



# IMCOM-EUROPE

See pages 4 through 10 of this document for a step by step explanation of the process with examples.

## SPACE REQUEST / STATIONING WORKSHEET

### PART I. TO BE FILLED OUT BY THE REQUESTING UNIT / ORGANIZATION

GARRISON / SITE:

UNIT NAME:

UNIT HIGHER HEADQUARTERS:

UNIT UIC:

PERSONNEL STRENGTH:

UNIT MISSION:

NATURE OF ACTION / REQUEST:

JUSTIFICATION / RATIONALE:

### FACILITY REQUIREMENT DATA

FACILITY TYPE	REQUIREMENT (RPLANS)	CURRENT	CHANGE REQUEST
ADMINISTRATIVE OFFICES			
BARRACKS/BEDS			
MOTOR POOL/VEHICLE MAINTENANCE			
HARDSTAND			
SIGNAL			

TIMEFRAME:

PLEASE ADDRESS THESE PLANNING FACTORS

(1) Alternatives to the proposed action:

(2) Strategic and operational implications:

(3) Estimated military and civilian personnel impacts:

(4) Programs to provide assistance to affected personnel:

(5) Anticipated cost and savings:

(6) Training land requirements:

(7) Environmental impacts:

(8) Quality of life requirements:

(9) Coordination of funding (Who is funding?):

(10) Impact on Reserve Component training and support:

(11) Potential problems (Local opposition / socioeconomic):

(12) Community impact analysis (if over 200 personnel):

(13) Milestones:

UNIT ENDORSEMENT:

UNIT HIGHER HQ ENDORSEMENT:

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**PART II. TO BE FILLED OUT BY THE GARRISON**

GARRISON RPLANS DATA ALLOWANCE/REQUIREMENT (IF AVAILABLE)  
VERIFIED:

PLANNING FACTORS VERIFIED/ISSUES:

GARRISON ENDORSEMENT YES \_\_\_\_ NO \_\_\_\_ (IF THE GARRISON CANNOT  
SUPPORT, PLEASE PROVIDE JUSTIFICATION/RATIONALE)

GARRISON HEADQUARTERS ENDORSEMENT:  
NAME/RANK/TITLE



# IMCOM-EUROPE

## SPACE REQUEST / STATIONING WORKSHEET

### PART I. TO BE FILLED OUT BY THE REQUESTING UNIT / ORGANIZATION

**GARRISON SITE:** Location for new site request

**UNIT NAME:** The unit should be identified by its official unit designation, UIC and for Modified Table of Organizations and Equipment (MTOE) units; standard requirements code (SRC).

You may contact the Plans, Analysis and Integration Office (PAIO) at DSN 314-361-5546 or COM +32 (0)68 27 5546 to obtain a current/valid Unit Identification Code (UIC).

**UNIT HIGHER HQS:** Use Official Name Contact PAIO if unknown.

**UIC:** Contact PAIO if unknown.

#### PERSONNEL STRENGTH:



Example:

Authorization changes.

SRC	EDATE	ACTION	STATION	AOFF	AWOF	AENL	AAGR	CIV	Civ Chng	In/Out
06475R000100		Relocates from	JBLM	-26	-2	-211	-239	0		-239
06475R000100	15-Oct-19	Relocates to	Fort Bliss	26	2	211	239	0	0	
63347R200100		Relocates from	JBLM	-5	-1	-129	-135	0		-135
63347R200100	15-Oct-19	Relocates to	Fort Bliss	5	1	129	135	0	0	
								Civilian	0	0
								Total		-374

#### Population changes:

The Army Stationing and Installation Plan (ASIP) database is the source for baseline strengths.

ASIP Data Date: 20170507. FY 17 ASIP DATA as of 20170507

JBLM	TOT MIL	TOT CIV
BEFORE	46,426	16,157
TRANSFERRING OUT	(374)	0
TRANSFERRING IN	0	0
AFTER	46,052	16,157

**UNIT MISSION:** Describe the Unit's Mission

**NATURE OF ACTION / REQUEST:** Explain exactly what is to be accomplished or what is expected to take place. Describe the unit(s) and activities affected by the proposed action. Identify authority. List the proposed effective date of the action.

In addition to identifying the type of action (activation/establishment, inactivation/discontinuance, realignment or relocation), provide an explanation describing either a relationship exists with a prior European Infrastructure Consolidation (EIC) directed or discretionary action for all the units, or portions of units contained in the stationing proposal, or a relationship to EIC does not exist.

**JUSTIFICATION / RATIONALE:** State the rationale for the proposed action. This should present a convincing argument for why the action should be taken. It should include a description of what problems will be encountered and solved or what management improvements will be achieved. Stating that HQDA adjusted force structure is not a rationale. In most cases, ACOMs have choices as to units to activate, relocate, or other stationing action as a result of HQDA decisions. If there are no choices (i.e. only one unit of this kind in the force) this must be stated.



