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Pamphlet 5-13

Management

Procedures for Army Stationing

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SUMMARY

DA PAM 5-13
Procedures for Army Stationing

This new Department of the Army pamphlet, dated 3 June 2015--

- o Provides information covering stationing action planning and staffing, Reserve component stationing, stationing actions involving Federal agencies and other Services, and stationing documentation (throughout).

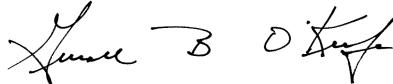
Management

Procedures for Army Stationing

By Order of the Secretary of the Army:

RAYMOND T. ODIERNO
General, United States Army
Chief of Staff

Official:



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History. This is a new Department of the Army pamphlet.

Summary. This pamphlet provides information covering stationing action planning and staffing, Reserve Component stationing, stationing actions involving Federal agencies and other Services, and stationing documentation.

Applicability. This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. Also, it applies to Civilian employees effected by stationing actions.

Proponent and exception authority. The proponent of this regulation is Deputy Chief of Staff, G–3/5/7. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity 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 the Office of the Deputy Chief of Staff, G–3/5/7 (DAMO–FMI), 400 Army Pentagon, Washington, DC 20310–0400.

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.

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Glossary

Chapter 1 Introduction

1–1. Purpose

This pamphlet describes the processes and procedures necessary to carry out the policies established in AR 5–10. It provides information covering planning and staffing stationing action, Reserve Component (RC) stationing, stationing actions involving Federal agencies and other Services, and stationing documentation. This document provides detailed guidance concerning how to execute these processes at the staff and action officer level.

1–2. References

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

1–3. Explanation of abbreviations and terms

Abbreviations and special terms used in this pamphlet are explained in the glossary.

1–4. Scope

a. Stationing is the process of combining force structure and physical capabilities at a specific location to satisfy a specific mission requirement. As such, and in accordance with AR 5–10, it includes force structure actions that impact authorizations (military and civilian) at a particular location.

b. Each stationing action includes a force structure component and a facility component which must be considered as part of the stationing process.

c. A stationing package is a set of documents used to complete coordination and obtain approval for stationing units on Army installations or in leased space in support of operational requirements.

d. Stationing procedures for units located overseas vary from procedures for units located inside the United States. Units located in Alaska, Hawaii, and U.S. territories follow the same procedures as other units stationed in the United States rather than overseas stationing procedures as defined in paragraph 4–2*d.*

Chapter 2 Planning Stationing Actions

2–1. Strategic Stationing Process

The Army is building a future force structure shaped by new and emerging threats, technological advances, force caps, and a prevalence of Joint operations and a diminishing defense budget. Building the future Army involves a modernization plan which relies on a capabilities-based assessment and integrated capabilities doctrine. The strategic stationing process involves analysis based on guidance to adjust force structure stemming from the Quadrennial Defense Review, the Office of the Secretary of Defense Resource Management Decisions; the Total Army Analysis (TAA); force design updates (FDUs); concept plans (CPs); and senior leadership decisions. The Deputy Chief of Staff, G–3/5/7 (DCS, G–3/5/7) (DAMO–FMI), facilitates the overall integration of final courses of action for the stationing of Army forces. This continuous process involves interface among all stakeholders to include—Army commands (ACOMs), Army Service component commands (ASCCs), direct reporting units (DRUs), and elements of the Army Staff (ARSTAF). An overview of the strategic stationing process is depicted in figure 2–1.

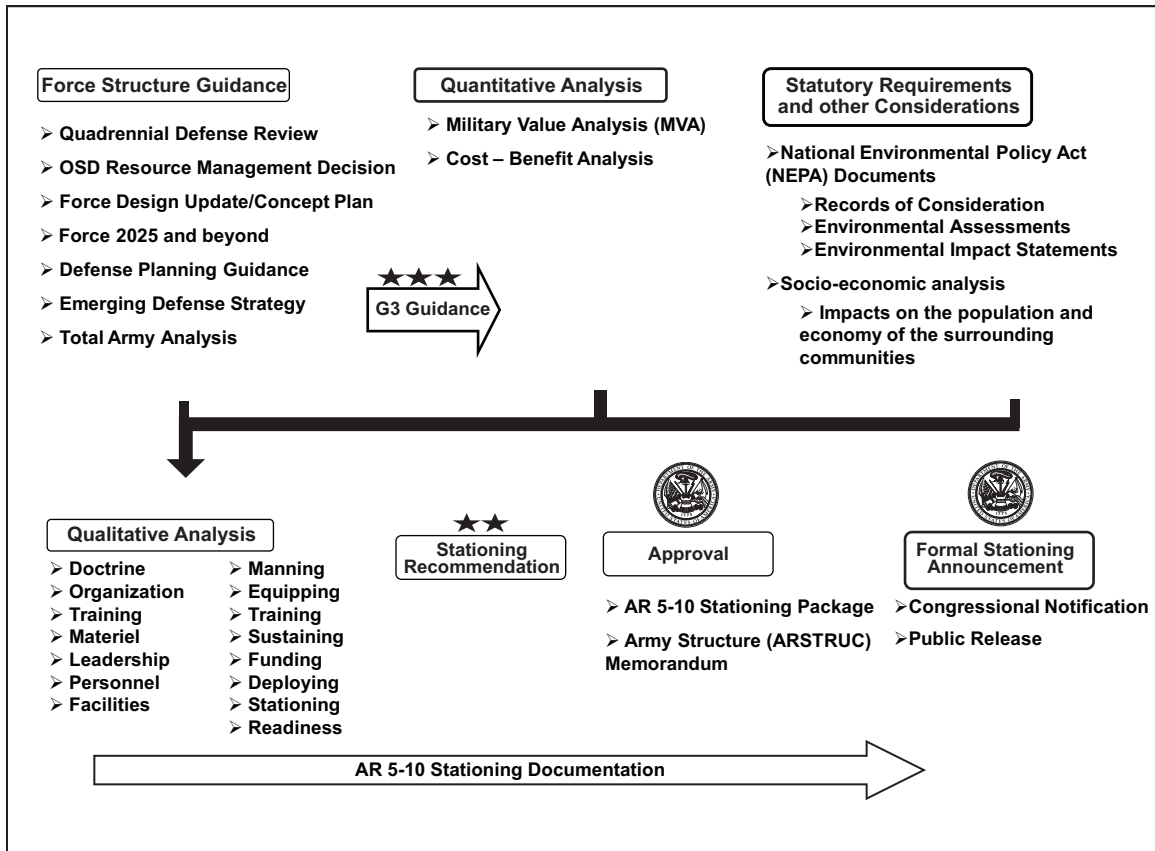


Figure 2-1. Strategic stationing process

2-2. Army Stationing Analysis

a. *Quantitative analysis.* The quantitative portion of stationing analysis may include the use of the military value analysis (MVA) model, or a cost benefit analysis (CBA). Center for Army Analysis conducts the quantitative analysis of the MVA model as required by the DCS, G-3/5/7 (Force Management).

(1) The MVA was developed during base realignment and closure (BRAC) 2005. Center for Army Analysis coordinates with the ARSTAF to integrate capacity analysis and MVA to develop relevant scenarios for BRAC discretionary actions. The MVA model is an important decision support tool that the Army uses to determine significant stationing actions. Generally, the MVA model is used to support stationing decisions related to force structure changes to a brigade-size unit or other units, at an installation, that exceed the Congressional notification threshold established in Section 993(a), Title 10, United States Code (10 USC 993(a)).

(2) The MVA model measures installation attributes that are relevant to the particular stationing action. Attributes are assigned a quantitative value and weight based on unique unit and organizational requirements (see fig 2-2).

