PMs may sell/exchange these items as permitted by and under the conditions outlined in 41 CFR 102–32 and all other applicable DOD and Army policies and regulations.)

J–6. Documentation

a. A contract file for each sale/exchange will be maintained for 5 years. Each file will contain—

(1) A "determination of economic advantage" paper describing the anticipated economic advantage to the Government.

(2) Certification that the net proceeds will be applied against the payment for the new, similar item and identification of the replacement item. This certification will be established at the time of the sale or exchange or when the replacement item is acquired, whichever is first.

(3) A statement that the sold or exchanged item was made safe before it was released.

(4) Demilitarization Certification or End Use Certification when required by DOD 4160.21–M–1.

b. In addition, each ICP/PM/Installation and ARNG USPFO will maintain an annual record of all property exchanged or sold. Data will be retained for 5 years. Records will be segregated by sales and by exchanges. They will specify for each transaction: FSC, number of items sold/exchanged, original acquisition cost, number of items acquired, the exchange allowance or sales proceeds, and the source from which the property was originally acquired, that is, new procurement, excess, forfeiture, or another source. This data, aggregated at the IMCOM Region level, may be requested by ACSIM to evaluate use of the exchange/sale authority.

J–7. Contracting

a. Army activities may use fee-for-service exchange sale support offered by DRMS or by the U.S. General Services Administration (GSA) to execute exchange sales.

b. Sales or exchanges conducted by Army personnel must be conducted by warranted contracting officers. All contracts executed by Army personnel will be submitted for legal review prior to award.

c. Sales will be conducted using the methods, terms, and conditions of sale prescribed in 41 CFR Subpart 102–38. However, the provisions concerning negotiated sales of surplus personal property prescribed in 41 CFR 102–38.120 are not applicable to the sale of property being replaced.

(1) While it is the policy to sell property eligible for exchange or sale after publicly advertising for bids, such property also may be sold by negotiation, subject to obtaining such competition as is feasible, when—

(a) The reasonable value involved in any one case does not exceed $500.

(b) Otherwise authorized by law.

(2) Nonexcess property eligible for exchange or sale may be sold by negotiation at fixed prices with prior approval. The Office of the Assistant Secretary of the Army (Acquisition, Logistics and Technology) will approve noncompetitive sales to the public by negotiation.

(3) Property eligible for exchange or sale may be offered, pursuant to 41 CFR 102–38.340, through State agencies, to states, territories, possessions, political subdivisions thereof, or tax-supported agencies therein by negotiation at fixed prices prior to public sale.

J–8. Financial

a. Except as otherwise authorized by law, proceeds from the sale of nonexcess property must be accounted for in accordance with the General Accountability Office Policy and Procedures Manual for Guidance of Federal Agencies, Title 7, Fiscal Procedures, Section 5.5D. In summary, that section requires that—

(1) All net proceeds from the sale of personal property will be available during the fiscal year in which the property was sold and for 1 fiscal year thereafter for obligation for the purchase of replacement property.

(2) If the sales proceeds are received after an obligation for replacement property has been incurred and within the prescribed time period, the proceeds may be credited as a direct reimbursement to the appropriation account charged or chargeable for the replacement property.

(3) If the sales proceeds are received before an obligation for replacement property has been incurred, but an administrative determination has been made and documented that such proceeds will be used as an appropriation reimbursement to apply against an obligation which will be incurred within the prescribed time limit, the proceeds should be credited to the appropriate budget clearing account (21F3875.0111) per DFAS–IN Manual 37–100–FY. This account (21F3875.0111) will be charged and the appropriation account will be credited when the obligation is subsequently incurred for the replacement property.

(4) If the sales proceeds are not available for obligation or are not to be applied to replacement purchases, the proceeds will be deposited into the U.S. Treasury as miscellaneous receipts. In the event proceeds are not applied to a replacement purchase, the Installation and ARNG USPFOs/PM/ICP annual record of sales/exchanges required in paragraph 3 above will be annotated to reflect that fact and the reason for it.

(5) At least quarterly, each ICP/PM/Installation and ARNG USPFOs budget officer should review the accounts used for deposit of sales proceeds and clear them of any amounts that should be transferred to miscellaneous receipts in the general fund of the Treasury.

b. Policy and procedures to be followed for collecting funds are in the DOD Financial Management Regulation, DOD 7000.14–R, Volume 5, Chapter 10.

c. There is currently no special Chief Financial Officer Act or Congressional reporting requirements for nonexcess sales or exchanges. Transactions will be rolled into financial statements when compiled.

d. It is not necessary to identify whether the item being replaced was originally acquired with OMA or with OPA funds. Determination of whether to use Operating or Procurement appropriation funding to acquire the replacement item will be based on the replacement item's unit cost and whether the replacement item will be centrally managed and asset-controlled in accordance with DOD 7000.14–R, Volume 2A, Chapter 1, paragraph 010201.

J–9. Waivers

a. Requests for waiver(s) to the policy in this chapter must be routed through the appropriate Army Command, Army Service Component Command, and Direct Reporting Unit headquarters and forwarded to the DCS, G–4 (http://www.hqda.army.mil/logweb/), ATTN: DALO–SMP, 500 Army Pentagon, Washington, DC 20310–0500.

(1) Requests must include an economic justification that demonstrates the proposed waiver(s) will benefit the U.S. Army and the U.S. Government.

(2) The statutory requirement that property sold or exchanged must be similar to the property acquired pursuant 40 USC 481(c) may not be waived.

(3) The requirement pursuant to DOD 4140.1–R (http://www.dtic.mil/whs/directives/corres/xml/p41401r.xml) that all items exchanged or sold will not be excess to the organization or agency is non-waiveable.

(4) The requirement pursuant to 41 CFR 102–39 and GAO Policy and Procedures Manual for Guidance of Federal Agencies, Title 7, chapter 5, paragraph D, that proceeds will be available only during the fiscal year in which the property was sold and for one fiscal year thereafter is only waiveable by the Administrator, General Services Administration.

b. Requests for exception to demilitarization or trade security requirements will be routed through the Army

Demilitarization Program Manager, TACOM–ACALA, and through USAMC, ATTN: AMCLG–LS, prior to submission to HQDA. Address for Army Demilitarization Program Manager is, Commander, U.S. Army Tank, Automotive and Armaments Command, ATTN: AMSTA–LC–CS, Rock Island, IL 61299–7630.

Appendix K
Type of Bridge Inspections

K–1. Source

Derived from the American Association of State Highway and Transportation Officials' (AASHTO) Manual for Maintenance Inspection of Bridges

K–2. General

a. Bridge inspections are conducted to determine the physical and functional condition of the bridge, to form the basis for the evaluation and load rating of the bridge, as well as analysis of overload permit applications, to initiate maintenance actions, to provide a continuous record of bridge condition and rate of deterioration, and to establish priorities for repair and rehabilitation programs.

b. Successful bridge inspection is dependent on proper planning and techniques, adequate equipment, and the experience and reliability of the personnel performing the inspection. Inspections should not be confined to searching for defects which may exist, but should include anticipating incipient problems. Thus, inspections are performed in order to develop both preventive as well as corrective maintenance programs.

K–3. Type of Inspections

a. The type of inspection may vary over the useful life of a bridge in order to reflect the intensity of inspection required at the time of inspection. The five types of inspections listed below will allow a garrison to establish appropriate inspection levels consistent with the inspection frequency and the type of structure and details.

b. Each type of inspection requires different levels of intensity. Such items as the extent of access to structural elements, the level of detail required for the physical inspection and the degree of testing will vary considerably for each type of inspections.

K–4. Initial Inspections

a. General. An Initial Inspection is the first inspection of a bridge as it becomes a part of the bridge file, but, the elements of an Initial Inspection may also apply when there has been a change in the configuration of the structure (for example, widening, lengthening, supplemental bents, and so forth.) or a change in bridge ownership. The Initial Inspection is a fully documented investigation performed by persons meeting the required qualifications for inspection personnel and it must be accompanied by an analytical determination of load capacity.

b. The purpose of initial inspection is twofold.

(1) Provide all Structure Inventory and Appraisal (SI&A) data required by Federal and State regulations, and all other relevant information normally collected by the Bridge Owner.

(2) Determine the baseline structural conditions and the identification and listing of any existing problems or locations in the structure that may have potential problems. Aided by a prior detailed review of plans, it is during this inspection that any fracture critical members or details are noted, and assessments are made of other conditions that may warrant special attention. If the bridge subjected to an Initial Inspection is anything other than a newly constructed structure, it may be necessary to include some or all of the elements of an In Depth Inspection.

K–5. Maintenance Inspections

A maintenance inspection consists of a quick visual observation of the bridge by personnel to insure that nothing obvious has happened to the bridge that could affect its overall safety. Examples of this are: broken structural members or safety railings; leaning or settling piers or abutments; and major debris drift clogging the bridge hydraulic opening. This inspection has no specific requirements for frequency, inspector qualification, or reporting. It is intended only for in-house records and maintenance concerns.

K–6. Routine Inspections

a. Routine inspections are regularly scheduled inspections consisting of observations and/or measurements needed to determine the physical and functional condition of the bridge, to identify any changes from 'initial' or previously recorded conditions, and to ensure that the structure continues to satisfy present service requirements.

b. The Routine Inspection must fully satisfy the requirements of the National Bridge Inspection Standards with respect to maximum inspection frequency, the updating of Structure Inventory and Appraisal data and the qualifications of the inspection personnel. These inspections are generally conducted from the deck; ground; and/or water levels, and from permanent work platforms and walkways, if present. Inspection of underwater portions of the substructure is

limited to observations during low-flow periods and/or probing for signs of undermining. Special equipment, such as under-bridge inspection equipment, rigging or staging, is necessary for Routine Inspection in circumstances where its use provides for the only practical means of access to areas of the structure being monitored.

c. The areas of the structure to be closely monitored are those determined by previous inspections and/or load rating calculations to be critical to load-carrying capacity. In-depth inspection of the areas being monitored should be performed in accordance with Article 3.2.4. If additional close-up, hands-on inspection of other areas is found necessary during the inspection, than an in-depth inspection of those areas should also be performed in accordance with Article 3.2.4.

d. The results of a Routine Inspection should be fully documented with appropriate photographs and a written report that includes any recommendations for maintenance or repair and for scheduling of follow-up in-depth Inspections if necessary. The load capacity should be re-evaluated to the extent that changed structural conditions would affect any previously recorded ratings.

K–7. Damage Inspections

A damage inspection is an unscheduled inspection to assess structural damage resulting from environmental factor or human actions. The scope of inspection should be sufficient to determine the need for emergency load restrictions or closure of the bridge to traffic, and to assess the level of effort necessary to affect a repair. The amount of effort expended on this type of inspection may vary significantly depending upon the extent of the damage. If major damage has occurred, inspectors must evaluate fracture has occurred, inspectors must evaluate fractured members, determine the extent of section loss make measurements for misalignment of members and check for any loss of foundation support. A capability to make on-site calculations to establish emergency load restrictions may be desirable. This inspection may be supplemented by a timely in-depth Inspection as described below to document more fully the extent of damage and the urgency and magnitude of repairs. Proper documentation, verification of field measurements and calculations and perhaps a more refined analysis to establish or adjust interim load restrictions are required follow-up procedures. A particular awareness of the potential for litigation must be exercised in the documentation of Damage Inspections.

K–8. In-Depth Inspections

a. An in-depth Inspection is a close-up, hands-on inspection of one or more members above or below the water level to identify any deficiencies not readily detectable using Routine Inspection procedures. Traffic control and special equipment, such as under-bridge inspection equipment, staging, and workboats, should be provided to obtain access, if needed. Personnel with special skills such ad divers and riggers may be required. When appropriate or necessary to fully ascertain the existence of or the extent of any deficiencies, nondestructive field-tests and/or other material tests may need to be performed.

b. The inspection may include a load rating to assess the residual capacity of the member or members, depending on the extent of the deterioration or damage. Non-destructive load tests may be conducted to assist in determining a safe bridge load-carrying capacity.

c. This type of inspection can be scheduled independently of a Routine Inspection, though generally at a longer interval, or it may be a follow-up for Damage or Initial Inspections.

d. On small bridges, the in-depth Inspection, if warranted, should include all critical elements of the structure. For large and complex structures, these inspections may be scheduled separately for defined segments of the bridge or for designated groups of elements, connections, or details that can be efficiently addressed by the same or similar inspection techniques. If the latter option is chosen, each defined bridge segment and/or each designated group of elements, connections or details should be clearly identified as a matter of record and each should be assigned a frequency for re-inspection. To an even greater extent than is necessary for Initial and Routine Inspections, the activities, procedures, and findings of In-Depth Inspections should be completely and carefully documented.

K–9. Special Inspections

a. A Special Inspection is an inspection scheduled at the discretion of the Bridge Owner. It is used to monitor a particular known or suspected deficiency, such as foundation settlement or scour, member condition, and the public's use of a load-posted bridge, and can be performed by any qualified person familiar with the bridge and available to accommodate the assigned frequency of investigation. The individual performing a Special Inspection should be carefully instructed regarding the nature of the known deficiency and its functional relationship to satisfactory bridge performance. In this circumstance, guidelines and procedures on what to observe and/or measure must be provided and a timely process to interpret the field results should be in place.

b. The determination of an appropriate Special Inspection frequency should consider the severity of the known deficiency. Special inspections usually are not sufficiently comprehensive to meet NBSI requirements for biennial inspections.

Appendix L
Inspector Qualifications (Transportation Infrastructure and Dams)

Section I
Pavements

L–1. General
The individual responsible for pavement may be an engineer or technician that meet the below identified qualifications.

L–2. Qualifications of personnel
a. The individual in charge of pavements on an Army garrison shall have at least one (1) year of experience in pavement maintenance or design.

b. Completed a training course on pavement maintenance or design within previous three (3) years of being assigned the responsibility for pavements or within one (1) year after being assigned.

c. Completed a training course on PAVER.

Section II
Railroad Trackage

L–3. General
Army railroad track inspectors shall be qualified by IMCOM under guidance provided by ACSIM.

L–4. Qualifications of personnel
The individual in charge must:

a. Attend and pass the Army Railroad Track Maintenance and Inspection Course.

b. Have a minimum of one (1) year experience in railroad track maintenance work or design.

c. Completed a training course on RAILER.

d. Pass the Army Certified Railroad Track Inspector Exam.

Section III
Bridges

L–5. General
The below identified bridge inspector qualifications are required by Section 650.307 of the Code of Federal Regulations (CFR) 23 Highways–Part 650. For other bridges (non-reportable), the qualifications may be increased or decreased, by the bridge owner, depending upon the specifics of the individual bridge (for example, age, condition, type of live loads).

L–6. Qualifications of personnel
a. The individual in charge of the organizational unit that has been delegated the responsibilities for bridge inspection, reporting and inventory shall possess the following minimum qualifications:

(1) Be a registered professional engineer; or

(2) Be qualified for registration as a professional engineer under the laws of the State; or

(3) Have a minimum of 10 years experience in bridge inspection assignments in a responsible capacity and have completed a comprehensive training course based on the 'Bridge Inspector's Training Manual', which has been developed by a joint Federal–State task force and subsequent additions to the manual.

b. An individual in charge of a bridge inspection team shall possess the following minimum qualifications:

(1) Have the qualifications specified in paragraph (a) of this section; or

(2) Have a minimum of 5 years experience in bridge inspection assignments in a responsible capacity and have completed a comprehensive training course based on the 'Bridge Inspector's Training Manual', which has been developed by a joint Federal–State task force.

(3) Current certification as a Level III or IV Bridge Safety Inspector under the National Society of Professional Engineer's program for National Institute for Certification of Engineering Technologies (NICET) is an alternative acceptable means for establishing that a bridge inspection team leader is qualified. Information on NICET program certification may be obtained from the National Institute for Certification in Engineering Technologies, 1420 King Street, Alexandria, Virginia 22314.

L–7. Bridge Inspector's Training Manual
a. The 'Bridge Inspector's Training Manual' may be obtained the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402

b. The following publications are supplements to the 'Bridge Inspector's Training Manual': 'Bridge Inspector's Manual for Movable Bridges,' 'Culvert Inspector's Training Manual,' and 'Inspection of Fracture Critical Bridge Member.'

Section IV
Dams

L–8. Personnel qualifications for individuals delegated responsibility for inspection, reporting, and inventory

The individual in charge of the organizational unit that has been delegated the responsibilities for dam inspection, reporting, and inventory shall possess at least one of the following qualifications:

a. Be a registered professional engineer.

b. Be qualified for registration as a professional engineer under the laws of the State.

c. Have a minimum of 5 years experience in dam inspection assignments in a responsible capacity and have completed a comprehensive training course on dam inspection.

L–9. Personnel qualifications for individuals in charge of dam inspection teams

An individual in charge of a dam inspection team shall possess at least one of the following qualifications:

a. Have the qualifications specified in paragraph L–8 above.

b. Qualifications identified in FEMA document 93 for the specific type of inspection being conducted.

Appendix M
Program Agreement between the Army and the Federal Highway Administration for Compliance with the National Bridge Inspection Standards

M–1. Purpose

This Program Agreement between the Army and the Federal Highway Administration (FHWA) is to help ensure safety of bridges on public roads under the jurisdiction of the U.S. Government. This Program Agreement documents the processes and responsibilities of each agency to meet the requirements included in Title 23, United States Code, Section 151 (23 USC 151) for the National Bridge Inspection Standards (hereinafter referred to as NBIS).

M–2. Process, record keeping and reporting requirements

a. The Army. The Army is responsible for meeting the staffing, inspection, and reporting requirements prescribed in:

(1) Title 23, Code of Federal Regulations, Part 650, Subpart C, Sections 650.301 through 650.311 (23 CFR Part 650, Subpart C, 650.301–650.311);

(2) FHWA Technical Advisory T 5140.21, Revisions to the NBIS;

(3) FHWA Technical Advisory T 5140.23, Evaluating Scour at Bridges;

(4) The Manual for Condition Evaluation of Bridges, American Association of State Highway and Transportation Officials, 1994, (AASHTO Manual); and

(5) The 'Recording and Coding Guide for the Structure Inventory and Appraisal of the Nation's Bridges' (Coding Guide) FHWA, December 1995.

b. In addition, the Army shall:

(1) Identify all bridges subject to the NBIS that are on Army roads open to public travel as defined in 23 CFR Part 460, Section 460.2(c);

(2) Process all data through the Edit/Update Program before transmittal to the FHWA

(3) Correct all errors identified in the error list for the next annual NBIS submission;

(4) Document the NBIS processes and the quality assurance/quality control (QA/QC) procedures used to monitor the bridge inventory and inspection processes; and

(5) Submit annually FHWA Coding Guide data to FHWA's Federal Lands Highway (FLH) in accordance with the January 4, 1995, memorandum from the Chief, Bridge Division.

(6) The Army may procure engineering services to assist in performing inspections, completing NBIS Coding Data, performing edit checks, submitting coding data, and documenting QA/QC procedures related to the NBIS.

(7) The Army shall annually submit to FHWA a list of all Army bridges on public roads, and all Army public road mileage in each State.

c. The FHWA. The FHWA shall ensure all Federal bridge-owning agencies meet the staffing, inspection, and reporting requirements prescribed in:

(1) 23 CFR Part 650, Subpart C, 650.301–650.311;
(2) FHWA Technical Advisory T 5140.21;
(3) FHWA Technical Advisory T 5140.23;
(4) The AASHTO Manual; and
(5) The Coding Guide.

d. Responsibilities. The FHWA shall provide NBIS and public road bridge and mileage data to the States through organizational channels as prescribed in the January 4, 1995, memorandum from the FHWA's Chief, Bridge Division. The FHWA shall assist the Army, when requested, with establishment and documentation of their NBIS inspection and inventory processes, including establishment or review of QA/QC procedure. The FLH shall ensure compliance with the NBIS and shall provide other assistance as agreed between the Army and FLH as authorized under 23 USC 308(a). The FLH shall determine and allocate funding to the Army to cover the pro rata share of the annual estimate of costs for the inspection of Army bridges on public roads.

M–3. Execution and effective date

This Program Agreement will become effective on the date of the last signature. Either party to this Program Agreement may terminate participation upon written notice to the other party one hundred and twenty (120) days before the effective date of termination. This Program Agreement may be revised or amended at any time by mutual consent of both parties. Agreement signed for the Army on 13 April 1999 by R.L. Van Antwerp, Major General, U.S. Army Assistant Chief of Staff for Installation Management. Agreement signed for the FHWA on 3 June 1999 by Arthur E. Hamilton, Federal Lands Highway Program Manager, Federal Highway Administration.

Appendix N
Recordkeeping Requirements for the Army Energy and Water Management Program

N–1. Requirements

This regulation requires the creation, maintenance, and use of the following specific records:

a. K (Keep) Records—

(1) RN: 420–1a1, Energy surveys and studies—Office having Armywide responsibility.

(2) RN: 420–1a2, Energy surveys and studies—TOE units and offices other than Office having Armywide responsibility.

(3) RN: 420–1b, Energy conservation projects.

(4) RN: 420–1c1, Energy conservation reports—Office having Armywide responsibility.

b. T (Transfer) Records— RN: 420–1c2, Energy conservation reports—Other offices.

N–2. Detailed record information

Detailed information about the above records is located on the Record Retention Schedule–Army (RRS–A) page of the Army Records Information Management System (ARIMS) Web site located at https://www.arims.army.mil.

Appendix O
Procedures for Nominations for the Secretary of the Army Energy and Water Management Awards

O–1. General

Directors of Installation Management Command Regions may nominate one garrison in each of the annual award categories (see para 22–39a), and each nomination package should describe the nominee's outstanding performance in the award category. Signed nomination packages will be submitted electronically through command channels to the ACSIM (DAIM–FDF).

O–2. Cover page

The nomination cover page should contain the following information:

a. Award category.

b. Nominee information: name of garrison, individual, or small group; title and/or position (for individuals only); e-mail address; complete mailing address; and telephone and FAX numbers (DSN and commercial).

c. Nominator information: name, title, and/or position, email address, complete mailing address, and telephone and FAX numbers (DSN and commercial).

d. A statement as to whether or not the nominee has received any other award for this achievement. (This is not an evaluation factor.)

e. An unclassified summary of the nomination that is suitable for use in an awards presentation. It should be from 75 to 100 words and highlight the significance of the nominee's achievement.

O–3. Nomination narrative

The nomination narrative must include detailed information on all of the award criteria that apply to the nomination (as announced in the annual guidance memorandum (see para 22–39a)). The narrative should address each of the applicable below listed project/program characteristics. These characteristics will be considered when the nominations are evaluated.

a. Cost savings. Annual cost savings should be listed and described by life-cycle-cost analysis, to include initial costs or savings and the present value of life-cycle savings (requiring the nomination to include a projection of the useful life of the project(s)). Cost savings can include savings accrued through the end of the Fiscal Year.

b. Energy savings or energy production. Describe annual energy savings in millions of British thermal units (BTUs), and also provide a breakdown of which energy resources (fuels) are saved. For renewable energy projects, the type of renewable energy that is used and the amount of energy that is produced from the renewable source should be included.

c. Environmental and/or non-energy benefits. These may include security, emissions, noise, reliability, fuel delivery risks, and any other innovative benefits that can be described quantitatively in this nomination.

d. Awareness and outreach activities. Describe the objectives of the communication strategy and the number of people expected to be reached with the awareness program.

e. Creative or innovative aspects. Describe any project innovations such as ways of overcoming barriers or the use of new technologies or processes in the project, including sustainable design and development principles.

f. Transferability of technologies, best practices, applications, and strategies. Provide an argument for the breadth of applicability, and describe any efforts made to promulgate practices, applications, or strategies to other projects.

g. Integration/thoroughness of activities. Describe the degree to which the program is integrated with existing programs and the synergism that is produced.

h. Adequacy and reliability of the information. Describe how project information included in the nomination was determined. Cite references or provide supporting documentation for energy and cost savings.

Appendix P
Materials for Disposal by Army Activities (Utilities Services)

P–1. Materials not to be turned in to the Defense Reutilization and Marketing Office (DRMO) for disposal, unless otherwise noted

a. Toxicological, biological, radioactive, and lethal chemical warfare materials and the by-products of such materials that, by U.S. law, must be destroyed.

b. Materials, such as radioactive substances and controlled medical items, that cannot be disposed of in their present form because of military regulations. This category of materials includes those instances where military regulations require the obliteration of all markings that could relate an excess material to its operational program. After the generating activity takes appropriate action to meet regulatory requirements, the resulting material can then be turned in to the servicing DRMO.

c. Municipal-type garbage, trash, and refuse resulting from residential, institutional, commercial, agricultural, and community activities that the DPW routinely collects. Excluded are recyclable materials generated from these sources, which may be marketed through DRMS or the installation Qualified Recycling Program.

d. Contractor-generated materials that are the contractor's responsibility for disposal under the terms of the contract.

e. Contractor-generated wastes related to the production of ammunition and generated by authority of the Plant Utilization Policy at a Government-owned, contractor-operated (GOCO) activity.

f. Sludge resulting from municipal water and wastewater treatment facilities.

g. Sludge and residues generated as a result of industrial plant processes or operations including:

(1) Disposal of sludge and residues resulting from industrial waste treatment facilities.

(2) Commingled materials, resulting from industrial plant facilities, which are accumulated into commingled storage for disposition instead of processing through industrial waste treatment facilities.

h. Refuse and other discarded materials that result from mining, dredging, construction, and demolition operations.

i. Unique wastes and residues of a nonrecurring nature that research and development (R&D) experimental programs generate.

