

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

ER 420-1-3

CELD-ZE

Regulation
No. 420-1-3

1 May 1994

Facilities Engineering
REAL PROPERTY MANAGEMENT

1. Purpose. This regulation prescribes policy and procedures for management of the following Real Property Management functions for U.S. Army Corps of Engineers (USACE) installations and sub-installations listed in Appendix C including:

- a. Planning
- b. Programming and Budgeting
- c. Execution
 - (1) Space Management
 - (2) Operations
 - (3) Energy and Water Conservation
 - (4) Maintenance and Repair
 - (5) Fire Protection
 - (6) Historic Preservation
 - (7) Environmental Stewardship
 - (8) Army Communities of Excellence (ACOE)
- d. Review and Analysis

This regulation defines the U.S. Army Corps of Engineers real property management concept and master planning requirement. It establishes policies, procedures, and responsibilities for implementing the Corps of Engineers real property management process. It establishes the link between real property master planning and planning, programming, budgeting, and execution. It specifies procedures for Real Property Master Plan development,

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approval, updating and implementation. It establishes the requirement for Real Property Planning Boards.

2. Applicability. This regulation applies to HQUSACE/OCE elements, major subordinate commands, districts, laboratories, and separate field operating activities (FOA).

3. References. Refer to Appendix A.

4. Definitions. Abbreviations and special terms used in this regulation are explained in Appendix B.

5. Policies.

a. Planning.

(1) All USACE installations will:

(a) maintain a HQUSACE approved Real Property Master Plan (RPMP) and an Annual Work Plan (AWP),

(b) maintain an accurate and up-to-date Real Property Inventory (RPI), and,

(c) establish a Real Property Planning Board (RPPB).

(2) RPMP requirements must be based on the installation's strength listed in the Army Stationing and Installation Plan (ASIP) and HQUSACE approved missions and functions.

b. Programming and Budgeting.

(1) All proposed Real Property Maintenance Activities (RPMA) projects, regardless of funding source (Operations and Maintenance, Army (OMA), RDTE, MCA, and PRIP) must be included in a HQUSACE approved RPMP.

(2) All USACE installations will develop the following reports for Utilities (J), Maintenance and Repair (K), Construction (L) and Engineering Services (M) accounts:

(a) Unconstrained Requirements Report (URR)

(b) Annual Recurring Requirements (ARR)

(c) Backlog of Maintenance and Repair (BMAR)

(d) Technical Data Feeder Report (TDFR)

(3) All MCA and RPMA funding requirements will be incorporated in the installation's Program Objective Memorandum (POM) and Command Operating Budget (COB) submissions.

c. Execution.

(1) Space Management. All USACE installations will:

(a) utilize real property in accordance with HQDA approved space planning criteria contained in Appendix D,

(b) prepare an Installation Commander's Annual Real Property Utilization Survey (ICARPUS),

(c) maintain real property records, preparing periodic automated or manual updated as may be required, and

(d) maintain current information in the Army Stationing and Installation Plan (ASIP).

(2) Operations. All USACE installations will obtain pest management services from a State certified contractor.

(3) Energy and Water Conservation. All USACE installations will:

(a) achieve the energy conservation goals contained in Appendix E and

(b) report energy consumption data to HQDA.

(4) Maintenance and Repair.

(a) Owned real property will be maintained to locally established standards which are consistent with the ACOE program.

(b) Leased real property will be maintained by the lessor to locally established standards which are consistent with the ACOE program.

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(5) Fire Protection. All USACE installations will obtain fire protection services from local government where feasible, except where facilities are located on military installations that have fire departments.

(6) Historic Preservation. USACE installations will:

(a) comply with the National Historic Preservation Act, the National Environmental Policy Act (see AR 200-1), implementing regulations, and AR 420-40 and

(b) establish and maintain a working relationship with the State Historic Preservation Officer.

(7) Environmental Stewardship. USACE installations will:

(a) support Army environmental strategy and programs in ecosystems management, and comply with the provisions of AR 200-1 and AR 200-2 and

(b) support USACE environmental coordination office (Civil Works) in their compliance, restoration, pollution prevention, and conservation work for the USACE internal environmental mission.

(8) Army Communities of Excellence (ACOE). USACE installations will exemplify the principles of ACOE as stated in DA Pamphlet 600-45, and will consider active participation in the ACOE program.

d. Review and Analysis. All USACE installations will incorporate Real Property Management data in Internal Control and Command Management Review evaluations.

6. Responsibilities.

a. USACE Construction Requirements Review Committee (CRRC).

(1) Prioritize all RPMP projects, regardless of funding source, prior to submission to HQDA for funding.

(2) Review RPMP submittals for USACE installations and forward those complying with USACE and HQDA policy to the USACE Commander for approval.

(3) The CRRC will be comprised of HQUSACE representatives as follows:

- (a) Deputy USACE Commander (Chair)
 - (b) Director of Civil Works
 - (c) Director of Military Programs
 - (d) Director of Real Estate
 - (e) Director of Resource Management
 - (f) Director of Logistics Management (Secretary)
 - (g) Director of Information Management
 - (h) Director of Research and Development
 - (i) Director of Human Resources
 - (j) Chief Counsel
 - (k) Chief, Office of Strategic Initiatives
 - (l) Chief, Office of Security and Law Enforcement
 - (m) Chief, Office of Safety and Occupational Health
 - (n) Director, Center for Public Works (Advisor)
- (4) The USACE CRRC will meet at least semi-annually.

