



**DEPARTMENT OF THE ARMY
U.S. ARMY MILITARY DISTRICT OF WASHINGTON
103 THIRD AVENUE
FORT LESLEY J. McNAIR, DC 20319-5058**

REPLY TO
ATTENTION OF

ANSP

25 March 2002

MEMORANDUM FOR

Commander, US Army Garrison, Fort A.P. Hill (ANAP-CD), 18436 Fourth Street,
Fort A.P. Hill, VA 22427-3114
Commander, US Army Garrison, Fort Belvoir (ANFB-GC), 9820 Flagler Road, Suite 213,
Fort Belvoir, VA 22060-5840
Commander, US Army Garrison, Fort Hamilton (ANFH-GC), Building 111, Fort Hamilton,
Brooklyn, NY 11252-5000
Commander, US Army Garrison, Fort George G. Meade (ANME-CD), 4551 Llewellyn Avenue,
Fort George G. Meade, MD 20755-5000
Commander, US Army Garrison, Fort Myer (ANMY-GC), 204 Lee Avenue, Fort Myer, VA
22211-1199

**SUBJECT: Commander's Policy Statement for Requests for Space on MDW Installations –
Policy Memorandum #10**

1. This memorandum supercedes policy memorandum, ANSP, 6 March 2001, SAB.
2. **POLICY:** The CG, MDW, will approve all requests for the use of space or real estate on MDW installations. This includes: 1) units or organizations not currently on an MDW installation that wish to relocate onto one of our installations; 2) units or organizations seeking to relocate from one MDW installation to another; 3) units or organizations seeking to increase their unit or organization population, current square footage, or real estate requirements; and 4) outgrants.
3. **PURPOSES:** This policy is established to achieve the following purposes:
 - a. Identify all stationing requirements for new tenants or relocating MDW agencies.
 - b. Reduce excess space in the MDW.
 - c. Maximize existing space through relocation before new space is constructed in the MDW.
 - d. Program the new construction requirements of new MDW tenants.
 - e. Identify the infrastructure support requirements of new MDW tenants.

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f. Ensure detailed tenant support agreements are prepared that identify move-in responsibilities, modification or renovation procedures, reimbursement costs, infrastructure support, and restoration/move-out costs.

4. **APPLICABILITY:** This policy applies to all users of MDW facilities and workspace.

5. **RESPONSIBILITIES:**

a. **Units and Organizations.**

(1) Units and organizations affected by this policy are defined as follows:

(a) All units or organizations not currently on an MDW installation.

(b) All units or organizations seeking to move from one MDW installation to another MDW installation.

(c) All units or organizations currently on an MDW installation that are seeking to increase their unit or organization population, current square footage, or real estate requirements.

(2) All units and organizations seeking to use space or real estate on any MDW installation will forward their request to the MDW Deputy Chief of Staff for Support (DCSSPT).

(3) All units and organizations seeking to use space or real estate on any MDW installation will reimburse the installation for the incremental cost of providing base support until a reprogramming action is approved and processed by the department. Units and organizations should anticipate the reprogramming action to occur within 2 years.

b. **The MDW DCSSPT will:**

(1) Receive from the requesting new user or tenant and process all requests for use of facilities, workspace, or real estate. Requests will include the following information:

(a) Mission/background of the organization.

(b) Nature and rationale for the action (i.e., unit activation, reorganization, mission change, discontinuance of leased facilities, etc.) and the rationale for the activity to be located on an MDW installation.

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(c) Civilian and military personnel impact. Provide copy of the TDA/MTOE manning document. Identify out-year strength projections (if known).

(d) BASOPS support requirements.

(e) Administrative space. Document space requirements using DD Form 1450, DoD Space Requirements Data, and DD Form 1450-1, DoD Space Requirements Data Part II, as appropriate.

(f) Hardstand. Specify the number and types of vehicles to be parked/stored.

(g) Storage space. Specify the items to be stored, quantity, weight, and justification for any required climate control.

(h) Training area requirements if applicable.

(i) Security requirements.

(j) Anticipated environmental impact.

(k) Milestones for proposed action.

(2) Ensure proper coordination with affected installation and MACOM staffs and provide a timely response to all requests.

c. Garrison Commanders will:

(1) Direct all written requests for the use of facilities, workspace, or real estate at the installation to the MDW DCSSPT for MACOM action. Garrison commanders will also make their recommendation to the MACOM for support or denial of the request.

(2) Account for all US Army-owned or leased facilities, workspace, and real estate within their area of operation.

(3) Identify all support, space, and real estate requirements for new tenants (or relocating MDW agencies) through development of a thorough stationing plan.

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(4) Ensure that tenant support agreements, in accordance with DoDI 4000.19, and the Army reimbursable policy are in place before assigning space to non-MDW agencies. A copy of the draft support agreement will be provided when forwarding the request to the MACOM.

(5) Review efficiency of existing space assignments every 3 years.

(6) Notify the MACOM of outgrants (e.g., leases, easements, licenses, permits, rights-of-way) that are scheduled to expire and are being considered for renewal. Garrison commanders will also make their recommendation to the MACOM for support or denial of the request.

d. Installation Directors of Public Works or the responsible installation directorate will:

(1) Upon MACOM approval to proceed, develop a stationing plan for all agencies programmed for/or requesting the use of facilities, workspace, or real estate at the installation. The stationing plan will incorporate the following actions:

(a) Update the real property master plan.

(b) Submit population changes (Army Stationing and Installation Plan (ASIP)) to the installation ASIP manager.

(c) Request new space allowances (real property planning and analysis system).

(d) Program new construction requirements (Military Construction, Army, DD Forms 1391), if necessary.

(e) Survey environmental impacts in accordance with AR 200-1 and AR 200-2.

(f) Identify new minor construction or renovation projects (un-financed requirements and resource management plans).

(2) Verify that tenant support agreements are current and have been approved by MDW before issuing space to non-MDW organizations.

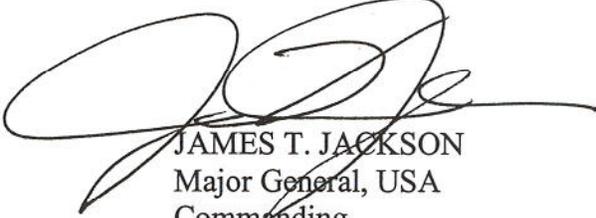
(3) Obtain MDW approval on project sites for new construction projects that support new tenants.

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(4) Obtain MACOM approval before issuing space listed in the MDW Facility
Reduction or Layaway Programs.

6. Questions regarding this policy may be directed to the MDW DCSSPT at (202) 685-3045,
fax (202) 685-3437, e-mail: ansp@fmhc.army.mil.



JAMES T. JACKSON
Major General, USA
Commanding