P–2. Disposal of materials identified in paragraph P–1

Disposal of materials listed above is the responsibility of the generating activity.

Appendix Q
Minimum Training Subjects and Frequencies for Fire and Emergency Services

Suppression proficiency training-academic and practical Table Q–1 lists the recommended training subjects for firefighters. The codes under the recommended frequency column are M-monthly; Q-quarterly; SA-semiannually; and A-annually.

Table Q–1
Suppression proficiency training-academic and practical

Item:1
Subject: Aircraft Egress (Ref: IFSTA)
Recommended frequency: Q
Item:2
Subject: First Aid/CPR (Ref: IFSTA)
Recommended frequency: Q
Item:3
Subject: Pumper Operation (Ref: IFSTA)
Recommended frequency: A
Item:4
Subject: Rescue tools (Ref: IFSTA)
Recommended frequency: Q
Item:5
Subject: Training Fires (Ref: IFSTA)
Recommended frequency: SA
Item:6
Subject: Mutual Aid (Ref: Chapter 25)
Recommended frequency: A
Item:7
Subject: Structural Drills (Ref: IFSTA)
Recommended frequency: M
Item:8
Subject: Prefire Planning (Ref: Chapter 25)
Recommended frequency: Q
Item:9
Subject: Water Supply for fire protection (Ref: TM 5–813–6)
Recommended frequency: Q
Item:10
Subject: Sprinkler Systems (Ref: NFPA 13)
Recommended frequency: Q
Item:11
Subject: Fire Inspection Procedures (Ref: IFSTA)
Recommended frequency: SA
Item: 12
Subject: Breathing Apparatus (Ref: Manufacturer's Manual)
Recommended frequency: SA
Item:13
Subject: Apparatus Test (Ref: IFSTA)
Recommended frequency: A
Item:14
Subject: Fire Department Communications (Ref: IFSTA)
Recommended frequency: SA
Item:15
Subject: Natural Cover Fires (Ref: 5–315)
Recommended frequency: Q
Item: 16
Subject: Hazardous Chemical Accidents (Ref: NFPA 471, 472, 1500, and Fire Protection Guide to Hazardous Materials, 2001 Edition)
Recommended frequency: Q

Table Q–2
Fire prevention proficiency training-academic: Table Q–2 is a guideline and lists the recommended training subjects that firefighters must complete. The codes under the recommended frequency column are M-monthly; Q-quarterly; SA-semiannually; and A-annually.

Item: 1
Subject: Inspection Procedures (Ref: IFSTA, NFPA 1031)
Recommended frequency: SA
Item:2
Subject: Building Construction (Ref: UFC 3–600–01, NFPA 241)
Recommended frequency: SA
Item:3
Subject: Classification of Occupancies (Ref: NFPA 101)
Recommended frequency: SA
Item:4
Subject: Means of Egress (Ref: NFPA 101)
Recommended frequency: SA
Item:5
Subject: Features of Fire Protection (Ref: NFPA 101)
Recommended frequency: SA
Item:6
Subject: Building Service Equipment (Ref: NFPA 101)
Recommended frequency: SA
Item:7
Subject: Places of Public Assembly (Ref: NFPA 101)
Recommended frequency: SA
Item:8
Subject: Educational Occupancies (Ref: NFPA 101)
Recommended frequency: SA
Item:9
Subject: Health Care and Penal Occupancies (Ref: NFPA 101)
Recommended frequency: SA
Item:10
Subject: Residential Occupancies (Ref: NFPA 101)
Recommended frequency: SA
Item:11
Subject: Mercantile Occupancies (Ref: NFPA 101)
Recommended frequency: SA
Item:12
Subject: Business Occupancies (Ref: NFPA 101)
Recommended frequency: SA
Item: 13
Subject: Industrial Occupancies (Ref: NFPA 101)
Recommended frequency: SA
Item: 14
Subject: Storage Occupancies (Ref: NFPA 101)
Recommended frequency: SA
Item:15
Subject: Occupancies in Unusual Structures (Ref: NFPA 101)
Recommended frequency: SA
Item: 16
Subject: Operating Features (Ref: NFPA 101)
Recommended frequency: SA
Item:17
Subject: Fire Extinguishers (Ref: NFPA 10)
Recommended frequency: SA
Item: 18
Subject: Fire Alarm Systems (Ref: NFPA 71 and 72 Series)
Recommended frequency: SA
Item: 19
Subject: Installed Extinguishing Systems (Ref: NFPA 96)
Recommended frequency: SA
Item:20
Subject: Installed Sprinkler Systems (Ref: NFPA 96)
Recommended frequency: SA
Item:21
Subject: Project Review and Submittal (Ref: UFC 3–600–01)
Recommended frequency: SA
Item: 22
Subject: Fire Investigation (Ref: IFSTA)
Recommended frequency: SA
Item: 23
Subject: Welding and Cutting (Ref: NFPA 51B)
Recommended frequency: SA

Table Q–2
Fire prevention proficiency training-academic: Table Q–2 is a guideline and lists the recommended training subjects that firefighters must complete. The codes under the recommended frequency column are M-monthly; Q-quarterly; SA-semiannually; and A-annually.—Continued

Item: 24
Subject: Munitions (Ref: 5154.4S)
Recommended frequency: SA
Item: 25
Subject: Reports and Records (Ref: Chapter 25)
Recommended frequency: SA
Item: 26
Subject: Base Population Training (Ref: Chapter 25)
Recommended frequency: SA

Appendix R
The Baseline Standard Operating Guides and/or Standard Operational Procedures for Fire and Emergency Services

The baseline standard operating guides and/or standard operational procedures as described in figure R–1, below is a suggested list that should be developed and issued by installation/garrison fire chiefs. This is not a complete listing of standard operational guidelines and standard operational procedures that can be developed or may be required. The intent is only to provide the inspecting authority with a baseline for reference.

Baseline Standard Operating Guides and/or Standard Operating Procedures

Minimum Staffing levels and contingency plan relative required overtime to maintain same.
Driver training and certification program
Firefighter safety policies and procedures to include the following:
- Self Contained Breathing Apparatus
- Personal Alert System (PASS) device use
- Two in – Two out (Operational Safety and Health Administration (OSHA) compliance
- Personal protective gear use, maintenance and replacement
- Fire-ground Personnel Accountability procedures
- Radio Communications, both emergency and non emergency operations
- OSHA 29 CFR regulations as applicable such as Confined Space, Lockout/Tagout, Blood Bourne Pathogens, and others
- Call back procedure for manpower and staffing emergencies
- Installation Spill Control and Recovery Plan
- Hazardous Materials Response Plan (for level of response trained).
- Emergency Medical Services Program
- Fire Prevention Regulation (Local adaptation of NFC or Installation regulation)
- Annual, Sick and LWOP policy
- Overtime policy
- Uniform (dress code) policy
- Fire Investigation
- Mutual Aid/ Automatic Aid Agreements
- Physical Training
- Medical Procedures and Monitoring
- Bargaining Unit Procedures and Agreements (Contractual)
- Vehicle Maintenance and Inspection
- Fit Testing of personal SCBA face pieces
- Air sample testing and operation of recharging equipment
- Job/Position descriptions for all positions within Fire Department
- Inclement weather procedures
- Disaster contingency plans for Force Protection Program
- Fire Prevention Inspection Schedule (Inspectors/ Fire Company or both)
- Any specialized response capability that is unique to the area or installation
- Maternity or Family Leave

Figure R–1. Baseline standard operating guides and/or standard operating procedures for fire and emergency services

Appendix S
Sample Fire and Emergency Services Mutual Agreements for United States/CONUS and Foreign/OCONUS

Mutual and Automatic Aid agreements will be formally documented. Sample Mutual Aid Agreements are shown in Figure S–1, Mutual Aid Agreements (US) and Figure S–2, Mutual Aid Agreements (Foreign) below.

DEPARTMENT OF THE ARMY
MUTUAL AID AGREEMENT (US)
(SAMPLE)

This agreement, entered into this ... day of ... 20XX., between the Secretary of the Army acting according to the authority of section 1856a, title 42, United States Code and(name *of* fire *department) is* to secure for each the benefits of mutual aid in fire prevention, the protection of life and property from fire, and firefighting to include emergency services, including basic medical support, basic and advanced life support, hazardous material containment and confinement, and special rescue events involving vehicular and water mishaps, and trench, building, and confined space extractions.

It is agreed that

a. On request to a representative of the *(installation)* Fire Department by a representative of the (name *of* fire department), firefighting equipment and personnel of the (installation) Fire Department will be dispatched when available to any point within the area for which the (name *of* fire department) normally provides fire protection as designated by the representative of the (name *of* fire department).

b. On request to a representative of the (name *of* fire department) by a representative of the *(installation) Fire* Department, firefighting equipment and personnel of the (name *of* tire department) will be dispatched when available to any point within the firefighting jurisdiction of the (installation) Fire Department.

c. The rendering of assistance under the terms of this agreement shall not be mandatory, but the party receiving the request for assistance should immediately inform the requesting department if, for any reason, assistance cannot be rendered.

d. Any dispatch of equipment and personnel pursuant to this agreement is subject to the following conditions:

(1) Any request for aid under this agreement will specify the location to which the equipment and personnel are to be dispatched; however, the amount and type of equipment and number of personnel to be furnished will be determined by a representative of the responding organization.

(2) The responding organization will report to the officer in charge of the requesting organization at the location to which the equipment is dispatched, and will be subject to the orders of the official.

(3) A responding organization will be released by the requesting organization when the services of the responding organization are no longer required, or when the responding organization is needed within the area for which it normally provides fire protection.

(4) If a crash of aircraft owned or operated by the United States or military aircraft of any foreign nation occurs within the area for which the (name of fire department) normally provides fire protection, the Chief of the (installation) Fire Department or his or her representative may assume full command on arrival at the scene of the crash.

e. Each party hereby waives all claims against every other party for compensation for any loss, damage, injury or death occurring as a consequence of the performance of this agreement except those claims authorized under 15 U.S.C. 2210.

f. The chief fire officers and personnel of the fire departments of both parties to this agreement are invited and encouraged, on a reciprocal basis, to frequently visit each other's activities for guided familiarization tours consistent with local security requirements and, as feasible, to jointly conduct prefire planning inspections and drills.

g. The technical heads of the fire departments of the parties to this agreement are authorized and directed to meet and draft any detailed plans and procedures of operation necessary to effectively implement this agreement. Such plans and procedures of operations shall become effective upon ratification by the signatory parties.

h. All equipment used by (name *of* fire department) in carrying out this agreement will be owned by the (name *of* fire department); and all personnel acting for (name *of* fire department) under this agreement will be an employee or volunteer member of(name of fire department).

This agreement shall become effective upon the date hereof and remain in full force and effect until cancelled by mutual agreement of the parties hereto or by written notice by one party to the other party, giving thirty (30)days notice of said cancellation.

For (fire organization) (Title)
For the Secretary of the Army (Commander)

Figure S–1. Department of the Army Mutual Aid Agreement (United States)

DEPARTMENT OF THE ARMY
MUTUAL AID AGREEMENT (FOREIGN)
(SAMPLE)

This agreement, entered into this ... day of ... 20XX, between the Secretary of the Army acting according to the authority of section 1856a, title 42, United States Code and(name *of fire department) is* to secure for each the benefits of mutual aid in fire prevention, the protection of life and property from fire, and firefighting to include emergency services, including basic medical support, basic and advanced life support, hazardous material containment and confinement, and special rescue events involving vehicular and water mishaps, and trench, building, and confined space extractions.

It is agreed that

a. On request to a representative of the *(installation)* Fire Department by a representative of the (name *of* fire *department),* firefighting equipment and personnel of the *(installation)* Fire Department will be dispatched, when available, to any point within the area for which the (name *of fire department) normally* provides fire protection as designated by the representative of the *(name of fire department).*

b. On request to a representative of the (name *of* fire *department) by* a representative of the *(installation)* Fire Department, firefighting equipment and personnel of the (name *of fire department) will* be dispatched, when available, to any point within the firefighting jurisdiction of the *(installation)* Fire Department.

c. The rendering of assistance under the terms of this agreement shall not be mandatory, but the party receiving the request for assistance should immediately inform the requesting department if, for any reason, assistance cannot be rendered.

d. Any dispatch of equipment and personnel pursuant to this agreement is subject to the following conditions:

(1) Any request for aid under this agreement will specify the location to which the equipment and personnel are to be dispatched; however, the amount and type of equipment and number of personnel to be furnished will be determined by a representative of the responding organization.

(2) The responding organization will report to the officer in charge of the requesting organization when the services of the responding organization are needed within the area for which it normally provides fire protection.

(3) A responding organization will be released by the requesting organization when the services of the responding organization are no longer required, or when the responding organization is needed within the area for which it normally provides fire protection.

(4) If a crash of aircraft owned or operated by the United States or military aircraft of any foreign nation occurs within the area for which the (name *of* fire *department) normally* provides fire protection, the chief of the *(installation)* Fire Department or his or her representative may assume full command on arrival at the scene of the crash.

e. Each party hereby waives all claims against every other party for compensation for any loss, damage, injury or death occurring as a consequence of the performance of this agreement except those claims authorized under 15 U.S.C. 2210.

f. The chief fire officers and personnel of the fire departments of both parties to this agreement are invited and encouraged, on a reciprocal basis, to frequently visit each other's activities for guided familiarization tours consistent with local security requirements and, as feasible, to jointly conduct prefire planning inspections and drills.

g. The technical heads of the fire departments of the parties to this agreement are authorized and directed to meet and draft any detailed plans and procedures of operation necessary to effectively implement this agreement. Such plans and procedures of operations shall become effective upon ratification by the signatory parties.

h. All equipment used by (name *of* fire *department) in* carrying out this agreement will, at the time of action hereunder , be owned by it; and all personnel acting for (name *of* fire *department) under* this agreement will, at the time of such action, be an employee or volunteer member of (name *of* fire *department).*

I. This agreement shall become effective upon the date hereof and remain in full force and effect until cancelled by mutual agreement of the parties hereto or by written notice by one party to the other party, giving thirty (30)days notice of said cancellation.

j. The foregoing does not affect, and will not be interpreted as affecting in any way, relevant provisions of the Status of Forces Agreement (SOFA).

For (fire *organization)* *(Title)*
For the Secretary of the Army (Commander)

Figure S–2. Department of the Army Mutual Aid Agreement (Foreign)

Appendix T
Management Control Evaluation Checklists

Section I
Management Control Evaluation Checklist (Chapter 2, Management of Public Works Activities)

T–1. Function
The function covered by this checklist is overall public works management and control.

T–2. Purpose
The purpose of this checklist is to assist IMCOM in evaluating the key management controls listed below. It is not intended to cover all controls.

T–3. Instructions
Answers to the questions in paragraph T–4 must be based on the actual testing of key management controls (for example, document analysis, direct observation, sampling, simulation). Answers that indicate deficiencies must be explained and corrective action must be identified in supporting documentation. These key management controls must be evaluated at least once every five years. Certification that this evaluation has been conducted must be accomplished on DA Form 11–2 (Management Control Evaluation Certification Statement).

T–4. Test questions
a. Are organizational and operational responsibilities for facilities engineering, housing, and environmental support activities clearly assigned?

b. Is master planning for facilities being accomplished, and have short- and long-range plans been approved as appropriate?

c. Is the IFS work management system, including customer service standards and review and analysis of work, in place and operating properly?

d. If STANFINS is not used, is real property data being recorded using IFS, and 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 and Technical Data Reports?

e. Is there only one public works organization at each garrison?

f. Does the garrison's public works agency coordinate and approve all M&R and construction projects for all facilities?

g. Are obligations and expenses for work on real property facilities being recorded accurately in official finance and accounting records?

h. Are obligations and expenses for work on real property facilities being recorded accurately and in enough detail to ensure compliance with project approval authority and the Chief Financial Officer Act, to develop accurate rates for reimbursable services, and to support review and analysis of work accomplished?

i. Are up-to-date support agreements established with tenants and public works agency customers?

j. Are procedures in place to ensure that tenants coordinate projects and report Installations Support costs to the public works agency?

k. Are proper funding sources and estimated costs identified and separated for Installations Support?

l. Are project approvals and re-approvals being secured and recorded properly in project files?

m. Are controls established to prevent project costs from exceeding approval limits?

n. Are estimators, designers, and project managers trained adequately in work classification and project and dwelling unit limitations to ensure that work is classified properly and that costs are charged accurately to the correct projects or dwelling units/housing areas?

o. Is IMCOM guidance on maintenance, repair, and minor construction project development and technical review provided to garrisons?

p. Are expedited procedures established for projects for repair of facilities damaged by natural occurrences?

q. Are manual or electronic M&R and construction project files established to provide complete historical records of projects?

r. Does the current mix of in-house and contractor workforces provide for accomplishing public works activities through the most economical means available?

s. Are inspectors and other personnel appointed for monitoring and evaluating contractor performance trained adequately in quality assurance surveillance and reporting methods?

t. Have the garrison commander and the supporting USACE district established procedures to obtain cost-effective services from the USACE Installation Support Program?

u. Does all work conform to the Army Facilities Standards, Installation Design Standards, and the Installation Design Guide?

v. Are all inspections and tests required by law performed?

w. Are all inspections and tests required by regulations performed?

x. Does the Annual Work Plan include inspections, tests, evaluations, and exercises required by law and regulation?

y. Is corrosion prevention and control a functional design requirement for all facilities exposed to the environment, and are Corrosion Prevention and Control Plans prepared in accordance with (IAW) DOD guidelines?

T–5. Supersession

This checklist replaces the "Management Control Evaluation Checklist" published previously in AR 420–10, dated 15 April 1997.

T–6. Comments

Help make this a better tool for evaluating management controls. Submit comments and recommendations to the Assistant Chief of Staff for Installation Management, ATTN: DAIM–FDF, 600 Army Pentagon, Washington, DC 20310–0600.

Section II
Management Control Evaluation Checklist (Chapter 3, Housing Management)

T–7. Function

The functions covered by this checklist are the administration, operation, and management of Army Family housing and permanent party unaccompanied personnel housing. These functions include key controls for Family housing; UPH(PP); housing services; mobile home parks; furnishings; the housing requirements determination process; military housing privatization, the establishment of rental rates; and housing planning for mobilization.

T–8. Purpose

The purpose of this checklist is to assist housing managers at all levels (HQDA, FOAs, and installations) in evaluating the key management controls outlined below. It is not intended to cover all controls.

T–9. Instructions

Answers must be based on actual testing of key management controls, such as document analysis, direct observation, interviewing, and sampling. Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These controls must be evaluated in accordance with the schedule in the Management Control Plan. Certification that this evaluation has been conducted must be accomplished on DA Form 11–2 (Management Control Evaluation Certification Statement).

T–10. Test questions

a. Family Housing.

(1) Is the Housing Operation Management System (HOMES) used as a management tool in the day-to-day operation of Family housing? (HQDA, IMCOM Region, installation)

(2) Are Family housing planning and programming requirements addressed in the annual work plan (AWP), long-range work plan (LRWP), and the short-range component (SRC) of the RPMP? (Installation)

(3) Have a Six-Year GFOQ plan (SYGP) and an annual O&M budget estimate been prepared for each GFOQ? (Installation)

(4) Do budget requests comply with approved program and budget guidance, derive from approved plans and programs, and use valid cost, workload, and performance data for their justification? (HQDA, HQIMCOM, IMCOM Region, installation)

(5) Does the Housing Manager monitor cost limitations and approval authority levels? (HQDA, IMCOM, HQIMCOM Region, FOA, installation)

(6) Is the AFH account being credited with reimbursements which it should properly receive? (HQDA, HQIMCOM, IMCOM Region, installation)

(7) Is a separate cost data file maintained for each DU that is susceptible to incurring large costs (for example, high cost leased housing, historic housing, oversized DUs, and GFOQ)? (Installation)

(8) Are assignment and termination documents control-numbered consecutively, properly prepared, and distributed per AR 420–1, paragraph 3–14h? (Installation)

(9) Are occupancy rates monitored, causes of low occupancy rates determined, and corrective actions taken to improve occupancy rates? (Installation)

(10) Are changes in functional use of housing facilities documented in installation real property records? (Installation)

(11) Are leasing criteria, limitations, and documentation requirements being met? (HQDA, IMCOM Region, installation)

(12) Is there a program in effect to conserve energy in Family housing? (Installation)

(13) Are project definitions and work classifications properly used to determine approval authorities and cost limitations? (Installation)

(14) Do proposed construction projects meet prescribed programming criteria? (HQDA, HQIMCOM, IMCOM Region, installation)

(15) Are statutory, congressionally directed and administratively imposed cost limitations complied with in project development and execution? (HQDA, HQIMCOM, IMCOM Region, installation)

b. UPH(PP).

(1) Is the HOMES Billeting Module used as a management tool in the day-to-day operation of UPH(PP)? (HQDA, IMCOM Region, installation)

(2) Are personnel advised of the circumstances under which, if they reside off-post, they may be mandatorily assigned on-post housing? (Installation)

(3) Are assignment and termination documents control-numbered consecutively, properly prepared, and distributed per AR 420–1, paragraphs 3–18d and 3–66b, respectively? (Installation)

(4) Are voluntarily separated personnel (geographic bachelors) required to vacate UPH(PP) when space is required for personnel with a higher assignment priority? (Installation)

(5) Has the Housing Manager assigned responsibility for centralized recordkeeping and control over certificates of nonavailability (CNAs)? (Installation)

(6) Are CNAs reviewed on a quarterly basis and checked against UPH(PP) availability to ensure that procedures for controlling the issuance of CNAs are effective? (Installation)

(7) Are UPH(PP) classifications annotated on installation real property records and the annotations changed whenever a classification is changed? (Installation)

(8) Is a physical inventory of UPH(PP) assets conducted at lease biennially? (Installation)

(9) Are utilization rates monitored, causes of low utilization rates determined, and corrective actions taken to improve utilization rates? (Installation)

(10) Are changes in functional use of UPH(PP) documented in installation real property records? (Installation)

(11) Are UPH(PP) funding policies regarding use of APFs and NAFs complied with? (HQDA, HQIMCOM, IMCOM Region, CFSC, installation)

(12) Are leasing criteria, limitations, and documentation requirements being met? (HQDA, IMCOM Region, installation)

(13) Do residents of Government-leased UPH(PP) forfeit all housing allowances? (Installation)

(14) Do programmed construction projects meet prescribed programming criteria? (HQDA, HQIMCOM, IMCOM Region, installation)

c. HS.

(1) Is the HOMES Assignments and Terminations Module used as a management tool in the day-to-day operation of the Housing Services Office (HSO)? (Installation)

(2) Does the HSO participate with, and actively solicit support from, local community housing agencies and activities to meet Soldier housing needs? (Installation)

(3) Do Soldiers process through the HSO and receive a restrictive sanction list prior to making an off-post housing commitment? (Installation)

(4) Are applicants advised of equal opportunity in off-post housing and the need to report any suspected discrimination to the HSO immediately? (Installation)

(5) Are all discrimination complaints investigated? (Installation)

(6) Are restrictive sanctions imposed when a charge of discrimination is supported? (Installation)

d. Mobile Home Parks.

(1) Are applications for MHP spaces made through the Housing Office and MHP assignments affected through the execution of a lease? (Installation)

(2) Are charges made for both the MHP space and Government-provided operating services? (Installation)

(3) Does the rental charge for the MHP space include costs for amortizing construction, improvement, and major M&R projects over a 25-year period? (Installation)

(4) Are the policies and procedures set forth in AR 420–1, paragraph 3–91g and figure 3–5, followed in determining and managing charges for MHP usage? (Installation)

(5) Are MHP construction requirements based on demonstrable needs which are supported by requirements documentation? (HQDA, IMCOM Region, installation)

(6) Are approval authority levels and cost limitations followed for the design and execution of MHP construction and M&R projects? (HQDA, HQIMCOM, IMCOM Region, installation)

e. Housing Furnishings Management.

(1) Is the HOMES Furnishings Management Module used as a management tool in the day-to-day operation of the furnishings program? (Installation)

(2) Are costs of procurement and O&M of furnishings funded from the appropriate APF funding source(s)? (Installation)

(3) Are serviceable Family housing furnishings in CONUS which are in excess of allowances turned in per AR 420–1, paragraph 3–68i? (Installation)

(4) Are Family housing and UPH furnishings labeled and stored separately, segregated by warehouse, floor, area, bay, or room? (Installation)

(5) Are Family housing and UPH furnishings issued on hand receipt to the resident or person responsible for the facility? (Installation)

(6) Are controls established to ensure furnishings accounts are cleared before personnel depart on PCS or ETS? (Installation)

(7) Are annual inventories of Family housing and UPH furnishings inventories conducted for those furnishings not on permanent hand receipt? (Installation)

(8) Are supplementary furnishings provided only in the public entertainment areas of Army-controlled housing designated for and occupied by general or flag officers and by installation and garrison commanders in the grade of colonel (O–6)? (Installation)

(9) Are special allowance items provided only to the incumbents of special command positions? (Installation)

(10) Are special allowance items approval authority levels and cost limits set forth in AR 420–1, table 3–21, followed? (HQDA, HQIMCOM, IMCOM Region, installation)

(11) Are furnishings for special CSM positions provided in accord with AR 420–1, paragraph 3–70? (Installation)

f. Housing Requirements Determination.

