

Department of the Army
Pamphlet 210-3

Installations

**Commander's
Handbook for
Installation and
Activity
Consolidations,
Realignments,
Reductions,
and Closures**

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SUMMARY of CHANGE

DA PAM 210-3

Commander's Handbook for Installation and Activity Consolidations, Realignment, Reductions, and Closures

This major revision, dated 14 June 2017—

- o Updates the proponent from the U.S. Army Corps of Engineers to the Assistant Chief of Staff for Installation Management (title page).
- o Updates the document to reflect changes to Army structure, organization, regulations, and Department of the Army Pamphlets (throughout).

Installations

Commander's Handbook for Installation and Activity Consolidations, Realignments, Reductions, and Closures

By Order of the Secretary of the Army:

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economic impact on communities resulting from closures, reductions, or realignments of installations and activities.

Applicability. This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It also applies to tenants on Active Army installations.

Proponent and exception authority. The proponent of this pamphlet is the Assistant Chief of Staff for Installation Management. The proponent has the authority to approve exceptions or waivers to this document that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this pamphlet by providing justification that includes a full

analysis of the expected benefits and must include a formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25-30 for specific guidance.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Headquarters, Department of the Army, Assistant Chief of Staff for Installation Management (DAIM-ODB), 600 Army Pentagon, Washington, DC 20310-0600.

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

History. This publication is a major revision.

Summary. This pamphlet provides information needed to carry out policies and procedures prescribed by AR 210-27 and procedures established by the Office of the Secretary of Defense and Headquarters, Department of the Army for minimizing the

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Chapter 1

Introduction

1–1. Purpose

This pamphlet is intended to provide direction to commanders who are leading an installation/activity consolidation, reduction, realignment, or closure within the continental United States, Alaska, Hawaii, and United States Territories. These instructions, when appropriate, will be supplemented with additional, specific guidance for each affected installation.

1–2. References

See appendix A.

1–3. Explanation of abbreviations and terms

See glossary.

1–4. Scope

The information in this pamphlet is applicable during the execution phase of the action and is aimed at those areas of interest which are common to most installations in the United States. Included is guidance for areas of critical interest, necessary references, and, whenever possible, points of contact at Headquarters, Department of the Army (HQDA). This guidance will be implemented within normal command and staff relationships. Frequent mention of Department of the Army (DA) points of contact should not be construed as authority to circumvent the chain of command.

1–5. Use of pamphlet

This pamphlet is intended as a guide and reference publication. It does not supersede regulations or other directives from which the material was derived and compiled.

Chapter 2

Economic Adjustment Assistance to Affected Communities

2–1. General

In addition to responsibilities associated with an installation closure or major realignment, the senior commander (SC) serves in a key role as the local representative of the U.S. Army. This chapter should assist the SC in discussions with local community leaders regarding Federal assistance which is available upon request of the community to help overcome the economic difficulties associated with installation reduction, realignment, or closure action. Active participation and support of the SC in this program is essential to its success and, in turn, to Army mission accomplishment in the impacted area. DODM 4165.66–M describes procedures on how to reuse and redevelop bases and explains the role of Office of Economic Adjustment (OEA), Local Redevelopment Authority (LRA) and other Federal and State agencies.

2–2. Office of Economic Adjustment

a. DODD 5410.12 establishes policy that DOD will take the leadership role in assisting substantially and seriously affected communities, businesses, and workers from the effects of major defense base closures and realignments. This assistance includes providing community planning assistance for base realignment and closure (BRAC) actions when needed by communities to plan or implement their community adjustment programs.

b. DODD 3030.01 provides that OEA is designated as the DOD field organization that supports local and state government response to defense program changes including base closures, realignments, or expansions. OEA is a DOD field activity under the Under Secretary of Defense for Acquisition, Technology, and Logistics operating under the Assistant Secretary of Defense for Energy, Installations, and Environment (ASD (EI&E)). OEA is specifically authorized to provide technical assistance and grants for community planning and economic adjustment studies to eligible communities.

c. OEA assistance is provided by a designated project manager who works with Army garrison leadership and staff, and works extensively with the affected community to organize, plan, and execute an effective response to the impact of Army closures or realignments. In addition to grant assistance, OEA provides technical assistance through assigned project managers to help affected local and State governments establish and formally recognize the required LRA. OEA (on behalf of DOD) formally recognizes the LRA which then serves as the primary link with the Army and installation leadership, as well as Federal and State agencies for all base closure matters. The LRA is the single entity responsible for

identifying local redevelopment needs, preparing the redevelopment plan for the Army to consider in the disposal of the installation property, and for directing the implementation of the plan.

d. OEA project managers work in cooperation with the Army in establishing a long-term relationship with the LRA. In addition, OEA provides guidance on how to organize and proceed with reuse planning and meeting the requirement to consider accommodating homeless assistance needs. The LRA is required to submit their completed redevelopment plan and homeless assistance submission to the Army and the U.S. Department of Housing and Urban Development (HUD). HUD, in turn, must determine whether it meets regulatory requirements. OEA grant assistance can also support early implementation activities including preparation of economic development conveyance applications and engagement with the Army on these negotiated transactions.

e. The DA intends to cooperate fully with local communities in fostering economic recovery in impacted areas. It remains an Army objective to assist in any way possible to enhance the continued and productive utilization of available facilities to support the needs of the community, whether they be industrial, educational, recreational, or commercial. This sensitivity to community interests will help to ease the impact resulting from Army installation closures or realignments (see AR 210–27).

2–3. Data requirements

a. To assist the Economic Adjustment Committee (EAC) in its responsibilities, certain data related to the community are required. To this end, a sample community narrative was developed (see figure 2–1). If the community needs assistance, the SC should complete the narrative with the assistance of community leaders. The Army Stationing and Installation Plan can provide the official Army database of the Army population on the installation for the narrative. Copies of the community narrative will be provided the EAC representative at the time of his or her initial visit to the installation. In addition, one copy of the completed narrative should be forwarded to Office of the Assistant Chief of Staff for Installation Management (DAIM–OD), 600 Army Pentagon, Washington, DC 20310–0600.

b. Military facility information, status, and planning data at the affected installation is maintained in the following databases:

(1) The General Fund Enterprise Business System (GFEBS) Real Property module, which provides integrated planning, forecasting, acquisition, disposal, inventory, and space management.

(2) Installation Status Report (ISR) System, which evaluates the condition and readiness of facilities in accordance with AR 210–14.

(3) Headquarters Installation Information System (HQIIS).

(4) Real Property Planning and Analysis System (RPLANS), which provides automated support for master planning activities in accordance with AR 210–20.

(5) Headquarters Army Environmental System (HQAES).

c. Military facility data reports should be extracted from the appropriate database and, when appropriate, made available to the community planners and to the EAC representatives.

**CIVILIAN COMMUNITY NARRATIVE FOR
(NAME OF CLOSING OR REALIGNING INSTALLATION)**

- I. POPULATION:** Last Census, current estimate (date), and next census projection.
- II. LOCATION, DISTANCE AND DIRECTION TO MAJOR CITIES:**
- III. EMPLOYMENT:** total labor force, manufacturing/nonmanufacturing, and unemployment rate.
- IV. TRANSPORTATION:** Airports/airlines, railroads, bus lines, highway network.
- V. GOVERNMENT:** type of government (city/county), planning commission, master plan and status.
- VI. COMMUNITY FACILITIES:** Medical, recreational, libraries, meeting facilities, and other.
- VII. EDUCATIONAL FACILITIES:** Public and private schools/enrollment, Vocational Training/enrollment, Colleges and Universities, and DOD Civilian and military dependent enrollment in educational facilities.
- VIII. TYPES OF RESOURCES IN THE AREA:** Agriculture, Forest, Minerals, other resources.
- IX. CHIEF ECONOMIC ACTIVITY IN THE AREA:** Industrial, Commercial, Tourism, Government, other.
- X. INDUSTRY:** List major local industries
- XI. KEY CIVIC LEADERS:** Government, Organization, Religious, Labor, Business, Other.

Figure 2-1. Sample community narrative

2-4. Economic Adjustment Committee information requirements

In addition to a community data sheet, paragraphs 2-4a through 2-4d are the minimum information desired by the EAC in assessing community impact and developing assistance plans. These items should be accumulated by the SC, who will designate an installation economic adjustment liaison officer after public announcement of the realignment action, although some items may be easily obtained at an earlier date—

- a. Local planning studies by community to include: industrial plans, economic base studies, and labor market studies.
- b. Maps of the installation and local community.
- c. Photographs of key facilities and other major points of interest.
- d. Copies of local newspaper clippings pertaining to the action.

2-5. Economic adjustment milestones

Table 2-1 provides a schedule of planned milestones for economic adjustment assistance in impacted areas.

Table 2-1 Economic adjustment milestones	
Day	Action
0	Public announcement of base realignment action

Table 2-1
Economic adjustment milestones—Continued

Day	Action
5	Community organizes for economic adjustment activities; requests assistance of Interagency Economic Adjustment Committee (IAEAC)
15	Reconnaissance visit by individual representing IAEAC
45	Decision of Director, OEA, regarding community's needs and nature and extent of assistance required
60-63	IAEAC Team visits installations and community
85	IAEAC Team Report submitted with proposed Installation Use Plan, if appropriate
100	Interim license for civil use issued, if appropriate

2-6. Example of completed action

An example of a completed DOD action which reflects the types of actions taken in support of a reduction in installation operations is available upon request from the DA point of contact. Within HQDA, the focal point for economic assistance matters is the Office of the Assistant Chief of Staff for Installation Management (DAIM-ODB), 600 Army Pentagon, Washington, DC 20310-0600.

