



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON  
4551 LLEWELLYN AVENUE, SUITE 5000  
FORT GEORGE G. MEADE, MARYLAND 20755-5000

IMME-PI

OCT 19 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standard Operating Procedure for Stationing Units/Activities on Fort George G. Meade

1. References:

- a. AR 5-10, Stationing, 20 August 2010.
- b. AR 5-18, Army Stationing and Installation Plan, 5 June 2009.
- c. AR 71-32, Force Development and Documentation Consolidated Policies, 30 March 2019.
- d. DA PAM 5-13, Procedures for Army Stationing, 3 June 2015.

2. This Standard Operating Procedure (SOP) prescribes policies and procedures for stationing actions at Fort George G. Meade (FGGM).

3. The purpose of stationing actions is to complete coordinating activities and gain approval for stationing units in support of operational requirements supported by efficient and effective installations. Stationing actions consist of activation/establishment, inactivation/discontinuance, realignment, and relocation. The goal is to execute stationing actions at the lowest cost consistent with mission accomplishment and with maximum use of existing available facilities at the gaining installation.

4. The Plans, Analysis, and Integration Office (PAI) is the proponent for stationing actions on Fort George G. Meade.

5. Process.

a. Units and organizations not currently stationed at Fort Meade, or who are currently stationed on Fort Meade but increasing in strength by greater than 35 personnel, will submit a Memo of Request (Enclosure 1); Space Request Document (Enclosure 2); and Stationing Summary (Enclosure 3). These documents should be submitted to Commander, US Army Garrison, ATTN: IMME-PI, Fort George G. Meade, MD 20755-5020.

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b. The Memo of Request will include a strong justification for the organization to be stationed on Fort Meade and a request for a site visit at Fort Meade to review available space for relocation or MILCON.

c. Upon receipt of all documentation listed in paragraph 5.a., PAI will coordinate a site visit with the representative of the Unit or Organization's Command, Garrison Directorate key leaders and the IMCOM G 3/5/7 Stationing Manager. The purpose of the site visit is for the Garrison staff to fully understand the organization's needs and for the organization to understand the Garrison's limitations. The outcome of the site visit will be a revised Stationing Summary with one of the following: a siting of the organization for relocation into existing or projected available space; the siting to support MILCON; or a statement of non-availability (Enclosure 4) from the DPW Master Planning Office.

d. Upon completion of the site visit, the requesting Army unit or organization will modify the Stationing Summary to include either relocation into existing space or MILCON for construction of new space and submit the Stationing Summary through their higher headquarters to ACOM/ASCC/DRU for action.

e. Stationing actions involving another Service, Federal agency, or other non-army organizations must be reported via a decision package to HQDA (DAMO-FMP). Other Services/agencies will not move onto Fort Meade without HQDA and other Service/agency headquarters approval.

f. Once the Stationing Summary is staffed by the requesting organization and received by PAI from IMCOM HQ, PAI will review the package for content and determine if sufficient information is available to staff with garrison and installation stakeholders. PAI will add any appropriate documents or instructions, including a suspense date, before staffing with garrison and installation stakeholders.

g. PAI will staff the stationing package with garrison staff and installation stakeholders, who assess and determine installation support capability.

h. DPW will provide concurrence that the identified site is appropriate for either relocation or MILCON purposes and provide associated National Environmental Protection Agency (NEPA) documentation.

i. PAI will review staff input, coordinate any unresolved issues with garrison and installation stakeholders, and revise the Stationing Summary to properly reflect any garrison limitations.

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j. PAI will staff the Stationing Summary through the Garrison Commander for approval and provide the approved package, with the DPW NEPA documentation, to IMCOM HQ Stationing Management Branch for review.

k. Deactivating units or organizations will submit a Stationing Package by following the same procedures as listed above with the following exceptions.

1.) The requesting organization will provide a written notice signed by the commanding officer or senior executive with final EXORD attached in addition to the Stationing Package.

2.) The FGGM DPW Master Planning Office will be notified by the Stationing Manager and will coordinate all facility transition back to the Garrison.