(1) Is the Army housing requirements determination process described in AR 420–1, chapter 3, section XIV, used to determine housing requirements? (HQDA, HQIMCOM, IMCOM Region, installation)

(2) Is the ASIP used as the official source document for strength projections in determining requirements? (HQDA, IMCOM Region, installation)

(3) Are Army housing requirements determinations prepared in coordination with other DOD installations within 1-hour commuting distance to ensure the avoidance of double counting assets and requirements in overlapping areas? (HQDA, HQIMCOM, IMCOM Region, installation)

(4) Is housing market analysis being used to identify local community housing assets available now and in the future to meet Army personnel housing needs? (Installation)

(5) Are economic analyses (EAs) prepared and revised or updated as necessary for construction projects, leasing proposals which require congressional notification, selected M&R projects, and privatization in accord with AR 420–1, chapter 3? (Installation)

(6) Does the installation maintain the data required by AR 420–1, chapter 3, section XVI, in a readily retrievable manner? (Installation)

(7) Are on-post housing assets data in reporting documentation consistent with installation real property records? (Installation)

(8) Are local community housing assets data in agreement with current housing market analysis data? (Installation)

(9) Does the installation have a procedure for analyzing its housing facilities database to identify reasons for substantial changes or altered trends? (Installation)

(10) Are the Army Family Housing Master Plans updated per AR 420–1, paragraph 3–109a? (HQDA, IMCOM Region, installation)

g. Military Housing Privatization.

(1) Is privatization considered as an alternative in the Army's housing master plans? (HQDA, IMCOM Region, installation)

(2) Are the FAR and its supplements used in managing the privatization acquisition process? (HQDA)

(3) Are CDMPs being developed per AR 420–1, paragraph 3–110b (HQDA, installation)

(4) Are Soldiers occupying privatized housing? (Installation)

(5) Are Soldiers using allotments to make their rent payments for RCI housing? (Installation)

(6) Has the HQDA RCI management team issued necessary instructions to Government and Private Sector managers at all levels for oversight of the RCI program execution on an established basis? (HQDA)

h. Rental Rates for Housing and Related Facilities.

(1) Does the garrison commander provide to the District Commander/District Engineer, and update as necessary, accurate lists of housing units for which rate schedules for rents and related utilities and service charges need to be established? (Installation)

(2) Has the USACE District Commander/District Engineer developed rental rates and charges for utility services where required? (USACE District Commander/District Engineer)

(3) Does the USACE District Commander/District Engineer provide the garrison commander with annually adjusted rental rates for each rental unit? (USACE District Commander/District Engineer)

(4) Are rental rent schedule(s) developed in accord with OMB Circular A–45 and ER 405–1–12? (USACE District Commander/District Engineer)

(5) Does the garrison commander promptly implement new rent schedules upon receipt? (Installation)

(6) Are appeals and reviews of schedules of charges for rents and utilities conducted in a timely manner per AR 420–1, paragraph 3–124 (USACE District Commander/District Engineer, Installation)

(7) Are receipts from rents and other charges credited to the appropriate accounts per AR 420–1, table 3–22 (Installation)

i. Housing Planning for Mobilization.

(1) Have installations with mobilization missions prepared mobilization plans which address housing? (ACOM, ASCC, DRU and IMCOM Region, installation)

(2) Has the installation prepared a housing plan and incorporated it into the Housing Appendix to the Engineer Annex in accord with AR 420–1, paragraph 3–138 (Installation)

T–11. Supersession

This Checklist replaces Appendix K, Management Control Evaluation Checklist, previously published in AR 210–50.

T–12. Comments

Help to make this a better tool for evaluating management controls. Submit comments to: Assistant Chief of Staff for Installation Management, ATTN: DAIM–FDH, 600 Army Pentagon, Washington, DC 20310–0600.

Section III
Management Control Evaluation Checklist (Chapter 6, Facilities Engineering Material, Equipment, and Relocatable Building Management)

T–13. Function

The function covered by these checklists is public works engineering material, exchanging or selling personal property, and purchase or lease of relocatable buildings as personal property.

T–14. Purpose

The purpose of this checklist is to assist installations and ARNG USPFOs in evaluating the key management controls listed below. It is not intended to cover all controls.

T–15. Instructions

Answers must be based on the actual testing of key management controls such as document analysis, direct observation, interviewing, sampling, and simulation. Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls must be evaluated at least once every five years. Certification that this evaluation has been conducted must be accomplished on DA Form 11–2 (Management Control Evaluation Certification).

T–16. Test Questions

a. PW Engineering Material. Test questions apply to installations and ARNG USPFOs using PW Engineering Material.

(1) Does management have a system set up to track the percentage of all valid demands for ASL items that are completely filled upon request?

(2) Does management have a system set up to track the Zero balance with due-outs?

(3) Does management have a process for tracking Inventory accuracy and can identify ASL lines with differences of an overage or shortage greater than $500?

(4) Does management adjust the cumulative total dollar value of inventory adjustments (both gains and losses, not the net differences) for the fiscal year within the established objective, per AR 735–5, Chapter 14?

(5) Does management maintain inventory location records? Are inventory location records compared with the actual physical location of assets to determine how accurate the inventory records are?

(6) Are inventory receipts processed within established timeframes to the stock accounting record?

(7) Are customer requests processed daily in the automated supply system cycle run?

(8) Are monthly reviews made to determine if there is excess stock(s) on hand above the RL?

b. Exchanging or selling personal property. Test questions apply to installations and ARNG USPFOs.

(1) Are controls in place to ensure that provisions of DOD 4160.21–M–1, Defense Demilitarization Manual, are observed and that materiel has been rendered safe or innocuous prior to sale/exchange?

(2) Are controls in place to ensure that all sales/exchanges are documented in accordance with paragraph 3 of this guidance?

(3) Are controls in place to ensure that proceeds obtained from sale/exchanges are applied to the purchase of similar replacement items in accordance with DOD guidance and 41 CFR 101–46.2?

(4) Are controls in place to ensure that items sold are not excess and that the items acquired are needed in the conduct of approved programs?

(5) Are controls in place to ensure that items excluded by DOD policy or 41 CFR 101 are not sold/exchanged?

c. Purchase or lease of relocatable buildings as personal property. Test questions apply to installations.

(1) What controls are in place to ensure that an economic analysis is performed and documented as required in paragraph 6–4a before a purchase?

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

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

(4) Are controls in place to ensure that the site is approved in accordance with minor construction authorities base on the total estimated funded project cost before a purchase?

(5) Are controls in place to determine the appropriate fund source and approval authorities for leases?

(6) Are controls in place to determine the appropriate fund source and approval authorities for purchases?

(7) Are controls in place to determine the sustainment and operation costs for leased or purchased relocatable buildings?

(8) Are controls in place to determine the retention and disposition of relocatable buildings?

(9) Are controls in place to ensure the relocatable building is removed at the end of the approved period of use?

T–17. Supersession

There were no previous checklists.

T–18. Comments

Help make this a better tool for evaluation management controls. Submit comments to Assistant Chief of Staff, Installation Management, ATTN: DAIM–FDF, 600 Army Pentagon, Washington, DC 20310–0600.

Section IV
Management Control Evaluation Checklist (Chapter 7, Transportation Infrastructure and Dams)

T–19. Function

The function covered by this checklist is managing transportation infrastructure and dams.

T–20. Purpose

The purpose of this checklist is to assist real property managers at the Garrisons and IMCOM Regions in evaluating the key management controls listed below. It is not intended to cover all controls.

T–21. Instructions

Answers must be based on the actual testing of key management controls (for example, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key management controls must be formally evaluated at least once every five years. Certification that this evaluation has been conducted must be accomplished on DA Form 11–2 (Management Control Evaluation Certification Statement).

T–22. Test questions

a. Garrisons. The following questions pertain to all Garrisons.

(1) Does the Garrison prepare an Annual Work Plan, Five Year Long-Range Plan, Inspections and Inventory of Transportation Infrastructure report for Pavements, Airfields, Rail, and Bridges and provide it to IMCOM by 1 January annually?

(2) Does the Garrison prepare an Annual Work Plan, Five Year Long-Range Plan, Inspections and Inventory of Dams report for Dam Inventory and Dam Inspection and provide it to IMCOM by 5 January biannually on each odd numbered year?

(3) Does the Garrison prepare an Installation Status Report identifying the condition assessment of existing roads, parking, rail track, airfields, and piers and provide it to IMCOM by 1 January annually?

b. Installation Management Command. The following questions pertain to IMCOM.

(1) Does IMCOM compile all Garrisons' Annual Work Plan, Five Year Long-Range Plan, Inspections and Inventory of Transportation Infrastructure reports for Pavements, Airfields, Rail, and Bridges for submission to ACSIM Facility Policy Division annually by 30 June?

(2) Does IMCOM compile all Garrisons' Annual Work Plan, Five Year Long-Range Plan, Inspections and Inventory of Dams report for Dam Inventory and Dam Inspections for submission to ACSIM Facility Policy Division annually by 30 June?

(3) Does IMCOM compile all Garrisons' Installation Status Report identifying the condition assessment of existing roads, parking, rail track, airfields, and piers for submission to ACSIM Facility Policy Division annually by 30 June?

T–23. Supersession

This evaluation checklist replaces the evaluation checklist in Appendix E, Internal Control Provisions, previously published in AR 420–72 dated 1 May 2000.

T–24. Comments

Help to make this a better tool for evaluating management controls. Submit comments to: HQDA, Assistant Chief of Staff for Installation Management, ATTN: DAIM–FDF, 600 Army Pentagon, Washington, DC 20310–0600.

Section V
Management Control Evaluation Checklist (Chapter 22, Army Energy and Water Management Program)

T–25. Function

The function covered by this checklist is the management of the Army Energy and Water Management Program.

T–26. Purpose

The purpose of this checklist is to assist the Deputy Chief of Staff, G–3; the Deputy Chief of Staff, G–4; the Assistant Chief of Staff for Installation Management; the Chief of Public Affairs; the Chief, National Guard Bureau; the Chief, Army Reserve; Commander, Installation Management Command; other Heads of Department of the Army (DA) Agencies; and commanders of Army Commands (ACOMs), Army Service Component Commands (ASCCs), and Direct Reporting Units (DRUs) in evaluating the key management controls outlined below. It is not intended to cover all controls.

T–27. Instructions

Answers to the questions in paragraph T–28 below must be based on the actual testing of key management controls (for example, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key management controls must be formally evaluated at least once every three years. Certification that this evaluation has been conducted must be accomplished on DA Form 11–2 (Management Control Evaluation Certification Statement).

T–28. Test questions

a. Office of the Deputy Chief of Staff, G–3:

(1) Are procedures established to ensure that provisions of the Army Energy and Water Management Program (AEWMP) are considered during the development of the overall roles and missions of the Army and, in particular, during the development of the Army aspects of national military strategy, Army force requirements, and Army mobility requirements?

(2) Have overall operational priorities for distribution and use of fuels and alternative and/or renewable sources of tactical mobility energy been established?

(3) Has guidance emphasizing compliance with the AEWMP during all operations and training exercises been developed and provided to ACOMs, ASCCs, and DRUs?

b. Office of the Deputy Chief of Staff, G–4:

(1) Has coordinated DA policy for the allocation, supply, conservation, and management of tactical and mobility energy and water resources within the Army been formulated and recommended?

(2) Are procedures in place to identify energy market conditions that have, or may soon, adversely affect the Army's ability to purchase energy products in the market?

c. Assistant Chief of Staff for Installation Management—

(1) Have Army Annual Energy and Water Management Reports and Implementation Plans been prepared as required?

(2) Are ACSIM procedures in place to ensure that implementing guidance—developed with the assistance of and in coordination with other appropriate ARSTAF elements—complies with current laws and Executive Orders?

(3) Has ACSIM formulated and coordinated DA policy for the allocation, supply, conservation, and management of energy and water resources within the Army?

(4) Has the ACSIM provided oversight to AEWRS in order to meet overall reporting and program management needs?

(5) Are procedures in place to ensure that review of joint and Army strategic plans is conducted to ensure consideration and incorporation of appropriate energy and water management issues?

(6) Are procedures in place to ensure compatibility between the AEWMP and the Army Environmental Program IAW AR 420–1, chapter 22 and AR 200–1?

(7) Has the ACSIM conducted Army Energy Awareness and Conservation Assessment visits and conducted follow-on field surveys to receive feedback on accomplishments and problem areas encountered/identified by garrison-level personnel?

(8) Has ACSIM developed and managed Army participation in the DOD Energy Conservation Investment Program (ECIP) and the Army's Alternative Financing Program including the Energy Savings Performance Contract (ESPC) and Utility Energy Savings Contract (UESC)?

d. Office of the Chief of Public Affairs (OCPA): Has OCPA, in coordination with ACSIM, developed an Army Energy Public Affairs Program focused on informing the general public and the media of Army accomplishments toward conserving and managing energy and water resources?

e. U.S. Army Corps of Engineers (USACE):

(1) Does USACE execute the ECIP in accordance with AR 420–1, chapter 4?

(2) Has USACE developed construction standards (including standard designs) to meet established energy and water efficiency standards and kept those construction standards up-to-date?

(3) Has USACE implemented life-cycle cost effective energy efficiency, water efficiency, and renewable energy technologies in all construction programs IAW Sustainable Design and Development (SDD) practices and Installation Design Standards (IDS)?

(4) Has USACE sponsored and supported the development of specifications, standards, handbooks, criteria and guidance, and/or other mechanisms to promote the beneficial use of efficient/cost-effective energy and water technologies?

(5) Does USACE have procedures in place to provide guidance to the field on the technical engineering standards and research aspects of the AEWMP?

(6) Does USACE have procedures in place to provide for technology transfer, including the exchange of information?

(7) Has USACE coordinated with and established procedures to refer energy and water policy matters that require resolution to ACSIM?

(8) Does USACE have procedures in place to support garrison/installation/facility surveys for potential applications of renewable energy technologies?

(9) Does USACE maintain, monitor, update, and offer Army specific energy and water management training courses that meet the requirements of current laws and Executive Orders?

(10) Does USACE have procedures in place to provide technical support to the ACSIM, Headquarters IMCOM (HQIMCOM), and Army garrisons/installations/facilities in the area of energy and water management?

f. Heads of DA Agencies; the National Guard Bureau (NGB); and the Office of the Chief, Army Reserve (OCAR) (also see paragraph i below):

(1) Have energy and water management considerations been included in agency functional responsibilities?

(2) Have all plans and actions that impact on energy and water matters been coordinated with the ACSIM?

(3) Has a single point of contact (POC) been established and properly identified to ACSIM to expedite staff actions on energy and water management matters and to disseminate essential information within the organization?

g. Army Commands (ACOMs), Army Service Component Commands (ASCCs), and Direct Reporting Units (DRUs) (also see paragraph i below):

(1) Does the ACOM, ASCC, or DRU infuse energy and water efficiencies into the development of Army operations, processes, procedures, acquisition strategies, and other mission related functions?

(2) Does the ACOM, ASCC, or DRU ensure that thorough consideration is given to the conservation of energy in the development, acquisition, operation, manufacture, use, storage, and disposal of Army assets?

h. Installation Management Command (IMCOM):

(1) Are programs in place to promote energy and water conservation goals and awareness activities?

(2) Have provisions that encourage energy and water efficiency been incorporated into new leases and into renegotiations or extensions of existing leases?

(3) Have Energy Managers been designated in writing?

(4) Have Energy Managers been trained as required by current laws and Executive Orders?

(5) Do all appliances (including vending machines) that are purchased for any new or replacement application have an ENERGY STAR™ rating?

(6) Do all purchased microcomputers (including personal computers, monitors, and printers) meet ENERGY STAR™ requirements for energy efficiency?

(7) Are the central processing units (CPUs) for computers, desktop units, and personal computers that are allowed to remain on for IT purposes capable of, configured for, and enabled for energy saving features such as standby or low energy usage modes during periods of operator absence?

(8) Is the standby or low energy usage mode of the CPU of computers, desktop units, and personal computers allowed to remain on for IT purposes during periods of operator absence activated after any 10 minutes of operator absence?

(9) Are the computers, desktop units, and personal computers that are allowed to remain on for IT purposes ENERGY STAR™ compliant, and do the computers each consume 20 watts or less of energy while in standby or low energy usage mode?

(10) Have energy and water conservation responsibilities been included in position descriptions of Directors of IMCOM Regions and their subordinate commanders and, to the extent practical and appropriate, others critical to the implementation of applicable laws and Executive Orders?

(11) Is energy consumption data promptly and accurately reported through AEWRS?

(12) Are leaseholders required to list utility costs as a separate portion of the lease and include incentives for both the lessor and Government to reduce utility consumption and cost and meet EPAct requirements?

(13) Has HQIMCOM conducted on-site reviews of garrisons to evaluate compliance with the AEWMP?

(14) Are adequate security plans that include strategies for continuing essential garrison missions during emergencies in place?

(15) Does IMCOM manage the Army Energy Security Program in accordance with current DOD and ACSIM guidelines?

(16) Are garrisons encouraged to maximize use of alternative financing methods?

(17) Are programs in place to take advantage of competitive opportunities in natural gas, electricity, and fuel markets to reduce garrison costs and enhance service?

(18) Are programs in place to encourage use of renewable energy systems and sources?

(19) Are procedures in place to ensure that garrisons conduct energy and water audits of at least ten percent of their facilities each year?

(20) Is a prioritized list of potential Army Energy Awareness and Conservation Assessment (EACA) sites provided to ACSIM annually?

(21) Have consolidated annual Energy and Water Management Reports and Implementation Plans been prepared and submitted to ACSIM as required?

(22) Are policy and procedures in place to ensure use of Sustainable Design and Development (SDD) principles with regard to energy technology in maintenance and repair (M&R) of existing facilities and the siting, design, and construction of new facilities?

i. The National Guard Bureau (NGB); the Office of the Chief, Army Reserve (OCAR); Army Commands (ACOMs); Army Service Component Commands (ASCCs); and Direct Reporting Units (DRUs) that retain command and control over installations/facilities:

(1) Are programs in place to promote energy and water conservation goals and awareness activities?

(2) Have provisions that encourage energy and water efficiency been incorporated into new leases and into renegotiations or extensions of existing leases?

(3) Have Energy Managers been designated in writing?

(4) Have Energy Managers been trained as required by current laws and Executive Orders?

(5) Do all appliances (including vending machines) that are purchased for any new or replacement application have an ENERGY STAR™ rating?

(6) Do all purchased microcomputers (including personal computers, monitors, and printers) meet ENERGY STAR™ requirements for energy efficiency?

(7) Are the CPUs for computers, desktop units, and personal computers that are allowed to remain on for IT purposes capable of, configured for, and enabled for energy saving features such as standby or low energy usage modes during periods of operator absence?

(8) Is the standby or low energy usage mode of the CPU of computers, desktop units, and personal computers allowed to remain on for IT purposes during periods of operator absence activated after any 10 minutes of operator absence?

(9) Are the computers, desktop units, and personal computers that are allowed to remain on for IT purposes ENERGY STAR™ compliant, and do the computers each consume 20 watts or less of energy while in standby or low energy usage mode?

(10) Have energy and water conservation responsibilities been included in position descriptions of installation/facility support activity commanders and, to the extent practical and appropriate, others critical to the implementation of applicable laws and Executive Orders?

(11) Is energy consumption data promptly and accurately reported through AEWRS?

(12) Are leaseholders required to list utility costs as a separate portion of the lease and include incentives for both the lessor and Government to reduce utility consumption and cost and meet EPAct requirements?

(13) Has the ACOM, ASCC, DRU, NGB, or CAR HQ conducted on-site reviews of installations/facilities to evaluate compliance with the AEWMP?

(14) Are adequate security plans that include strategies for continuing essential installation/facility missions during emergencies in place?

(15) Are installations/facilities encouraged to maximize use of alternative financing methods?

(16) Are programs in place to take advantage of competitive opportunities in natural gas, electricity, and fuel markets to reduce installation/facility costs and enhance service?

(17) Are programs in place to encourage use of renewable energy systems and sources?

(18) Are procedures in place to ensure that installations/facilities conduct energy and water audits of at least ten percent of their facilities each year?

(19) Have consolidated annual Energy and Water Management Reports and Implementation Plans been prepared and submitted to ACSIM as required?

(20) Are policy and procedures in place to ensure use of SDD principles with regard to energy technology in M&R of existing facilities and the siting, design, and construction of new facilities?

T–29. Supersession

None.

T–30. Comments

Help to make this a better tool for evaluating management controls. Submit comments to: Assistant Chief of Staff Installation Management, ATTN: DAIM–FDF, 600 Army Pentagon, Washington, DC 20310–0600.

Section VI
Management Control Evaluation Checklist (Chapter 23, Utilities Services)

T–31. Function

The function covered by this checklist is installation utilities.

T–32. Purpose

The purpose of this checklist is to assist the Director of Public Works in evaluating the key management controls outlined below. It is not intended to cover all controls.

T–33. Instructions

Answers must be based on the actual testing of key management controls (for example, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key management controls must be formally evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11–2 (Management Control Evaluation Certification Statement). A copy of this form is located at the back of this publication.

T–34. Test questions

a. General.

(1) Where LCC effective, are utility services obtained from local, municipal, or regional (public and private) authorities?

(2) Do installations participate in local, municipal, and regional utility planning organizations?

(3) Do utility services comply with all applicable Federal, State, and local standards, laws, and regulations?

(4) Are applicability of State and local laws and regulations for installation utility services referred to the installation Staff Judge Advocate General for interpretation?

(5) Do OCONUS Army installations comply with the final governing standards (FGS) issued by the Department of Defense (DOD) Executive Agent for the host nation concerned?

(6) Has an Installation Utilities Management Plan (IUMP) been developed and implemented?

(7) Has a Water Resource Management Plan (WRMP) been developed and implemented?

(8) Have a utility vulnerability analyses and remedial action plans been prepared to ensure mission support in event of disruption to major utility systems?

(9) Have emergency response plans for each type of utility service been prepared?

(10) Does the installation have a plan for public notification when violations of the Safe Drinking Water Act occur?

(11) Do installations with gas (natural gas, manufactured gas, and vaporized LPG products, that is, propane and

propane/air mixtures) distribution systems provide training for personnel working on or involved with the design, construction, or management of these systems in accordance with 49 CFR 192?

(12) Is all work properly classified in accordance with AR 420–1, chapter 23?

(13) Do utility privatization contracts include quality control and quality assurance in the management plan?

b. Certification of utility plant operators.

(1) Are all utility plant operators and maintenance personnel licensed by governing authorities with certification or licensing programs that meet Army or applicable State and local standards?

(2) If no governmental certification exists for boiler operators, do utility operators have, as a minimum, a Fourth Class Power Engineer Certificate issued by the National Institute for the Uniform Licensing of Power Engineers, Incorporated?

(3) Are contract personnel properly and currently licensed by the appropriate authority of the political subdivision in the vicinity?

c. Solid waste management.

(1) Are proper storage containers used and are pick-up stations located for maximum efficiency for the storage, collection, and transportation of nonhazardous waste?

(2) Are collection operations periodically evaluated to ensure the most efficient operation?

(3) Does all equipment used for solid waste collection meet standards for operational safety published in Federal regulations and guidelines, Army guidelines, and host country guidelines and regulations?

(4) Are source separation, resource recovery, and recycling programs determined to be life cycle cost-effective prior to establishment or expansion of such programs?

(5) Are management policies and procedures for the recycling program established?

(6) Are new or expanded facilities justified?

(7) Does the design of new or expanded facilities comply with current engineering standards and all Federal, State, and local regulations or host country regulations?

(8) Are thermal processing facilities and landfills operated and maintained efficiently and safely in accordance with Federal, State, or local standards?

(9) Are proper disposal arrangements made for ash and residue from thermal processing facilities so the materials will be disposed of in an environmentally safe manner?

d. Water supply and wastewater.

(1) Are monitoring equipment and billing procedures the most feasible and necessary for the Government for the purchase and sale of water and wastewater services?

(2) Is quality control of water supply, treatment, storage, and distribution facilities and wastewater collection and treatment systems maintained?

(3) Are laboratory facilities properly certified?

(4) Is usefulness of active deep wells maximized?

(5) Are appropriate water supply conservation analyses systematically conducted?

(6) Will water supply and wastewater facility operation and maintenance continue in times of national or local emergencies?

(7) Are water users protected?

(a) Are water users notified of any actual or anticipated noncompliance with water quality, including microbiological, chemical, pesticide and radiological analyses reports; excessive contaminant levels; inadequate procedures or frequencies; and all approved or requested variations in water quality or exemptions to surveillance criteria?

(b) Is the Environmental Quality Report (EQR) (DA Pam 200–1, para 13–1)) used to report all violations, variations, and exemptions in water quality and variations and violations of an exemption to wastewater facility surveillance requirements to the IMCOM?

(8) Are inspections conducted and acted upon?

(a) Are results of water and wastewater facility inspections and water quality tests conducted by Federal and State agencies reported?

(b) Are all major operational changes that are recommended in inspection reports recorded and acted on?

(c) Are inspection reports submitted to HQDA and maintained in appropriate files?

(9) Is quality maintained over water supply and wastewater facility operations?

(a) Are variations in water quality or exemptions to water surveillance criteria as recorded in analysis reports reviewed?

(b) Are variations and violations of any exemption to wastewater facility surveillance criteria, as reported in the Command Health Report, reviewed?

(c) Are those variations that will not pose a risk to water users approved?