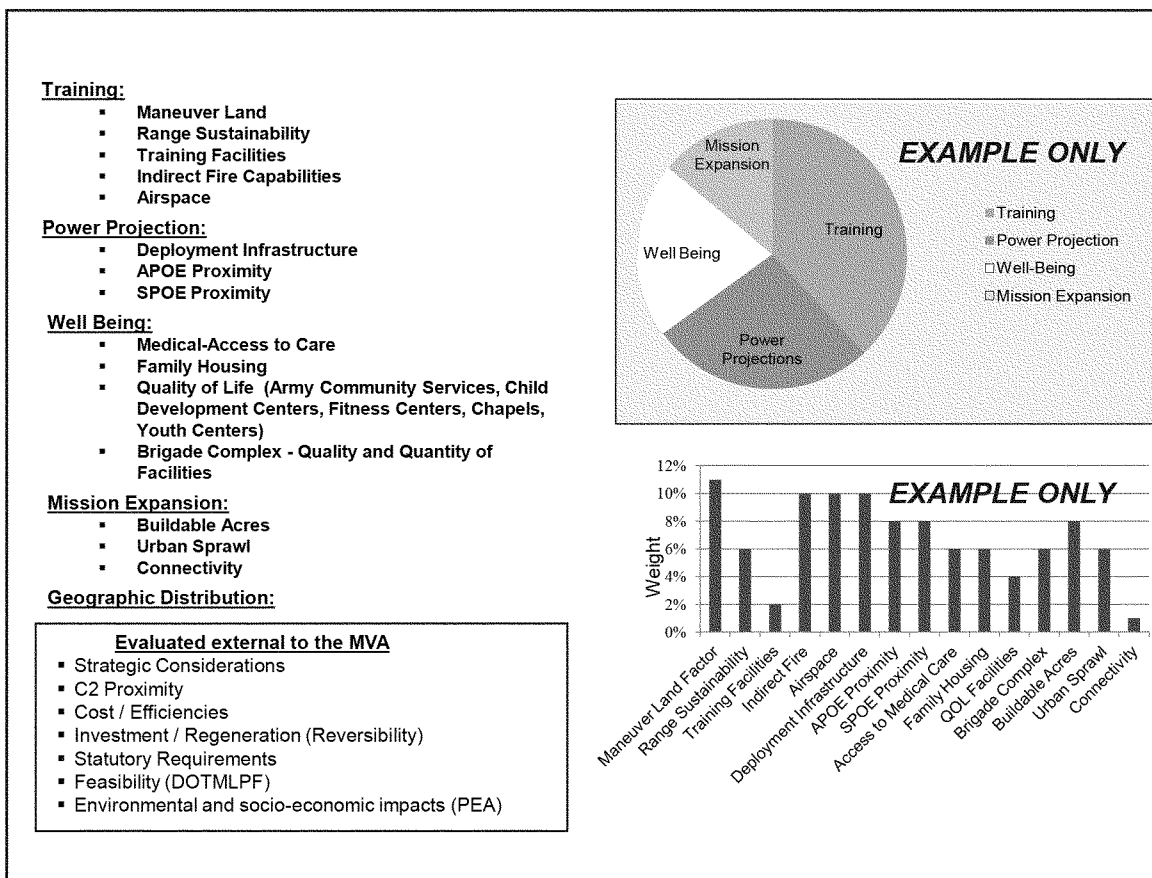


Figure 2-2. Military Value Analysis attributes and weighting

(3) The capabilities and attributes in the MVA model are not static. Technology, tactics and Army business practices are constantly changing and improving; therefore, the MVA model must be regularly reviewed and, when appropriate, updated. At a minimum, a formal review of the MVA model, along with its weights and attributes, occurs every 2 years. Significant changes to the MVA model, including but not limited to changes in the attribute weights, adding or removing an attribute or significantly altering the model is reviewed by a general officer steering committee, chaired by the DCS, G-3/5/7 (Director, Force Management) prior to approval.

(4) The treatment of noncontiguous training areas presents a unique challenge in the MVA model. The quality and quantity of training resources are important considerations in stationing decisions; however, not all training areas are equally accessible. Noncontiguous training areas often require additional time and money to access. When noncontiguous training areas are included in the MVA model, the assigned attribute score should reflect the impact of geographic separation; therefore, MVA model attribute scores for installations with noncontiguous training areas includes a statement explaining the manner and consideration given to the noncontiguous nature of the training area in the applicable attribute scores.

(5) Data for the MVA is collected from multiple organizations including:

- (a) Medical Care—Office of The Surgeon General (OTSG)
- (b) Family Housing and Brigade Complex—Office of the Assistant Chief of Staff for Installation Management (OACSIM)
- (c) Maneuver Land, Training and Ranges—DCS, G-3/5/7 (DAMO-TR).

- (d) Airspace—Army Aeronautical Services Agency
- (e) Quality of life facilities—HQ, U.S. Army Installation Management Command (IMCOM)
- (f) Quality of life (Chapels)—Office of the Chief of Chaplains (OCCH)
- (g) Connectivity—Chief Information Officer/G-6
- (h) Power Projection—DCS, G-4
- (i) Buildable Acres—HQ, IMCOM
- (j) Population Impact—OACSIM (DAIM-ISE) (USAEC)
- (k) Geographical Distribution—OACSIM

(6) The quantitative portion of a stationing analysis may also include a CBA used to evaluate feasibility of stationing options and assist decisionmakers in selecting the preferred alternative location. When an ACOM/ASCC/DRU considers unit relocation as a part of command plan, the CBA serves to identify efficiencies and cost savings in support of the initiative. The DASA-CE portal is the Army's program for cost estimating, modeling, metric development, performance tracking and process automation. The CBA, validated by U.S. Army Cost and Economic Analysis Center, ensures all feasible stationing alternatives are thoroughly identified, analyzed, and evaluated by the decisionmaker. Additional information may be obtained from the Assistant Secretary (Financial Management and Comptroller) cost and performance portal (<http://asafm.army.mil/offices/CE/CostPerformPortal>).

b. Qualitative analysis. The qualitative analysis considers doctrine, operational requirements, strategic considerations and guidance, facility solutions to include interim facilities, or military construction (MILCON), and other factors relevant to the particular stationing decision.

c. Statutory requirements and other considerations.

(1) In conjunction with the stationing analysis, the Army conducts an environmental analysis in accordance with the National Environmental Policy Act (NEPA) and its implementing regulation, Part 651, Title 32, Code of Federal Regulations (32 CFR 651). The purpose of NEPA analysis is to incorporate environmental concerns into Army decisions and, in some situations, to solicit public comment. NEPA analysis is also a way of incorporating required consultation with other Federal agencies, federally recognized tribes, and state environmental and historic preservation offices. NEPA analysis can take several forms, depending on the level of impacts anticipated.

(a) For routine stationing actions the Army can apply a categorical exclusion, documented in a record of environmental consideration (REC). A REC is prepared if a stationing action has been determined to not have a significant effect on the human environment and there are no special circumstances (for example, endangered species, wetlands, national register of historic places). The action may therefore be categorically excluded from the requirement to prepare an environmental assessment (EA) or environmental impact statement (EIS). The REC is not made available to the public. Certain actions are exempt from more formal NEPA analysis unless unusual circumstances exist. These actions include reductions and realignments of civilian and or military personnel that: fall below the thresholds of reportable actions as prescribed by statute (10 USC 2687) or do not involve activities such as construction, renovation, or demolition activities that would otherwise require an EA or an EIS. The lead time for obtaining a categorical exclusion documented in a REC is 1 month.

(b) For stationing actions that do not meet the criteria for a categorical exclusion, an EA is prepared. An EA serves three functions—

1. It provides sufficient evidence and analysis to determine whether an EIS is necessary.
2. It aids the Army's compliance with NEPA when no EIS is necessary, (that is, it helps to identify better alternatives and possible mitigation measures).
3. It facilitates preparation of an EIS when one is necessary. This document generally has one opportunity for public comment and ends with a finding of no significant impact (FNSI). The lead time for completing an EA, documented on a FNSI is 6 to 8 months.

(c) Stationing actions from which significant environmental impacts are expected, an EIS is prepared. An EIS is a detailed analysis that serves to insure that the policies and goals defined in the NEPA are infused into the ongoing Army programs and actions. EISs are generally prepared for projects that the Army views as having significant prospective environmental impacts. The EIS should provide a discussion of significant environmental impacts and reasonable alternatives (including a "no action" alternative) that would avoid or minimize adverse impacts or enhance the quality of the human environment. This document has several opportunities for public comment and ends with a Record of Decision (ROD). The lead time for completing an EIS and ROD is 12 to 18 months.

(2) There are two levels of environmental analysis in terms of scope for stationing actions. The first is a programmatic analysis of a broad program, such as one that would affect installations or similar units across the country. These analyses are generally prepared at the Headquarters, Department of the Army (HQDA) level. Normally, this is documented in a programmatic environmental impact statement or a programmatic environmental assessment. The second level of analysis is site-specific, usually for an installation. Generally this is accomplished with an EA or a REC. Under a concept known as "tiering," installations can sometimes use a REC based on a previous, more formal HQDA analysis.

(3) The Deputy Assistant Secretary of the Army-Environment, Safety, and Occupational Health; OACSIM, DAIM-ISE (USAEC); and U.S. Army Legal Services Agency, Environmental Law Division are the headquarters

elements responsible for ensuring Army actions are in compliance with NEPA. After coordinating with these organizations, HQDA, DCS, G-3/5/7 (DAMO-FMI) determines whether programmatic NEPA analysis is required. Major initiatives to make the Army smaller or larger or to restructure large units throughout the Army are examples of the types of actions that would generally be analyzed in a programmatic manner. If such analysis is required, DCS, G-3/5/7 (DAMO-FMI) coordinates with OACSIM, DAIM-ISE (USAEC). NEPA analysis is completed before major HQDA stationing decisions are made.

(4) When initiating stationing actions, ACOMs/ASCCs/DRUs coordinate with the command responsible for managing the land to determine the level of NEPA documentation to be prepared. NEPA documentation must be included as a part of the stationing package. ACOMs/ASCCs/DRUs are responsible for planning, programming, and funding resources to conduct an EIS or EA.