Chapter 3

Real Property Disposal

3-1. Procedures

a. In those actions that may involve excessing real property, the SC should, in accordance with AR 405-70, initiate a real property utilization survey to determine the real property requirements for the long-term mission and installation usage. He or she should submit, through established command channels to the appropriate Land Holding Command, a report on real property which in his evaluation can be excessed. The report on real property will include the number of acres, general location, and original acquisition cost of the land and any improvements. Within 30 days after public announcement, the Land Holding Command will provide Office of the Assistant Chief of Staff for Installation Management (DAIM-OD), 600 Army Pentagon, Washington DC 20310-0600, a consolidated listing of the real property which can be excessed.

b. Following these determinations, and after HQDA confirmation that real property disposals should be made, the major command will submit a report of excess covering the real property, pursuant to AR 405-90. The affected SC will be an information addressee. The report will be prepared at the installation and forwarded through established command channels. On receipt, the U.S. Army Corps of Engineers (USACE) will take necessary action to dispose of the excess property. The District Engineer in whose District the excess property is located will screen the property with other DOD components and agencies and with the U.S. Coast Guard.

c. If no other military requirements exist and if the property has a fair market value in excess of \$50,000, Office of the Assistant Chief of Staff for Installation Management (OACSIM) will prepare and submit a disposal report, through the Assistant Secretary of the Army for Installations, Energy, and Environment to the ASD (EI&E) for approval prior to submitting the report to the Congressional Armed Services Committees. A copy of the report will also be furnished to the individual Member of Congress in whose District the property is located. The House Armed Services Committee normally conducts hearings on the disposal projects submitted to Congress.

d. If, after the 30-day waiting period required by law, no objection is raised by Congress, the appropriate District Engineer will submit an SF 118 (Report of Excess Real Property) to the General Services Administration (GSA) Regional Office. The time of submission of the report varies, depending on the time required to develop detailed data to include tract description, ownership data, and buildings, structures, and utilities description. If the property to be excessed has a fair market value of less than \$50,000, the property is reported to the GSA Regional Office by the appropriate District Engineer without reference to HQDA. DODM 4165.66-M, describes procedures for the disposal of real property during this process.

3-2. Funding and disposal

a. From the date of acceptance of the SF 118 by the GSA, the Army must fund for the care and custody of the property until property disposition.

b. The GSA will screen the excess property with all other Federal agencies. If no other requirement exists, the State and local governments are given an opportunity to acquire the property for airports, parks, health, or educational purposes. If no requirement exists for these purposes, the property is offered for sale to the general public by sealed bids, public auction, or by negotiated sale.

3-3. Leasing of facilities

a. In-leasing and out-leasing actions already in effect will not be terminated after public announcement but will be addressed in the report of excess submitted in accordance with AR 405-90.

b. Out-leasing of facilities, including “Enhanced Use Leases,” after public announcement of a realignment action is considered unusual in nature; however, if approved by the commander concerned, a report of availability pursuant to AR 405-80 will be submitted to Office of the Assistant Chief of Staff for Installation Management (DAIM-OD), 600 Army Pentagon, Washington, DC 20310-0600 (see AR 405-80) or to the Chief, National Guard Bureau, 1636 Defense Pentagon, Room 1E169, Washington, DC 20301-0001 or to the Chief of Army Reserve, 2400 Army Pentagon, Room 3E562, Washington, DC 20310-2400 for real property under their respective jurisdiction (see AR 405-80). In the case of a pending out-leasing action, the commander concerned will continue to maintain and protect the excess property.

3-4. Building disposal

Disposition of structures approved for disposal prior to public announcement should be terminated, and the buildings included in the report of excess submitted in accordance with AR 405-90. Disposal action may be allowed to continue if it has progressed beyond a reasonable termination point.

3-5. Special categories of real property

- a. Technical guidance will be provided as required in the closure of medical facilities (see para 4-8).
- b. Disposal of Army Family housing is governed by the same regulations as all other real property.
- c. Disposal of excess privatized family housing is governed by the ground lease for that installation.
- d. Disposal of other types of special real property, such as, but not limited, to privatized lodging and utility infrastructure is governed by the same regulations as other real property unless there is an agreement that governs the disposal of special real property.
- e. Technical guidance will be provided as required in the closure of datacenters/network enterprise centers.

3-6. Real property disposal milestones

a. GSA normally will require from 10 months to 3 years to complete disposal although this process may take longer. The GSA website <http://www.gsa.gov/portal/content/105035> explains the disposal process for public and private uses.

b. Table 3-1 provides a schedule of planned milestones for disposal of real property. Where these milestones apparently conflict with provisions of Army regulations or other directive authority, the directive reference will govern, except that no action may result in violation of announced DOD guidelines.

Table 3-1
Real property disposal milestones

Day	Action
0	Base realignment announcement
30	Major commands or the head of the using service submits listing of real property which can be excessed to HQDA
45	HQDA submits to ASD (EI&E) listing of consolidated real property excesses
55	Command submission of a report of excess to HQDA
57	Approval of report of excess by HQDA
72	Screening by the OACSIM, completed within DOD and with the U.S. Coast Guard
72	Title 10 Disposal Report to Deputy Assistant Secretary of the Army (Installation, Housing, and Partnerships) for approval (see Section 2662, Title 10, United States Code)
105	Congressional clearance
135	SF 118 from District Engineer to GSA Regional Headquarters
135-170	GSA Federal screening

Table 3-1
Real property disposal milestones—Continued

Day	Action
170-260	GSA appraisal
205-235	GSA disposal plan prepared

3-7. Headquarters, Department of the Army point of contact

Within HQDA, the focal point for real property disposal actions is the Office of the Assistant Chief of Staff for Installation Management (DAIM-OD), 600 Army Pentagon, Washington, DC 20310-0600.

Chapter 4

Excess Personal Property Resulting from Closure of an Installation

4-1. General

a. The Economic Adjustment Program, coordinated by the Director, OEA, Office of the ASD (EI&E), may have requirements for some of the Army excess personal property resulting from either an installation or activity closure or a substantial reduction in activity. All Army activities engaged in the control, handling, screening, storing, or processing of Army personal property located at an affected installation are required to participate in this program when requested by the Director, OEA.

b. This chapter sets forth the policies and procedures for using the excess personal property resulting from an installation closure or major realignment action. Guidance is included for such specialized personal property as laundry and dry-cleaning equipment, surcharge-funded commissary equipment, and medical and religious property and equipment. Milestones covering the disposal of installation personal property are also identified. DODM 4165.66-M describes procedures for the disposal of personal property during this process.

4-2. Policy

DA policy for using personal property resulting from the closing of Army installations is as follows:

a. To minimize economic disruptions resulting from the closing of Army installations, the timing of real and personal property screening activities can be adjusted at installations declared excess. This is to conform, as practicable, to plans of Federal or State agencies and the nearby communities for productive civilian use of the excess facilities.

b. Screening of personal property will be expedited. With the exception of property earmarked for the civilian community, all property for which a requirement exists will be removed from the installation as soon as it becomes available, but not later than 30 days prior to the closure date.

c. Personal property related to installation closures will be declared excess unless—

(1) It is essential to a mission which is being relocated or to the installation where the functions are being reduced.

(2) It is required to meet the approved force acquisition objective. Any redistribution of property from a surplus military facility will meet cost effectiveness standards. Such factors as dismantling, packing and crating, necessary repairs, installation, and the anticipated remaining economic life of the property will be considered.

(3) DOD 4165.66-M describes the disposal process for property belonging to Nonappropriated Fund Instrumentalities (NAFIs) or other non-DOD entities.

d. Personal property deemed as excess will be processed as follows:

(1) The Installation Accountable Property Officer will report excess property to the appropriate National Inventory Control Point (NICP).

(2) The NICP will screen excess reports for Army requirements and furnish disposition instructions for redistribution of the property when applicable.

(3) Property in a reportable category and not selected for reutilization within the Army is reported to the Defense Property Disposal Service (DPDS) by the Accountable Property Officer for screening against other DOD requirements.

(4) If no DOD requirements exist, the DPDS reports the property to the GSA for screening to satisfy requirements of other Federal agencies.

(5) In the absence of an existing Federal requirement, the property is eligible for transfer to the local community under installation closure procedures. All reports will be plainly marked "Installation Closure Items (CLOSURE DATE)."

e. Personal visits by representatives from the parent major command to installations scheduled for closure are encouraged. During these visits, available property should be inspected and its usefulness assessed.

4-3. Processing excess items

Items identified as excess which are desired by the community will be reviewed by interested Federal agencies and the OEA to determine if they are actually required. After review, and if approved, the community's list of desired items will be transmitted to the SC. These items will remain in the holding account and will be reported to GSA in accordance with appropriate procedures. No items excess to DOD contained in the approved list will be removed from the holding account without prior approval of GSA.

4-4. Personal property disposition milestones

a. Table 4-1 provides a schedule of planned milestones for the disposition of personal property. Where the milestones apparently conflict with provisions of Army regulations or other directive authority, the directive reference will govern, except that no action may result in violation of announced DOD guidelines.

b. Thirty days prior to the planned installation closure date, all personal property not required by the DA or the DPDS, will be turned over to the Defense Property Disposal Officer (DPDO) for final disposition. The DPDO will dispose of property in accordance with received disposition instructions or in accordance with governing regulations and policies.