(d) Is technical assistance and/or directives to correct reported violations provided?

e. Heating, energy selection, and fuel storage, distribution, and dispensing systems.

(1) Are all fuel-burning facilities equipped with air pollution abatement equipment or using the type of fuel that meets the Federal, State, or local requirements for environmental pollution abatement?

(2) Are energy conservation programs established in accordance with this regulation and AR 420–1 Chapter 22?

(3) Are Energy Savings Performance Contracts (ESPC) being managed with adequate controls to protect government interest?

(4) Has an effective corrosion control program been established in accordance with this regulation and TM 5–811–4?

(5) Is the most economical grade of coal or oil used consistent with air pollution abatement criteria for coal-burning or multi-grade oil-burning equipment?

(6) Are piping and valves in central boiler plants, outside distribution systems, and in main distribution system(s) in buildings marked with color banding and/or titles to indicate contents or purpose?

(7) Are Government-owned and operated boilers and boilers operated by private contractors inspected by qualified inspectors of a recognized insurance company or other agency capable of performing such work?

(8) Are heating and cooling distribution systems properly maintained?

(9) Are water softeners and soft water supplies for central laundries, mess halls, hospitals, dental clinics, laboratories, and other facilities provided in accordance with TM 5–813–3?

(10) Are safety procedures outlined in this regulation and TM 5–652 for the supply, storage, and distribution of natural and LP gases complied with?

(11) Are periodic leakage tests on underground gas distribution systems performed per TM 5–652?

(12) Is boiler water monitored and treated as required?

(13) Are chemicals used for boiler water treatment purposes or for corrosion prevention purposes in condensate-return lines procured on the basis of a single chemical content, provided that other chemicals in the product do not exceed 10 percent by weight of the total chemical ingredients?

(14) Are energy sources for conversions or new construction selected with careful consideration of national reserves, balance of payments, economics, availability, and the extent that sources are renewable in the natural environment?

(15) Are contingency plans prepared for potential interruptions of existing and proposed sources of energy?

(16) Are patching and hot work operations on tanks performed safely? Are personnel aware of potential hazards and following safety practices and precautions for patching and hot work operations?

f. Air conditioning and refrigeration.

(1) Is air conditioning, refrigeration, and ventilation equipment in compliance with the AR 420–1, chapter 23 and the IDS?

(2) Are operation, maintenance, and repair of air conditioning, evaporative cooling, dehumidification, and mechanical ventilation equipment in accordance with TM 5–671?

(3) Are automatic controls and alarms properly installed in appropriate facilities?

(4) Are facilities safeguarded by testing, inspecting and maintaining automatic controls and alarms on a regular scheduled basis?

(5) Are gas masks available where toxic refrigerants are used?

g. Electric service.

(1) Are all electric services and equipment in accordance with the National Electric Code?

(2) Is maintenance on all electric services and equipment in accordance with NFPA 70B, TM 5–683, TM 5–684, TM 5–685, DA Pam 385–64, and the National Electrical Safety Code (NESC)?

(3) Is a power system analysis of the installation conducted at least every 5 years?

h. Food service and related equipment.

(1) Is food service and related equipment in accordance with this regulation and Common Table of Allowances (CTA) 50–909?

(2) Is food service and related equipment compatible with utility characteristics (including electrical voltage, phases, frequency, and current available; gas type and pressure; or water pressure and capacity if applicable)?

(3) Are health and safety standards adhered to for equipment installation?

(4) Is equipment properly installed in accordance with National Fire Protection Association Standards?

(5) Have user training programs been developed and conducted for the operation, preventive maintenance, and energy conservation of food service and other related equipment?

T–35. Supersession

This checklist replaces the checklists for AR 420–15, AR 420–46, AR 420–47, AR 420–49, AR 420–54, and AR 420–55, previously published in DA Circular 11–87–4, and for AR 420–43, previously published in DA Circular 11–93–1.

T–36. Comments

Help make this a better tool for evaluating management controls. Submit comments to the Assistant Chief of Staff for Installation Management, ATTN: DAIM–FDF–U, 600 Army Pentagon, Washington, DC 20310–0600.

Glossary

Section I
Abbreviations

1st
first

2d
second

3d
third

4th
fourth

AAFES
Army and Air Force Exchange Service

AASHTO
American Association of State Highway and Transportation Officials

ABC
automatic box conveyor

ABA
Architectural Barriers Act

ABIS
Army Bridge Inspection System

ABO
Army budget office

AC
air conditioning

ACF
area cost factor

ACM
Asbestos containing material

ACOE
Army Community of Excellence

ACOM
Army command

ACRI
Air Conditioning and Refrigeration Institute

ACS
Army Community Service

ACSIM
Assistant Chief of Staff for Installation Management

ACTS
Army Criteria Tracking System

AD
active duty

ADA
Americans with Disabilities Act

ADAAG
Americans with Disabilities Act Accessibility Guidelines

ADP
automatic data processing

ADSW
active duty for special work

ADT
active duty for training

AE
architect/engineer

AECA
Arms Export and Control Act

AEDA
ammunition, explosives, dangerous articles

AEI
architectural and engineering instructions

AERO
Army environmental reporting online

AESC
Army energy steering committee

AET
Army energy team

AEWMP
Army Energy and Water Management Program

AEWRS
Army Energy and Water Reporting System

AFARS
Army Federal Acquisition Regulation Supplement

AFH
Army Family housing

AFHC
Army Family housing construction

AFHO
Army Family housing operations

AFM
Army Force Modernization

AFN
Armed Forces Network

AFRC
Armed Forces Reserve Center

AFSC
Army facilities standardization committee

AFSS
Army facilities standardization subcommittee

AFV
alternative fueled vehicles

AHD
Army housing division

AHERA
Asbestos Hazard Emergency Response Act

AHJ
authority housing jurisdiction

AHOS
Army housing one-stop

AHRP
Army Housing Requirements Program

AIT
advanced individual training

AKO
Army Knowledge Online

ALRPG
Army long-range planning guidance

AMC
Army Materiel Command

AMDF
Army master data file

AMOPES
Army Mobilization and Operations Planning and Execution System

AMR
automatic meter reading

AMRP
Army Master Range Program

AMS
Army master structure

AOSH
Army Occupational Safety and Health

ANSI
American National Standards Institute

AP3
Army Power Projection Program

APD
Army Publishing Directorate

APF
appropriated funds

APGM
Army programming guidance memorandum

API
American Petroleum Institute

AR
Army regulation

ARB
Army resource board

AREMA
American Railway Engineering and Maintenance-of-Way Association

ARFF
Aircraft Rescue Fire Fighting

ARI
American Refrigeration Institute

ARID
Army Reserve Installations Directorate

ARIMS
Army Records Information Management System

ARNG
Army National Guard

ARNG
Army National Guard of the United States

ARPRINT
Army Program for Individual Training

ARR
Annual recurring requirement

ARSTAF
Army Staff

ARTEP
Army Training and Evaluation Program

ASA(ALT)
Assistant Secretary of the Army (Acquisition, Logistics, and Technology)

ASA(FM&C)
Assistant Secretary of the Army (Financial Management and Comptroller)

ASA(I&E)
Assistant Secretary of the Army (Installations and Environment)

ASA(M&RA)
Assistant Secretary of the Army (Manpower and Reserve Affairs)

ASCC
Army service component command

ASCE
American Society of Civil Engineers

ASD
Assistant Secretary of Defense

ASD (HA)
Assistant Secretary of Defense (Health Affairs)

ASD (F&E)
Assistant Secretary of Defense (Families and Education)

ASD (PS)
Assistant Secretary of Defense (Personnel Support)

ASHRAE
American Society of Heating, Refrigeration and Air Conditioning Engineers

ASI
additional skill identifier

ASIP
Army stationing and installation plan

ASL
authorized stockage list

ASME
American Society of Mechanical Engineers

ASTM
American Society for Testing and Materials

AT
antiterrorism

ATTN
attention

AWACS
Airborne Warning and Control System

AWCF
Army Working Capital Funds

AWFPG
Army Wildland Fire Policy Guidance

AWP
annual work plan

AWPA
American Wood Preservers Association

AWWA
American Waterworks Association

BAH
basic allowance for housing

BAQ
basic allowance for quarters

BASEOPS
base operations

BBT
blocking, bracing and tie-down

BC
Class B and Class C fire types

BCE
base-level commercial equipment

BCT
basic combat training

BEA
Business Enterprise Architecture

BEQ
bachelor enlisted quarters

BES
budget estimate submission

BIO
biomass

bldg
building

BMAR
backlog of maintenance and repair

BMMP
Business Management Modernization Program

BMP
barracks master plan

BOD
beneficial occupancy date

BOI
bases of issue

BOP
Business Occupancy Program

BOQ
bachelor officers quarters

BP
Budget Program

BPA
blanket purchase agreement

BPVI
boiler and pressure vessel inspectors

BRAC
base realignment and closure

BTU
British thermal unit

BUP
Barracks Upgrade Program

BY
budget year

C&D
construction and demolition

CA
commercial activities

CaC03
calcium carbonate

CAN
campus area network

CAPCES
Construction Appropriation, Programming, Control, and Execution System

CAR
Chief, Army Reserve

CATCD
category code

CATV
cable television

CBRNE
chemical, biological, radiological, nuclear and high-yield explosives

CCB
construction criteria base

CCT
contractor corrosion team

CCTV
closed circuit television

CDC
Child Development Center

CDIP
Combined Defense Improvement Program

CDMP
community development and management plan

CERL
Construction Engineering Research Laboratories

CEGS
Corps of Engineers guide specifications

CER
communications equipment rooms

CERL
The U.S. Army Construction Engineering Research Laboratories

CEU
continuing education unit

CFA
commission of fine arts

CFC
chlorofluorocarbons

CFR
Code of Federal Regulations

CFSC
community and Family support center

CG
commanding general

CHEM
chemical

CI
counter intelligence

CID
Criminal Investigation Division

CIDC
Criminal Investigation Division Command

CINC
Commander in Chief

CIO/G–6
Chief Information Officer, G–6

CIRB
capital investment review board

CIS
capital investment strategy

CLS
common level support

CNA
certificate of nonavailability

CNGB
Chief, National Guard Bureau

CO
carbon monoxide

COCOM
combatant commander

COE
Chief of Engineers

CONF
construction funded costs

CONUS
continental United States

COOP
continuity of operations plans

COR
contracting officer's representative

COS
Center of Standardization

COTS
commercial off the shelf

CPA
Chief of Public Affairs

CPAT
corrosion prevention advisory team

CPC
corrosion prevention and control

CPI
Consumer Price Index

CPU
central processing unit

CRRC
construction requirements review committee

CRST
combat readiness support team

CSA
Chief of Staff, Army

CSM
command sergeant major

CTA
common table of allowances

CW2
chief warrant officer two

CW3
chief warrant officer three

CW4
chief warrant officer four

CW5
chief warrant officer five

CWA
Clean Water Act

CWE
current working estimate

CWT
customer wart time

CYS
Child Youth Services

DA
Department of the Army

DA PAM
Department of the Army pamphlet

DARP
Defense Access Road Program

DASA (IH)
Deputy Assistant Secretary of the Army (Installations and Housing)

DCG
Deputy Commanding General

DCO
digital central office

DCS, G–1
Deputy Chief of Staff, G–1

DCS, G–2
Deputy Chief of Staff, G–2

DCS, G–3/5/7
Deputy Chief of Staff, G–3/5/7

DCS, G–4
Deputy Chief of Staff, G–4

DCS, G–8
Deputy Chief of Staff, G–8

DD
Department of Defense

DDESB
Department of Defense explosive safety board

DEAE
diethylaminoethanol

DeCA
Defense Commissary Agency

DEF
discreet emergency frequency

DEPPM
Defense Energy Program policy memorandum

DEPSECDEF
Deputy Secretary of Defense

DEROS
Date expected to return from overseas

DERP
Defense Environmental Restoration Program

DESC
defense environmental security council

DES
directorate of emergency services

DF&ES
director of fire and emergency services

DF&ES
directorate of fire and emergency services

DFARS
Defense Federal Acquisition Regulation Supplement

DFAS–IN
Defense Finance and Accounting Service – Indianapolis Center

DFSC
defense fuel supply center

DG
design guide

DHHS
Department of Health and Human Services

DHP
Defense Health Program

DHS
Department of Homeland Security

DI
due-in

DIRNET
directive network

DLA
Defense Logistics Agency

DLAI
Defense Logistics Agency Instruction

DMAR
deferred maintenance and repair

DMFO
defense medical facilities office

DO
due outs

DOD
Department of Defense

DODAAC
Department of Defense activity address code

DODD
Department of Defense directive

DODEA
Department of Defense Education Activity

DODI
Department of Defense instruction

DOE
Department of Energy

DOIM
Director of Information Management

DOJ
Department of Justice

DOS
Department of State

DOT
Department of Transportation

DPCA
director of personnel and community activities

DPS
director of public safety

DPS
directorate of public safety

DPT
director of plans and training

DPTM
director of plans, training, and mobilization

DPW
Directorate of Public Works

DR
doctor

DRB
defense resources board

DRMO
defense reutilization and marketing office

DRMS
Defense Reutilization and Marketing Service

DRU
direct reporting unit

DSN
defense switched network

DTMF
dual tone multi-frequency

DU
decision unit

DU
dwelling unit

DUERS
Defense Utility Energy Reporting System

DUSD(I&E)
Deputy Under Secretary of Defense (Installations and Environment)

DUSD(MC&FP)
Deputy Under Secretary of Defense (Military Community and Family Policy)

DUSD(P&R)
Deputy Under Secretary of Defense (Personnel and Readiness)

DVQ
distinguished visitor quarters

DY
design year

EA
economic analysis

EACA
energy awareness and conservation assessments

EAP
emergency action plan

ECAP
Environmental Compliance Achievement Program

ECI
Extension Course Institute

ECIP
Energy Conservation Investment Program

ECONPACK
economic analysis pack

EFMP
Exceptional Family Member Program

EIP
equipment in place

ELP
equivalent level of protection

EM
engineer manual

EMCS
Energy Monitoring and Control System

EMIS
Emergency Management Information System

EMS
Emergency Medical Services

ENBOSS
engineering and base operations support

EO
executive order

EOD
explosive ordnance disposal

EOOPH
Equal Opportunity in off-post housing

EPA
Environmental Protection Agency

EPABX
electronic private automated branch exchange

EPAct
Energy Policy Act

EPN
extended port network

EQ
enlisted quarters

EQR
Environmental Quality Report

ERDC
engineering research and development center

ERFO
Emergency Relief for Federally Owned

ERP
emergency response plans

ESC
environmental security council

ESPC
energy savings performance contracting

ETL
engineers technical letter

ETS
Expiration of term of service

EUAC
equivalent uniform annual cost

EUCOM
European Command

EUL
enhanced use leasing

EURO
Europe

EUSA
Eighth U.S. Army

EVT
emergency vehicle technician

EWMP
Energy and Water Management Program

F
Fahrenheit

FAA
Federal Aviation Administration

FAC
facility activity code

FAD
Force activity designator

FAO
finance and accounting office

FAX
facsimile (an electronic image transition)

FAR
Federal Acquisition Regulation

FBI
Federal Bureau of Investigation

FBOP
Federal Bureau of Prisons

FCC
Family child care

FCIP
Federal Capital Improvements Program

FDG
facility design group

FDT
facility design teams

FEMA
Federal Emergency Management Agency

F&ES
Fire and Emergency Services

FEWR
facilities engineering work request

FFA
fire fighting apparatus

FGS
final governing standards

FH
Family housing

FHA
Federal Housing Administration

FHMP
Family housing master plan

FHWA
Federal Highway Administration

FIN–REP
final report

FM
field manual

FMO
furnishings management office

FOA
field operating agency

FOIA
Freedom of Information Act

FOR
fuel oil, reclaimed

FORSCOM
Forces Command

FOUO
for official use only

FPC
Force Protection Committee

FPI
Federal Prison Industries, Incorporated

FPR
Federal Property Regulation

FPS
Facility Planning System

FSC
Federal supply classification

FWPCA
Federal Water Pollution Control Act

FY
fiscal year

FYDP
Future Years Defense Program

FYP
Future Year Program

G–3
general staff operations and plans officer

G–4
general staff logistics officer

GAO
Government Accountability Office

GCCS–A
Global Command and Control System - Army

GCQ
garrison commander's quarters

GEO
geothermal

GFOQ
general/flag officer's quarters

GH
guest housing

GLC
geothermal electric

GO
general officer

GOCO
government-owned, contractor-operated

GOCOM
general officer command

GPC
government purchase cards

gpm
gallon per minute

GPO
Government Printing Office

GS
general schedule

GSA
General Services Administration

GWOT
global war on terrorism

GY
guidance year

HAAP
Homebase and Advanced (Sequential) Assignment Program

HASC
House Armed Services Committee

HAZMAT
hazardous materials

HBFC
hydrobromofluorocarbons

HCFC
hydrochlorofluorocarbons

HEC
hydraulic engineering circular

HEMP
high altitude electromagnetic pulse

HFPA
Health Facilities Planning Agency

HHG
household goods

HMA
housing market analysis

HNFCP
Host Nation-Funded Construction Program

HOMES
Housing Operations Management System

HQ
headquarters

HQDA
Headquarters, Department of the Army

HQIMCOM
Headquarters, Installation Management Command

HQUSACE
Headquarters, U.S. Army Corps of Engineers

HRAP
Housing Relocation Assistance Program

HS
housing services

HSO
housing services office

HSPD
Homeland Security Presidential Directive

HSPS
Highway Safety Program Standards

HTW
high-temperature water

HUD
Department of Housing and Urban Development

HVAC
heating, ventilating, and air conditioning

HWMP
hazardous waste management plan

I&E
installation and environment

I3A
installation information infrastructure architecture

IADT
initial active duty for training

IAFC
International Association of Fire Chiefs

IAW
in accordance with

IBC
international building code

IBE
installed building equipment

IC
incident commander

ICMA
International City Managers Association

ICP
inventory control points

ICRMP
integrated cultural resources management plan

ICSSC
interagency committee on seismic safety in construction

ICSSC RP
interagency committee on seismic safety in construction recommended provision

ID
identification

IDG
installation design guide

IDM
interior design manual

IDS
installation design standards

IDT
inactive duty training

IEMTF
interagency energy management task force

IESNA
Illuminating Engineering Society of North America

I–FHMP
installation Family housing plan

IFS
Integrated Facilities System

IFSAC
International Fire Safety Accreditation Congress

IFS-M
Integrated Facilities System Micro/Mini

IFSTA
International Fire Service Training Association

IG
inspector general

IJO
individual job order

IMBOD
installation management board of directors

IMCOM
Installation Management Command

IMP
installation mobilization plan

IMT
initial military training

INRMP
installation natural resources management plan

INSCOM
U.S. Army Intelligence and Security Command

IPB
installation planning board

IPC
information processing center

IPD
issue priority designator

IPR
in process review

IPT
integrated product team

IR
infrared

IRF
initial response force

IRM
installations requirements and management

IRP
installation real property

ISC
information systems cost

ISCE
information systems cost estimate

ISCX
installation support center of expertise

ISDN
integrated services digital network

ISF
information systems facility

ISO
installation support office

ISP
internet service provider

ISPPCE
Information Systems Planning and Program Cost Estimate

ISR
installation status report

ISSA
inter service support agreement

ISWM
Integrated Solid Waste Management

IT
information technology

ITAM
integrated training area management

IUMP
installation utilities management plan

IWFMP
integrated wildlland fire management plan

IWRAPS
Installation Water Resources Analysis and Planning System

JCAHO
Joint Commission on Accreditation of Healthcare Organizations

JCS
Joint Chiefs of Staff

JER
Joint Ethics Regulation

JFIP
Japanese Facilities Improvement Program

JFTR
Joint Federal Travel Regulations

JOC
job order contracting

JSIDS
Joint Services Imagery Digitizing System

JTA
joint table of allowances

kW
kilowatt

kWh
kilowatt-hour

LAN
local area network

LBP
lead-based paint

LCC
life cycle cost

LCCA
life cycle cost analysis

LDC
land defense of continental United States

LEED
Leadership in Energy and Environment Design

LIIP
Line Item Improvement Program

LIN
line item number

LNO
liaison officer

LPG
liquefied petroleum gas

LQA
living quarters allowance

LRWP
long-range work plan

M/CATV
master/community antenna television

M&R
maintenance and repair

MAAG
military assistance advisory group

MACI
military adaptation of commercial item

MAHC
maximum acceptable housing cost

MAN
metropolitan area network

MATV
master antenna television

MBI
major budget issue

MBO
management by objective

MCA
military construction, Army

MCAR
military construction, Army Reserve

MCN
management control number

MCNG
military construction, National Guard

MCX
mandatory center of expertise

M–Day
mobilization day

MDEP
management decision package

MDW
Military District of Washington

MEDCOM
medical command

MED MILCON
medical military construction

MEL
maintenance expenditure limits

MHO
medical holdover

MHP
mobile home park

MHPI
military housing privatization initiative

MIHA
move-in housing allowance

MILCON
military construction

MIL HDBK
military handbook

MIL–STD
military standard

MILSTRIP
military standard requisitioning and issue procedures

MIPR
military interdepartmental purchase request

MLS
multiple listing service

MMCA
minor military construction, Army

MOA
memorandum of agreement

MOBTDA
mobilization table of distribution and allowances

MOS
military occupational specialty

MOU
memorandum of understanding

MP
mobilization plan

MPH
miles per hour

MPI
master planning instructions

MR&A
manpower and reserve affairs

MS
mobilization station

MS–3
Manpower Staffing Standardization System

MSC
major subordinate command

MTBSP
mobilization troop basis stationing plan

MTOE
modification table of organization and equipment

MUSARC
major U.S. Army Reserve Command

MUTCD
manual on uniform traffic control devices

MWR
morale, welfare, and recreational

NACE
National Association of Corrosion Engineers

NAF
nonappropriated funds

NAFCP
nonappropriated-funded construction projects

NAFI
nonappropriated fund instrumentality

NATO
North Atlantic Treaty Organization

NAVAIDS
navigational aids

NBIS
National Bridge Inspection Standards

NCPC
National Capital Planning Commission

NCO
noncommissioned officer

NCR
National Capital Region

NDT
non-destructive testing

NEC
National Electrical Code

NEHRP
National Earthquake Hazards Reduction Program

NEPA
National Environmental Policy Act

NESC
National Electrical Safety Code

NESHAP
National Emission Standards for Hazardous Air Pollutants

NETCOM
Network Enterprise Technology Command

NFIP
National Foreign Intelligence Program

NFIRS
National Fire Incident Reporting System

NFPA
National Fire Protection Association

NGB
National Guard Bureau

NHPA
National Historic Preservation Act

NICET
National Institute for Certification in Engineering Technologies

NIF
non-industrial facilities

NIMA
National Imagery and Mapping Agency

NIPRNET
non-secure internet protocol router network

NIST TBRM
National Institute of Standards and Technology Technical Report on Building Materials

NISTIR
National Institute of Standards and Technology Interagency Report

NLT
not later than

NO
number

NPDES
National Pollutant Discharge Elimination System

NPS
non-point source

NRHP
National Register of Historic Places

NSN
national stock number

NTV
nontactical vehicle

NWCG
National Wildfire Coordinating Group

O&M
operations and maintenance

OASA (FM&C)
Office of the Assistant Secretary of the Army (Financial Management and Comptroller)

ODASA (I&H)
Office of the Deputy Assistant Secretary of the Army (Installations and Housing)

OCAR
Office of the Chief, Army Reserve

OCE
Office, Chief of Engineers

OCONUS
outside continental United States

OCPA
Office, Chief of Public Affairs

OCS
Officer Candidate School

ODC
Ozone Depleting Chemicals

ODUSD(I&E)
Office, Deputy Under Secretary of Defense(Installations and Environment)

OH
on-hand

OHA
overseas housing allowance

OL
operating level

OMA
operation and maintenance, Army

OMAR
operation and maintenance, Army Reserve

OMB
Office of Management and Budget

OMD
operational medical director

OMNG
operation and maintenance, National Guard

OPA
other procurement, Army

OPA
other procurement Army

OPCOM
operational command

OPLAN
operational plan

OPLOC
operating location

OQ
officer quarters

ORI
operational readiness inspection

ORP
other real property

OSD
Office of the Secretary of Defense

OSHA
Occupational Safety and Health Administration/Occupational Safety and Health Act