(5) Community impacts of the stationing action are analyzed in accordance with AR 5-10. The Army may seek direct community input for major stationing decisions. The Army values community input into important decisions that impact Soldiers, Civilians, Families and local communities. The decision to hold community meetings rests ultimately with the Army's senior leadership. In order to ensure the decision to hold community meetings is appropriately considered and thoroughly evaluated, stationing actions involving the loss or relocation of a brigade-size unit or other units at an installation that exceed the Congressional notification threshold established in 10 USC 993(a) includes a staff recommendation for Army senior leaders on the use of community meetings as a means to gather public input.

2-3. Army facility investment strategy in support of stationing

a. Army facility investment strategy. Army Facility Investment Strategy (FIS) is an iterative process synchronized with the Army Campaign Plan, TAA and leadership priorities and in the future implements the following initiatives:

b. Facility stationing. Synchronizes stationing actions with other Army processes to minimize investment in MILCON and restoration and modernization (R&M) through the proactive use of the real property master planning process to ensure facility requirements are fully funded prior to approval.

c. Installation space utilization. Ensure units comply with space allocation rules and consolidate into the best facilities while disposing of the lowest quality and less efficient facilities. FIS supports "freeze the footprint" for administrative and warehouse facilities.

d. Excess facilities or closed status. Where appropriate, executes solutions to repurpose, demolish, or dispose of excess square footage that has no planned use in the distant future. Excess is identified in the Real Property Planning and Analysis System (RPLANS) and certified by the garrison commander.

e. Energy consumption/cost reduction. Implement energy initiatives to build efficiencies through renewable/alternative energy. Under utilized space costs approximately the same to heat and cool as space that is fully occupied.

f. Reserve component synchronization. Support the initiative to operationalize the RC, and institute ways to provide training opportunities at all installations irrespective of component.

g. Lease program. Take advantage of force structure realignment and draw-down actions to reduce lease costs and available footprint.

2-4. Planning considerations

a. Civilian manpower.

(1) ACOM/ASCC/DRUs ensure changes in manpower authorizations are addressed when preparing the manpower migration diagram and civilian employee impacts supporting documents. Reconcile the number of transferring authorizations with associated on-board manpower and unencumbered positions on the Civilian Employee Impacts document. If the categories listed in AR 5-10 do not readily accommodate all adjustments, add additional categories or provide a narrative explanation on the form.

(2) Personnel assessment and programming of resources for proposed stationing actions must be coordinated by the ACOM/ASCC/DRU with the Army Human Resources Command and the Assistant G-1 for Civilian Personnel to ensure there are sufficient human resources available at the projected execution date prior to submission of an AR 5-10 stationing package.

(3) Organizations should use reshaping tools such as management directed reassignments, priority placement program, voluntary early retirement authority (VERA), voluntary separation incentive payments (VSIP), and if necessary reductions in force (RIFs) to effectively manage excess civilian positions. Organizations should consult with their servicing civilian personnel advisory centers when considering use of various reshaping tools and, if a RIF is required, ensure that information is appropriately packaged for submission through appropriate command channels to the appropriate RIF authority.

(4) If on-board civilians opt not to transfer and they do not wish to resign/retire, indicate if they have registered or when they are required to register for the priority placement program. This results of written declination of a management-directed reassignment out of the commuting area.

(5) Organizations should include costs and source of funding for civilian VERA/VSIP and RIF in the cost and savings summary, as well as the permanent change of station costs for civilians that transfer to a new location.

(6) In accordance with applicable law and Department of Defense Instruction 1400.25 (DODI 1400.25) V351 RIF

and other termination notices shall not be issued or made effective on or between December 15 and January 3. Additionally, commands must fulfill all labor obligations before initiating RIF or any related civilian personnel actions. See referenced document for additional information pertaining to RIFs and other civilian personnel actions.

b. Military manpower.

(1) ACOMs/ASCCs/DRUs ensure changes in manpower authorizations are addressed and reconcile the number of transferring authorizations with associated on-board manpower and unencumbered positions.

(2) Organizations should include costs and source of funding for PCSs in the cost and savings summary.

**Chapter 3
Stationing Action Staffing**

3-1. General

a. Stationing actions involving Army installations shall be conducted in accordance with policies outlined in AR 5-10.

b. The ACOM/ASCC/DRU is responsible for conducting the stationing analysis and initiating the stationing package in coordination with the ACOM responsible for managing the land at both the gaining and losing installations. In some cases unit relocations or other actions generates more than one stationing package (that is, a loss at the previous installation and a gain at the new installation). Units should combine related stationing actions in a single consolidated stationing package, before sending to the HQDA-level, whenever possible.

c. The approval authority and staffing process for stationing packages vary depending upon the type of unit and the location. The approval authority for stationing actions is outlined in AR 5-10.

d. Table 3-1 below outlines the appropriate office the initiating organization should submit the stationing action to complete installation requirements.

**Table 3-1
Office to submit stationing proposal**

Initiating Organization	Command with Land Management Responsibility	Office for Submission
Army COMPO 1, 2 and 3	Army	IMCOM or U.S. Army Materiel Command (AMC), as appropriate
Army COMPO 1, 2 and 3	Army National Guard (ARNG)	ARNG, G-3/5/7
Army COMPO 1, 2, and 3	OCAR	OCAR, G-3/5/7
Army COMPO 1, 2 and 3	Non-Army Installation	HQDA, DCS, G-3/5/7 *
Army COMPO 1	Leased Space	HQDA, DCS, G-3/5/7
Army COMPO 2	Leased Space	ARNG, G-3/5/7
Army COMPO 3	Leased Space	OCAR, G-3/5/7
Other Service, Federal agency, or non-Army organization	Army	DCS, G-3/5/7 *

3-2. Staffing process overview

a. Most stationing actions involve IMCOM managed locations in the United States and territories follow the same staffing and approval process through DCS, G-3/5/7 (DAMO-FMI). The following sections outline the procedures for this staffing process. Subsequent sections describes some of the staffing variations outlined in table 3-1.

b. Before initiating a stationing action, the controlling ACOM/ASCC/DRU completes a stationing analysis in order to assess and select the optimal course of action. The initiating organization or the controlling headquarters drafts the stationing package. Once complete, the stationing package is forwarded to the stationing representative at the controlling ACOM/ASCC/DRU. The stationing representative forwards the package to IMCOM for review. Once the IMCOM review is complete, the stationing representative complete staffing and obtain approval at the ACOM/ASCC/DRU level. The stationing representative forward the action to the DCS, G-3/5/7 (DAMO-FMI). DCS, G-3/5/7 (DAMO-FMI) ensures coordination across the ARSTAF before sending the stationing package to the approval authority. Once approved, the Office of the Chief of Legislative Liaison (OCLL) notifies Congress of the impending action, if required. The approved stationing package is returned to the Initiatives and Stationing Branch, which prepares

and send a decision memo to the respective ACOM/ASCC/DRU. Upon receiving the decision memo, the ACOM/ASCC/DRU publishes orders to execute approved actions. The AR 5–10 process is outlined in detail in figure 3–1.

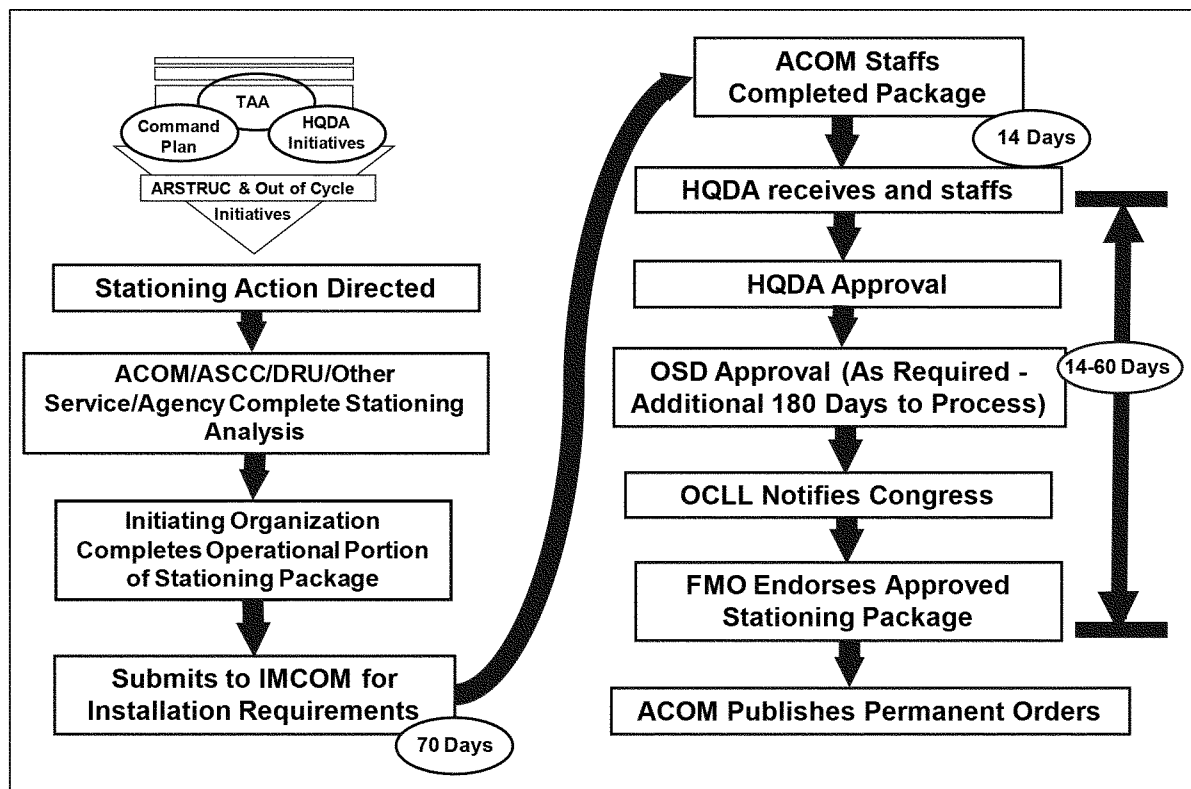


Figure 3–1. AR 5–10 process (for active Army units in the United States)

