

**Army Regulation 135-9**

**Army National Guard and Army Reserve**

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

**Headquarters  
Department of the Army  
Washington, DC  
18 September 1992**

**Unclassified**

# ***SUMMARY of CHANGE***

AR 135-9

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

This revision--

- o Clarifies language and updates policies, procedures, duties and responsibilities of the Joint Service Reserve Component Facility Board (JSRCFB) in accordance with Department of Defense Directive 1225.7.
- o Requires the JSRCFB to meet at least once every 12 months (chap 2).
- o Expands inventory requirements to include excess government property and installations to be affected by closure or realignment actions (chap 2).
- o Stipulates that if a project is not included in the program for the fiscal year in which proposed, the project is to be reviewed again by the State Board before inclusion in any subsequent fiscal year program (chap 2).
- o Sets forth acquisition alternatives to be considered in meeting Reserve Component facility requirements (chap 2).
- o Notes that the State Board may make recommendations to the Office of the Assistant Secretary of Defense (Reserve Affairs) on any Reserve Component facility needs that would enhance readiness, consistent with investment criteria; and is not limited to review of proposed projects (chap 2).
- o Clarifies language relating to administrative details of meetings; the source and authority of principal and alternate members of State Boards for the Army National Guard; and eliminates augmentation alternate membership (chap 2).

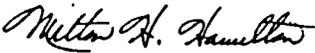
Army National Guard and Army Reserve

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

By Order of the Secretary of the Army:

GORDON R. SULLIVAN  
General, United States Army  
Chief of Staff

Official:



MILTON H. HAMILTON  
Administrative Assistant to the  
Secretary of the Army

**History.** This UPDATE printing publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

**Summary.** This regulation on Joint Service Reserve Component Facility Boards has been revised in accordance with Department of Defense Directive 1225.7. It prescribes policy, procedures, duties, and responsibilities of

these boards, and establishes membership requirements and authorities for Army National Guard and Army Reserve participation. This regulation has been revised to relax State Board membership requirements and to eliminate the requirement for prior approval of the Office of the Assistant Secretary of Defense (Installations and Logistics) to augment membership. This regulation also directs the State Board to use DD FORM 2162 (Joint Service Reserve Component Facility Board Project Analysis), modifies the suggested format for state board meeting minutes, and directs the Chairperson to forward an information copy of those minutes directly to the Assistant Secretary of Defense (Reserve Affairs).

**Applicability.** This regulation applies to the Active Army, the Army National Guard, and the U.S. Army Reserve.

**Proponent and exception authority.** Not applicable

**Army management control process.** This regulation is subject to the requirements of AR 11-2. It contains internal control provision but does not contain checklists for conducting internal control reviews. These

checklists are being developed and will be published at a later date.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from HQDA (DAEN-ZCI), WASH DC 20310-2600.

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested Improvements.** The proponent agency of this regulation is the Office, Chief of Engineers. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAEN-ZCI), Wash DC, 30310-2600.

**Distribution.** Distribution of this publication is made in accordance with the requirements on DA FORM 12-09-E, block number intended for command levels D for Active Army, the Army National Guard, and the U. S. Army Reserve.

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\*This Regulation supersedes AR 135-9, 29 March 1990

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## Chapter 1 General

### 1-1. Purpose

This regulation establishes policy, procedures, duties, and responsibilities for Army National Guard (ARNG) and Army Reserve (AR) participation in the Joint Service Reserve Component Facility Boards (JSRCFBs).

### 1-2. References

Required and related publications are listed in appendix A. Prescribed and referenced forms are also 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. Authority

Statutory authority for this regulation is derived from the following:

- a. Chapter 133, title 10, United States Code.
- b. DODD 1225.7.

## Chapter 2 Functions and Responsibilities

### 2-1. The State Board

The functions and responsibilities of the State Board are to—

a. Acquire from the agencies—

(1) A current record of all Guard and Reserve units within the State.