OSJA
Office of the Staff Judge Advocate

OSP
outside cable plant

OST
order ship time

OSUT
one-station unit training

OTAG
Office of the Adjutant General

OTSG
Office of the Surgeon General

P&D
planning and design

PA
program amount

PAA
procurement ammunition, Army

PACOM
Pacific Command

PAM
portfolio and asset management

PASS
Personal Alert Safety Systems

PAVER
Pavement Engineered Management System

PAX
Programming Administration and Execution System

PB
President's Budget

PBBES
Planning, Programming, Budgeting, and Execution System

PBC
program budget committee

PBD
program budget decision

PBG
program budget guidance

PCI
pavement condition index

PCS
permanent change of station

PDM
program decision memorandum

PDS
Premises Distribution System

PEG
program evaluation group

PEP
Personnel Exchange Program

PHO
photovoltaic

PI
principal investigators

PL
public law

PMCS
Preventive Maintenance Checks and Services

PM
preventive maintenance

PM
program manager

PM–F
project managers – forward

PO
program office

POC
point of contact

POD
port of debarkation

POL
petroleum, oils, and lubricants

POM
program objective memorandum

POTS
Plain Old Telephone System

POV
privately owned vehicle

PP
permanent party

PPBES
Planning, Programming, Budgeting and Execution System

PPE
personal protective equipment

ppm
parts per million

PPV
public–private venture

PRB
project review board

PROP
proponent funded costs

PVA
project validation assessment

PW
prisoner of war

PWTB
public works technical bulletin

PY
program year

QA
quality assurance

QC
quality control

QRP
qualifying recycling program

QTRS
quarters

RBC
regional business center

RC
Reserve Component

RCI
residential communities initiative

RCRA
Resource Conservation and Recovery Act

RCS
requirement control symbol

R&D
research and development

RDF
refuse derived fuel

RDP
Range and Training Land Program Development Plan

RDT&E
research, development, test, & evaluation

REF
reference

RFP
request for proposal

RGH
rental guarantee housing

RL
retention level

RMC
regional medical command

RMP
resource management plan

RN
record number

RO
requisitioning objective

ROOFER
Roofing Engineered Management System

ROP
reorder point

ROTC
Reserve Officers' Training Corps

RP
recommended practice

RPF
real property facility

RPI
real property inventory

RPP
Rental Partnership Program

RPMP
real property master plan

RRC
regional readiness command

RRPB
requirements review and prioritization board

RRS–A
record retention schedule–Army

RRSC
regional readiness sustainment command

RSC
remote switch controller

RSU
remote switching unit

RTLP
Range and Training Land Program

S&A
supervision and administration

SA
Secretary of the Army

S2K
supply two thousand

SACEUR
Supreme Allied Command Europe

SAF
subject and availability of funds

SASC
Senate Armed Services Committee

SB
supply bulletin

SBEQ
senior bachelor enlisted quarters

SCADA
supervisory control and data acquisition

SCB
Soldier community building

SCBA
self contained breathing apparatus

SCP
spill contingency plan

SDD
sustainable design and development

SDDC
Military Surface Deployment and Distribution Command

SDDCTEA
Military Surface Deployment and Distribution Command Transportation Engineering Agency

SDWA
Safe Drinking Water Act

SECDEF
Secretary of Defense

SEQ
senior enlisted quarters

SES
senior executive service

SF
square foot/feet

SFO
Senior fire officer

SHAPE
Supreme Headquarters Allied Power Europe

SHIP
self help issue point

SHPO
state historic preservation office

SI&A
structural inventory and appraisal

SIOH
supervision, inspection, and overhead

SIR
safety investigative report

SITES
Standard Installation Topic Exchange Service

SJA
staff judge advocate

SL
safety level

SM
square meters

SMA
Sergeant Major of the Army

SMC
senior mission commander

SMS
Sustainment Management System

SNAP
significant new alternatives policy

SO
service order

SOFA
status of forces agreement

SOG
standing operating guidance

SONET
synchronous optical network

SOO
standing operating order

SOW
statement of work

SOP
standing operating procedure

SOQ
senior officer quarters

SPCCP
spill prevention control and countermeasures plan

SPiRiT
sustainable project rating tool

SRA
stock record account

SRC
short-range component

SSA
supply support activity

SSN
social security number

STA
Surface Transportation Assistance Act

STAMIS
Standard Army Management Information System

STANFINS
Standard Finance System

STARC
state area command

STE
solar thermal electric

STI
supplemental technical investigation

STRAP
strategic plan

SUB
subscriber funded costs

SWDA
Solid Waste Disposal Act

SWM
solid waste management

SYGP
six-year general/flag officer's quarters plan

TACAN
tactical air navigational

TACOM
Tank Automotive and Armaments Command

TAMMS
The Army Maintenance Management System

TAP
The Army Plan

TB
technical bulletin

TB MED
technical bulletin, medical

TC
training circular

TCC
telecommunications center

TDA
table of distribution and allowances

TDY
temporary duty

TEMPEST
telecommunications electronics material protected from emanating spurious transmissions

TI
technical instruction

TLA
temporary lodging allowance

TLE
temporary lodging expense

TM
technical manual

TMA
Tri-service Medical Care Management Activity

TMDE
test, measurement, and diagnostic equipment

TOA
total obligation authority

TOE
table of organization and equipment

TRADOC
Training and Doctrine Command

TSG
The Surgeon General

TV
television

TVOR
terminal VHF omni-directional range

TWCF
transportation working capital funds

UEPH
unaccompanied enlisted personnel housing

UESC
utility energy savings contract

UFAS
Uniform Federal Accessibility Standards

UFC
Unified Facilities Criteria

UFGS
Unified Facilities Guide Specifications

UFR
unfunded requirement

UK
United Kingdom

UMCS
Utility Monitoring and Control System

UMMCA
unspecified minor military construction, Army

UND
urgency of need designator

UNICOR
trade-name used by Federal Prison Industries, Incorporated

UOPH
unaccompanied officer personnel housing

UPH
unaccompanied personnel housing

UPH(PP)
unaccompanied personnel housing (permanent party)

UPH (TDY)
unaccompanied personnel housing (temporary duty)

UPS
uninterruptible power supply

USAAA
United States Army Audit Agency

USAAMCOM
U.S. Army Aviation and Missile Command

USAASA
U.S. Army Aeronautical Services Agency

USACE
U.S. Army Corps of Engineers

USACECOM
U.S. Army Communications-Electronics Command

USACFSC
U.S. Army Community and Family Support Center

USACHPPM
U.S. Army Center for Health Promotion and Preventive Medicine

USACIC
United States Army Criminal Investigation Command

USACMH
U.S. Army Chief of Military History

USAFMWRC
U.S. Army Family Morale, Welfare, and Recreation Command

USAHFPA
U.S. Army Health Facilities Planning Agency

USAHRC
U.S. Army Human Resource Command

USAISC
U.S. Army Information Systems Command

USAISEC
U.S. Army Information System Engineering Command

USAISEC–FDED
U.S. Army Information System Engineering Command – Fort Detrick Engineering Directorate

USAISMA
U.S. Army Installation Support Management Activity

USAMDW
U.S. Army Military District of Washington

USAMEDCOM
U.S. Army Medical Command

USAMRMC
U.S. Army Medical Research and Materiel Command

USANETCOM
U.S. Army Network Enterprise Technology Command

USAPC
U.S. Army Petroleum Center

USAQMC–S
U.S. Army Quartermaster Center and School

USAR
U.S. Army Reserve

USARAK
U.S. Army Alaska

USARC
U.S. Army Reserve Center

USAREUR
U.S. Army Europe

USARJ
United States Army, Japan

USARPAC
U.S. Army Pacific

USARSO
U.S. Army South

USATEC
U.S. Army Test and Evaluation Command

USATRADOC
U.S. Army Training and Doctrine Command

USC
United States Code

USD (P&R)
Under Secretary of Defense for Personnel and Readiness

USDA
U.S. Department Agriculture

USEUCOM
U.S. European Command

USGBC
U.S. Green Building Council

USMA
U.S. Military Academy

USO
United Service Organizations

USPFO
U.S. Property and Fiscal Office/Officer

UXO
unexploded ordnance

VA
Veterans Affairs

VCR
video cassette recorder

VEQ
visiting enlisted quarters

VoIP
voice over internet protocol

vol
volume

VOLAR
volunteer Army

VOQ
visiting officers quarters

VQ
visitor quarters

VTAADS
Vertical – The Army Authorization Documents System

WAN
wide area network

WBRP
whole building design group

WES
World Wide Military Command and Control System Entry System

WMD
weapons of mass destruction

WND
wind

WO1
warrant officer one

WRMP
water resource management plan

WUD
wood

WWII
World War II

6YP
six-year plan

Section II
Terms

Absolute cost
Term applied to cost limitations for construction and M&R cost estimates. An "absolute" cost is not adjusted by the area cost factor.

Active Fire Protection System
Automatic detection, alarm, and/or suppression system.

Addition/Expansion/Extension
A physical increase in the overall external dimensions of a real property facility. This excludes alterations.

Adequate Family housing
See the following:
a. Government-controlled housing that meets or exceeds minimum adequacy standards and for which full housing allowances are withheld when assigned.
b. Privately-owned rental that meets or exceeds minimum adequacy standards.

Adequate guest housing
Government-controlled housing that meets or exceeds minimum adequacy standards.

Adequate unaccompanied personnel housing (UPH)
See the following:
a. Government-controlled housing that meets or exceeds minimum adequacy standards.
b. Privately-owned rental housing that meets or exceeds minimum adequacy standards.

Agent
Real estate agency, manager, broker, landlord, or owner; a housing facility doing business with DOD personnel; or a Housing Services Office (HSO) employee.

Air conditioning
A method of reducing air temperature by mechanical means. May be accomplished with either mechanical or absorption refrigeration systems and equipment.

All others tour
A tour of duty to an OCONUS area where Family members are authorized, but, for personal or other reasons, the Soldier's Family does not accompany him or her.

Alteration
Change to the interior or exterior facility arrangements to improve use of the facility for its current purpose. This includes installed equipment made a part of the existing facility. Additions, expansions, and extensions are not alterations.

Alterations and additions (comptroller/resource manager term)
See incidental improvements.

Alternative fuel
A fuel derived from predominantly non-petroleum products and used in place of gasoline and diesel fuel made from petroleum. DOE currently recognizes the following as alternative fuels: methanol and denatured ethanol as alcohol fuels (alcohol mixtures that contain no less than 70 percent of the alcohol fuel), natural gas (compressed or liquefied), liquefied petroleum gas, hydrogen, coal derived liquid fuels, fuels derived from biological materials, and electricity (including solar energy).

Annual work plan
A planning document, prepared prior to the start of each fiscal year, which identifies and schedules housing facilities work and services according to the resources available and the priorities established by the garrison commander. It must include all maintenance and repair (M&R) work that should be done during the year. M&R work that cannot be done during the year due to lack of funds will be listed as an unfunded requirement (UFR).

Appraisal
A process of establishing the rental value of Government housing. Methods include direct comparison of the individual Government unit with private sector housing, economic models such as regression analysis, methods endorsed by OMB such as regional surveys by participating government agencies, or methods recognized by industry practice.

Army lodging
Facilities providing temporary accommodations for eligible military personnel of all grades, their Family members, and their guests and for eligible DOD civilians and their Family members. Includes unaccompanied personnel housing

(temporary duty) (UPH(TDY)), distinguished visitors quarters (DVQ), and visitors quarters (VQ). Also includes guest housing; however, guest housing is customarily referred to as temporary lodging facilities (see temporary lodging facilities).

Army Plan, The (TAP)
The document that outlines national military strategy and security policy for the Army, states the Army's priorities within expected resource levels, and guides development of the total Army program and budget. It records the Army objective force and provides additional guidance for bridging the gap between the planning force and the programmed force.

Army Stationing and Installation Plan (ASIP)
The official document and database that reflects authorized planning populations for Army garrisons.

Asbestos Hazard
Any condition that causes exposure to airborne asbestos from asbestos-containing material (ACM) that is friable and damaged. ACM is any material or product that contains greater than 1% asbestos. Friable ACM is material (including previously non-friable material that becomes damaged) that, when dry, may be crumbled, pulverized, or reduced to powder by hand pressure.

Asbestos Hazard Risk Assessment
An asbestos hazard risk assessment (performed only by an Asbestos Hazard Emergency Response Act (AHERA) certified asbestos inspector) to identify the presence or absence of asbestos hazards and suggests appropriate hazard control measures. An asbestos hazard risk assessment includes (1) non-destructive visual inspection of building materials in pre-1990 facilities, (2) environmental samples from all damaged, friable materials or those materials that, if damaged, could present a hazard, and (3) identification of the existence, nature, severity, source, and location of asbestos hazards (or documentation that no such hazards have been identified), and (4) presentation of the various options for controlling asbestos hazards, including interim controls, abatement measures, ongoing monitoring, and any recommended changes to the management and maintenance systems. If asbestos containing material will remain in a facility after present hazards are corrected, the risk assessor will provide information to the owner on how to keep that paint in a nonhazardous condition. All materials that are not tested will be considered to be asbestos containing material, will be monitored for damage, and are subject to worker and occupant protection requirements. An asbestos hazard risk assessment differs from asbestos surveys required by the Asbestos Hazard Emergency Response Act of 30 October 1987. An AHERA survey is performed only in schools and identifies the presence and extent of all asbestos-containing materials but does not evaluate the potential for exposure to airborne asbestos from damaged and friable materials.

Asphalt pavement recycling
The reusing of the two basic components of the original pavement surface, the aggregate and the asphalt, in the rehabilitated or upgraded pavement, either in the base course or the surface course.

Associated appurtenances
All associated features to the pavement, bridge, or railroad. Pavement and bridge appurtenances consist of such items as ditches, culverts, and storm sewers; traffic signs, signals, and markings; right of way or snow fencing; unstabilized shoulders; curbs; guard rails; cattleguards; tank crossings; and supporting embankments. Appurtenances for airfields include overrun areas, aircraft arresting gear, and tie downs in addition to the items listed above. Railroad appurtenances include roadbeds, road crossings, tracks, culverts, other drainage structures, signs, signals, switch tafetts, lamps, safety devices, track scales and all other features and items necessary to meet operational and safety requirements. Railroad communications systems and rolling stock are excluded.

Audit trail
Documentation supporting debit and credit entries on accounting records from the time property is brought into the Army inventory with a source document, until the property is dropped from accountability.

Authority Having Jurisdiction (AHJ)
The organization, office, or individual responsible for approving equipment, an installation, or a procedure. The garrison commander or departmental official may be the AHJ at Army garrisons.

Auxiliary generators (auxiliary generating units)
Electric power sources, other than prime power generating units, used to supply electricity on a temporary, regular, or

uninterruptible basis. Includes motor-generators, frequency converters, engine-driven or turbine-driven conventional generators, uninterruptible power supplies, fuel cells, solar photovoltaic generators, and wind generators.

Backlog of maintenance and repair (BMAR)
A fiscal year-end measurement of the maintenance and repair (M&R) of non-Family housing real property (not equipment) work which remains as a firm requirement and was not started during the fiscal year due to a lack of resources. To be eligible for consideration as BMAR, real property M&R work requirements must have been included on an approved annual work plan (AWP) that includes unfunded requirements. When BMAR work is started by in-house personnel, or contract funds are obligated, this is considered to be work in process and is no longer BMAR. BMAR provides only for the M&R of real property work needed to restore failed or failing facilities or components to an operative condition, or to a state that prevents further deterioration. BMAR consists of work chargeable only to the M&R of a real property account.

Barracks, gross living area
The total area of all floors included within the outside building lines used for housing enlisted personnel. It includes all space for walls and partitions, sleeping space, toilet and bathing facilities, laundry rooms, service and utility rooms, lounge or dayrooms, linen rooms, corridors, stairs, personal storage, and similar functional space associated with housing enlisted personnel in barracks. Gross barracks housing area does not include spaces used for messing facilities, mechanical rooms for air-conditioning or heating equipment, company administration and company storage area, issue rooms, arms rooms, covered connecting walkways between building or similar areas not directly associated with normal barracks occupancy.

Barracks, net sleeping/living area
See the following:

a. For E1 (trainee) occupancy of open-bay facilities— One equal share of the squad room.

b. For reporting purposes for all other types of barracks— The clear area in the sleeping room allotted for an individual's bed, locker, and circulation. Excludes lounges, bathroom, general circulation, and access.

Base power system
The Army-owned portion of an electrical distribution system. It consists of a source of electricity (generator, intake station from an off-post source, or both), lines, transformers, and associated control and protective devices needed to distribute electric power and provide exterior lighting throughout the garrison. The system is carried on the Inventory of Military Real Property as facilities classes 136, 810, 811, 812, and 813.

Base Realignment and Closure (BRAC)
A DOD program mandated by law (see PL 100–526, Defense Authorization Amendments and Base Closure & Realignment Act and PL 101–510, Defense Base Closure and Realignment Act of 1990), that consolidates defense activities at fewer garrisons, while disposing of those no longer essential to national defense.

Base/Installation Emergency Preparedness Officer
An official charged with establishing and maintaining Disaster Preparedness Plans per NFPA 1600, Recommended Practices for Disaster Management, in coordination with adjoining, local, civil jurisdictions.

Basic rental rate
The monthly rental value (comparable value) arrived at by application of the basic rent principle, that is, comparison of Army-owned or controlled quarters, designated for occupancy on a rental basis, with comparable private rental housing. Facility charges (furniture, equipment, garage space, utilities, subsistence and laundry service, where furnished) will be excluded from the basic rent.

Beneficial occupancy date
The date agreed upon by a garrison public works activity, USACE, and tenant organization when administrative control of a facility under construction is transferred from USACE to the garrison commander via DD Form 1354. At this time, although all construction efforts at the facility construction site may not be completed (for example, punch-list items and other relatively minor construction activities may still be required for facility construction to be considered complete), and USACE may need to continue administering the final stages of the project construction contract until such completion, the user may begin to occupy all or agreed upon parts of the facility and use it for its intended purpose.

Biological materials
Those organisms that have a pathogenic effect to life and the environment and can exist in normal ambient environments. Examples of biological hazards would include those requiring an Etiologic Agent label on packaging, such as

for toxins or microorganisms that cause disease (cholera, tetanus, botulism). Disease-causing organisms might be found in waste from hospitals, laboratories, and research institutions.

Bridge
A structure including supports erected over a depression or obstacle such as a river, chasm, road, or the like, carrying a passageway for pedestrians, vehicles, or railway equipment (see also, reportable bridge).

Bridge, Reportable
See reportable bridge.

British thermal unit
The quantity of heat required to raise the temperature of one pound of water by 1 degree Fahrenheit at or near its point of maximum density (39.1 degrees Fahrenheit).

Budget year
That fiscal year arrived at by adding one fiscal year to the current fiscal year.

Building
A facility with occupiable space, usually with flooring, covered by a roof, enclosed by walls, and sited on a tract of land. Maintenance, storage, production, administration, health care, Family housing, and unaccompanied personnel housing are examples of buildings.

Bulk waste
Large items of solid waste, such as household appliances, furniture, large auto parts, trees, branches, stumps, and other oversize waste, for which large size precludes or complicates handling by normal solid waste collection, processing, or disposal methods.

Caretaker status
Classification of a garrison not needed for production. Retention efforts include maintaining the property only to the extent necessary to offset serious deterioration, operation of utilities as may be necessary for fire protection, repairs necessary to maintain property, environment and land management. Modified caretaker status may occur in active or inactive garrisons (see 41 CFR 101.47.401 et. seq).

Carpet
A heavy woven fabric used as a floor covering, either in one piece, squares, or many pieces bound together; it covers either an entire floor surface or a portion thereof, and it is affixed in some manner. Carpet is defined as a floor finish when installed as a prime floor finish as a part of a repair or construction project, and as such, is classified as real property.

Category code (CATCD)
A series of numerical codes used to classify and categorize Army real property. These code numbers are based on nine basic functional classes directed by the DOD. The Army generally uses a five-digit code to identify, plan, program, budget, design, construct, inventory, and maintain its facilities. Some commands add digits to refine the functional description. A real property facility is assigned one three-digit category code from DA Pam 415–28 based on primary construction category.

Causative research
An investigation of variances in transactions. The investigation consists of a complete review of all transactions within the timeframe under consideration. The purpose of causative research is to assign a cause to a variance so that corrective action may be taken.

Cell
Compacted solid waste enclosed by natural soil or cover material in a land disposal site (40 CFR 241).

Central air-conditioning plant
A single-point source (one location) of refrigeration that may supply one or more air handling units or fan-coil units. A central plant will be a single integrated system serving all the permissible spaces of a building or group of buildings.

Centrally managed item
Any item that is assigned an Acquisition Advice Code of other than G (GSA managed), L (local purchase), T (Condemned), V (Terminal) or Y (Terminal).

Chapter exponent
The office which is responsible for all aspects of the management controls associated with the chapters of this regulation. The chapter exponent is to an individual chapter of this regulation as the proponent is to the regulation.

Charrette
See design charrette and planning charrette.

Chemical materials
Those materials that pose a hazard based upon their chemical and physical properties. Examination of the U.S. Department of Transportation list of hazard classes indicates that most of the classes would fall under the chemical hazard type of material. The effect of exposure to chemical hazards can be either acute or chronic.

Child-occupied facilities
Buildings, or portions of buildings, constructed prior to 1978, visited regularly by the same child, six years of age or under, on at least two different days within any week, provided that each day's visit lasts at least three hours and the combined weekly visit lasts at least six hours and the combined annual visits last at least 60 hours. Child-occupied facilities may include, but are not limited to, day-care centers, pre-schools, kindergarten classrooms, and Family child care homes.

Class "C" telephone service
Telephone service which is authorized for the transaction of official business of the Government on a garrison, that is, "official restricted" service. The restriction lies in the service being without access to telephone company central office or toll trunks. Telephones, however, may receive incoming calls from telephone company trunks.

Closed landfill
A sanitary landfill where all cells have been completely utilized, the disposal of solid waste has ended, and the owner or operator has closed in accordance with the approved facility closure plan and all applicable closure requirements (40 CFR 260).

Coal
Anthracite, bituminous, sub-bituminous, and lignite types of coal and culm.

Command supervision
Responsibility for:

a. Allocation of resources and program guidance relating to garrison public works functions and activities. Funds, personnel spaces, supplies, and equipment are included.

b. Determination of the necessity for and priority of garrison public works projects.

c. Evaluation and correction of deficiencies in executing garrison public works missions.

d. Evaluation of performance reports and actions to correct and improve garrison public works activities.

e. Staff visits to ascertain effectiveness and efficiency in functions performed.

f. Staff visits to assist in solving specific garrison problems.

Commercial solid waste
All types of solid waste (excluding hazardous waste) generated by stores, offices, clubs, cafeterias, dining facilities, warehouses, and other non-manufacturing activities. This includes non-processing waste generated at industrial facilities such as packing waste and paper products. Construction and demolition waste are not included in this category.

Community housing
Private housing in the vicinity of the garrison.

Comparable Housing
Housing in the private sector that is generally equivalent in size to the rental housing, with the same number of bedrooms, and with generally equivalent amenities and related facilities. Such housing shall be available on a landlord–tenant basis, with rental rates reflecting the fair market value of the accommodations. This is distinguished from housing rented on an "employer–employee" basis or between friends and relatives, for which other considerations

may have influenced rental rates. In addition, other Government rental housing (Federal, State or local) and housing provided by churches or religious societies are excluded from this definition of comparable housing.

Complainant
DOD personnel who submit a tenant or landlord complaint or a complaint of discrimination.

Composting
Composting is the controlled biological decomposition of organic solid waste under aerobic conditions.

Concurrent Legislative Jurisdiction
Those instances wherein, in granting to the United States authority which would otherwise amount to exclusive legislative jurisdiction over an area, the State concerned has reserved to itself the right to exercise, concurrently with the United States, all of the same authority.

Confined space
A space with limited or restricted means of entry and exit; not meant for human occupancy; and may contain a hazardous atmosphere (for example, oxygen deficiency or enrichment, flammable or explosive, toxic, physical hazards). In short, a space in which because of its construction, location, contents, or work activity therein, the accumulation of a hazardous gas, vapor, dust, or fume, or the creation of an oxygen deficiency atmosphere may occur.

Construction
Any of the following activities:
a. Erection, installation, or assembly of a new facility.
b. Addition, expansion, extension, alteration, conversion, or complete replacement of an existing facility.
c. Relocation of a facility from one garrison to another.
d. Related site preparation, excavation, filling, landscaping, or other land improvements.

Construction and demolition waste
The waste building materials, packaging and rubble resulting from construction, alteration, remodeling, repair, and demolition operations on pavements, houses, buildings, and other structures.

Continental United States (CONUS)
United States territory, including the adjacent territorial waters, located within North America between Canada and Mexico.

Contract fee appraiser
A private citizen, preferably a resident in the area, who has at least the minimum qualifications of an appraiser, grades 11 through 15, as set forth in the Civil Service Standards, occupational series GS–1171, and is a state certified or licensed real estate appraiser.

Conversion
There are three types:
a. Facility structure—A change to a facility's interior or exterior arrangement so that the facility may be used for a new purpose. This includes changes to installed equipment made a part of the existing facility as appropriate to make the facility complete and useable.
b. Facility utilization—Permanent change in use from existing facility category code to another facility category code. Requires a change in category code on real property inventory.
c. Utility service—Removal of installed energy utilization (fuel-burning) equipment and installation of equipment to use a different energy source. Included are:
(1) Change in energy source in a repair project.
(2) Replacement of a boiler or furnace with a new unit that uses a different energy source.
(3) The expansion of an existing plant or system by the addition of boilers or heating equipment using an energy source other than that used in the plant or system being expanded. Selection of a different fuel from that being used in the existing plant must be economically supportable (LCC basis).
(4) A change in energy source to meet air pollution emission standards. The addition of dual-fuel capability to existing systems is not considered a conversion for purposes of this regulation.

Cost category
Those costs that make up the price of an item or services purchased.

Costs
The acquisition value of capital equipment and real property. Generally, the value of resources consumed, work put in place or in procurement, and/or the value of items procured or produced. The term "costs" as the value of resources consumed during an accounting period is often used interchangeably with the term "expense"; however, under this definition, the terms "costs" and "expense" are not synonymous.

Cross-staffing
A structural or aircraft rescue fire fighting crew, cross-trained and used on other fire and emergency services apparatus without any increase in staffing. For example, a structural fire fighting crew may cross-staff HAZMAT or rescue apparatus.