Note. Army Structure (ARSTRUC)
Office of the Secretary of Defense (OSD)

3–3. Army command/Army Service component command/direct reporting unit staffing process

a. The stationing representative(s) of the parent ACOM/ASCC/DRU headquarters participates in the stationing process from beginning to end. Stationing representatives reviews the pending unit action list (PUAL) to identify units requiring AR 5–10 stationing packages within their commands. All unit changes with an action code of A, C, G, H, J, L, and R require stationing packages. (See figure 3–2, PUAL for example.)

b. The stationing representative from the ACOM/ASCC/DRU headquarters reviews and analyzes the documents contained in the stationing package to ensure the package is complete and accurate, in accordance with AR 5–10 and in correlation with the concept plan (CP), command implementation plan (CIP), or command plan, if applicable. The initiating organization ensures adequate lead time for completion of the stationing process including environmental analysis; ready facilities and storage space; plans for programming of associated costs; Congressional notification; general public announcement; quality of life; and taking care of Soldiers, Families and Civilians. The ACOM/ASCC/DRU headquarters further ensures timeline for civilian termination notices is compliant with DODI 1400.25 Volume 351. The headquarters coordinates any revisions to the document with the submitting organization if the package is not to standard.

AC	M1	LOSING INSTALLATION	UNIT	GAINING INSTALLATION	5-10	STATUS	DATE RECEIVED	COORD START DATE	SUSPENSE DATE	TO DFM	TO G-3
C	FC	FT HOOD, 1TX	001 MD HHC	FT HOOD, 1TX	0498	APPR	20121115	20121217	20130107	20130211	20130213
J	FC	FT HOOD, 1TX	0180 TC HHC	FT HOOD, 1TX	0498	APPR	20121115	20121217	20130107	20130211	20130213
C	FC	FT HOOD, 1TX	0227 AV BN 03	FT HOOD, 1TX	0498	APPR	20121115	20121217	20130107	20130211	20130213
C	FC	FT HOOD, 1TX	0000 AV HHC	FT HOOD, 1TX	0498	APPR	20121115	20121217	20130107	20130211	20130213
J	TC	FT BENNIN, 1GA	192 BDE	N/A	0505	APPR	20130103	20130201	20130208	20130221	20130222
C	FC	FT STEWAR, 1GA	0092 CM CO	FT STEWAR, 1GA	0512	APPR	20130212	20130212	20130228	20130314	20130315
C	FC	FT STEWAR, 1GA	0002 AR BN 01	FT STEWAR, 1GA	0512	APPR	20130212	20130212	20130228	20130314	20130315
C	FC	FT STEWAR, 1GA	0001 AR BN 01	FT STEWAR, 1GA	0512	APPR	20130212	20130212	20130228	20130314	20130315
C	FC	HUNTER AA, 1GA	0003 AV BN 02	HUNTER AA, 1GA	0512	APPR	20130212	20130212	20130228	20130314	20130315
J	FL	GUANTANAMO BAY, CUBA	193rd MP CO I/R	N/A	0520	ARSTAF	20130318	20130318	20130402		

Figure 3–2. Pending unit actions list

c. The parent ACOM/ASCC/DRU headquarters is responsible for coordinating the stationing package with Headquarters, IMCOM, as required per table 3–1, before submitting it to HQDA. After ensuring the stationing package is complete and free of error, the parent headquarters sends the package to the IMCOM (SMB) for review.

d. Upon receiving HQ, IMCOM’s review and analysis, the parent ACOM/ASCC/DRU headquarters updates the package taking into consideration the proposed revisions and coordinate any changes with the office submitting the stationing package. Once all documents are updated, the stationing representative staffs the stationing package with the other staff elements of the ACOM/ASCC/DRU headquarters. The staffing process at the ACOM/ASCC/DRU headquarters should be complete within 14 calendar days.

e. Once the ACOM/ASCC/DRU headquarters reviews the installation requirements documented in the stationing package, the stationing representative forwards the stationing package to the DCS, G–3/5/7 (DAMO–FMI) and courtesy copy the gaining proponent POCs and other interested organizations.

3–4. Installation Management Command staffing process

a. IMCOM, a DRU of OACSIM is a key contributor to the stationing action staffing process for actions involving IMCOM-managed installations. Centralized management of organizational moves is required to ensure each move supports HQDA and Department of Defense (DOD) strategic stationing strategies and can be executed according to budgetary guidance. Initiating ACOMs/ASCCs/DRUs coordinates with the installation and IMCOM early in the process to ensure effective and efficient staffing of stationing packages.

b. Sharing organizational change information at the garrison level (that is gains, losses and strength changes) early in the force management planning process is essential to successful stationing. Information often surfaces early in the development process of command plans, CIPs, FDUs, CPs, and top driven initiatives such as TAA. IMCOM planners at all levels should leverage available resources to obtain and make this information available to garrison planners.

c. IMCOM region and garrison planners should establish and maintain close liaison with parent headquarters to shape stationing actions. Once the stationing package is submitted, stationing representatives are strongly encouraged to consult directly with garrison planners as they develop force management changes. The objective is to ensure

consideration of actual and projected realities of garrison facilities and service support capabilities to the maximum extent possible in the stationing decision making process.

d. The IMCOM staff concurs or non-concurs with comments after review of the stationing packages. A non-concur with comments is submitted in writing and in sufficient detail (who, what, where, when, why, how) for the stationing representative to consider actions that should be taken to request reconsideration. The non-concur comments should also specify any actions the staff office that non-concurred has or will take to assist in mitigating the non-concurrence.

e. The following sections outline the steps that occur in the IMCOM staffing process.

(1) The stationing representative at the ACOM/ASCC/DRU headquarters submits the AR 5–10 stationing package to the HQ, IMCOM SMB.

(2) HQ, IMCOM SMB reviews the AR 5–10 stationing package for content, procedural correctness, and validates units in the Army Stationing and Installation Plan (ASIP), the BRAC statement is included, and contractor issues are addressed. All ASIP data in the stationing package must identify the date of the ASIP common operating picture. HQ, IMCOM SMB must determine if the ASIP data used is current enough for the specific stationing location, coordinate any necessary changes with the parent command and then publish the OPORD and tasking email.

(3) HQ, IMCOM SMB then sends the stationing package to the regional HQ, IMCOM or to the garrison directly for staffing. The staffing suspense is 45 calendar days for the regional HQ, IMCOM and 35 calendar days for garrisons reporting directly to HQ, IMCOM.

(4) Garrisons receiving stationing package shells completes the shells in accordance with AR 5–10 and return them to HQ, IMCOM SMB by the assigned suspense date.

(5) Garrisons use templates provided in AR 5–10 and this pamphlet to prepare stationing packages to ensure that input is uniform and easily analyzed by action officers in HQDA; OACSIM; HQ, IMCOM SMB, and the initiating organization.

(6) HQ, IMCOM requires the submission of a garrison commander (GC) or garrison manager (GM) memorandum for each stationing package. The memorandum states whether the installation can or cannot support the stationing action. If permanent facilities are not available, the memorandum address the bridging strategy/interim solution for supporting the unit(s) until permanent facilities are available. If interim or permanent facilities are not available, the memorandum estimates when facilities can be provided. In addition, it addresses any facility and base operations funding constraints in order to meet the unit' programmed effective date (E-date). In addition, stationing packages should address Family housing requirements in paragraph 9 of the stationing summary (facility requirements) and provide an estimate of added Family housing that is required, even where Family housing is privatized at the installation. If existing or planned Family housing is insufficient to accommodate an increase, the unit(s) may be delayed in their stationing.

(7) The goal is to complete stationing packages as requested by the initiator for ASIP registered organizations and units that have a programmed E-date. If a garrison or region has irresolvable concerns with the installation's capability to accommodate a stationing action, the region or direct reporting garrison conveys those concerns to HQ, IMCOM as part of the overall stationing package. HQ, IMCOM determines the disposition of the concerns and advises the stationing representative accordingly. Garrisons shall not change or delete the ACOM/ASCC/DRU information.