(2) Inventories of all facilities and installations used in the training, operation, and mobilization of the Guard and Reserve units within the State (including Federal, State leased, licensed, permitted, and donated facilities). These inventories will be kept current and will include location, physical scope of each facility, owning or controlling component, joint usage, current authorized strength of each component user, and other data the State Board considers beneficial in making its recommendations.

(3) Inventories of all facilities and installations of the Active Forces in the State. These inventories will include data comparable to that cited above for the Guard/Reserve units.

(4) Inventories of all excess government properties as well as all installations to be affected by closure or realignment actions.

(5) Current short-range (3-year) facilities acquisition plans or programs (by target-fiscal year) for each Guard and Reserve component in the State along with a list of the remaining requirements in the current mid-range (5-year) plan. All data will not be sent out by the State Board since such documents reflect only internal planning data and do not constitute programs approved by the Department of Defense.

(6) Data from the Department of Defense Guard and Reserve Facilities Studies as applicable to the State.

b. Review annually each proposed Guard and Reserve major construction project, using DD Form 2162, as listed on the current mid-range (5-year) plan based on known requirements and joint usage application. Electronic generation of DD Form 2162 is authorized per guidance contained in AR 25-30, paragraph 3-15, provided that such electronic generation maintains the design integrity of the form, does not add, delete, or alter data elements, and does not change their sequential presentation. The State Board will also include an evaluation of projects previously reviewed and an annual (calendar year) recommendation reconfirming or deleting these previously approved projects until each is under construction or canceled. If the project is not included in the program for the fiscal year in which it was first proposed, the State Board shall review the project again before it is included in the program for any subsequent fiscal year. The annual calendar year reconfirmation or deletion will be held as early as possible in the calendar year but not later than 1 June.

(1) Projects considered should be consistent with Reserve Component Force Structure Plans and Training Strategy.

(2) The State Board should coordinate closely with OCAR and NGB to ascertain all ongoing and proposed Base Realignment and Closure (BRAC) actions prior to consideration of acquisition.

c. Consider the following acquisition alternatives to fulfill Reserve Components facility requirements.

(1) Maximum use of facilities identified as excess by Active and Reserve components during base closure and realignment actions—as allowed by law.

(2) Full use of existing, partially used facilities of other Reserve components and the Active components.

(3) Use of existing real property facilities excess to the needs of the Military Departments or their Federal Agencies by transfer, use agreement, or permit.

(4) Lease or donation of privately or publicly owned facilities that meet the need or can be modified at reasonable cost to meet the need.

(5) Construction of additions to existing Reserve component and Active component facilities, or on property controlled by them, with provision for maximum joint or common use of existing space and facilities.

(6) Purchase of existing real property facilities that meet the need without uneconomical remodeling or renovating.

(7) Joint construction of a new facility by two or more Reserve components or with an Active component. If such construction at a single location cannot be done concurrently for some presently irreconcilable reason, the design and site of the initial structure shall include provisions for future expansion.

(8) Unilateral construction of a new facility by one Reserve component only when supported by a Joint Service Reserve Component Facility Board that has carefully reviewed all other acquisition methods and found them impracticable or uneconomical.

d. Submit recommendations and comments for each project listed on the short-range (3-year) plan that cite each project's contribution to the improved readiness posture of the using units and its joint construction or utilization potential (to include statements concerning possible use of available space in local area Guard and Reserve or Active Forces facilities). Findings concerning joint construction or utilization (positive or negative) of each project will be recorded with the basis for such findings. Concurrence or comment by the representatives of the agencies concerned will be included in the record of these proceedings. These reviews will be conducted in sufficient time to permit the State Board recommendations to be entered on the DD Forms 1390 when budget programs are submitted on 1 July of each year.

e. May as a body make recommendations to the Office of the Assistant Secretary of Defense (Reserve Affairs), ATTN: OSAD-RA (M&F), Washington, DC 20310-1500, on any facility needs of the Reserve Components of that State that would enhance readiness and provide, in their view, a significant return for the investment. The board is not limited to a review of proposed projects.