(5) A minimum of seven USACE CRRC members will constitute a quorum.

b. MACOM Engineer.

- (1) General.

(a) Ensure that adequate staffing is provided to manage Real Property Management functions.

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(b) Ensure the employment of sound management procedures in planning, programming, classifying, approving, setting priorities, performing, evaluating, and reporting of RPMA of USACE organizations.

(2) Planning.

(a) Ensure that the ASIP accurately reflects the planned strengths of all USACE organizations assigned to Army installations.

(b) Review RPMP submittals and approve those which comply with AR 210-20.

(c) In accordance with annual HQDA guidance, submit an information copy of the Capital Investment Strategy (CIS) and Short Range Component (SRC) of the RPMP submissions by USACE installations to HQDA.

(d) Consolidate RPI quarterly updates submitted by USACE installations and forward the data to HQDA.

(3) Programming and Budgeting.

(a) General.

o Serve as the USACE representative to the HQDA Military Construction (MILCON) Program Evaluation Group (PEG).

o Coordinate development of facilities requirements for the USACE POM submission.

o Serve as Secretary to the USACE CRRC.

(b) MCA.

o Publish annual guidance to USACE organizations for development of the MCA program.

o Work with Military Programs Directorate to seek assistance in the development and review of USACE MCA project documentation.

- o Review MCA project documentation to ensure requirements are valid; conform to current USACE objectives, policies and procedures; that approved project sitings are consistent with an approved RPMP; and that suitable standard designs developed under the DA Facilities Standardization Program are used when appropriate.

- o Certify that all planning and related coordination has been accomplished on all budget year projects and that the design district has sufficient information to begin concept design before submission to HQDA.

- o Obtain from the appropriate MSC certification that scopes of proposed budget year MCA projects are in compliance with Army standards and criteria and that sufficient cost engineering requirements information is available to begin the concept design.

- o Defend the USACE MCA Program to HQDA and assist in defense of USACE projects to OSD and the Congress.

- o Promptly advise HQDA and the appropriate MSC of any circumstances that either cancel the requirement or would cause a change in the scope or siting of a proposed MCA project.

- o Serve as the USACE MACOM representative to the DA Facilities Standardization Program.

- o Monitor design and construction progress of all USACE projects.

- o Review and validate Unspecified Minor MCA (UMMCA) projects for unforeseen requirements that cannot wait for normal programming.

- (c) Plant Improvement and Improvement Program (PRIP). Support the Directorate of Civil Works in the management of the PRIP in accordance with ER 1125-2-301.

- (4) Execution.

- (a) Space Management.

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- o Ensure implementation of quality and quantity standards to promote the efficient use of real property at USACE installations.

- o Work with Real Estate in the development of sound strategies for minimizing facilities leasing and ownership costs.

- o Validate requested space requests prior to Real Estate acquisition action.

- o Review Installation Commander's Annual Real Property Utilization Survey (ICARPUS) submittals by USACE installations for consistency with approved RPMPs.

(b) Operations.

- o Utility services.

- Approve the acquisition of utilities services.

- Review and approve rates or rate computations at least yearly for the sale of all utilities services available at USACE installations.

- Review, annually, existing utilities acquisition contract rates, survey load characteristics, and make or recommend adjustments of rates and charges.

- Provide assistance to USACE installations in solicitation, negotiation, preparation, revision, and modification of utilities contracts.

- o Custodial. Review custodial services budget submittals for adequacy, and ascertain by annual review that all custodial services provided from appropriated funds are in the best interest of USACE.

- o Pest Management.

- Advise installations on all aspects of pest management.

- Coordinate with Directorate of Civil Works (CECW-OA) to implement environmentally safe and efficient installation pest management programs.

- Perform annual on-site reviews of installation pest management programs and plans.
 - Review and approve technical provisions of all pest management contracts prior to solicitation of bids.
 - Review and approve installation pest management plans.
- (c) Energy and Water Conservation.
- o Manage the USACE energy and water awareness programs.
 - o Coordinate energy and water conservation matters with USACE installations.
 - o Manage USACE participation in the energy and water awards programs.
 - o Ensure that all USACE installations provide accurate and timely energy information to the Defense Energy Information System (DEIS) utilizing the Army DEIS Data Entry System (ADDS).
 - o Manage the development of recommended candidate Energy Conservation Investment Program (ECIP) and Energy Conservation and Management (ECAM) Program projects in accordance with AR 11-27.
 - o Conduct energy surveys of all USACE installations.
 - o Ensure compliance with all energy and water conservation requirements.
- (d) Maintenance and Repair. Provide technical supervision of all M&R activities to insure their inclusion in, and the successful operation of, the RPMA Program.
- (e) Fire Protection.
- o Conduct Fire Protection Operational Readiness Inspections (FPORI) in accordance with AR 420-90.
 - o Coordinate with the USACE authority (CEMP-E) on design, construction, location, and use of buildings, structures and facilities in order to prevent and limit fire damages, to include

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alarm and suppression systems.