(8) The U.S. Army Garrison (USAG), Plans, Analysis and Integration Office (PAIO) reviews the package and staffs with all garrison and installation stakeholders. The purpose is to assess the garrison/installation's capability to support and provide appropriate input to the stationing summary. If the USAG cannot support the stationing action, requirements needed to support the action must be clearly identified. For example, public works identifies existing facilities, interim facility solutions, or MILCON requirements to support the stationing action. A MILCON project number is provided and identified as programmed or not programmed. Resource management (RM) identifies one-time costs to include facilities support costs, annual recurring costs, NEPA analysis and mitigation costs, and funding status. This information is required for the cost and savings summary.

(9) The USAG Environmental Division assesses the environmental impact of the stationing action on the installation and surrounding communities and prepares a NEPA compliance document if the actions are covered by a categorical exclusion. Preparing an EIS/EA is the responsibility of the proponent for the action in close coordination with the USAG Environmental Division. PAIO reviews USAG input, coordinates any unresolved issues with the stakeholders and ensures the stationing package includes, at a minimum, an endorsement memorandum signed by the GC/GM or designee for the stationing action; a NEPA document; and a cost and savings summary. PAIO returns the garrison completed portion of the AR 5–10 stationing package to its higher headquarters.

(10) IMCOM regions and garrisons may be required to process stationing packages for Army or other organizations that have not registered in ASIP. The GC/GM should make every effort to accommodate requested stationing actions, but are authorized to require reimbursement for unfunded/unprogrammed services. The GC/GM and the Commanding General, HQ, IMCOM have the authority to non-concur with any stationing action which has identified unfunded/unprogrammed cost requirements.

(11) IMCOM regions and garrisons must provide an explanation when their installation lacks the capacity to support an organization requesting relocation. An explanation might read: "funding unavailable for facilities renovation," "vehicle maintenance facilities do not support new family of vehicles," and so forth. The explanation states the reason

why the installation is unable to support the unit by the proposed E-date. Additionally, garrisons provide proposed solutions and dates that the interim and permanent solutions can be implemented.

(12) Garrisons forward stationing packages to HQ, IMCOM SMB. IMCOM pacific garrisons in Hawaii and Alaska forward stationing packages through the pacific regional HQ to allow for review of the stationing package. Once the Pacific Regional HQ has reviewed the package and resolved any issues, they forward it to HQ, IMCOM. IMCOM SMB reviews the package for content and completeness before sending it to the HQ, IMCOM staff. SMB concurrently prepares a memorandum for the IMCOM commanding general's or a designated authority once staffing is complete. The stationing package is then returned to the initiating ACOM/ASCC/DRU headquarters.

f. Although stationing packages contain resource information, they are not resourcing documents. Garrisons must submit funding and staffing requirements associated with stationing actions through their resource management channels.

g. HQ, IMCOM conducts a second review of the stationing package when the package is staffed with OACSIM at the HQDA level. During this process, SMB reviews the ACOM/ASCC/DRU package to validate that no significant changes were made to the earlier version of the package. If changes were made, HQ, IMCOM SMB coordinates, as appropriate, with OACSIM, IMCOM staff, region, and garrison. Once reviewed, the package is returned to OACSIM with a HQ, IMCOM memorandum which concurs or non-concurs with the stationing action.

h. HQ, IMCOM SMB strives to complete stationing package staffing within 70 calendar days of receipt for an ACOM/ASCC/DRU package and within 7 calendar days for the second HQDA staffing review.

i. Refer to the IMCOM homepage found at <http://www.imcom.army.mil> for additional information concerning IMCOM regions and installations.

3-5. Headquarters, Department of the Army staffing process

a. After the ACOM/ASCC/DRU has approved the staffing package, the stationing representative sends the package to the HQDA level for staffing and approval. The DCS, G-3/5/7, Force Management Division, Initiatives and Stationing Branch, serves as the proponent for all stationing actions involving Army forces within the United States and its territories. All stationing packages should be sent to the DCS, G-3/5/7 (Stationing Manager, DAMO-FMI).

b. Upon receipt, the stationing manager reviews the stationing package and update the PUAL to ensure effective management and accountability. The stationing manager then assigns the package to a stationing integrator (SI) who manages the package during the HQDA staffing and approval process.

c. When the SI receives the stationing package he or she reviews it to ensure it is accurate and complete. essential elements of the stationing package include the stationing summary, the manpower migration diagram, the civilian employee impacts, the cost and savings summary, facility requirements summary (when required), information for members of congress (IMC), public notification documents, environmental documentation, and community impact analysis (when required). If errors or omissions are discovered, the SI coordinates with the parent headquarters for revisions. AR 5-10 outlines stationing documentation requirements and provides specific examples of the documents that must be included in the stationing package.

d. When the SI determines the stationing package is complete and free of errors, it is sent for review by the ARSTAF. Each stationing package is distributed to ARSTAF sections via email with a stationing memo that briefly describes the action and suspense for completion. Documents accompanying the stationing package are posted to Army Knowledge Online (AKO) to facilitate dissemination. A link to the AKO site is included in the email message sent to the ARSTAF. Each section of the ARSTAF has a different role in reviewing the stationing action. Table 3-2 outlines the elements of the HQDA Staff that routinely have a role in the staffing process. Staffing at the HQDA level is to be completed within 10 calendar days in accordance with DA Memo 25-52. However, extensions may be granted, if additional time is required.

e. Once the respective staff sections have received the stationing package, they review it giving particular attention to their respective roles depicted in table 3-2. After review, the staff sections reply to the SI with a response of concur, concur with comment, or non-concur with comment. Non-concur responses must address the specific reason for the non-concur response. The SI coordinates with the initiating organization and respective ARSTAF section to resolve non-concur responses before sending the stationing package for approval decision, whenever possible.

f. The SI compiles feedback from the ARSTAF, update the stationing package as necessary, and provide changes to the parent headquarters before requesting senior leadership approval.

g. Once staffing is complete, the SI processes the stationing package for approval. The coordination and approval process can take between 14 and 60 calendar days with additional time required for packages requiring approval at the Office of the Secretary of Defense-level.

h. Upon approval, the stationing package is returned to the SI. The SI drafts an approval memo, to be signed by the DCS, G-3/5/7 (DAMO-FMI) to send to the initiating organization notifying them of the approved action. The ACOM/ASCC/DRU publishes orders, as required, to implement the stationing action.

i. As the proponent for stationing actions, DCS, G-3/5/7 (DAMO-FMI) transfers the stationing package to the National Archives and Records Administration for permanent storage in accordance with AR 5-10.

j. OACSIM has an important role in the AR 5-10 staffing process.