Day	Action
0	Base realignment announcement
0-60	Installation level personal property screen
61-120	NICP screen of installation-reported excesses
121-180	DPDS screen of NICP-released excesses
181-210	Disposal of property in accordance with DPDS instructions

4-5. References

Guidance on personal property disposal procedures are contained in DODM 4160.21, Volume 1, and AR 725-50. AR 735-5 provides guidance on property accountability.

4-6. Headquarters, Department of the Army point of contact

The HQDA point of contact for personal property disposal actions is the Deputy Chief of Staff (DCS), G-4, (DALO-SUP), 500 Army Pentagon, Washington, DC 20310-0500. Points of contact for specialized personal property are indicated in the appropriate paragraphs within this regulation.

4-7. Disposition of maintenance and services equipment

a. Prior to excessing facilities engineer maintenance and services (M&S) equipment, provisions will be made to satisfy the requirements of the caretaker detachment when the installation is placed in an inactive status (see DOD 4165.66-M). Disposal of M&S equipment will be in accordance with AR 420-1 and AR 710-2.

b. Within HQDA, the point of contact for M&S equipment is the Office of the Assistant Chief of Staff for Installation Management (DAIM-OD), 600 Army Pentagon, Washington, DC 20310-0600.

4-8. Disestablishment of medical activities

a. Disposal of medical personal property will be in accordance with Army regulations in the 710 and 735 series. Additional information may be obtained from the 40 series Army regulations.

b. Points of contact are as follows:

(1) Office of the Surgeon General, Health Care Operations Directorate (DASG-HCZ), 7700 Arlington Blvd, Suite 4CW112, Falls Church, VA 22042-5140.

(2) Commander, U.S. Army Health Services Command (USAHSC), Fort Sam Houston, TX 78234-6000.

(3) Commander, U.S. Army Medical Materiel Agency, Fort Detrick, MD 21702-5001.

c. Functions—

(1) The Surgeon General will coordinate the medical facility closure at DA level.

(2) Commander, U.S. Army Medical Command will—

(a) Ensure that a phasedown schedule for the medical activity is prepared and disseminated.

(b) Identify supported activities and ensure that arrangements are made for their support from other sources.

(c) Establish procedures to account for and dispose of materiel received after actual closure of the medical stock record account.

(d) Provide mission-oriented guidelines for property disposition.

(e) Provide guidance for resolution of matters not covered in this pamphlet.

(f) Provide specific guidance and assistance to the hospital commander and follow up to completion of all actions connected with the medical facility closure.

(3) Commander, U.S. Army Medical Research and Materiel Command, will—

(a) Provide assistance as requested by The Surgeon General and USAHSC.

(b) Act as the point of contact in the reporting, redistribution, and disposition of excess medical personal property.

(4) The medical activity Commander at the affected installation will—

(a) Reduce medical materiel inventories during the phasedown period through timely excess reporting and disposal action, cancellation of outstanding requisitions as appropriate, and screening of customer inventories and requests.

(b) Coordinate with installation direct support activities to reduce inventories of other than medical materiel.

(c) Coordinate with the installation procurement office the cancellation of ongoing procurement actions and the scheduling of the termination of contracts.

(d) Based upon mission requirements, identify all remaining personal property for condition and appropriate disposition through transfer, turn-in, mothballing, or property disposal action.

(e) Arrange for termination of DOD activity address codes assigned to the medical activity and the medical library account.

(f) Close out the medical stock record account, the installation medical property book, and the medical library account in accordance with phasedown schedules, insuring proper interface with accounting systems.

4–9. Discontinuation of Defense Commissary Agency Commissaries

DODI 1330.17 provides the discontinuation criteria and procedures for disestablishment of commissaries. This process includes—

a. Annual review of all installation commissary operations submitted for Defense Commissary Agency (DeCA) program budget reviews.

b. Primary consideration for discontinuation of a DeCA commissary is the effect on Active Duty Service members and their dependents who use the store and on the military community in which the commissary is located.

c. The discontinuing of a DeCA commissary is specified in DODI 1330.17.

4–10. Food service actions

a. Food service contracts require detailed review for possible cancellation, modification, or renegotiation in the event of either a complete closure or a significant reduction in personnel supported.

b. The disestablishment of an appropriated fund dining facility will be accomplished in accordance with AR 30–22 and DA Pam 30–22.

c. Within HQDA, the point of contact for food service actions is the DCS, G–4 (DALO–SUF), 500 Army Pentagon, Washington, DC, 20310–0500.

4–11. Laundry and dry-cleaning equipment

a. Disestablishment or inactivation of a facility.

(1) Excess machinery and equipment will be disposed of according to policy contained in AR 725–50.

(2) Serviceable items will be reported through Army Sustainment Command (ASC) to Headquarters, ASC for redistribution and disposition instructions (see AR 210–130).

b. DA Point of Contact. Within HQDA, the focal point for matters pertaining to the disposition of laundry and dry-cleaning equipment is the Office of the Assistant Chief of Staff for Installation Management (DAIM–ISL), 600 Army Pentagon, Washington, DC 20310–0600.

4–12. Religious property and equipment

a. Chapels and ecclesiastical property will be accounted for and disposed of in accordance with AR 165–1.

b. Disestablishment of the chapel tithes and offerings fund will be done in accordance with AR 165–1.

c. Significant Chaplain historical items and memorabilia will be forwarded to the U.S. Army Chaplain Center and School, Fort Jackson, South Carolina 29207.

d. The HQDA point of contact for the disposition of religious personal property is the Office, Chief of Chaplains (DACH-Operations), 2700 Army Pentagon, Washington, DC 20310–2700.

4-13. Disposition of transportation assets

a. Administrative vehicles. Administrative vehicles for redistribution will be reported through command channels at the earliest practicable date following public announcement. Other vehicles will be disposed of as prescribed in applicable Army regulations. Prior to taking disposition action, consideration will be given to vehicle requirements of the caretaker detachment when the installation is placed in an inactive status.

b. Railway, watercraft, and marine equipment. All utility railway equipment, administrative watercraft, and marine equipment will be reported to the commodity manager at the U.S. Army Troop Support Command, St. Louis, Missouri 63120, for disposition instructions. Railway equipment will be referred to U.S. Army Tank-Automotive and Armaments Command Life Cycle Management Command in accordance with AR 56-3. Unit, installation, activity commanders, and State adjutants will request disposal instructions for watercraft and marine equipment from Commanding General, Army Material Command (see AR 56-9).

c. Point of contact. Within HQDA, the point of contact for the redistribution of transportation assets is the DCS, G-4, 500 Army Pentagon, Washington, DC 20310-0500 and the point of contact for the redistribution of administrative transportation assets is the Office of the Assistant Chief of Staff for Installation Management (DAIM-ISL), 600 Army Pentagon, Washington, DC 20310-0600.

4-14. Disposition of information technology assets

Disestablishment of data centers must follow a phased schedule with coordination between all stakeholders and circuit providers to ensure service is provided until no longer required. DA Pam 25-1-1 and HQDA EXORD ADCCP 209-11 provide instructions for decommissioning circuits and disposing of information technology assets.

4-15. Environmental requirements for real property transactions

a. Several key environmental requirements must be considered prior to acquiring or divesting of Army properties. Statutory requirements include, but are not limited to: the National Environmental Policy Act, Parts 1500-1508, Title 40, Code of Federal Regulations (40 CFR 1500 - 1508); the Comprehensive Environmental Response, Compensation, and Liability Act; the Endangered Species Act; the Clean Water Act; the Clean Air Act; the Resource Conservation and Recovery Act; and the National Historic Preservation Act. The complete list of regulatory drivers and requirements can be found in AR 200-1.

b. Real property acquisition, leases, outgrants, and disposal transactions require that Army assess the environmental condition of the property prior to acquisition or divestiture in accordance with AR 200-1. Agriculture and grazing leases that are ongoing will be managed and terminated in accordance with the terms of the lease and AR 405-80. Real property disposal related to timber will be conducted in accordance with AR 405-90.

c. The HQDA point of contact for environmental requirements associated with real property transactions is the Office of the Assistant Chief of Staff for Installation Management, Environmental Division, (DAIM-ISE), 600 Army Pentagon, Washington, DC, 20310-2700.

Chapter 5

Personnel Policies and Procedures

Section I

General

5-1. Purpose

This chapter provides guidance on military and civilian personnel actions resulting from base realignments. Information pertaining to assistance available under the Homeowners Assistance Program (HAP) is also included.

5-2. Personnel management

It is the intent of HQDA that all available measures be taken to lessen the impact on military and civilian personnel during the implementation of base realignment actions. Prior coordination and integration of related personnel actions will be necessary throughout the implementation period. DODM 4165.66-M describes personnel policies and procedures required during the reuse and redevelopment process.

5-3. Equal Employment Opportunity and Affirmative Action

Effective management of personnel adjustments requires positive action by commanders to ensure that equal opportunities are provided to all military and civilian personnel affected by installation realignment actions. In this regard, all relocating

personnel are to be afforded equal care, treatment, and concern during processing to preclude allegations of discrimination based on race, color, religion, sex, age, national origin, or handicap (see AR 690–12).

Section II

Military Personnel

5–4. Military personnel policies and procedures

During the planning for a major realignment action, maximum consideration should be given to reducing personnel turbulence.

a. Maximum use will be made of personnel already located at an installation or within the local area to fill personnel requirements. This includes cross-leveling between commands; for example, a clerk typist should not be moved from one school location to another, since this common skill should be available at both locations. When a permanent change of station (PCS) is necessary, the earliest possible notification should be given to the affected personnel; 120 days has been established as the desired goal.

b. To promote maximum stability for all grades, the following policies should be observed as far as possible:

(1) Personnel currently filling positions which will be eliminated should be extended in that position until its elimination.

