Army Regulation 140–483

Army Reserve

Army Reserve Land and Facilities Management

Headquarters
Department of the Army
Washington, DC
30 July 1994

UNCLASSIFIED

SUMMARY of CHANGE

AR 140–483
Army Reserve Land and Facilities Management

This revision--

- o Updates changes in
- o USAR command and control and incorporates new laws and policy.
- o Clarifies information concerning real estate methods and procedures for funding of real estate actions (para 1-4).
- o Establishes new space guidelines for design of U.S. Army Reserve facilities (para 3-1).
- o Establishes new policy and guidance concerning real estate acquisition, management, utilization, and disposal as a result of reorganization of the CONUSAs and establishment of the U.S. Army Reserve Command (paras 4-1, 4-14, and 9-4).
- o Adds, at appendix, C a sample format for preparing a preliminary site survey report.
- o Revises DA Form 1979-R and DA Form 1980-R to incorporate changes caused by reorganization of the CONUSAs.
- o Revises appendix B, for space authorizations in USAR facilities.
- o Changes the term ’MUSARC’ to ’ARCOM/GOCOM’ throughout.

Headquarters
Department of the Army
Washington, DC
30 July 1994

*Army Regulation 140–483

Effective 30 August 1994

Army Reserve

Army Reserve Land and Facilities Management

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. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

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

Applicability. This regulation applies to U. S. Army Reserve and to personnel who use Army Reserve facilities, including locations where Army Reserve equipment is maintained or stored. It does not apply to the Active Army or Army National Guard, except for those Active Army organizations whose missions include management or direct support of Army Reserve units.

Proponent and exception authority. The proponent of this regulation is the Chief, Army Reserve (CAR). The CAR has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The proponent may delegate this approval authority in writing to a division chief under their supervision within the proponent agency who holds the grade of colonel or the civilian equivalent.

Army management control process. This regulation is subject to the requirements of AR 11–2. It contains internal control provisions 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 (DAAR–EN), 2400 Army Pentagon, WASH DC 20310–2400.

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. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAAR–EN), 2400 Army Pentagon, WASH DC 20310–2400.

Distribution. Distribution of this regulation is made in accordance with the requirements on DA Form 12–09–E, block number 5316, intended for command levels C for Active Army, D for Army National Guard, and C, D, and E for U.S. Army Reserve.

Contents (Listed by paragraph and page number)

Chapter 1
Introduction, *page 1*
Purpose • 1–1, *page 1*
References • 1–2, *page 1*
Explanation of abbreviations and terms • 1–3, *page 1*
Responsibilities • 1–4, *page 1*

Chapter 2
Life-Cycle Management of U.S. Army Reserve Facilities, *page 2*
Requirements • 2–1, *page 2*
Life–cycle management • 2–2, *page 3*

Chapter 3
Planning, Programming, and Project Development, *page 7*
Considerations • 3–1, *page 7*
Space guidelines • 3–2, *page 7*
MCAR unfunded proposals report • 3–3, *page 7*
MACOM MCAR FYP • 3–4, *page 7*

Chapter 4
Real Property Selection and Acquisition, *page 9*
Introduction • 4–1, *page 9*
Tasks • 4–2, *page 9*
Available Site Identification and Validation (ASIV) Completion Report • 4–3, *page 10*
MCAR budget submission • 4–4, *page 11*
Site selection teams • 4–5, *page 11*
Site selection team tasks • 4–6, *page 11*
Site criteria • 4–7, *page 12*
Acquisition priorities • 4–8, *page 12*
Site selection • 4–9, *page 13*
Acquisition • 4–10, *page 15*
Environmental documentation • 4–11, *page 15*
Real property exchange • 4–12, *page 15*
Public notice and release of information • 4–13, *page 16*
Leases • 4–14, *page 16*
Engineer Regionalization BASOPS Support. • 4–15, *page 17*

Chapter 5
Project Documentation, *page 17*
Concept • 5–1, *page 17*
Requirements • 5–2, *page 17*

*This regulation supesedes AR 140-483, 26 June 1991.

UNCLASSIFIED

Preparation • 5–3, *page 17*

Chapter 6
Construction Programs, *page 18*
Introduction • 6–1, *page 18*
Tasks • 6–2, *page 18*
Emergent construction program • 6–3, *page 18*
Restoration or replacement • 6–4, *page 18*

Chapter 7
Real Property Maintenance Activities, *page 18*
Introduction • 7–1, *page 18*
Project and work limitations • 7–2, *page 19*
Utilities • 7–3, *page 20*
Other engineering services • 7–4, *page 20*
Historic preservation • 7–5, *page 20*
Restoration of damaged or destroyed facilities • 7–6, *page 20*

Chapter 8
U.S. Army Reserve Facilities Assets Catalog and Tracking System (FACTS), *page 22*
Introduction • 8–1, *page 22*
Tasks • 8–2, *page 22*

Chapter 9
Use of Army Reserve Facilities, *page 22*
Introduction • 9–1, *page 22*
Tasks • 9–2, *page 22*
Determination of availability • 9–3, *page 22*
Reserve real property management boards • 9–4, *page 22*
Use of facilities by other than assigned units • 9–5, *page 23*
Rights-of-way or other long-term interests • 9–6, *page 23*
Unauthorized uses • 9–7, *page 23*
Requests for use • 9–8, *page 23*
Developing a request for use • 9–9, *page 23*
Processing a request for use • 9–10, *page 23*
Environmental compliance • 9–11, *page 23*
Short-term licenses • 9–12, *page 23*
Long-term outgrants • 9–13, *page 24*
Charges and payments • 9–14, *page 24*
Admission and other charges • 9–15, *page 24*
Gambling and alcoholic beverages • 9–16, *page 24*
Safeguarding Government property • 9–17, *page 24*
Use of Army Reserve facilities for promotion of rifle practice by civilians • 9–18, *page 24*
Use by educational institutions • 9–19, *page 24*
Use during emergencies • 9–20, *page 24*
Use by Military Entrance Processing Stations • 9–21, *page 24*
Use by U.S. Army Recruiting Command (USAREC) • 9–22, *page 24*
Disposal of excess real estate • 9–23, *page 25*

Appendixes

A. References, *page 26*

B. Space Guidelines for U.S. Army Reserve Facilities, *page 27*

C. Sample format for Preliminary Site Survey Report to include cover memorandum, *page 32*

D. Preparation of Project Documentation, *page 33*

Table List

Table 3–1: Sample format for the MCAR unfunded proposals report project listing, *page 8*
Table 3–2: Format for the MCAR unfunded proposals report construction summary, *page 8*
Table 3–3: Format for MACOM MCAR FYP, *page 9*
Table 5–1: Required Documentation, *page 17*
Table B–1: Rated capacity for total authorized strength, *page 27*
Table B–2: Net acreage authorized by center rating [1], *page 29*
Table D–1: Sample format for strength display, *page 35*
Table D–2: Sample format for displaying training days, *page 35*

Figure List

Figure 2–1: USAR facilities life cycle, *page 4*
Figure 2–2: Time event-chart, *page 5*
Figure 2–2: Time event-chart—Continued, *page 6*
Figure 7–1: Approval Limits, *page 21*
Figure C–1: Sample format for Preliminary Site Survey Report., *page 32*
Figure C–2: Preliminary Site Survey Report., *page 32*
Figure D–1: Sample of a completed DD Form 1390S., *page 36*
Figure D–1: Sample of a completed DD Form 1390S—Continued, *page 38*
Figure D–2: Sample of a completed DD Form 1391., *page 40*
Figure D–2: Sample of a completed DD Form 1391., *page 42*
Figure D–2: Sample of a completed DD Form 1391—Continued, *page 43*
Figure D–2: Sample of a completed DD Form 1391—Continued, *page 44*
Figure D–3: Project justification statement, *page 45*

Glossary

Index

Reproducible Forms

Chapter 1
Introduction

1–1. Purpose

This regulation prescribes policy and procedures for managing U.S. Army Reserve (USAR) land and facilities. It applies to activities and projects funded by the Military Construction, Army Reserve (MCAR), and Operations and Maintenance, Army Reserve (OMAR), appropriations.

1–2. References

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

1–3. Explanation of abbreviations and terms

Explanation of abbreviations and terms are explained in the glossary. For purposes of this regulation, the use of the term major Army command (MACOM) is limited to Forces Command (FORSCOM), Special Operations Command (SOCOM), and U.S. Army, Pacific (USARPAC). This is unless otherwise specified.

1–4. Responsibilities

a. The Assistant Secretary of the Army (Installations, Logistics, and Environment) (ASA(I,L&E)) provides overall policy and program direction for USAR land and facilities.

b. The Chief, Army Reserve (CAR), has responsibility for managing MCAR and OMAR appropriations and will—

(1) Implement policy and issue appropriate program guidance.

(2) Develop the MCAR program, including selecting and prioritizing future projects based on joint Service planning, MACOM requirements, and Department of Defense (DOD) and congressional guidance.

(3) Prepare and submit the MCAR budget, including—

(a) Identifying all planning, design, and construction costs to include furniture, fixtures, and equipment required for new facilities.

(b) Providing annual MCAR planning guidance to MACOMs.

(c) Preparing and submitting appropriate documentation.

(d) Developing and providing additional supporting documentation, such as congressional testimony, as necessary.

(e) Distributing funds as mandated by congressional appropriations.

(4) Prepare and submit the OMAR budget, including provisions for real property maintenance activities (RPMA).

(5) Manage the land and facilities acquisition programs as described in chapter 4 and participate on the site selection teams (SSTs) as necessary. In this regard, the CAR will—

(a) Establish policy and guidance for acquisition, utilization, and disposal of USAR lands and real property.

(b) Review and approve MACOM submission of annual facilities work plans (FWPs) for fee and leasehold acquisitions and will coordinate execution of the FWPs with Headquarters, U.S. Army Corps of Engineers (USACE).

(c) Monitor execution of land acquisitions approved by Congress.

(6) Approve the acquisition of recommended and selected sites.

(7) Approve changes to functional and performance requirements and provide appropriate change data for input into the USAR Engineer Management Automation, Army Reserve (EMAAR) system until replaced by the Reserve Components Automation System (RCAS).

(8) Determine if USAR mission requirements justify the following:

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

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

(9) Determine the USAR pro rata share of joint facilities in coordination with appropriate authorities of other participating Services. Results of pre– design meetings with respect to pro-rated requirements, will be documented on DA Form 4527–R (Computation of Joint Use Areas). The District Engineer, BASEOPS, ARCOM Engineer, HQ, USACE and HQDA OCAR Engineer must ensure a completed copy of DA Form 4527–R is made a part of the historical file for joint funded construction projects.

(10) Perform the following design–related functions:

(a) Coordinate the selection of single–line sketches for development as concept designs.

(b) Authorize selected design agencies to initiate design of approved projects.

(c) Approve concept designs.

(d) Schedule and conduct periodic design reviews in coordination with design agencies and affected MACOMs, the U.S. Army Reserve Command (USARC), Army Reserve Commands/General Officer Commands (ARCOMS/GOCOMS), and USAR units.

(e) Approve necessary and appropriate design changes.

(f) Authorize selected design agencies to proceed with preliminary and final designs.

(g) Approve final designs and authorize preparation of contract documents.

(h) Prepare design release notifications for submission to Congress by the Office of the ASA(I,L&E), (OASA(I,L&E)).

(11) Authorize award of construction contracts.

(12) Coordinate modifications or changes to construction contracts, and approve or disapprove modifications or changes requested by users.

(13) Conduct periodic program reviews.

(14) Process funding requests that exceed MACOM approval limits.

(15) Forward requests for exceptions to policy on use as explained in chapter 9 to ASA(I,L&E), with appropriate comments and recommendations.

(16) Recommend approval or disapproval of long–term outgrant renewal requests that require approval of the Chief of Engineers (COE) in accordance with AR 405–80.

c. Commanding Generals, FORSCOM, USARPAC, and SOCOM will—

(1) Review and approve or disapprove facility requirements submitted by users.

(2) Identify and prioritize approved facility requirements based on recommendations of USARC, ARCOMS/GOCOMS, and other subordinate elements having USAR management or support missions.

(3) Prepare and submit MCAR future year plan (FYP) and 00unfunded proposals reports per chapter 3.

(4) Participate in the land and facilities acquisition processes described in chapter 4.

(5) Participate in joint planning and periodic review conferences as appropriate.

(6) Review and approve or disapprove real property facilities (RPF) projects that are within the limits of MACOM approval authority listed in chapter 7.

(7) Review and validate projects that exceed MACOM approval authority and submit validated projects, with complete documentation, OCAR for final action.

(8) Participate in design reviews as appropriate.

(9) Complete manpower studies.

(10) Coordinate MCAR actions with other MACOMs as necessary.

(11) Ensure that USACE Engineer Districts provide completed information system (IS) guidelines and worksheets prepared by ARCOMS/GOCOMS to the U.S. Army Information Systems Command (USAISC) element of each supporting installation; coordinate requirements or changes to requirements with USAISC as appropriate.

(12) Prepare the annual MACOM RPMA budget and manage the MACOM RPMA program, including distribution of RPMA funds.

(13) Prepare facilities engineering reports for USAR facilities required by AR 420–16 and submit to Headquarters, Department of the Army (HQDA) (DAAR–EN).

(14) Approve or disapprove all requests for long–term grants per chapter 9.

Chapter 2
Life-Cycle Management of U.S. Army Reserve Facilities

2–1. Requirements

Army policy is to provide fully functional facilities necessary for the development, training, operation, support, and maintenance of USAR units in the most economical manner.

a. Facilities used mainly or equally by active components will be programmed by those components.

b. When active components displace permanently housed USAR units or activities that are not mobilized, the active components will provide replacement facilities that meet current USAR criteria. The active components will also pay the costs of relocating the Reserve units. The CAR must be consulted before the displacement or relocation action. The replacement facilities must—

(1) Be acceptable to OCAR.

(2) Be at least as large as the facilities being vacated and allow expansion to meet approved space criteria. (See app B.)

(3) (3) Be in a comparable state of repair.

(4) Be immediately available for use.

c. Facility requir ements will be based on assigned USAR force structure and missions and will be determined under the space guidelines and facility criteria in appendix B.

d. To meet facility requirements in the most cost–effective way, MACOMs submit an economic analysis to HQDA (DAAR–EN) for each proposed project. The following methods of meeting requirements will be considered where applicable:

(1) Maximum use of excess facilities identified by the Active Army, Army National Guard (ARNG) and USAR d uring the statutory Base Realignment and Closure (BRAC) actions. Use of existing under utilized facilities, of all components, that are not part of a BRAC action.

(2) Acquisition by transfer, use agreement, or permit of excess real property from the military department or other Federal agencies.

(3) Long-term (minimum of 50 years), nominal–cost land lease, donation, or exchange of public or private property that can fulfill the USAR need or can be modified at reasonable costs to fulfill the need.

(4) Construction of additions to existing facilities, including those of all ARNG, USAR, and Active Army, with provisions for maximum joint or common use of existing space and facilities.

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

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

(7) The potential use of excess local schools and Resolution Trust Corporation (RTC) properties in lieu of new construction. Block 11 of DD Form 1391 (FY 19_ Military Construction Project Data) will be annotated to reflect consideration.

(8) Unilateral construction of a new facility, supported by the respective Joint Service Reserve Component Facility Board (JSRCFB) (AR 135–9) when all of the above methods have been carefully reviewed and found impractical or uneconomical.

(9) Build-to-suit-to-lease with option to purchase, (see 10 USC 2676 and 2677).

e. Optimum use will be made of all USAR facilities. (See app B.)

f. The combined assigned strength of the unit(s) to occupy a USAR center must be equal to or greater than 75 percent of the authorized strength(s) before inclusion of a project in a budget submission. Design initiation will be permitted if the units have attained 50 percent of the authorized strength.

g. The minimum assigned USAR strength must be 55 persons for USAR facilities to be constructed with major MCAR funds. When joint construction is proposed, the minimum assigned aggregate strength must be 100 persons. MCAR appropriations cannot be used to acquire real property by fee purchase if the assigned strength is less than 55 persons.

h. USAR centers and other support facilities for inactive duty training will be collocated when possible.

i. Facilities will be used jointly as much as possible. Design and construction cost–sharing will be based on exclusive and common use areas designated for the respective Reserve components (See paras (1) and (2) below). However, the CAR will approve the final cost–sharing determination.

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

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

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

k. The scope of any project submitted to the Congress as part of the annual MCAR budget will not be reduced by more than 25 percent, nor its cost increased by more than 20 percent or $1.5 million (whichever is less), without resubmitting the project for congressional review.

l. For all real estate acquisitions, an economic analysis, approved stationing plan, and a combined Real Estate Planning Report (REPR), engineering feasibility study (EFS), and appropriate environmental analysis and documentation are required. Documentation must be detailed enough to provide information for an informed decision by the appropriations director for budget submittal. Specific documentation procedures for real estate acquisitions are outlined in chapter 4.

m. Programmed construction should begin within 5 years of acquiring land for new facilities. This requirement may be waived by ASA(I,L&E).

n. Real property may not be acquired, transferred, disposed of, or leased if the fair market value of the transaction exceeds $200,000 until after the expiration of 30 days from the date upon which a report concerning the proposed transaction is submitted to Congress pursuant to 10 USC 2662.

o. OMAR funds may be used to acquire real estate in the following circumstances (para 2–1*n* is applicable):

(1) OMAR funds from the M7 account (Army Management Structure (AMS) code for "other miscellaneous engineer activities") may be used to purchase real property options costing less than $300,000, subject to the approval of HQDA (DAAR–EN).

(2) OMAR funds from the M7 account may also be used for the fee purchase of real property costing less than $300,000, subject to the approval of HQDA (DAAR–EN).

p. To provide project scopes and cost estimates for successful program execution, the design for MCAR projects must be 65 percent completed by June of the year before the budget is to be submitted. When the budget is for 2 years, projects for the second year must be 35 percent completed by June.

q. Authorized net area allowances of space (app B) and installed equipment are to be treated as the maximum allowable, not as absolute requirements. The facilities authorized will be the minimum needed to accomplish the unit's mission consistent with the guidance in chapter 3.

r. Facilities will be vacated while construction proceeds unless HQDA (DAAR–EN) grants an exception. Block 9 of the DD Form 1391, which accompanies the request to initiate design, will include temporary lease costs (under supporting facilities). MACOMs will provide, as part of preconcept review comments (para 2–2*c*(1)(*(b)*)), a plan for selecting and acquiring temporary facilities. MACOMs will ensure that administrative costs to obtain the temporary construction lease are programmed in the FWP per chapter 4.

MACOMs will also prepare and submit to HQDA (DAAR–EN) an economic analysis that considers phased construction and relocation.

2–2. Life–cycle management

All levels of the USA R manage facilities within the life–cycle shown schematically in figure 2–1.

a. Elements of figure 2–1 are described in paragraphs (1) through (3) below.

(1) Continuous analysis identifies the facilities needed to support the structure and missions of assigned units.

(2) The inner ring is the process to obtain authorization and funds for a facility throughout its life cycle. It is the first three stages of the planning, programming, budgeting, and execution system (PPBES).

(3) The outer ring shows the phases of a facility from acquisition through disposal. It is the execution stage of PPBES.

b. ARCOMs/GOCOMs identify requirements to house or train unit personnel or to store and maintain equipment. These requirements form the bases for programs of construction (MCAR FYP) and leasing (FWP) to be conducted over several fiscal years (FYs), depending on the method selected prescribed by paragraph 2–1*d.*

c. The design of projects for the MCAR FYP is a part of the process depicted by the inner ring of figure 2–1.

(1) *Concept design phase.*

(a) Design initiation (1%). An ARCOM/GOCOM prepares documentation, as required by paragraph 5–2, that identifies and justifies the unit's requirements. The USARC or MACOM will review and forward the documentation to HQDA (DAAR–EN), which requests the design agent to initiate design. Depending on project location, the design agent may be the USACE, Naval Facilities Engineering Command (NAVFACENGCOM), or the National Guard.

(b) Preconcept design (10%). The selected design agency works with OCAR, MACOM, and other interested parties to develop several single–line sketches for consideration. The design agent will develop several options as single–line drawings, which include furniture layout modules in common office areas. When the design agent uses the Automated Review Management System (ARMS), ARCOMs/GOCOMs and MACOMs will provide comments on that system. Otherwise, USAR units will use DA Form 4703–R (MCAR Design Review) to forward review comments for this, and all subsequent design submittals, through command channels to HQDA (DAAR–EN). A reproducible copy of DA Form 4703–R is at the back of this regulation. MACOM comments will include a plan for temporary facilities during construction in accordance with paragraph 2–1*r*. HQDA (DAAR–EN) will consolidate, approve, and forward comments to the design agency. After considering all of the single–line sketches, the concerned parties will select one for development into a concept design. The scope of the project will be adjusted to reflect this selection, and the project documentation will be updated as directed by HQDA (DAAR–EN). The ARCOM/GOCOM will annotate locations for information systems (IS) equipment on a set of the approved drawings and provide it to the design agent to forward to USAISC (para 6–2*a*(2)).

(c) Concept design (35%). The design agency will develop a concept design based on the selected single–line sketch. This includes a furniture design (less colors and fabrics) cost estimates, and input for DD Form 1391. After user review and comment through USAR channels, HQDA (DAAR–EN) will approve the concept design, lock the project scope, and revise documentation. This is the basis for submission of MCAR projects for the second year of the biennial budget cycle (fig 2–2).

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

(a) Preliminary design (65%). The design agency will submit to HQDA (DAAR–EN) a 65 percent cost estimate and a 65 percent completion of plans that address the comments made at the 35 percent design stage. The design agency will provide plans to the ARCOM/GOCOM, SI, and USARC or MACOM (as applicable) for review, but the design agent continues work without waiting for review comments. This submittal will include furniture colors and fabrics, cost estimates, and input for DD Form 1391. This is the basis for submission of MCAR projects for the first year of the biennial budget cycle (fig 2–2).

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

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

(d) The current working estimate (CWE), excluding additives, for the final design should not be greater than the programmed amount. If the CWE is greater than the programmed amount, the design agency, in coordination with the user, will prioritize a list of additive items that can be bid separately to bring the CWE within the programmed amount.

(e) The final design and an annotated list of actions taken on previous design comments will be provided to the ARCOM/GOCOM, SI, USARC, MACOM (as applicable), and HQDA (DAAR–EN) for information and comment. At the same time, the design agency will perform a technical review. The Reserve chain of command will review the final design for function to ensure that previous comments have been adequately addressed. HQDA (DAAR–EN) will review the final design and provide a consolidated list of comments to the design agency and may schedule a final design conference if necessary. All HQDA comments to the design agency will also be given to the user chain of command.

(f) As funds become available, the design agency will be instructed to prepare the necessary documents to advertise the project for construction during the facilities improvements phase. Procurement of the furnishings for the facility will also be initiated.

d. Facility phases.

(1) *Acquisition.* The USAR will acquire real estate through purchase or lease.

(2) *Improvements.*

(a) A successful bid is obtained and a contract awarded.

(b) Actual construction begins, supervised by the design agency.

(c) ARCOM/GOCOM participates in inspections during construction.

(d) The design agency tests functional systems.

(e) USARC and/or ARCOM/GOCOM participate in the acceptance by the involved Reserve center commander and the facilities engineer of the support installation.

(f) The user takes possession of the facility and begins beneficial occupancy.

(g) The design agency furnishes all warranty information to the using service support installation when the facility is turned over to the user.

(h) Furnishings are delivered and installed at least 10 days before actual beneficial occupancy.

(3) *Sustainment.* This phase includes—

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

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

(c) Maintenance and repair (M&R) and minor modifications of the facility.

(d) Constant analysis of the use of the facility to determine the benefit of retention. When there is no longer a justifiable need for the facility, it will be declared excess.

(4) *Disposal.* This phase involves those actions necessary to dispose of the RPF. Disposal actions will be governed by regulations (AR 405–90 and AR 420–17) and statutes in effect at the time.

e. Figure 2–2 shows the specific events for the MCAR program during the part of the facility life cycle depicted by the inner ring of figure 2–1. Target dates are shown above each block.