Current year
The fiscal year in progress.

Custodial services
The organizing, supervising, and training of the total work force, obtaining necessary supplies and equipment, maintenance of equipment, and the performance of cleaning and janitorial support at a garrison. Cleaning and janitorial support for a garrison—

a. Includes:

(1) Finishing, sweeping, mopping, scrubbing, stripping, waxing, spray buffing, spray cleaning, spot and stain removing, and/or buffing of un-carpeted floors.

(2) Cleaning rugs.

(3) Shampooing of carpets.

(4) Washing windows and skylights.

(5) Cleaning insect screens.

(6) Dusting and washing walls, ceilings, doors, and woodwork.

(7) Dusting and cleaning light fixtures, heating and air conditioning grills, radiators, exposed pipes, fans, and ducts in finished spaces.

(8) Dusting, cleaning, and servicing washrooms, toilet rooms, plumbing fixtures, and similar equipment.

(9) Cleaning stairways, entrances, entrance mats, and walk-off matting.

(10) Sweeping and snow removal of entrances and walks adjacent to buildings.

(11) Trash removal.

b. Excluded are maid and housekeeping services, bed making, and collection and distribution of linen.

Defense Logistic Agency (DLA) Reserve
The quantity of ozone depleting chemicals (ODCs) to be maintained and managed by DLA for meeting wartime (combat) and operational requirements until acceptable non-ODC substitutes are evaluated, qualified, and implemented within weapon systems and facilities.

Deferred maintenance and repair (DMAR)
End of fiscal year measurement of Family housing maintenance and repair work included in the Annual Work Plan that was not funded during the fiscal year due to a lack of funds. DMAR is the Family housing equivalent of BMAR.

Dehumidifying
Reducing, by any process, the quantity of water vapor within a given space, regardless of dry bulb temperature.

Department of State (DoS) housing pool location
A location where DoS handles all leasing actions and allocates housing units among the agencies requiring units. Receiving agencies pay DoS a pro rata share of the costs (known as foreign affairs administrative support) to run the pool.

Dependent (also preferred synonym "Family member")
See the following:

a. Any of the persons who are related to the sponsor (for purposes of dependent-rate housing allowances per 37 USC 401) including—

(1) Spouse.

(2) Unmarried child who is—

(a) The sponsor's by birth; by legal adoption (including a child placed in the home of the sponsor by a placement agency for the purpose of adoption); or by marriage, for example, a stepchild (except that such term does not include a stepchild after the divorce of the sponsor from the stepchild's parent by blood).

(b) An illegitimate child of the sponsor if the sponsor's parentage of the child is appropriately established.

(c) Under 21 years of age; incapable of self-support because of mental or physical incapacity and is in fact dependent on the sponsor for over one-half of his or her support; or is under 23 years of age, enrolled in a full-time course of study at an approved institution of higher learning, and is in fact dependent upon the sponsor for more than one-half of his or her support.

(3) Parent by blood, marriage (for example, parent-in-law, stepparent, or adopted parent of spouse), or adoption who is in fact dependent on the sponsor for over one-half of his or her support. Parent also includes any other person, including a former step-parent, who has stood in loco parentis to the sponsor at any time for a continuous period of at least 5 years before the sponsor became 21 years of age.

b. For the purposes of housing management (except as otherwise stated), Family member is further defined to exclude noncustodial Family members.

Design charrette

An intensive concept design work session, usually at the customer's site (including the NAF contracting officer for NAF construction projects). The charrette lasts for several days and is attended by the customer, designer (either in-house or Architect–Engineer), possibly representatives from regulatory agencies, and the USACE district project management team. The charrette process consists of a series of on-site interviews with the purpose of fully developing and quantifying the functional and technical requirements of the project, including cost estimates. The information obtained at the charrette is used in the project definition submittal.

Designated housing

There are two categories:

a. Housing permanently identified for the use of specific pay-grade groupings.

b. Family housing dwelling units designated for the incumbents of specific positions. Specific position designations require garrison commander approval, except for special command position and special CSM position designations which require HQDA approval.

Direct costs

Those costs which may be identified specifically with any one job, activity, or function.

Disaster preparedness

Planning programs concerning response to natural and man-made disasters and operational procedures for sustained emergency operations.

Discretionary changes

Changes wanted, but not absolutely required to provide a complete and usable facility that meets operational requirements. Includes any criteria changes that are not mandatory for ongoing projects and changes that would improve the efficiency, maintainability, functionality, or appearance of the facility.

Discrimination

An act, policy, or procedure that arbitrarily denies an individual or group equal treatment in housing because of race, color, religion, national origin, gender, mental or physical handicap, or familial status.

Distinguished visitors quarters

Quarters established from available housing assets to meet the needs of distinguished visitors.

Distribution

That phase of logistics that includes keeping authorized stocks in an efficient and timely manner to satisfy requirements.

District Commander/District Engineer

Head of local USACE office/ USACE district.

Diversion

A temporary change in the designated use of a facility normally not to exceed 36 months. Diversion requires a real property inventory record annotation of the applicable temporary facility construction category code (AR 415–28). It does not change the category code on the real property inventory.

DOD civilian employees

DOD appropriated and nonappropriated fund employees.

DOD housing
Family and unaccompanied personnel housing that the DOD owns, leases, obtains by permit, or otherwise acquires.

DOD personnel
Includes both military and DOD civilian employees.

DOD-sponsored civilian personnel
Civilians who are not DOD appropriated or nonappropriated fund employees but are key and essential to mission accomplishment and are located at the garrison as a result of direct or indirect sponsorship by a DOD Component (for example, Red Cross personnel, contract technicians, bank managers, and others as determined by the garrison commander).

Dollar accounting
An accounting method that expresses credit and debit entries in terms of extended dollar worth, rather than in terms of quantities of items. It may be performed in either a detailed or summary manner.

Dormitory
Government-owned or -leased housing facility designated and used to house authorized civilian personnel, for example, students of DOD schools in foreign areas.

Dual-fuel plant
Heating unit, boiler, or power plant that has been completely and permanently equipped to use either of two energy sources at any time with only minor operational changes required to switch from one energy source to the other. In these cases, one energy source will be designated as the *primary fuel* and the second as the *alternate fuel*.

Dwelling unit (DU)
The real property space used by one Family. A dwelling unit—

a. Includes the following:
(1) Foundation.
(2) Walls.
(3) Roofs and other building components.
(4) Interior utilities.
(5) Fixtures and equipment in place such as Venetian blinds, cornices, furnaces, and water heaters.
(6) Utility connections at the DU building inside the 5-foot line.
(7) Carports, garages, storage, and other facilities structurally connected to the DU building.
(8) Patios.

b. Specifically excludes the following:
(1) Grounds.
(2) Sidewalks and exterior utility lines beyond the 5-foot of line considered “other real property”.
(3) Furnishings and authorized moveable equipment such as ranges and refrigerators.
(4) Real and personal property acquired and installed with other than Family housing funds.

Economic analysis
A systematic method for quantifying the costs and/or benefits of alternative solutions for achieving an objective in order to find the most cost-effective (economical) solution. It provides a structured method to identify, analyze, and compare costs and benefits of the alternatives.

Elective Joint Federal Travel Regulations (JFTR)
Provisions of the JFTR that pertain to Soldiers assigned to USAREUR who choose nontemporary storage of household goods.

Eligible entity
Any private person, corporation, firm, partnership, company State or local government, or housing authority of a State or local government.

Emergency generators
Auxiliary generators used as temporary, alternate sources of power. They operate either manually or automatically to supply electricity when the normal supply fails. Sometimes called “standby generators”.

Emergency Medical Services (EMS)
Medical-emergency response programs staffed with appropriately certified emergency medical personnel.

Employee representative
A person, employed by or attached to a garrison, designated by a garrison commander to determine rental rates being charged in the private market and to recommend rates for rental of government quarters and other facilities. Employee representatives cannot be residents of the quarters being considered or subordinates of such occupants. In selecting employee representatives, the garrison commander should ensure representation of the views of both management and occupants. Use of employee representatives is not authorized except in foreign countries.

Energy Conservation Investment Program (ECIP)
Construction projects for retrofitting Army-controlled facilities with energy systems and structures that make them more energy-efficient.

Energy source
Electricity; all types of solid, liquid, and gaseous natural and refined fuels; refuse-derived fuels; solar, geothermal, and other technically feasible alternatives; and heat or fuel sources derived as a by-product of electrical power generation or process operation.

ENERGY STAR(tm)
Trademark awarded to energy efficient products by the ENERGY STAR organization. ENERGY STAR is a dynamic government/industry partnership that offers businesses and consumers energy-efficient solutions, making it easy to save money while protecting the environment for future generations. More information on the organization and endorsed products can be found at http://www.energystar.gov/.

Environmental compliance
Any activity designed to correct deficiencies in order to comply with existing environmental standards, costs to meet new standards, and other environmental conservation costs.

Environmental restoration
Any activity designed to investigate and remediate pollution from past operations, primarily at sites on the National Priorities List.

Equipment-in-place
Personal property consisting of equipment installed in or affixed to real property and removable without reducing the usefulness of the facility.

Equivalent Level of Protection (ELP)
System, method, or device of equivalent or superior quality strength, fire resistance, effectiveness, durability, and safety, provided technical documentation is submitted to the authority having jurisdiction (AHJ) to demonstrate equivalency, and that the system, method, or device is approved for the intended purpose.

Evaporative cooling
The process by which the dry bulb temperature of the air is reduced while the wet bulb temperature remains constant.

Exceptional Family member
A Family member with any physical, emotional, developmental, or intellectual disorder that requires special treatment, therapy, education, training, or counseling. The individual is enrolled in the Exceptional Family Member Program.

Excessive cost quarters
See high-cost housing.

Exclusive Legislative Jurisdiction
Term applied when the Federal Government possesses, by whatever method acquired, all of the authority of the State, and in which the State concerned has not reserved to itself the right to exercise any of the authority concurrently with the United States except the right to serve civil or criminal process in the area relative to activities which occurred outside the area. This term is applicable even though the State may exercise certain authority over the land pursuant to the authority granted by Congress in several Federal Statutes permitting the State to do so.

Existing landfill
A sanitary landfill that is in existence, operation, or both. An existing landfill may be divided into cells for operation, planning, and management purposes.

Expansion
See addition.

Extension
See addition.

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 (AR 415–28).

Failed or failing landfill
A sanitary landfill from which the ground or surface water is being polluted and consequently causing non-compliance with pollution control standards or regulations, or both.

Fair wear and tear
Loss or impairment of appearance, effectiveness, worth, or utility of an item that has occurred solely because of normal and customary use of the item for its intended purpose.

Familial
Of or relating to, or characteristic of a Family.

Family Housing Unit
A housing facility or portion of housing facility used by one Family. The Facility may take the form of a single Family detached house, a multiplex house, a townhouse, or an apartment (see dwelling unit).

Family member
Synonym for dependent— to be used as a preferred term when appropriate (see also, dependent).

Federal Catalog System
A catalog system that provides for a single item identification and stock number for each item that is repeatedly used, purchased, stocked, or distributed.

Field Operating Agency (FOA)
Technical support agency of an ARSTAF element.

Financial inventory accounting
Establishing and maintaining accounts in both monetary and quantitative terms for material, supplies, and equipment held as stock on records of property accountability.

Fire and Emergency Services (F&ES)
Fire fighting, fire prevention, and emergency services. Emergency services include:
a. Structural fire fighting.
b. Aircraft rescue fire fighting (ARFF).
c. HAZMAT response.
d. Emergency medical service (EMS) response.
e. Disaster preparedness planning.

Fire and Emergency Services (F&ES) Risk Assessment
An analytical, comprehensive, evaluation of F&ES based on mission criticality, life safety, monetary value, and facility deficiencies.

Fire Detection System
An automatic fire alarm system consisting of devices that initiate an alarm without any action on the part of people.

The automatic devices sense some symptom or product of a fire such as heat, smoke, infrared or ultraviolet radiation, or waterflow in a sprinkler system.

Fire Fighter Certification System Lesson Plans
Detailed lesson outlines covering certification levels that are keyed to the Career Development Courses (CDCs) obtained from the Extension Course Institute (ECI) at Maxwell AFB, Alabama. The applicant must pass a practical (performance) skills test as well as a CDC written test to be certified at each level.

Fire Load
The potential fuel available to a fire. When the building is combustible, the building itself is part of the fire load. The weight of the fuel is multiplied by the caloric value and divided by the floor area, to arrive at Btu/sq ft, the measure of the fire load.

Fire Risk Management Surveys
Inspections conducted per DODI 6055.1, DOD Safety and Occupational Health (SOH) Program. The frequency of surveys will be based on occupancy hazard, known fire loading, and mission criticality.

Fire suppression system
An automatic system consisting of devices that apply various extinguishing agents (water, foam, dry and wet chemical, gaseous) on a fire without any action on the part of people and usually arranged to transmit an alarm to a fire communication center.

First Responder
Firefighters, law enforcement and/or security personnel, emergency medical technicians, and explosive ordnance disposal (EOD) personnel (for suspected explosive chemical, biological, radiological, nuclear and high-yield explosives (CBRNE) events) that provide the initial, immediate response to an emergency incident.

Fisher House
A nonprofit organization dedicated to providing lodging and support to military families undergoing the stress and trauma of having a seriously ill Family member in the hospital. Also, the housing facilities provided by the organization.

Food service and related food service equipment
See the following:

a. Food service equipment includes mechanical, cooking, and other equipment, excluding utensils used in preparing, processing, and serving foods.

b. Related food service equipment includes items of equipment used in support of the preparation, processing, serving, and preservation of foods; disposition of garbage; and cleaning of wares. For example, dish and pot and pan washing equipment and ventilation hoods are related food service equipment items.

c. Does not include:

(1) Installed air conditioning, refrigeration (for example, built-in refrigerators), and ventilation equipment (other than hoods).

(2) Food packaging and processing equipment used in commissaries.

Force Activity Designator (FAD)
A Roman numeral (I to V) assigned to the Secretary of Defense, the JCS, or a DOD component to indicate the mission essentiality of a unit, organization, garrison, project, or program to meet national objectives.

Foreign
All entities outside of the sovereign boundaries, territories, and protectorates of the United States.

Foreign military personnel
All non-U.S. military personnel assigned to a tour of duty, for any reason, to any U.S. Army unit.

Foreign military trainee
Foreign personnel receiving training from the U.S. military under Foreign Military Sales, International Military Education and Training, or similar Security Assistance Training Programs.

Foreign source dwelling units (DUs)
Family housing facilities provided by a host country to support the U.S. military presence in that country.

Frequency converters
Electrically driven generators (either rotary or solid state) in which the input and output frequencies are different and the input and output voltages and number of phases may be the same or different.

Full Joint Federal Travel Regulations (JFTR)
Pertains to shipment of full weight allowance of household goods.

Funded cost
Cost which is charged to the appropriation designated to pay for a project.

Furnishings
Furniture, household equipment, and miscellaneous items procured under special authority. In foreign areas, includes equipment and appliances normally provided as part of the housing unit in the United States such as moveable kitchen cabinets, wardrobes, and light fixtures.

Furniture
Moveable items (for example, chairs, tables, beds, rugs, and carpeting considered as equipment-in-place) used in furnishing living quarters. Does not include special allowance household goods such as china, silver, table linen, cutlery and kitchen utensils, or household equipment.

Garrison
Organization responsible for providing installation management services and operations.

Garrison commander
Commanding officer of a garrison organization. The garrison commander provides continuity of installation command during mission activity deployments. The garrison commander may be appointed as Summary Court Martial convening authority or the Special Courts Martial convening authority for the installation and its support area. In some cases, the senior IMCOM official on an installation may be a civilian, the Garrison Manager. A Garrison Manager (the civilian equivalent of a Garrison Commander) has the same responsibility and authority as the military counterpart with the exception of Uniform Code of Military Justice and command authority. The following exclusions and exceptions apply to garrison command:

a. The commander of a military table of organization and equipment or table of distribution and allowance unit or activity who does not otherwise have responsibility for land, buildings, and fixed improvements is not an garrison commander.

b. Commanding officers in the grade of 06 who command tenant activities within the geographic jurisdiction of a military installation are not considered as garrison commanders for the purposes of the provision of furnishings associated with command quarters.

c. Garrison commanders below the grade of 06 (colonel) will not be provided furnishings associated with the command quarters.

Garrison Manager
A DA civilian holding garrison management responsibilities, similar to those of a Garrison commander but with several significant exceptions, namely, the garrison manager has extremely limited authority in the areas of military justice, control of access to installations, and police authority over civilians on installations. AA garrison manager may be designated to exercise general supervision over Army installation or activity under the command of a military superior. Garrison managers are selected by the Commander, IMCOM.

Gas
Any gas, including, but not limited to, natural gas, manufactured gas, and evaporated LPG products (propane or propane/air mixtures), that is distributed through a pipe line.

Geographic bachelor
See the following:

a. In the case of Family housing, a Soldier who, for reasons other than availability of housing at the permanent duty location, elected not to be accompanied by Family members.

b. For UPH, a Soldier in CONUS, Hawaii, or Alaska, for whom Family housing would otherwise be programmable, who elected for any reason not to be accompanied.

Government housing
Housing which DOD owns, leases, obtains by permit, or otherwise acquires.

Government-controlled Housing
Leased property, Government Rental Housing Program, property obtained by other acquisition. (May also include government owned on-post housing.)

Government-owned housing
Real property owned by housing (that is, on-post housing). May also be referred to as Government-controlled housing). Excludes leased housing, Government Rental Housing Program, and rental property.

Gray area retiree
AN RC Soldier with a red identification (ID) card (marked RET–2 and issued per DODI 1000.13) who would be eligible for retired pay under 10 USC 1331, but for the fact that the member is under 60 years of age.

Gross floor area
The total area measured within the exterior face of exterior walls or centerline of party walls between dwelling units. Area includes both finished and unfinished spaces including stairways. Area excludes garages, carports, opening to the floor below, crawl spaces attic area with less than 5 ft. ceiling height, exterior bulk storage, trash enclosures, open or insect screened porches(which may not be heated or cooled), terraces, patios, decks, balconies, and entrance stoops. This definition is in accord with American National Standards Institute Z765, American National Standard for Single-Family Residential Buildings: Square Footage–Method for Calculating, which was used to develop programming benchmarks for sizing AFH new construction (see table 3–18). This definition does not apply to multistory apartment buildings for which the empirical calculations set forth in this glossary under the term "net floor area" will be used (see net floor area, GSF, and GSM).

Hazardous waste
Chemicals that are regulated under the Resource, Conservation, and Recovery Act (40 CFR Part 261.33) (except those specifically excluded from the restrictions) and those chemicals that are specifically named as a hazard in other Federal regulations. (Note: Hazardous wastes in transportation are regulated by DOT (49 CFR Parts 170–179).)

HAZMAT
A material or substance in a quantity or form that, when not properly controlled or contained, may pose an unreasonable risk to health, safety, property, and the environment; is of such a nature as to require implementation of special control procedures supplementing standard departmental procedures; and may require the use of specialized equipment and reference material. For the purpose of this regulation, hazardous material, hazardous substance, dangerous material, and dangerous chemical are synonymous.

Heating plant
Plants generating steam, hot water, or warm air may consist of one or more furnaces, boilers, or hot water generators. The designation includes all such units in the plant, building, or room (for example, three 100 MBTU boilers, either in a separate heating plant or in a mechanical room in a building, constitute a 300 MBTU heating plant).

High-cost housing
Those general and flag officer's quarters whose annual total combined operation and maintenance costs exceed $25,000 per FY for three consecutive FY.

High-grade paper
Letterhead, dry copy paper, miscellaneous business forms, stationery, typing paper, tablet sheets, and computer printout paper and cards commonly sold as white ledger, computer printout, and tab card grade by the wastepaper industry. High-grade paper is included in the commercial solid waste category.

Historic places
Sites, buildings, structures, and objects of national, state, or local significance in American history, architecture, archeology, and culture that are listed, or eligible for listing, on the National Register of Historic Places.

Holistic Barracks Program
A holistic approach to providing single Soldiers with community living areas, where barracks are the foundation of a contiguous area that includes adequate supporting facilities such as landscaping, parking, recreation areas, service areas (laundry, kitchen, mail), and consolidated dining facilities.

Homebase and Advanced (Sequential) Assignment Program
Program under which Soldiers, who are assigned to Family-member-restricted short tours, may voluntarily retain their military FH at their last permanent CONUS or Hawaii duty station. This program is governed by AR 614–100 (for

officers) and AR 614–200 (for enlisted) and contains 2 options—homebase assignment and advanced (sequential) assignment.

Household equipment
Moveable equipment, including cooking stove (range), refrigerator, clothes washer and dryer, freezer, and portable dishwasher and fan authorized by CTA 50–909. (Note: Garbage disposal and installed dishwasher are not considered furnishings, but installed real property.)

Household goods
Privately-owned household furnishings, clothing, baggage, personal effects, and professional books and papers.

Household hazardous waste
Waste resulting from products purchased by the general public for household use that, because of their quantity, concentration, or physical, chemical, or infectious characteristics, may pose a substantial known or potential hazard to human health or the environment when improperly treated, disposed of, or otherwise managed.

Housing
All living accommodations (see also, quarters).

Housing area
A group of dwelling units which form an identifiable entity or community defined by geographic features, year of construction, grade of occupant, or other logical separation. Included are streets, drainage-ways, open recreational areas, and/or unused land. The housing area also includes common use areas serving the units and other real property. It normally should not exceed 250 dwelling units. An isolated dwelling unit may be considered as one area.

Housing Expenses
Costs of resources consumed in housing operations. Housing expenses do not include investment costs such as real property, construction, and equipment acquired.

Housing Relocation Assistance Program
A menu-driven set of computer programs designed to assist a user in obtaining housing information which will ease relocation to another garrison.

Housing Revitalization Program
Systematic replacement or renovation of Army real property with the goal of modernizing it to current standards. The revitalization program recognizes that facilities have finite lives. In consideration of this fact, the goal is to annually revitalize a percentage of the facilities inventory so that no facility will exceed its economic and/or functional life.

Humidity control
The controlling, by any process, of the quantity of water vapor within a given space, regardless of dry bulb temperature.

Hydronic system
A system that provides heat by the circulation of hot water.

Improvement
Alterations, conversions, modernizations, revitalizations, additions, expansions, and extensions for the purpose of enhancing rather than repairing a facility or system associated with established housing facilities or area(s).

Inactive housing
Housing units which have been placed in a caretaker status and are not available for occupancy for reasons other than routine maintenance and cleanup.

Incident Command System (ISC)
The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources at emergency incidents.

Incidental improvements
Minor improvements made within the cost limitations of the AFH operation and maintenance (O&M) Program. These are also referred to as alterations and additions by fiscal managers.

Independent duty personnel
A small group or a single service member operating and subsisting away from military concentration areas of the parent Service, where a service member could not reasonably expect to be supported by facilities (for example, Family housing) of that parent Service.

Indirect support cost
A support cost that, because of its incurrence for common or joint objectives, is not readily subject to treatment as a direct cost.

Individual job order
A work authorization document required for:
a. All improvements regardless of costs.
b. Maintenance and repair (M&R) beyond the limitation of a service order.

Initial issue furnishings
Authorized items procured to outfit Family housing, unaccompanied personnel housing (UPH), and guest housing (GH) for the first time.
a. For Family housing, includes furnishings procured in support of new construction, new foreign leases, and to support changes in JFTR allowances.
b. For UPH and GH, includes furnishings procured in support of MCA-funded new construction and modernization projects and for augmentation as authorized.
c. Furnishings items provided by MCA and NAF funds are excluded.

Initial military training
That military training which encompasses Reception Battalion operations, BCT, OSUT, AIT, ROTC, OCS, Warrant Officer Candidate School, Officer Basic Courses (transitions to Basic Leader Course II and III), and recruiter, drill sergeant, and other initial military training cadre training. The term "initial military training" encompasses and replaces "initial entry training".

Installation
An aggregation of contiguous or near contiguous, real property holdings commanded by a centrally-selected commander. An installation may be made of one or more sites.

Installation Design Guide (IDG)
A document prepared by a garrison that provides specific standards and guidance on the exterior and interior design parameters for the installation. These parameters include site, building, circulation, landscape, site element, and force protection design standards. The IDG may be as simple or as comprehensive as needed to achieve aesthetically pleasing working and living environments. All installation repair, modernization, and new construction projects must comply with the IDG.

Installation Design Standards (IDS)
A compilation of all approved Army Standards, Army Facility Standard Designs, Zone Planning Criteria, and Technology Standards maintained on the ACSIM Web site.

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 (see AR 405–45).

Installations Support
Installations Support is the Army Management Structure activity that refers to the resources involved with operating and maintaining Army garrisons. Installations Support accounts designate functions of a garrison services and facilities support nature such as administration; automation support; Family programs; morale, welfare and recreation services; real estate leases; environmental conservation and compliance; pollution prevention; minor construction; maintenance and repair; audiovisual and visual information production, acquisition and support; demolition and disposal of excess facilities; base communications; and other base operations support services. This structure applies to OMA, Operation and Maintenance, Army Reserve (OMAR), Operation and Maintenance, National Guard (OMNG), and the Defense Health Program.

Installed building equipment
Permanently attached or built-in items of real property that become an integral part of the facility.