6. The FGGM Garrison Commander will concur/non-concur with requests for stationing on the installation based on staff analysis, then forward the action to HQs, IMCOM for review. No unit or activity will relocate to Fort Meade without prior approval.

7. The point of contact for FGGM stationing actions is Nathaniel O. Whitlaw, Plans, Analysis and Integration Office, [nathaniel.o.whitlaw4.civ@mail.mil](mailto:nathaniel.o.whitlaw4.civ@mail.mil), (301) 677-7911.

4 Encls

1. Memo of Request
2. FGGM Space Request Form
3. AR 5-10 Stationing Summary
4. Memo of Non-Availability



CHRISTOPHER M. NYLAND  
COL, IN  
Commanding

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# ENCLOSURE 1

## Requesting Organization's Letterhead

Office Symbol

Date Stamp

MEMORANDUM FOR Plans, Analysis and Integration Office, (PAI) (IMME-PAI/Mr. Nathaniel O. Whitlaw), 4550 Parade Field Lane, Ft. Meade, MD 20755

SUBJECT: Space Request for (Enter requesting unit here)

1. Reference: AR 405-70, Utilization of Real Property, dated 12 May 2006.
2. Enter request information here. Include, reason/justification, usage type, time frame space is needed and the amount requested. Include location if known.
3. We request a site visit to determine Fort Meade's capacity to support either a relocation into existing available space or the approval of a site to support future MILCON.
4. Please see the attached Fort Meade Space Request Form and completed AR 5-10 Stationing Package for your consideration.
5. Enter POC here.

2 Encls

1. Fort Meade Space Request Form
2. AR 5-10 Stationing Summary

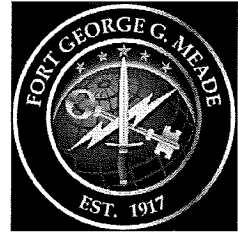
SIGNATURE BLOCK

of requestor's Director/Commander

# **ENCLOSURE 2**

# FORT GEORGE G. MEADE

## SPACE REQUEST



### UNIT INFORMATION

UNIT: \_\_\_\_\_ UIC: \_\_\_\_\_

POC: \_\_\_\_\_

POC CONTACT INFO: PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

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### SPACE REQUEST INFORMATION

1. Are you currently occupying space on Fort Meade? Check one: Yes  No

2. If answered yes to # 1, list the building(s) you currently occupy with the type, amount and number of personnel, otherwise skip to question 3.

Building	Type (CATCODE)	Amount of SF Occupied	Number of Personnel
_____	_____	_____	_____
_____	_____	_____	_____

*\*(if additional entries are needed, please enter them in the additional information space at the end of this form, start continuation with "2.")*

3. Why does your unit need space on Fort Meade? *(Enter justification for new and additional space)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*(if additional space is needed, enter it in the additional information space at the end of the form, start continuation with "3.")*

UIC: \_\_\_\_\_

4. Enter the number of personnel requesting space for: \_\_\_\_\_

5. Enter number of open space cubicles needed: \_\_\_\_\_

6. Enter number of offices needed: \_\_\_\_\_

7. Do you require SCIF space? Check one: Yes  No

8. If answered yes to #7, list information below, otherwise skip to question 9.

Number of Personnel	cubicles	offices	other
_____	_____	_____	_____

9. Do you require storage? Circle one: Yes No

10. Does the storage need to be temperature controlled? Check one: Yes  No

11. Does the storage need to be co-located with office space? Check one: Yes  No

12. List any special requirements for storage (i.e. chemicals):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*(if additional space is needed, enter it in the additional information space at the end of the form, start continuation with "12.")*

13. Can your unit share space with another unit? Check one: Yes  No

14. If no, explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*\*(if additional space is needed, enter it in the additional information space at the end of the form, start continuation with "14.")*

15. Date space is needed: \_\_\_\_\_

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**ADDITIONAL INFORMATION**

*\*(enter any additional space requirements not listed above here such as parking, formation area, physical training area, vehicle maintenance shop, firing range, visitor control, etc.)*