- o Maintain statistical data by USACE installation and keep data on authorized and assigned staffing, equipment, and fire protection deficiencies.

- o Perform fire investigations and process technical investigation reports.

- o Review fire protection agreements between USACE installations and agencies receiving or providing services.

(f) Historic Preservation. Ensure that USACE candidates meeting the eligibility criteria for nomination to the National Register of Historic Places are located, inventoried, evaluated, nominated, and are used in a manner consistent with their historic character.

(g) Environmental Stewardship. Work with Civil Works (with the internal USACE environmental mission) to support real property requirements of the MACOM Engineer mission.

(h) Army Communities of Excellence (ACOE).

- o Manage USACE participation in the CINC/CSA ACOE Awards Program.

- o Develop and maintain an ACOE Implementation Plan in accordance with DA Pam 600-45.

- o Assist USACE installations in preparing of baseline surveys of facilities and services.

- o Assist USACE installations in preparing quality guidelines for building interiors and exteriors, landscapes, structures, and services.

(5) Review and Analysis.

(a) Ensure that approved Internal Control Review (ICR) procedures are followed by USACE installations.

(b) Evaluate execution of Real Property Management functions by all USACE organizations.

(c) Manage USACE participation in the Annual Awards Program.

c. MSC Commanders.

(1) Monitor district implementation of the Real Property Management functions, to include master planning and capital investment strategy development.

(2) Ensure that districts provide commensurate adequate resources to support Real Property Management functions.

(3) Execute the same Real Property Management responsibilities as a district commander.

(4) Provide associate member to the district RPPB.

(5) Coordinate and monitor budgeting and expenditure of funds by the MSC and its districts in support of Real Property Management functions.

d. Commanders/Directors of Districts, Laboratories and FOAs. Execute installation commander responsibilities in accordance with HQDA policies for Real Property Management functions as follows:

(1) Planning.

(a) In accordance with AR 210-20, prepare required RPMP components and submit them to HQUSACE through the MSC in accordance with guidance published by HQUSACE.

(b) Establish a RPPB.

(2) Programming and Budgeting.

(a) In accordance with AR 420-10, establish formal budgeting and execution procedures for efficient and effective provision of engineering services to internal USACE customers including:

- o utility services (water, sewer, electric, and heating);

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- o preventive maintenance;
- o repair;
- o custodial;
- o solid waste disposal; and
- o minor construction.

(b) In accordance with AR 420-16, prepare and submit required facilities engineering reports.

(c) MCA Program.

o In accordance with AR 415-15, develop project documentation to correct deficits identified in the HQUSACE approved RPMP and submit through the MSC in accordance with annual guidance published by HQUSACE.

o Ensure that project documents provide sufficient information for the supporting design district to begin the concept design.

(d) PRIP Program. In accordance with ER 1125-2-301, develop program documentation to correct real property deficits identified in the HQUSACE approved CIS and submit to HQUSACE.

(3) Execution.

(a) Space Management. Ensure that space allocations are in accordance with HQDA space criteria.

(b) Operations.

o Utility services.

- Coordinate the acquisition of utilities services and provide technical support to the contracting officer.

- Prepare technical supporting data pertaining to the acquisition and administration of utilities services.

- Participate in technical and rates negotiations and in discussions supporting the contracting officer.

o Custodial.

- Prepare specifications for custodial services contracts and determine whether their costs are reasonable.

- Assist in administering custodial contracts.

- Maintain file copies of reports required by AR 5-20, and AR 420-16.

- Inspect custodial work as frequently as services are provided and attempt to resolve the technical discrepancies with the contractor. If discrepancies cannot be resolved, they will be referred to the contracting officer for resolution.

o Pest Management.

- Prepare a pest management plan for all areas within the installation's responsibility.

- Assure that all pest management operations are done safely.

- Assure that pest management operations are conducted so as to minimize any adverse effects on the environment.

(c) Energy and Water Conservation. In accordance with AR 11-27 and Executive Order 12759, develop and maintain an active energy program which includes the following elements:

o Incentive awards,

o Distribution of energy and water conservation information,

o Submission of energy consumption data to HQUSACE through ADDS,

o Identification, development, and programing of ECIP and ECAM projects, and

o Compliance with all energy and water conservation

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requirements.

(d) Maintenance and Repair.

- o Establish real property maintenance and repair standards which are consistent with the ACOE Program.

- o Establish procedures to approve, classify, prioritize, scope, design, procure and accept customer work requests.

- o Establish a customer feedback system to keep customers updated on the status of work requests.

(e) Fire Protection.

- o In accordance with AR 420-90, ensure that efficient and effective fire protection is provided for district real property.

- o Notify HQUSACE of all fire incidents in accordance with AR 420-90.

(f) Historic Preservation. In accordance with AR 420-40:

- o Ensure that historic property candidates are located, inventoried, and evaluated for possible nomination to the National Register. Nominate those meeting applicable criteria.

- o Use such historic properties in a manner consistent with their historic character.

(g) Environmental Stewardship.

- o Promote and focus on Army environmental pillars of compliance, pollution prevention, restoration and conservation.

- o Use local Environmental Compliance Coordinator to report to higher headquarters (e.g., 1383 and A106 reports, notices of violation, etc.)