*Example:* These stationing actions are operationally imperative to ensure the Army is properly postured to fully support its strategic commitments. These actions, as part of the continuing Army transformation, are required to meet operational commitments, and will align a Fires Brigade with its organic firing battalion, and co-locate the battalion with its aligned and supported divisional units.

**FACILITY REQUIREMENT DATA:**

FACILITY TYPE	REQUIREMENTS (RPLANS)	CURRENT	CHANGE REQUEST
ADMINISTRATIVE OFFICES			
BARRACKS/BEDS			
MOTOR POOL / VEHICLE MAINTENANCE			
HARDSTAND VEHICLE			

**TIMEFRAME:** What is the date required for facility?

**PLEASE ADDRESS THESE PLANNING FACTORS**

(1) **Alternatives to the proposed action:** Describe what alternatives were studied and why the proposed action is the preferred action. This includes what screening and evaluation criteria were used to determine the recommended action. If an activity or unit is being relocated, alternative locations must be considered and addressed. Specific

justifications supporting the alternative selected must be clearly articulated. At a minimum, a no action alternative of continuing the status quo will be included.



Example:

a. The location was selected based on the current locations of these specific unit types. Previously directed force structure reductions prevented the activation of an organic firing battalion at Fort Bliss for the 212th Fires Brigade. The 1-94th FA Battalion (HIMARS) and its supporting Forward Support Company, the 125th FSC, now assigned to the 17th Fires Brigade, best fits the requirement to have an organic rocket battalion with each Fires Brigade. Locating these units at Fort Bliss will align the battalion with its headquarters, its doctrinal support elements, and also with the divisional units for which it provides fire support.

b. The status quo option is not considered a viable course of action since these actions are required to support the rebalancing of the Active Component force and the modularization of Army units.

- (2) **Strategic and operational implications:** Describe the impacts if the preferred action has an effect on current strategy, contingency plans, or other operational considerations. Do not include classified information.



Example:

Army force realignment allows for the adjustment of the composition of forces to meet requirements in high demand specialties while rebalancing the number and types of units in lower priority military occupational skill areas. The implementation of Army force rebalancing is necessary to operate in a reduced budget climate, while allowing the Army to field a smaller force that can meet the mission requirements of the current and future global security environment.

- (3) **Estimated military and civilian personnel impacts:**



Example:

Authorization changes.

Population changes:

The Army Stationing and Installation Plan (ASIP) database is the source for baseline strengths.

ASIP Data Date: 20120507. FY 12 ASIP DATA as of 20120507

JBLM	TOT MIL	TOT CIV
BEFORE	46,426	16,157
TRANSFERRING OUT	(374)	0
TRANSFERRING IN	0	0
AFTER	46,052	16,157

#### CIVILIAN EMPLOYEE IMPACTS

Category	Number
Attrition	0
VSIP/VERA	0

<i>Internal Placement</i>	<i>0</i>
<i>RIF separation</i>	<i>0</i>
<i>Unencumbered position</i>	<i>0</i>
<i>Other actions</i>	<i>0</i>
<i>Total</i>	<i>0</i>

(4) **Programs to provide assistance to affected personnel:** Provide assurances that both military and civilian personnel have been informed about assistance programs, benefits, and entitlements available to them as a result of the proposed action.

★ *Example:*

a. *No impacts on assistance programs, benefits, and entitlements available as a result of the proposed action.*

b. *POC: Carl Lewis, DHR Management Analyst, (210) 466-XXXX, DSN: 239-XXXX, [carl.lewis.civ@mail.mil](mailto:carl.lewis.civ@mail.mil).*

d. *No impacts to Civilian Advisory Personnel Center.*

e. *POC: Ed Jones, CPAC Manager, (210) 466-XXXX, [edward.jones.civ@mail.mil](mailto:edward.jones.civ@mail.mil).*

(5) **Anticipated cost and savings:** Describe in detail the one-time and new annual recurring savings and costs identified in the Cost and Savings Summary sheet. The Cost and Savings Summary (Figure 5-3, AR 5-10) is a required as enclosure 3, displaying both one-time and recurring cost and savings.

★ *Example: Costs identified at Enclosure #3 have been submitted through Resource Management (RM) channels to IMCOM Region and Headquarters.*

a. *One-time costs. Determine Second Destination Transportation (SDT) shipment costs for all relocation loss actions. In addition to SDT costs, there is a \$70.7K onetime cost for IT support.*

a. *Recurring costs. Total annual recurring cost savings for this action is \$500K per year. This includes reductions in electricity, natural gas, heating and cooling and maintenance costs for the modular facilities that will be vacated.*

Note: ACOMs should identify any unique service requirements (services above the Common Level of Support).

(6) **Training land requirements:** Describe what new or diverted land requirements (e.g. configuration, capacity, and characteristics) will be needed to support unit training if the proposed action is approved.