# **ENCLOSURE 3**

**TEMPLATE**

**AR 5-10 Stationing Package**

**for**

**FYXXXX Force Structure Actions**

**at**

**Fort Story, TX**

**Activation(s)**

**XXX Military Police Company (UIC)**

**NON ARMY organizations must first contact Ada Rodriquez DA/Pentagon, Stationing Branch 703-614-9737, [ada.i.rodriquez-cruz.civ@mail.mil](mailto:ada.i.rodriquez-cruz.civ@mail.mil), before coordination.**

**Coordination for “any/all” Fort Meade STATIONING/MOVING ON and OFF the Fort Meade installation / All ACTIONS are processed/coordinated through the Plans, Analysis, and Integration Office (PAIO): “NO SUB- LEASING/SHARING SPACE” It is not authorized and is Illegal! Requesting unit must submit a Stationing request.**

**PAIO Points of Contact are as follows:**

**Nate Whitlaw, Plans Specialist, PAIO, Room 306, 4550 Parade Field Lane, Fort Meade MD 20755, 301-677-7911, [nataniel.o.whitlaw4.civ@mail.mil](mailto:nataniel.o.whitlaw4.civ@mail.mil)**

**Chris Thiel, Chief, PAIO, Room 307, 4550 Parade Field Lane, Fort Meade MD 20755, 301-677-1962, [christopher.w.thiel.civ@mail.mil](mailto:christopher.w.thiel.civ@mail.mil)**

*(b) The status quo is not considered a viable option since it does not support the Army's future operational requirements. Based on requirements detailed in TAA XX-XX and the MSFA force feasibility review, not activating this unit would cause an unacceptable shortfall in this mission area.*

**5. Strategic and Operational Implications. (ACOM) IAW AR 5-10, if the action impacts current strategy, contingency plans or other operational considerations, describe the impacts succinctly. Do not include classified information.**

**6. Estimated Civilian and Military Personnel Impacts. (ACOM) IAW AR 5-10, describe the overall change in military and civilian personnel authorizations for the affected installations. Provide a summary of civilian employee impacts, if appropriate. Include separations, eliminations, and retirements. Identify the number of military and civilian authorizations that are moving. Include known or anticipated contractor workforce population. (Information concerning civilian personnel does not eliminate the reduction in force submission requirements established by ASA(M&RA). Provide the current population and annual projected population for 6 years out by each year.**

*Example:*

*Activation: XXX MP Co (UIC). Authorizations include 5 officers, 0 warrant officers, and 166 enlisted for a total of 171 unit personnel.*

**Contact the PAIO ASIP Manager, Milton McLean at 301-677-5480/1962, [milton.j.mclean.civ@mail.mil](mailto:milton.j.mclean.civ@mail.mil) with any questions or concerns.**

**7. Programs to Provide Assistance to Affected Personnel. (ACOM) IAW AR 5-10, provide assurance that both military and civilian personnel have been informed about assistance programs, benefits, and entitlements that are available to them as a result of the proposed action. Contact PAIO to coordinate an all Garrison Directorates Meeting to discuss the incoming organization needs and resources. Inter Support Agreements/Resource Management; Utilities, Barracks, Housing, Day Care, ID/CAC Cards, Gym/Fitness, etc.**

**8. Anticipated Cost and Savings. (IMCOM) IAW AR 5-10, describe one-time and new annual recurring costs and/or savings. Provide a detailed summary display of both one-time and recurring costs and/or savings (sample figure 5-3, Enclosure 1).**

*b. The total facility requirement is \$XXXX. Fort Story has/has not programmed facility requirements. Fort Story DPW has/has not requested the resources needed to satisfy facility requirements under their Resource Management Plan and Annual Work Plan and has/has not been advised that the resources will/will not be provided. An alternate funding source is required and must be provided to support short fuse requirements that do not allow for adequate POM planning and programming.*

**Note:** ACOMs should identify any unique facility requirements, i.e. SCIF, co-location with new or existing unit, etc. The future site of the organization must be established prior to package submission. POC for DPW is the Director at 301-677-9560, Angela Thomas at 301-677-9850, [angela.v.thomas3.civ@mail.mil](mailto:angela.v.thomas3.civ@mail.mil) or Paula Crouse at 301-677-9180, [paula.j.crouse2.civ@mail.mil](mailto:paula.j.crouse2.civ@mail.mil).