f. Obtain data necessary for determination of Guard and Reserve manpower potential in the geographic area to be served by the proposed facility when requested by a member.

g. Consider and arrange (by consultation and cooperation within the State Board) for the maximum use of available capacity in existing facilities. This should reduce the need to lease or construct other facilities (particularly for small numbers of personnel where unit strengths do not qualify for construction) to meet the needs of other Guard and Reserve units.

h. Conduct other specific studies and surveys as required or as directed. These will generally concern Guard and Reserve facilities but may involve equipment, manpower, and other allied fields of study related to facilities, including construction criteria.

i. Publish the minutes and summaries of the meetings plus additional data or reports deemed by the State Board to be appropriate for obtaining the maximum use (including joint usage) of existing or proposed facilities whenever or wherever possible, as required by the foregoing duties. Minutes will include the following:

- (1) An itemized list of projects or topics considered.
- (2) State Board recommendations relative to the projects or topics considered.
- (3) Rationale for all recommendations.
- (4) Statements that all projects considered were appropriately reviewed and provided to the services having an interest.
- (5) Statements that the State Adjutant General did or did not consider joint construction of Army National Guard armories practicable.
- (6) Signatures of all members, including the military address and telephone number of the chairperson of the State Board.
- j. Convene at the call of the chair at least once every twelve months to perform the functions at paragraph 2-1a-i.

## 2-2. The State Board chairperson

The State Board chairperson will—

- a. Convene the State Board at least once a year and whenever otherwise appropriate. However, no meeting is required if there are no projects in the fiscal year in that State.
- b. Prepare and distribute in advance of the meeting a tentative agenda.
- c. Arrange for the adequate maintenance of the State Board minutes.
- d. Contact members each quarter to exchange views and information or confirm the absence of problems of interest to the State Board.
- e. Prepare minutes of each meeting. The DODD 1225.7 provides the format (fig 2-1).
- f. Act as presiding officer of the State Board.
- g. Prepare, maintain, and transmit to board members a current roster of the principal and alternate members of his or her State Board. Subsequent changes in the State Board membership or in the chairperson's mailing address or telephone number which occur during the chairperson's tenure will be similarly transmitted to the board members.
- h. Transmit over the chairperson's signature block all official

correspondence required in the administration of the State Board and in fulfillment of the chairperson's other assigned duties.

## 2-3. Army National Guard and Army Reserve members

Army National Guard and Army Reserve members will—

- a. Represent the U.S. Army and the State in the proceedings of the State Board. Submit to the State Board information necessary to fulfill assigned duties.
- b. Maintain continuing familiarity with Army National Guard, Army Reserve, and Active Army activities and facilities within the State as well as know the policies and criteria for acquisition of facilities as stipulated in Army and National Guard regulations. This includes understanding current data and guidance as to the plans, policies, criteria, units, facilities, inventories, programs, resources, and long-range requirements as they apply to the State.
- c. Perform, in collaboration with their fellow State Board members, the studies and investigations undertaken by the State Board.
- d. Forward through established command channels the documents of the State Board.

## 2-4. The Army National Guard and Army Reserve senior alternate member

The Army National Guard and Army Reserve alternate member will assume the duties of the principal member in his or her absence. The alternate member will have the full exercise of prerogatives described for the principal member. The alternate member should attend all meetings of the State Board with the principal member to fully understand all pending actions. The senior alternate member may also perform other duties in keeping with the rules of procedure agreed upon by the State Board members.

## 2-5. The Chief of Engineers

The Chief of Engineers will establish policies, procedures, and guidance for Army National Guard and Army Reserve participation in JSRCFBs.

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### Board Meeting Minutes of Joint Service Reserve Component Facility Board (State, Commonwealth, Territory, or District)

#### A. Convening the Board.

In accordance with Department of Defense Directive 1225.7, the Board held a meeting at (time, date, place).

#### B. Attendance.

1. Principal members present: (rank, name, service).
2. Alternate members or others present: (rank, name, service).

#### C. Action on minutes of previous meetings.

#### D. Project summaries.

1. Number of projects reviewed: (total).
2. Number recommended for joint construction: (total).
3. Number recommended for unilateral construction: (total).
4. Number not recommended for construction: (total).