(2) Positions which are scheduled for elimination or reallocation and are currently vacant should not be filled.

(3) Personnel due into a location should be diverted if their positions are to be transferred or abolished.

5–5. Personnel actions

All personnel actions should be expedited and close follow up action taken on actions for individuals affected by base realignments as the date for implementation draws near.

5–6. Personnel on temporary duty

Personnel on temporary duty to or from an installation affected by a major realignment should have their status clarified as soon as possible and appropriate personnel action taken.

5–7. Permanent change of station

Delegation of authority to approve waivers of fiscal year limitations for reassignment of personnel from inactivated installations (second PCS) is set forth in Army regulations. All other PCS moves, with the exception of those exemptions listed in Army regulations, require HQDA approval.

5–8. Substance abuse

Individuals in any phase of substance abuse rehabilitation will be processed in accordance with applicable personnel and medical regulations and the provisions of AR 600–85. Salvageable materials peculiar to the Army Substance Abuse Program will be forwarded to the next higher headquarters for redistribution as appropriate.

5–9. Termination of housing assignment

Following notification of housing assignment termination or PCS, maximum housing referral assistance will be provided to the families being displaced. The Installation Housing Service Office will ensure that DD Form 1746 (Application for Assignment to Housing) is completed and mailed to the individual's new duty station (see AR 420–1 and DA Pam 420–1–1).

5–10. Early release

Military personnel assigned to a unit scheduled for PCS, inactivation, or demobilization, or to an installation scheduled for inactivation, and who cannot be utilized effectively within other units at the same station, may be separated from active duty up to 90 days in advance of the expiration of their term of service or relief from active duty date (see AR 635–200).

5–11. Operational deferments

a. Officers. Refer to AR 614–100 for operational deferments for key officers scheduled for PCS who need to be retained to manage an installation inactivation.

b. Enlisted personnel. Refer to AR 614–200 for operational deferments for key enlisted personnel scheduled for PCS who need to be retained to manage an installation inactivation.

5-12. Surplus personnel, diversions, and cancellations

The U.S. Army Human Resources Command (HRC) will publish instructions to each affected installation, on an individual basis, concerning surplus personnel, diversions, and cancellations of outstanding requisitions.

5-13. Promotion of enlisted personnel

a. Promotion to grades E-7 through E-9. All promotions to these grades are accomplished at HQDA (see AR 600-8-19).

b. Promotion to grades E-5 and E-6. For promotion to grades E-5 and E-6, it is emphasized that grades E-4 and E-5 that meet the monthly promotion cutoff scores as announced by HQDA will be promoted by the losing commander up to the reporting date to the gaining unit specified in the assignment orders. Upon reassignment prior to promotion, the unit/installation promotion board proceedings, together with a copy of the local recommended list, will be included in the local personnel file for necessary action by the gaining unit commander (see AR 600-8-19).

c. Promotion to grades E-2 through E-4. For promotion to these grades, the provisions of AR 600-8-19 apply. These promotions are made by commanders of units to which individuals are assigned, so long as eligibility requirements are met. There are no provisions for individuals in these grades to be promoted in transit. However, in the case of individuals who will not fully satisfy promotion criteria prior to departing the unit in transit to a new station, losing commanders are encouraged to place a letter in the individual's file advising the gaining commander of the intent to promote.

5-14. Enlistment program and options

AR 601-210 provides guidance, options, and procedures for the Army and the enlistee should a base closure or realignment result in the non-fulfillment of Enlistment Program 9B (U.S. Army Station-Unit-Command-Area). In the event of non-fulfillment of the enlistment option, the enlistee should be counseled on their rights and options.

Section III

Civilian Personnel

5-15. Civilian personnel office staffs

The DOD Program for Stability of Civilian Employment policy promotes stability of civilian employees and instructs Heads of DOD Components to ensure necessary funds are set aside to operate an effective program (see DODI 1400.20). Because of the critical nature of the civilian personnel office mission during base realignment actions, those offices may require temporary augmentation in terms of additional employees. Consequently, no reduction should be made in a civilian personnel office staff until the commander is assured that such reduction will not adversely affect fulfillment of his responsibility for effectively managing the reduction in force and following through on the Army's commitment to each individual employee.

5-16. Priority Placement Program

The DOD Priority Placement Program (PPP) is an automated Defense-wide program to locate positions for employees who have been affected adversely through no fault of their own. By issuance of "stopper lists," any installation or activity having a vacancy is prevented from filling that position by transfer, promotion, reassignment, or hire so long as the stopper list contains the name of an adversely affected employee who qualifies and is available (see DODI 1400.25, Volume 1800).

5-17. Employee Information Program

Each employee adversely affected by a realignment action must be fully informed of the personnel placement program and related available options. The DOD Defense Civilian Personnel Advisory Service website <https://www.cpms.osd.mil/subpage/library> provides policy and guides, PPP information, and a Displaced Employee Guide to provide information for every affected employee.

5-18. Equal employment opportunity

One of the objectives of civilian personnel management is to maintain special employment programs and minimize any adverse impact on minorities, women, and handicapped individuals. Accomplishment of this objective should not detract from efforts being made to assist all employees adversely affected by BRAC actions; however, commanders should be cognizant of the unique concerns and special problems of minorities, women, and handicapped individuals. All management personnel should become familiar with the general provisions of PL 92-261 (see AR 600-7, AR 690-12, AR 600-23, AR 690-200, and AR 690-600).

5-19. Exclusive bargaining units

a. BRAC actions frequently alter the structure of many exclusive bargaining units. In order to limit the impact on existing labor-management relationships, commanders will maintain the status quo with respect to bargaining unit structure, dues check-off, and other representation agreements at affected locations until all personnel moves are completed.

b. Appropriate commanders will review the local situation and discuss any bargaining unit or representational questions with the command headquarters or DA staff agency to which the installation reports before taking any action. This procedure has been endorsed by the unions having national consultation rights with the DA.

5-20. Transfer within local community areas

Displaced employees should be promptly released when they are selected for transfer to continuing positions. In no event may an employee's opportunity for transfer to a continuing position be diminished by refusal to release him or her within a reasonable period. Commanders will assure close coordination and a cooperative effort in negotiating transfers of employees between organizations in order that such transfers do not create undue hardship upon the employees or upon either organization (see DODI 1400.20).

5-21. Waiver of Civilian Personnel Program requirements

a. Certain aspects of the civilian personnel program requirements may be waived by commands which are adversely affected in a significant manner by BRAC actions. In addition, request for waiver of other civilian personnel program requirements may be forwarded through the major command headquarters to DCS, G-1 (DAPE-CPE), 300 Army Pentagon, Washington, DC 20310-0300.

b. The purpose of such waivers is to permit diversion of resources to accomplish necessary personnel actions, placement of employees, and strict observance of employee rights. Information on the waiver of program requirements is found in directives, such as letters of instructions, which are issued periodically by HQDA.

5-22. Job stability

In any placements made as a result of BRAC actions, no permanent employee should be assigned to a position which lasts less than one year. The purpose of this provision is to provide a better measure of stability to affected employees and their families.

5-23. Personal inquiries

While employees are free to direct inquiries to Members of Congress, management officials, or others of their choosing, efforts should be made to first channel individual inquiries to the local civilian personnel office. That office should be prepared to provide to employees the best information available on their retention standing, job offers, and other rights and benefits. Civilian personnel officers should be fully apprised of and actively participate in management decisions concerning reductions in force and transfer of functions.

5-24. References

Table 5-1 contains a list of references pertaining to civilian personnel matters, which may be applicable in BRAC actions.

Subject	Regulation
Transfers and separations	
Reductions in Force	5 CFR 351, DODI 1400.25 Volume 351, AR 690-351-1, DA PAM 5-20
Other Separations	5 CFR 715
Furloughs	5 CFR 351, 359 and 752
Transfer of Functions	5 CFR 351 Subpart C and Part 715
Placement assistance	
DOD PPP	5 CFR 330,351, and 353; DODI 1400.25 Subchapter 1800
DOD Reemployment Priority List	5 CFR 352, DODI 1400.25, Subchapter 330
DOD Displaced Employee Programs	5 CFR 330.601 (Subpart F), DOD Displaced Employee Guide (Oct 2007)
Civil Service Retirement	
Civil Service Retirement Provisions	5 CFR 831, 835, 837, 838, 839, 841, 843, 844, 845, 846, 847, and 850
Discontinued Service Retirement	5 CFR 330.602 and 351

Table 5-1 References—Continued	
Subject	Regulation
Leave	
Annual Leave	5 CFR 630, AR 690–990–2
Sick Leave	5 CFR 630, Subpart D, AR 690–990–2
Compensation	
Civilian Pay	5 CFR 530,531,532, 534, and 536; AR 690–990–2
Severance Pay	5 CFR 550, Subpart G
Unemployment Compensation	20 CFR 609
Federal Employee Group Life	5 CFR 870
Federal Long Term Insurance	5 CFR 875
Federal Employee Health Benefits	5 CFR 880, 890, 891, 892, and 894
Administrative Grievance Procedures	
Administrative Grievance Procedures	5 CFR 771
Reduction in Force Appeals and Corrective Action	5 CFR 351, Subpart I
Travel and Transportation	
	Joint Travel Regulations

Section IV

Homeowners Assistance Program

5–25. Legislative entitlements

a. Public Law (PL) 89–754 establishes the HAP for the purpose of reducing losses suffered by eligible military and civilian personnel who must relocate as a result of BRAC action and are unable to sell their homes under reasonable terms and conditions. Benefits available consist of relief from loss of private sale, Government purchase, or foreclosure. The HAP is administered for all Defense agencies by the USACE.

b. In addition to relief which can be obtained through PL 89–754, civilian personnel being transferred to new duty stations may be entitled to additional benefits under PL 89–516. The relief available under this law relates to the costs of sale of their old homes and purchase of their new homes.