- o Coordinate environmental and facilities requirements.

(h) Army Communities of Excellence. Develop and maintain a District Excellence Plan in accordance with the principles of DA Pam 600-45, which includes the following elements:

- o Service standards for both internal and external customers.

- o An Installation Design Guide (IDG) to include standards of operation, maintenance, and improvement of real property, landscaping, structures, and furniture and furnishings.

- o Expanded Self-Help (ESH).

- o Awards for excellence.

- o Participation in the CINC/CSA ACOE Awards Program.

- o Preparation of baseline surveys of facilities and services.

- e. Real Property Planning Board.

- (1) Monitor development of the installation RPMP and submit completed plan to HQUSACE for approval.

- (2) Prioritize all RPMA projects, regardless of funding source, prior to submission to HQUSACE for funding.

- (3) RPPBs will be comprised of representatives as follows:

- (a) District Engineer (chair)

- (b) Resource Management Office

- (c) Safety and Occupational Health Office

- (d) Office of Counsel

- (e) Logistics Management Office (secretary)

- (f) Security and Law Enforcement Office

- (g) Information Management Office

- (h) Real Estate Division

- (i) Deputy District Engineer for Programs and Project Management (operating divisions representative)

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(j) MSC representative

7. Procedures.

a. Planning.

(1) All RPMP components will be prepared in accordance with guidance contained in the Master Planning Instructions published by HQUSACE (CEMP-EA).

(2) All USACE installations will submit a CIS and SRC to HQUSACE MACOM Engineer no later than 30 September annually.

(3) All USACE installations will submit a quarterly update of their Headquarters Integrated Facilities System (HQIFS) data to HQUSACE (CECPW) no later than 15 days after the end of each quarter. Data will be prepared using the Desktop Resource for Real Property (DRREAL) system or the Integrated Facilities System Mini/Micro (IFS-M).

b. Programming and Budgeting.

(1) OMA.

(a) All RPMA requirements supporting the military mission of USACE activities will be incorporated into the Command Operating Budget.

(b) The following reports will be prepared in accordance with AR 420-16 and submitted to HQUSACE MACOM Engineer annually as indicated:

o URR - 20 December.

o Quarterly BMAR obligations - 20 January, 20 April, 20 July and 20 October.

o BMAR - 20 October.

o TDFR - 20 November.

(2) MCA.

(a) All projects will be developed and processed in accordance with AR 415-15 and annual guidance published by HQUSACE MACOM Engineer.

(b) Project proponents will make a presentation to the USACE and HQDA CRRCs.

(3) Unspecified Minor MCA. All projects will be developed and processed in accordance with guidance contained in AR 415-15 and guidance published by HQUSACE MACOM Engineer.

(4) RDTE. All RPMA requirements supporting the RDTE mission of USACE activities will be incorporated into the Command Operating Budget.

(5) PRIP. All projects will be developed and processed in accordance with ER 1125-2-301.

c. Execution.

(1) Space Management.

(a) All USACE installations will submit an ICARPUS to HQUSACE MACOM Engineer no later than 31 March annually.

(b) All requests for additional real property and proposed lease agreements will be submitted to HQUSACE MACOM Engineer for validation prior to execution through the supporting real estate office.

(c) All USACE installations will submit a quarterly report of real property assets to HQUSACE MACOM Engineer no later than 15 days after the end of the fiscal year quarter. Data will be prepared using DRREAL or the IFS-M system.

(2) Operations.

(a) Utility services. All utility services will be procured in accordance with AR 420-41.

(b) Custodial. Custodial services will be managed in accordance with guidance contained in AR 420-81.

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(c) Pest Management. Pest management will be conducted in accordance with guidance contained in AR 420-76 dated 3 Jun 86.

(3) Energy and Water Conservation.

(a) Energy and water conservation usage will be managed in accordance with guidance contained in AR 11-27, Executive Order 12759, and Public Law 102-486. Installation energy goals will be consistent with the energy goals indicated in Appendix E.

(b) Monthly energy reports will be submitted to HQDA utilizing the ADDS in accordance with the system operating instruction. A copy of all submissions will be forwarded electronically to HQUSACE MACOM Engineer.

(4) Maintenance and Repair.

(a) Water and sewer systems will be operated and maintained in accordance with guidance contained in AR 420-46.

(b) Electrical systems will be operated and maintained in accordance with AR 420-43.

(c) Heating, Ventilating and Air-Conditioning systems will be maintained in accordance with AR 420-49 and AR 420-54.

(d) Preventive Maintenance will be managed in accordance with AR 420-22.

(e) Repair of real property will be managed in accordance with guidance contained in AR 420-70.

(f) Minor construction will be managed in accordance with guidance contained in AR 415-15.

(g) Projects will be classified and approved in accordance with AR 420-10 and AR 415-15.

(h) Work classification assistance can be obtained from the U.S. Army Center For Public Works.

(5) Fire Protection. Fire protection services will be provided in accordance with guidance contained in AR 420-90.

(6) Historic Preservation. Historic preservation will be managed in accordance with guidance contained in AR 420-40.

(7) Environmental Stewardship. The environmental stewardship program will be managed in accordance with guidance contained in AR 200-1 and AR 200-2.