#### E. Project recommendations.

1. For each project considered by the State Board, provide a statement of acquisition alternatives considered (if applicable) and basis for each rejection leading to the chosen option (See paragraphs 2-1c(1) through (8) for alternatives.)

**Figure 2-1. Board meeting minutes format—Continued—Continued**

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2. (If recommending unilateral construction, provide a statement explaining why the project was not recommended for joint construction.)
3. (Enter additional comments here.)

**F. Other business.**

(In this section summarize any other business or recommendations of the State Board).

**G. Next Meeting.**

(Provide a statement of the planned date and place of the next meeting.)

**H. Adjournment.**

(Provide a statement noting completion or disposition of all matters before the board and time of adjournment.)

**I. Authentication.**

(Enter signature of principal (or acting alternate) members including current mailing address and phone numbers (DSN and commercial).)

**Figure 2-1. Board meeting minutes format—Continued**

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**Chapter 3  
State Board Membership and Authority**

**3-1. The State Board chairperson**

The position of chairperson rotates annually among appointed by the member agencies. The chairperson serves for a period of 1 year unless reassigned outside of the State or relieved by his or her agency. In this case, the State Board membership selects a new chairperson for the unexpired term.

**3-2. Army National Guard membership**

The National Guard Bureau, with the approval of the Governor of each State, territory, the Commonwealth of Puerto Rico, and the Commanding General of the National Guard in the District of Columbia, assures the appointment of one principal member and one alternate member to each State Board and provides to the appointed members current records and Army inventories as required by paragraph 2-1a. The principal and alternate member shall serve with, or be employed by the National Guard in their state as full-time military or technician (other than the State Adjutant General). The principal member or in his or her absence the alternative member shall represent the State National Guard in facilities matters under consideration by the State Board.

**3-3. Army Reserve membership**

Major commanders will assure the appointment of the U.S. Army Reserve principal and alternate member to each State Board and provide current records and Army inventories to the appointed members as required by paragraph 2-1a. Each member will serve for an indefinite period on a part-time basis and be selected from among those eligible personnel currently serving within the State. Such appointees may be Regular Army or Reserve officers but shall not be assigned as advisors to National Guard units. General officers, including promotable Colonels (P), will not serve as members nor will the principal member serve simultaneously on more than one State Board.

**3-4. State Board authority**

- a. Each State Board functions as a Federal activity as authorized by DODD 1225.7.
- b. The State Board is to function solely in an advisory capacity and furnish recommendations and other pertinent data to assist in making necessary determinations concerning the acquisition and utilization of facilities.
- c. Each State Board, in the performance of its assigned duties, may contact directly those officers, agencies, and individuals (both inside and outside the Department of Defense) which have an interest in Reserve Forces facilities matters.
- d. In addition to the execution of studies and surveys outlined in

this regulation, each State Board may, where the need is clearly apparent, initiate separate studies and surveys.

**Chapter 4  
Procedures**

**4-1. Rules of procedure**

The rules of procedure for each State Board, other than those prescribed in this regulation, will be those commonly agreed to among the members of the State Board. The prescribed rules are as follows:

- a. A quorum will consist of all principal members in order to properly conduct the business of the State Board.
- b. Each principal member or the alternate will be entitled to one vote in the proceedings of the State Board.
- c. Action of the State Board will be by majority vote.
- d. Minutes of the State Board meetings, to include all reports and studies approved by the members, will bear the signature and title of each member who has affirmably voted.
- e. Any member who is in disagreement with majority opinion of his or her State Board is privileged to require the inclusion of a minority report in the records of the State Board's proceedings.