**10. Training Land Requirements. (ACOM/IMCOM) IAW AR 5-10, describe what new or diverted land requirements (i.e. configuration, capacity, and characteristics) will be needed to support unit training if the proposed action is approved.**

**(IMCOM) IAW AR 5-10, identify whether changes to training land use will increase or decrease utilization intensity and any potential costs associated with sustaining the land (i.e. rehabilitation or rejuvenation). Identify all MILCON projects that would be canceled in order to mitigate any existing training land availability shortfalls by fiscal year. Describe the current status of the installation land use requirements study (LURS) according to AR 210-21 and AR 405-10 to support the proposed action.**

**POC for questions pertaining to training requirements is the Director of Plans, Training, Mobilization and Security, Mary Staab at 301-677-6231, [mary.a.staab.civ@mail.mil](mailto:mary.a.staab.civ@mail.mil).**

**11. Environmental Impacts: (IMCOM) IAW AR 5-10, state 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.**

**POC for questions pertaining to environmental impacts is the DPW Environmental Office, John Houchins at 301-677-9188, [john.w.houchins2.civ@mail.mil](mailto:john.w.houchins2.civ@mail.mil), or Suzanne Kopich at 301-677-9185, [suzanne.m.kopich.civ@mail.mil](mailto:suzanne.m.kopich.civ@mail.mil).**

**12. Quality of Life (QOL) Requirements: (ACOM/IMCOM) IAW AR 5-10, identify required initiatives to be taken to ensure adequate QOL is maintained for all personnel.**

**16. Community Impact Analysis. (IMCOM) IAW AR 5-10, a community impact analysis (CIA) will be included in all decision stationing packages forwarded to HQDA for approval if the unit's total authorized strength is 200 or more.**

*NOTE: ACOM funds for CIA*

**POC for questions pertaining to community impacts is the DPW Environmental Office, John Houchins at 301-677-9188, john.w.houchins2.civ@mail.mil, or Suzanne Kopich at 301-677-9185, suzanne.m.kopich.civ@mail.mil.**

**17. Milestones. (ACOM) IAW AR 5-10, show projected milestones for the initiation and completion of the stationing action.**

**18. NSA Situational Awareness. Provide details pertaining to any coordination to use their space.**

**19. POC's for Requesting Organization:**

**a. Primary:**

**Name:  
Office:  
Phone Number:  
Email Address:**

**a. Alternate:**

**Name:  
Office:  
Phone Number:  
Email Address:**

<b>Cost/Savings (Current - New)*</b>		
Mission (-)	\$	-
Civilian Pay	\$	-
Base Support (less civilian pay)	\$	-
BASEOPS	\$	-
Family Programs	\$	-
Environment	\$	-
Audio / Visual	\$	-
Base Communications	\$	-
Real Property Maintenance	\$	-
<b>TOTAL ANNUAL RECURRING COSTS/SAVINGS</b>	<b>\$</b>	<b>-</b>

# ENCLOSURE 4





DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON  
4551 LLEWELLYN AVENUE, SUITE 5000  
FORT GEORGE G. MEADE, MARYLAND 20755-5000

IMME-PWM

MEMORANDMUM FOR *Enter Unit Name and Address*

SUBJECT: Response to Request for Space

1. The Directorate of Public Works (DPW), Master Planning Division, Real Property Branch, has reviewed the request at enclosure 1 and currently there is insufficient space to meet your requirements.
2. In the event you wish to pursue MILCON, please coordinate with DPW to evaluate your options.
3. Point of contact for this action is Ms. Angela Thomas, 301-677-9850 or email [Angela.v.thomas3.civ@mail.mil](mailto:Angela.v.thomas3.civ@mail.mil), Master Planning Division, Directorate of Public Works.

Encl

JAMES R. WILLIAMS  
*Acting Director, Public Works*