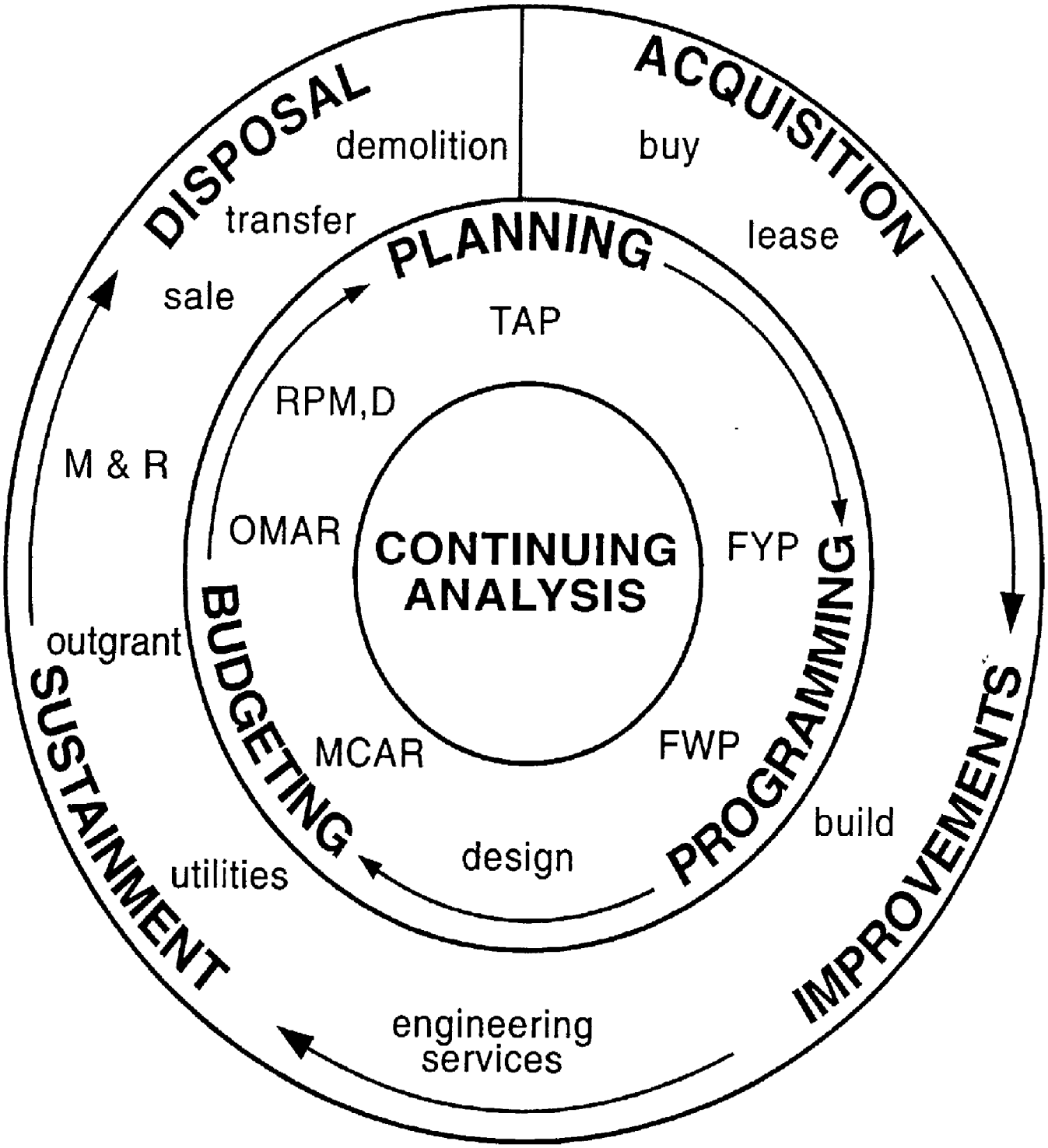

Figure 2-1. USAR facilities life cycle

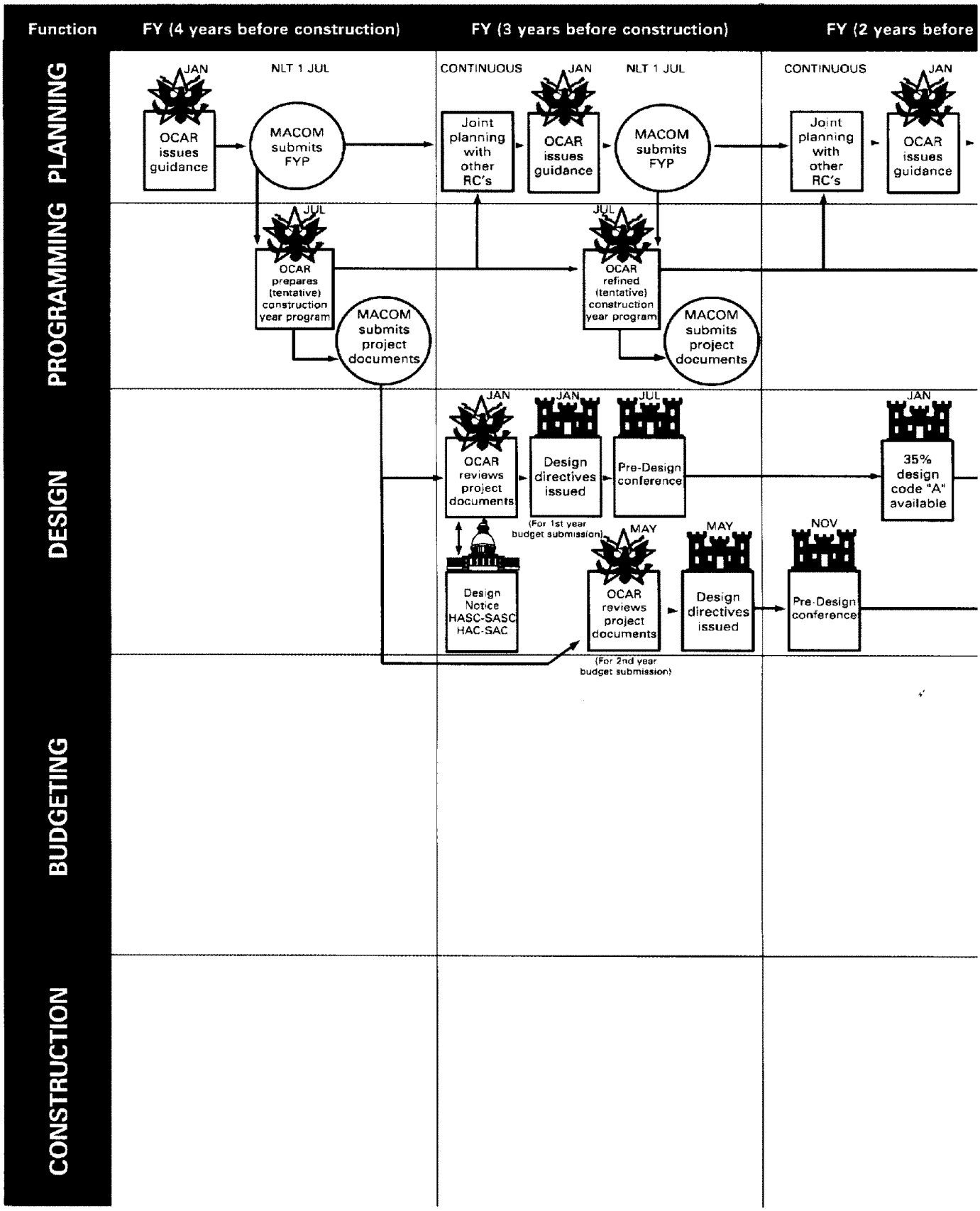

Figure 2-2. Time event-chart

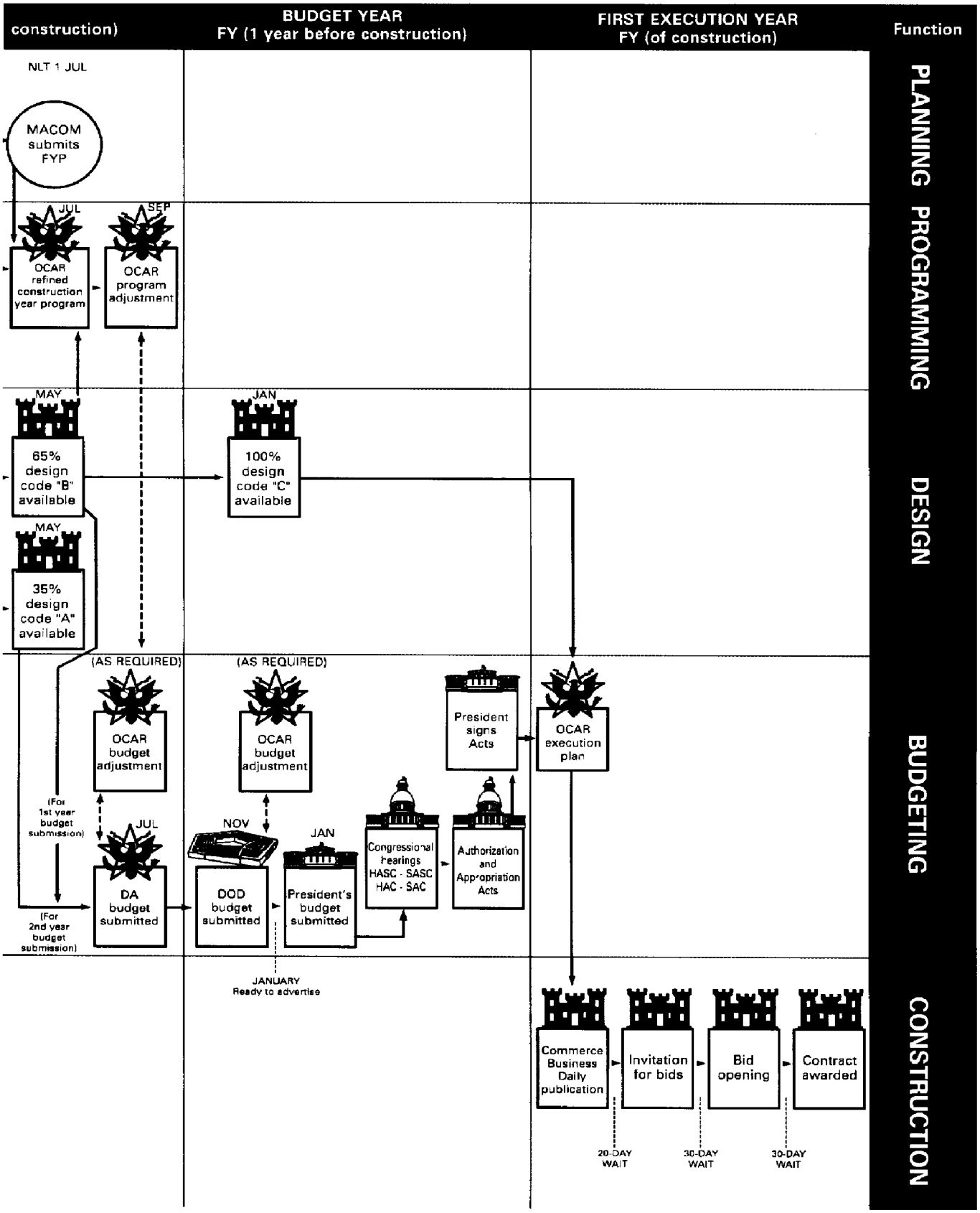

Figure 2-2. Time event-chart—Continued

Chapter 3
Planning, Programming, and Project Development

3–1. Considerations

a. Space allocation guidelines in appendix B may be exceeded only when fully justified by mission needs or economical design solutions. These guidelines will be used to—

(1) Develop major MCAR and minor MCAR programs described in chapter 6.

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

b. Facility allowances will be based on a training schedule that uses the facility for 3 weekends per month, when there are multiple units in the facility. Allowances for modification table of organization and equipment (MTOE) units will be based on required strengths; units tables of distribution and allowances (TDA) will be based on authorized strengths. However, the following exceptions are authorized:

(1) No organic unit will be forced to hold split assemblies to balance the schedule.

(2) Company–level organic units may be scheduled at the same unit training assembly as their parent battalion when collocated. No space other than that authorized for a USAR center or an Armed Forces Reserve center (AFRC) under optimal utilization will be granted to allow a battalion to drill with collocated companies. However, no organic company will be required to drill separately if the unit does not have an authorized mess and/or maintenance section.

3–2. Space guidelines

a. Net usable area for new construction projects may vary from allowances in appendix B by 5 percent.

b. Net usable space for additions and alterations may vary by 10 percent.

c. Net usable space for donated, permitted, or leased facilities may vary by 20 percent. Requests for exceptions with adequate justification will be forwarded through command channels to HQDA (DAAR–EN).

d. Use DA Form 5034–R in the PROJDOC (Project Documentation) module of the EMAAR system, to evaluate new facility construction projects, existing centers for addition or alteration projects, or potential lease facilities. A project will provide at least 90 percent of each functional area's allowance as prescribed in appendix B.

e. Functional areas cannot be diverted for the specific use of the following listed activities or positions:

(1) Active Army, except for dedicated USAR unit advisers, augmentees, or full–time manning personnel.

(2) Other Active Armed Forces agencies.

(3) Other Government agencies.

(4) Other State, municipal, or local agencies.

3–3. MCAR unfunded proposals report

a. MACOMs will submit their MCAR unfunded proposals report every 2 years during even–numbered years, in electronic format using the FYP module of the EMAAR system. This report is a prioritized list of all proposed MCAR projects, as of 31 March, less those included in the current FY budget. The report is due at HQDA (DAAR–EN) not later than 15 April. Additional updates may be submitted at the discretion of the MACOMs.

b. HQDA (DAAR–EN) will prepare the report and submit it to OASD (RA), by 30 April, as prescribed in the format of tables 3–1 and 3–2.

c. The MCAR unfunded proposals report is broken down into the following:

(1) Project listing (table 3–1). The list includes all military construction projects currently required to be constructed to support an approved USAR mission. Construction requirements that have not been authorized in the current FY MCAR program will be included.

(2) Construction summary (table 3–2). The summary totals the costs of all projects according to modernization, replacement, and new construction, as they relate to new missions and/or weapons systems and to current missions and/or weapons systems. Table 3–2 shows the construction summary format.

d. All estimated costs will be shown in program year dollars. For example, the listing submitted in April 1994 would show costs in terms of FY 95 and later dollars, depending on the program year being addressed.

3–4. MACOM MCAR FYP

a. MACOMs will submit an updated MCAR FYP semiannually by 1 January and 1 July, to HQDA (DAAR–EN), using the FYP module of the EMAAR system. Additional updates may be submitted at the discretion of the MACOM commanding general. All submittals will be transmitted electronically.

b. The MACOM MCAR FYP is a subset of the MCAR unfunded proposals report, but displays additional information; its format is the same as that shown in table 3–3.

c. Projects will be listed and prioritized numerically.

d. Projects may be included that do not, at the time, meet all criteria for programming (for example, land and strength) but that are expected to do so in the year of construction. Such projects should be annotated.

e. Costs will be updated for each submission and shown in program year dollars. Initial cost estimates will be prepared by using the PROJDOC module of the EMAAR system.

f. An ARCOM/GOCOM will define this for the project according to the following readiness category definitions:

(1) *Readiness Category I.* Projects that will have a major impact on readiness. These critical projects would be accomplished now if resources were made available; they would directly improve mission readiness of Force Package 1 or Force Package 2 units.

(2) *Readiness Category II.* Projects with less impact on readiness. These important projects should be accomplished within 6 years and, to a moderate degree, should improve mission readiness; however, this category's major focus is to buy out existing leases.

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

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

(5) *Subcategory B.* Projects that meet the general criteria of a numbered readiness category (I, II, or III) but currently have one or more impediments (strength, land, and so on) to USAR project programming.

Table 3–1
Sample format for the MCAR unfunded proposals report project listing

MCAR Unfunded Proposals Report
Project Listing

Report Date: (Insert Date)

ST	Location	Project Title	CWE	Mission	Construction
IA	Ft Newburg	USARC	13500	Current	ADD/ALT
MN	Duluth	USARC	42020	Current	ADD/ALT
NJ	Ft Dix	Barracks/BPC	16700	Current	ALT

Notes:

1. HQDA (DAAR–EN) will prepare the report using MACOM data in the FYP module of the EMARR system.
2. See table 3–2 for mission categories and construction types.

Table 3–2
Format for the MCAR unfunded proposals report construction summary

Reserve Component Military Construction Unfunded Proposals Summary

Reserve Component: USAR
Report Date (Insert date)

	Type of Construction ($M)			
Category	Modernization	Replacement	New Construction	Total
New Missions and/or Weapon Systems	60	47	906	1013
Existing Missions and/or Weapon Systems	500	350	135	985

Notes:

1. HQDA (DAAR–EN) prepares the report using MACOM data in the FYP module of the EMAAR system. The ARCOM/GOCOM initiating a project identifies the mission category for each unit that the project supports.
   a. New Mission: Direct support of new or expanded missions (not previously assigned); new weapon systems, manpower increases, new equipment or equipment changes, and readiness initiatives; transfer of activities, functions or personnel from one installation to another because of a base closure or consolidation.
   b. Current Mission: Reduce a facility deficiency in support of a mission or weapons system already in place on an installation (for example, a USAR Center).
2. The ARCOM/GOCOM also identifies the type of construction for each unit that the project supports. These types apply to both new and current missions.
   a. Modernization: Major repairs, alterations, or criteria upgrades; additions at an existing facility with minimal changes in functional purpose and size.
   b. Replacement: Construction of a similar facility (includes demolition of an existing facility, when needed to construct a replacement).
   c. New Construction: Construction of a new facility or additions to an existing facility that will appreciably increase the size or change the functional purpose.
3. Use the following guidelines when interpreting the definitions.
   a. Each USAR center, ECS, AMSA, etc. is usually considered as an installation within the intent of the definitions. (However, see (3) below.)
      (1) A TAP action, force modernization, or logistics initiative is NEW MISSION.
      (2) Relocation to another facility because of base closure or realignment of an Active component installation is NEW MISSION.
      (3) Replacement of a government-owned USAR facility being disposed of as excess is CURRENT MISSION—REPLACEMENT; a property exchange is CURRENT MISSION—REPLACEMENT; however, if needed in part because of (1) above it is NEW MISSION—REPLACEMENT.
      (4) All construction to replace leased facilities is NEW MISSION—NEW CONSTRUCTION.
   b. Strength change of 10 or more personnel is NEW MISSION.
   c. A special management decision package (MDEP), such as a regional training site (RTS), is generally NEW MISSION.

Table 3–3
Format for MACOM MCAR FYP

MACOM MCAR FYP FY (1998) Through FY (2003) FY ( )									
MACOM FY	MACOM Priority	MDEP	Readiness BASOPS ARCOM	State	City	Title	Category	CWE	Problem
98	01	ARMC	201	TX	SPIRO	AFRC		4400K	S,D,FB
99	01	TRAP	129	MA	BURNEY	USAR/OMS	CFP2	6900K	LC,M,SF
99	02	ARNM	411	VA	FRYES-VILLE	ASF/OMS	CFP1	1040K	CE,FB,L

Notes:
[1] MACOMs submit the report by entering data in the FYP module of the EMAAR system.
[2] The report shows each year separately and lists projects in order of priority.
[3] CWE is in $ thousands.
[4] The following codes indicate problems associated with a project:

C—Concept of operation
CE—Cost estimate
D—Documentation (DD form 1390S/DD form 1391)
DC—Design cost
DI—Design initiation
E—Environmental documentation
ES—Economic analysis
FB—JSRCFB analysis/minutes
L—L and
LC—Lease during construction
M—Master plan
N—Notification per 10 USC 2807
O—OMAR RPMA
R—Resolution Trust Corporation statement
S—Unit strength
SF—Building demolition or lease of offset
WA—Waiver of 10 USC 2807

Chapter 4
Real Property Selection and Acquisition

4–1. Introduction

This chapter describes how real estate is selected and acquired for USAR facilities within the United States and its territories. It also prescribes the procedures and documentation for site selection for all USAR facilities. General guidance for the acquisition of real property for the Army is contained in AR 405–10.

a. Major overseas commanders with Reserve facilities will establish procedures similar to those in this chapter within their commands.

b. Three types of USAR real estate acquisition projects are subject to the procedures in this chapter. Long–range acquisitions and unscheduled acquisitions (purchase of fee title) support MCAR projects; and acquisition of leasehold interest in real estate. Leasing is intended to be temporary to house personnel and equipment only until such time as the leased real estate can be replaced with a Government–owned facility.

(1) Long–range acquisitions. Long–range acquisition projects may be required by the MACOM FYP described in paragraph 3–4. Land for USAR construction cannot be acquired more than 5 years in advance of the programmed FY for construction without prior approval of HQDA (DAAR–EN). Sites will be identified and selected according to the approved annual USAR FY Land Acquisition Facilities Work Plan (FWP) developed between USARC, BASOPS ARCOMs, or USARPAC and the supporting Engineer District. After selection of a specific site for fee acquisition, and after the selected site has been a pproved by the MACOM, a Real Estate Planning Report (REPR) and Engineering Feasibility Study (EFS) must be acquired from the supporting Engineer District and environmental documentation from the SI. All environmental documentation and accompanying Findings of No Significant Impact (FNSI) must be reviewed by the SI, or activity, Staff Judge Advocate or chief legal advisor at the SI before submission to the Engineer District for inclusion in the REPR. The findings of the legal review must be included in the forwarding correspondence. Sites may be committed for acquisition before the actual year of acquisition by an agreement to sell, lease, transfer, or exchange, by permit, or by an option to purchase or lease.

(2) Unscheduled acquisitions. Unscheduled acquisitions of land or facilities belonging to the Department of the Army (DA), DOD, and other Federal agencies, such as enclaves at installations impacted by the BRAC, process may be accomplished to—

(a) Replace, or support, projects in the FYP.

(b) Replace leased facilities.

(c) Provide future opportunities for real estate whose characteristics will likely benefit the USAR facilities program.

(3) Acquisition of leasehold interest is detailed in paragraph 4–14.

c. All USAR echelons will utilize the real estate modules of the EMAAR system to document and manage the USAR real estate programs.

4–2. Tasks

a. MACOM commanders will —

(1) Manage the land and facilities acquisition process.

(2) Participate on the Site Survey Team (SST), if deemed necessary.

(3) Approve the preliminary site survey record (PSSR), which documents the suitability and acceptability of the sites selected by the SST.

(4) Review the REPR, EFS, and environmental documentation and forward comments and recommendations on the acceptability of the preferred site to HQDA (DAAR–EN) for final approval authority and request issuance of real estate directives from HQ, USACE.

(5) Inform HQDA (DAAR–EN), in writing, to confirm that sites on Army installations are properly annotated on the installation

master plan for USAR use. Provide courtesy copies of correspondence to the appropriate SI, Engineer District, BASOPS ARCOMs, and ARCOM/GOCOM.

b. Commanders, USARC, USARPAC, or SOCOM will—

(1) In coordination with supporting Engineer Districts and SI, develop and establish USAR land and facility requirements within assigned geographic boundaries and document that information in the FWPs for land and leasehold acquisitions.

(2) Request an available site identification and validation (ASIV) report from the appropriate supporting Engineer District; provide courtesy copies of the request to the MACOM Engineer's Office, HQDA (DAAR–EN), and HQ, USACE (CERE–AM).

(3) Establish and coordinate a multidisciplined SST to perform onsite inspections of sites identified by the Engineer District in the ASIV Completion Report, and chair all SST meetings and inspections. (See paras 4–5 and 4–6.)

(4) Notify team members and the chain of command of the time and place of the preliminary site survey (PSS) meeting.

(5) Chair the PSS, and direct the operations of the SST.

(6) Prepare the Preliminary Site Survey Report (PSSR). (See para 4–9*c*.)

(7) Initiate requests to the support installation for the environmental documentation and to the supporting Engineer District for the REPR and EFS on the preferred site identified by the SST. If the SI cannot complete the environmental documentation within 60 days, USARC or BASOPS ARCOM may ask the Engineer District to complete the environmental documentation. Cost of preparation will be reimbursed to the Engineer District.

(8) Approve the environmental documentation and accompanying legal review for the preferred and alternate sites selected by the SST and forward the documentation to the supporting Engineer District within 60 days of receipt of request for inclusion in the REPR and EFS.

(9) Program for and provide budget requirements to the SI for site surveys, facilities acquisition and the environmental documentation. Budget submissions for the OMAR M–5 Account will also include cost estimates obtained from the Engineer District for reimbursement of administrative funds (P–7) required by the district to complete selected real estate actions.

(10) Commanders are not authorized to add to or delete from the USAR FWPs without prior approval of the USARC, HQDA (DAAR–EN), and HQ, USACE (CERE–AM).

c. Commanders, Engineer Districts will—

(1) In coordination with USARC or BASOPS ARCOM, USARPAC, or SOCOM, incorporate USAR land and facility requirements within assigned geographic boundaries and document that information in the annual USAR FWPs.

(2) On request from USARC or BASOPS ARCOM, USARPAC, or SOCOM, develop an ASIV report according to criteria contained in the request for the ASIV and forward the ASIV Completion Report to USARC, USARPAC, or SOCOM within 90 days after receipt of the request (See para 4–3).

(3) Initiate intergovernmental coordination for a proposed acquisition if necessary (see para 4–9*b*(10)).

(4) Provide real estate and civil engineering representatives to the SST. Based on knowledge of the particular locale, if deemed prudent by the Engineer District, a civil engineer with geotechnical expertise may also be required to participate on the site survey team.

(5) On request from BASOPS ARCOM, USARPAC, or SOCOM, will concurrently prepare a REPR or a real estate summary (RES), as applicable, and an EFS on the preferred site selected by the SST.

(6) If requested by USARC or BASOPS ARCOM, USARPAC, or SOCOM, or SI, prepare the necessary environmental documentation for the selected and alternate sites. The costs of performing the work will be reimbursed as arranged between USARC or BASOPS ARCOM, USARPAC, or SOCOM, the supporting Engineer District, and the SI.

(7) On receipt of a real estate directive from HQ, USACE (CERE–AM), carry out the real estate requirements and advise HQDA (DAAR–EN), USARC, and MACOM Engineer's Office of problems and the completion date for acquisition.

(8) Engineer districts are not authorized to accept additions, deletions, or changes to the annual USAR FWPs without prior approval of USARC, HQDA (DAAR–EN), and HQ, USACE (CERE–AM).

(9) Leasehold acquisitions should be fully serviced, for example, janitorial and ground maintenance contracts, utilities (exceptions should be specifically identified and estimated).

(10) Provide separate cost estimates for reimbursement of P–7 administrative funds for accomplishment of programmed actions in the FWP.

d. Commanders of support installations will—

(1) Provide an environmental specialist to participate on the SST. Representatives from the installation Provost Marshal (Physical Security Specialist), Fire Marshall, and Off Post Coordinator should also be prepared to participate if deemed necessary.

(2) Budget for the preparation of the environmental documentation, based on USARC or BASOPS ARCOM, USARPAC, or SOCOM programming and budget requirements for site surveys and facility acquisition. SIs will also submit budget requests in the OMARM–5 account to fund commercial support services when not included in the lease, such as, utilities, janitorial and grounds maintenance contracts.

(3) Prepare the required environmental documentation and forward it within 60 days of the request to BASOPS ARCOM, USARPAC, or SOCOM for approval. If the SI cannot complete the environmental documentation within 60 days, they must notify BASOPS ARCOM, USARPAC, or SOCOM so that the supporting Engineer District can be requested to do so on a reimbursable basis. Environmental documentation must be reviewed by the Staff Judge Advocate, or chief legal advisor, before being included in the REPR.

e. Commanders of ARCOMs/GOCOMs will provide at least one representative with facilities expertise to the SST. The representative must also be knowledgeable of USAR force structure actions involved that may impact on the specific real estate action being accomplished.

f. Commanders of using units will——

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

(2) Assist the supporting Engineer Distr ict in identifying possible sites for inclusion in the ASIV Completion Report. Assistance will be limited to relaying addresses and telephone numbers of potential owners, agents, or real estate firms for known or advertised real estate that may meet the space or land requirements. In no event will members of the USAR enter into negotiations with potential land owners or agents. Caution must be taken to ensure referral of real estate holdings under the control of, or owned by, members of the USAR community does not conflict with DOD 5500.7–R (Joint Ethics Regulation). (See para 4–3.)

4–3. Available Site Identification and Validation (ASIV) Completion Report

a. Composition.

(1) For each site identified and validated, a DA Form 1980–R (U.S. Army Reserve Facility Site Survey) must be completed during the site survey. DA Form 1980–R will be reproduced locally on 8 1/2– by 11–inch paper. A copy for local reproduction purposes is located at the back of this regulation. Each member of the SST must sign it. The approval line should be annotated to reflect the approving headquarter's recommendation and signed by the approving headquarter's representative at the PSS. The "remarks" block for each nonselected site should briefly explain why the site was not selected. The Engineer District should inform users of the ASIV Completion Report of special aspects of the identified property in the "remarks" column. Append to each DA Form 1980–R, an area map, real estate plat, utility map, topographic map, photographs of each site, flood plain maps for each site, and any other available pertinent data.

(2) DA Form 1980–R is combined with appended data in a single

folder labeled "ASIV Completion Report, City, State, MCAR FY, Center Rating."

(3) An assurance of future right of entry must be obtained by the Engineer District for each validated site.

(4) Recommendations of the SST to rank sites as primary or alternate sites may be based on cost estimates provided within the ASIV report, for example, extremely expensive sites may be deleted from consideration due to cost considerations, primary and alternate sites may be considered more attractive due to lower asking prices. It is recognized that asking prices may differ from appraised value; however, it is imperative the Engineer Districts emphasize to potential offerors the importance of submitting realistic "asking prices" during preparation of the ASIV. This course of action could prevent potential sites from being deleted during the site survey.

(5) The SST chairperson must also ensure completion of DA Form 1979–R, (U.S. Army Reserve Center Preliminary Site Survey Record), during the site survey. DA Form 1979–R will be reproduced locally on 8–1/2–by–11 inch paper. A copy of this form for local reproduction is located at the back of this regulation. The DA Form 1979–R should be affixed as a cover form to the ASIV report; DA Forms 1980–R, (U.S. Army Reserve Facility Site Survey), and other pertinent data provided by the Engineer District.

(6) The SST chairperson must prepare a Preliminary Site Survey Report (PSSR) to capture pertinent data associated with completion of the DA Form 1979–R. A sample PSSR is located at Appendix C. Preparation of the PSSR must be in sufficient detail to document acquisition decisions of the SST and to defend reasons for rejection of particular sites. The completed ASIV report (DA Form 1980–R and DA Form 1979–R) should be attached as enclosures to the PSSR. Forward the PSSR through the Army Reserve chain of command requesting approval for site acquisition.

b. Submission.

(1) The original and one copy of the ASIV Completion Report are forwarded to BASOPS ARCOM, USARPAC, or SOCOM as an enclosure to the first endorsement to the ASIV request.

(2) The Engineer District should ret ain a copy of the ASIV and provide courtesy copies to HQDA (DAAR–EN), HQ, USACE (CERE–AM) and USARC engineers.

4–4. MCAR budget submission

All fee acquisitions programmed and prioritized by USAR centers and OCAR for purchase in a particular FY, using MCAR funds, will be included in that FY MCAR budget submission. The documentation required for land acquisition is completed on DD Form 1390S and DD Form 1391 (FY_ Military Construction Project Data), which detail the follow–on construction project (replace Government–owned, replace leased facility, alteration and expansion, etc.), the units stationed at or supported by the facility, and an Engineer District cost estimate for the property. Fee purchase of real estate will be initiated when the Army staff has forwarded the FY MCAR submission to the Office of the Secretary of Defense but will not be consummated until enactment of the FY Appropriations Act. Documentation for acquisitions purchased with OMAR funds (those costing under $300,000) may be prepared at any time after preparation of DD Form 1390S and DD Form 1391, as described above, and as reflected in the FWP. Acquisition of real estate to support a Congressionally mandated requirement will be accomplished in the same year funds are appropriated for the land acquisition or as soon thereafter as possible. Use of options to gain firm control of the property is strongly encouraged (See para 4–9*d.)*

4–5. Site selection teams

a. The SST must be multidisciplined, involving all of the necessary expertise, such as real estate, architectural and site engineering, geotechnical engineering, environmental, Provost Marshal (Physical Security) and Fire Marshal and members of the ARCOM/GOCOM and units who will occupy the USAR center.

b. Mandatory representation includes—

(1) BASOPS ARCOM or USARPAC. Representative should have knowledge of real estate requirements and be familiar with the MCAR project scope.

(2) ARCOM/GOCOM. Representative should be aware of force structure aspects associated with units to be housed in the MCAR project (personnel and equipment), have knowledge of real estate requirements and be aware of the MCAR project scope.

(3) Engineer District. Engineers should have expertise in architecture and construction requirements. Dependent on the locale, the engineer district may desire participation of an additional engineer with expertise in geotechnical aspects; to include soils and foundations.

(a) Realty Specialist

(b) Civil Engineer(s).

(4) Support installation.

(a) Off–post coordinator.

(b) Fire marshall.

(c) Provost Marshal (Physical security specialist).

(d) Environmental Specialist.

(5) Using unit. Representative should be familiar with the local area in relation to access, community relations, transportation routes, types of fire department and police protection services. (for example, volunteer fire department services versus city services, city police services versus extra territorial jurisdiction for county marshal or sheriff protection).

(6) Other RC agencies when the site is being surveyed for an AFRC.(See para 4–9*g*(1) *)(b).*)

c. Optional representation includes—

(1) HQDA (DAAR–EN).

(2) USARC, SOCOM, or USARPAC.

(3) Other individuals with an official interest.

d. The SST will perform an onsite survey of each site identified in the ASIV Completion Report and, based on the priorities and criteria outlined in paragraphs 4–7 and 4–8, choose acceptable and suitable preferred sites for further study.

e. The SST representatives will provide comments and recommendations based on their particular area of expertise to the representative responsible for chairing the survey. The chair will prepare the PSSR according to paragraph 4–9*c.* Sites may be deleted from consideration based on high cost factors if cost per square foot or acre exceeds the norm for other suitable sites or based on other factors to include floodplain data or high crime areas etc. Sites may likewise be added for consideration that may not have been known previously during preparation of the ASIV report.

4–6. Site selection team tasks

a. The BASEOPS ARCOM or USARPAC representative will—

(1) Chair the SST.

(2) Coordinate with SST members and schedule the PSSR when all representatives can be available for participation. Also notify SST members, verbally and in writing, of the date, time, and location when the SST members should convene.

(3) Provide copies of the ASIV Completion Report to the other team members.

(4) Elicit input from SST members based on their areas of expertise, and, with their assistance, prioritize sites considered suitable for acquisition. Prepare and distribute the PSSR and requests approval of site selection from USARC or USARPAC. After approval is received, immediately request the Engineer District prepare a REPR and EFS for the primary site and requests the SI prepare the necessary environmental documentation for submission to the Engineer District. Based on the local real estate market, a decision should be made by the SST whether to pursue an option in advance of purchase. Recommendations will be processed prescribed by paragraph 4–9*d.*

b. The ARCOM/GOCOM representative will validate the real estate requirements within the ARCOM/GOCOM area of interest.

c. The Engineer District representative will—

(1) Schedule appointments with land owners or agents and familiarize themself with each location referred within the ASVI.

(2) Provide reports on site engineering, access, utilities, site capability, flood plain data, soils exploration, and cost analysis.

(3) Acquire rights of entry for later accomplishment of EFS and preparation of environmental documentation.

(4) Resolve any real estate problems that arise during the site survey.

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

e. The SI representative will provide expertise in environmental matters as well as evaluation of the site for police and fire protection.

f. The MACOM representative will validate real estate requirements in accordance with the current MACOM FYP. (See para 3–4.)

4–7. Site criteria

a. Location. U.S. Army Reserve centers are built under criteria for permanent facilities intended to be a credit to the community. Location criteria depend on privately or Government–owned available real estate and will be decided for each case. Site development costs should be considered equal to those generally encountered in the area. The site and its location must be compatible with the intended use of the proposed construction and the capital expenditure involved. A remote, inaccessible site, regardless of other features, may negate the purposes of constructing a Government–owned center. USAR centers should be located near the center of the Reserve population served, should be easily accessible to reservists, and should be located where they will cause the least interruption of civilian pursuits and community activities. Proper location of facilities is especially important in metropolitan areas where the limiting factors of travel time, municipal transportation systems, distance, accessibility, and area conditions normally indicate the need for multiple installations rather than a central location for all activities. In addition, consider the impact of military vehicle traffic and maintenance activities on neighborhoods. Do not locate a Reserve facility where there is general public opposition. The Engineer District should contact mayors, city managers, elected council or ward representatives, county commissioners, and economic development specialists, as well as state officials while preparing the ASIV report seeking their support of the MCAR project. These points of contact should be queried concerning donations of land or possible long term land leases (99 years) for nominal cost to support the project. Availability, and suitability, of excess local schools and property under control of RTC should be verified by the Engineer District. USACE personnel are the only individuals who may perform acquisition duties. USAR representatives and representatives from other agencies on the SST must ensure that no inference, real or implied, of an offer to acquire real estate is made. Details such as funding limitations and current working estimates for the MCAR project must not be divulged during conduct of the site survey.

b. Topography. The site selected should have topographical characteristics that preclude excessive site preparation costs. Topography should be reasonably level. Avoid sites that contain ravines, poorly drained areas, and steep elevations that will result in increased site preparation costs.

c. Utilities. Public utilities of the proper capacity should be available at the property line or reasonably close. Information on the availability of utilities and their capabilities should be acquired by the Engineer District from the local city engineer.

d. Flood plain. Sites at or below the 100–year flood plain elevation will normally be eliminated from consideration. Waiver of this criterion may be requested from the district commander.

e. Size, configuration, and accessibility.