5–26. Commander’s responsibility

Immediately following the announcement of a realignment action, the commander concerned should take action to advise affected personnel to contact the installation civilian personnel office or the USACE District office in whose District the installation is located. These offices can provide detailed information and guidance on procedures to be followed to obtain relief (see AR 405–16).

5–27. Point of contact

The point of contact information for the HAP National Program Manager (PM) is: DOD HAP, Headquarters, USACE, Military Programs/Real Estate (CEMP–DD), 441 G Street, NW, Washington, DC 20314–1000, defense switched network (DSN) (314) 763–0967, commercial (202) 761–0967, or facsimile (202) 761–4891. The official DOD site for the HAP is <http://hap.usace.army.mil>.

Chapter 6

Installation Support Services

Section I

General

6–1. Purpose

In the case of an installation closure, provisions must be made for the orderly phase-out of installation support services by the time the installation is placed in a caretaker status. This chapter identifies the more common of these support activities and provides guidance for their termination.

6–2. Supply and procurement actions

In the development of the phase-down plan, requisitioning officials and procurement personnel should review existing contracts for possible modification or termination for the convenience of the Government. Ordering officers should contact the responsible contracting official for guidance on all procurement actions which cannot be completed, including final payment, prior to installation closure. AR 725–50 provides installation closure procedures for supply actions, transfer of mission essential and excess material, and redirect of mission essential requisitions.

6–3. Area support

Activities being supported by an installation, whether as tenants or located off-post, should be notified as far in advance of the proposed realignment as possible, but no less than 180 days prior to terminating the existing inter/intra support agreement. If the existing support arrangement is to be terminated, the host installation should assist the supported activities in obtaining the required services from other sources. Policies and procedures concerning the provision of installation support services are contained in DODI 4000.19, AR 5–9, and AR 37–49.

6–4. Litigation

a. Prior to closing an installation or any portion thereof, necessary protective measures should be taken to minimize exposure of the United States Government to liability for negligence. Advice of the supporting Judge Advocate should be sought early in the inactivation planning to ensure that necessary measures will be taken to protect the public from nuisances or hazardous conditions.

b. Government liability could arise from failing to eliminate hazardous conditions such as unexploded ordnance from ranges or the clearing of all ammunition and chemical storage areas; enclosing or filling pits, pools, and excavations; the deactivation of electrical lines and transformers; and insuring that road systems are closed or provisions are made for proper maintenance by other authority.

6–5. Installation and operational unit transition support

In the event that a major functional area, such as cyber, is impacted by a consolidation, realignment, reduction, closure, or transition, the SC or major command should form a quarterly summit meeting for interested organizations. This summit meeting serves as a collaboration point for all organizations with equity in a successful transition.

Section II

Administrative Services

6–6. Issuance of orders

a. The host installation should coordinate with the appropriate command for the publication of general orders to transfer, inactivate, or discontinue units and organizations located on the installation being inactivated in accordance with AR 220–5. Publication of DA general orders will be in accordance with AR 25–30 and DA Pam 25–40.

b. Unless otherwise specified by HQDA, unit status change orders issued by the field will be the responsibility of the Army command (ACOM) to which the unit is assigned at the time the change occurs. When a unit status change involves a transfer from one ACOM to another, it is the responsibility of the gaining ACOM to publish orders which direct further assignment, attachment, or duty or provide special instructions pertaining to the status of the unit in the gaining command (for example, reporting date and determination of administrative and operational control).

c. Within HQDA, the proponent for force development and documentation is the DCS, G–3/5/7 (DAMO–FMF), 400 Army Pentagon, Washington, DC 20310–0400 (see AR 71–32).

d. The point of contact for the military orders is Human Resources Command, The Adjutant General Directorate (Field Services Division), (AHRC–PDF), 1600 Spearhead Division Avenue, Fort Knox, KY 40122, or DSN 983–8094 (see AR 600–8–105).

6–7. Postal service

a. Where money order transactions or postage stamp sales are conducted by the military postal facility, such services will be terminated and the accounts closed in accordance with instructions of the servicing U.S. Postal Service.

b. Mail directory service for departed individuals will be provided in accordance with AR 600–8–3. Troop locator service for departed units will be governed by the volume of mail involved and the destination of the reassigned unit. Inactivated units must provide instructions for disposition of official mail.

c. At installations scheduled to be reduced to a population of less than 3,000 or to be placed in a caretaker status pending release from Army control, the local commander will coordinate with the servicing U.S. Postal Service official to ensure

continued mail service for as long as necessary. Unresolved problems will be referred through channels to Commander, Human Resources Command, (AHRC-PDP-P), 1600 Spearhead Division Avenue, Department 480, Fort Knox, KY 40122-5408.

d. Pertinent directives are as follows:

- (1) For mail processing at the unit level, see AR 600-8-3.
- (2) For mail directory service instructions, see AR 600-8-3.
- (3) For records disposition of communications functional files, see AR 25-30 and AR 25-400-2.

e. Within HQDA, the point of contact for postal service matters is Human Resources Command, The Adjutant General Directorate, Soldiers, Programs & Services Division, DA Postal (AHRC-PDP-P), 1600 Spearhead Division Avenue, Department 480, Fort Knox, KY 40122-5408, or DSN 983-8458.

6-8. Records management

a. When an installation in the United States is inactivated without transfer of functions, all records not eligible for destruction, other than individual personnel records, will be retired to the designated records center in accordance with AR 25-400-2. Classified records disposition will be in accordance with AR 25-400-2 and AR 380-5.

b. When an installation in the United States is inactivated with a transfer of functions to another organization, records not eligible for retirement or destruction will be forwarded to the organization acquiring the transferred function in accordance with AR 25-400-2.

6-9. Publications distribution

a. Discontinuance of Installation Publications Stockroom.

(1) The installation publications stockroom manager through the installation functional manager will advise the Army Publishing Directorate (APD) of the pending closure of the installation publications stockroom and request discontinuation of publication and blank form distribution at an appropriate date. Notification should include the stockroom account number and be addressed to the publications centers as follows: Army Publishing Directorate, 9301 Chapek Road Building 1458, Fort Belvoir, VA 22060-5527.

(2) Coordination is required by the installation publications stockroom with the major ACOM headquarters for the disposition of any residual stock of publications and blank forms. Stocks may be transferred to other installation stockrooms or destroyed, depending upon quantities, need at other locations, and cost involved.

b. Area publications support. The installation publications stockroom must also furnish APD a list of the organizations and activities presently supported and the date publications support will be discontinued. Arrangements will be made by the major command in coordination with APD to continue publications support to the affected units by another installation stockroom or other source.

c. Publication accounts.

(1) In accordance with AR 25-30, each unit that has a publications account must provide written notification of any change in address or status. DA Pam 25-40 provides guidance in closing publication accounts. In the case of unit inactivation, the installation publications stockroom should assist the unit in disposing of publications and blank forms and closing out the account.

(2) Commanders of Active Army organizations alerted for PCS will comply with the provisions of Army Regulations.

d. Point of contact. Within HQDA, matters relating to publications distribution should be referred to the Administrative Assistant to the Secretary of the Army (AAHS-PA), 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060-5527.

6-10. Disestablishment of field printing and reproduction facilities

a. Request for disestablishment of field printing and reproduction facilities will be sent through command channels to the Director, APD (AAHS-PA), 9301 Chapek Road, Building 1458, Fort Belvoir 22060-5527 in accordance with AR 25-30.

b. The request for transfer or disposal of field printing and duplicating equipment will be processed as specified in DA Pam 25-40.

c. Within HQDA, the focal point for disestablishment of reproduction facilities is the Director, APD (AAHS-PA), 9301 Chapek Road, Building 1458, Fort Belvoir 22060-5527.

6-11. Information Security Program

a. Installations will comply with DOD and Army policies, guidance, and standards in the proper safeguarding, protection, and disposal of classified and unclassified information. AR 380-5 provides the process to declassify, regrade, and dispose of classified and unclassified information.

b. See DODM 5200.01, Volume 1; AR 380–5; AR 380–28; and AR 380–40 for information regarding information security.

c. Within HQDA, the point of contact for DA Information Security Program is DCS, G–2, Information Management Directorate (DAMI–IM), 1000 Army Pentagon, Washington, DC 20310–1000.

6–12. Disposition of heraldic items

a. In order that the retirement of distinctive flags, accessories, and other heraldic items be given proper consideration, commanders of units, activities, and installations which are to be inactivated will adhere to the provisions of the following guidance:

(1) For general guidance regarding flags and guidons, see AR 840–10.

(2) For historic items from deactivated unit(s) with wartime service or involvement in significant events, see AR 870–20.

b. The point of contact for the disposition of heraldic items is the Institute of Heraldry, U.S. Army, 9325 Gunston Road, Fort Belvoir, VA 22060–5579; or by phone at (703) 806–0055.