**4-2. Relationships and channels of communication**

- a. In addition to the roster identified in paragraph 2-2g, copies of all minutes, summaries, studies, surveys, and reports (to include recommendations) prepared by each State Board will be furnished to each member by the State Board chairperson. The Army Senior Member will forward copies directly to the Office of the Deputy Assistant Secretary of the Army (Installations and Housing), ATTN: SAILE-IH, Washington DC 20310-0103, in addition to submitting copies through command channels.
- b. Each State Board will coordinate its recommendations to the fullest extent practicable, not only with the Military Departments but also with other Federal, State, county, and municipal agencies and officials having a bona fide interest or who may assist the State Board in the economical fulfillment of its requirements.
- c. Special care will be exercised by the State Board to assure that maximum use is made of existing records and reports filed with the military and Federal offices and agencies within the State, and that requests by the State Board for statistical data cause the least possible duplication of effort.

## **Chapter 5 Administration**

### **5-1. General**

*a. Administrative support.* Secretarial assistance, files, and other administrative support will be provided to each Army National Guard and Army Reserve member by the Military Department or by whatever alternate method is mutually agreed upon by the members of the State Board.

*b. Travel.* Cost of travel performed by principal and alternate members of a State Board in the discharge of the State Board duties will be borne by the Military Departments of which the principal and alternate members are representatives.

*c. Telephonic representation.* Except in highly unusual circumstances, telephonic representation should not be employed to circumvent the requirement for a face-to-face meeting of all State Board members at least annually.

*d. Conflicting regulations.* In the event that other Army or National Guard regulations contain provisions that conflict with this regulation, the provisions of this regulation will prevail and the conflicting provisions of other regulations will be amended to conform with the provisions of this regulation.

### **5-2. Reports**

*a.* Reporting requirements prescribed in this regulation are exempt per AR 335-15, para 5-2e(7).

*b.* Copies of all minutes and other special reports provided by the chairperson to the Army National Guard and Army Reserve member will be forwarded per para 4-2a.

*c.* The chairperson shall forward one information copy of the Board meeting minutes directly to the Office of the Assistant Secretary of Defense (Reserve Affairs)(Materiel and Facilities) ATTN: OASD-RA(M&F), Washington DC 20310-1500.

## **Appendix A References**

### **Section I Required Publications**

**Department of Defense Directive (DODD) 1225.7**  
Reserve Component Facilities Programs and Unit Stationing. (Cited  
in paras 1-4 and 3-4.)

### **Section II Related Publications**

**Chapter 133, title 10**  
United States Code, as amended.

**AR 335-15**  
Management Information Control System.

### **Section III Prescribed Forms**

**DD Form 2162**  
Joint Service Reserve Component Facility Board Project Analysis.

### **Section IV Referenced Forms**

**DD Form 1390**  
FY 19 Military Construction Program.

## **Glossary**

### **Section I Abbreviations**

**AR**  
Army Reserve

**ARNG**  
Army National Guard

**JSRCFB**  
Joint Service Reserve Component Facility  
Boards

### **Section II Terms**

#### **Agencies**

Army National Guard of the United States, Army Reserve, Naval Reserve, Marine Corps Reserve, Air National Guard of the United States, Air Force Reserve, and Coast Guard Reserve.

#### **Facility**

Any land, armory, or training center, used for administration and training of any unit of the Guard or Reserve Forces.

#### **State**

The 50 United States as well as Puerto Rico, Virgin Islands, Guam, and the District of Columbia.

#### **State Boards**

The JSRCFBs, consisting of principal and alternate members of each Military Service (Marine and Coast Guard Reserve representation is included if stationed within the State), are established to serve as the media for collaboration among National Guard and Reserve Components of the Armed Forces at field level to assure maximum joint construction or utilization in fulfilling the facilities requirements of the Reserve Forces. Boards are to function solely in an advisory capacity and furnish recommendations and other pertinent data to assist in making necessary determinations concerning the acquisition and utilization of facilities.

### **Section III Special Abbreviations and Terms**

This section contains no entries.

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PIN: 004547-000

DATE: 04-15-99

TIME: 16:05:21

PAGES SET: 11

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DATA FILE: s540.fil

DOCUMENT: AR 135-9

DOC STATUS: NEW PUBLICATION