(1) Appendix B, table B–1, identifies the rated capacity for USAR centers based on total authorized strength. The net useable acreage of a site should be based on the center rating. Appendix B, table B–2, identifies the net acreage authorized by center rating. Care must be taken to properly evaluate not only the rated capacity for a USAR center but the type of training mission, type of equipment, and status of collocation. When a USAR center is to be collocated with an Area Maintenance Support Activity (AMSA), and possibly other Reserve components, particular attention must be given to determine the specific acreage required to meet the mission before requesting preparation of an ASIV report from the Engineer District. Each unit intended to occupy that facility must be carefully analyzed to ensure sufficient land is acquired to accommodate the MCAR project and training missions. Take into consideration topographical features of the land and other aspects that may lower the net useable acreage and therefore render the site unsuitable.

(2) Configuration of acreage to be acquired is of great concern when considering placement of the training structure, the privately–owned vehicle (POV) parking lot and military equipment park (MEP). Particular attention must be paid to configuration of the proposed acquisition during the site survey visit to ensure the potential site affords sufficient land mass (reasonably compact or rectangular) to allow construction of the project. Irregular or long and narrow sites should be avoided.

(3) Accessibility to the proposed site must be considered during the site selection process. Regardless of cost economies that may be realized at other sites that are poorly configured, the primary site must provide unobstructed access for unit equipment and privately–owned–vehicles via major roadways not impeded by heavy traffic patterns. Sites located in areas that must be accessed through residential, or commercial retail enterprises may prove useless due to poor or limited access and must be avoided.

(4) Acreage for AMSAs, Equipment Concentration Sites (ECSs) collocated with marine facilities, local weekend training (LTA), weekend training (WET) sites, and annual training (AT) sites will conform with the space criteria. When combined with a Reserve center, additional acreage will be justified, as will any variance from criteria and requirements of appendix B.

f. Cost. The acquisition priorities in paragraph 4–8 will govern unless economic or other factors dictate that fee acquisition is desirable. Costs of site preparation and utilities will be considered in conjunction with land acquisition cost. Unless there are extenuating circumstances, land acquisition cost in excess of 25 percent of the estimated construction cost will not be considered. Land acquisitions must be placed in the MACOM FYP if MCAR funds are required to purchase the sites.

g. Availability. Prior to a PSS, the Engineer District should reverify the availability of the sites being referred in the ASIV and the terms under which they are available. In this regard, no action will be taken that can be construed as negotiating for the acquisition of the site.

4–8. Acquisition priorities

a. Sites for the construction of USAR facilities will be selected and acquired according to the following priorities:

(1) *Priority one (Army–controlled property or other Government–owned land).* Available Army or Government–owned land that is suitable for construction must be used for MCAR projects. Consideration must also be given to accomplishing an addition or alteration at Army National Guard facilities, or other RC sites, if any are located in the same city as the intended project.

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

(3) *Priority three (long–term nominal–cost lease).* The Engineer District should contact mayors, city managers, elected council or ward representatives, county commissioners, and economic development specialists, as well as state officials, seeking their support of the MCAR project. An effort will be made to acquire the land from a municipality, county, State, other public body, or educational institution by a long–term nominal–cost lease, usually $1 per year. A 99–year lease is desirable; the minimum acceptable is a 50–year firm–term, nonrevocable lease.

(4) *Priority four (acquisition of fee title).* Title to privately–owned land is acquired through direct purchase or condemnation.

b. The foregoing acquisition priorities do not change the requirement that selected sites must meet established criteria for USAR facility construction or that location is of prime importance. There may be instances when Government–owned land, donated, or nominal–cost leased sites are available but are not considered suitable within established criteria. For example, the site may be located in a 100–year floodplain , it may not provide access, cost to extend utilities may exceed purchase price for fee title to a more suitable site, the location may be too remote or the size and configuration may not suit the needs of construction. In those cases, the PSSR must provide cogent reasons that address why the site(s) were rejected from consideration. In such cases, the PSSR will include a brief statement on nonacceptability covering each site considered and the reasons for nonacceptance. An economic analysis will be made as part of the EFS when it is evident that construction costs may determine whether a "free" site or fee title site is selected or where lease costs versus construction are material.

4–9. Site selection

a. Requirements and ASIV request. BASOPS ARCOM, USARPAC, or SOCOM requests identification of potential USAR facility sites based on the current USARCOM FYP for MCAR projects and the approved FWP. BASOPS ARCOM, USARPAC, or SOCOM initiates an ASIV request, to the supporting Engineer District. Engineer Districts are not authorized to accomplish ASIV reports unless the requirement is contained on the approved FWP or added to the program as a result of Congressional markup of the budget. In no case will ASIVs be requested by the USAR unless the MCAR project is within 5 years of the intended acquisition. The request for an ASIV must inform the Engineer District of the MCAR project scope, to include size in acreage and structure square footage requirements as determined during preparation of project documentation and identified per appendix B.

b. ASIV and ASIV Completion Report. Upon receipt of an ASIV request from BASOPS ARCOM, USARPAC, or SOCOM, the supporting Engineer District will—

(1) In coordination with BASOPS ARCOM and ARCOM/GOCOM, contact local governing officials in writing to advise them of the planned site survey and to solicit their assistance in locating suitable land or facilities, including excess school facilities. In addition, the supporting Engineer District will contact local units and their commanders and seek their assistance in locating available sites. All contact and responses will be documented in the REPR.

(2) Identify sites suitable for the specified USAR use and validate their availability.

(3) Validate the availability and suitability of any sites identified in the ASIV request from BASOPS ARCOM, USARPAC, or SOCOM.

(4) Identify all DOD excess property and all potentially available and suitable school facilities, as well as adaptable commercial structures such as Resolution Trust Corporation (RTC) properties whose land area meets the general site criteria outlined in paragraphs 4–7 and 4–8.

(5) Identify at least three potential sites for each project, if possible. All identified sites must allow future right of entry for further evaluation. If fewer than three sites are available, the report from the supporting Engineer District should provide an explanation.

(6) Except in extraordinary circumstances, eliminate from consideration any sites at or below the 100–year flood elevation level.

(7) During initial contacts with local officials, obtain all readily available data, maps, and cost information but not take any action that could be construed as negotiating for acquisition.

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

(9) Prepare the ASIV Completion Report (para 4–3) and forward it to BASOPS ARCOM, USARPAC, or SOCOM, with information copies of the forwarding endorsement to HQDA (DAAR–EN), HQ, USACE (CERE–AM), and the USARC Engineer's Office.

(10) Initiate intergovernmental coordination by giving the State clearinghouse information on the proposed acquisition, including where the site is, how it will be used, and for how long. Guidelines for coordination are contained in AR 210–70, Intergovernmental Coordination of DOD Federal Development Programs and Activities.

c. PSS and PSSR. When the ASIV Completion Report is received, BASOPS ARCOM, USARPAC, or SOCOM will—

(1) Schedule a PSS and notify mandatory and optional SST members (para 4–5) verbally and in writing at least 10 working days in advance of the meeting date. The notice will include the MCAR project title, date, time, and location of the meeting and duration of the site visits, for example, 3 or 4 days TDY.

(2) Conduct the preliminary site survey and document findings in the PSSR, forward original PSSR to USARC, USARPAC, or SOCOM for approval, send information copies to the commands represented on the SST and to HQDA (DAAR–EN), and retain a copy for historical real estate files. A sample PSSR is provided at appendix C.

(3) Prepare a DA Form 1979–R. The form is self–explanatory.

d. Options in advance of REPR, EFS, and environmental documentation completion. In areas where real property suitable for USAR use is limited and the real estate market is active, HQDA (DAAR–EN) may authorize the Engineer District to execute a purchase option before the REPR, EFS, and environmental documentation are completed. The preferred order for option purchases is no–cost option, option cost applied to the negotiated purchase price, and outright option purchase. Whenever the option is acquired before the required documentation is completed, the option must stipulate that subsequent fee acquisition of the site is contingent on satisfactory completion of the REPR, EFS, and environmental documentation. In other words, the site must prove to be environmentally clean, there must be no encro achments, or encumbrances that would preclude construction or operation, and results of the EFS must indicate the site is suitable for construction.

e. REPR, EFS, and Environmental Documentation.

(1) After selection, approval of the PSSR, and/or purchase of the option on the preferred site, BASOPS ARCOM, USARPAC, or SOCOM will immediately—

(a) Task the supporting Engineer District to concurrently prepare the REPR and EFS, within 90 days from receipt of the request and forward the reports to BASOPS ARCOM, USARPAC, or SOCOM for approval.

(b) Task the SI to prepare appropriate environmental documentation and supporting documents on the selected site and forward them to BASOPS ARCOM, USARPAC, or SOCOM for approval. If the SI determines within 30 days of the request that it will be unable to complete the documentation within 60 days, notify BASOPS ARCOM, USARPAC, or SOCOM, who will then request the supporting Engineer District to complete the documentation on a reimbursable basis.

(2) On review and approval of the completed environmental documentation, BASOPS ARCOM, USARPAC, or SOCOM will forward it to the supporting Engineer District for inclusion in the REPR and EFS. If an Environmental Impact Statement (EIS) is required at any time during the process, consideration will be given to selection of an alternate site. If the decision is made to pursue the primary site which requires an EIS, the SI will be so informed and immediately initiate the actions necessary to prepare it.

(3) The supporting Engineer District will combine the REPR, EFS, and environmental documentation under one cover and forward the original to the Engineer Division for review. The Engineer Division will forward the original and one copy with the appropriate recommendations to the requesting ARCOM. Simultaneously with this action, the Engineer Division will furnish a copy of the report to the SI, the USARC Engineer's Office, HQDA (DAAR–EN), and

HQ, USACE (CERE–AM) and HQDA (DAEN–ZCI–A) for simultaneous review. The BASOPS ARCOM, USARPAC, or SOCOM will review the REPR and supporting documentation and develop recommendations for acquisition. After development of final recommendations and identification of funding source, the REPR will be forwarded through the USARC to HQDA (DAAR–EN). Forwarding correspondence from the BASOPS ARCOM and USARC must be in sufficient detail to defend recommendations, allow final analysis, and to make an informed decision. HQDA (DAAR–EN) will review documentation, approve recommendations, and forward to HQDA (CERE–AM) requesting issuance of a real estate directive to acquire, or return for additional comments as appropriate.

(a) For acquisitions costing less than $200,000, correspondence forwarding the REPR must contain the information necessary for HQDA (DAAR–EN) to approve the site and to request HQ, USACE (CERE–AM) to issue a real estate directive for acquisition of the site.

(b) OMAR funds may be used for acquisitions costing less than $300,000; however, the provisions of paragraph 2–1n apply.

(c) For acquisitions contained in the MCAR budget submission, a draft acquisition report is not required.

(4) The following recommended funding procedures should be utilized to prioritize funding consideration to purchase fee title and purchase options for land acquisitions.

(a) Purchase of fee title and options to purchase when costs are less then $300,000 will be funded from OMAR M7 (BASOPS) account.

(b) Known future land acquisitions for any dollar value, and in particular those in excess of $400,000, will be funded with MCAR major construction funds. These categories of purchase must be contained in the MCAR budget submission to acquire funding.

(c) Unspecified MCAR funds, not to exceed $400,000, will be used to purchase emergent land acquisitions.

(d) As a last consideration, OMAR funds may be used for land acquisitions that do not exceed $300,000.

(5) The USARC or BASOPS ARCOM, USARPAC, or SOCOM will review the REPR, EFS, and environmental documentation and forward the documentation with a recommendation or action to the MACOM Engineer's Office. Sites must conform to the site criteria listed in paragraph 4–7.

(6) The USARC Engineer Office will review the REPR, EFS, and environmental documentation and make recommendations to HQDA (DAAR–EN) for final site acceptance. For sites recommended for purchase using unspecified MCAR or OMAR funds, the MACOM will state in the forwarding endorsement how much the acquisition will cost and from which FY budget the UMCAR or OMAR funds will be drawn.

(7) HQDA (DAAR–EN) will review the REPR, EFS, and environmental documentation and, when the documentation is approved, forward it to HQ, USACE (CERE–AM) with a request to issue a preliminary or final real estate directive to acquire the property.

(8) HQ, USACE (CERE–AM) will issue either a preliminary or a final real estate directive, as appropriate.

f. USAR sites on Federal installations.

(1) Army installations.

(a) BASOPS ARCOM, USARPAC, or SOCOM, together with the appropriate installation commander, will identify available sites. Documentation will include a description of the site selected, the approved availability of the site as annotated on the installation master plan, an EFS (if construction is programmed), and environmental documentation.

(b) For a site identified on Army installations contiguous to an existing facility, the installation is required to provide written verification to the MACOM that the installation master plan is properly annotated for USAR use. Environmental documentation must also be prepared. The Engineer District must be notified that the assignment of the selected site has been approved.

(c) The MACOM will coordinate with the installation and other MACOMs, if appropriate, to ensure that the approved site is included on the installation master plan. The MACOM will notify the USARC, BASOPS ARCOM, the supporting Engineer District, and HQDA (DAAR–EN) in writing when the master plan is properly annotated for USAR use.

(d) If a site is selected on an Army installation that is not designated as a USAR support installation by AR 5–9, with the concurrence of the ARCOM, the site may be transferred to the appropriate support installation's accountability by DD Form 1354 (Transfer and Acceptance of Military Real Property). The losing and gaining accountable property officers will execute the form.

(e) The MACOM must provide OMAR funds to the supporting Engineer District for preparation of the EFS. Following the site selection, the USARC or BASOPS ARCOM , USARPAC, or SOCOM will coordinate with the supporting Engineer District to determine the estimated preparation cost of the EFS and will request funds from MACOM Engineer's Office.

(f) A site on an Army installation must conform to the site criteria listed in paragraph 4–7.

(2) Other Federal installations. For other Federal installations, paragraph *b*(4) above applies; a real estate summary must be prepared. The MACOM will notify HQDA (DAAR–EN) in writing when the installation master plan is properly annotated for USAR use or the controlling agency has issued a use permit.

g. Sites for Armed Forces Reserve Centers (AFRCs) where the Army is host.

(1) For sites not on Federal installations, the procedures of paragraphs *a* through *e* above apply, except as modified below.

(a) When developing the site requirement, BASOPS ARCOM, USARPAC, or SOCOM will coordinate with all other appropriate Reserve components.

(b) BASOPS ARCOM, USARPAC, or SOCOM will invite the appropriate Reserve component representatives to attend the preliminary site survey meeting.

(c) HQDA (DAAR–EN) will coordinate approval of the preferred sites recommended in the PSSR with the appropriate Reserve components.

(d) The supporting Engineer Division will provide information copies of the REPR, EFS, and environmental documentation to the appropriate Reserve component agencies.

(e) HQDA (DAAR–EN) will ask the appropriate Reserve component agencies for final concurrence on the REPR, EFS, and environmental documentation before forwarding the documentation to HQDA (CERE–AM) with a request for acquisition.

(2) On Federal installations, paragraph *f*(1) or (2) above applies, as appropriate.

h. Acquisition of excess property. Excess property is identified in DOD Screening of Excess Property Reports or in General Services Administration (GSA) Reports of Excess Property. Timely reaction to these screening reports is critical to acquire excess property. Acquisition procedure is as follows:

(1) GSA requires payment of the appraised fair market value of the property at the time of acquisition. OASA(I,L&E) will not act favorably on any request to acquire excess GSA property without payment. Excess GSA property may be acquired at no cost only through passage of special enabling legislation. For GSA property, BASOPS ARCOM, USARPAC, or SOCOM will identify the desired excess property for USAR acquisition and forward a request through the USARC Engineer's Office to HQDA (DAAR–EN) that a 180–day hold be placed on the property. The request for hold must be approved by OASA(I,L&E). Unspecified MCAR or OMAR funds may be used, or, a request to reprogram MCAR funds may be submitted to Congress for the acquisition. Care and custody expenses for property placed on hold are the responsibility of the requester, who will use OMAR (M account) funds.

(2) For excess Army property, BASOPS ARCOM, USARPAC, or SOCOM will identify the desired excess property for USAR acquisition and request through the USARC Engineer's Office to HQDA (DAAR–EN) that a 180–day hold be placed on the property. The request for hold must be approved by OASA(I,L&E). A simultaneous hold request will be forwarded to the supporting Engineer District prescribed by AR 405–90.

(3) On notification that a hold has been obtained for the excess

property, BASOPS ARCOM, USARPAC, or SOCOM will conduct a PSS. If the SST determines that the site satisfies USAR requirements, the USARC or BASOPS ARCOM, USARPAC, or SOCOM will request that a RES, EFS, and environmental documentation be prepared. For excess Army property, the documentation will include a description of the property, environmental documentation, and EFS. Provision of funds for preparing the EFS, as well as the care and custody expenses for excess properties placed on hold, are detailed in paragraph (1) above.

(4) The RES, EFS, and environmental documentation will be forwarded for action in accordance with paragraphs *e*(2), (3), (4), and (5) above. Procedures for excess Army lands will follow paragraph *f*(1) above.

4–10. Acquisition

a. Real property acquisition will be initiated by HQ, USACE (CERE–AM) on receipt of HQDA (DAAR–EN) approval of the REPR, EFS, and environmental documentation, and, if required, approval of the acquisition by OASA(I,L&E) and clearance in accordance with 10 USC 2662.

b. OMAR BASOPS funds from the M7 account (Army Management Structure (AMS) code for "other engineering services") may be used to purchase options and fee titles to real property costing less than $300,000. This is subject to the approval of HQDA (DAAR–EN), HQ, USACE (CERE–AM), and the requirements and procedures in this regulation.

c. No one other than an authorized representative of the COE, acting on proper authority, may make any commitment or agreement concerning acquisition of a USAR facility site. Real estate acquisition is the responsibility of the COE as authorized by AR 405–10. This property includes property acquired at no cost to the government. HQ, USACE (CERE–AM) will keep HQDA (DAAR–EN) informed on all real estate matters pertaining to USAR facility site acquisitions and will provide copies of all real estate directives and completion reports to HQDA (DAAR—CM), MACOM Engineer's Office, and the appropriate USARC or BASOPS ARCOM, USARPAC, or SOCOM.

4–11. Environmental documentation

a. Environmental documentation will be prepared using the guidance found in AR 200–2 (REC, EA, FNSI, EIS), AR 200–1, chapter 12–5 as modified (PAS), and AR 415–15 (ESCS), for all preferred and alternate sites reported in the PSSR. No decision or recommendation concerning final site selection will be made until all environmental documentation assessing the potential for harm to human health or the environment are completed and signed. All EAs or FNSIs must be reviewed by the installation or activity Staff Judge Advocate or chief legal advisor to ensure legal sufficiency and have review comments incorporated. All ESCSs will be prepared by the real property holder. All EA, FNSI, are final when both approving officials, no lower than the installation or ARCOM/GOCOM commander have signed. Consistent with paragraph 4–9*(e)*, the first major recommendation concerning final site acquisition is made by USARC or BASOPS ARCOM, or SOCOM after review of the combined REPR, EFS, and environmental documentation on the preferred and alternate sites.

b. Environmental documentation will be prepared using AR 415–15 on the preferred and alternate sites reported in the PSSR. For all proposed construction sites, a survey must be conducted to evaluate potential site contamination. Categorization of the contaminate potential will be identified as category I, II, or III, as defined in AR 415–15. This regulation is applicable to all projects not under construction, but where potential site selections on government lands are on going.

4–12. Real property exchange

a. Occasionally, the USAR is asked by State or local officials or other non–Federal interests to divest itself of real property holdings through an exchange of real property.

b. Such exchange proposals will only be considered if the Army will be furnished equal or better real property or funds sufficient to acquire, or construct, an acceptable replacement. The main objective in any exchange will be to maintain the integrity of the Federal Government interest.

c. When BASOPS ARCOM, USARPAC, or SOCOM considers a proposed exchange to be feasible, they will submit the proposal, via a discussion paper, through command channels to HQDA (DAAR–EN) for review and subsequent submission to HQDA (DAEN–ZCI) and to OASA(I,L&E) for concept approval. The purpose of the discussion paper is to provide the Army Secretariat enough information to make an informed decision whether to approve or disapprove the concept of the exchange. At a minimum, the discussion paper should—

(1) Briefly describe the proposed exchange, including the identity of the other party.

(2) List units and their authorized strengths assigned to the Reserve facility proposed for exchange.

(3) Briefly describe the location of the Army–owned property and any known plans for expansion or alteration of the facility, to include MCAR, UMCAR and OMAR–funded projects, and the property to be acquired in exchange.

(4) Provide estimated values for both properties involved in the proposed exchange as supplied by the Engineer District.

(5) State that the exchange will be accomplished at no cost to the U.S. Government and that the interests of the U.S. Government will be kept whole in the exchange, and recommends how monetary differences in fair market appraisals will be resolved.

(6) Include a Title 10 Acquisition/Disposal Report. Federal law provides authority for the Secretary of the Army to acquire, and by inference from the definition of an exchange, dispose of real property by exchange of Government–owned land. In addition, it requires the Secretary of the Army (10 USC 2662) to report to the Committees on Armed Services of the Senate and House of Representatives the facts concerning the acquisition and disposal of fee title to any real property if the estimated value of either property is more than $200,000. The Title 10 Acquisition/Disposal Report satisfies the statutory requirement.

(7) Provide any additional information that may assist the Secretariat to arrive at an informed decision.

d. On receipt of concept approval from the Secretariat, BASOPS ARCOM, USARPAC, or SOCOM will chair a meeting with the interested party, which will include representatives from the USARC Engineer's Office, HQDA (DAAR–EN), and the supporting Engineer District. The purpose of the meeting is to develop a draft memorandum of intent (MOI) to outline the basis of the proposal and to set the stage for final negotiations. Development of the draft memorandum of intent may not proceed until the Secretariat grants conceptual approval.

e. Following concept approval by OASA (I,L&E) and concurrent with the development of the draft memorandum of intent, BASOPS ARCOM, USARPAC, or SOCOM will ask the supporting Engineer District to prepare a REPR and EFS and the SI to prepare the environmental documentation to ensure the feasibility of the exchange for construction of a Reserve facility (See para 4–9*e*).

f. The draft MOI will be submitted through USAR command channels to the OASA (I,L&E) for review and comment. It will subsequently be returned to BASOPS ARCOM, USARPAC, or SOCOM for revision and resubmittal to the OASA (I,L&E), if necessary. The supporting Engineer District will prepare the final exchange agreement for signature by the other party. The final exchange agreement will then be returned through USACE channels to the OASA(I,L&E) for signature, with copies furnished by the Engineer Division to HQDA (DAAR–EN), the USARC Engineer's office, and BASOPS ARCOM, USARPAC, or SOCOM.

g. If the exchange agreement requires the Government to pay money to the other party and such funds are not specifically authorized in a Military Construction Authorization Act, Congress must enact special legislation to authorize the expenditure of the funds. If an exchange agreement results in money due the Government, special legislation is required to authorize the Secretary of the Army to use the funds received from the exchange for acquisition and/or

construction of replacement facilities. This special enabling legislation may be initiated by the other party, with sponsorship by the appropriate congressional representative, or by the Army.

h. See 10 USC 2233 *(f)*(2), for authority to enter into exchange agreements.

i. Contingent on completion of the above requirements, HQDA (DAAR–EN) will request a real estate directive be issued by HQ, USACE (CERE–AM) to execute the exchange of titles for the properties and the transfer of funds, if required.

4–13. Public notice and release of information

a. Notifying the public. HQDA gives notice of proposed real estate acquisitions to the public as early and as completely as possible. Informing the state clearinghouse is the minimum public notification required (Executive Order 12372, title 3, Federal Register). Wide public notification results in good community relations, general public support of the proposed acquisition, and selection of sites that will have the least adverse impact on the surrounding civilian community.

b. Notification of public officials. The Engineer District commander will notify, in writing, the appropriate State clearinghouse of the proposed acquisition following completion of the ASIV report. A copy of the notification will be included in the REPR. Information forwarded should include site locations considered, intended use of the site, and term of use.

c. Release of information. The Commander BASOPS ARCOM, USARPAC, SOCOM or the supporting Engineer District may release information on a requirement for a new USAR facility. No commitment regarding the acquisition of any site or the construction of a Reserve facility will be made until HQ, USACE has authorized the Engineer District to proceed with an acquisition. Public notice and release of information will be announced based on "advance planning."

d. Restrictions. The Office of Management and Budget (OMB) restricts disclosure of agency budget estimates and presidential budget recommendations. Budget recommendations and estimates must be marked "FOR OFFICIAL USE ONLY" until they are made public through formal transmittal of the budget to the Congress. Therefore, public notice and release of information on proposed real estate acquisition or future construction will not include information on the cost of any proposed acquisition submitted in a budget not yet formally transmitted to the Congress or in a budget to be submitted in the future.

4–14. Leases

a. A formally recognized Army Reserve Real Estate Program has been established between HQDA (DAAR–EN) and HQ, USACE (CERE–AM) to support leasing of land and facilities to meet Reserve training missions. Acquisition of leasehold interest on the Government's behalf for privately owned commercial real estate is an alternative method to satisfy space requirements that cannot be accomplished at existing Government–owned locations for Reserve units. However, before acquisition of leased space, it is imperative that sufficient documentation be developed that clearly reflects there are no Government–owned facilities (or insufficient space) that could meet the requirements. Lease of commercial real estate is intended to be temporary in nature and will only be retained until such time as a MCAR project to replace the lease with a Government–owned facility can be developed and funds appropriated for construction. Relocation out of Government–owned USAR centers to a leased facility in lieu of programming appropriate MCAR funding will not be considered favorably. Lease alternatives may be necessary as a result of space requirements generated by—

(1) Activation of new units that cannot be effectively housed in existing Government–owned USAR centers or current leased facilities.

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

(3) Changes in the organizational structure of units that cause the current facility to be dysfunctional and thereby creating an adverse impact on training and mission. Relocation to a leased facility from a Government–owned facility will not be considered if relocation results in the Government–owned facility becoming under utilized or vacant.

(4) Increased equipment distribution and storage requirements that cannot be accommodated at the current location or ECSs. This type of real estate requirement may be generated as a result of approved force structure initiatives such as equipment modernization or due to approved medical or logistics initiatives for equipment replacement.

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

(6) Temporary relocation out of a Government–owned facility scheduled for additions/alterations/modernization under the auspices of the MCAR programs. In those instances when construction cannot be phased or accomplished on site while USAR units remain in the building, leased facilities may be acquired for the duration of construction. Temporary leased facilities should be acquired for approximately 18 to 24 months. Beneficial occupancy dates (BOD) for the temporary facility must in sufficient advance of the projected award of the MCAR project. To reach this target date, site surveys to locate suitable facilities should be accomplished approximately 6 months before the projected occupancy date. Due to the temporary nature of this type of lease acquisition, expenditure of OMAR funds to accomplish modifications will be kept to an absolute minimum. Modification requirements to meet life/safety codes, physical security requirements, and the training mission will be accomplished.

b. The annual USAR Real Estate Program Facilities Work Plan (FWP) for fee acquisition (purchase) of land and facilities to be acquired with MCAR appropriated funds will be developed based on the approved MACOM FYP or as a result of Congressionally mandated projects. Acquisition of real estate will not be programmed unless a documented requirement has been approved and funds appropriated. Fee acquisition of real estate will not be programmed unless an approved MCAR project is scheduled within a 5–year time frame from the date of program submission.

c. Engineer Districts are not authorized to accept requests for real estate actions from BASOPS ARCOMS or ARCOMs/GOCOMs unless the request has been validated, funded, and approved by the USARC, HQDA (DAAR–EN), and HQ, USACE (CERE–AM) and is contained in the FWP. MACOMs will initiate program call submission during October to develop Command Budget Estimate (CB) and Resource Management Update (RMU) submission requirements for the next fiscal year, (for example, October 93 issue data call for FY 95 requirements). BASOPS ARCOMs and ARCOMs/GOCOMs will prepare individual requests that document requirements in sufficient detail based on the aforementioned criteria by NLT 31 January. Cost estimates for program execution for fee acquisitions for land requirements, rental considerations for leasehold acquisitions, anticipated funding levels to reimburse Engineer Districts for P–7 Administrative funds and accomplishment of EFSs, as well as accomplishment of environmental documentation must be acquired from the responsible Engineer District and SI. Cost estimates must be acquired NLT 31 March for submission of CBE/RMU data during April. Projected actions must be validated by the appropriate staff elements (resource management, force structure, logistics, training, etc.) prior to consideration for program funding. MACOMs will forward the validated and approved USAR Real Estate Program FWPs for Land and Leasehold Acquisitions NLT 15 August. HQDA (DAAR–EN) will forward the approved programs to HQ, USACE (CERE–AM) NLT 15 September. Engineer divisions must distribute the program to Engineer Districts for implementation effective 1 October.

d. The priority order of funding of real estate actions is as follows: emergency relocations, lease renewals, temporary relocations in conjunction with MCAR construction projects, validated operational requirements. BASOPS ARCOM, USARPAC, or SOCOM will accordingly prioritize all leasing requirements in the FWP and will project workload efforts for supporting USACE districts that reflect requirements for the entire fiscal year plus the first 3 months of the next fiscal year. The USARC will reprioritize all BASOPS ARCOM priority lists to develop a consolidated priority list. The FWPs for both fee acquisition and leasehold acquisition will be developed as an end–product program. This will be in lieu of projecting separate actions for ASIV requests, follow–on site surveys, requests for REPRs, and so forth, 18 months before the execution year.

e. A separate request for each programmed action will be prepared by the ARCOM/GOCOM or BASOPS ARCOM, USARPAC, or SOCOM. Requests must be in sufficient detail to effectively analyze the requirements. Text of each memorandum will include justification narrative to describe the required type of space (USAR center, ECS, OMS, and so on), square footage, acreage, USAR units to be housed, geographic boundaries for market survey of available real estate, and any special training space requirements. Project documentation must be generated for all programmed actions with the exception of lease renewals that do not entail acquisition of additional space. Each request must include a printed copy of the entire project documentation generated from PROJDOC, to include the questionnaire, DD Form 1390S, DD Form 1391, and DA Form 5034–R (Project Document Space Allowances Worksheet), as enclosures. A reproducible copy of this form is located at the back of this regulation. If the request is for establishment of a new facility and/or a relocation, the ARCOM/GOCOM must also forward through the chain of command to the MACOM, a copy of the completed and approved force structure stationing package as an enclosure.

f. If the estimated annual rental cost is expected to exceed $400, 000, the reporting threshold of 10 USC 2233a, the supporting USACE district will draft a nonsite–specific acquisition report. Sufficient data for preparation of the submission should be extracted from the documentation required. Clarification should be sought from the originator if required. The report must be forwarded through USACE command channels to HQ, USACE (CERE–AM) by December 31 of the execution year, with an information copy to the requesting activity for simultaneous review through the USAR chain of command.

g. An economic analysis in support of a proposed lease is required if a practical alternative is available to satisfy facility requirements.

h. Environmental documentation cannot be prepared for a nonsite–specific location at the time of submission for Title 10 authority. However, before lease execution, appropriate environmental documentation, including review and approval as previously indicated is required.

i. Economy policy established by OASA (IL&E) requires the Engineer District to prepare a waiver request when rental cost exceeds 20 percent of the appraised fair market fee value of the property and/or when permanent improvements exceed 30 percent of the first year rental. Requests for waivers should be processed by the Engineer District through the USACE chain of command. Courtesy copies of all requests for waiver will be provided to the USARC, BASOPS ARCOM, MACOM, HQDA (DAAR–EN). HQ, USACE (CERE–AM) will request concurrence of HQDA (DAAR–EN) and USARC, before seeking exception from OASA(I, L&E).