Section III

Personnel Services

6–13. Settlement of accounts

a. During a period of extensive personnel turbulence that accompanies a major realignment action, unit commanders and military and civilian personnel officers should make a concerted effort to ensure that all organizational and individual accounts are settled satisfactorily prior to an individual's departure from the installation or transfer to a new organization. Personnel will be counseled regarding their obligation to satisfy personal accounts in the local community prior to leaving the area (see AR 600–20).

b. Particular attention must be accorded to closing and clearance of appropriated and nonappropriated fund accounts such as real property, inventory accounts, accountable supply accounts, open mess accounts, signal accounts, and unit and central welfare funds. Where applicable regulations require termination audits, these will be completed prior to departure of the responsible individuals, except as otherwise provided by the directive authority.

6–14. Military passport agents

a. If the installation has a military passport agent authorized by DODM O–1000.21–R, the instrument of designation will be returned to Directorate of Executive Travel, DOD Passport and Visa Office, 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060 prior to inactivation of the installation. It will then be forwarded to the Department of State for cancellation.

b. Within HQDA, the point of contact for matters pertaining to passports is the Office of the Administrative Assistant to the Secretary of the Army, Directorate of Executive Travel, DOD Passport and Visa Office, 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060. The website for passport matters is <https://passportmatters.hqda.pentagon.mil/index.aspx>.

6–15. Casualty administration

a. Casualty Area Commands are designated in AR 638–8. Major realignment actions which affect the geographic area of responsibility of these commands will be reported by the commander to The Adjutant General Directorate (AHRC–PDC), 1600 Spearhead Division Road, Fort Knox, KY 40122–5400. Where necessary, new areas of responsibility will be designated by HQDA.

b. During implementation of a major realignment, completed casualty reports required by AR 638–8 will be submitted to HRC, The Adjutant General Directorate, (AHRC–PDC). Incomplete casualty actions, ongoing survivor assistance cases, and associated reporting will be transferred to the Casualty Area Commander most conveniently located to complete the action (see AR 638–8). AHRC–PDC will be advised of the transfer of all casualty actions.

c. Within HQDA, the point of contact for matters pertaining to casualty administration is the Casualty Division, Human Resources Command, The Adjutant General Directorate, (AHRC–PDC), 1600 Spearhead Division Road, Fort Knox, KY 40122–5400, or DSN 983–8283.

6–16. Education activities

a. *Army Continuing Education Division.*

(1) The installation Continuing Education Program and Education Center staffing will be revised to reflect changes in troop strength and mission requirements. Appropriate adjustments will be made in the number of counselors, Education

Services Officers, government support staff, the use of contract-hire personnel, and programs and services from educational institutions.

(2) Civilian education careerists interested in transferring to other Army educational facilities who cannot be placed by the major command will be reported through civilian personnel channels to Civilian Program 31 Functional Chief, Headquarters, Department of the Army (DAPE-ZA), 300 Army Pentagon, Washington, DC 20310-0300. The Career Program 31 Functional Chief Representative, in coordination with the Headquarters U.S. Army Installation Management Command Continuing Education Chief, will attempt to place these individuals in accordance with their preferences and applicable civilian personnel directives.

(3) Property which is unique to the education program, such as specialized audio-visual equipment, will be reported through command channels for redistribution.

(4) When an Army personnel test site is closing, the Army Personnel Test (APT), PM at HRC, The Adjutant General Directorate, Army Continuing Education Division (AHRC-PDE) must be notified a minimum of 90 days prior to account closure. No test material may remain at a closed test site. All incomplete investigations must be resolved prior to account closure. The APT, PM will direct the site to submit a test site closure memorandum, including a final reconciliation of test material inventory in accordance with AR 611-5.

(5) Within HQDA, the point of contact for matters pertaining to Army Continuing Education is Human Resources Command, The Adjutant General Directorate, Army Continuing Education Division (AHRC-PDE), 1600 Spearhead Division Road, Fort Knox, KY 40122-5400, or DSN 983-8575.

b. Dependent schools.

(1) In the case of a major realignment, it is likely that such an action would have significant impact on the local school system, particularly at a large installation located in a rural environment. Following the public announcement, the effect on the local school system should be assessed in conjunction with the appropriate community authorities.

(2) Within HQDA, the point of contact for any problem encountered in large reductions or increases in either on- or off-post dependent schools is Human Resources Command, The Adjutant General Directorate, Army Continuing Education Division (AHRC-PDE), 1600 Spearhead Road, Fort Knox, KY 40122-5400, or DSN 983-8575.

6-17. Library disestablishment

a. Installation Libraries. Procedures to be followed when services provided by an installation or activity library are to be discontinued and the library closed are set forth in AR 735-17. Special consideration should be given to the following areas:

(1) Disposition instructions for excess serviceable books will be required from the librarian of the major command. If the library contains a balanced collection of serviceable, clothbound books for which no requirement exists within the major command, instructions will be requested through command channels to the Librarian of the Army, Army Library Program, 300 Army Pentagon, Washington, DC 20310-0300.

(2) Obsolete and worn out items will be turned in to the property disposal officer in accordance with AR 735-17. Items of an historical nature must be identified and handled in accordance with AR 735-17 and AR 870-5. If the historical significance of an item is questionable, guidance will be sought from the full-time professional historian or archivists of the major command headquarters in accordance with AR 870-5.

(3) In coordination with the responsible supply and procurement officials, the library director should review all orders for library books, equipment, or periodicals. Unless a requirement for the materials on order exists elsewhere at the same installation, the order should be cancelled. If this is impossible, or undesirable, the major command should be advised of the books and materials due in and of the subscriptions available for redistribution, and disposition instructions requested. Prompt action by library personnel following public announcement will minimize redistribution requirements or losses to the Government through purchase order cancellation.

(4) In accordance with AR 735-17, a request for a final audit of the library account should be forwarded to DCS, G-1, Librarian of the Army, Army Library Program, 300 Army Pentagon, Washington, DC 20310-0300. If a Library of Congress card account has been authorized, notification through channels to cancel the account should be sent to the Chief, Card Division, Library of Congress, Washington, DC 20540.

(5) Notification will be provided to DCS, G-1, Librarian of the Army, Army Library Program, 300 Army Pentagon, Washington, DC 20310-0300, that the library is being inactivated and that the library account number should be cancelled. A copy of the terminal review or reference to it will be included in the notification, together with a general statement concerning disposition of the books (see AR 735-17).

(6) Within HQDA, the focal point for matters pertaining to library disestablishment actions is the DCS, G-1 (DAPE-ZA), Librarian of the Army, Army Library Program, 300 Army Pentagon, Washington, DC 20310-0300.

b. Army Field Law Libraries. At installations with law libraries as defined in AR 27-1, the Army Law Library Manager will notify The Army Law Library Service (ALLS) Administrator that the law library is being disestablished and request

disposition instructions. Notifications should go to ALLS Administrator, The Judge Advocate General's Legal Center and School, 600 Massie Road, Charlottesville, VA 22903.

6-18. Army emergency relief offices

Inactivation of an installation with an Army emergency relief (AER) office may entail the disposal of assets or the disposition of AER accounts, including the transfer of loans, depending upon the status of the AER office involved. The DA point of contact for such matters is the Director, AER, DA, Washington, DC 20314. The installation AER office will contact the Director, AER for specific instructions and guidance pertaining to the disestablishment of the local AER office (see AR 930-4).

Section IV

Transportation Services

6-19. Personal Property Movement Program

a. Procedures for transferring geographical areas of responsibility for procurement of transportation, storage, and related services for household goods, unaccompanied baggage, and house trailers, is authorized by DODD 4500.09E and is implemented under DTR 4500.9-R.

b. Closure of an installation may result in volume moves of personal property. DTR 4500.9-R prescribes the process and procedures to be used by Installation Transportation Offices (ITOs) to process personal property movements. The ITO is the primary point of contact for the customer.

c. The website <http://www.move.mil/> is the DOD U.S. Army Transportation Command (USTRANSCOM)/Military Surface Deployment and Distribution Command (SDDC) website that manages personal property movements and provides 24-hour access throughout the entire move process to customers and transportation service providers. Should there be any technical problems using the website, the SDDC System Response Center help desk is available at (800) 462-2176 or (618) 220-7732 (DSN 770-7732), or by email at sddc.safb.dpshd@us.army.mil.

6-20. Passenger movements

a. The Defense Travel Management Office (DTMO), the DOD's single focal point for commercial travel, provides central oversight for commercial travel management, travel policy and implementation, Government travel charge card program management, customer support and training, functional oversight of the Defense Travel System, and station and housing allowances program management.

b. The DTMO website at <http://www.defensetravel.dod.mil/index.cfm> provides a single focal point for commercial travel within DOD. The DTMO reference library at <http://www.defensetravel.dod.mil/site/reference.cfm> provides users with information regarding the Defense Travel Enterprise.

c. DTR 4500.9-R provides the process and procedures to be used by ITOs to process passenger movements. Use of the Defense Transportation System (DTS) is required by policy in DODD 4500.09E and DODI 4515.13. DODI 5154.31, Volume 3, establishes and implements policy, assigns responsibilities and provides procedures for the functional management of DTS.

6-21. Cargo movements

USTRANSCOM is the DOD single manager for transportation other than Service unique or theater-assigned transportation assets. DTR 4500.9-R prescribes procedures and guidance and assigns responsibilities for performing traffic management functions initiated or sponsored by DOD activities, to include the transportation and movement of material. The area activity ITO is required to use DTS to obtain and use transportation services for cargo movements (see DTR 4500.9-R and DODD 4500.09E). Individual roles and responsibilities for cargo movements are available at http://www.ustranscom.mil/dtr/individual_missions_roles_and_responsibilities.pdf.