(8) Army Communities of Excellence. The ACOE program will be managed in accordance with guidance contained in DA Pam 600-45.

d. Review and Analysis. Command Management Review (CMR) data will be submitted to HQUSACE MACOM Engineer in accordance with annual guidance.

8. Suggested Improvements.

The proponent agency of this regulation is the Office of the Commander, USACE. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQUSACE, ATTN: MACOM Engineer, Washington DC 20314-1000. DA Form 2028 is available from the local publications officer.

FOR THE COMMANDER:

5 Appendices
APP A - References
APP B - Definitions
APP C - USACE Installations
APP D - Space Planning Criteria
APP E - Energy Goals

WILLIAM D. BROWN
Colonel, Corps of Engineers
Chief of Staff

APPENDIX A

References

General.

- (1) AR 1-1, Planning, Programming, Budgeting and Execution System
- (2) AR 420-10, Management of Installation Directorates of Engineering and Housing

Planning.

- (1) AR 210-20, Master Planning for Army Installations
- (2) AR 405-45, Inventory of Army Military Real Property
- (3) Annex N (Engineer) to Army Mobilization and Operations Planning and Execution System (AMOPES)

Programming and Budgeting.

- (1) AR 415-15, Military Construction, Army (MCA) Program Development
- (2) AR 415-28, Department of Army Facility Classes and Construction Categories (Category Codes)
- (3) AR 420-16, Facilities Engineering Reports
- (4) ER 1125-2-301, Plant Replacement and Improvement Program.

Execution.

- (1) Space Management.
 - (a) AR 1-21, Administrative Space Management
 - (b) AR 405-70, Utilization of Real Estate
 - (c) DA Pam 420-10, Space Management Guide

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(2) Operations

- (a) AR 5-20, Commercial Activities Program
- (b) AR 420-41, Acquisition and Sales of Utilities Services.
- (c) AR 420-43, Electrical Services
- (d) AR 420-46, Water Supply and Wastewater
- (e) AR 420-47, Solid and Hazardous Waste Management
- (f) AR 420-76, Pest Management Program
- (g) AR 420-81, Custodial Services

(3) Energy and Water Conservation.

- (a) Public Law 102-486 Energy Policy Act of 1992
- (b) Executive Order 12759, Federal Energy Management
- (c) AR 11-27, Army Energy Program

(4) Maintenance and Repair.

- (a) AR 420-22, Preventative Maintenance and Self-Help Programs
- (b) AR 420-49, Heating, Energy Selection and Fuel Storage, Distribution, and Dispensing Systems
- (c) AR 420-54, Air Conditioning and Refrigeration
- (d) AR 420-70, Buildings and Structures

Fire Protection. AR 420-90, Fire Protection

Historic Preservation.

- (a) National Historic Preservation Act
- (b) AR 420-40, Historic Preservation

Environmental Stewardship.

- (a) AR 200-1, Environmental Protection and Enhancement.
- (b) AR 200-2, Environmental Effects of Army Actions.

Army Communities of Excellence (ACOE). DA Pam 600-45, Guidelines for Community of Excellence

Review and Analysis.

- (1) AR 5-3, Installation Management and Organization
- (2) AR 11-2, Internal Management Control
- (3) OM 1-1-84, Command Management Review

APPENDIX B

Definitions

Adequate Facilities. Those facilities that meet space and condition criteria required to support installation mission requirements.

Administrative Space. Federally-controlled space in facilities and structures (permanent, semipermanent, or temporary) that provides an acceptable environment for the performance of agency administrative mission requirements by employees or by other persons occupying it. It is, further classified as office, storage, or special.

Army Stationing and Installation Plan (ASIP). The ASIP is the document relating authorized personnel assignment projections at various Army installations to the projected Army missions of those installations over that same multi-year period.

Capital Investment Strategy (CIS). The CIS is the Installation Commander's general plan for investing in real property to support installation missions. It is a bridge between long-range and short-range planning, connects with programming, maps a strategy of revitalizing and developing real property and infrastructure, plans interim actions to meet requirements on a short-term basis, and provides a means of assuring that real property resources are being applied in the best way to meet mission objectives. The CIS establishes how unrestrained facilities requirements and planning goals will be met over time within realistic resource constraints.

Civil Works. All those activities assigned by law to the Chief of Engineers relating to the conservation, research, development, and management of the land and water resources of the Nation, and the construction, maintenance, and operation of structures for flood control; navigation; shore protection; water supply and water quality control; hydropower; recreation, fish, wildlife enhancement; disaster operations; inland waterways; and preservation and enhancement of the environment.

Civil Works Project. Water resource development (and management) lands and waters for which the Corps of Engineers has

administrative responsibility. Project types include flood control, navigation, and river & harbor projects. Projects include all real property as required for the construction, operation, maintenance and improvement of: locks, dams and reservoirs; channel improvements, flood control rectification, and natural and artificial waterways; dikes, bulkheads, jetties, revetments, and other bank protection works; public access areas and fish and wildlife purposes; and spoil disposal dikes and retaining structures for construction and maintenance. Land at Civil Works projects is identified and documented in accordance with the authorized purposes for which they were or are to be acquired.

Civil Works Revolving Fund. This fund was established by Congress to provide financing for the acquisition of real property, plant and equipment for authorized Civil Works functions.