4–15. Engineer Regionalization BASOPS Support.

Responsibilities by ARCOM are listed below:

FY 94
88th — Minnesota, Iowa
79th — E. Pennsylvania, New Jersey
121st — Alabama, Mississippi
122nd — Arkansas, Louisiana, Oklahoma
123rd — Indiana, Michigan
77th — New York
102nd — Missouri
94th — New England States

Chapter 5
Project Documentation

5–1. Concept

a. Project documents—

(1) Support the project during review and approval in the planning, programming and budgeting process.

(2) Define project requirements to design agencies.

b. All projects, regardless of cost or type of funds, must have documentation prescribed in paragraph 5–3.

c. HQDA (DAAR–EN) coordinates document submission with MACOMs to meet the timing shown in figure 2–2 for major construction. MACOMs may also submit urgent major construction requirements, resulting from unforeseen circumstances, at any time.

d. MACOMs or appropriate ARCOMs/GOCOMs will initiate project documentation by use of the PROJDOC module in the EMAAR system. They will forward these documents electronically or by diskette through command channels to HQDA (DAAR–EN) for review and approval. Concurrently, they will submit the additional paper documentation, required in table 5–1, by memorandum through USAR command channels.

e. OMAR or Real Property Maintenance, Defence (RPM,D) funded projects, approved at MACOM or HQDA levels, also require documentation as shown in table 5–1.

5–2. Requirements

Table 5–1 shows the specific documents required for projects funded by MCAR, OMAR, and RPM,D appropriations.

5–3. Preparation

Appendix D provides detailed information and examples for the preparation of project documents.

Table 5–1
Required Documentation

Documents	Internal Reference	MCAR	UMCAR	RPM,D/ OMAR [1]
	Electronic Submission			
DD Form 1390S (PROJDOC)	Para D–1; Fig D–1	A	A	
DD Forms 1391 and 1391C (PROJDOC)	Para D–3; Fig D–2	A	A	A
Economic analysis (PC–ECONPACK)	Para D–4	A	A	A
DA Form 5034R (PROJDOC)	Para 3–2d, D–7	A	M	M
Floor plan (MDS)	Para D–13	A [2]	E [2]	E [2]

Table 5–1
Required Documentation—Continued

Documents	Internal Reference	MCAR	UMCAR	RPM,D/ OMAR [1]
IS worksheet (PROJDOC)	Para D–15	A	M	M
	Paper Submission			
Dd Form 1390S supplement	Para D–2	M	M	
Stationing approval	Para D–5	A	M	
Urban area planning analysis	Para D–6	A		
Environmental documentation	Para D–8	A	A	E
Project validation statement	Para D–9; Fig D–3	A		
Site Plan	Para D–10	A	E	E
DD Form 2162 and JSRCFB minutes	Para D–11	A	M	
Use profile	Para D–12; Fig D–4, D–5	A	M	
As-built floor plan	Para D–14	E	E	E

Legend for Table 5-1:
A—Always required
E—Only required for additions
M—May be required
[1] For projects approved by MACOM, OCAR, or OASA(I, L&E)
[2] Effective 1 January 1994

Chapter 6
Construction Programs

6–1. Introduction

a. A major construction project is any project, regardless of cost, that is or will be a line item in a formal budget submittal.

b. All USAR construction projects, regardless of cost, may be funded by the MCAR appropriation. However, construction below the RPMA (OMAR) ceiling shown in chapter 7 should be programmed and executed using OMAR funds. MCAR funds will be used predominantly for new construction, alteration, or conversion. M&R work included in construction projects will be incidental to work necessary to provide a complete and usable facility.

c. Planning, programming, budgeting, design, and construction of all specified projects will follow the same procedures as outlined in this regulation.

6–2. Tasks

a. The Commanding General, USAISC—

(1) Serves as point of contact for Information System (IS) requirements for all MCAR projects.

(2) Reviews and approves requested IS equipment locations on user–annotated 10 percent design drawings. Provides one set of approved drawings with DA Form 5259–R to the design agent (project manager, USACE support element) by the 35 percent design milestone date provided by the design agent.

(3) Reviews, comments on, and approves the 65 percent design submittal for IS requirements (that is, detailed drawings and cost estimate). The design agent will specify the appropriate suspense date (approximately 60 days).

(4) Reviews and approves prefinal design (95 percent) for IS requirements. The design agent will provide appropriate suspense date (approximately 60 days).

(5) Updates IS technical specifications as necessary in coordination with HQ, USACE.

(6) Provides quality assurance of the IS during the design and construction processes.

(7) Witnesses or performs tests and acceptance for the IS during the construction phase of a project.

(8) Programs and budgets recurring OMAR IS for Reserve facilities.

b. Headquarters, USACE will—

(1) Ensure that requirements are designed and provided as a part of MCAR projects.

(2) Effective 1 January 1995, ensure the Modular Design System is used for all USAR projects.

(3) Ensure that DA Form 5259–R data are entered on the project CWE (using the format for DD Form 1391) at the 35 percent and 65 percent design milestones.

(4) Provide appropriate design documents in duplicate to the respective support installation USAISC support office for IS requirements review and approval at the 65 percent and 95 percent milestones.

(5) Give the user (ARCOM/GOCOM) three copies of the approved 10 percent design drawings for the annotation of IS equipment locations.

(6) Develop and maintain criteria for design and construction of IS coordination with USAISC.

(7) Develop an interior design and furniture procurement requirement for each MCAR project.

6–3. Emergent construction program

a. Definition. Emergent construction projects are those requirements funded by the MCAR appropriation (UMCAR projects) and intended to provide for unexpected construction needing prompt action. Emergent construction requirements are unknown at the time of budget formulation. If a proposed unspecified MCAR (UMCAR) project reflects a requirement known before budget submission, the project must be deferred until the next opportunity arises for its inclusion in the MACOM FYP.

b. Cost. The total funded cost of an UMCAR project may not exceed $400,000.

c. Approval authority.

(1) OCAR has approval authority for UMCAR projects costing $400,000 or less.

(2) ASA(I,L&E) must, however, notify Congress of the intention to obligate funds for such projects.

6–4. Restoration or replacement

a. General. Restoration or replacement of damaged or destroyed facilities may be accomplished with either OMAR (see chap 7) or MCAR funding.

b. Restoration or replacement of USAR facilities as a result of natural disasters may use MCAR funding.

c. MACOMs will follow the same procedures for documentation and approval as a UMCAR project.

d. Approval authority.

(1) OCAR will submit project documentation to ASA(I,L&E).

(2) ASA(I,L&E) will obtain Congressional approval.

Chapter 7
Real Property Maintenance Activities

7–1. Introduction

Some RPMA requirements are applicable to USAR facilities only. This chapter augments Army regulations for real estate (AR–405 series), construction (AR–415 series), and facilities engineering (AR–420 series). This chapter also outlines requirements for OMAR funded projects.

7–2. Project and work limitations

a. M&R projects.

(1) M&R projects for USAR real property facilities (RPF) are funded by the OMAR and\or Real Property Maintenance, Defense (RPM,D) appropriation. They are subject to the approval limits shown in figure 7–1.

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

(3) M&R project standards for USAR RPFs will conform to the basic guidelines in AR 420–10, paragraph 1–4.

(4) Maintenance projects and repair projects are single undertakings of finite scope that satisfy specific maintenance or repair requirements. When maintenance, repair, and minor construction/alterations are to be done at the same time as an integrated undertaking, each work category will be treated as a separate project for approval purposes. The projects are subject to the approval limitations in figure 7–1. The estimated funded and unfunded cost for each category of work will be separately identified in the project approval document. Work exceeding the support installation commander's approval authority must be approved in advance by the appropriate MACOM or HQDA. When all work is within the support installation commander's approval authority, maintenance, repair, and minor construction or alteration work that is to be accomplished as a single integrated undertaking may be approved on one document. When the support installation commander's approval authority for maintenance, repair, or minor construction or alteration is exceeded, separate approval documents are required for maintenance and/or repair work and minor construction or alteration work.

(5) Several USAR RPF projects may be grouped into one contract for procurement purposes. A single project may be done by more than one contract as long as the total cost of the contracts does not exceed the authorized cost.

(6) USAR RPF projects may not be split into increments solely to bring the costs under an approval threshold stated in figure 7–1.

(7) MACOM commanders may approve USAR RPF M&R projects when the conditions in paragraphs *(a)* through *(c)* below are met.

(a) The funded project cost does not exceed $500,000.

(b) The repair cost (or repair plus alteration 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 $300,000. In comparing funded project costs with the replacement cost, include all required major repairs to a facility. Prepare an analysis for each facility to support the repair alternative selected and to support retention of the facility. Replacement cost will be based on a facility of the same size (that is, the same square footage) at current construction standards (that is, unit costs in AR 415–17 with applicable adjustments).

(c) The total cost for maintenance, repair, and improvements to a World War II temporary building is within the limitations of AR 420–10.

(8) MACOM and USAR center commanders may delegate this authority to a member of their staff and/or ARCOM/GOCOM and USAR SI commanders, with redelegation authority as desired. MACOMs and USAR centers will review and evaluate delegated approval authorities during their staff visits. ARCOM/GOCOM and SI commanders may redelegate all or part of their approval authority to a member of their staff. All delegations and redelegations of approval authority must be in writing. ARCOM/GOCOM and SI commanders may delegate all authority delegated to them as long as delegations are commensurate with technical capability to review projects.

(9) If the estimated funded cost of a project increases after approval, project execution may be continued without further approval (if the project was not previously approved by HQDA (DAAR–EN) when the conditions in both paragraphs *(a)* and *(b)* below are met. If not, project execution will be halted until reapproval is obtained.

(a) The revised funded costs do not exceed $300,000, and 50 percent of the replacement value.

(b) The increase in the funded project cost does not exceed 20 percent of the approved funded project cost.

(c) The limitations on World War II temporary facilities are not exceeded. (See AR 420–10.)

(10) The original approving authority must be immediately notified if the criteria in paragraph (9) above are met and the project continues. Means of notification will be specified by the original approving authority.

(11) MACOMs will maintain project files and documentation approved by their headquarters.

(12) Projects exceeding MACOM approval authority will be forwarded through the MACOM to HQDA (DAAR–EN), 2400 Army Pentagon, WASH DC 20310–2400. No such project will be undertaken unless approved in advance by the designated approval authority.

(13) If the estimated funded cost of an HQDA–approved project increases, project execution may be continued without further approval when the conditions in paragraphs *(a)* through *(e)* below are met. If not, project execution will be halted until reapproval is obtained.

(a) HQDA (DAAR–EN) has been notified of the increase.

(b) The increase in the funded project cost does not exceed 20 percent of the HQDA–approved funded project cost.

(c) The revised funded cost of a project originally approved at a funded cost between $300,000 and $500,000 does not exceed $500,000.

(d) The revised funded costs of a project do not exceed $300,000 and 50 percent of the replacement value.

(e) The limitations on World War II temporary facilities are not exceeded. (See AR 420–10.)

(14) Chapter 5 outlines requirements for OMAR and RPM,D project documentation. Documentation for projects requiring MACOM approval will be the same as the project documentation required by HQDA. (See table 5–1.)

(15) For project review, see AR 420–10, paragraph 3–3.

(16) For engineering services, see AR 420–10, paragraph 3–4.

(17) For design cost, see AR 420–10, paragraph 3–5.

b. Minor construction or alteration projects.

(1) Minor construction or alteration projects for USAR RPF are funded by the OMAR and/or RPM,D appropriation and are subject to the approval limits in figure 7–1.

(2) Such projects must be for a facility needed to support an OMAR–funded mission or activity and dedicated or used exclusively by USAR.

(3) RPM,D funds may be used for major repair projects that costs $15,000 or more, or minor construction projects that costs not less than $15,000 and not more than $300,000. A minor construction project includes all construction or alteration necessary to produce a complete and usable facility or complex, or a usable improvement to an existing USAR facility. OMAR funds also may be used for major repair projects that costs $15,000 or more, or minor construction projects that costs not less than $15,000 and not more than $300,000. The authority to use RPM,D funds expires 30 September 1994 unless otherwise extended by Congress. Project qualifications are provided in AR 415–35, paragraph 2–3.

(4) Prohibitions concerning minor construction or alteration work are stated in AR 415–35, paragraph 2–4. In addition, project cost limitations in effect at the time of approval of a USAR minor construction or alteration project remain in effect throughout the life of the project. Any subsequent change in project cost limitations

cannot be applied to previously approved minor construction or alteration projects.

(5) When projects for OMAR or RPM,D construction or alteration, repair, or maintenance are to be done as integrated projects, each work category must be treated as a separate project for approval purposes. Engineering estimates may be used to allocate the costs between construction or alteration and maintenance or repair. These estimates will determine project approval authority. When the work is so integrated that construction or alteration cannot be separated from M&R, the entire project will be funded as construction or alteration. The projects are subject to the approval limit ations in figure 7–1.

(6) The estimated funded and unfunded cost for each category of work will be separately identified in the project approval document. (see AR 415–35, paras 2–2*a* and *b*, for funded and unfunded costs). Work exceeding the SI commander's approval authority must be approved in advance by the appropriate MACOM. When all work is within the SI commander's approval authority, minor construction or alteration and M&R work that is to be done as a single integrated undertaking may be approved on one document. When the support installation commander's approval authority is exceeded, separate approval documents are required for minor construction or alteration work and maintenance and/or repair work.

(7) Several USAR RPF OMAR or RPM,D construction or alteration projects may be grouped into one contract by appropriation for procurement purposes. A single project may be done by more than one contract as long as the total cost of the contracts does not exceed the authorized cost. The total funded project costs based on bids received must not exceed 120 percent of the original project programmed amount, and the maximum funded cost of $300,000 may not be exceeded.

(8) USAR RPF OMAR\RPM,D construction or alteration projects may not be split into increments solely to reduce the costs below an approval threshold shown in figure 7–1.

(9) AR 415–35, chapter 3, contains information on project processing, execution, costing, and reporting.

c. Real Property Maintenance, Defense Account (RPM,D). In FY 92, MACOMS submitted a prioritized list of projects through HQDA (DAAR–EN) to DOD for approval. RPM,D funds will be used for projects approved by DOD in addition to projects which meet the cost thresholds of paragraph 7–2*b*(3) above.

7–3. Utilities

Policy and procedures for managing and operating utilities are provided in AR 11–27, AR 420–16, AR 420–41, AR 420–46, AR 420–49, AR 420–53, and AR 420–54.

7–4. Other engineering services

This BASOPS account provides for most of the service–type functions supporting USAR facilities. These functions include fire prevention and protection, custodial service and other service contracts, real estate actions (that is, leases and real estate studies and reports to support the acquisition process), master planning, and other essential services. Real estate options and acquisition may also be funded from this account.

a. USAR policy for the use of OMAR BASOPS funds to fee acquisition of real estate and real estate options is that 77 account (AMS code for "other engineering services)" may be used to purchase options and land costing not more than $300,000, subject to the approval of HQDA (DAAR–EN). The requirements and procedures in chapter 4 and the notification requirements outlined in paragraph 2–1n apply.

b. Purchases made under paragraph *a* above are recorded in the Integrated Facilities System in Function Group 9100M, Real Estate Transaction (AR 210–20, AR 420–47, AR 420–74, AR 420–81, and AR 420–90).

7–5. Historic preservation

HQDA must meet the requirements of the National Historic Preservation Act of 1966, as amended, the Archaeological Resources Protection Act of 1979, and related historic preservation laws and regulations and provide for the appropriate treatment of significant historic places. The USAR mission must be met, and other public interests must still be respected. The demands of the historic preservation program should be addressed in a timely and cost–effective manner. (See AR 420–40 for further guidance.)

7–6. Restoration of damaged or destroyed facilities

a. Qualifications.

(1) Restoration of damaged USAR facilities is considered, or constitutes, a special reconstruction or repair project. It results from sudden major damage.

(2) Expenditures will conform to the following:

(a) Due to urgent need, the project may be funded by OMAR or RPM,D in accordance with funding limitations shown in figure 7–1.

(b) The project must be validated as restoration or replacement of damaged facilities.

(c) The scope of the project must be the minimum required for current or projected missions.

(d) Proposed construction will provide a facility that in quality is at least equal to that damaged or destroyed. However, use of improved materials will be allowed to conform with current design practice and minimize the chance of future damage.

b. Approval limits. A facility with a replacement cost of $300, 000 or less will normally be funded from OMAR or RPM,D (see fig 7–1). Replacement facilities with a funded cost in excess of $300, 000 but not greater than $400,000 or if applicable emergent construction requirements (see para 6–3) may be funded with unspecified (emergent) minor MCAR funds. OMAR or RPM,D may be used to repair or temporarily repair damaged USAR facilities. In the event project costs exceed $400,000, every consideration should be given to the use of MCAR major construction funds; this approach requires congressional notification and a 21–day waiting period (See chap 5).

c. Projects for emergency repair or restoration (for example, natural disasters). Follow the same procedures as routine M&R projects for documentation and funding approval.

d. Approval authority.

(1) The MACOM will approve projects and source of funds and support funding from the available balance.

(2) The support installation will provide input to MACOM (through the USARC in CONUS), with information copies to appropriate ARCOM/GOCOM as requested and approve and fund projects within authorized limits.

e. Project documentation.

(1) For projects exceeding approval authority delegated by the MACOM or USARC, the appropriate commander (ARCOM/GOCOM, SI, Reserve Component Installation (RCI)) will sign the DD Form 1391 and forward it to the MACOM, as applicable. Only work order requests for restorations of damaged projects within the appropriate commander's approval authority are submitted.

(2) Projects may be submitted as required.

(3) Project folders will be established by each ARCOM/GOCOM and SI in accordance with AR 420–17, for each of the following RPF projects:

(a) Maintenance and repair costing over $50,000.

(b) Minor construction costing over $15,000.

(c) Design and construction.

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

(2) Any increases over the approved amount must be approved as prescribed in paragraphs 7–2*a*(10) and (13).

APPROVAL LIMITS

APPROVAL LIMITS	RPMA			REPAIR & MINOR CONSTRUCTION			ACQUISITION		TYPE
	OMAR			D, RPM			MCAR		FUND SOURCE
	MAINT & REPAIR (K)			MAJOR REPAIR					TYPE WORK
	COST < 50% OF REPL	COST > 50% OF REPL	MINOR CONSTR (L)	COST < 50% OF REPL	COST > 50% OF REPL	MINOR CONSTR	UNSPECIFIED CONSTR	MAJOR CONSTR	
1,000,000	NOT AUTH	NOT AUTH	NOT AUTH	ASA	ASA	NOT AUTH	NOT AUTH	CONGRESS (NO CEILING)	LIMITS
500,000				DAAR - EN					
400,000							400,000		
300,000					300,000	300,000	DAAR - EN		
200,000				* MACOM	* MACOM	* MACOM			
15,000	15,000	15,000	15,000						
15,000	MACOM	MACOM	MACOM	NOT AUTH	NOT AUTH	NOT AUTH			

* May be futher delegated by MACOM Commander

[■] Not Authorized

Figure 7-1. Approval Limits

Chapter 8
U.S. Army Reserve Facilities Assets Catalog and Tracking System (FACTS)

8–1. Introduction
Until Reserve Component Automation System (RCAS) is functional throughout the USAR, the Resource Information System Engineers (RISER) software will replace FACTS as the RPMA management tool in the EMAAR system. The Engineering Management Module (USAR Engineering Management), RCAS Functional Description, represents the functional areas of facilities management, real estate property management, management of engineer resources during mobilization, engineer planning, engineer training and related activities. RISER is a series of modules that fulfill the reporting requirements of AR 420–16 and the Resource Management Plan (RMP) and provides for BASOPS management of the A,J,K,L,and M OMAR accounts. It provides users the ability to organize and dynamically manipulate information for analysis and effective decision–making for local management and responding to higher headquarters. Specific information will be published in the future.

8–2. Tasks
Specific information will be published in the future for RCAS.

Chapter 9
Use of Army Reserve Facilities

9–1. Introduction
This chapter establishes policy, authority, responsibility, and procedures governing peacetime use of Army Reserve facilities (land and facilities) within the United States and its territories. Major overseas commanders having Reserve facilities will act with the same authority as MACOM commanders for the purposes of this chapter. Requests for exception to this chapter will be forwarded through the Army Reserve chain of command for consideration by OASA (I, L&E).

9–2. Tasks
a. USACE Engineer Districts and naval facilities engineers responsible for the geographical area in which the USAR facility is located will—

(1) Determine the appropriate instrument to be issued.

(2) In those cases where the land and/or building is not owned by the Army, secure written consent of the owner if the existing lease with USAR does not specifically address subleasing authorization.

(3) Issue long–term outgrants after reports of availability and required approvals are obtained from the USARC, HQDA (DAAR–EN), HQDA (DAEN–ZCI–A), and HQ, USACE (CERE–AM).

b. The FORSCOM Mobilization Deployment System designates the SI commander as responsible for premobilization planning for postmobilization disposition of USAR facilities.

9–3. Determination of availability
The availability of USAR centers and AFRC facilities under Army control for use by others will be determined under the provisions of AR 405–80 and this regulation. Requests for outgrants of Army Reserve lands and facilities for long term use by another party must be submitted in writing, by the requester, to the President of the local USAR Real Property Management Board (RPMB). Subject requests will be an item of discussion during the next board meeting to acquire recommendations for approval/disapproval. If requests are favorably considered, the request will be forwarded to the BASOPS ARCOM for review and endorsement to the appropriate SI as an enclosure to a memorandum requesting preparation of a Report of Availability (ROA). Copies of requests for ROAs will be provided to the USARC. The ROA and original request will be forwarded by endorsement to the USARC with recommendations concerning outgrant and certification that administrative (P–7) funds required to prepare the outgrant will be provided to the Engineer District.

9–4. Reserve real property management boards
a. Establishment.

(1) USARPAC, BASOPS ARCOM, or SOCOM commander or authorized representative will establish a local USAR Real Property Management Board (RPMB) for all multiple–unit USAR centers and Army–hosted AFRCs. The RPMB voting membership will consist of the commander of each Reserve unit (a designated alternate may be appointed) that occupies the center, plus a recorder (a non–voting member). If collocated with an ECS, AMSA, or ASF, the foreman or supervisor of those facilities will be appointed as a voting member. General officers may designate a member of their staff to be their representative on the RPMB. Alternate members must be commissioned or warrant officers or senior noncommissioned Officers (NCOs). For detachment size units not having commissioned/warrant officers assigned, the senior NCO will be the board member.

(2) The senior ranking USAR commander assigned to the center will normally be president of the board.

(a) The RPMB will meet at the call of the president at least once each calendar year and within 30 days after the appointment of a new president. Meetings will be scheduled far enough in advance for all voting members to be present. Boards will not convene without a majority present.

(b) Special meetings will be held to consider such matters as allocation of space, resolve local problems, and refer special problems to the BASOPS ARCOM for resolution. The special meetings will also approve or make recommendations on requests for use of Reserve lands and facilities and general facility operations and management.

(c) Minutes of the RPMB may be used to document work order requests, provide information for the JSRCFB, and serve as a basis for matters requiring attention of higher headquarters.

b. Daily operation and maintenance. The president of the board will appoint a facility manager who will be responsible for the day–to day operation and maintenance of the center. Duties will include, but not be limited to the following:

(1) Requesting repairs and utilities support as well as supervising all contracts acquired to support the Reserve center. Request for modification of the Government–owned facilities will be forwarded to the BASOPS ARCOMs for further coordination with SIs.

(2) Emergency maintenance and repairs required at leased facilities will be reported by the facility manager to the supporting Engineer District as expeditiously as possible. Appropriate notification of the Reserve chain of command will be accomplished as soon as possible.

(3) Requests for maintenance and repairs of a leased facility, not of an emergency nature, will be forwarded through the BASOPS ARCOM to the appropriate Engineer District. Facility managers are not authorized to contact lessors, agents, or owners concerning routine maintenance and repair type actions.

(4) OICs, facility managers, and drilling reservists will not contact lessors or vendors without first clearing such contact through the BASOPS ARCOM and Engineer District. After the fact obligations for services rendered by the lessor or vendors as a result of unauthorized requests by the Army Reserve community will not only result in adverse publicity but could result in the individual being held personally liable for payment of services rendered.

c. Functions. The Reserve RPMB will —

(1) Allocate exclusive and common center space, including administrative, storage, and training spaces. The basis for allocation of space will be an equitable share of the required space calculated on PROJDOC modules of the EMAAR system.

(2) Coordinate unit drill schedules and use of common center space.

(3) Resolve local problems and refers special problems to the ARCOM/GOCOM commander.

(4) Approve or make recommendations on requests for use of USARC or AFRC real property.

(5) Prepare and publish annually a plan sketch of the center showing, by unit, the allocation of exclusive use administrative, storage, and training spaces per appendix B.

(6) Issue licenses for short-term compatible use. The local USAR center and AFRC board president may issue short–term licenses after the licenses are approved by the MACOM, USARPAC, or the MACOMs representative.

9–5. Use of facilities by other than assigned units

Use by other than assigned units is permitted for the following individuals and organizations:

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

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

c. Private individuals and organizations. This category includes private nonprofit civic, welfare, educational, cultural, and social organizations. Use will be according to policies in AR 360–61.

d. General public for nonprofit purposes. The USAR should actively encourage community involvement in its activities by inviting the general public to use USAR facilities on a short–term basis. Such use will be according to policies in AR 360–61.

9–6. Rights-of-way or other long-term interests

Requests for right-of-way or other long-term interest will be presented in writing to the RPMB and discussed at the next board meeting. Recommendations of the RPMB will be forwarded to the BASOPS ARCOM who will request preparation of an ROA and forward the same to the USARC or USARPAC for further resolution. Requests will be processed in accordance with AR 405–80, paragraph 9–3.

9–7. Unauthorized uses

Privately owned equipment and accessories will not be serviced, repaired, or manufactured in Army Reserve shops or motor pools unless specifically provided for by HQDA directives. Government–owned tools, equipment, or supplies will not be used to service or repair privately owned property. Privately owned equipment will not be garaged or stored in a government–owned or leased shop or equipment storage site. USAR premises will not be used for parking privately owned trailers or for living quarters. Requests from individuals or agencies for use of Army Reserve land and facilities will not be favorably considered if such utilization would —

a. Conflict with provisions of regulations cited herein.

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

c. Bring discredit to the Armed Forces or violate policies in AR 360–61 and other applicable regulations. Furthermore, attendance or participation in all functions will be consistent with DOD policy of nondiscrimination for reasons of race, creed, color, sex, handicap, or age.

9–8. Requests for use

a. Requests for use of USAR centers and AFRCs will be made in writing to the appropriate Reserve center board president.

b. Any center use that could adversely affect the USAR mission will not be authorized.

c. All users of USAR centers will comply with all applicable city, state, and federal laws, rules, and regulations.

9–9. Developing a request for use

A request for use will include the following information: A request from bona fide state and local agencies to utilize the facility in support of "Shelter for the Homeless." Requests for use must be specific in nature and provide detailed information such as who, when, how much space or land, total number of personnel involved, duration, and intended use. In some cases, financial remuneration may be a appropriate for issuance of license to use USAR real property. Individuals or agen cies requesting use must be prepared to reimburse the U.S. Government for services and utilities. Requests must be submitted in writing to the facility officer in charge (OIC). Facility OIC may grant short–term (less than 30 days) local revocable license, DA Form 833–R (License to Use Army Reserve Facilities) for one–time use of real property. A copy of DA Form 833–R for reproduction purposes is located at the back of this regulation. License will provide for a hold harmless clause against any and all claims against the U.S. Government and the repair of any damage or destruction resulting from such usage. Each license must be for a specific period of time during a specific day and will cover a single occasion only. Short–term licenses are for a single use not to exceed 30 calendar days regardless of whether such use is consecutive. A short–term license will not be issued for interim use of a center when a long–term license is required. Requests for long–term use must be forwarded to USARC or USARPAC for approval and further processing through Division Engineers to Engineer Districts for execution. Requests will not be denied based on reasons of race, creed, color, sex, handicap, or age.

9–10. Processing a request for use

a. The USAR center or AFRC RPMB will determine availability under paragraph 9–4, of this regulation and AR 405–80.

b. The USAR center or AFRC RPMB president will forward the request and information required by paragraph 9–9 through the chain of command to the support installation for long–term outgrants with a request for a report of availability in accordance with AR 405–80.

c. The report of availability will be developed and submitted by the SI through command channels to the MACOM commander.

d. The USAR center or AFRC RPMB commander will pass the request for short–term license and information required by paragraph 9–9 through the ARCOM/GOCOM commander to the USARPAC, USARC, or SOCOM commander for approval.

9–11. Environmental compliance

a. The outgranting of USAR facilities must meet the environmental compliance requirements of AR 200–1 and AR 200–2. Appropriate environmental documentation acquired from the SI will be forwarded with the Report of Availability or DA Form 833–R to USARC, USARPAC or SOCOM. The center commander will prepare, sign, and forward a REC with a DA Form 833–R.

b. Land use requests by the ARCOM/GOCOM must be submitted to the real property holder for proper environmental documentation. Actions must be evaluated for potential impact on human health and cultural and natural resources. Documents will be prepared using the guidance in AR 200–1 and AR 200–2. At a minimum, a REC will be required if referencing an EIS no older than 3 years. An ARCOM/GOCOM may request the SI to prepare the EA, FNSI on a cost–reimbursable basis if they lack the resources. All EAs and FNSIs must be reviewed by the installation or activity Staff Judge Advocate or chief legal advisor to ensure legal sufficiency and have reviewed comments incorporated. All EAs, FNSIs, are final when both approving officials, no lower than the installation or ARCOM/GOCOM commander have signed.