6-22. Administrative and scheduled transportation services

a. Administrative vehicles, utility rail equipment, and watercraft will be withdrawn from service as rapidly as possible in accordance with the phase-down of operations (see para 4-13b for disposition of this equipment).

b. Scheduled personnel transportation services, including post shuttle and school bus service, will be discontinued as the need diminishes with the reduction of this equipment.

c. Commercial transportation companies servicing the installation should be advised of realignment plans on a timely basis to facilitate adjustments to future operating schedules (see chapter 7 for public affairs guidance).

6–23. Points of contact

a. Personal property movements. The ITO is the primary point of contact for the customer. The website <http://www.move.mil/> provides 24-hour access throughout the entire move process to customers and transportation service providers, and the SDDC System Response Center help desk is available at (800) 462–2176 or (618) 220–7732 (DSN 770–7732), or by email at sddc.safb.dpshd@us.army.mil to resolve technical issues. USTRANSCOM provides assistance for DTR 4500.9–R at <http://www.ustranscom.mil/dtr/index.cfm>.

b. Passenger movements. DTS is the DOD system for passenger movements. DTMO is the DOD’s single focal point for commercial travel. The Travel Assistance Center is available 24 hours a day, 7 days a week at (888) 435–7146 (Help1Go). Additional DTMO contact information is found at <http://www.defensetravel.dod.mil/site/contacts.cfm>. USTRANSCOM provides assistance for DTR 4500.9–R at <http://www.ustranscom.mil/dtr/index.cfm>.

c. Cargo movements. USTRANSCOM contact information for DTR 4500.9–R is available at <http://www.ustranscom.mil/dtr/index.cfm>.

Section V

Military Morale, Welfare, and Recreation Programs and dissolution or transfer of nonappropriated fund instrumentalities

6–24. Base realignment and closure

Morale, welfare, and recreation (MWR) program appropriated funding for installations or commands affected by BRAC will be in accordance with AR 215–1.

6–25. Dissolution or transfer of nonappropriated fund instrumentalities funds and property

Prior to inactivation of an installation or command, all NAFIs/Entities of NAFIs will be disestablished or transferred in accordance with AR 215–1.

6–26. Nonappropriated fund civilian personnel

The business based action procedures for non-appropriated fund personnel is governed by the provisions of AR 215–3.

6–27. Nonappropriated fund points of contact

Within HQDA, the nonappropriated fund civilian personnel proponent is the DCS, G–1, Washington, DC 20310–0300, and the MWR NAFI proponent is the Office of the Assistant Chief of Staff for Installation Management, 600 Army Pentagon, Washington, DC 20310–0600.

Section VI

Commercial Financial Services

6–28. Credit unions

Commanders should advise the local credit union at the same time that other installation activities are notified of an intended installation closure or reduction. DOD 7000.14–R, contains the process to terminate a credit union on a domestic installation and on an overseas installation.

6–29. Commercial banking facilities

Commanders should advise local bank officials at the same time other installation activities are notified of an intended installation closure or reduction. DOD 7000.14–R contains the process to terminate a bank on a domestic installation and to terminate a Banking Facility on an overseas installation.

Section VII

Staff Judge Advocate Activities

6–30. Military justice

a. Untried cases or cases under investigation in which no charges have been filed and cases requiring post trial review should be transferred to other jurisdictions as directed by the supporting Judge Advocate.

b. Appropriate orders will be published to ensure continuing court-martial jurisdiction and the administration of military justice over remaining units and personnel when necessary. Within HQDA, the point of contact is the Criminal Law

Division, Office of the Judge Advocate General (DAJA-CL), 2200 Army Pentagon, Washington, DC 20310-2200; or DSN (571) 256-8131.

6-31. Claims

Installations with a geographical area of responsibility designated by Commander, U.S. Army Claims Service in AR 27-20 and AR 10-72 will transfer claims functions as directed by the supporting Judge Advocate. Information regarding processing may be referred to the Commander, U.S. Army Claims Service, 4411 Llewellyn Avenue, Fort Meade, MD 20755-5360.

Chapter 7 Public Affairs Guidance

7-1. General

a. Commanders communicate public affairs messages that support their themes through the functions of public information, command information, and community engagement. Commanders must ensure their themes and messages are nested within those of their higher headquarters. Public affairs professionals must consider the second- and -third order effects on intended and unintended publics when developing themes, messages, and talking points.

b. Audiences likely to be affected include: businesspeople, local media, local governments, the retired community, and military and government civilian personnel and their family members. Maximum use should be made of all means of disseminating information to make certain each audience knows how it is affected and what assistance is available through Army channels.

7-2. Information planning

a. Publication of installation news regarding business interests or disposition of real property must have a legal review prior to release.

b. From the announcement of the closure, reduction, or realignment, maximum information on the status of the civilian work force and measures being taken to minimize the impact on these personnel should be published on a continuing basis. An aggressive command information program which anticipates civilian work force problems and furnishes information and guidance is necessary. The program should include consideration of equal opportunity matters, emphasizing that all affected personnel are to be afforded equal care, treatment, and concern.

c. Consideration should be given to the likelihood that information assets will be reduced as the action progresses. Extensive use of installation/garrison websites and associated social media can provide the local population the information required to plan for the change.

d. A robust community engagement program should be initiated to ensure local leaders and community members are all aware of the Army's actions and that those actions are explained in the proper context. Key leader engagements with local officials, community town halls and business organizations such as the Rotary and Chamber of Commerce should all be engaged to explain the impact and the Army's perspective.

e. In consonance with paragraph 2-4*d*, timely feedback in the form of local news media reaction to the realignment action is necessary to meet EAC information requirements as well as keeping higher headquarters informed of all actions being taken in the information area.

Appendix A

References

Section I

Required Publications

The following publications are available on the APD website (<https://armypubs.army.mil>) unless otherwise stated. DOD publications are available at <http://www.dtic.mil/whs/directives/>.

AR 5–9

Area Report Responsibilities (Cited in para 6–3.)

AR 10–72

Field Operating Agencies of the Judge Advocate General (Cited in para 6–31.)

AR 25–30

Army Publishing Program (Cited on title page.)

AR 25–400–2

The Army Records Information Management System (ARIMS) (Cited in para 6–7*d*(3).)

AR 27–1

Judge Advocate Legal Services (Cited in para 6–17*b*.)

AR 27–20

Claims (Cited in para 6–31.)

AR 30–22

Army Food Program (Cited in para 4–10*b*.)

AR 37–49

Budgeting, Funding, and Reimbursement for Base Operations Support of Army Activities (Cited in para 6–3.)

AR 56–3

Management of Army Rail Equipment (Cited in para 4–13*b*.)

AR 56–9

Watercraft (Cited in para 4–13*b*.)

AR 71–32

Force Development and Documentation (Cited in para 6–6*c*.)

AR 165–1

Army Chaplain Corps Activities (Cited in para 4–12*a*.)

AR 200–1

Environmental Protection and Enhancement (Cited in para 4–15*a*.)

AR 210–14

Installation Status Report Program (Cited in para 2–3*b*(2).)

AR 210–20

Real Property Master Planning for Army Installations (Cited in para 2–3*b*(4).)

AR 210–27

Basic Policies and Principles for Carrying Out Economic Adjustment Program (Cited on title page.)

AR 210–130

Laundry and Dry Cleaning Operations (Cited in para 4–11*a*(2).)

AR 215–1

Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities (Cited in para 6–24.)

AR 215–3

Nonappropriated Funds Instrumentalities Personnel Policy (Cited in para 6–26.)

AR 220-5

Designation, Classification, and Change in Status of Units (Cited in para 6-6*a*.)

AR 380-5

Department of the Army Information Security Program (Cited in para 6-8*a*.)

AR 380-28

Department of the Army Special Security System (Cited in para 6-11*b*.)

AR 380-40

Safeguarding and Controlling Communications Security Material (U) (Cited in para 6-11*b*.)

AR 405-16

Homeowners Assistance Program (Cited in para 5-26.)

AR 405-70

Utilization of Real Property (Cited in para 3-1*a*.)

AR 405-80

Management of Title and Granting Use of Real Property (Cited in para 3-3*b*.)

AR 405-90

Disposal of Real Estate (Cited in para 3-1*b*.)

AR 420-1

Army Facilities Management (Cited in para 4-7*a*.)

AR 600-7

Nondiscrimination on the Basis of Handicap in Programs and Activities Assisted or Conducted by the Department of the Army (Cited in para 5-18.)

AR 600-8-3

Postal Operations (Cited in para 6-7*b*.)

AR 600-8-19

Enlisted Promotions and Reductions (Cited in para 5-13*a*.)

AR 600-8-105

Military Orders (Cited in para 6-6*d*.)

AR 600-20

Army Command Policy (Cited in para 6-13*a*.)

AR 600-23

Nondiscrimination in Federally Assisted Program (Cited in para 5-18.)

AR 600-85

The Army Substance Abuse Program (Cited in para 5-8.)

AR 601-210

Regular Army and Reserve Components Enlisted Program (Cited in para 5-14.)

AR 611-5

Personnel and Classification Testing (Cited in para 6-16*a*(4).)

AR 614-100

Officer Assignment Policies, Details, and Transfers (Cited in para 5-11*a*.)

AR 614-200

Enlisted Assignments and Utilization Management (Cited in para 5-11*b*.)

AR 635-200

Active Duty Enlisted Administrative Separations (Cited in para 5-10.)

AR 638-8

Army Casualty Program (Cited in para 6-15*a*.)