Facility. Any interest in land, structure, or complex of structures together with any supporting road and utility improvements necessary to support the functions of an Army activity or mission. A facility includes the occupiable space it contains. The class of facility is identified by a 5-digit construction category code in AR 415-28, Table 1. Also called a Real Property Facility (RPF).

General Storage Space. Storage in administrative facilities including: basements, attics, closets (not finished to office standards), supply rooms (not finished to office standards) and storerooms (not finished to office standards).

Gross Square Footage. All floor area (including all openings in floor slabs) measured to the outer surface of exterior or enclosing walls. It includes full areas of all basements, on-grade and above grade floors, service and equipment rooms, mezzanines, penthouses, halls, vestibules, stairwells, enclosed passages and walks, finished usable space with sloping ceilings (such as attic space) having seven feet or more of headroom, and appended covered shipping and receiving platforms at truck or railroad car height. Also included in gross floor area, but calculated on one-half of actual floor area, are covered open porches, passages and walks, with appended uncovered receiving and shipping platforms at truck or railroad car height.

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Historic Preservation Plans (HPP). Documentation required by AR 420-40 for all Army installations. HPP contain inventories, set priorities, establish goals and objectives, policies, procedures, and resource requirements for preservation of historic facilities and places on Army installations.

Installation. An aggregation of contiguous or near contiguous, common mission-supporting real property holdings under USACE jurisdiction, controlled by and at which USACE units or activities are permanently assigned.

Installation Commander's Annual Real Property Utilization Survey (ICARPUS). A summation of the existing, as well as planned, use of Corps military funded land and facilities required by GSA. Its content is described in AR 405-70, Appendix C.

Installation Design Guide (IDG). A document prepared by an installation which provides specific guidance on the exterior and interior design parameters for the installation. All installation RPMA improvements, renovation projects, and new construction must comply with the IDG. It may be as simple or as comprehensive as desired to achieve aesthetically pleasing working and living environments.

Lease. A real estate action which grants temporary use, and certain rights, to real property.

License. A real estate action which grants no rights to real property, but which only authorizes an act on the property which would otherwise constitute a trespass.

Major Construction. Construction projects having a funded cost in excess of the statutory cost limitations of minor construction projects that are, or are intended to be, authorized and appropriated under MILCON laws.

Master Planning Instructions (MPI). Master planning implementing information published by USACE which prescribe supplemental guidance and procedures for the development of RPMPs.

Military Construction, Army (MCA). The program by which Army facilities are planned, programmed, designed, budgeted, constructed, and disposed of during peacetime and under

mobilization conditions. The program also includes the acquisition of real estate and other supporting activities.

Minor Construction. Those construction projects subject to the dollar limitation established by Congress in the Military Construction Authorization Act for the fiscal year in question.

Net Square Footage. That area defined as gross floor footage, less space occupied by outside walls, interior partitions, stair towers, elevator shafts and machinery, toilets, telephone and communication closets, basement and attic space unsuitable for use, permanent hallways and corridors, and rooms (mechanical) housing machinery or equipment for heating, ventilating or air conditioning, and for furnishing light, power, and water supply for the building.

Office Space. This space, which is a component of administrative space, provides an environment suitable in its present state for an office operation with the major functional area being a workstation. The term office space describes the quality of the space and not necessarily how it is being used.

Planning, Programming, Budgeting, and Execution System (PPBES). The Army's primary resource management system which is now in a biennial cycle. It constitutes a major decision making process. It ties planning, programming, and budgeting together. It forms the basis for building a comprehensive plan in which budgets flow from programs, programs flow from requirements, requirements from missions, and missions from national security objectives. The patterned flow from end purpose to resource cost, defines requirements in progressively greater detail. The system integrates centrally managed programs for manpower; research, development, and acquisition; and stationing and construction. The system also integrates the OMA budgets of the MACOMs and operating agencies, and MACOM needs for manpower, housing, and construction. It supports budget preparation from installation to departmental level. It reviews execution of the approved program budget by both headquarters and field organizations. During execution, it provides feedback to the planning, programming, and budgeting process.

Program Objective Memorandum (POM). The primary means for the Army leadership to allocate resources to support Army roles and

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missions. It translates planning decisions, OSD programming guidance, and congressional guidance into a detail allocation of forces, manpower, and funds. It presents the Army's proposal for a balanced allocation of its resources among centrally managed programs for manpower; operations; research, development, and acquisition; and stationing and construction within specified constraints. OSD reviews the POM and modifies it to reflect program decisions. The approved program provides the basis for Army budget estimates.

Project. A planned undertaking to produce a complete and usable facility and/or a complete and usable improvement to an existing facility with a finite beginning and a finite ending. A construction project includes all construction work, land acquisition, supervision, inspection and overhead costs, and procurement and/or installation of specific types of built-in (installed) equipment necessary to make a facility complete and usable.

Real Property. Lands, buildings, structures, utility systems, improvements and appurtenances thereto. Includes equipment attached to and made part of buildings and structures (such as heating systems) but not movable equipment (such as plant equipment).

Real Property Allowance Criteria. Authorized facilities or space planning criteria for a given unit, activity, or function. ACTS is the primary source of space planning criteria.