9–12. Short-term licenses

a. Licenses or permits will be issued only to persons and organizations promoting or providing public entertainment, social functions, recreation, amateur athletic contests or activities, and other enterprises of an educational, religious, or civic welfare nature. Licenses will not allow or authorize exclusive use of any USAR facility space. DA Form 833–R will be used to grant short–term use.

b. The requestor should furnish the information required in paragraph 9–9 to the Reserve center commander for use in completing DA Form 833–R.

9–13. Long-term outgrants

Real estate instruments, as appropriate to the use, will be prepared by the supporting Engineer District having real estate area responsibility after the appropriate level of command has approved the use. The license or permit will be revocable at will by the Government.

9–14. Charges and payments

a. Granting use of USAR facilities promotes good public community relations for the Army and stimulates USAR recruiting. These benefits for the United States are the reasons for short–term use.

b. If the authorized "use of facilities" is either energy consuming or maintenance intensive, the licensee or grantee will be required to pay an amount equal to the actual or estimated prorated cost for the utilities and services normally supplied by the Government. This payment may be waived by the MACOM commander or the commander's representative when it is less than the estimated cost of collection.

c. The center commander will notify the SI of any damage to the Reserve facility incurred during the license period. Payments for repair and restoration of damages are paid into the U.S. Treasury.

9–15. Admission and other charges

Licensees may charge admission for their functions and may sell goods or merchandise in USAR facilities. Net profits received from these charges and sales must benefit only nonprofit organizations or be given to charity. Charges and sales must not create unfair competition with local commercial enterprises.

9–16. Gambling and alcoholic beverages

Gambling is not authorized in USAR facilities. Use of alcoholic beverages will follow policy outlined in AR 215–1, AR 600–85, and as they apply to the event or occasion. The ARCOM/GOCOM commander is responsible for compliance when the USAR facility is not located on a military installation.

9–17. Safeguarding Government property

The commander with immediate jurisdiction over the USAR facility will make every effort to care for and safeguard all Government property on the premises against loss, damage, or unlawful removal. Security should not be used as a blanket rationale for denying requests to use facilities. When USAR unit members belong to the using organization, they may be responsible for security during their organization's use of the facility. Adequate security for or between governmental entities may be the responsibility of a representative from the using agency. Licensees and grantees will store their equipment securely so that it will not interfere with USAR use of the facility.

9–18. Use of Army Reserve facilities for promotion of rifle practice by civilians

AR 920–20 governs the use of Army Reserve facilities for promoting rifle practice by civilians. The Director of Civilian Marksmanship (DCM) has management control of the program and will provide support and assistance to civilian shooting clubs participating in the program. Request by civilian organizations for using Army Reserve rifle ranges must be processed in accordance with AR 920–20, section VI. A brief summary of these procedures are as follows:

a. The president, secretary, or executive head of the group desiring to use a USAR center range must first address an application to the Director of Civilian Marksmanship, HQDA (SFDM), 2400 Army Pentagon, WASH DC 20310.

(l) The DCM, when satisfied as to the responsibility of the organization, will furnish the requesting club with a letter approving the application, subject to local regulation the USAR center commander may prescribe.

(2) The executive head of the organization will then address a letter to the OIC of the USAR center requesting permission to utilize the Government–owned range.

(3) A copy of all previous correspondence generated between the local club and the DCM must be provided to the USAR center OIC.

b. The USAR center OIC must formally recognize receipt of the request with a written reply to the club.

(l) The request must be presented to the RPMB for consideration and recommendation.

(2) The request will be forwarded through BASOPS ARCOM to the USARC OR USARPAC for further consideration.

(3) If use of the range would interfere with USAR training mission and disapproval is therefore recommended, the forwarding correspondence must indicate the circumstances which warrant disapproval.

c. Requests that are favorably considered will be forwarded through the Reserve chain of command to the Engineer District for issuance of a license authorizing use of the USAR center range.

9–19. Use by educational institutions

a. Public schools and similar educational institutions may be authorized to use USAR facilities. Educational institutions must meet the requirements of paragraphs 9–12 and 9–14.

b. Educational use generally disrupts normal operations of USAR facilities. Use may be approved by the MACOM commander for 1 year. A 1–year extension can be approved by HQDA (DAAR–EN). The request must include a definitive plan submitted by the using educational institution to have permanent replacement facilities by the end of the 1–year extension.

9–20. Use during emergencies

a. USAR facilities may be used during natural disasters to help the local community in relief operations in accordance with AR 500–60. The RPMB board president may authorize the use of USAR center real property as a refugee center when the lives of the local populace are immediately threatened. This emergency use does not require a formal license in advance; however, if the use exceeds 30 days, a formal license is required. Prior planning to use USAR facilities for emergency natural disaster operations must be in accordance with this regulation. All planning must include compatible use to maintain adequate security of the facilities.

b. USAR facilities may be used during civil disturbances under the provisions of AR 500–50. The MACOM commander may approve short–term licenses to the Active Army; Army National Guard (ARNG); municipal, county, and State officials; and law enforcement agencies to use the facilities in support of civil disturbance operations.

c. USAR facilities may be used for other emergencies. Availability must be determined in accordance with AR 405–80 at the time of the emergency. The MACOM commander approves such emergency use when the need arises.

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

9–21. Use by Military Entrance Processing Stations

Requests for use by Military Entrance Processing Stations (MEPS) must be approved by the appropriate BASOPS A RCOM, USARC, or SOCOM commander. Space will be assigned by an intraservice support agreement in accordance with AR 37–49.

9–22. Use by U.S. Army Recruiting Command (USAREC)

Requests for use of Reserve center space by USAREC recruiters must be approved by the appropriate BASOPS ARCOM or SOCOM commander. Space designated for exclusive use by Reserve personnel will not be considered for outgrant. Consideration should be given to joint use of recruiting retention office space. Utilization of Reserve center space must not circumvent USAREC responsibility to program annual recruiting facilities leasing actions. Use of Reserve center space by USAREC recruiters will be recognized through negotiation of an Interservice Support Agreement (ISSA)

between the BASOPS ARCOM and the appropriate Recruiting Battalion.

9–23. Disposal of excess real estate

a. Government–owned real estate excess to the needs of the USAR must be reported by ARCOMs/GOCOMs to USARC for appropriate disposal action. Prior coordination must be made through force structure channels to determine the availability of units that could possibly backfill the facility. If no backfill is identified, the USARC will direct the ARCOM/GOCOM to report the excess facility to the appropriate SI as being available for disposal.

b. The SI will prepare environmental documentation, a Report of Excess, and include screening responsibilities associated with the Stewart B. McKinney Homeless Assistance Act. The SI will winterize and secure the facility after all unit and station property has been removed by the appropriate ARCOM/GOCOM.

c. When a lease must be terminated, ARCOMs/GOCOMs will notify the USARC in writing of the proposed termination. Memorandums should be prepared a minimum of 120 days in advance of the date of vacation to avoid unnecessary payment of rental. The termination clause in each lease identifies the minimum number of days advance notice that must be provided to the lessor for lease termination.

d. Preparation of a PAS is required for each facility or property to be declared excess or lease to be terminated. The PAS must identify possible contamination resulting from use of the property by the USAR. An environmental assessment may be required. The environmental documentation should be requested from the SI environmental office by the ARCOM/GOCOM after approved by USARC to report real property excess. An Environmental Compliance Assessment Army Reserve (ECAAR) survey should be requested from the 416th Engineer Command for the facilities to be coded as excess. Corrective action recommended as a result of the ECAAR will be jointly approved by the ARCOM/GOCOM and the SI commander. All costs to prepare the environmental documentation and the Engineer District real estate administrative costs required to complete the disposal are to be provided by the BASOPS ARCOM.

Appendix A
References

Section I
Required Publications

AR 5–9
Intraservice Support Installation Area Coordination. (Cited in para 4–9.)

AR 11–27
Army Energy Program. (Cited in para 7–3.)

AR 25–1
The Army Information Resources Management Program. (Cited in para 8–1.)

AR 37–49
Budgeting, Funding, and Reimbursement for Base Operations Support of Army Activities. (Cited in para 9–21.)

AR 135–9
Army National Guard and Army Reserve Joint Service Reserve Component Boards. (Cited in para 2–1.)

AR 200–1
Environmental Protection and Enhancement. (Cited in paras 4–11, 5–3.)

AR 200–2
Environmental Effects of Army Actions. (Cited in paras 4–11, 5–3, and 9–11.)

AR 210–20
Master Planning for Army Installations. (Cited in para 7–4.)

AR 210–70
Intergovernmental Coordination of DOD Federal Development Programs and Activities. (Cited in para 4–9.)

AR 215–1
Administration of Army Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities. (Cited in para 9–16.)

AR 360–61
Community Relations. (Cited in paras 9–5, 9–7, and 9–10.)

AR 385–10
Army Safety Program. (Cited in fig 5–1.)

AR 385–63
Policies and Procedures for Firing Ammunition for Training, Target Practice, and Combat. (Cited in para 9–18.)

AR 405–10
Acquisition of Real Property and Interests Therein. (Cited in paras 4–1, 4–8, 4–10, and 4–14.)

AR 405–45
Inventory of Army Military Real Property. (Cited in app B.)

AR 405–70
Utilization of Real Estate. (Cited in para 9–2.)

AR 405–80
Granting Use of Real Estate. (Cited in paras 1–4, 9–3, 9–6, 9–10, and 9–20.)

AR 405–90
Disposal of Real Estate. (Cited in paras 2–2 and 4–9.)

AR 415–17
Cost Estimating for Military Programming. (Cited in para 7–2; fig 5–1.)

AR 415–35
Minor Construction. (Cited in para 7–2.)

AR 420–10
Management of Installation Directorates of Engineering and Housing. (Cited in para 7–2.)

AR 420–16
Facilities Engineering Reports. (Cited in paras 1–4 and 7–3.)

AR 420–40
Historic Preservation. (Cited in para 7–5.)

AR 420–41
Acquisition and Sales of Utilities Service. (Cited in para 7–3.)

AR 420–47
Solid and Hazardous Waste Management. (Cited in para 7–4.)

AR 420–74
Natural Resources: Land, Forest, and Wildlife Management. (Cited in para 7–4.)

AR 420–90
Fire Protection. (Cited in para 7–4.)

AR 500–50
Civil Disturbances. (Cited in para 9–20.)

AR 500–60
Disaster Relief. (Cited in para 9–20.)

AR 600–85
Alcohol and Drug Abuse Prevention and Control Program (Cited in para 9–16.)

AR 920–20
Promotion of Practice With Rifled Arms. (Cited in para 9–18.)

Section II
Related Publications

The related publication is merely a source a source of additional information. The user does not have to read it to understand this publication.

AR 37–100
Account/Code Structure

AR 415–15
Military Construction, Army (MCA) Program Development

AR 415–28
Department of the Army Facility Classes and Construction Categories (Category Codes)

AR 420–17
Real Property and Resource Management

AR 420–46
Engineering, Water and Sewage

AR 420–49
Heating, Energy Selection and Fuel Storage, Distribution, and Dispensing Systems

AR 420–53
Refrigeration

AR 420–54
Air Conditioning, Refrigeration.

AR 420–81
Custodial Services

TM 5–803–4
Planning of Army Aviation Facilities

Section III
Prescribed Forms

DA Form 833–R
License to Use USAR Facilities. (Prescribed in paras 9–11 and 9–12.)

DA Form 1979–R
U.S. Army Reserve Facility Preliminary Site Survey Record. (Prescribed in para 4–3(5) and 4–9*c.)*

DA Form 1980–R
Army Reserve Facility Site Survey. (Prescribed in para 4–3*a.)*

DA Form 4527–R
Computation of Joint Use Areas. (Prescribed in para 1–4 *b*(9).)

DA Form 4703–R
MCAR Design Review. (Prescribed in para 2–2*c*(1)(b).)

DA Form 5034–R
Project Documentation Space Allowance Worksheet. (Prescribed in para 4–14*e.)*

DD Form 1390S
FY Military Construction Program. (Prescribed in paras 4–4, 5–3.)

Section IV
Referenced Forms

DA Form 140–4
Manpower Survey Report, Schedule X, Manpower and Workload Data

DA Form 5259–R
Communications Equipment and Cost Estimate

DD Form 1354
Transfer and Acceptance of Military Real Property

DD Form 1390S
FY 19__ Guard and Reserve Military Construction

DD Form 1391
FY Military Construction Project Data

DD Form 1391c
FY Military Construction Project Data (Continued)

DD Form 2162
Joint Service Reserve Component Facility Board (JSRCFB) Project Analysis

Appendix B
Space Guidelines for U.S. Army Reserve Facilities

B–1. U.S. Army Reserve Center size/capacity ratings

The mission requirements of units assigned to the center will determine the design capacity for training buildings. Paragraph B–3 sets out the authorized allowances

a. New construction. Training building capacity is based on the aggregate authorized strength of all units programmed for assignment to the center. (See table B–1.)

Table B–1
Rated capacity for total authorized strength

Total authorized strength	Rated capacity
Under 55	N/A
55–75	60
76–155	100
126–175	150
176–250	200
251–350	300
351–500	400
501–700	600
701–900	800
901–1,100	1,000

b. Existing centers.

(1) Existing centers with an available net area of less than 10,890 square feet will be rated at 25–person capacity.

(2) Centers with a total authorized strength of over 1,100 will have allowable capacities based on increments of 200 in total authorized strength (for example, centers where authorized strength is between 1,101 and 1,300 will have a rated capacity of 1,200).

c. Rated capacity. Upon acquisition, each training building will be assigned a rated capacity based on an evaluation by USARC or USARPAC of the maximum number of reservists a facility can accommodate at all training assemblies. The training building may later be reevaluated based on a change in functional area allowances or changes in assigned units. Table B–1 can be used as a guide in determining the rated capacity of a center.

d. Area utilization formula. The percentage of utilization (or overutilization) of a center equals the total net area required by this regulation divided by the total net area available times 100. Therefore, underutilization will result in a percentage less than 100 percent and overutilization a percentage greater than 100 percent.

B–2. Armed Forces Reserve Center size/capacity ratings

a. Space allowances for the USAR exclusive–use portion of an AFRC are the same as for a USAR center.

b. Joint–use space allowances will be determined by both USAR requirements, based on paragraph B–3, and total projected usage taking into account the requirements, standards, and allowances of other Reserve components using the facility.

c. Final determination of the USAR–pro rated share of joint–use areas will be accomplished and documented in accordance with paragraph 1–4*b*(9). DA Form 4527–R will be used when preparing project documentation. DA Form 4527–R will be reproduced locally on 8 1/2– by 11–inch paper. A copy for reproduction purposes is located at the back of this publication.

d. USARC or USARPAC will assign the USAR portion of each AFRC a rated capacity using the same criteria as for USAR centers.

B–3. Training building functional areas and allowances

a. Administrative areas. Administrative areas are authorized for units stationed at the center based on required positions identified by the unit's approved MTOE or TDA. Maximum allowances are as shown below:

(1) *Full-time personnel.* All full-time officer, enlisted, and civilian personnel who have administrative duties are authorized 120 square feet each.

(2) *Unit exclusive space.*

(a) General officers. Space authorizations are major general, 400 square feet; and brigadier general, 300 square feet.

(b) Commanders. Space authorizations are colonel, 200 square feet; and lieutenant colonel and below, 150 square feet.

(c) Battalion and higher units. Space authorizations are 120 square feet of exclusive space for deputy commander, executive

officer, chief of staff, staff section chiefs, and command sergeant major.

(d) Company and lower units. Space authorizations are 120 square feet of exclusive space for the first sergeant.

(3) *Unit common-use space.*

(a) All unit positions that require administrative space are authorized 60 square feet each if space is not provided under (1) and (2) above.

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

(c) The total amount of common–use space authorized will be the largest amount of common–use office space determined for each drill weekend.

(d) The total floor area derived from paragraph *a*(3)*(a)–(c)* will be increased by 15 percent for intrafunctional circulation, but excludes interfunctional circulation.

(4) *Reserve center's recruiting and retention office space.* A recruiting and retention office of 250 square feet is authorized for all centers for the use of all units on their respective drill weekends.

(5) *Administrative support area.*

(a) The administrative support area includes a reproduction room, mail room, message center, and administrative storage areas. Allowance is based on the total authorized drilling strength of the largest drill weekend. Sixty square feet is authorized for each increment or portion thereof of 50 members. The minimum allowance is 120 square feet, and the maximum allowance is 360 square feet.

(b) Reserve Component Automation System (RCAS) areas. RCAS areas are authorized for units stationed at the center based on required strength or type of unit identified by the unit's approved MTOE or TDA. The space authorization is provided for the systems administrator and for processing classified material. Maximum allowances are 60 square feet for each increment or portion thereof of 8 work stations authorized. The minimum allowance is 120 square feet, and the maximum allowance is 480 square feet.

(6) *Lobby area.* A lobby area is authorized at 480 square feet.

b. Assembly areas.

(1) Assembly areas are authorized based on the total authorized drilling strength of the largest drill weekend. Six hundred square feet is authorized for each increment or portion thereof of 50 members for the assembly hall. The minimum size will be 3,000 square feet, and the maximum size will be 6,200 square feet.

(2) Chair and table storage will be an additional 10 percent of assembly hall space.

c. Kitchens. Kitchens are authorized if the unit(s) have mess or dietitians and will be of standard design. The standard design kitchen size will be 811 square feet. One 81 square–foot office is included in the standard design.

d. Weapons area.

(1) *Arms vault.* An arms vault is authorized based on the total authorized center strength for units that are authorized to have weapons. Two hundred and twenty square feet is authorized for the first increment of 100 members. One hundred and ten square feet is authorized for each additional increment or portion thereof of 100 members. One hundred and ten square feet is authorized for each increment of 50 crew-served weapons over 10. This area will be added to the vault area.

(2) *Armorer.* One hundred square feet is authorized for all centers for the use of armorers on their respective drill weekends.

(3) Design configuration will meet the total weapon requirements.

e. Educational areas.

(1) Classrooms are authorized and square footage is based on the total authorized drilling strength of the largest drill weekend. Three hundred square feet is authorized for each increment, or portion thereof, of 50 members.

(2) A library reading room is authorized and square footage is based on the total authorized drilling strength of the largest drill weekend. Seventy–five square feet is authorized for each increment, or portion thereof, of 50 members. The minimum authorized square footage will be 300 square feet.

(3) Library storage will be 10 percent of total classroom space.

(4) A learning center is authorized based on the total authorized drilling strength of the largest drill weekend. Fifty square feet per increment, or portion thereof, of 50 members is authorized. The minimum square footage will be 100 square feet.

(5) Training aid storage will be 10 percent of total classroom space.

(6) Communications security (COMSEC) training is authorized 100 square feet for each unit having a COMSEC account.

(7) COMSEC storage areas are authorized 100 square feet for each unit having a COMSEC.

(8) USARF schools are authorized an instructor classroom of 300 square feet.

(9) USARF schools are authorized publication storage of 1,056 square feet.

f. Storage areas.

(1) Unit and individual equipment storage is authorized based on total authorized station strength. The number of standard 96 square foot storage cages allowed is based on the type of unit. USARF schools are authorized one cage per increment or portion thereof of 20 soldiers Nonschool TDA units and training division units are authorized one cage per increment or portion thereof of 10 members. MTOE units are authorized one cage per increment or portion thereof of six members. The total floor area derived for each storage area addressed in this paragraph will be increased by 15 percent for intrafunctional circulation, but excludes interfunctional circulation.

(2) Staging area will be 10 percent of the total individual storage area authorized.

(3) One 120 square foot supply office adjacent to the unit and individual equipment storage is authorized for each full–time supply technician or one office of 96 square feet for each unit authorized a property account if the unit is not authorized a full–time supply person. This space is authorized if not provided under paragraphs *a*(1), (2), or (3) above for supply offices.

(4) Janitorial storage is authorized for each center. One 25 square foot closet is authorized per story in a two–story design. A 50 squarefoot closet is authorized in a single–story design.

(5) A flammable storage area is authorized only when a maintenance shop is not collocated. The size of this storage is 150 square feet.

(6) A controlled waste storage area is authorized only when a maintenance shop is not collocated. The size of this storage is 96 square feet.

(7) Facility maintenance and storage area for the custodial contractor is authorized based on the total authorized drilling strength of the largest drill weekend. One hundred square feet is authorized for each increment or portion thereof of 10 members. The minimum size will be 200 square feet, and the maximum size will be 800 square feet.

g. Special training areas. The following are examples of areas that may be provided when justified by unit missions:

(1) Rifle ranges are authorized only if no suitable range exists within a 60–mile radius or 90 minutes travel time from the center by privately owned vehicle. They will be of standard design for three–lane, 600–inch, .22 caliber range, and 1,020 square feet.

(2) A photography laboratory is authorized for centers where units are authorized photo laboratory equipment. The size will be 250 square feet.

(3) A band room is authorized for centers assigned a band unit or units. The size will be 2,850 square feet.

(4) Medical section training and storage are authorized for each unit with a medical section assigned. The size will be 400 square feet.

(5) Physical examining wings are authorized for units assigned a physical examination mission. The size will be 2,500 square feet.

(6) A sensitive compartmented information facility (SCIF) is authorized for units assigned this mission. The size will be 500 square feet.

(7) Soils testing laboratories are authorized for units assigned a soils testing laboratory. The size will be 150 square feet.

(8) A general officer conference room is authorized 400 square feet.

(9) Drafting rooms are authorized for each unit assigned drafting equipment. The minimum size will be 250 square feet and will be increased by 60 square feet for each draftsperson in excess of four.

(10) A physical readiness area is authorized and will be based on the total authorized drilling strength of the largest drill weekend. One hundred square feet is authorized for each increment or portion thereof of 10 soldiers. The minimum size will be 200 square feet, and the maximum size will be 1,600 square feet.

(11) Units with worldwide military command and control system (WWMCCS) terminals are authorized 200 square feet of secure space.

(12) Requests for specialized areas not covered above will be authorized based on mission requirements. Each request will contain a sketch detailing room dimensions, location of MTOE or TDA equipment to be installed or used in the requested area, and proposed individual workspace for people training or working in this area (for example, parachute packing).

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

(1) Requirements for men's toilets and showers will be based on 90 percent of the number of personnel in attendance during the busiest drill weekend. Nominal size is 350 square feet for the first increment of 100 plus 100 square feet for each additional increment or portion thereof of 50 of the design population. The actual size must accommodate the number of fixtures required by the design guide for USAR centers.

(2) Women's toilets and showers will be based on 30 percent of the largest drill weekend. Nominal size is 225 square feet for first increment of 100 plus 25 square feet for each additional increment or portion thereof of 50 of the design population. The actual size must accommodate the number of fixtures required by the design guide for USAR centers.

(3) A unisex handicapped toilet with 75 square feet is authorized when existing facilities are not adequate.

(4) A locker room is authorized and is based on the total authorized drilling strength of the largest drill weekend. One hundred square feet is authorized for each increment or portion thereof of 10 members. The minimum size will be 1,100 square feet, and the maximum size will be 2,100 square feet.

(5) A vending machine alcove is authorized at 48 square feet.

(6) A break kitchen is authorized for the full-time staff assigned to the center. The size will be 218 square feet.

(7) The nominal allowance for the mechanical room is 2 percent of total allowances listed in a through h above plus electrical and telephone allowances. Actual allowance is as required by mechanical systems selected.

(8) The nominal allowance for the electrical distribution is 100 square feet. Actual allowance is as required by service and distribution equipment selected.

(9) The nominal allowance for the telephone distribution equipment is 100 square feet. Actual allowance is as required by equipment selected.

i. Total center net training area. Total net area training square footage will be the sum of all spaces listed in paragraphs *a* through *h* above.

j. Circulation allowance.

(1) One–story construction is 15 percent of total net square footage.

(2) Two–story construction is 22 percent of total net square footage.

(3) Use paragraph (2) above as a planning figure only when the total net area paragraph *i* above exceeds 20,000 square feet; otherwise use paragraph (1) above.

k. Structural allowance. Nominal allowance is 10 percent of total net square footage.

l. Total center gross area. Gross square footage will be the sum of the total net square footage, circulation allowance (interfunctional) and structural allowance.

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

B–4. Real estate and supporting facilities.

a. Site size. The net usable acreage of a site should be based on the center rating. The numbers in table B–2 include organizational maintenance shop facilities.

Table B–2
Net acreage authorized by center rating [1]

Center rating: 60 **Net acreage:** 4.0–5.0
Center rating: 100 **Net acreage:** 4.5–5.5
Center rating: 150 **Net acreage:** 5.0–6.0
Center rating: 200 **Net acreage:** 5.5–6.5
Center rating: 300 **Net acreage:** 6.5–7.5
Center rating: 400 **Net acreage:** 7.5–8.5
Center rating: 600 **Net acreage:** 9.5–10.5
Center rating: 800 **Net acreage:** 11.5–12.5
Center rating: 1000 **Net acreage:** 13.5–14.5

Notes:
[1] Expansion projects may be planned for existing sites smaller in acreage than that required for new projects if an analysis demonstrates the adequacy of the site. Sites for new centers may exceed the size shown if justified (for example, if the center includes engineer units, hospital units, or transportation).

b. Privately–owned–vehicle parking. Privately owned vehicle parking is authorized for a minimum of 40 percent and a maximum of 80 percent of the largest drill weekend at the rate of 35 square yards per member. Authorization includes circulation but excludes access roads.

c. Access roads. Nominal allowance for access roads is 10 percent of the privately owned vehicle area (para B–4 *(b))* or the military equipment parking area (para B–6), whichever is less. Actual allowance will be as required by the site conditions.

d. Sidewalks. Nominal allowance for sidewalks is 100 square yards per increment of 100 members or portion thereof of the largest drill weekend. Actual allowance will be as required to provide access to building entrances.

e. Flagpole. One flagpole is authorized. On military installations, one flagpole is authorized if approved by the installation commander.

f. Deviations from authorized (see para B–3 (m)).

B–5. Special Purpose Facilities

a. Equipment Concentration Sites (ECS). The following facilities are authorized for ECS:

(1) The hardstand area will be according to the equipment stored at an allowance of 50 square yards per item plus an additional 10 percent of the total for a marshaling area.

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

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

(4) Fencing is identified under paragraph B–6a(1)(c).

(5) Lighting is identified under paragraph B–6*a*(1)*(d)*.

(6) One wash platform is authorized for each 100 items of equipment, or fraction thereof, stored at the facility.

(7) A warehouse is authorized for storage of items requiring indoor storage.

(8) An arms vault may be authorized on a case–by–case basis.

(9) A maintenance shop will be collocated with each ECS, and the maintenance shop will use the space criteria for AMSA. (See para B–6(2).)

b. Aviation facilities.

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

(2) Aviation facilities will be provided under TM 5–803–4.

c. Marine and other facilities. Marine and marine–maintenance–related facilities required by the USAR, but not specifically addressed in this regulation, will be provided as authorized on a case–by–case basis.

d. Training sites. Requirements for annual training and LTA site faci lities will be justified on an individual basis to support the mean personnel training load scheduled for training at the site.

(1) *Annual training sites.* Construction of facilities for annual training sites will, as a general rule, be restricted to military installations having a mobilization mission. They will be shown on an approved installation master plan prior to undertaking design. Construction on active installations will be restricted to troop housing, messing, administrative areas, storage facilities, vehicle parking areas (hardstand), and ancillary utility systems to support the facilities. Construction on inactive installations will include facilities required by garrison personnel to support the RC training mission. Facilities that will solely benefit the garrison personnel are specifically excluded. Space criteria for Reserve component troop housing, messing, administrative, and storage facilities are shown in tables B–1 and B–2.

(2) *LTA sites.* Facilities at LTA sites will normally be of a type consistent with training in a field environment. Construction will be authorized only on Federal– or State–owned land or private land (if leased or permitted for 50 years or more) and may be semipermanent or permanent. (See glossary, sec II, and AR 405–45, para 1–6, for the definition of construction.) Latrines may be temporary or semipermanent and will comply with environmental and pollution control regulations. Temporary construction is authorized for other construction, such as field kitchens, mess shelters, tent pads, and logistical facilities. Ammunition storage and training ranges and courses are authorized when justified. Installation of utilities, rehabilitation and construction of roads, security fencing, fuel dispensing systems, and other like projects will be considered on an individual basis.

B–6. Military equipment parking and maintenance training facilities

a. General.

(1) Organizational Maintenance Shop (OMS). Each USAR center with more than 10 vehicles authorized at the home station will be provided an OMS if units stationed at the center are authorized mechanics by approved Table(s) of Organization and Equipment or TDA. This OMS will be used as a training facility for unit maintenance personnel. It will also be used as a backup training area for other unit personnel during periods of inclement weather to train on equipment requiring high ceiling clearances and special ventilation. This shop will also be used for the organizational maintenance of assigned equipment. Ancillary facilities to be provided for the USARC and OMS are listed below.

(a) Paved military equipment parking area for authorized equipment stored at the USAR center under paragraph B–6*e*(1).

(b) Wash platforms, on the basis of one platform per 100 items of equipment, or fraction thereof, stored at the center. (See glossary, sec II, for the definition of item of equipment.) Wash racks may be installed in bays of the OMS, but no additional bays will be authorized in the OMS to accommodate the wash racks.

(c) A fence around the military equipment parking area only. A boundary fence may be authorized around the entire property, in addition to the fencing around the military equipment parking area, only in areas where civil disturbance or vandalism presents potential problems.

(d) Security lighting is authorized in the military equipment parking area only.

(e) Equipment loading ramps are authorized only on a case–by–case basis.

(f) Functional area allowances authorized for an OMS are addressed in paragraph B–6*(b)*.

(2) *Area Maintenance Support Activity (AMSA).* Functional AMSA space guidelines are based on recognized personnel requirements reflected on approved DA Form 140–4 (Manpower Survey Report, Schedule X, Manpower and Workload Data) or on an approved TDA. When an AMSA is collocated with an OMS, joint use will be made of workbays, toilets, and other functional areas not requiring security. The functional areas below are considered as joint use.

(a) Workbays. The maximum number of work bays for either the OMS or AMSA will be provided. However, full–time OMS mechanics are authorized by TDA one workbay for every two mechanics. This authorization will be added to the AMSA requirement to determine the maximum allowance.

(b) Toilets. The largest area required for either the OMS or the AMSA will be provided.

(c) Mechanical and custodial room. The area provided will depend on the system selected.

(d) Wash platforms. The maximum number of wash platforms for either the OMS or AMSA will be provided.

(3) The following items for installed equipment are authorized:

(a) compressed air system with one outlet per work bay, one per shop.