*The Garrison S3/5/7 ensures training land is adequate/inadequate regarding the stationing action and the effects on Reserve Forces training (if applicable).*



Example:

a. *No impact on maneuver area and land acquisition.*

b. *No impact on range availability.*

a. *No impact on utilization intensity and any potential costs associated with sustaining the land (for example, rehabilitation or rejuvenation).*

b. *POC: Billy Wyatt, DPTMS, Range Division, (210) 432-5318, DSN: 239-5318, [william.h.edwards.civ@mail.mil](mailto:william.h.edwards.civ@mail.mil).*

- (7) **Environmental impacts: (IMCOM GARRISON)** IAW AR 5-10, states the type of environmental analysis that was performed. Environment documentation, signed by the installation environmental representative, will be included as an enclosure to the stationing package. NOTE: See AR 5-10 for more details on conducting this analysis.

*NEPA documentation is perhaps your most important piece of the stationing package. (AR 5-10's will not be staffed at any level without it) Records of Environmental consideration, Environmental impact statements, and Community impact analysis are mandated by the National Environmental Policy Act (NEPA). Installations must remain in compliance by ensuring population ceilings and environmental laws are not breached by proposed Force structure changes. PW environmental specialist conducts the analysis and signs the document. (at least two signatures are required, the PAIO normally signs).*

- (8) **Quality of life requirements: (ACOM; IMCOM GARRISON)** IAW Describe any extraordinary quality of life requirements which may exceed Common Levels of Support at the gaining installation (e.g. accommodating large numbers of newly arrived Family members enrolled in the Exceptional Family Member Program). Identify any required initiatives that must be taken to ensure adequate well-being for all personnel.

Example: QOL requirements will be minimal as the stationing occurs at an existing IMCOM installation. Current MWR services meet or exceed unit requirement.

*The Garrison PAIO coordinates with MWR, ACS, CYS and other family service providers to ensure support is available*

- (9) **Coordination of funding (Who is funding?): (ACOM/ASCC/DRU; IMCOM GARRISON)** Provide the name, title, office, and commercial and Defense Switched Network (DSN) telephone number, and email address of the appropriate IMCOM RM point of contact at the gaining or losing installation and the ACOM (generating the stationing action) POC, who has knowledge of the base support funding. Also provide the same information for an ACOM stationing POC who will answer questions about the package.







**Example:** The RM points of contact are listed below.

Name: **ACOM** Jane Smith

Title: RM Program Manager

Office: FORSCOM G-8

Phone Number: Com (XXX) XXX-XXXX, DSN XXX-XXXX

Email Address: Jane.z.smith.civ@mail.mil

Name: **Garrison** Smith A. Wesson

Title: RM Budget Analyst

Office: Fort Story RM Division

Phone Number: Com (XXX) XXX-XXXX, DSN XXX-XXXX

Email Address: Smith.a.wesson@us.army.mil

**The ACOM/organization G-8 or RM information is critical for direct coordination efforts at the Garrison level. If a package is received without this information we must request it prior to sending to the Garrison for staffing.**

(10) **Impact on Reserve Component training and support:** (ACOM/ASCC/DRU; IMCOM GARRISON) Describe the impact on training areas, ranges, readiness, annual training facilities, and unit training affiliations.



**Example:**

- a. There is no Reserve Component impact anticipated as a result of this stationing action.
- b. POC: David Blue, DPTMS, (210) 466-XXXX, DSN: 339-XXXX, [david.blue.civ@mail.mil](mailto:david.blue.civ@mail.mil).

**The Garrison PAIO coordinates with the DPTM/MSE to ensure training land is adequate/inadequate regarding the stationing action and the effects on Reserve Forces training (if applicable).**

(11) **Potential problems (Local opposition / socioeconomic):** IAW AR 5-10, identify potential problems, such as local opposition or socioeconomic concerns, which may be encountered if the action is implemented. Describe the impact upon the installation if the proposed stationing action is approved.

*Example: Ft Darby is 534K square feet short of its authorized brigade headquarters space. While facilities have been identified for the activation of a DIVARTY headquarters, these facilities will only meet 45% of the DIVARTY's authorized space requirements.*

**Here the Garrison Commander has an opportunity to state any issue he/she is concerned with.**

(12) **Community impact analysis (if over 200 personnel):** ACOM/ASCC/DRU; HQ IMCOM) Include a community impact analysis (CIA) (Figure 5-5, AR 5-10) in all stationing packages when the unit's total authorized strength change at an installation is 200 or more unless a substantially similar analysis has already been included in the National Environmental Policy Act (NEPA) (See Para 5-2 b (16) for additional information).

NOTE: ACOM funds for CIA

*Most of the Garrisons no longer have the KSA to complete the CIA. Currently when a CIA is required for a particular action, AEC is the proponent. (HQ IMCOM sends the request over to AEC for action). An absolute must if 200 or more authorizations are inbound or outbound.*

(13) **Milestones:** (ACOM/ASCC/DRU) Show projected milestones for the initiation and completion of the stationing action.

UNIT	UIC	EDATE
1ST BN 94 FA RGT	WAF7AA	15-Oct-13
125TH FWD SPT CO	WJHNA	15-Oct-13

**UNIT ENDORSEMENT:** Signature Required

**UNIT HIGHER HQ ENDORSEMENT:** Signature Required