Integrated Facilities System (IFS)
An automated information evaluation system that encompasses life cycle management of real property resources. It is also the source of the installation real property inventory.

Integrated Solid Waste Management
Army policy designed to:
a. Minimize initial input to the waste stream by source reduction.
b. Reduce the volume of the waste stream requiring disposal by re-use and recycling.
c. Effectively combine incineration, composting, and landfill disposal of solid waste.

Interactive multimedia
Use of realistic video, still photos, computer graphics, and sounds linked together using microcomputers.

Interdependent facilities
Those facilities which are mutually dependent in supporting the function(s) for which they were constructed and therefore must be costed as a single project, for example, a new airfield on which the runways, taxiways, ramp space and lighting are mutually dependent to accomplish the intent of the construction project.

Interim facility requirement
A short-term facility requirement (not to exceed 3 years), caused by transitory peak military missions, deployments, military contingency operations, disaster relief requirements, or an unforeseen need for temporary facilities pending congressional authorization and funding and later construction of facilities through the Military Construction, Army (MCA), Military Construction, Army Reserve (MCAR), or Military Construction, Army National Guard (MCARNG) programs.

International Fire Service Accreditation Congress (IFSAC)
A peer driven organization, located at Oklahoma State University that accredits state, provincial, and Federal Government fire service training certification programs.

Interrelated facilities
Those facilities which have a common support purpose but are not mutually dependent and are therefore funded as separate projects, for example, billets are constructed to house Soldiers with the subsequent construction of recreation facilities. Their common purpose to support health, welfare, and morale creates an interrelationship. However, neither facility is necessary for the operation of the other.

Involuntarily separated personnel
See the following:
a. For Family housing, a Soldier who elected to be unaccompanied by Family members because of a lack of adequate housing at the permanent duty location.
b. In the case of UPH, an unaccompanied Soldier with Family members, to include a single person who has custody of Family members, who is assigned to a foreign location or for whom Family housing is not programmable regardless of desire to be accompanied.

Issue Priority Designator (IPD)
The numeric entry that consists of a two-position code of Arabic numerals, made by combining the Force Activity Designator (FAD) and the Urgency of Need Designator (UND).

Job order contracting (JOC)
Technique used to reduce the total contracting and engineering lead-time for accomplishing small and medium sized real property repair and minor construction projects at garrisons. Indefinite quantity/indefinite delivery contracts are awarded by means of competitive procedures, including awards under the 8(a) program, and work is accomplished via individual delivery orders that specify prepriced units of work identified in a Unit Price Book.

Key and essential personnel
Military and civilian personnel whose duties require their immediate availability on Army garrisons because of military necessity and/or operational requirements, as determined by the garrison commander.

Laidaway
Facilities retained and maintained in a high state of readiness in support of emergency replenishment planning requirements.

Leachate
Liquid that has percolated through solid waste and has extracted dissolved or suspended materials from it.

Lead hazard
Any condition that causes exposure to lead from lead-contaminated dust, lead-contaminated soil, or lead-contaminated paint that is deteriorated or present on accessible surfaces, friction surfaces, or impact surfaces that would result in adverse human health effects. Lead hazards identified through risk assessments are referred to by the Department of Housing and Urban Development (HUD) and the EPA as lead-based paint hazards.

Lead Hazard Risk Assessment
A lead hazard risk assessment (performed only by a certified risk assessor) identifies the presence or absence of lead-based paint hazards and suggests appropriate hazard control measures. A lead hazard risk assessment includes (1) non-destructive visual inspection of building materials in pre-1978 target housing and child-occupied facilities, (2) surface dust wipes from floors and window sills and paint samples from all impact, friction, and deteriorated painted surfaces, (3) determination of the existence, nature, severity, source, and location of lead-based paint hazards (or documentation that no such hazards have been identified), and (4) presentation of the various options for controlling lead hazards, including interim controls, abatement measures, ongoing monitoring, and any recommended changes to the management and maintenance systems. If lead-based paint will remain in a dwelling after present hazards are corrected, the risk assessor will provide information to the owner on how to keep that paint in a nonhazardous condition. Risk assessments do not simply identify lead-based paint, but lead-based paint hazards. Risk assessments go beyond simply assessing the condition of paint, and take into account both resident and owner use patterns and management and maintenance practices that will affect that paint. Risk assessments also identify other potential sources of lead hazards, such as dust and soil. By considering all hazards and examining resident and owner practices, a risk assessor determines appropriate ways to control hazards and to modify management practices so that the chance of hazards recurring is reduced.

Lead-based paint (LBP)
See the following:

a. Paint in liquid form: LBP is any paint that contains more than 0.06% lead by weight (calculated as lead metal) in the total nonvolatile content of the liquid paint.

b. Paint applied to a surface (in situ): Any paint which tests equal to or greater than 1.0 milligram/cm2 when using the x-ray fluorescence analyzer or 0.5% by weight when using atomic absorption spectroscopic analysis.

Lead-contaminated paint
Paint that contains any detectable amount of lead.

Leased housing
Privately-owned housing leased by the Government. The lease agreement defines the operation, maintenance, and repair responsibilities of the lessor and lessee.

Line Item Improvement Program
Post acquisition construction projects which upgrade specific systems or components or FH facilities (see non-whole house project).

Local purchase
Authorized purchase of supplies requested by a supply activity for its own use or for issue to a supported activity in place of ordering through the supply system.

Logical yard
The area immediately surrounding a dwelling unit (DU). Normally within 50 feet of the DU; however, the boundary may be extended beyond 50 feet to a logical line of demarcation, such as a road or a fence, or to encompass small common areas.

Long-range work plan
A planning document which identifies work and services for the 5 fiscal years beyond the period covered by the annual work plan.

Maintenance
Work required to preserve and maintain a real property facility in such condition that it may be used effectively for its designated functional purpose. Maintenance includes work done to prevent damage which would be more costly to

restore than to prevent. Maintenance includes work to sustain components. Examples include renewal of disposable filters, painting, caulking, refastening loose siding, and sealing bituminous pavements.

Maintenance or repair project
Logical plan of work for a single undertaking of finite scope which clearly satisfies a specific maintenance or repair requirement on one or more real property facilities.

Major culvert
All culvert, multi-plate, and arches with an end area equal to or exceeding 200 square feet.

Make-ready costs
Costs of any necessary alterations, repairs, and/or additions to foreign leased housing units to provide adequate living accommodations. These costs apply only when the housing unit is initially acquired.

Mandatory changes
Unavoidable changes required to provide a complete and usable facility. Such changes are caused by unforeseen factors discovered during design or construction (for example, design oversights and errors, mandatory criteria changes, construction site conditions, or unavailability of materials). These changes include those absolutely necessary for completion of the project, but not those justified by improved efficiency of operation, maintainability, function, or appearance.

Manufactured home
A structure, Transportable in one or more sections, which, in the traveling mode, is 8 body feet, or more, in width and 40 body feet or more in length, or when erected on site is 320 SF or more and which is built on a permanent chassis and designed to be used as a dwelling unit with a permanent foundation when connected to the permanent utilities, and includes the plumbing, heating, A/C, and electrical systems contained therein; except that such term shall include any structure which meets all of the requirements of this paragraph except the size requirements and with respect to which the manufacturer voluntarily files a certification required by the Secretary (of Housing and Urban Development) and complies with the standards established under this chapter.(Definition per 42 USC 5402(6).)

Master Plan
An integrated series of documents that present in graphic, narrative, and tabular form the present composition of an garrison and the plan for its orderly and comprehensive development to perform its various missions in the most efficient and economical manner over a 20-year period.

Master Planning Instructions (MPI)
Master planning implementing information published by USACE that prescribes supplemental guidance and procedures for the development of real property master plans.

Mechanical ventilation
The process of using mechanical means to continuously replace the air in any space in a building with outside air.

Medical holdover
An RC Soldier, pre-deployed or post-deployed, separated from his or her unit, in the need of definitive health care based on medical conditions identified while in an active duty status, in support of the global war on terrorism. Soldiers whose mobilization orders have expired and were placed on active duty medical extension are included in this population.

Memorandum of agreement (MOA)
Formal agreement detailing specific functions performed for and by the signing agencies.

Military Adaptation of Commercial Item (MACI)
A multi-role (aircraft, building, and brush), on or off the road, C130 and C141 air transportable, 1000 gpm, 660 gallon water tank, fire fighting vehicle.

Military construction (MILCON)
Any construction, development, conversion, or extension of any kind carried out with respect to an installation under the provisions of the Military construction Codification Act (see 10 USC 2801).

Military construction project
All military construction work and any authorized contribution to that work necessary to produce a complete and

usable facility or a complete and usable improvement to an existing facility (or to produce such portion of a complete and usable facility or improvement as is specifically authorized by law).

Military construction, Army (MCA)
The program by which Army facilities are planned, programmed, designed, budgeted, constructed, and disposed of during peacetime and under mobilization conditions. Includes the acquisition of real estate and other supporting activities.

Military necessity
Military conditions or factors which, in the judgment of the garrison commander, require an individual to be housed in a Government-owned or -controlled facility in order to carry out an essential operation or mission on a long-range continuing basis (see key and essential personnel).

Military personnel
Those persons appointed, enlisted, or inducted for military service into the U.S. Army, the U.S. Navy, the U.S. Air Force, the U.S. Marine Corps, and the U.S. Coast Guard.

Minor construction
Construction project with a funded cost less than or equal to $750,000 or less than or equal to $1,500,000 to correct health or life safety deficiencies.

Mission critical
Directly impacts on combat mission capability and is integral to combat mission assets or affects operability of these assets.

Mobile home
See manufactured home.

Mobility energy
The sum of all fuel, including propane gas consumed by automobiles; boats and other water craft; aircraft; wheeled, tracked, and other conveyances that provide mobility; tactical power generators; and tactical heating systems. Includes the consumption of all vehicles owned or commercially leased by the Army, U.S. Army Reserve, and the Army National Guard. Does not include General Services Administration leased vehicles.

Municipal sold-waste landfill
Disposal site employing an engineered method of disposing of solid waste on land in a manner that minimizes environmental hazards by spreading the solid waste in thin layers, compacting the solid waste to the smallest practical volume, and applying and compacting cover material at the end of each operating day (40 CFR 241).

Municipal solid waste landfill
A discrete area of land or an excavation, on or off a garrison, that receives household waste and that is not a land application unit, surface impoundment, injection well, or waste pile. A municipal solid waste landfill unit also may receive other types of waste, such as commercial solid waste or industrial waste.

Mutual aid
A non-binding, no cost, fire and emergency services agreement signed by the garrison commander and equivalent authority(ies) offering unspecified fire department assistance, if available.

National Capital Region
The National Capital Region is defined as the District of Columbia; Montgomery and Prince George's Counties in Maryland; Arlington, Fairfax, Loudoun, and Prince William Counties in Virginia; and all cities and towns within the geographic area bounded by the outer boundaries of these counties.

National Wildfire Coordinating Group (NWCG)
An association of the U.S. Department of Agriculture (USDA) Forest Service, Bureau of Land Management, National Park Service, Bureau of Indian Affairs, the Fish and Wildlife Service, and State forestry agencies through the National Association of State Foresters. The purpose of NWCG is to coordinate programs of the participating wildfire management agencies so as to avoid wasteful duplication and to provide a means of constructively working together. Its goal is to provide more effective execution of each agency's fire management program. The group provides a formalized system to agree upon standards of training, equipment, qualifications, and other operational functions.

Negligence
The failure to act as a reasonably prudent person would have acted under similar circumstances.

Net floor area
That space within the interior perimeter of exterior and party walls. Excluded are unfinished basement or utility service and bulk storage space used in place of a basement; attic; garage; carport; open or screened porches; stairwells and landings; and, in multiFamily dwellings, common stairways, halls, and entries.

New construction
The erection, installation, or assembly of a new real property facility. This includes utilities, equipment installed and made a part of the unit, and related site preparation (demolition, excavation, filling, landscaping, or other land improvement). It also includes Venetian blinds and drawshades.

New work
That work which results in the creation of an addition to an existing facility, or of a building component or system which did not exist prior to the work, irrespective of whether the work is funded from a construction or an operation and maintenance (O&M) account.

Nonappropriated funds (NAF)
Cash and assets other than appropriations by Congress. Nonappropriated funds are used for the collective benefit of those who generate them: military personnel, Family members, and other authorized civilians.

Non-appropriated funds program manager
The proponent or executive agent for the Army for the NAF or private fund construction program (for example, Army and Air Force Exchange Service (AAFES), U.S. Army Community and Family Support Center (USACFSC), and Defense Commissary Agency (DeCA)). The IMCOM regional directorates will serve as the NAF program manager for privately-funded construction projects. For the purposes of this regulation, the NAF program manager is the highest Army office responsible and is defined differently from the garrison and IMCOM Regional NAF administrators.

Nonexcess
Materiel which is no longer suitable for its intended purpose, but for which a functional need still exists. Nonexcess property must fall within one of the following categories—

a. Retail level. An item that:

(1) Is in current use and authorized by MTOE/TDA/CTA/JTA/Special authority under Vertical—The Army Authorization Documents System (VTAADS) guidelines and is being replaced by a like item.

(2) Was in use and authorized by MTOE/TDA/CTA/JTA/Special authority under VTAADS guidelines until it was replaced by a similar item that performs the same function. For example, a PC that is being used within the DOL for inventory accounting tasks is nonexcess if it is replaced on the authorization document (TDA/CTA) by a new PC to perform the same inventory accounting tasks.

b. Wholesale level. An item, that is:

(1) Under the Authorized Acquisition Objective.

(2) An end item that is obsolete because it has been replaced by a similar end item that performs the same function.

(3) A component or repair part that is obsolete because the end item it supports is being replaced by a similar end item that performs the same function.

(4) An end item, component, or repair part replaced, or is due to be replaced, and for which the item manager has given local sale authority due to economic considerations (exceeds maintenance expenditure limits (MEL)).

Non-renewable energy
Fuel oil, petroleum, natural gas, liquefied petroleum gas, coal, and purchased steam or electricity, or other such energy sources.

Non-standard fire fighting equipment
Other than those listed under standard fire fighting equipment term.

Non-whole house project
A post-acquisition improvement project which addresses only the maintenance, repair, and/or improvement of specific components of a dwelling unit. It is normally used when there is no current need for concurrent multiple projects to be rolled into a single project or where fiscal limitations exist.

Nuclear material
Finely divided particles (or, if a fire occurs, oxides) of alpha-radiation emitting substances dispersed as a result of

impact or the detonation of a conventional high explosive. Unlike the beta or gamma radiation in the fallout of a nuclear explosion, alpha radiation has a very short range and lacks the ability to penetrate the skin.

Obligation
A legal reservation of funds generally recorded at the time a legally binding agreement has been reached between an agent for the U.S. Government and a second party. It is established as a result of an order placed, contract awarded, services received, or similar transaction during an accounting period and will require payment during the same or a future period.

Office waste
Solid waste generated in the buildings or rooms in which the affairs of business, professional persons, or branches of Government are conducted. Excluded is waste generated in cafeterias, snack bars, or other food preparation and sales areas, and waste separated by medical personnel.

One plus one (1+1) criteria
The UPH barracks design criteria (under Whole Barracks Renewal Program), effective with the FY 1996 MCA program, which places 2 Soldiers (E–1 through E–4) sharing a suite composed of 2 private living and/or sleeping rooms, with walk-in closets, connected by a shared bathroom, and service area with sink, counter, refrigerator, and space for a microwave oven. Grades E–5 and E–6 will occupy the entire suite, providing them a living room, a bedroom, and a separate bathroom (see 1+1E criteria, 2+2 criteria, modified 2+2 criteria).

One plus one Enhanced (1+1E) criteria
An enhanced 1+1 barracks design criteria. It has larger rooms and closets than the original 1+1 module. This UPH barracks criteria, effective with the FY 2005 and 2006 MCA program, places 2 Soldiers (E–1 through E–4) sharing a suite composed of 2 private living and/or sleeping rooms, with walk-in closets, connected by a shared bathroom, and service area with sink, counter, refrigerator, and either a stove or cook top and a microwave oven. Grades E–5 and E–6 will occupy the entire suite, providing them a living room, a bedroom, and a separate bathroom (see 1+1 criteria, 2+2 criteria, modified 2+2 criteria.)

Ongoing Monitoring
A combination of a visual assessment and collection of environmental samples performed by a certified risk assessor to determine if previously implemented lead-based paint or asbestos hazard control measures is still effective and if the dwelling remains lead and asbestos safe. The purpose of ongoing monitoring is to determine (1) that known or suspected lead-based paint or asbestos containing material is not deteriorating, (2) that hazard controls, such as stabilization, enclosure, or encapsulation have not failed, (3) that structural problems do not threaten the integrity of hazard controls of known or suspected lead-based paint or asbestos containing materials, and (4) that dust lead or airborne asbestos levels do not exceed applicable EPA or OSHA standards. Monitoring is not required in properties known to be free of lead-based paint and asbestos containing material.

Open to the public
A road section that is without restrictive gates, prohibitive signs, or regulation (other than restrictions based on size, weight, or class of registration); that is passable by four-wheel standard passenger cars; and to which the public (for example, Family members, retirees, visitors) is granted use except during scheduled periods, extreme weather, or emergency conditions. In general, most garrison roads and bridges are considered open to the public. These roads serve housing, offices, commissaries, post exchanges, recreation facilities (for example, fishing or hunting areas), unrestricted training facilities, cemeteries, hospitals, and traffic crossing a garrison.

Open-bay facility
A large room housing 30 to 60 people.

Other real property (housing management)
With regard to a dwelling unit, other real property:

a. Includes:

(1) Carports, garages, playgrounds, and other buildings or facilities physically separated from the dwelling unit building.

(2) Surrounding grounds and surfaced areas (except patios).

(3) Common use areas, regardless of location, of duplex and multiplex Family housing units.

(4) Utility lines outside the building, up to the connection at the building or the 5-foot line.

b. Excluded are real and personal property normally acquired and installed with other than Family housing funds.

Overhead
Those resources consisting of personnel, funds, and/or material which are used to provide indirect support for the accomplishment of the direct support mission of an organization.

Overseas Housing Allowance
Payment authorized by law designed to reimburse military personnel for overseas housing costs in excess of their basic allowance for quarters.

Ozone depleting chemicals (ODCs)
Halogenated hydrocarbons characterized by combinations of chlorine, fluorine, bromine, iodine (halogen atoms), hydrogen, and carbon. Ozone depleting chemicals are generally characterized by three numbering system designations: chlorofluorocarbons (CFCs), halons, and hydrochlorofluorocarbons (HCFCs). ODCs display a propensity to destroy ozone molecules under certain environmental conditions. ODCs have been identified, characterized, and ranked for ozone depletion potential (ODP). The Montreal Protocol and the Clean Air Act contain listings of ODCs. Class I and Class II ODCs are identified in the Clean Air Act. Class I ODCs have higher ozone depletion potentials.

P–19
A U.S. Air Force, 1000 gallon water tank, 1000 gpm pump, aircraft rescue fire fighting (ARFF) vehicle used for large helicopter and fixed winged aircraft.

Partial Legislative Jurisdiction
Instances where the Federal Government has been granted, for exercise by it over an area in a State, certain of the State's authority, but where the State concerned has reserved to itself the right to exercise, by itself or concurrently with the United States, other authority constituting more than merely the right to serve civil and criminal process in the area attributable to actions outside the area. For example, the United States is considered to have partial legislative jurisdiction where the State has reserved the additional right to tax private property.

Passive Fire Protection System
System designed to confine fire and smoke in zones, a concept called compartmentation. Special attention is given to protection of a building's structural integrity and the spaces through which occupants will move to safety.

Pathogens
An agent that causes disease, especially, a microorganism such as a bacterium or fungus.

Pavement
Surfaced area designed for vehicular or aircraft use.

Permanent buildings and structures
Real property facilities designed and constructed with finishes, materials, and systems selected for energy efficiency, low maintenance, and low life-cycle cost and with a life expectancy of 25 years or more.

Permanent change of station (PCS) students
Personnel attending a training course or school course for 20 weeks or longer.

Permanent party personnel
Military personnel (including RC personnel who are undergoing active duty for training for 20 weeks or more) and civilian employees who are assigned or attached to a garrison in a PCS status.

Permissive TDY
A nonchargeable absence granted to attend or participate in activities of semi-official nature to the benefit of the Department of the Army (for example, house-hunting trips).

Personal Alert Safety Systems (PASS)
A device complying with National Fire Protection Association (NFPA) Standard 1982, Personal Alert Safety Systems (PASS) for Fire Fighters. PASS monitors fire fighter motion and signals with an audible alarm when motion is undetected for more than 30 seconds. The fire fighter can also actuate the audible alarm if he or she needs assistance.

Personal Property
Property of any kind except real property and records of the Federal Government.

Phasing of construction
The process of breaking a complete project into sequential tasks, such as site preparation/improvement, laying the foundation, erecting the superstructure, and exterior and interior finish work. One "phase" without companion "phases" will not produce a complete and usable project. This is not to be confused with incremental construction.

Photovoltaic
Of, relating to, or utilizing the generation of a voltage produced when radiant energy falls on the boundary between dissimilar substances (as two different semiconductors). The conversion of solar energy directly into electric power using solar cells. Crystalline silicon is the most widely used material for solar cells.

Planning charrette
A planning process that brings together all interested parties to create and support a consensus plan.

Planning, Programming, Budgeting, and Execution System (PPBES)
The Army's primary resource management system. It constitutes a major decisionmaking process. It ties planning, programming, and budgeting together. It forms the basis for building a comprehensive plan in which budgets flow from programs, programs flow from requirements, requirements from missions, and missions from national security objectives. The patterned flow, from end purpose to resource cost, defines requirements in progressively greater detail. The system integrates centrally managed programs for manpower; research, development, and acquisition; and stationing and construction. The system also integrates the O&M budgets of the IMCOM, ACOMs, ASCCs, DRUs, and other operating agencies, and the needs for manpower, housing, and construction. It supports budget preparation from garrison to departmental level. It reviews execution of the approved program budget by both headquarters and field organizations. During execution, it provides feedback to the planning, programming, and budgeting process.

Post acquisition construction
Family housing construction projects (excluding design) performed on existing Family housing which improve the structure, installed equipment, and ancillary support facilities. These projects include rehabilitation, modernization, alterations, additions, expansions, and extensions.

Power plant
The structures, machinery, and associated equipment for generating steam or high-temperature water for the production of electric power or compressed air.

Preventive maintenance (PM)
Routine, recurring sustainment work performed on all real property facilities. PM is systematic inspection, care, and servicing of equipment, utility plants and systems, buildings, structures, and grounds facilities performed to detect and correct incipient failures and accomplishing minor maintenance.

Pre-wired workstations
Workstations that include posts, panels, partitions, wiring for electricity and communications, task lighting, and/or partition-hung components to support individual and group efforts. Both panel-to-panel and post-to-panel systems are acceptable. Additional system components are ambient lighting and partition supported files. Pre-wired workstations do not include movable furniture and furnishings such as chairs, stand alone file cabinets, coat hooks or racks, name tags, in and out file trays, and other similar accouterments. A pre-wired workstation should, at a minimum, provide for the following functions:

a. An acoustically treated enclosure defining the limits of an individual or a shared use workstation.
b. Adequate work surfaces to accommodate the individual's equipment, writing, and work layout needs.
c. Storage space for individual files and supplies.
d. Task lighting and electrical and communications outlets to support the individual's equipment.

Primary floor finish management
That flooring material which has a functional wearing surface and is aesthetically pleasing. This includes tile, sheet vinyl, other resilient floor finishes, and wall-to-wall carpeting installed over subflooring or over another uneconomically repairable or replaceable primary floor finish. It excludes wall-to-wall carpeting or rugs installed over a primary floor finish in the public entertainment areas of general and flag officer quarters or of quarters occupied by the installation/garrison commander in the grade of 06 (colonel).

Primary fuel
The principal energy source currently in use in a power plant or other equipment (for example, internal combustion engines, boilers, heating equipment).

Private funds
Financial resources provided by the private sector (that is, a private group, organization, commercial enterprise, or company) to finance, design, construct, and operate facilities located on Army-owned or Army-controlled property. Example projects include banks, museums, bus terminals, and monuments.

Private housing
Housing not provided by DOD Components.

Process energy
Energy used in the direct production or rehabilitation of equipment or goods. Energy used for heating, cooling, ventilation, domestic hot water, and lighting for facility protection, personnel comfort, general administration, or housekeeping will not be included.

Program and Budget Guidance (PBG)
Resource guidance for ACOMs, ASCCs, DRUs, program executive offices, and other operating agencies. The guidance covers force structure and associated manpower, appropriations of immediate interest, such as OMA, MCA, and AFH, procurement appropriations, and construction using trust funds and non-appropriated funds. It is published five or six times during the biennial PPBES cycle; in January soon after the President's Budget goes to the Congress, in the spring following publication of The Army Plan, and in the fall to record results of resource management updates and probable fiscal guidance. In the second year of the PPBES cycle, the President may submit an amended budget, and if so, HQDA will issue a PBG with updates. A PBG reflecting the new program follows submission of the Program Objective Memorandum in the spring, and a fall PBG reflects Army budget estimates.

Program level (furnishings)
Maximum quantity of an item required to provide furnishings support for authorized personnel.

Program Objective Memorandum (POM)
A formal document submitted to OSD containing Army proposals for resource allocation in consonance with program guidance. The POM describes all aspects of Army programs to increase the operational readiness of the total Army. It highlights forces, personnel, and materiel acquisition. It also addresses the equipment distribution and logistics support required to meet the strategy and objectives specified by the Secretary of Defense.