(b) Hose bibb, one per workbay.

(c) Hot water heater.

(d) Overhead traveling crane, one per shop.

(e) Shelving in tool room and supply room, when not provided in TDA.

(f) Bench, 2 1/4–by–8 feet, one per workbay (when not provided in TDA).

(g) Outlets for trouble lights.

(h) Lubricating systems.

(i) Containers for the storage of hazardous materials, waste oil, and battery acid.

b. Organizational Maintenance Shop.

(1) Maximum allowances for general OMS activities are—

(a) Shop office, 60 square feet per authorized administrative person who works in the OMS on the largest maintenance drill weekend, plus 120 square feet per full–time maintenance administrative person if space is not provided under paragraph B–3*a*(1), (2), or (3).

(b) Unisex toilet, 75 square feet. Separate men's and women's toilets may be provided if required.

(c) Tool and parts room, 96 square feet per workbay.

(d) Storage room, 96 square feet per workbay.

(e) Battery room, 25 square feet per workbay, to a maximum of 200 square feet; the minimum is 50 square feet.

(f) Flammable storage, 25 square feet per workbay, to a maximum of 200 square feet; the minimum is 50 square feet.

(g) Controlled waste storage area, 96 square feet per workbay, to a maximum of 596 square feet; the minimum is 96 square feet.

(h) Workbay, one 20–foot by 40–foot bay per four authorized automotive (wheeled and tracked) and engineer equipment mechanics or portion thereof for largest maintenance drill weekend. End bays will have 4 feet additional width at the outside wall. No additional bays will be authorized for full-time mechanics unless the OMS is collocated with an AMSA. (See para B–6*c*(16).)

(i) Mechanical/custodial room, 3 percent of net building area, or as required by the system selected, minimum 50 square feet.

(2) Installed equipment. The following items are authorized to be installed:

(a) Compressed air system with one outlet per workbay.

(b) Hose bibb, one per workbay.

(c) Hot water heater.

(d) Shelving in tool/parts room, when not provided in TDA.

(e) Bench, 2 1/4–by–8 feet, one per workbay, when not provided in TDA.

(f) Outlets for trouble lights.

(3) Occupational safety and health. All equipment necessary for compliance with the Occupational Safety and Health Act will be provided. This equipment includes but is not limited to eye lavage and emergency shower, air exhaust in battery room, and tailpipe exhaust system for each bay.

(4) Deviations. The allowance for any functional area of an organizational maintenance shop, except workbays, may be increased by 10 percent if the total allowable functional floor area is not increased. Any functional area, except workbays, may be reduced by a maximum of 10 percent to offset the proposed overage. Any functional area completely omitted from the OMS will reduce the total allowable floor area by a like amount.

(5) Additional authorizations. Additional maintenance or training functional areas may be authorized on a case–by–case basis for special maintenance training requirements.

c. Area Maintenance Support Activity Shop. Functional space allowances are as follows:

(1) Shop office, 120 square feet per recognized full-time administrative person; otherwise, 60 square feet per reserve administrative person is authorized.

(2) Men's toilet, nominal allowance 200 square feet. Actual allowance will be as required.

(3) Women's toilet, nominal allowance 150 square feet. Actual allowance will be as required.

(4) Locker room, 10 square feet per recognized AMSA person. Minimum area will be 100 square feet. Locker room for female personnel will be incorporated into the women's toilet. If a unisex toilet is built, a women's locker room will be provided.

(5) Classroom or break area, 10 square feet per recognized AMSA person. Minimum area will be 200 square feet.

(6) Tool room, 96 square feet per workbay.

(7) Supply room, 96 square feet per workbay.

(8) Battery room, 50 square feet per workbay to a maximum of 400 square feet.

(9) Communications or electronics shop, 150 square feet per recognized communications or electronic repair technician.

(10) Instrument repair shop, 100 square feet per recognized instrument repair technician.

(11) Small arms repair shop, 100 square feet per recognized small arms repair technician.

(12) Small arms vault. If the AMSA has a recognized small arms repair technician, a 100–square–foot arms vault will be provided.

(13) Flammable storage, 25 square feet per workbay, with a minimum of 50 square feet.

(14) Controlled waste storage area, 96 square feet per workbay, to a maximum of 596 square feet; the minimum is 96 square feet.

(15) Mechanical or custodial shop, 3 percent of net building area, or as required by the mechanical system selected.

(16) Workbay, one 20–foot by 40–foot workbay per two recognized automotive or engineer or special purpose equipment mechanics and technical inspectors. End bays will be 24 feet by 40 feet.

(17) Privatelynowned–vehicle parking area, 35 square yards per person for 80 percent of the recognized AMSA personnel. When the AMSA shop is collocated at a USAR center, the center's privately owned vehicle parking allowance will be used.

(18) Sidewalks, as required for reasonable entrance.

(19) Access road, as required to provide direct access to the maintenance shop.

(20) Service or access apron, 36 square feet per foot of bay width.

(21) Wash platform, one, if not collocated with an OMS.

(22) Additional maintenance functional areas may be authorized on a case–by–case basis for special maintenance requirements.

d. Direct Support/General Support Maintenance Shop. Each DS or GS maintenance company is authorized a DS or GS maintenance shop that is tailored to the mission of the company and does not exceed 5,250 square feet.

e. Military equipment storage.

(1) Basic allowance. All items of equipment authorized to a USAR unit will be designated for storage either at home station in the military equipment parking area or at ECS; a parking area will be provided accordingly. The military equipment parking area will not be provided at a home station for authorized items of equipment stored at an ECS. Space allowance will be computed on the basis of 50 square yards for each item of equipment. Allowance includes area for circulation but excludes entrance throat, access road, and service or access apron. Service or access apron is calculated at 36 square feet per foot of workbay width. An AMSA is authorized military equipment parking for 10 percent of the items of equipment supported by the AMSA but not stationed at the AMSA's location. Space will be computed on the basis of 50 square yards per item.

(2) Shed–type storage. Open or closed shed–type storage is authorized when required for specialized equipment requiring weather protection. Because of extremely severe local climatic or atmospheric conditions.

(3) Unheated storage areas.

(a) Unit and individual equipment storage is authorized based on total authorized station strength. The number of standard 96 square foot storage cages allowed is based on the type of unit. USARF schools, unheated unit storage — One cage per increment or portion thereof of 100 soldiers. Nonschool TDA units and training division units, unheated unit storage — One cage per increment or portion thereof of 50 members. MTOE units, unheated unit storage — One cage per increment or portion thereof of 30 soldiers.

(b) The total floor area derived from paragraph *e*(1) will be increased by 15 percent for intrafunctional circulation, but excludes interfunctional circulation.

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

(d) Total unheated storage net area. The net square footage will be the sum of all spaces listed in paragraphs *a* through *c* above.

(e) Structural allowance. Nominal allowance is 10 percent of the total net square footage.

(f) Total unheated storage gross area. The gross square footage will be the sum of the total net square footage and structural allowance.

Appendix C
Sample format for Preliminary Site Survey Report to include cover memorandum

The following is an example of the Preliminary site survey report with cover memo.

AFKB-EN (405-10f) 13 March 1992

MEMORANDUM FOR Commander, U.S. Army Reserve Command,
(ATTN: AFRC-ENP-E), 3800 North Camp Creek Parkway SW, Atlanta, GA30331-5099

SUBJECT: Preliminary Site Survey Report (PSSR), Canada Verde, TX

l. A Preliminary Site Survey was conducted in Canada Verde, TX on 15 February 1992 to select an 8.5 acre site to accomplish an FY 97 MCAR project. The PSSR covering the acquisition of 8.5 acres of land to support construction of a new 400 member center in Canada Verde, TX is at enclosure 1 (encl 1 will be submitted with original documentation). This headquarters concurs with the recommendations of the survey team that Site 10 be approved as the primary site and that Site 5 be approved as the alternate site.

2. Project documentation, DD Form 1391, FY 97 Military Construction Project Data, indicates a requirement for a 43,346 square foot facility will be included as an enclosure 2. The project will result in construction of a Reserve center with 39,162 square feet, an organizational maintenance shop with 4,184 square feet and 89,460 square feet dedicated to military equipment and privately owned vehicle parking. A copy of the DD Form 1391, FY 93 Military Construction Project Data to support fee acquisition of the site will be included as enclosure 3. Action has been initiated to have a Real Estate Planning Report (REPR), Engineering Feasibility Study (EFS), prepared by the Floresville District Corps of Engineers, and appropriate environmental documentation prepared by Ft. Best on the proposed primary site. POC of this action is Mr. B. Holland, area code 512–111–2222.

FOR THE COMMANDER:

3 Encls
as

GERALD W. BROWN
Colonel, EN
Staff Engineer

Figure C-1. Sample format for Preliminary Site Survey Report.

PRELIMINARY SITE SURVEY REPORT
Canada Verde, Texas

1. A Preliminary Site Survey (PSS) was conducted in Canada Verde, TX on 15 February 1992 to select an 8.5 acre site to accomplish an FY 97 MCAR Project; construction of a 400–soldier rated U.S. Army Reserve center with a three workbay organizational maintenance shop, military equipment and privately owned vehicle parking. Other than two sites referred at Bellview Naval Air Station, there were no Government–owned lands available. Contact with all school districts resulted in Site 10 being referred from the Wilson County School District.

2. Personnel participating in the survey are as indicated on the attached attendance roster. A briefing was presented to all team members prior to visiting each site referred by the Floresville District Corps of Engineers. Team members were queried as to the acceptability of the sites contained in the ASIV to determine if any should be deleted or if any additional sites should be added. Conversation amongst the team members resulted in our eliminating Sites 11 and 12. Our reasons for rejecting the sites were that both are former sewage treatment plants; the asking prices exceeded $2.0M; all treatment plant facilities and holding tanks would have to be removed from the site thereby causing increased construction costs for the MCAR project; and there were environmental concerns due to previous use. Prior to arrival in Canada Verde, this headquarters became aware of available land contiguous to the existing Government–owned USAR center. Mr. Weller, Floresville District Engineer representative, contacted the

Figure C-2. Preliminary Site Survey Report.—Continued

listing agent and was informed that costs per square foot were firm at $7.00. This site was rejected since costs exceeded $2.6M. The following comments provide a brief summary for each site referred within the ASIV packet.

Note: Sites 1 through 8 are all located on the Westbank of the river with access provided by the Canada Verde River bridge which charges a toll. During inclement, foggy weather conditions, the bridge is closed and traffic conditions associated with crossing the bridge frequently cause congestion and lengthy delays.

SITE 1: This site is located on Bellview Naval Air Station with access from Highway 99. The station is located southeast of downtown Canada Verde and is isolated for location of an Army Reserve center. It has no public transportation or visibility and would not enhance recruiting efforts for the USAR units. The U.S. Navy, Air Force and Marine Corps Reserve occupy space on the Naval Air Station; however, all have aircraft associated missions; occupy hangar space on the flight line, and, therefore, are ideally suited, based on their mission, for location on the NAS. The mission of the USAR units are administrative, educational, and vehicular maintenance and have no association with aircraft or need for airfield operational space. This site would require extensive land clearing to remove large trees and dense brush as well as land fill because of low lying swampy soil conditions. An access road would have to be constructed to the construction site. Preparation costs for an adjacent building exceeded $600K. Rejected from consideration.

SITE 3: This site was formerly the Big Boy Academy, a private school, and is located on Highway 99, 4 miles further south of Bellview Naval Air Station. The buildings are in need of significant repairs in particular the rusted structural supports; leaky roofs; damaged floors; repainting inside and out; missing baseboards; and no central HVAC. The land is currently under a long–term land lease that expires in 10 years. The buildings were supposedly cleared by the state in 1986 as having no asbestos. The site is remote, has no public transportation, and visibility is very poor. Rejected from consideration.

SITE 5: This site is relatively close to Alginon Naval Station with access to the Canada Verde River Bridge via Pauline Avenue. Contact with the Alginon Naval Station revealed no space could be made available on the installation. The site is surrounded by a mixture of residential and light industrial. A small drainage ditch runs through the middle of this site; the majority of land mass provides a good open construction site. There was no evidence of vandalism in the immediate vicinity. There is a commercial trucking storage company located immediately south of the site which is an indicator the engineer equipment would not have access or maneuverability problems. Public transportation is provided by the Alginon Loop bus. The site provides relatively good visibility. This site was selected as the secondary choice of the SST.

SITE 10: This site is in close proximity to the existing Government–owned USAR centers. Access off of IH 11 is via Emma street to Beatrice. The site has excellent visibility and is served with public transportation. Access to IH 11 formobilization or convoy purposes is excellent. All streets in the immediate area support transportation requirements for 18 wheeled vehicular traffic in this light industrial area. The site is centrally located to all traffic patterns and provides access either east or west of the city via IH 11. The engineer equipment should not experience maneuver problems. The land is offered by the Wilson County School District. The district has a fenced storage lot for their buses contiguous to this site which is an indicator that our MEP would be secure. There was no evidence of vandalism in the immediate vicinity. The site is flat open land with a few large tress. The area is serviced by a large capacity sewer treatment plant. During the survey, Mr. Well, Floresville District Corps of Engineers contacted the Wilson County School District to clarify land cost estimates. Per his conversation, cost in the ASIV report should have been quoted $2.00 per square foot less. The portion desired by the SST provides frontage along Hartle Street and is located above the 100–year flood zone.
This site was chosen as the primary site and is to be pursued for fee acquisition.

3. The SST that acquisition of Site 10 be pursued as the primary choice for purchase. The secondary choice is Site 5.

B. HOLLAND
Chairman, Site Survey Team

Figure C-2. Preliminary Site Survey Report.

Appendix D
Preparation of Project Documentation

D–1. DD Form 1390S

Figure D–1 shows a sample completed DD Form 1390S and gives instructions to complete the form.

D–2. Supplement to DD Form 1390S

HQDA (DAAR–EN) may require additional data after initial submission of DD Form 1390S. If requested, MACOMs will submit the following information on bond paper:

a. Estimated cost of backlog of real property maintenance. K, shows amounts to the nearest thousand dollars as of the end of current FY.

b. Similar unused space. Show the total area of unused space with the same category codes as the projects listed on DD Forms 1390S, item 7.

D–3. DD Form 1391 and DD Form 1391C

DD Form 1391C is a continuation sheet for DD Form 1391. Figure D–2 shows a sample of completed DD Form 1391 and DD Form 1391C and gives instructions to complete the forms.

D–4. Supplemental data for DD Form 1391 and DD Form 1391C

Prepare an economic analysis, using PC–ECONPACK software, and submit it in electronic and paper copy. The information should give enough detail, including descriptions, assumptions, calculations, and

other pertinent backup information, to permit a well–informed defense of the figures during reviews and hearings. The following items apply to the analysis.

a. Estimated annual cost to operate the proposed facility. Provide the equivalent uniform annual cost to operate the proposed facility over the first 25 years of its life. Include costs from the OMAR J, K, L, and M accounts. Operations costs include energy, other utilities, and personnel for facility operations (for example, power plant operators). Maintenance costs include preventive and emergency maintenance, custodial care, repairs, replacements, and renovations. Do not include costs of the operation or function to be housed in the facility.

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

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

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

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

d. Estimated life–cycle cost to operate and maintain the existing facility if the new facility is a replacement.

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

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

(3) In some cases, the prudent actions required to extend the life of the existing facility could not reasonably be expected to provide enough years of service to equal the 25–year economic life of a new facility. In this event, the cost of a suitable replacement facility at the end of the extended economic life of the existing facility should be included in the life–cycle cost determination for the existing facility so that the total span of time covered will be the same as the economic life of the new construction alternative.

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

D–5. Stationing approval

MACOMs must give stationing approval for each unit in the project befor e HQDA (DAAR–EN) authorizes the project design. Submit a copy of the permanent order assigning the unit to the project location.

D–6. Urban area planning analysis

This analysis is required for all MCAR projects if another Reserve facility is within 15 miles or 30 minutes travel time by a privately owned vehicle on normally used routes (AR 11–28). The advantages and disadvantages of consolidated versus multiple facilities must be presented, and the following issues must be addressed:

a. The cost of the facility, including site acquisition.
b. Recruiting potential.
c. Use of local training areas—type, size, and days per year.
d. Growth patterns in relevant areas.
e. Parking for privately owned vehicles.
f. Open areas available for drills and athletics.
g. Neighborhood security.
h. Access to transportation routes and public conveyance.
i. Potential for future expansion.

D–7. Space requirements

Use DA Form 5034–R in the PROJDOC module of the EMAAR system. Use the reproducible version of the form, provided in the back of this regulation, only when special functional spaces can not be adequately defined in PROJDOC.

D–8. Environmental documentation

(See AR 200–1 and AR 200–2). Provide a copy of the REC, EA, or EIS.

D–9. Project validation

The personnel potential of the area must be reviewed to determine whether it is adequate to meet and maintain authorized strengths.

a. When approval is sought for the construction of a Reserve forces facility for a unit or units, the military Service concerned will review the Reserve component manpower potential of the area to determine whether it is adequate to meet and maintain the authorized strengths (approved manning levels) of its Reserve component units considering the factors outlined in the appropriate DOD directive.

b. The statement in table D–3 will be included in project justification documents, will be signed by the first USAR general officer in the chain of command, and will be forwarded with the other project documents to HQDA (DAAR–EN). The PROJDOC module of the EMAAR system will print this statement for signature. The Reserve manpower potential to meet and maintain authorized strengths of all Reserve units in the area in which this facility is to be located has been reviewed in accordance with DOD 1225.7. It has been determined, in coordination with all other Services having Reserve units in the area, that the number of units of the Reserve components of the Armed Forces presently located in the area, and those which have been allocated to the area for future activation, is not, and will not, be larger than the number that reasonably can be expected to be maintained at authorized strength.

D–10. Site plan

The site plan shows the general use of the area owned or to be used by USAR and is annotated to show utilities and existing and proposed buildings. Major projects on a military installation must be accompanied by a copy of the approved master plan for that installation, with the site boundaries annotated for the USAR facilities.

D–11. DD Form 2162 Joint Service Reserve Component Facility Board (JSRCFB) Project Analysis))

All projects must have been reviewed by the JSRCFB and reconfirmed for unilateral or joint construction within 1 year before inclusion in a budget submittal by HQDA (DAAR–EN). HQDA (DAAR–EN) must have a copy of the minutes, which specifically list each project, on file before the President's budget is submitted to Congress (for example, not later than 31 December 1994 for projects in the FY 1996–1997 submission). Current–year board minutes will again be submitted not later than 31 December for the second year of the biennial budget (for example, not later than 31 December 1995 for projects in the FY 97 budget).

D–12. Use profile

a. Submit annotated MTOE or TDA showing the positions for exclusive and common use administrative space authorized by appendix B. Attach it as an appendix to the DA Form 5034–R. Exclusive use space will be annotated with "E" and common use administrative space with "C." Include a copy of the permanent order citing the MTOE or TDA and its effective date. A TDA for full–time personnel must also be included.

b. Use the formats in tables D–1 and D–2 for regional medical training centers, regional maintenance training sites, local training areas, Army flight activities, and consolidated training facilities.

Table D–1
Sample format for strength display

	Number of Trainees		
Category	Annual training	Weekend training	Total
Army Reserve	2,000	8,000	10,000
National Guard	1,000	2,000	3,000
Other Reserve components	400	1,000	1,400
Active components	0	1,000	1,000
Other	0	0	0
Total	3,400	12,000	15,400

Table D–2
Sample format for displaying training days

	Projected Individual Training Days		
Category	Annual training	Weekend training	Total
Army Reserve	2,000	10,000	12,000
National Guard	2,000	8,000	10,000
Other Reserve components	400	1,000	1,400
Active components	0	1,000	1,000
Other	0	0	0
Total	4,400	20,000	24,000

D–13. Floor plan in the Modular Design System (MDS)

Effective 1 January 1994, MACOMs will include a detailed floor plan, developed with MDS software, as part of a project's documentation submission to HQDA (DAAR–EN). Send floor plan files by the same means used for PROJDOC files. This applies to all facility projects (OMAR and MCAR funded)whether alterations, additions, or new construction.

D–14. As-built floor plan

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

D–15. Information Systems Requirements

Use the worksheet in the PROJDOC module of the EMAAR system.

1. COMPONENT	FY 1996 GUARD AND RESERVE MILITARY CONSTRUCTION	2. DATE
USAR		Sep 94

3. INSTALLATION AND LOCATION	4. AREA CONSTR COST INDEX
USARC(Naval Station), N. Davidtown, VA	0.95

5. FREQUENCY AND TYPE UTILIZATION

Reservists - 3 weekends/month; 4 nights/week
Full-Time Personnel - 5 days/week

6. OTHER ACTIVE/GUARD/RESERVE INSTALLATIONS WITHIN 15 MILE RADIUS

Naval Station, North Davidtown, VA - 0 miles
USAR Center, North Davidtown, VA - 2 miles
USAR Center, Davidtown, VA - 8 miles
Air Force Base, Davidtown, VA - 10 miles
VAARNG Armory, Allenville, VA - 12 miles

7. PROJECTS REQUESTED IN THIS PROGRAM

CATEGORY CODE	PROJECT TITLE	SCOPE	COST ($000)	DESIGN STATUS START	DESIGN STATUS COMPLETE
171-40	USARC/OMS/AMSA	77,378 SF	9,018	07/92	11/94

8. STATE RESERVE FORCES FACILITIES BOARD RECOMMENDATION

Facilities identified in Item 6 have been examined by the Joint Service Reserve Component Facility Board for possible joint use/expansion. The board recommends unilateral construction

16 May 94 (Date)

9. LAND ACQUISITION REQUIRED

None

0 (Number of Acres)

10. PROJECTS PLANNED IN NEXT FOUR YEARS

None

DD Form 1390S/1, MAY 78 120/215 Page 1 of 2

Figure D-1. Sample of a completed DD Form 1390S.

Legend for Figure D-1:
Completion instructions for DD Form 1390S

Block 1, Component. Enter USAR.

Block 2, Date. Enter the date DD Form 1390S is prepared or revised.

Block 3, Installation and Location. Enter USARC or AFRC, city, and state. This entry must be the same in block 3 of DD Form 1391 and DD Form 1391C.

Block 4, Area Construction Cost Index. This information is available in the Engineering Improvement Recommendation System Bulletin, which is updated and republished in June of every year, as well as in AR 415–17.

Block 5, Frequency and Type of Utilization. Enter information on

weekend drill, weeknight drill, unit field training activities, annual training periods for reservists, and the number of days per week that full–time personnel occupy the building. Use the following format:

Reservists: 3 weekends/month; 1 night/week

Full–time personnel: 5 days/week.

Block 6, Other Active Guard Reserve Installations Within 15–Mile Radius. List the nearest five existing Active or Reserve facilities and their distances. If there are none within 15 miles, list the closest three facilities and their distances.

Block 7, Projects Requested in This Program.

a. *Category code.* Enter one of the following category codes: 171-40. For a USAR center, AFRC, LTA, RTS, or AFA. Also use this code if the USAR center or AFRC is the main facility included in the project title in combination with a maintenance or support facility. Use category code 214–09 for an OMS, DS shop, AMSA, or ECS.

Use category code 441–10 for a general purpose warehouse, such as a storage facility.

This entry must be the same in DD Form 1391, block 6.

b. *Project title.* The project title should accurately describe the project by including primary facilities (for example, Add/Alt USAR center/OMS/DS/AMSA). This entry must be the same in DD Form 1391 and DD Form 1391C, block 4. Limit the use of acronyms to the ones for USAR facilities used in this regulation.

c. *Scope.* Enter the quantity requested for the primary facility. This entry must be the same in DD Form 1391, block 11, first line, REQUIREMENT. Use the abbreviation SF (square feet).

d *Cost ($000).* Enter the estimated cost of the project in thousands of dollars. This figure must be the same as DD Form 1391, block 8, Project Cost ($000), and the total project cost from DD Form 1391, block 9, Cost Estimates.

e *Design status, start and complete.* Enter the most likely dates for the start and completion of design, using month/year. This entry must be the same as DD Form 1391C, block 12, Supplemental Data. Supplemental data are provided by the design agent.

Block 8, State Reserve Forces Facilities Board Recommendation. Enter the following statement: "Facilities identified in block 6 have been examined by the *(enter date)* Joint Services Reserve Component Facility Board for possible joint use/expansion. The Board recommends *(enter either unilateral or joint)* construction." This entry will be supported by DD Form 2162.

Block 9, Land Acquisition Required. This block must be complete if projects involve land acquisition concurrent with document submission. Normally, land will be Government–owned before authorizing a construction project. If land is required for the project, enter the number of acres on the line provided. Enter the method of acquisition. A site survey must be conducted. (See chap 4.) Enter the following statement where space permits either in this block or in block 10: "Site survey has been completed and site is suitable for constructing the proposed project at the estimated cost indicated." If a prior–year land acquisition (for example FY 92) for a budget year (for example FY 96) construction project has not been completed, include a statement on the status of the land acquisition in this block or in block 10.

Block 10, Projects Planned in Next 4 Years. Enter the project title, FY, and cost of any project planned to be built at the installation for the 4 years following the budget year. If none, so state.

1. COMPONENT	FY 1996 GUARD AND RESERVE MILITARY CONSTRUCTION	2. DATE
USAR		Sep 94

3. INSTALLATION AND LOCATION

USARC(Naval Station), N. Davidtown, VA

11. PERSONNEL STRENGTH AS OF 31 Jul 94

	PERMANENT				GUARD/RESERVE		
	TOTAL	OFFICER	ENLISTED	CIVILIAN	TOTAL	OFFICER	ENLISTED
AUTHORIZE	41	4	15	22	774	107	667
ACTUAL	36	3	15	18	643	112	531

12. RESERVE UNIT DATA

ASGD/AUTH 83%

UNIT DESIGNATION	STRENGTH AUTHORIZED	STRENGTH ACTUAL
500TH MED DET	28	56
955TH TRANS DET	8	10
111ST TRANS CO	175	196
442ND TRANS CO	333	131
8002ND TRANS TML	75	70
8999TH TRANS TML	75	71
7321ST HOSP AUG (300 B)	80	109
AMSA 150 (X)	0	0
Totals	774	643

* AMSA 150 (X) has a Table of Disktribution and Allownaces (TDA) authorization of ten full time civilian positions and provides maintenance support for 150th ARCOM unit is Virginia.

13. MAJOR EQUIPMENT AND AIRCRAFT

TYPE	AUTHORIZED	ACTUAL
Wheeled Vehicles	110	116
Trailers	80	89
Tracked Vehicles	2	2
Tracked Vehicles	192	207
Totals	384	643

14. OUTSTANDING POLLUTION AND SAFETY DEFICIENCIES

	($000)
Air Pollution	0
Water Pollution	0
Safety and Occupational Health	0

DD Form 1390S/2, MAY 78 REPLACES DD FORM 1390S, DEC 76, WHICH IS OBSOLETE Page 2 of 2

Figure D-1. Sample of a completed DD Form 1390S—Continued

Legend for Figure D-1:

Block 11, Personnel Strength as of.

a. Enter the required strength for MTOE units (authorized strength for TDA units) and actual personnel at this facility as of 6 months before document submission. Enter the date of this information after the words "Personnel Strength as of."

b. For training facilities (such as barracks complexes, tank ranges, or bridge sites) at active or semiactive installations, do not complete block 11. Furnish the following backup data on bond paper. Figure D–3 gives the format.

(1) The estimated number of personnel by category who will use the facility during an average 12–month period.

(2) Total USAR unit officer and enlisted strengths.

Block 12, Reserve Unit Data.

a. List the designated units assigned and/or scheduled to be assigned and their authorized and actual strengths.

b. Submit the following information on bond paper as backup data:

(1) Current drilling location if project is to support a new stationing plan.

(2) Unit identification code.

(3) Troop program sequence number.

c. For construction projects involving training and support facilities that are not strength–dependent, furnish as backup data on bond paper the projected individual training days by category of personnel who use the facility during an average 12–month period. Figure D–4 gives the format. Include the following statement in Block 12: *This project is not stength dependent.* An aggregate total of (enter number) soldiers will train at this facility.

Block 13, Major Equipment and Aircraft. List vehicles and other large equipment and aircraft to be accommodated at the proposed facility, particularly those that directly affect the type and scope of the facility requirements. If the list is extensive, use "aggregate." The supporting list of equipment will accompany DD Form 1390S as backup data prepared on bond paper.

Block 14, Outstanding Pollution and Safety Deficiencies.

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

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

(3) Safety and occupational health. Include OMAR and MCAR project costs required to correct serious safety and health hazards. AR 385–10 lists serious hazards as those with codes 1, 2, or 3. Data and costs will be current as of the end of the current FY.

1. COMPONENT	FY 1996 MILITARY CONSTRUCTION PROJECT DATA	2. DATE
USAR		Sep 94

3. INSTALLATION AND LOCATION	4. PROJECT TITLE
USAR CENTER (Naval Station), North Davidtown, VA	USARC/OMS/AMSA

5. PROGRAM ELEMENT	6. CATEGORY CODE	7. PROJECT NUMBER	8. PROJECT COST ($000)
55994A	171-40	CAR 96-92983	9,018

9. COST ESTIMATES

ITEM	U/M	QUANTITY	UNIT COST	COST ($000)
PRIMARY FACILITIES:				6243
Training Building	SF	64365	78.75	(5069)
Maintenance Building	SF	13013	90.22	(1174)
SUPPORTING FACILITIES:				1860
Site Improvement	LS			(382)
Telecommunications	LS			(103)
Paving	SY	27035	30.84	(834)
Utilities	LS			(250)
Site Preparation	LS			(71)
Demolition	LS			(90)
Temporary Lease For Construction	LS			(130)
TOTAL CONSTRUCTION COST				8130
Contingencies (5.0%)				405
Supervision and Administration (6.0%)				510
TOTAL PROJECT COST				9018

10. DESCRIPTION OF PROPOSED CONSTRUCTION

Construct a new one-story training building and a one-story vehicle maintenance shop. The buildings will be permanent construction with reinforced concrete foundations, concrete floor slabs, structural steel frames, masonry veneer exterior walls, insulated roof decks with elastomeric roofing, mechanical systems, and electrical systems. Supporting facilities will include demolition of existing structures on the site, paving, fencing, site improvements, and extension of utilities to serve the project. Air conditioning: 200 Tons.

11. REQUIREMENT: 77,378 SF Adequate: 0 SF Substandard: 37,230 SF

PROJECT: Construct a new U.S. Army Reserve Center (USARC) with Organizational Maintenance Shop (OMS) and Area Maintenance Support Activity (AMSA). (New Mission)

REQUIREMENT: This project will provide a 600-member training facility with administrative areas, classroom, library, learning center, assembly hall, arms vault, kitchen, and unit storage functions for seven U.S. Army Reserve units. The maintenance shop will provide space for training to accomplish organizational maintenance and for daily vehicle maintenance by the AMSA. It will also provide adequate parking space for all military and privately-owned vehicles.