- (1) During the staffing process, the SI sends the stationing package to the OACSIM SACO and OACSIM Operations Directorate, Plans Division, Stationing Plans Branch (DAIM-ODP).
- (2) The OACSIM SACO receives the stationing package, assigns a control number, and sends the tasking to the OACSIM Operations Directorate, Installation Services Directorate, Resources Directorate, Information Technology Directorate, and HQ, IMCOM. The OACSIM, Chief, Stationing Plans Branch identifies and provides the action officer responsible for analyzing and coordinating the stationing package internally to OACSIM.
- (3) HQ, IMCOM SMB coordinates with HQ, IMCOM staff, region, and garrison to ensure the installation is in the position to support the stationing action and that there have been no changes to IMCOM's initial review. Once validated, the final review memo is forwarded to OACSIM Strategic Plans Division for consolidation/coordination.
- (4) OACSIM (DAIM-RD) validates funding requirements to include one-time and annual recurring costs and provides its response directly to the Strategic Plans Division.
- (5) OACSIM (DAIM-IT) validates strategic information technology (IT) requirements and costs and also provides its response directly to the Strategic Plans Division.
- (6) OACSIM (DAIM-IS) validates environmental impacts, housing analysis, and quality of life impacts and similarly provides its response directly to the Strategic Plans Division.
- (7) OACSIM (DAIM-OD) forwards the stationing package and tasker to the plans division and OACSIM functional divisions including: facilities division, operations division, construction division, and BRAC division.
 - (a) OACSIM (DAIM-ODP) reviews and validates requirements in conjunction with the afore-listed OACSIM functional divisions. The plans division ensures the stationing package identifies the funding source for all one-time costs to include equipment and facility furniture purchases, IT equipment costs, facility modifications, required environmental compliance/mitigation and ensures facility requirements for MILCON have been programmed. MILCON requirements compete for funding in accordance with MILCON processes and procedures. In support of the Army FIS, OACSIM ensure ACOMs/ASCCs/DRUs consider using existing facilities and a combination of Operation and Maintenance, Restoration & Modernization, or Unspecified Minor Military Construction, Army as the alternative to building new facilities.
 - (b) OACSIM (DAIM-ODC) validates new MILCON/facility requirements and costs, planned/programmed MILCON requirements, and previous MILCON completed within the past 5 years.
 - (c) OACSIM (DAIM-ODO) validates real estate/real property requirements to include conversions or diversions of facilities, commercial lease land use agreements, real property excesses or shortfalls, land, space consistent with unit or activity populations according to ASIP and RPLANS. The OACSIM (DAIM-ODO) also validates "freeze the footprint", lease space reduction requirements, and the use and condition/suitability of existing facilities in accordance with the Installation Status Report.
 - (d) OACSIM Facilities Division (DAIM-ODF) validates energy/utility and work classification impacts.
 - (e) OACSIM BRAC Division (DAIM-ODB) validates BRAC implications within 2 years of implication.
 - (f) OACSIM Environmental Division validates environmental compliance and mitigation implications.
 - (g) OACSIM Plans Division receives coordination from HQ, IMCOM and OACSIM functional areas/SMEs and reviews for any questions, issues, or concerns.
 - (h) If any issues are identified, OACSIM Plans Division contacts HQ, IMCOM for further review and coordination.
 - (i) If necessary, HQ, IMCOM contacts the installation for additional coordination and clarification.
 - (j) HQ, IMCOM forwards the final review memorandum to the OACSIM Plans Division.
 - (k) OACSIM Plans Division consolidates responses and prepares a memorandum response for the Director of Operations (GO-level).
 - (l) Deputy Director of Operations reviews package and forwards actions to the Operations Director.
 - (m) Director of Operations reviews package and notifies Directorate of Operations SACO and Plans Division when the memorandum has been signed.
 - (n) OACSIM Stationing Plans Branch forwards the OACSIM memorandum to DCS, G-3/5/7 (DAMO-FMI) with courtesy copies to the initiating command, OACSIM Resources Directorate, HQ IMCOM, the impacted USAG, and OACSIM SACO to close action.
 - k. The DCS, G-4 examines AR 5-10 stationing actions for potential logistical implications to ensure the action does not result in unrecognized costs or unexpected logistics impacts that might jeopardize successful execution, or might result in degraded logistics support and services. The DCS, G-4 also reviews stationing actions for potential impacts to ongoing and future logistics initiatives and programs, and attempts to ensure necessary synchronization so that both stationing plans and logistics initiatives can be implemented successfully.
 - (1) The DCS, G-4 also pays particular attention to comments from garrison commanders regarding concerns they may have and their ability to support proposed stationing actions. DCS, G-4 areas of focus include—
 - (a) Actions requiring significant equipment transfers and execution of property accountability requirements.
 - (b) Actions requiring movement or transportation of equipment and personnel.
 - (c) Actions requiring estimates for second destination transportation costs.
 - (d) Actions that affect installation deployment out-load capacity and capability.

- (e) Actions that affect logistics automation such as fielding of Global Combat Support System-Army.
 - (f) Actions having potential impacts to Army Air Force Exchange Service and Defense Commissary Agency support.
 - (g) Actions affecting Logistics force structure.
 - (h) Actions that affect depot maintenance programs.
- (2) DCS, G-4 takes two approaches to AR 5-10 stationing actions. Minor actions involving small numbers of personnel, or minor adjustments to modified tables of organization and equipment (MTOE) or tables of distribution and allowance (TDA) are usually reviewed by the DCS, G-4 stationing action officer only. Other stationing actions involving significant strength changes, unit relocations, actual movements of people and materiel, and so forth, are staffed fully to make sure all logistics implications are considered.

Table 3-2 Stationing package coordination	
Organization	Roles and Responsibilities
ASSISTANT SECRETARY OF THE ARMY (FINANCIAL MANAGEMENT AND CONTROLLER) (ASA (FM&C))	Reviews from the ASA (FM&C) perspective to determine if the prioritization list is affected. Works with DAMO-CIR and DCS, G-8 to determine if funding is available.
ASSISTANT SECRETARY OF THE ARMY (INSTALLATIONS, ENERGY AND ENVIRONMENT)	Reviews and assesses impacts to affected installations and overall Army mission; including but not limited to new requirements for MILCON, leased space, reduction in infrastructure footprint and alignment with Army goals.
ASSISTANT SECRETARY OF THE ARMY (MANPOWER AND RESERVE AFFAIRS)	Reviews manpower (military and civilian) impacts, resources, quality of life, and contractor adjustments. Performs human resources review to ensure installation is informed and ready.
DARNG	Assesses stationing impacts upon Army National Guard units.
DCS, G-1	Reviews FDUs and assesses personnel impacts.
DCS, G-2	Reviews stationing actions for intelligence and security related impacts and validates sensitive compartmented information facility requirements.
DCS, G-3/5/7 (DAMO-CIR)	Reviews from the DCS, G-3 perspective to determine if the prioritization list is affected. Works with DCS, G-8 and ASA (FM&C) to determine if funding is available.
DCS, G-3/5/7 (DAMO-FMP)	Reviews command plans to determine if affected unit actions are listed.
DCS, G-3/5/7 (DAMO-FMO)	Respective Organizational Integrators validate MTOE changes.
DCS, G-3/5/7 (DAMO-TR)	Assesses impact on the institutional training base's Total Army Training Capacity and Training Support Systems. Gain training general officer steering committee's concurrence, if required.
DCS, G-4	Reviews stationing actions for logistical issues and impacts. Reviews second destination transportation estimates.
Chief Information Officer/G-6	Validates installation communications and information technology requirements, including cost estimates.
DCS, G-8	Reviews from the DCS, G-8 perspective to determine if the prioritization list is affected. Works with DAMO-CIR and ASA (FM&C) to determine if funding is available. Reviews facilities requirements for funding issues.
U.S. Army Medical Command (MEDCOM)	Validates availability of medical care and services; and plans medical support for inbound personnel at the gaining installation's treatment facilities.
OACSIM	Reviews, assesses, and validates facility/construction (MILCON), energy, housing, real property and leased space requirements; Army facility standards and work classification; environmental statutory requirements and compliance, and environmental impacts analysis and consultation with federal and state agencies (for example, State Environmental and Historic Preservation Offices) and federally recognized Tribes and Native Hawaiian organizations.
OCAR	Assesses stationing impacts upon U.S. Army Reserve units.
OCLL	Validates information to members of congress (IMC) and ensures questions and answers are adequate.
OCPA	Validates info for correspondents (IC), ensures public affairs guidance (PAG) is drafted, and ensures questions and answers are adequate to address inquiries.
Office of the Judge Advocate General (OT-JAG) Administrative Attorney	Validates package and ensures it conforms to regulations.

Table 3-2 Stationing package coordination—Continued	
Organization	Roles and Responsibilities
OTJAG Environmental Attorney	Validates environmental statement and documentation.
Coordination with other appropriate offices (as necessary)	Office of the Administrative Assistant to the Secretary of the Army (OAASA) for stationing actions involving OA22 funding. Assistant Secretary of the Army for Acquisition, Logistics, and Technology ASA (AL&T) and United States Army Acquisition Support Center (USAASC) for stationing actions involving program executive offices and program managers. DCS, G-3/5/7, DAMO-SS/DAMO-AV/DAMO-AMD/DAMO-OD, as applicable
Copies furnished to the following	Office of the Chief of Chaplains (OCCH) for all stationing actions, Office of the Administrative Assistant Real Estate & Facilities—Army (OAA REF-A) for stationing actions involving leased space in the national capital region.

3-6. Information for members of Congress

a. Units submitting stationing actions must include a draft IMC as a part of the stationing package. The IMC provides an overview of the stationing action and is used to keep members of Congress informed. A sample IMC may be found in AR 5-10.

b. IMC may be furnished to the House Armed Services Committee (HASC), Senate Armed Services Committee (SASC), delegates of the local communities impacted by the stationing action, and professional staff members.

c. The following guidance outlines criteria requiring a draft IMC:

(1) Stationing actions involving large numbers of authorizations (200 or more military authorizations or 50 or more civilian authorizations).

(2) Actions involving major unit actions including activations, deactivations, realignments, and relocations (not MTOE adjustments).

(3) Politically sensitive stationing actions (regardless of the authorizations).

(4) Actions with a brigade-size element (includes regiments or higher).

(5) Stationing actions involving relocations into or within the Military District of Washington, with a cost of \$500,000 or more, require notification to the Appropriations Committee in addition to the HASC and SASC.

d. OCLL reviews stationing actions during the Army staffing process to ensure the information is consistent with DA and DOD policy. When IMC is deemed necessary for release, OCLL reviews and staffs the IMC, develops a notification plan, obtains SECARMY release authority, and provides it to members of Congress. A sample IMC may be found in AR 5-10.

3-7. Information for correspondents

a. Units must also include IC as a part of the stationing package. The IC is developed by or in coordination with the Public Affairs Officer and is used by leadership to inform citizens who may be impacted by stationing actions. The IC consists of a draft news release that mirrors the IMC and a list of frequently asked questions and answers. A sample IMC and list of questions and answers may be found in AR 5-10.

b. The Office of the Chief of Public Affairs (OCPA) is the ARSTAF element responsible for reviewing the IC at the HQDA level. The public announcement follows the IMC notification to select members of Congress.