Real Property Inventory (RPI). A detailed inventory of each reportable item of real property. It serves as the basic source of information for the category, status, cost, area, capacity, condition, use, construction material, and capital improvements for each item of real property.

Real Property Maintenance Activity (RPMA). Separate facilities accounts which are components of the OMA appropriation. These accounts are: J - Operation of Utilities, K - Maintenance and Repair of Real Property, L - Minor Construction, and M - Other Engineering Support. The Assistant Chief of staff for Installation Management (ACSIM) is the program manager for requirements determination and for budgeting and performance evaluation of the RPMA accounts. The accounts are balanced in the PPBES cycle. Each account is executed independently of the

others.

Real Property Master Plan (RPMP). An integrated series of documents that presents in graphic, narrative and tabular form the present composition of an installation and the plans for its orderly and comprehensive development in the future. The master plan is the commander's plan for management and development of real property resources. It analyzes and integrates plans of all activities, higher headquarters, and those of neighboring communities to provide for orderly development of real property and natural resources. A complete master plan forms the foundation for the development for all facility management and construction development activities.

Real Property Planning Board (RPPB). A board consisting of members of the command, operational, engineering, planning, and tenant interests of the installation or community that advises the installation commander on planning decisions.

Space Utilization Plan. A plan delineating and describing the interior space of existing and needed buildings and their use.

Special Space. This space, which is a component of administrative space, has unique architectural features, requires the installation of special equipment, and is not sized based on normal administrative personnel and equipment requirements. It is space that is required for special functions within the general construct of administrative space (e.g., laboratory and clinic areas, food service areas, structurally changed areas, automatic data processing areas, conference and training areas, and light industrial areas).

Storage Space. This space, which is a component of administrative space, generally consists of concrete, wood block or unfinished floors, bare block or brick interior walls, unfinished ceilings, and similar construction containing minimal lighting; and heating. It includes attics, basements, sheds, parking structures, and other unimproved building areas. Storage space will be classified under subparts of general storage areas and inside parking areas.

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Tables of Distribution and Allowances (TDA). Authorization documents for non-combat, non-deployable units. Each document is unique for a particular unit (predominantly general support units) or organization.

Tenant Unit, Agency, or Activity. A unit, agency, or activity of one command that occupies facilities on an installation of another command and receives support services from that installation.

Tabulation of Existing and Required Facilities (TAB). A numeric report of facility allowances, requirements, excesses, and shortfalls. The TAB may be produced at the level of either individual facility category code or FCG. Where available, the Real Property Planning Analysis System (RPLANS) as modified to reflect specific user/mission needs, may be used to produce the TAB and will be recognized by HQDA as part of the justification of construction programs.

APPENDIX C
USACE INSTALLATIONS

<u>Installation</u>	<u>Inst #</u> <u>(INSNO)</u>
Albuquerque District HQ_____	350AA
Alaska Engineer District HQ_____	020AA
South Atlantic Division HQ_____	130AA
Baltimore District HQ_____	240BA
Buffalo District HQ_____	360BA
Construction Engineering Research Lab HQ_____	170CC
Chicago District HQ_____	170CA
* North Central Division HQ_____	170CZ
Charleston District HQ_____	450CA
Ohio River Division HQ_____	390CA
Detroit District HQ_____	260DA
Fort Worth District HQ_____	480FA
* Southwestern Division HQ_____	480FA
Galveston District HQ_____	480GA
Cold Regions Research Lab HQ_____	33450
Honolulu District HQ_____	15ZHZ
* Pacific Ocean Division HQ_____	15ZHA
Far East District HQ_____	KSZKA

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Japan District HQ_____	JAZJA
Huntington District HQ_____	540HA
Huntsville Division HQ_____	010HA
Jacksonville District HQ_____	120JA
Kansas City District HQ_____	290KA
Little Rock District HQ_____	050LA
Los Angeles District HQ_____	060LA
Louisville District HQ_____	210LA
Memphis District HQ_____	470MA
Mobile District HQ_____	010MA
Nashville District HQ_____	470NA
New Orleans District HQ_____	220NA
New York District HQ_____	36ANA
* North Atlantic Division HQ_____	360NZ
Norfolk District HQ_____	510NA
Omaha District HQ_____	310OA
* Missouri River Division HQ_____	310OZ
Philadelphia District HQ_____	420PA
Pittsburgh District HQ_____	420PB
Portland District HQ_____	410PA
* North Pacific Division HQ_____	410PZ
Rock Island District HQ_____	170RA

Sacramento District HQ_____	060SB
Saint Louis District_____	290SA
Saint Paul District HQ_____	270SA
San Francisco District HQ_____	060SA
* South Pacific Division HQ_____	060SZ
Savannah District HQ_____	130SA
Seattle District HQ_____	530SA
Tulsa District HQ_____	400TA
Vicksburg District HQ_____	280VA
* Lower Miss. Valley Division HQ_____	280VZ
Waterways Experiment Station Ctr HQ_____	280VC
Walla Walla District HQ_____	530WA
New England Division HQ_____	250WA
Humphreys Engineer Center Support Activity_____	510BA
* Center for Public Works _____	
* Topographic Engineer Center_____	
* USACE HQ_____	110WA
Wilmington District HQ_____	370WA
Trans Atlantic Division HQ_____	510WA
Europe District HQ_____	GEZGA