Project splitting
Programming a MILCON project in separate increments solely to reduce the project's Program Amount (PA) below an approval threshold or a construction appropriation ceiling amount, which would result in programming an other-than complete and usable facility. Incrementing an OMA funded construction project solely to reduce the estimated cost below statutory limitations, contracting threshold, or project approval levels. Project splitting is a statutory violation (see 10 USC 2801).

Public entertainment area
That area in general/flag officer's quarters (GFOQ), garrison commander's quarters (GCQ), the dwelling unit (DU) occupied by the Sergeant Major of the Army, or DUs occupied by special CSM position incumbents which includes the entrance foyer, living room, and dining room and the stairways and hallways interconnecting those areas. Enclosed porches, dens, libraries, and Family rooms (unless integrated) are not normally considered as part of the public entertainment area. Upstairs hallways (unless there is no bathroom available for guests to use on the first floor) and other areas of the DU are not considered as a part of the public entertainment area. Guest bedrooms in DUs of special command positions may be included if overnight accommodation of official visitors will be required.

Public works equipment
End items used to accomplish or support the accomplishment of the real property maintenance mission. These items are usually assigned a line item number and type classified as "nonstandard, " although suitable "standard " items are not excepted. Investment-type (costing over $5,000) items are subject to heightened visibility and management.

Public–Private Venture (PPV)Agreement
An agreement between a DOD nonappropriated fund instrumentality (NAFI) and a non-Federal entity whereby the non-Federal entity provides goods, services, or facilities to authorized MWR and exchange patrons. The non-Federal entity may, through the PPV, provide a portion or all of the financing, design, construction, equipment, staffing, and operation of a program for goods, services, or facilities.

Qualifying recycling programs
Organized operations that require concerted efforts to—

a. Divert or recover scrap or waste from waste streams.

b. Identify, segregate, and maintain the integrity of recyclable materials to maintain or enhance the marketability of the materials.

Quarters

All living accommodation (housing) facilities supplied, under specific Department of the Army direction, as an incidental service in support of Government programs for which a rent and related fees are charged, or required to be charged, the occupant for use of the premises.

a. Includes:

(1) Housing owned or leased by the Government as well as housing supplied by contract between the Government and private firms.

(2) Housing not only for direct Government employees but also for Government contractors, contractors' employees, and all other persons whose housing is essential to the performance of a Government activity.

(3) All housing units, housekeeping and non-housekeeping, including trailers, furnished and unfurnished, supplied personnel (civilian employees, military personnel or others) under specific Government direction as an incidental service in support of Government programs.

(4) Inadequate public quarters occupied by military personnel on a rental basis.

b. Excludes:

(1) Public quarters assigned to personnel in lieu of basic allowance for quarters (BAQ).

(2) Quarters available for occupancy by personnel where forfeiture of a portion of per diem travel allowance is required.

(3) Privately-owned Wherry housing.

(4) Guest houses and other facilities operated substantially on the basis of nonappropriated funds primarily for purposes of welfare or recreation.

(5) Public quarters assigned, under 5 USC 5912, to civilian personnel in foreign areas in lieu of a living quarters allowance (LQA) under 5 USC 5923.

Radioactive materials

Any material or combination of materials that spontaneously emit ionizing radiation and have a specific gravity greater than 0.002 micro curies per gram. Also known as "radiological material." The three types of harmful radiation emitted by radioactive material are alpha, beta, and gamma.

Rail

In railroad track maintenance and for the purposes of this regulation, the steel component used in a track structure to support the load of a train and guide it. (Note: To railroad train operation personnel, rail means the railroad train operations or the railroad train operation system.)

Real property facility (RPF)

A separate and individual building, structure, utility system, or other real property improvement identifiable in the CATCODES listed in AR 415–28.

Real Property Master Plan (RPMP)

See Master Plan.

Real Property Master Plan Digest

The Real Property Master Plan Digest is an extract of the most important master planning concepts, details, and facts of the installation Real Property Master Plan.

Reallocation

Temporary realignment of Family housing to effect an equitable distribution of assets by grade category (see diversion).

Reasonable value

The value (fair rent value) determined by housing for the application of the basic rent principle, or the principle as modified by allowable adjustments.

Reclaim (also recover or recycle)

Obtaining material by processing used material and extracting useful constituents.

a. Recovered or reclaimed material is that which is removed from an existing system and placed in another container. Additional processing may be required prior to reuse.

b. Recycled material is removed from an existing system and processed to bring its quality up to a minimum standard that is available for any application for which the material meets the system requirement.

Recoverable resources
Materials that have useful physical or chemical properties after serving their original purposes. Recoverable resources can be re-used or recycled for the same or for other purposes.

Recruit
A newly enlisted Soldier who has not yet completed basic combat training.

Recyclable materials
Substances diverted from the solid waste stream and the beneficial use of such substances. Examples of recyclable materials include (but are not limited to) the following: paper, food waste, plastic, glass, all cardboard and other packaging materials, newspapers, and empty food and beverage containers. Recyclable materials also include scrap (including ferrous and nonferrous scrap) and firing range expended brass and mixed metals that do not require demilitarization gleaned from firing range cleanup. Items requiring demilitarization or mutilation prior to sale are not recyclable materials. For the purpose of this regulation, the following materials are not recyclable materials and will not be sold through a qualifying recycling program (QRP): precious metals; Government-furnished materials; hazardous waste (including household hazardous waste); machine parts; electrical components; unopened containers of unused oil, solvents, or paints; and repairable items that have not progressed through the disposal cycle.

Recycle
See reclaim.

Recycling
The series of activities, including collection, separation, and processing, by which products or other materials that would become or otherwise remain waste are diverted from the solid waste stream for use as raw materials in the manufacture of goods sold or distributed in commerce or any reuse of such materials other than as fuel for producing heat or power by combustion.

Redesignation
Permanent change in designation of Family housing from one pay grade category to another (see conversion).

Refuse derived fuel
Processed refuse and waste suitable for use as a primary or secondary fuel in solid-fuel boilers.

Related Facilities
Equipment, supplies, and services made available in connection with the occupancy of housing including, but not limited to, household furniture and equipment, garage space, utilities, subsistence, and trash and laundry services.

Relocatable building
Personal property used as a structure designed to be readily moved, erected, disassembled, stored, and reused and meets the twenty-percent (20%) rule (see definition of *twenty-percent (20%) rule* below). Personal property is managed as equipment. Tents that use real property utilities will be considered relocatable buildings.

Renewable energy
Solar thermal (SOL), solar thermal electric (STE), wind (WND), geothermal (GEO), geothermal electric (GLC), hydroelectric (HYD), refuse-derived fuel (RDF), photovoltaic (PHO), reclaimed fuel oil (FOR), biomass (BIO), and wood (WUD).

Rental
Off-post, privately owned housing to rent (including to lease, or sublease, and to let) or otherwise to grant for a consideration the right to occupy premises not owned by the occupant.

Rental Partnership Program
A housing unit reserved by a landlord for use by military personnel. The Soldier pays rent by payroll deduction (allotment) not greater than his or her housing allowances. Requires a negotiated agreement between the landlord and the garrison.

Rental quarters
On-post living units (housekeeping and nonhousekeeping; furnished and unfurnished) dwellings, such as apartments, dormitory rooms, bachelor quarters, VIP quarters, and other transient quarters.

Repair
Repair is:

a. Restoration of a real property facility (RPF) to such condition that it may be used effectively for its designated functional purpose.

b. Correction of deficiencies in failed or failing components of existing facilities or systems to meet current Army standards and codes where such work, for reasons of economy, should be done concurrently with restoration of failed or failing components.

c. A utility system or component may be considered "failing" if it is energy inefficient or technologically obsolete.

Replacement
A complete reconstruction of a real property facility destroyed or damaged beyond the point where it may be economically repaired.

Replacement furnishings
Items procured to replace authorized items in the existing inventory which have become uneconomically repairable or unsuitable for their intended use. For unaccompanied personnel housing (UPH), also includes furnishings items procured—

a. As new authorized items added to the common tables of allowances (CTA).

b. To support changes in Joint Federal Travel Regulations (JFTR) allowances.

c. As part of an OMA-funded renovation or modernization project.

Reportable bridge
All Army bridges in the United States. Reportable bridges must be reported to the Federal Highway Administration for inclusion in the National Bridge Inventory (NBI).

Representational housing
Housing designated and used for general/flag officers, civilians of comparable grade, installation/garrison commanders in the grade of 06 (colonel), the SMA, and incumbents of special CSM positions.

Reserve Component (RC) personnel
Members of the Reserve Component of the Uniformed Services of the United States (Army National Guard, the Army Reserve, the Naval Reserve, the Marine Corps Reserve, the Air National Guard, the Air Force Reserve, and the Coast Guard Reserve).

Residential Communities Initiative (RCI) Housing
Under the provisions of 10 USC 2871 et seq, military Family or military unaccompanied housing acquired or constructed by an eligible entity (that is, any private person, corporation, firm, partnership, company, State or local government, or housing authority of a State or local government). RCI housing is not Government housing; however, the Army controls who is eligible for housing consistent with the terms of the ground lease. The Army does not assign Soldiers to RCI housing. Assignments are made by the eligible entity.

Residential solid waste
Includes garbage, rubbish, trash, and other solid waste resulting from the normal activities of households.

Resource recovery
The process of obtaining materials or energy from solid waste or used petroleum, oils, and lubricants (POL) products.

Resource recovery facility
Any physical plant that processes residential, commercial, or institutional solid waste biologically, chemically, or physically and recovers useful products (such as shredded fuel, combustible oil or gas, steam, metal, or glass) for resale or re-use.

Respondent
A person against whom a housing complaint has been registered.

Restrictive sanctions
Actions taken to preclude military personnel from entering into a rental, lease, or purchase agreement with or

occupying housing of, an agent who has been found to have discriminated against military personnel or their Family members. Restrictive sanctions are effective against the agent, the identified facility, and all other facilities owned or operated by the agent.

Re-use
The use of a product more than once in its same form for the same purpose.

Revitalization
Systematic replacement of renovation of Army real property with the goal of modernizing it to current standards. The revitalization program recognizes that facilities have finite lives. In consideration of this fact, its goal is to revitalize annually forever a percentage of the facilities inventory so that no facility will exceed its economic and/or functional life.

Seismicity
The geographic and historical distribution of earthquakes.

Self-help
Self-help is a voluntary program which uses military personnel and civilians to accomplish maintenance, repair, and minor construction to improve the livability and appearance of facilities.

Semi-permanent buildings and structures
Real property facilities designed and constructed with finishes, materials, and systems selected for moderate energy efficiency, maintenance, and life cycle cost and with a life expectancy of more than five years but less than 25 years.

Senior Mission Commander
The senior operational commander responsible for executive level oversight of installation management services, responsible for the primary mission activity. The Senior Mission commander is a general officer appointed on orders by HQDA.

Service order
A work authorization document used for small-scale maintenance and repair work on Government-owned or -leased facilities and equipment. For Family housing, improvements (either incidental improvements or construction) may not be accomplished as a service order.

Set of quarters
See dwelling unit.

Shelter rent
See basic rental rate.

Shop stocks
Repair parts and consumable supplies stocked for use during the accomplishment of maintenance, repair, and minor construction projects, reimbursable services, and for maintenance and repair of facilities maintenance equipment.

Significant New Alternative Policy (SNAP)
An EPA program that identifies chemicals and processes that have been tested and approved for use in specific applications as alternatives for Class I (chlorofluorocarbons (CFCs), halons, carbon tetrachloride, methyl choroform, methyl bromide, and hydrobromofluorocarbons (HBFCs)) and Class II (hydrochlorofluorocarbons (HCFCs) ozone-depleting substances.

Site footprints
Original dimensions of a sanitary landfill (existing or closed).

Slab-on-grade
Concrete floor which is placed or poured on the ground level.

Sludge
The accumulated, semi-liquid suspension of settled solids deposited from wastewater or other fluids in tanks or basins.

Soldier
A uniformed member of the Army. In this regulation, the term "Soldier" may also include, generically, members of the other uniformed services and may refer to DOD civilians when the Army is required to provide them support.

Solid fuel
All solid fuels including coal, wood, and refuse-derived fuel (RDF).

Solid waste
Garbage, refuse, sludge, or other waste material (except those excluded by Federal regulation) in the form of solid, liquid, semi-solid, or contained gaseous material that has been discarded or is being accumulated, stored, or treated prior to being discarded as a result of institutional, industrial, commercial, mining, agricultural, or community operations and activities. (For purposes related to recycling, infectious waste material is not included in this category.)

Source reduction
Actions/Programs that reduce the volume of the solid waste stream by reducing the amount of material that reaches the installation. For example: when there are options, selecting products that use the minimum packaging that ensures safe arrival and meets minimum storage and handling needs may reduce the amount of packaging material that needs disposal.

Source separation
The separation of materials at their point of generation by the waste generator for the purpose of recycling.

Space conditioning
The simultaneous control of any or all factors of temperature, humidity, motion, distribution, or purity of the air within a structure.

Special command position
A Director of Administration and Management, OSD designated position that:

a. Is occupied by a general/flag officer or a civilian of comparable grade.

b. Requires the incumbent to represent the interests of the U.S. in official and social entertainment activities involving foreign or U.S. dignitaries of high governmental/military rank and/or outstanding members of the business, industrial, labor, scientific, or academic communities.

Special Installation
These installations have base support services funded primarily from other than Operations and Maintenance, Army (OMA)/Operations and Maintenance Army Reserve (OMAR). Fund types used in the operation of these installations include Army Working Capital Funds (AWCF), Transportation Working Capital Funds (TWCF), Chemical Program (CHEM) funds, Defense Health Program (DHP) funds, Procurement Appropriation funds, and Research, Development, Test, & Evaluation funds (RDT&E).

Standard fire fighting equipment
Includes: LIN H56391, Military Adaptation of Commercial Item (MACI); LIN X45095, P–19, Aircraft Rescue Fire Fighting (ARFF) vehicle; LIN X44701, 1000 gallon per minute (gpm) Pumper; and LIN X39426, Twinned Agent Aircraft Rescue Fire Fighting (ARFF) vehicle.

Standby fuel
The energy source used when the primary fuel is interrupted.

Start-up costs
See make-ready costs.

Statement of nonavailability
A statement provided to authorize personnel to reside off post and receive reimbursement for housing when adequate housing is not available.

Structure
A facility other than a building, such as bridges, locks and dams, fences, flagpoles, swimming pools, open towers, tent frames and floors, permanent grandstands and bleachers, historical monuments, free standing walls, and underground storage facilities.

Substandard Family housing
DOD-controlled housing that was specifically authorized by Congress as "substandard" in, and prior to, FY 73. Such housing is not adequate and is occupied subject to a charge against a service member's Basic Allowance for Quarters (BAQ) for the fair market value of the quarters not to exceed 75 percent of the BAQ amount.

Substandard guest housing (GH) (upgradeable)
GH that does not meet minimum adequacy standards, but can be upgraded to those standards for 75 percent or less of the cost of new construction for a facility of equal capacity.

Substandard guest housing (GH) (not upgradeable)
GH that does not meet minimum adequacy standards as and cannot be upgraded to those standards for 75 percent or less of the cost of new construction for a facility of equal capacity.

Substandard unaccompanied personnel (UPH) (not upgradeable)
All temporary UPH and that permanent UPH which does not meet minimum adequacy standards as and cannot be upgraded to those standards for 75 percent or less of the cost of new construction for a facility of equal capacity to include converted space. Such UPH will not be involuntarily assigned; neither will it be counted as adequate assets. (Formerly, substandard not upgradeable.)

Substandard unaccompanied personnel (UPH) (upgradeable)
Permanent UPH that does not meet minimum adequacy standards, but can be upgraded to those standards for 75 percent or less of the cost of new construction for a facility of equal capacity to include converted space. Such UPH will not be involuntarily assigned; however, such UPH will be counted as adequate assets. (Formerly, substandard may be made adequate.)

Substantial life-safety
Structural performance objectives that include allowance for an earthquake to cause significant building damage that may not be repairable, but is not expected to significantly jeopardize life from structural collapse, falling hazards, or blocked routes of entrance or egress.

Supplementary furnishings
Items of furnishings authorized for issue to supplement personal furnishings of the Sergeant Major of the Army (SMA) and of general/flag officers and installation/garrison commanders in the grade of 06 (colonel) having representational/ official entertainment responsibilities.

Surfaced areas
Structural systems constructed to support and sustain various types of traffic and loadings and normally include drainage features and an established profile or template. Structural systems may consist of compacted subgrade, improved materials (subbase), interlocking aggregate base course, and flexible or rigid surface or wearing course. Does not include grass, graded areas, or road tracks established by the passage of vehicles.

Tables of Distribution and Allowances (TDA)
Authorization documents for non-combat, non-deployable units. Each document is unique for a particular unit (predominantly general support units) or organization.

Tables of Organization and Equipment (TOE)
Requirements guides for "type" units, usually deployable combat units (for example, infantry, artillery, armor battalions).

Technical services
Fire risk management surveys, installed detection and suppression system inspections, construction program monitoring, fire prevention educational programs, and extinguisher services.

Telework
Any arrangement in which an employee performs officially assigned duties at an approved alternative worksite on an ad hoc or a regular, recurring basis.

TEMPEST
Term used synonymously for the term "compromising emanations": Unintentional data-related or intelligence-bearing signals which, if intercepted and analyzed, disclose classified information being transmitted, received, handled, or

otherwise processed by any information-processing equipment. Also refers to technical investigations and studies conducted in support of emanations and emissions security.

Temporary buildings and structures
Real property facilities designed and constructed on an expedient basis, with finishes, materials, and systems selected with energy efficiency, maintenance, and life cycle costs factors being secondary considerations and with a life expectancy of five years or less.

Temporary duty housing
Unaccompanied personnel housing (UPH) established to meet short-term requirements for eligible military personnel and DOD civilian employees. Includes distinguished visitors quarters (DVQ) and visitors quarters (VQ).

Temporary duty students
Personnel attending a training course or school in TDY status for less than 20 weeks.

Temporary lodging allowance
An allowance designed to partially reimburse Soldiers and their Family members for the added living costs at an overseas duty station when it is necessary to occupy temporary lodging incident to a permanent change of station (PCS).

Temporary lodging expense
An allowance to partially offset the added living expenses incurred within the United States by Soldiers and their Family members when it is necessary to occupy temporary lodging incident to a permanent change of station (PCS).

Temporary lodging facilities
Specifically identified housing facilities operated by the military services to provide short-term temporary housing accommodations. Includes guest houses, except transient housing occupied by official visitors to the garrison. Does not include facilities used primarily for rest and recreation purposes, or permanent party unaccompanied personnel housing (UPH (PP)) (see Army lodging).

Tenant unit, agency, or activity
A unit, agency, or activity of one command that occupies facilities on an installation of another command and receives support services from that garrison.

Track
A structure composed of rail, ties, and ballst that support the loads of railroad cars and locomotives and guides their movements. Crane and tracks on target ranges do not fall under the purview of this regulation.

Trainees
Personnel undergoing training to prepare for their first permanent duty assignment (includes personnel at Army training centers and Army service schools in either a TDY or PCS status) who have not been assigned a military occupational specialty.

Transient housing
See Army lodging.

Treatment
Any method, technique, or process (including neutralization) designed to change the physical, chemical, or biological character or composition of any hazardous waste.

Twenty-percent (20%) rule
The sum of building disassembly, repackaging, and non-recoverable building components, including typical foundation costs must not exceed 20% of the purchase cost of the relocatable building. If the percentage is greater than 20%, then the facility is real property and follows real property project approval authorities. Foundations include blocking, footings, bearing plates, ring walls, and slabs. Foundations do not include construction cost of real property utilities, roads, sidewalks, parking, force protection, fencing, signage, lighting, and other site preparation (clearing, grubbing, ditching, drainage, filling, compacting, grading, and landscaping).

Two plus two (2+2) criteria
UPH barracks design criteria which places up to 2 persons per bedroom in a 2 bedroom suite, built around a single shared bathroom. This criteria was used in the late 1980s and through FY1995 MCA program. Beginning with the FY

1996 MCA program, the 1+1 criteria was used for barracks construction (see 1+1 criteria, 1+1E criteria and modified 2+2 criteria.

Two plus two (2+2) criteria (modified)
A modified 2+2 UPH barracks design criteria (for Korea only) which places up to 2 persons per bedroom in a two bedroom suite. Each bedroom has a bathroom. There is no service area. Two Soldiers, E–1 through E–4 share a room. Grades E–5 and occupy an entire room (see 2+2 criteria, 1+1 criteria, and 1+1E criteria).

Unaccompanied personnel
Military personnel and DOD civilians who either have no Family members or are not accompanied by Family members.

Unaccompanied personnel housing
Housing provided to personnel not residing with Family members.

a. Includes:

(1) Unaccompanied enlisted personnel housing (UEPH), also called enlisted quarters (EQ)/senior enlisted quarters (SEQ) (formerly known as bachelor enlisted quarters (BEQ)/senior bachelor enlisted quarters (SBEQ)).

(2) Unaccompanied officer personnel housing (UOPH), also called officer quarters (OQ)/senior officer quarters (SOQ) (formerly known as bachelor officer quarters (BOQ)).

(3) Barracks, dormitories, and transient unaccompanied personnel housing (UPH).

b. May include privately-leased housing.

Unaccompanied personnel housing "1+1" criteria
See "one plus one (1+1) criteria."

Unaccompanied personnel housing "1+1E" criteria
See "one plus one enhanced (1+1E) criteria."

Unaccompanied personnel housing "2+2" criteria
See "two plus two (2+2) criteria."

Unaccompanied personnel housing "2+2" criteria (modified)
See "two plus two (2+2) criteria (modified)."

Unfunded costs
Costs that are neither chargeable to nor included in the project cost which is considered to determine whether or not a project's cost is within or exceeds statutory or policy thresholds.

Uniformed services
The Army, Navy, Air Force, Marine Corps, Coast Guard, the Commissioned Corps of the U.S. Public Health Services, and the Commissioned Corps of the National Oceanic and Atmospheric Administration.

Unit
See the following:

a. Housing management. A single dwelling, for example, a house or apartment designed for occupancy by one Family. A duplex house consists of two units.

b. Utilities services. A boiler, furnace, hot water generator, or similar energy converting device. Tandem energy generating hook-ups designed to match variable loads are considered a "unit", with a capacity equal to the sum of the parts.

Unit integrity allowance
A management allowance which commanders use as an aid to unit cohesiveness and readiness. The appropriate level for applying this allowance is the battalion.

United States
The 50 states, the District of Columbia, and U.S. territories and possessions.

United States overseas
Alaska, Hawaii, and U.S. territories and possessions.

Utilities services
All the facilities and systems that provide water supply, wastewater, nonhazardous solid waste management and disposal, electric power, natural gas, heating, cooling, and refrigeration.

Utility plants
Heating; refrigeration; air conditioning; liquid and gas fuel storage, distribution, and dispensing; electric generating; and water and waste treatment plants to include all related apparatus and equipment necessary to provide utility services and to control environmental pollution.

Vector
A carrier, usually an arthropod that is capable of transmitting a pathogen from one organism to another.

Verifier
Volunteer used during the course of a housing discrimination investigation to determine if housing discrimination is being practiced by an agent as alleged. Not required to be prospective tenants.

Voluntarily separated persons
Soldiers who are separated from their families. In the case of FH, it includes Soldiers who, for reasons other than availability of housing at the permanent duty location, elected not to be accompanied by Family members. For UPH, it includes Soldiers in CONUS, Hawaii, Alaska, for whom FH would not otherwise be programmable, but who elected for any reason not to be accompanied.

Water mist
Fine water droplets (less than 100 microns) having a high heat transfer rate, produced by special nozzles using either high pressure or a separate gas component to eject the water from the nozzle.

Whole Barracks Renewal Program
A holistic approach to providing single Soldiers with community living areas, where barracks are the foundation of a contiguous area that includes adequate supporting facilities such as landscaping, parking, recreation areas, service areas (laundry, kitchen, mail), consolidated dining facilities, and so forth.

Whole house project
A comprehensive project for revitalizing, modernizing, renovating, or rehabilitating a dwelling unit by doing all required work (maintenance, repair, and/or improvement) at one time. A whole house project is normally used where dwelling unit age has either caused failed or failing systems and components or resulted in obsolete amenities inconsistent with those found in contemporary housing. Such a project results in lower costs, less down time on dwelling units, improved service to residents, and better housing for families.

Whole neighborhood revitalization
Systematic performance of the work necessary to bring overage Family housing facilities to new construction standards by addressing dwelling units, supporting infrastructure/recreational facilities, and energy conservation retrofits. It includes doing all required work (maintenance, repair, and/or improvement, or replacement) at one time.

Willful misconduct
Intentional damage, destruction, or loss of Government property.

Work management system
A systematic application of sound management principles and procedures in receiving, planning, estimating, scheduling, supervising, executing, recording, and evaluating the work effort of a public works activity.

World War II (WWII) temporary buildings
Temporary wooden buildings constructed in the continental United States between 1939 and 1947, inclusive.

Yard waste
Grass and shrubbery clippings, tree limbs, leaves, and similar organic materials commonly generated in residential yard maintenance (also known as green waste) which can be composted.

Section III
Special Abbreviations and Terms
This section contains no entries.

USAPD

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