Chapter 4 Other Stationing Procedures

4-1. Leased facilities

The ACOM/ASCC/DRU initiates a stationing package for actions involving leased space, ensuring verification of the building's environmental analysis with the organization that manages the lease. The initiator prepares a record of environmental consideration, and submit the stationing package to the DCS, G-3/5/7 (DAMO-FMI).

4-2. Overseas stationing actions

a. An overseas force is one that is outside the continental United States, Alaska, Hawaii, and Trust territories; and consists of an aggregation of military personnel, weapons systems, equipment, and necessary support, or combination thereof.

b. Similar to leasing actions, stationing actions involving overseas forces have staffing procedures that differ from other stationing actions.

c. Overseas stationing actions require Secretary of Defense approval of an overseas force structure change (OFSC)

and host nation notification. Chairman of the Joint Chiefs of Staff Instruction 2300.02G (CJCSI 2300.02G) outlines procedures for OFSC and host nation notification approval.

d. Overseas stationing actions are processed through the DCS, G-3/5/7 (DAMO-SSW) instead of DCS, G-3/5/7 (DAMO-FMI) at the HQDA level. After staffing at the HQDA level, the action is sent on to the Joint staff (J5) before going to the Secretary of Defense for approval. Overseas stationing actions should be complete within 9 months after FDU, CP, or CIP approval.

e. While stationing package formats may be used for overseas stationing planning, it should be noted that overseas stationing actions are classified confidential (at a minimum) in accordance with CJCS 2300-02F.

f. Overseas stationing actions impacting land managed by IMCOM coordinates with OACSIM (DAIM-ODP) to ensure facility planning and resourcing.

4-3. Base realignment and closure discretionary actions

a. BRAC discretionary actions are implied actions that are not specifically directed by the BRAC commission, but must be accomplished in order to comply with other BRAC-directed actions. BRAC discretionary actions require a stationing package and follow staffing procedures outlined in chapter 3 of this document.

b. It is the policy of the Army to faithfully execute BRAC law. ACOMs, ASCCs, and DRUs should not request discretionary stationing actions that alter or reverse BRAC stationing actions. To do so could amount to an act of non-compliance with BRAC law.

c. ACOMs/ASCCs/DRUs submitting stationing packages provides an explanation or description of whether a relationship does or does not exist between the proposed stationing action and a prior BRAC directed or discretionary action for all the units, or portions of the units contained in the stationing proposal. Also stationing packages with a connection to BRAC require legal review before the package is staffed to ensure the action does not violate BRAC law.

d. BRAC directed actions are covered in AR 5-10. A stationing package containing a unit with a BRAC relationship is reviewed after BRAC, with consideration given as to why the change from BRAC, ensuring the Army does not deviate from congressional intent.

4-4. Army National Guard stationing procedures

a. Stationing of ARNG forces is managed as part of the Army stationing process, thereby ensuring that ARNG stationing is fully integrated into all phases of the force structure development and resourcing process. Signature authority for ARNG Title 10, Organizational Authority Memorandums, unless specified by a higher regulation, is done by the Chief, National Guard Bureau (CNGB). All ARNG Title 10 stationing request is coordinated, executed and managed with the ARNG Human Capital Management Division (ARNG-HCM) for guidance and validation. Incorporating ARNG stationing actions into the active component process does not limit the State Adjutant General or Governor's authority to manage the location of units of the ARNG within their respective boundaries as authorized by 32 USC 104(a)). National Guard Regulation (NGR) 10-1 provides additional guidance concerning National Guard stationing actions.

b. Force integration readiness officers serve as stationing points of contact in the State Adjutant General Office. Units requesting a stationing action on a National Guard installation should coordinate with the respective force integration readiness officer concerning the availability of space and other stationing issues.

c. If the stationing action impacts the Total Army Training Capacity, submit an Institutional Training CBA to DCS, G-3/5/7 (DAMO-TR) for approval.

4-5. U.S. Army Reserve stationing procedures

a. U.S. Army Reserve (USAR) stationing actions are done in accordance with the U.S. Army Reserve Command (USARC) Memorandum of Instruction (MOI). This MOI applies to all Army Reserve units; operational/functional/training/supporting commands; DRUs; and the Headquarters, USARC. USARC Regulation 140-1 is the primary document that governs the stationing of Army Reserve units.

b. USARC G-3/5/7 Force Management—Main is the proponent for all USAR stationing actions. USARC G-3/5/7 Force Management—Forward is responsible for publishing Army Reserve Strategic Stationing Guidance and policy. An approved USAR stationing action is actionable only when a permanent order is issued by USARC. Operational and functional commands are encouraged to check the permanent orders system daily for approved orders.

c. Prior to a command initiating a stationing action, the originating command contacts the regional support command (RSC) directorate of public works/engineers to determine initial feasibility at the proposed location. This is to determine feasibility only and not a formal coordination.

d. The status and progress of USAR stationing actions are tracked using the Stationing Tool-Army Reserve (STAR). Once a stationing action is initiated by the user, STAR tracks its progress through/to issuance of the permanent order. STAR is accessed at <https://star.ocar.army.pentagon.mil/>.

e. If the stationing action impacts the Total Army Training Capacity, submit an institutional training CBA to DCS, G-3/5/7 (DAMO-TR) for training general officer steering committee's approval.

4-6. Department of Defense, Federal agencies, and other Service procedures

a. *Department of Defense staffing and interagency staffing.* Stationing proposals by other Services/agencies on land managed by the Army begin with a request for site-survey in accordance with AR 5-10. When another Service, Federal agency, or other non-Army organization initiates a stationing action involving an Army installation, the Army requires that organization to submit a stationing package in accordance with AR 5-10. Conversely, Army organizations relocating to an installation managed by another Service or Federal agency must comply with the requirements of that organization. The sections below outline some of the procedures for completing these types of stationing actions. Basing proposals for locations managed by other Services begin with an ACOM/ASCC/DRU request for site-survey in accordance with AR 5-10. Additional guidance concerning inter-service or interagency stationing actions may be obtained from the DCS, G-3/5/7, Initiatives and Stationing Branch.

b. *Air Force Basing.* The Air Force (AF) Strategic Basing Process provides an enterprise-wide repeatable process for decision making to ensure all strategic basing actions involving AF or other service units and missions support AF mission requirements and comply with all applicable environmental guidance. AF and non-AF entities use AFI 10-503 for basing decisions and only written decisions supported by the processes and procedures contained therein is considered valid.

(1) The AF Strategic Basing Process contains a basing structure that enables decisions by supporting an enterprise-wide, fact-centered review. The AF Strategic Basing Structure (AFSBS) presents recommended courses of action to the Secretary of the Air Force and Chief of Staff of the Air Force for making criteria-based decisions. The top-down deliberative elements of the AFSBS are the strategic basing-executive steering group (SB-ESG) and the basing request review panel (BRRP). The ultimate goals of the AFSBS are to provide a multifunctional, cross-staff perspective on all key AF strategic basing decisions, enhance basing issue responsiveness, support interactive corporate decision-making, and bridge organizational barriers to improve the AF Strategic Basing Process.

(a) The SB-ESG is the senior forum (one- and two-star general officers and civilian equivalents) dedicated to cross-functional consideration of AF strategic basing decisions. The SB-ESG reviews and evaluates proposed actions to ensure each action is consistent with AF concepts of operations, basing objectives, criteria, policies, planning and programming, and presents courses of action to the Secretary of the Air Force and Chief of Staff of the Air Force through the AF Corporate Structure.

(b) The BRRP (O-6 and civilian equivalents) supports the SB-ESG and senior-level leadership as a forum for initial corporate review and evaluation of appropriate issues within the same broad categories of the SB-ESG. The BRRP is the first level of AFSBS integration for basing review and decisions.

(2) To ensure timely stationing, it is strongly recommended that units submit basing action requests for AF sites to the DCS, G-3/5/7 (DAMO-FMI) no later than 8 months prior to the desired effective date.

c. *Navy and United States Marine Corps Stationing.* Stationing actions involving Department of the Navy and United States Marine Corps installations on an individual basis. The ACOM, ASCC, DRU is to submit the basing proposal to the DCS G-3/5/7 (DAMO-FMI) who coordinates with the Navy and Marine Corps for specific requirements pertaining to the specific unit action.

Appendix A References

Section I Required Publications

AR 5-10

Stationing (Cited in paras 1-1, 2-2c(5), 2-4a(2), 3-1a, 3-1c, 3-2b, 3-3a, 3-3b 3-4e(1), 3-4e(2), 3-4e(4), 3-4e(5), 3-4e(9), 3-5c, 3-5l, 3-5j, 3-5k, 3-5k(2), 3-6, 3-6d, 3-7a, 4-3d, 4-6a.)

Section II Related Publications

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

AFI 10-503

Strategic Basing (Available at <http://www.e-publishing.af.mil/>.)

CJCSI 2300.02G

Coordination of Overseas Force Structure Changes and Host-Nation Notification (Available at http://www.dtic.mil/cjcs_directives/.)

DA Memo 25-52

Staff Action Process and Coordination Policies

DOD 4165.66-M

Base Redevelopment and Realignment Manual (Available at <http://www.dtic.mil/whs/directives/>.)