* Indicates Sub-installations

APPENDIX D

OFFICE SPACE AUTHORIZATION FOR USACE

ACTIVITIES OUTSIDE NATIONAL CAPITOL REGION

<u>ASSIGNMENT TYPE</u>	<u>MAXIMUM ALLOWANCE (NET SQ. FT.)</u>
1. Private Office Allowances	
MSC Commanders	300
Directors/Commanders of Labs and FOAs	
District Commanders	200
Deputy MSC Commanders	
Deputy Directors of Labs and FOAs	
Directorate Chiefs	
Division Chiefs	
Chief Legal Counsels	
Deputy District Commanders	150
Branch Chiefs	
Deputy Directorate Chiefs	
Deputy Division Chiefs	
Attorneys (with daily private office needs)	
Professional Counselors	110
2. Open Office Allowances	
Section Chiefs	110
Engineers and Scientists	100
Engineer Technicians	
Technical and Environmental Specialists	
Program and Budget Analysts	
Attorneys	
Administrative Support Personnel	60
(Add 5 SF under certain conditions - See AR 405-70)	

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Note: This table is based on AR 405-70, dated 15 Sep 93.
Army and USACE office space utilization goal is 130 net square feet per person.

ACTIVITIES WITHIN NATIONAL CAPITOL REGION

<u>ASSIGNMENT TYPE</u>	<u>MAXIMUM ALLOWANCE (NET SQ. FT.)</u>
1. Private Office Allowances	
MACOM Commander	400
Deputy MACOM Commander	300
Directors/Commanders of Labs and FOAs (GO & SES)	
Directorate Chiefs	
Separate Office Chiefs (GO & SES)	
MACOM Chief of Staff	225
Separate Office Chiefs (GO & SES)	
Office Chiefs (GO & SES)	
Division Chiefs (GO & SES)	
Deputy Directors/Commanders (GO & SES)	
Deputy Chiefs of Separate Offices (GO & SES)	
Deputy Division Chiefs (GO & SES)	
Administrative or Professional (GO & SES)	
Separate Office Chiefs (COL & GM 15)	200
Directors/Commanders of Labs and FOAs (COL & GM 15)	
Office Chiefs (COL & GM 15)	
Directorate Chiefs (COL & GM 15)	
Division Chiefs (COL & GM 15)	
Deputy Directors/Commanders (COL & GM 15)	
Deputy Chiefs of Separate Offices (COL & GM 15)	
Deputy Division Chiefs (COL & GM 15)	
Senior MACOM Staff Officer	
Administrative or Professional (COL & GM 15)	
Executive Directors	150
Assistant Directors	
Assistant Executive Directors	
Activity Chiefs	
Division Chiefs (LTC & GM 14)	

Office Chiefs (LTC & GM 14)
Deputy Chiefs of Separate Offices (LTC & GM 14)
Deputy Division Chiefs (LTC & GM 14)
Branch Chiefs
Deputy Division Chiefs (LTC & GM 14)
Administrative or Professional (LTC & GM 14)

2. Open Office Allowances

Section/Team Chiefs	100
Assistant Division Chiefs	
Assistant Office Chiefs	
Engineers and Scientists	
Engineer Technicians	
Technical and Environmental Specialists	
Program and Budget Analysts	
Administrative Support Personnel	60

Note: This table is based upon AR 1-21.

APPENDIX E
INSTALLATION ENERGY GOALS

<u>Installation</u>	<u>FY 00 Goal</u> <u>(MBTU/KSF/YR)</u>
Albuquerque District	47
Alaska Engineer District	84
South Atlantic Division	64
Baltimore District	111
Buffalo District	106
Construction Engineering Research Laboratory	44
North Central Division	35
Chicago District	35
Charleston District	16
Ohio River Division	64
Detroit District	48
Southwestern Division	34
Fort Worth District	34
Galveston District	60
Cold Regions Research Laboratory	123
Pacific Ocean Division	64
Honolulu District	64
Far East District	64

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Japan District	64
Huntington District	90
Huntsville Division	64
Jacksonville District	35
Kansas City District	48
Little Rock District	11
Los Angeles District	27
Louisville District	102
Memphis District	20
Mobile District	33
Nashville District	64
New Orleans District	56
North Atlantic Division	64
New York District	64
Norfolk District	74
Missouri River Division	74
Omaha District	74
Philadelphia District	76
Pittsburgh District	102
North Pacific Division	80
Portland District	80
Rock Island District	29

Sacramento District	29
Saint Louis District	49
Saint Paul District	12
South Pacific Division	26
San Francisco District	26
Savannah District	35
Seattle District	64
Tulsa District	118
Lower Miss. Valley Division	126
Vicksburg District	126
Waterways Experiment Station Center Support Activity	126
Walla Walla District	16
New England Division	61
Humphreys Engineer Center Support Activity	89
USACE HQ	89
Wilmington District	82
Trans Atlantic Division	64
Europe District	64

Note: Above energy goals are based on 1985 baseline data previously submitted. A 20% reduction was taken and shown for the goal for fiscal year 2000, as prescribed by Executive Order 12759, 17 Apr 91.