CURRENT SITUATION: A host tenant real estate agreement between the Navy and the Army provides for construction of a new USARC on the Naval Station in North Davidtown. USAR units currently use two overcrowded, government-owned centers and three leased facilities in the metropolitan Davidtown area. Four units (358 personnel) are assigned to the 150-member center in downtown Davidtown, and strength will increase to 576 personnel in FY 1995. It is severely overcrowded and needs extensive renovation. The

DD FORM 1 DEC 76 1391

PAGE 1 OF 3

Figure D-2. Sample of a completed DD Form 1391.

Legend for Figure D-2:
Completion instructions for DD Form 1391

Block 1, Component. Same as block number 1, DD Form 1390S, pages 1 and 2. (See table 5–1.)

Block 2, Date. Same as block 2, DD Form 1390S, pages 1 and 2. (See table 5–1.)

Block 3, Installation and Location. Same as block 3, DD Form 1390S, pages 1 and 2. (See fig 5–1.)

Block 4, Project Title. Same as block 7b, DD Form 1390S, page 1. (See fig 5–1.)

Block 5, Program Element. Enter 55994A for all major construction projects.

Block 6, Category Code. Same as block 7a, DD Form 1390S, page 1. (See fig 5–1.)

Block 7, Project Number. This entry will be assigned by accessing a numbering program through Huntsville Division, USACE. It must be the same as block 5 on DD Form 1391C.

Block 8, Project Cost. Same as block 7*d,* DD Form 1390S, page 1. (See fig 5–1.) This figure must be the same as the total project cost stated in block 9, cost estimates.

Block 9, Cost Estimates. Several items comprise the total request. Show each one as described below.

a. *Item.* List the various project items.

(1) *Primary facility.* List each building (training, maintenance, and storage) separately. Enter a building that is a combination of addition and alteration as two separate line items (for example,*Training Building Addition and Training Building Alteration).* Energy conservation measures or pollution abatement items, if any, will be separate line items. Do not list separately installed equipment such as electrical, ISs (excluding telecommunications—see (2)(b)7 below), heating, and cooling; these items will be included as part of each building.

(2) *Supporting facilities.*

(a) For the initial MACOM document submission for MCAR projects, enter 15 percent of the cost of primary facilities as General line item. The design agency will provide detailed estimates later at the concept design milestone, which HQDA (DAAR–EN) will enter.

(b) List in detail the items of construction required to support the primary facility. Such items should include the telecommunications, special construction requirements, utilities construction, site preparation construction, vehicle access ways and parking, site improvement, and demolition.

(c) If the project requires a new or expanded telephone system, include a cost estimate as a separate line item. USAISC will provide communications equipment and cost estimate on DA Form 5259–R in accordance with (AR 215–3) to the design agent by the 65 percent design milestone. MCAR funds will be programmed for procurement and installation of both movable and installed equipment and will be defined for both inside and outside the building 5–foot line. Special construction would include, for example, piles, dredging, and seismic fill. Utilities construction, would include, for example, gas, oil, steam, electric, water supply lines, and sanitary and storm sewers. Site preparation construction, for example, would include cut–and–fill requirements. Access roads, sidewalks, and parking areas would also be included under construction to support the primary facility. Site improvement work, for example, seeding, sodding, landscaping, and fencing must also be included. All demolition work must also be identified.

(3) *Total construction cost.* Show the total of primary plus supporting facilities.

(4) *Contingencies.* Use 5 percent of the total construction cost as the norm. Rates in excess of 5 percent must be justified.

(5) *Supervision and administration cost.* Use 6 percent of the total construction cost plus contingencies within CONUS. Use 6.5 percent OCONUS.

(6) *Total project cost.* Show the sum of the total construction cost plus contingencies plus supervision and administration costs.

b. *Unit of measure (U/M).* Use the accepted two–letter abbreviation (for example, square feet, SF; square yards, SY; linear feet, LF). Use lump sum, LS, for unspecified units.

c. *Quantity.* Show the amount. Leave blank if LS is the U/M.

d. *Unit cost.* Show the dollar cost of each U/M. Leave blank if the U/M is LS.

e. *Cost ($000).* Multiply U/M by unit cost. Round to the nearest thousand dollars.

(1) Enter the cost of each primary facility in parentheses. The sum of parenthetical costs will always equal the primary facilities cost.

(2) Enter the cost of each supporting facility in parentheses. The sum of parenthetical costs will always equal the supporting facilities cost.

(3) Enter figures for total construction cost, contingencies, supervision and administration, and total project cost.

Block 10, Description of Proposed Construction

Preparation instructions:

a. For the initial MACOM document submission for MCAR projects, use the following statement:

Design will provide the most economical construction of a renovation, expansion, or new construction or combination thereof, complete with integrated site development, to provide a permanent, aesthetically pleasing, spacial enclosure to house the functional requirement stated herein.

b. At the MCAR concept design milestone, the design agent will provide HQDA (DAAR–EN) a definitive description of the primary facility to replace the initial one. It will not use general phrases such as 'most economic means' or 'modern methods and materials.' It will include the following:

(1) A concise outline of all principal work and its relation to the data in block 9.

(2) An accurate description of the primary facility.

(a) Materials to be used in buildings for frame, walls, roof, and foundations.

(b) Major functions for which space is being provided.

(c) Major elements for other structures required to provide a complete and usable facility.

(d) Structures to be demolished.

(e) Changes to be made for addition or alteration projects.

(f) Amount of air-conditioning in tons.

c. For minor construction projects (UMCAR or OMAR funded), MACOMs provide a definitive description in accordance with paragraph b above.

d. Space requirements for block 10 vary. A solid black line, drawn across the page beneath block 10, separates the remaining space for block 11.

Block 11, Requirements. Complete with the items shown below. Add the item title and subheadings beneath block 10. Continue on DD Form 1391C, if this space is insufficient.

a. *Requirement.* Enter the following information:

(1) *Square feet required.* Total square footage of primary facilities. This must be the same as scope square footage in DD Form 1390, block 7.

(2) *Adequate.* Square footage of the existing facility not needing any kind of work.

(3) *Substandard.* Square footage of the existing facility needing work.

b. *Project.* Enter a one-sentence statement of what the project will provide. In addition, identify the project as or (per fig 3–2). Show this identification in parentheses after the short project description. A project cannot be split into both categories for this statement; it must be either new or current mission. For example, "Add to and Alter the existing U.S. Army Reserve center with Organizational Maintenance Shop (OMS) and Area Maintenance Support Activity (AMSA). (New Mission)"

c. *Requirement.* Give detailed data about why the project is needed. Include the size (total number of reservists) and required functional areas. Avoid the use of words such as "inadequate," and "necessary." When listing contributing factors, make sure that data are complete. Consider use of the following: for maintenance, compare costs; for self-liquidation, show amortization; for advanced deterioration, describe effects. What alternatives were considered? Why were they

rejected? Describe the types of units assigned, that is, engineer company and public affairs detachment. Do not include unit designations, such as 351st and 32nd. State the units' missions.

d. *Current situation.* Describe how and under what conditions the requirement is currently met. Comments must support stated needs and describe assets and why they are not suitable for continued use. For projects to replace existing facilities, cite specific conditions, deficiencies, and disposition. Consider estimated expenses to improve or add to the facility during the 2-year period before the submission. Also state expenses for routine maintenance and repairs during this period for facilities to be constructed or used jointly with other Reserve components and give all related data, including the status of coordination or negotiation. If pertinent, include the date that the original structure was built. List present acreage if an expansion is included, and state whether the present acreage is adequate. Describe demolition (amount in SF), if any. If applicable, also state that the original building is a World War II or temporary structure. Describe leased facilities that will be vacated (amount in SF) by units on project completion. Include a statement on the availability of Resolution Trust Corporation properties or excess local schools.

e. *Impact if not provided.* Describe the manner and extent to which mission accomplishment will be affected if the project isnot approved. Be as specific as possible.

1. COMPONENT	FY 1996 MILITARY CONSTRUCTION PROJECT DATA	2. DATE
USAR		Sep 94

3. INSTALLATION AND LOCATION
USAR CENTER (Naval Station),
North Davidtown, VA

4. PROJECT TITLE	5. PROJECT NUMBER
USARC/OMS/AMSA	CAR 96-92983

training building is deficient in administrative, classroom, storage, and latrine space. There is no kitchen for food service personnel. The maintenance facility is deficient in parts/tools storage, battery/flammable storage, and latrine space. Personnel must park on public streets because there is no on-site parking for privately-owned vehicles. Access for large military vehicles is difficult and dangerous, since the entrance drive to the military parking area joins a busy, four lane street, This center (24,163 SF) will be vacated, since the two acre tract of land cannot accommodate expansion, and modernizing the 1951 vintage buildings would not be cost effective. The land will be transferred to accommodate expansion of the adjacent Coast Guard Station. Five units (280 personnel) are assigned to the 60-member center (13,067 SF) already located on the Naval Station, although inactivations in FY 1995 will reduce this to three units (258 personnel). The center will be demolished. The military equipment parking area at the existing center will be used for Deployable Medical Systems Medical Essential Equipment for Training (DEPMEDS MEET) sets assigned to the 7321st USA Hospital. AMSA 150 (X) has a leased facility for maintenance and equipment parking space. Supplemental storage space is now provided in a third leased facility for units located at the two government-owned centers. The three leases (19,323 SF) will be terminated when construction is completed. the Corps of Engineers has screened Resolution Trust Corporation (RTC) and found none available for this project. No excess local schools are available.
IMPACT IF NOT PROVIDED: The units will not be able to conduct training properly and be prepared to meet their readiness and mobilization objectives with the continued use of substandard and overcrowded facilities. Acquisition of additional leased facilities will be required to relieve overcrowding in existing government-owned facilities at a time when the USAR is attempting to reduce lease costs as funds decline.

DD FORM 1 DEC 76 1391c

PAGE 2 OF 3

Figure D-2. Sample of a completed DD Form 1391—Continued

1. COMPONENT	FY 1996 MILITARY CONSTRUCTION PROJECT DATA	2. DATE
USAR		Sep 94

3. INSTALLATION AND LOCATION
USAR CENTER (Naval Station),
North Davidtown, VA

4. PROJECT TITLE	5. PROJECT NUMBER
USARC/OMS/AMSA	CAR 96-92983

12. SUPPLEMENTAL DATA:

a. Estimated Design data:
(1) Status:
(a) Date Design Started..... 07/92
(b) Percent Complete as of January 1993..... 100
(c) Date Design 35% Complete 08/93
(d) Date Design Complete 11/94
(2) Basis:
(a) Standard of Definitive Design - No
(b) Where Design Was Most Recently Used N/A
(3) Total cost (c) = (a) + (b) or (d) + (e) : ($ 000)
(a) Production of Plans and Specifications ....(240)
(b) All Other Design Costs .....(170)
(c) Total.....(410)
(d) Contract .....(350)
(e) In-house .....(60)
(4) Construction start 01/96

b. Equipment associated with this project which will be provided from other appropriations:

Equipment Nomenclature	Procuring Appropriation	Fiscal Year Appropriated Or Requested	Cost ($000)
Furniture	OMAR	1997	531
Kitchen Equipment	OMAR	1996	248
Wire Partitions	OMAR	1996	305
Metal Lockers	OMAR	1996	11
Dehumidifier	OMAR	1996	1
Shelving	OMAR	1996	134
Total			1230

DD FORM 1 DEC 76 1391c

PAGE 3 OF 3

Figure D-2. Sample of a completed DD Form 1391—Continued

Legend for Figure D-2:
Completion instructions for DD Form 1391C

Block 12, Supplemental Data.

a. For MCAR projects, at the concept milestone, the design agent will provide HQDA (DAAR–EN) with supplemental data for entry on the form. The design agent will provide updates at subsequent design milestones. Include the cost of equipment to be provided from other appropriations. Show the type of appropriation and FY.

(1) *Furniture (OMAR).* For the initial MACOM document submission, use $5 per primary facility square foot.

(2) *Installed equipment (OMAR).* Include kitchen equipment, wire partitions and shelves, metal lockers, and arms room dehumidifier. (See app A, Design Guide for U.S. Army Reserve Facilities, for a

detailed list.) For the initial MACOM document submission, use $6 per primary facility square foot.

b. For UMCAR or OMAR projects, itemize the list of work, showing materials, quantity, and costs. Use the same format as block 9 on DD Form 1391.

(1) Include itemized planning and design cost when greater than 6 percent of the total contract cost. Cover travel, preliminary site investigation, and in-house engineering and architect/engineer fees for preparation of final design, plans, and specifications.

(2) Include cost for equipment to be provided from other appropriations. Show the type of appropriation and FY.

DD Form 1391C

Block 1, Component. Same as block 1 on DD Form 1391.

Block 2, Date. Same as block 2 on DD Form 1391.

Block 3, Installation and Location. Same as block 3 on DD Form 1391.

Block 4, Project Title. Same as block 4 on DD Form 1391.

Block 5, Project Number. Same as block 7 on DD Form 1391. The rest of DD Form 1391C is for continuation of the narrative from DD Form 1391 and for blocks 12 and 13 (when needed).

Sample of the Project Justification Statement

The Reserve manpower potential to meet and maintain authorized strengths of all Reserve units in the area in which this facility is to be located has been reviewed in accordance with DoD 1200.1. It has been determined, in coordination with all other Services having Reserve units in the area, that the number of units of the Reserve Components of the Armed Forces presently located in the area and those which have been allocated to the area for future activation, is not and will not be larger than the number that reasonably can be expected to be maintained at authorized strength.

Figure D-3. Project justification statement

Glossary

Section I
Abbreviations

ACOE
Army Communities of Excellence

AFA
Army Flight Activity

AFRC
Armed Forces Reserve Center

AMS
Army management structure

AMSA
Area Maintenance Support Activity

ARMS
Automated Review Management System

ASF
aviation support facility

AT
annual training

ASA(I,L&E)
Assistant Secretary of the Army (Installations, Logistics, and Environment)

ASIV
available site identification and validation

BASOPS
Base Operations

BOD
Beneficial Occupancy Date

BRAC
Base Realignment and Closure

CAR
Chief, Army Reserve

CBE/RMU
Command Budget Estimate/Resource Management Update

CEHND
Corps of Engineers, Huntsville Division

COE
Chief of Engineers

COMSEC
communications security

CONUS
continental United States

CONUSA
the numbered armies in the continental United States

CWE
current working estimate

DA
Department of the Army

DBOF
Defense Business Operations Fund (DBOF)

DOD
Department of Defense

DS/GS
direct support/general support

EA
environmental assessment

ECS
equipment concentration sites

EFS
engineering feasibility study

EIS
Environmental Impact Statement

EMAAR
Engineer Management Automation Army Reserve

FACTS
Facilities Assets Catalog and Tracking System

FNSI
Finding of No Significant Impact

FORSCOM
U.S. Forces Command

FRP
Facilities Reduction Program

FWP
Facilities Work Plan

FY
fiscal year

FYP
Future Years Plan

G&A
General and Administrative

GSA
General Services Administration

HQDA
Headquarters, Department of the Army

HQ, USACE
Headquarters, U.S. Army Corps of Engineers

IS
information system

JSRCFB
Joint Services Reserve Components Facility Board

MACOM
major Army command

MCAR
Military Construction, Army Reserve

MDS
Modular Design System (MDS)

M&R
maintenance and repair

MTOE
modification table of organization and equipment

NRHP
National Register of Historical Places

OASA(I,L&E)
Office of the Assistant Secretary of the Army (Installations, Logistics, and Environment)

OCAR
Office of the Chief, Army Reserve

OCONUS
outside continental United States

OMAR
Operations and Maintenance, Army Reserve

PAS
Preliminary Assessment Screening

PROJDOC
Project Documentation

PSSR
Preliminary Site Survey Record

RC
Reserve components

RCAS
Reserve Component Automation System

REC
Record of Environmental Consideration

REPR
Real Estate Planning Report

RISER
Resource Information System Engineers

ROD
Record of Decision

RPF
real property facilities

RPMB
Real Property Management Board

RPMA
real property maintenance activities

RPM,D
Real Property Maintenance, Defense Account (RPM,D)

RTC
Resolution Trust Corporation

SOCOM
Special Operations Command

SST
site selection team

TAP
The Army Plan

TDA
tables of distribution and allowances

UMCAR
unspecified Military Construction, Army Reserve

USACE
U.S. Army Corps of Engineers

USAISC
U.S. Army Information Systems Command

USAR
U.S. Army Reserve

USARC
U.S. Army Reserve Command

USARF
U.S. Army Reserve Forces

USARPAC
U.S. Army Pacific

USC
United States Code

Section II
Terms

Addition-expansion-extension
A physical increase to an RPF that adds to the overall external dimensions of the facility.

Administrative Funds (P7)
The funds required by the Engineer District to accomplish specific real estate actions. The "P7 Administrative Funds" must be paid in advance in lieu of being a reimbursable expense. Funds include hourly salary, overhead costs, temporary duty expenses, etc.

Alteration
Work required to change interior or exterior configuration or other physical characteristics of an existing facility so that it may be more effectively adapted to or used for its presently designated functional purpose. This work also may include equipment installed in and made part of an existing facility.

Annual training site
A training area used for the 14-day tour of annual training of RC units and individuals. A training area includes all improvements on land (for example, barracks, storage areas, hardstands, maintenance shops, and special training facilities).

Area Maintenance Support Activity (AMSA)
A USAR activity established to provide, on an area basis, technical assistance and organizational maintenance support that is beyond the supported units' capability to accomplish during scheduled training assemblies.

Armed Forces Reserve Center (AFRC)
A facility at which units of two or more military departments or the ARNG are permanently stationed for inactive duty training and administration.

Army Communities of Excellence (ACOE)
The Army Program whose goal is to provide a quality environment excellent facilities and services throughout the total Army.

Available site identification and validation (ASIV)
A two-phased operation in which sites suitable for a specified USAR facility in a geographic area are first identified and then validated as being available for acquisition, and by what interests, and if they are free from flood hazard.

Available site identification and validation request
A letter from commanders of CONUSA to appropriate USACE district engineers stating site requirements and criteria for USAR facilities in specific geographic areas. It asks that all available sites meeting the criteria, regardless of source, be identified and validated. The letter also provides information concerning proposed use and site requirements, and partly completed DA Form 1980-R data concerning sites already identified and validated.

Backlog of maintenance and repair
The FY-end measurement of M&R of real property (not equipment) work that remains as a firm requirement and was not started during the fiscal year due to the lack of resources. To be eligible for consideration, real property M&R work requirements must have been included on an approved annual work plan that includes unfunded requirements. When work is started by in-house personnel or when contract funds are obligated, this work is considered work in process and is no longer backlogged. It provides only for M&R of real property work needed to restore failed (deteriorated) or failing (deteriorating) facilities or components to an operative condition, or to a state that prevents further deterioration. Work is chargeable only to the M&R of real property account (AR 420-10).

Base Operations (BASOPS)
All the resources involved with operating and maintaining USAR facilities. BASOPS, in the Total Army sense, provides for the facilities and services at the installations supporting the combat forces, the training base, and the industrial base. BASOPS resources are subdivided into three functional areas: BASOPS(–) – activities and functions necessary to support day-to- day operations of facilities (J&M Accounts); real property maintenance (RPM); and environment.

Base Operations U.S. Army Reserve Commands (BASOPS ARCOM's) -
The continental United States (CONUS) based numbered U.S. Army Reserve commands which will execute, on a regional basis, BASOPS responsibilities for themselves and Army Reserve Command (ARCOM) and General Officer Commands (GOCOM) within their geographically assigned area.

Circulation—Interfunctional
Corridors or hallways connecting the building's functional areas essential for a well designed operational floorplan.

a. One-story construction is 15 percent of total net square footage.

b. Two-story construction is 22 percent of total net square footage.

Circulation—Intrafunctional
The walkways between desks in common use administrative areas and/or the aisles between 96-square-foot storage cages allowed in storage areas. Excludes interfunctional circulation.

Common-use area
Assembly halls, classrooms, latrine facilities, corridors, stairwells, circulation areas, and mechanical equipment rooms. Rifle ranges and food preparation and scullery areas will be treated as common-use areas if required by two or more Reserve components participating in a joint construction project. Outside common-use areas include site preparation, utilities, walks, pavements, and privately owned vehicle parking.

Compatible use
Any use of a USAR facility compatible with the USAR's mission. This use must not adversely affect or conflict with the training, maintenance, security, or administration of the assigned units or personnel at the facility; only in rare instances will exclusive use of space be granted.

Construction
The erection, installation, or assembly of a new facility; the addition, expansion, extension, alteration, conversion, or replacement of an existing facility; or the relocation of a facility from one installation to another. This term includes equipment installed and made part of such a facility, related site preparation, excavation, filling and landscaping, or other land improvements.

Construction activity
The activity responsible for construction contract award or execution of the work by other means (AR 415-35).

Construction project
A single action applicable to one or more RPFs that will include all construction work,

land acquisition, and items of installed equipment. Such action is taken for a specific purpose and to produce a complete and usable facility or a complete and usable improvement to an RPF.

Conversion
The work required to change functional use of interior arrangements or other physical characteristics of a facility or any part thereof. This work includes installed equipment that may be used for a new functional purpose.

Coordinating installation
A supporting installation that is assigned responsibility for coordinating specific types of intraservice support within a given geographical area. (See also AR 5–9.)

Current missions and weapon systems
Projects required to satisfy a space deficiency in support of a mission or weapons system already in place on an installation (for example, a USAR center).

Defense Business Operations Fund (DBOF)
A DOD revolving fund which provides a "corpus" of nonexpiring funds which allow reimbursable operations to be conducted on a continuous basis.

Directorate of Public Works (DPW)
A service organization which provides utilities, facilities engineering, facilities operations and maintenance, housing management, services, and support to tenants and DOD organizations located on military real property.

Engineering (Facilities engineering)
a. RPMAs are the types of work and functions that fit the functional categories of expense described in the AMS (AR 37–100) as operations of utilities, M&R of real property, minor construction, and engineer support (AR 420–10).
b. Any other related work performed by an engineering and housing organization, RPMA functional manager, or contractor for mission support regardless of AMS account or DOD program element to which expenses are charged.

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

Equipment concentration sites (ECS)
Equipment storage areas under the jurisdiction of a ARCOM/GOCOM commander and under the supervision of an AMSA. The ECS may contain USAR unit equipment needed for training during scheduled training assemblies but which is beyond the unit's capability to store at the home station or is required at a weekend training site. Equipment of more than one USAR unit is normally stored at the ECS.

Exclusive use area
Those areas (such as offices) used solely by a component, component-unique training and storage areas, rifle ranges, and food preparation and scullery areas. Outside exclusive-use areas encompass component-designated military vehicle parking, pavement and fencing, security lighting, fuel dispensary systems, separate maintenance, and storage buildings.

Facility
Real Property Facilities to include any interest in land, buildings, other structures, or training sites.

FACILITY ID (also known FACID)
This is a five character, alpha-numeric designator assigned and issued by the CEHND to catalog all USAR facilities. The first two alpha characters will be the abbreviation for the state in which the facility exists. The next three numerical characters will identify a particular facility that exists at that location. (see Installation—Army Reserve)

Facilities Reduction Program (FRP)
A Vice Chief of the Army Program to achieve improvements in space utilization; renovation of current facilities to improve the amount of usable space; consolidation of activities into our best facilities, and disposal of excess facilities. The goals are to dispose of 1 square foot of new construction in order to stop the growth in our facilities inventory, and the achievement of additional disposal targets in order to reduce the facility inventory.

Future-Year Plan
A prioritized 6-year schedule by FY of the MCAR construction needs of the USAR. MACOMs prepare their respective plans annually; these plans are consolidated at HQDA. Estimated costs are updated semiannually and shown in program year dollars.

Functional Activity
One of 27 designated functional components that can be part of a USAR facility. Some examples are listed below:

AFRC - Main Building
AFRC - Adjacent Building
AMSA (Ground)
AMSA (Marine)
AMSA Sub-Shop
ASF - Main Building
ASF - Adjacent Building
DS/GS Main building
DS/GS Adjacent Building
Equipment Concentration Site
Hands on Training Site
Land
Local & Weekend Training Site
NCO Academy - Main Building
NCO Academy - Adjacent Building
Organizational Maintenance Shop
POV Parking Area
MEP Parking Area
RTS/Intelligence
RTS/Maintenance
RTS/Medical
Storage Facility/Area
USARC - Main Building
USARC - Adjacent Building
Other Building or Area

Functional Activity Numbers
A three digit extension to the Facility ID number, issued sequentially, starting at 001.

Funded costs
Costs that are charged to the appropriation designated to pay for a project. (See also AR 415-35, para 2-2a, for lists of funded costs.)

General and Administrative Costs (G&A)
Defined by the Office Secretary of Defense as all costs associated with base support. These costs are further divided into internal, external, and internal production overhead areas.

Governmental agencies and organizations
Federal, State, county, and local government agencies that need to use USAR facilities on an intermittent or recurring compatible basis.
a. Federal entities may include—
(1) Other Army commands, such as U.S. Army Recruiting Command.
(2) Other military or Federal Reserve components, such as the Coast Guard Reserve or auxiliary.
(3) The U.S. Postal Service.
b. State, county, and local entities may include--
(1) Motor vehicle registration and licensing stations.
(2) Voter registration and polling places.
(3) Health clinics.
(4) Adult and special education classes.
(5) Elderly assistance programs.
c. Local civic and civil nonprofit organizations may include--
(1) Persons and organizations promoting or giving public entertainment; social, recreational, amateur, and youth athletic activities; and educational, charitable, civic, and civil welfare exhibitions.
(2) Service organizations.
(3) Police and fire organizations.
(4) Organizations with USAR soldiers and potential USAR soldiers.

Home station training
The inactive duty training performed by Reserve units, as differentiated from annual training.

Installation
A fixed location together with its land, buildings, structures, utilities, and improvements. It is controlled and used by Army elements (AR 415-35).

Installation—Army Reserve
Is a contiguous, defined area of land, identified by state, reported by acreage, regardless of the type or number of structures that may or may not exist on it, under USAR control (owned, leased, managed, or other interest).

Installation code—Army Reserve
Is a five character, alpha-numeric designator assigned and issued by the CEHND to catalog all USAR locations. The first two alpha characters will be the state abbreviation of the state in which the location exists. The next three numerical digits will be assigned to identify a particular location within that state.

Installed equipment
Those items of equipment and furnishings, including materials for installation thereof, that are required to make the facility usable and are affixed as a permanent part of the structure. For example, plumbing fixtures and equipment; fixed heating, ventilating, cooling, air-conditioning, electrical, and fixed fire protection systems; and cabinets and similar fixed equipment. Machine tools, production and research equipment, and their foundations are excluded. (See also AR 420-17.)

Item of equipment
For operation maintenance shop, any item of automotive, engineer, or artillery equipment to be stored at the center. For military equipment parking area, any self-propelled, towed, wheeled, or tracked item.

Joint construction
The combined efforts of two or more military components or Services to construct a facility. One participant acts as the design and construction agent while costs are prorated.

Joint-use area
Areas of AFRC provided for the use of all assigned units of the Services.

Lease/Leasehold Acquisition
An agreement that grants possession and control of a definite parcel of land, building, or other property for a specified time. It may be revocable or otherwise as provided in the agreement. There will be a return of rent for use of the property.

License
Authority to do a specified act or acts on the real property of the licensor without acquiring any real estate interest therein. Licenses are divided into two categories:

a. Short-term license. A short term license that covers specific hours for a specific event or period that does not exceed 30 sequential or nonsequential days per year.

b. Long-term license. An long-term license for exclusive use over 30 days in a year, not to exceed 5 years.

Local civic and similar nonprofit organizations
Persons and organizations promoting or providing public entertainment, social functions, recreation, amateur or youth athletic contests or activities, and educational or civic welfare exhibitions. This grouping includes the use of a center as a polling site for local and national elections.

Maintenance
The day-to-day, periodic, or scheduled work required to preserve or maintain an RPF in such condition so that it may be effectively used for its functional purposes. Maintenance includes work done to prevent damage that would be more costly to restore than prevent. Maintenance includes work to sustain components. Examples include replacing disposable filters, painting, caulking, refastening loose siding, and sealing bituminous pavements.

MCAR Unfunded Proposals Report
A list of and cost summary of all USAR construction projects required to support an approved USAR mission, that have not been authorized in the current FY program. The list is updated biennially. Costs are shown in program year dollars.

Military Construction, Army Reserve (MCAR) program
A program through which the USAR acquires new facilities and replaces or improves existing facilities by purchase, transfer, or construction. This program also includes expansion, rehabilitation, conversion, and equipping of such RPF.

Modernization
Projects for major repairs, alterations or criteria upgrades, or additions at an existing facility with minimal changes in functional purpose and size.

Modular Design System (MDS)
The Modular Design System, also known as the "Kit-of-Parts," accomplishes design of USAR facilities using Computer Automated Drafting Design (CADD) techniques. MDS is part of the Army's Standardization Program. Programmatically, facilities are divided into the basic functional areas of administration, assembly, education, storage and special purpose space to determine space authorization. Various sized, three dimensional modules of each type area can be selected, manipulated, and arranged by the end user to fit specific site and program needs. MDS provides complete construction drawings and details, and will integrate specifications and a computerized cost estimating system under one program. The program meets all required codes such as the Unified Building Code (UBC), National fire Protection Act (NFPA), and so on., and will consider various structural elements such as varying wind and snow loading, and seismic conditions.

New construction
Projects for the construction of a new facility or additions to an existing facility that will appreciably increase the total assets at an installation for a specific function.

New missions and weapons systems
Projects required in direct support of approved new or expanded missions that were not previously assigned or are scheduled for activation at an installation or location. These also include projects required in direct support of new weapon systems, new unit(s), manpower increases, new equipment or equipment changes, and readiness initiatives, as well as projects generated by the transfer of activities, functions, and/or personnel from one installation to another because of a base closure or consolidation.

Organizational maintenance shop
The structure that houses the functional areas used to train organizational maintenance personnel and to perform organizational level maintenance on USAR unit equipment.

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

Permanently housed
Reserve component units that occupy facilities, including those on active or semiactive installations, and are stationed there by permanent order.

Permit
Temporary authority for one Government agency to control property under the jurisdiction of another Government agency.

Preliminary Site Survey (PSS)
An on site inspection by the SST for choosing a preferred site from those sites identified in the ASIV Completion Report.

Preliminary site survey Report (PSSR)
Prepared by CONUSA or USPACOM, subsequent to an SST survey on the sites identified by the ASIV Completion Report, and consisting of a copy of the ASIV Completion Report and DA Form 1979-R as enclosure specifically identifying alternative sites.