DODI 1400.25 Volume 351

DOD Civilian Personnel Management System: Coordination and Clearance Requirements for Personnel Reductions, Closure of Installations and Reductions in Contract Operations in the United States (Available at <http://www.dtic.mil/whs/directives/>.)

National Environmental Policy Act

(Available at <http://www.gsa.gov/>.)

NGR 10-1

Organization and Federal Recognition of Army National Guard Units (Available at <http://www.ngbpdc.ngb.army.mil/>.)

10 USC 2687

Base Closure and Realignment Act (Available at <http://www.gpoaccess.gov/uscode/browse.html>.)

10 USC 993

Notification of permanent reduction of sizable numbers of members of the armed forces Act (Available at <http://www.gpoaccess.gov/uscode/browse.html>.)

32 CFR Part 651

Environmental Analysis of Army Actions (Available at <http://ecfr.gpoaccess.gov/>.)

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

Unless otherwise indicated, DA Forms are available on the APD Web site <http://www.apd.army.mil>.

DA Form 2028

Recommended Changes to the Publications and Blank Forms

Appendix B Stationing Summary Template

This appendix outlines the required portions of a stationing summary and the respective organizations responsible for completing them.

B-1. Stationing summary

- a.* Unit identification code (UIC) and mission. Initiating Organization - Limit mission statement to four lines and consolidate units with like mission statements.
- b.* Nature of action. Initiating Organization
- c.* Rationale. Initiating Organization
- d.* Alternatives to the proposed action. Initiating Organization
- e.* Strategic and operational implications. Initiating Organization
- f.* Estimated military and civilian personnel impacts. State whether action requires notification to Congress under 10 USC 993 or 10 USC 2687 and, if so, whether such notification has occurred. Initiating Organization
- g.* Programs to provide assistance to affected personnel. Initiating Organization
- h.* Anticipated cost and savings. Initiating Organization, mission costs; IMCOM, facilities and base operations costs; Network Enterprise Technology Command, Network Enterprise Center costs; and, AMC, Department of Logistics costs
- i.* Facilities requirements. IMCOM
- j.* Training land requirements. IMCOM
- k.* Environmental impacts. State whether the action is addressed in any previous NEPA documentation (to include programmatic), and if so, identify the documents. IMCOM (provides copy of or link to official documentation: REC, FNSI, ROD)
- l.* Quality of Life requirements. IMCOM
- m.* Coordination of funding. IMCOM
- n.* Impact on RC, training, and support. IMCOM
- o.* Potential problems. IMCOM
- p.* Community Impact Analysis. IMCOM
- q.* Milestones. Initiating Organization

B-2. Consolidated stationing packages

When practical, consolidated stationing packages, containing any combination of multiple units or same unit with multiple year force structure changes, is preferred.

Appendix C Action Codes/Definitions

C-1. Action codes

Action codes are contained in the PUAL. They indicate the type of change that was or will be made to a unit on a specified E-date.

C-2. Definitions

- a.* A - Unit activation
- b.* C - Conversion by change of standard requirements code
- c.* G - Change in command assignment (gain)
- d.* H - Change in command assignment (loss)
- e.* J - Inactivation of a unit
- f.* L - Relocation without a change of command assignment
- g.* R - Change in strength due to basis of issue plan (no change to authorized level of organization)

Glossary

Section I Abbreviations

ACOMs

Army commands

AF

Air Force

AFI

Air Force instruction

AFSBS

Air Force Strategic Basing Structure

AMC

U.S. Army Materiel Command

ARNG

Army National Guard

ARSTAF

Army Staff

ARSTRUC

Army Structure

ASA (FM&C)

Assistant Secretary of the Army (Financial Management and Comptroller)

ASCCs

Army Service component commands

ASIP

Army Stationing and Installation Plan

BRAC

base realignment and closure

BRRP

basing request review panel

CBA

cost benefit analysis

CIP

command implementation plan

CP

concept plan

CJCSI

Chairman of the Joint Chiefs of Staff Instruction

CNGB

Chief, National Guard Bureau

DA

Department of the Army

DARNG

Director, Army National Guard

DCS

Deputy Chief of Staff

DOD

Department of Defense

DODD

Department of Defense directive

DODI

Department of Defense instruction

DRUs

direct reporting units

EA

environmental assessment

E-date

effective date

EIS

environmental impact statement

FDU

force design update

FIS

facility investment strategy

FNSI

finding of no significant impact

GC

garrison commander

GM

garrison manager

HQDA

Headquarters, Department of the Army

IC

information for correspondents

IMC

information for members of congress

IMCOM

U.S. Army Installation Management Command

IT

Information Technology

MEDCOM

U.S. Army Medical Command

MILCON

military construction

MOI

memorandum of instruction

MTOE

modified table of organization and equipment

MVA

military value analysis

NEPA

National Environmental Policy Act

NETCOM

U.S. Army Network Enterprise Technology Command

NGR

National Guard Regulation

OACSIM

Office of the Assistant Chief of Staff for Installation Management

OCAR

Office of the Chief, Army Reserve

OCLL

Office of the Chief of Legislative Liaison

OCPA

Office of the Chief of Public Affairs

OFSC

overseas force structure change

OTJAG

Office of the Judge Advocate General

OTSG

Office of the Surgeon General

PAIO

Plans, Analysis and Integration Office

PEA

programmatic environmental assessment

PUAL

pending unit actions list

RC

Reserve Component

REC

record of environmental consideration

RIF

reduction in force

ROD

record of decision

RSC

regional support command

SECARMY

Secretary of the Army

SB-ESG

strategic basing-executive steering group

SI

stationing integrator

SMB

Stationing Management Branch

STAR

Stationing Tool-Army Reserve

TAA

Total Army Analysis

TDA

table of distribution and allowance

U.S.

United States

USAEC

U.S. Army Environmental Command

USAR

U.S. Army Reserve

USARC

U.S. Army Reserve Command

USAG

U.S. Army Garrison

USC

United States Code

VERA

voluntary early retirement authority

VSIP

voluntary separation incentive payments

Section II**Terms****Army installation**

(a) An installation is defined as an aggregation of contiguous or near contiguous, real property holdings commanded by a centrally selected commander. Installations represent management organizations. An installation may be made of one or more sites.

(b) A site is a physically defined location which can be supported by a legal boundary survey which closes a polygon.

It can be owned, leased, or otherwise possessed or used. A site may exist in one of three forms: land only, facility or facilities only, or land and all the facilities on it. A site is the sum of all real property at a specific location.

Closure

The process of placing facilities in an inactive status at an installation or site after units, organizations, and activities have vacated, relocated, transferred, and/or inactivated and services have ceased. Closure may involve maintaining an installation or site in an inactive status. It may also involve disposal or transfer of land or improvements to another Federal agency or to state, local, or private interests as specified by the DOD 4165.66–M.

Force component

The personnel and equipment associated with a unit.

Installation component

The facilities associated with supporting a unit.

Installation

A grouping of facilities, located in the continental United States or outside the continental United States, that support particular DA functions. Installations may be elements of a base including locations such as posts, camps, or stations.

Overseas

Outside the Continental United States, Alaska, Hawaii, and Trust Territories.

Realignment

A realignment constitutes the following:

- (a) Transfer, consolidate, or relocate all or portions of any function, authorization, or personnel of any unit, MTOE or TDA activity or organization of the Active Army or RC.
- (b) Entails activation and/or establishment and inactivation and/or discontinuance of all or portions of any unit, MTOE, or TDA activities or organizations of the Active Army or RC.

Relocation

A relocation constitutes the following:

- (a) The physical move of all or portions of a unit, organization, or activity to a different location than where it is currently located.
- (b) Relocation used for the purpose of this regulation involves the permanent physical movement from one installation or site to a different installation or site outside of the commuting area.

Reorganization

A rearrangement of personnel and equipment within or among units, activities, or installations in accordance with the organizations and structures to develop a synchronized, affordable, supportable, and executable mix of organizational capabilities that support DOD, Army, Joint, and contingency planning.

Stationing

Stationing is the process of combining force structure and installation structure at a specific location to satisfy a specific mission requirement. As such, it includes all forms of realignment or relocation and includes those actions that determine the authorized population (military and civilian) at a particular installation. Each stationing action is composed of a force component and an installation component. The force component consists of the personnel (military and civilian) and equipment of an organization. The installation component deals with all the facilities required to support the unit. Both components must be considered as part of the stationing process. The desired end of this process is a force that is based in a manner that ensures effective and efficient mission accomplishment. The ways used to accomplish stationing include transfer, consolidation, or relocation of a function, manpower, or personnel; activation or inactivation; or reduction or increase of civilian personnel. The means to execute these actions are encompassed in the procedures used to manage directed actions (for example, those actions mandated by Congress, BRAC, and discretionary actions resulting from ACOM/ASCC/DRU requests, Department of the Army direction, or directed actions not originally specified).

Section III

Special Abbreviations and Terms

This section contains no entries.

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