AR 690–12
Equal Employment Opportunity and Diversity (Cited in para 5–3.)

AR 690–200
General Personnel Provisions (Cited in para 5–18.)

AR 690–351–1
Reduction in Force (Cited in table 5–1.)

AR 690–600
Equal Employment Opportunity discrimination Complaints (Cited in para 5–18.)

AR 690–990–2
Hours of Duty, Pay, and Leave, Annotated (Cited in table 5–1.)

AR 710–2
Supply Policy Below the National Level (Cited in para 4–7*a*.)

AR 725–50
Requisition, Receipt, and Issue System (Cited in para 4–5.)

AR 735–5
Property Accountability Policies (Cited in para 4–5.)

AR 735–17
Accounting for Library Materials (Cited in para 6–17*a*.)

AR 840–10
Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates (Cited in para 6–12*a*(1).)

AR 870–5
Military History: Responsibilities, Policies, and Procedures (Cited in para 6–17*a*(2).)

AR 930–4
Army Emergency Relief (Cited in para 6–18.)

DOD 7000.14–R
Financial Institutions on DOD Installations, August 2015 (Cited in para 6–28.)

DODD 3030.01
Office of Economic Adjustment, March 5, 2006 (Cited in para 2–2*b*.)

DODD 4500.09E
Transportation and Traffic Management, September 11, 2007 (Cited in para 6–19*a*.)

DODD 5410.12
Economic Adjustment Assistance to Defense-Impacted Communities July 5, 2006 (Cited in para 2–2*a*.)

DODI 1330.17
DOD Commissary Program, June 18, 2014 (Cited in para 4–9.)

DODI 1400.20
DOD Program for Stability of Civilian Employment, September 26, 2006 (Cited in para 5–15.)

DODI 1400.25, Volume 1800
DOD Priority Placement Program (PPP), June 7, 2007 (Cited in para 5–16.)

DODI 4000.19
Support Agreements, April 25, 2013 (Cited in para 6–3.)

DODI 4515.13
Air Transportation Eligibility, March 31, 2016 (Cited in para 6–20*c*.)

DODI 5154.31, Volume 3
Commercial Travel Management: Defense Travel System (DTS) (Cited in para 6–20*c*.)

DODM O–1000.21–R
Passport and Passport Agent Services, March 6, 2017 (Cited in para 6–14*a*.)

DODM 4160.21, Volume 1

Defense Materiel Disposition: Disposal Guidance and Procedures, October 22, 2015 (Cited in para 4–5.)

DODM 4165.66–M

Base Development and Realignment Manual, March 1, 2006 (Cited in para 2–1.)

DODM 5200.01, Volume 1

DOD Information Security Program: Overview, Classification, and Declassification, February 24, 2012 (Cited in para 6–11*b*.)

DA Pam 25–1–1

Army Information Technology Implementation Instructions (Cited in para 4–14.)

DA Pam 25–40

Army Publishing Program Procedures (Cited in para 6–6*a*.)

DA Pam 30–22

Operating Procedures for the Army Food Program (Cited in para 4–10*b*.)

DA Pam 420–1–1

Housing Management (Cited in para 5–9.)

DTR 4500.9–R

Defense Transportation Regulations (Cited in para 6–19*a*.) (Available at <http://www.ustranscom.mil/dtr/index.cfm>.)

PL 89–516

Administrative Expenses Act of 1946 (Cited in para 5–25*b*.) (Available at <http://www.ustranscom.mil/dtr/index.cfm>.)

PL 89–754

Demonstration Cities and Metropolitan Development Act of 1966 (Cited in para 5–25*a*.) (Available at <https://gpo.gov/fdsys>.)

PL 103–160

National Defense Authorization Act for Fiscal Year 1994 (Cited in glossary.) (Available at <https://gpo.gov/fdsys>.)

Section II**Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this publication. Unless otherwise indicated, DA publications are available on the APD website (<https://armypubs.army.mil>).

AR 870–20

Army Museums, Historical Artifacts, and Art

DA Pam 5–20

Competitive Sourcing Implementation Instructions

DOD Displaced Employee Guide

Department of Defense Displaced Employee Guide Benefit and Entitlement Information (Available at http://www.tradoc.army.mil/dcsopil/documents/brac_civilians/displaced_%20emp_%20guide.pdf)

DOD 4525.6–M

Department of Defense Postal Manual, August 15, 2002 (Available at <http://www.dtic.mil/whs/directives/>.)

HQDA EXORD ADCCP 209–11

Headquarters, Department of the Army Execute Order Army Data Center Consolidation Plan (Available at <https://www.us.army.mil/suite/page/643748>.)

JTR

Joint Travel Regulations (Available at <http://www.defensetravel.dod.mil/site/travelreg.cfm>.)

PL 92–261

Equal Employment Opportunity Act of 1972 (Available at https://www.eeoc.gov/eeoc/history/35th/thelaw/eeo_1972.html.)

5 CFR

Title 5, Code of Federal Regulations (Available at <https://www.gpo.gov/fdsys/browse/collectioncfr.action?collectioncode=cfr>.)

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms

Unless otherwise indicated, DA forms are available on the APD website (<https://armypubs.army.mil>); Department of Defense (DD) forms are available on the Office of the Secretary of Defense Web site (<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>); and Standard Forms (SF) are available on the GSA Web site (<http://www.gsa.gov>).

DA Form 2028

Recommended Changes to Publications and Blank Forms

DD Form 1746

Application for Assignment to Housing

SF 118

Report of Excess Real Property

Glossary

Section I

Abbreviations

ACOM

Army command

AER

Army Emergency Relief

ALLS

Army Law Library Service

APD

Army Publishing Directorate

APT

Army Personnel Test

ASC

Army Sustainment Command

ASD (EI&E)

Assistant Secretary of Defense for Energy, Installations, and Environment

BRAC

base realignment and closure

BTC

Base Transition Coordinator

CFR

Code of Federal Regulations

DA

Department of the Army

DA Pam

Department of the Army Pamphlet

DCS

Deputy Chief of Staff

DeCA

Defense Commissary Agency

DOD

Department of Defense

DODD

Department of Defense Directive

DODI

Department of Defense Instruction

DODM

Department of Defense Manual

DPDO

Defense Property Disposal Officer

DPDS

Defense Property Disposal Service

DSN

defense switched network

DTMO
Defense Travel Management Office

DTR
Defense Transportation Regulation

DTS
Defense Transportation System

EAC
Economic Adjustment Committee

GFEB
General Fund Enterprise Business System

GSA
General Services Administration

HAP
Homeowners Assistance Program

HQAES
Headquarters Army Environmental System

HQDA
Headquarters, Department of the Army

HQIS
Headquarters Installation Information System

HRC
Human Resources Command

HUD
Housing and Urban Development

IAEAC
Interagency Economic Adjustment Committee

ISR
Installation Status Report

ITO
Installation Transportation Office

LRA
Local Redevelopment Authority

M&S
maintenance and services

MWR
morale, welfare, and recreation

NAFI
Nonappropriated Fund Instrumentalities

NICP
National Inventory Control Point

OACSIM
Office of the Assistant Chief of Staff for Installation Management

OEA
Office of Economic Adjustment

PCS
Permanent Change of Station

PL

Public Law

PM

Program Manager

PPP

Priority Placement Program

RPLANS

Real Property Planning and Analysis System

SC

Senior Commander

SDDC

Surface Deployment and Distribution Command

USACE

U.S. Army Corps of Engineers

USAHSC

U.S. Army Health Services Command

USTRANSCOM

U.S. Army Transportation Command

Section II**Terms****Base transition coordinator**

In accordance with provisions of Section 2915 of PL 103–160, the Army must appoint a base transition coordinator (BTC) for each closing installation. The BTC assists in coordinating many of the installation closure actions that have implications for the LRA's redevelopment plan.

Community Economic Adjustment Programs

Is a joint effort by local leaders and an EAC team (a task force selected from the interagency EAC) to plan and carry out an adjustment strategy and a series of actions designed to alleviate the effects of a Defense economic impact on a community.

Economic Adjustment Committee

The EAC is an interagency committee established by the President to coordinate Federal efforts to assist DOD-impacted communities.

Economic Adjustment Committee Team

The EAC Team is a task force selected from the EAC to provide specialized assistance to a DOD-impacted community.

Economic Adjustment Programs

The Defense Economic Adjustment Program was established in 1961 to help communities respond to economic impacts caused by significant defense program changes, including major base realignments and closures. OEA implements the provisions of this program in cooperation with the Military Departments.

Economic impact

Relates to the adverse effect on the economy of a community or geographical area that may result from—

- a. Complete or partial closure of a military installation.
- b. Reduction in DOD personnel (civilian or military).
- c. Termination or cancellation of major military procurement contracts.
- d. A general decline in the level of military prime and subcontract awards.
- e. The establishment or expansion of a military installation that causes a substantial increase in demand for local facilities and public services.

Land Holding Commands

U.S. Army Land Holding Commands are: U.S. Army Installation Management Command, U.S. Army Materiel Command, Army National Guard Bureau, and U.S. Army Reserve Command.

Local Redevelopment Authority

Any entity (including an entity established by a State or local government) recognized by the Secretary of Defense as the entity responsible for developing the redevelopment plan with respect to the installation or for directing the implementation of such plan.

Office of Economic Adjustment

An organization within the DOD that is in charge of helping communities plan for base closure and realignments. The agency also provides planning grants to impacted communities.

Section III**Special Abbreviations and Terms**

This section contains no entries

UNCLASSIFIED

PIN 023511-000