Program year
Three years subsequent to the current year. For example, if this is FY 93, then program year is FY 96.

Project, Operations and Maintenance, Army Reserve minor construction
A single undertaking at a USAR facility with an approved cost of $300,000 or less. It must include all work needed to produce a complete and usable facility or improvement to an existing facility.

Real Estate Planning Report (REPR)/ environmental documentation/engineering feasibility study (EFS)
A combination of three documents addressing the preferred sites and containing information

sufficient to enable the commanders to make recommendations concerning selection of a specific site.

Real property
Land and rights therein, ground improvements, utility systems, and structures, excluding installed equipment.

Real property facilities (RPF) (See facility.)
Separate and individual buildings, structures, utility systems, or other real property improvement identifiable in the three-digit category codes listed in AR 415-28 (AR 420-10). Examples are as follows:

a. Buildings. One enlisted personnel barrack (category code 721) represents a single RPF.

b. Utilities. A single (physically or geographically identifiable) water supply, treatment, and storage facility (category code 841) represents a single RPF. Items such as wells or water storage tanks may be considered components of this RPF.

c. Surface areas. All the real property improvements listed under the three-digit category codes 851 (roads) or 852 (sidewalks and other pavement) are a single RPF for the purpose of work classification; all contiguous airfield pavements, category code 110, represent a single RPF.

Real Property Maintenance, Defense Account (RPM,D)
An appropriations established as an account under the Comptroller of the Department of Defense.

Relocatable building
A building designed for the specific purpose of being readily moved, erected, disassembled, stored, and reused. This term includes trailer-type buildings and excludes building forms provided as an integral part of a mobile equipment item but incidental to the equipment (for example, communication van) in accordance with (AR 415-35).

Repair

a. The restoration of an RPF to such condition that it may effectively be used for its designated functional purpose. Repair may be overhaul, reprocessing, or replacement of deteriorated components parts or materials.

b. Correction of deficiencies in failed or failing components of existing facilities of 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. Corrective work may involve incidental increases in quantities or capacities.

c. Major work required to restore a generally deteriorated facility to such a condition that it may be effectively used for its designated purpose. Such an undertaking may include relocation or reconfiguration of building components, such as partitions, windows, and doors, incidental to repair or replacement. In case of failed or failing systems, such an undertaking may also incorporate additional components, if based on good engineering practice, to permit the efficient and safe use of the replacement system. Repair does not include increases in quantities of components for functional reasons nor extension of utilities or protective systems to areas not previously served. Construction includes an increase in quantities of components for functional reasons, area served by utilities or protective systems, or exterior building dimensions.

d. Complete replacement of an RPF is construction, not repair as cited in (AR 420-10).

Replacement
Projects for the construction of a similar facility (includes demolition of an existing facility, when required to construct a replacement facility).

Reserve components (RC)
The Reserve components of the Army include the Army National Guard of the United States and the U.S. Army Reserve. For this definition, it also includes the Reserve components of the other uniformed services of the United States.

Site selection team
A team whose members have expertise in unit operations, construction, and real estate requirements. It is established as a multidisciplined team by a CONUSA for conducting on site preliminary site surveys of those sites identified by the ASIV Completion Report.

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

Support installation
An installation that provides intraservice support. This installation is normally the nearest installation to the supported unit or facility. (See also AR 5–9.)

Temporary World War II buildings
All temporary wood buildings similar to those built for troop mobilization before, during, and after World War II as cited in (AR 420-10).

Training site
An area available for home station, outdoor field, or other mission training by USAR units. This term includes semiactive installations and those sites that the Army does not own but has permission to use.

Unfunded costs
Costs that are charged to a different appropriation from that which is paying for a project. (See AR 415-35, para 2-2b, for list of unfunded costs.)

U.S. Army Reserve Center
Facility in which one or more USAR units are stationed by permanent order for inactive duty training and administration.

Weekend training site
A training area reasonably close to the unit's permanent station. This site may include austere improvements.

Weighted equipment density
A factor based on relative equipment sizes that, together with other data, determines requirements for maintenance facilities.

Section III
Special Abbreviations and Terms
This section contains no entries.

Index

This index is organized alphabetically by topic and subtopic within a topic. Topics and subtopics are identified by paragraph number.

Acquisition, 4-10
Acquisition of fee title, 4-8
Acquisition phase of USAR facilities life cycle, 2-2
Acquisition priorities, 4-8
Active forces responsibilities for USAR facilities, 2-1
Admission charges and sales on USAR facilities, 9-15
Advertising, use in site selection, 4-9
Alcoholic beverages on USAR facilities, 9-16
Approved stationing plan, requirement for real estate acquisitions, 2-1
Army-controlled property, 4-8
Armed Forces Reserve Center
Inspection of, 1-4
Project documentation, 5-1
Site selection, 4-9
Army Flight Activity, project documentation, 5-1
Army installations, real property site selection, 4-9
Army Reserve MACOM Backlog Report, 3-3
As-built floor plan, 5-3
Assistant Secretary of the Army (Installations, Logistics, and Environment), responsibilities of, 1-4
Authorized net area allowances of space, 2-1
Automated project documentation system, 5-1
Availability, site, 4-7
Availability determination of USAR facilities, 9-3
Available site identification and validation Completion Report, 4-3, 4-9
Available site identification and validation report, 4-2, 4-3
Composition, 4-3
Engineer District commanders, tasks of, 4-2
Site selection, 4-9
Submission, 4-3

Certificate of Necessity, 4-14
Chief, Army Reserve
Responsibilities of, 1-4
Tasks of, 4-2
Commander, U.S. Army Corps of Engineers, tasks of, 6-2
Commanding General, U.S. Army Information Systems Command, tasks of, 6-2
Concept design, responsibilities of Chief, Army Reserve, 1-4
Construction contracts, responsibilities of Chief, Army Reserve, 1-4
Construction programs, 6-1—6-3
Real Estate Planning Report/Engineering Feasibility
Study/Environmental Documentation, tasks for, 4-9
Site selection, 4-9
Cost, site, 4-7
Cost estimates for leased facilities, 4-9
Cost estimation, 5-3
Military Construction, Army Reserve projects, 2-1

Department of Defense, excess property identification, 4-9
Department of the Army
Public notice and release of information, 4-13
USAR Facilities Assets Catalog and Tracking System, use of, 8-1
Design agency, authorization by Chief, Army Reserve, 1-4
Design and construction,
Cost-sharing of facilities, 2-1
Restoration of damaged facilities, 7-6
Design initiation, based on assigned strength of unit compared to authorized strength, 2-1
Design review meetings, scheduling and conduct by Chief, Army Reserve, 1-4
Displacement of USAR units by active forces, 2-1
Disposal phase of USAR facilities life cycle, 2-2
Documentation of projects, 5-1—5-3. See also Environmental documentation restoration of damaged facilities, 7-6
Donation, site, 4-8

Economic analysis
Market analysis, preparation of, 5-3
Proposed lease, 4-14
Requirement for real estate acquisitions, 2-1
Educational institutions, use of USAR facilities, 9-19
Engineer Management Automation Army Reserve, 4–1
Emergencies, use of USAR facilities during, 9-20
Emergent construction program, 6-3
Engineer District commanders, tasks of, 4-2, 4-6
Engineering services, 7-4
Environmental compliance by USAR facilities, 9-11
Environmental documentation, 4-11, 5-3
Engineer District commanders, tasks of, 4-2
Leasehold acquisitions, 4-14
SOCOM commanders, tasks of, 4-2
USARPAC commanders, tasks of, 4-2

Federal installations, real property site selection, 4-9
Final design, responsibilities of Chief, Army Reserve, 1-4
Final design phase of USAR facilities life cycle, 2-2
Future-year plan for Military Construction, Army Reserve, MACOM, 3-4
Flood plain, site, 4-7
FORSCOM Commanding General, tasks for U.S. Army Reserve Facilities Assets Catalog and Tracking System, 8-2
FORSCOM Mobilization Deployment System, tasks of USAR facilities, 9-2

Gambling and alcoholic beverages on USAR facilities, 9–16
General Services Administration property, acquisition of, 4-9
Government-owned land, 4-8

Headquarters, Department of the Army
Project documentation coordinated with MACOM, 5-1
U.S. Army Reserve Facilities Assets Catalog and Tracking System, responsibilities for, 8-2
Headquarters U.S. Army Corps of Engineers, site acquisition, 4-10
Historic preservation, 7-5

Improvement (construction) phase of USAR facilities life cycle, 2-2
Indoor rifle ranges, use on USAR facilities, 9-18
Information systems, tasks of Commanding General, U.S. Army Information Systems Command (USAISC), 6-2
Inspections, 1-4

Land and facilities acquisition process, participation by MACOM commanders, 1-4
Land and facilities acquisition program
Chief, Army Reserve, tasks of, 4-2
MACOM commander, tasks of, 4-2
Land and facilities program, Chief, Army Reserve, participation in, 1-4
Leased facilities, minor construction or alteration projects, 7-2
Leases, 4-8, 4-14
Licenses or permits for use of USAR facilities, 9-12
Life-cycle cost, estimation, 5-3
Life-cycle management of USAR facilities, 2-1, 2-2
Local training area, project documentation, 5-1
Location, site, 4-7
Long-range acquisition projects, 4-1

Maintenance and repair projects, 7-2
MACOM
MCAR Unfunded Proposals Report, 3-3
Future-Year Plan for Military Construction, Army Reserve, 3-4
Project documentation coordinated with HQDA, 5-1
Restoration of damaged facilities, tasks for, 7-6
Stationing approval, 5-3
MACOM commanders
Approval of real property facility projects, 7-2
Responsibilities of, 1-4, 2-1
Tasks of, 4-2
MACOM Engineer office, tasks for real estate
Planning Report/Engineering Feasibility Study/Environmental Documentation, 4-9
Major construction project, defined, 6-1

ARCOM/GOCOM, site selection, 4-9
ARCOM/GOCOM commanders
responsibilities of, 1-4
Tasks of, 4-2, 4-6

MCAR Unfunded Proposals Report, 3-3
Memorandum of intent, exchange of USAR real Property, 4-12

Military Construction, Army Reserve
Appropriations director, responsibilities of, 1-4
Budget submission, 4-4
Commander, U.S. Army Corps of Engineers, tasks of, 6-2
Commanding General, USAISC, point of contact for, 6-2
Military Construction, Army Reserve appropriation, funding of USAR construction projects, 6-1
Military Construction, Army Reserve program, responsibilities of Chief, Army Reserve, 1-4
Military Construction, Army Reserve projects
Cost estimation, 2-1
ARCOM/GOCOM commander, responsibilities for, 1-4
Prioritized listing of, prepared by MACOM commanders, 1-4
Military Entrance Processing Station, 9-21
Minor construction/alteration projects, 7-2
Modification Table of Organization and Equipment, 3-1

Office of Assistant Secretary of the Army (Installations, Logistics, and Environment), exchange of USAR real property, 4-12

100-year flood elevation level, 4-9

Onsite surveys, 4-5
Operations and Maintenance, Army Reserve
Appropriations director, responsibilities of, 1-4
Funding for site acquisition, 4-10
Minor construction/alteration project, 7-2
Project documentation, 5-1
Organizational maintenance shop, project documentation, 5-1
Outgrants
Chief, Army Reserve, responsibilities for, 1-4
USAR facilities, for use of, 9-13

Payment for use of USARe facilities, 9-14—9-15
Personal property, safeguarding of, on USAR facilities, 9-17
Planning conferences
ARCOM/GOCOM commanders, participation in, 1-4
6th Infantry Division commanders, participation in, 1-4
Preliminary site survey
Site selection, 4-9
SOCOM commanders, tasks of, 4-2
USARPAC commanders, tasks of, 4-2
Preliminary site survey record
MACOM commander, tasks of, 4-2
Site selection, 4-9
Program review conferences
Chief, Army Reserve, conduct of, 1-4
MACOM commanders, participation in, 1-4
6th Infantry Division commanders, participation in, 1-4
Project justification statement, 5-3
Project validation, documentation, 5-3
Public notice and release of information, 4-13

Real Estate Planning Report/Engineering Feasibility Study/Environmental Assessment
MACOM commander tasks, 2-1
Requirement for real estate acquisitions, 2-1
Real Estate Planning Report/Engineering Feasibility Study/Environmental Documentation
MACOM commander tasks, 4-9
Purchasing options in advance of completion, 4-9
SOCOM tasks, 4-9
USARPAC tasks, 4-9
Real property acquisition, 4-1—4-14
Operations and Maintenance, USAR real property maintenance activities, funding for, 2-1
Report to Congress, 2-1
Real property exchange, 4-12
Real property facility projects
Maintenance and repair projects, 7-2
MACOM commanders, responsibilities for, 1-4
Real property maintenance activities, 7-1—7-6
Funding responsibilities of Chief, Army Reserve, 1-4
MACOM commanders, responsibilities for, 1-4
ARCOM/GOCOM commander, responsibilities for, 1-4
Real property selection, 4-1—4-14
Regional maintenance training site, project documentation, 5-1
Regional medical training center, project documentation, 5-1
Requests for use of USAR facilities, 9-8—9-10
Required documents, preparation of, 5-3
Reserve real property management boards, 9-4
Resolution Trust Corporation, 2-1
Responsibilities, 1-4
Restoration of damaged facilities, 7-6
Rights-of-way or other long-term interests, USAR facilities, 9-6

Site acquisition, real property, 4-10
Site criteria, 4-7
Site plan, 5-3
Site selection, real property, 4-9
Site selection team
Chief, Army Reserve, tasks of, 4-2
Commanders of using units, tasks of, 4-2
Engineer District commanders, tasks of, 4-2
Establishment of, 4-5, 4-6
MACOM commander, tasks of, 4-2
Mandatory representation, 4-5
Optional representation, 4-5
SOCOM commanders, tasks of, 4-2, 4-6
USARPAC commanders, tasks of, 4-2
6th Infantry Division commander
Responsibilities of, 1-4
Tasks of, 8-2
Size and configuration, site, 4-7
Space allocation guidelines, USAR facilities, 3-1
Space guidelines, USAR facilities, 3-2
Space requirements, documentation, 5-3
Special Operations Command
Exchange of USAR real property, 4-13
Leasehold acquisitions, 4-14
Real Estate Planning Report/Engineering Feasibility Study/Environmental Documentation, 4-9
Site selection, 4-9
SOCOM commanders
Public notice and release of information, 4-13
Reserve real property management boards, 9-4
Tasks of, 4-2
Stationing approval, MACOM, 5-3
Support installation
Restoration of damaged facilities, tasks for, 7-6
Site selection team, tasks for, 4-6
Support installation commanders, responsibilities of, 1-4
Sustainment (occupancy) phase of USAR facilities life cycle, 2-2

Table of Distribution and Allowances, 3-1
Tasks, 4-2, 4-6, 6-2, 8-2, 9-2
Temporary facilities, during construc-

Title 10 Acquisition/Disposal Report, 4-12
Topography, site, 4-7

Unscheduled acquisition, 4-1
Urban area planning analysis, documentation, 5-3
U.S. Army Corps of Engineers, USAR facilities, tasks for, 9-2
U.S. Army Pacific Command
Exchange of USAR real property, 4-12
Leasehold acquisitions, 4-14
Real Estate Planning Report/Engineering Feasibility Study/Environmental Documentation, tasks for, 4-9
Site selection, 4-4
USARPAC commanders
Public notice and release of information, 4-13
Reserve real property management boards, 9-4
Responsibilities of, 8-2
Tasks of, 4-2
U.S. Army Reserve
Minimum assigned strength for construction, 2-1
Real property, exchange of, 4-12
U.S. Army Reserve Center
Collocation with other support facilities for inactive duty training, 2-1
Inspection of, 1-4
Project documentation, 5-1
USAR Center Information Systems, guideline/worksheet on, 1-4
USARC, preparation of economic analysis for USAR facilities requirements, 2-1
USAR facilities
Acquisition priorities, 4-8
Design release notifications for, 1-4
Engineering services, 7-4
Life cycle, 2-2
Optimum use of, 2-1

Requirements, 2-1
Site acquisition, 4-10
Site criteria, 4-7
Site selection, 4-9
Space guidelines, 2-1, 3-1, 3-2
Use of, 3-1, 9-1—9-21
USAR Facilities Assets Catalog and Tracking System, 8-1—8-3
USAR land and facilities management, responsibility for general secretariat oversight, 1-4
USAR prorata share of joint-use areas, Chief, Army Reserve, determination, 1-4
Use profile, 5-3
Utilities, operation of, 7-3
Utilities, site, 4-7

Vacation of facilities, during construction, 2-1

RESERVED

LICENSE TO USE ARMY RESERVE FACILITIES

For use of this form, see AR 140-483; the proponent agency is OCAR

THE SECRETARY OF THE ARMY hereby grants to _____ a license, for a period of _____ hours on _____, but revocable at will by the Secretary of the Army, to use the following described space in the Army Reserve facility located in _____

This license is not subject to Title 10, United States Code, Section 2662.

THIS LICENSE is granted subject to the following conditions:

1. That the exercise of the privileges hereby granted shall be under the general supervision and subject to the approval of the officer having immediate jurisdiction over the property, hereinafter referred to as "said officer," and is subject to such rules and regulations as may be prescribed by said officer.

2. That any property of the United States damaged or destroyed by the licensee incident to the exercise of the privileges herein granted shall be promptly repaired or replaced by the licensee to the satisfaction of the said officer, or in lieu of such repair or replacement, the licensee shall, if so required by the said officer, pay to the United States money in an amount sufficient to compensate for the loss sustained by the United States by reason of damage to or destruction of Government property.

3. That the United States shall not be responsible for damages to property or injuries to persons which may arise from or be incident to the exercise of the privileges herein granted, or for damages to the property of the licensee, or for damages to the property or injuries to the person of the licensee's officers, agents, servants, or employees or others who may be on said premises at their invitation or the invitation of any one of them, arising from Governmental activities on the said premises, and the licensee shall hold the United States harmless from any and all such claims.

4. That, upon the termination of this license, the licensee shall, within such time as the said officer may designate, vacate the said premises, remove all the property of the licensee therefrom, and restore the premises to a condition satisfactory to the said officer. If the licensee shall fail or neglect to remove said property and so restore the premises, then, at the option of the Secretary of the Army, said property shall either become the property of the United States without compensation therefor, or the Secretary of the Army may cause the property to be removed and the premises to be so restored at the expense of the licensee, and no claim for damages against the United States or its officers or agents shall be created by or made on account of such removal and restoration work.

5. That the licensee shall neither transfer this license nor subject the said premises or any part thereof, nor grant any interest, privilege, or license whatsoever in connection with this license without permission in writing from the said officer.

6. That the licensee shall pay the cost, as determined by the said officer, or producing and/or supplying any utilities and other services furnished by the Government or through Government-owned facilities for the use of the licensee, including the licensee's proportionate share of the cost of operation and maintenance of the Government-owned facilities by which such utilities or services are produced or supplied. The Government shall be under no obligation to furnish utilities or services. Payment shall be made in the manner prescribed by the said officer.

IN WITNESS WHEREOF I have hereunto set my hand by authority of the Secretary of the Army this _____ day of _____, 19_____.

_____ *(SEAL)*

THIS LICENSE, together with the provisions and conditions thereof, is hereby accepted this _____ day of _____, 19_____.

_____ SIGNATURE

_____ ORGANIZATION

U. S. ARMY RESERVE CENTER PRELIMINARY SITE SURVEY RECORD

For use of this form, see AR 140-483; the proponent agency is OCAR

1. PROJECT LOCATION

2. DATE OF INSPECTION	3. AREA POPULATION	4. MCAR PROJECT TITLE	5. AUTH ACREAGE

6. INSPECTION TEAM

ORGANIZATION	NAME	TELEPHONE
BASOPS ARCOM		
ARCOM/GOCOM		
ARCOM/GOCOM		
REAL ESTATE DIST ENGR		
CIVIL ENGR DIST ENGR		
REAL PROPERTY SUPPORT INSTL		
ENVIRONMENTAL SUPPORT INSTL		
USARC		
HQDA OCAR		

7. CONCURRING MUNICIPAL OFFICIALS

NAME AND TITLE	NAME AND TITLE

8. PRESENT FACILITY

ADDRESS

AREA *(Square feet)*

ANNUAL RENTAL $

JOINT USE BY

☐ NAVY ☐ MARINE CORPS ☐ AIR FORCE ☐ NG ☐ NONE

DESCRIPTION

DEFICIENCIES

9. STRENGTH

TO/E UNITS AGGREGATE		OTHER UNITS AGGREGATE	
AUTHORIZED	ASSIGNED	AUTHORIZED	ASSIGNED

NOTE: LIST THE FOLLOWING INFORMATION ON THE REVERSE SIDE OF FORM.

a. All units with authorized and assigned aggregate strengths.
b. Heavy equipment and vehicles on hand or due in.
c. All administrative positions in units or organizations including unit advisers or civilian technicians.

OTHER RESERVE FACILITIES IN CITY

☐ NAVY ☐ MARINE CORPS ☐ AIR FORCE ☐ NATIONAL GUARD ☐ COAST GUARD ☐ NONE

U.S. ARMY RESERVE FACILITY SITE SURVEY

For use of this form, see AR 140-483; the proponent agency is OCAR

1. SITE NO.	2. CITY		
3. LOCATION			
4. SIZE OF LOT	5. FRONTAGE *(Feet)*	6. DEPTH *(Feet)*	7. ACRES
8. NAME OF OWNER		9. COST *(Check appropriate box)* ☐ ASKING ☐ ESTIMATED $	

10. DISTANCE FROM FRONT CENTER OF SITE TO

WATER *(Ft)*	SANITARY SEWER *(Ft)*	STORM SEWER *(Ft)*	ELECTRIC POWER *(Ft)*	TELEPHONE *(Ft)*	GAS *(Ft)*	PUBLIC TRANSPORTATON *(Miles)*	CENTER OF RESERVE POPLULATION SERVED *(Miles)*

PUBLIC REACTION EXPECTED	TYPE OF COMMUNITY
☐ FAVORABLE ☐ UNFAVORABLE	☐ RESIDENTIAL ☐ COMMERCIAL ☐ INDUSTRIAL

REMARKS	SKETCH OF SITE *(Include street names and compass direction)*

11. SITE SURVEY TEAM RECOMMENDATIONS

ORGANIZATION	RECOMMENDATION	SIGNATURE OF REPRESENTATIVE
BASOPS ARCOM		
ARCOM/GOCOM		
ARCOM/GOCOM		
REAL ESTATE DIST ENGR		
CIVIL ENGR DIST ENGR		
REAL PROPERTY SUPPORT INSTL		
ENVIRONMENTAL SUPPORT INSTL		
USARC		
HQDA OCAR	☐ APPROVED PREFERRED ALTERNATIVE SITE ☐ OTHER *(explain)*	

DA FORM 1980-R, JAN 94 EDITION OF OCT 77 IS OBSOLECT.

COMPUTATION OF JOINT USE AREAS

For use of this form, see AR 140-483; the proponent agency is OCAR

SPACE ANALYSIS FOR:

DATE

Note: Include all additional space authorized for special Navy units (i.e., MCB, IUW, MOMAG.)	CRITERIA (SF)				PROPOSED REQUIREMENT	REQUIREMENTS/FUNDING RESPONSIBILITY (SF)		
	NAVY	MARINE	ARMY	TOTAL		NAVY	MARINE	ARMY
LOADING (Users)								
JOINT USE SPACES								
Assembly Hall								
Classrooms								
Medical Examination								
Mechanical Equipment								
Conference Room								
Janitorial Space								
Toilets/Showers, Male								
Toilets/Showers, Female								
Crew Lounge								
Rifle Range and Storage								
Food Prep/Scullery								
TOTAL JOINT USE								
EXCLUSIVE USE SPACE								
Admin: Active Duty								
Unit								
Readiness Comm								
Recruiting								
Training Aids/Day Room								
Multimedia Training								
Team Training								
Shops								
Storage								
Locker Rooms								
Security Vault/Armory								
Maintenance & Chair Storage								
Communications Center								
Garage & Hazardous Storage								
Food Storage Area								
Library/Classroom								
TOTAL EXCLUSIVE								
SUB-TOTAL (NET)								
Walls/Partitions @ 5%								
SUB-TOTAL								
Circulation @ 15%/22%								
Veh Maint Training Facility								
GRAND TOTAL (GROSS)								
Private Parking (SY)								
Equipment Parking (SY)								

REMARKS

MCAR DESIGN REVIEW

For use of this form, see AR 140-483; the proponent agency is OCAR

COMMENT NO	COMMENT	ARCOM/ GOCOM		MACOM		OCAR			REMARKS
		CONCUR	NONCONCUR	CONCUR	NONCONCUR	MANDATORY	OPTIONAL	DELETE	

DA FORM 4703-R, JAN 94

EDITION OF MAY 78 IS OBSOLETE.

PROJECT DOCUMENTATION SPACE ALLOWANCES WORKSHEET

For use of this form, see AR 140-483; the proponent agency is OCAR

DATE

FACILITY LOCATION

	AUTHORIZED SQ FEET	APPROVED SQ FEET	EXISTING SQ FEET
I. TRAINING BUILDING			
A. ADMINISTRATIVE AREAS			
(1) FULL TIME			
(2) UNIT EXCLUSIVE			
(3) UNIT COMMON			
(4) RETENTION			
(5) ADMINISTRATIVE SUPPORT			
(a) GENERAL			
(b) RCAS			
(6) LOBBY			
B. ASSEMBLY AREA			
(1) ASSEMBLY AREAS			
(2) CHAIR AND TABLE STORAGE			
C. KITCHEN - STD DESIGN			
D. WEAPONS AREA			
(1) VAULT			
(2) ARMORER			
E. EDUCATIONAL AREAS			
(1) CLASSROOMS			
(2) LIBRARY READING ROOM			
(3) LIBRARY STORAGE			
(4) LEARNING CENTER			
(5) TRAINING AIDS STORAGE			
(6) COMSEC TRAINING			
(7) COMSEC STORAGE			
(8) USARF INSTRUCTOR ROOM			
(9) USARF PUBLICATION STORAGE			
F. STORAGE AREAS			
(1) UNIT/ INDIVIDUAL			
(2) STAGING AREA			
(3) SUPPLY OFFICE			
(4) JANITORIAL STORAGE			
(5) FLAMMABLE STORAGE			
(6) CONTROLLED WASTE			
(7) FACILITY MAINTENANCE			
G. SPECIAL TRAINING AREAS			
(1) RIFLE RANGE			
(2) PHOTO LAB			
(3) BAND ROOM			
(4) MEDICAL SECTION			
(5) PHYSICAL EXAM WING			
(6) SCIF			
(7) SOIL TESTING LAB			
(8) G. O. CONFERENCE			
(9) DRAFTING ROOM			
(10) PHYSICAL READINESS			
(11) WWMCCS			
(12)			
(13)			
(14)			
(15)			
(16)			
(17)			
(18)			

	AUTHORIZED SQ FEET	APPROVED SQ FEET	EXISTING SQ FEET
H. SUPPORT AREA			
(1) MEN'S TOILETS & SHOWERS			
(2) WOMEN'S TOILETS & SHOWERS			
(3) UNISEX HANDICAP TOILET			
(4) LOCKER ROOM			
(5) VENDING ALCOVE			
(6) BREAK AREA			
(7) MECHANICAL			
(8) ELECTRICAL			
(9) TELEPHONE			
TOTAL CENTER NET TRAINING AREA			
CIRCULATION ALLOWANCE *(15% OR 22%)*			
STRUCTURAL ALLOWANCE *(10% OF NET SF)*			
TOTAL CENTER GROSS AREA			
II. MAINTENANCE SHOPS			
A. ORGANIZATIONAL MAINTENANCE SHOP			
(1) SHOP OFFICE			
(2) UNISEX TOILET			
(3) TOOL& PARTS ROOM			
(4) STORAGE ROOM			
(5) BATTERY ROOM			
(6) FLAMMABLE STORAGE			
(7) CONTROLLED WASTE STORAGE			
(8)			
(9)			
B. AREA MAINTENANCE SUPPORT			
(1) SHOP OFFICE			
(2) MEN'S TOILET			
(3) WOMEN'S TOILET			
(4) LOCKER ROOM			
(5) CLASS ROOM/BREAK AREA			
(6) TOOL ROOM			
(7) SUPPLY ROOM			
(8) BATTERY ROOM			
(9) COMMO/ELECTRONICS SHOP			
(10) INSTRUMENT REPAIR			
(11) SMALL ARMS REPAIR			
(12) SMALL ARMS VAULT			
(13) FLAMMABLE STORAGE			
(14) CONTROLLED WASTE STORAGE			
(15)			
(16)			
(17)			
C. JOINT MAINT AREAS *(OMS/AMSA)*			
(1) WORK BAYS			
(2) MECHANICAL/CUSTODIAL			
(3)			
TOTAL SHOP NET AREA			
STRUCTURAL ALLOWANCE *(10% OF NET SF)*			
TOTAL SHOP GROSS AREA			
III. UNHEATED STORAGE			
A. UNIT/INDIVIDUAL STORAGE			
B. STAGING AREA			

	AUTHORIZED SQ FEET	APPROVED SQ FEET	EXISTING SQ FEET
TOTAL UNHEATED STORAGE NET AREA			
STRUCTURAL ALLOWANCE (10% OF NET SF)			
TOTAL UNHEATED SOTRAGE GROSS AREA			
IV. SUPPORTING FACILITIES			
A. PRIVATELY- OWNED VEHICLE			
(1) PARKING - CENTER (SY)			
(2) PARKING - AMSA (SY)			
B. MILITARY EQUIPMENT PARK			
(1) OMS (SY)			
(2) AMSA (SY)			
C. WASH PLATFORMS			
(1) OMS (EA)			
(2) AMSA (EA)			
D. COVERED STORAGE (SF)			
E. MEP FENCING (LF)			
F. MEP LIGHTING (EA)			
G. ACCESS ROADS (SY)			
	CENTER	SHOP	UNHEATED STORAGE
V. TOTAL SQUARE FOOTAGE FOR:			
A. AUTHORIZED SIZE			
B. APPROVED SIZE			
C. EXISTING SIZE FOR ALTERATION			
D. ESTIMATED SIZE OF ADDITION			
	TOTAL PERSONEL	WEEKEND	
VI. CENTER STATISTICS			
A. AUTHORIZED SIZE			
B. LARGEST DRILL WEEKEND			
C. LARGEST ADMIN WEEKEND			
D. LARGEST MAINTENANCE WEEKEND			

REMARKS

USAPA

ELECTRONIC PUBLISHING SYSTEM
TEXT FORMATTER ... Version 2.64

PIN:	068394–000
DATE:	10-12-99
TIME:	14:55:45
PAGES SET:	74

DATA FILE:	r140.fil
DOCUMENT:	AR 140–483
DOC STATUS:	REVISION