**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.rodriguez-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**

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

**1. Unit Identification and Mission. (ACOM) In accordance with (IAW) AR 5-10, describe the unit’s identification and its mission. The unit should be identified by its designation, unit identification code (UIC) and for MTOE units, Standard Requirements Code (SRC).**

*Example:*

*Activation:*

*XXX Military Police (MP) Company (UIC), SRC 19477G00100. To provide Military Police combat support to an assigned area of operations.*

**2. Nature of Actions (ACOM). IAW AR 5-10, explain exactly what is to be accomplished or what is to take place. Describe the unit(s) and activities affected by action. Identify authority.**

*Example: Grow the Army Stationing Plan Decision, December 20XX or Army Campaign Plan, January 20XX activates the XXX MP Co (UIC) at Fort Story, TX on (date).*

**3. Rationale. (ACOM) IAW AR 5-10, state the rationale for the proposed action. This should present a convincing argument for why the action should be taken. It may include a description of what problems will be solved or what management improvements will be achieved. Stating that HQDA cut force structure is not a rationale. In most cases, ACOMs have choices as to units to activate, relocates, or other stationing actions as a result of HQDA decisions. If there are no choices (i.e. only one unit of this kind in the force) this should be stated.**

*Example: The activation of this unit is operationally imperative now to ensure the Army is properly postured to fully support its strategic commitments.*

**4. Alternatives to the Proposed Action. (ACOM) IAW AR 5-10, 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 1) proximity to supported command, 2) range training space, and 3) xxxxxx. This stationing action does not result in an increase of Department of Defense civilian authorizations.*

*(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** **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).**

*Example: Costs identified at Enclosure #1 have been submitted through Resource Management (RM) channels to IMCOM Region and Headquarters. RM has advised that these requirements will/will not be funded within existing or anticipated funding. (See paragraph for RM personnel points of contact.)*

**Note: ACOMs should identify any unique service requirements (services above the Common Level of Support). Contact the Resource Management Office for any cost and/or Inter Service Agreements (ISA) questions /concerns. POCs are Danielle Miner at 301-677-6705, danielle.d.miner2.civ@mail.mil or Carol Tabb at 301-677-9203, carol.m.tabb.civ@mail.mil.**

**9. Facilities Requirement: (IMCOM) IAW AR 5-10, describe what facilities must be constructed, converted, renovated, or leased to implement the action. Provide facility costs and cost avoidance for both losing and gaining installations. Identify specific projects, by fiscal year, which must be constructed to implement the preferred alternative or that must be canceled as a result of the action. Additionally the DCS, G-6-CIO, through the Information Systems Engineering Command will assist in identifying Information Technology requirements and develop cost estimates that must be included in total facilities costs. See sample facility requirements summary at figure 5-4. May use Enclosure to provide information.**

*Examples:*

 *a. Using standard planning formulas from the facility engineers, based on the number of personnel and grade levels, the activating and gaining unit(s) require(s) the following consolidated space:*

 *(1) The facility requirements for this action will/will not be met. Fort Story has/does not have existing facilities to support this stationing action. Or, existing facilities will be used until permanent construction is available, as addressed in para 9a(3) below. Or, existing facilities will be used with temporary/relocatables augmentation until permanent construction is available, as addressed in para 9a(3) below.*

 *(2) Facility Utilization Plan (facility laydown).*

*UNIT NAME: ADMIN: MAINT: BILLETS:*

 *(3) Stationing action requires MILCON as the long term solution. Facilities must be constructed, converted, renovated, or leased to support this action. The following is DD Form 1391 information submitted to support stationing requirements.*

*Title: MCA Project No. Date:*

 *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 or Paula Crouse at 301-677-9180, paula.j.crouse2.civ@mail.mil.**

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**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.**

**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, or Suzanne Kopich at 301-677-9185,** **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.**

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

**13. Coordination of Funding. (ACOM/IMCOM) IAW AR 5-10, provide the name, title, office, telephone number, and email address of the appropriate RM point of contact at the gaining or losing installation and the ACOM (generating the stationing action).**

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

1. *ACOM RM:*

**Name:**

**Office:**

**Phone Number:**

**Email Address:**

1. ***FMMD RM POC:***

**Name: Danielle Miner**

**Office: FMMD RMO**

**Phone Number: 301-677-6705**

**Email Address: Danielle.d.miner2.civ@mail.mil**

**14. Impact on RC Training and Support. (ACOM/IMCOM) IAW AR 5-10, identify the impact on training areas, ranges, readiness, annual training facilities, and unit training affiliations.**

*Example: There is no Reserve Component impact anticipated as a result of this stationing action. Or, there is Reserve Component impact anticipated as a result of this stationing action. The impact will be xxxxx. Impact may be mitigated by taking the following actions: 1) xxxxx and 2) xxxxx.*

**POC for questions regarding Reserve Component Training is the DPTMS, Mary Staab at 301-677-6231 or mary.a.staab.civ@mail.mil.**

**15. Potential Problems. (IMCOM) 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: If a U.S. Army Forces Command (FORSCOM) medical battalion is inactivating, what is the impact to the local MEDCOM activity that may rely on the battalion’s medical personnel to augment its staff.*

**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:**

**Enclosure #1: *Anticipated Cost and Savings***

|  |  |  |
| --- | --- | --- |
| **One Time Costs** | **$** | **Source of funds** |
| **Military Personnel Appn Cost** |   |   |
| Military PCS | $ |  |
| **Operations and Maintenance Appn Costs** |   |   |
| Civilian Personnel Cost |  $  |  |
| Civilian PCS |  $  |  |
| Civilian Termination Costs |  $  |  |
| Equipment Transportation |  $  |   |
| Facility Modification |  $  |   |
| Equipment Purchases (<$100, 000 Threshold>) |  $  |   |
| Procurement Appns Cost |  $  |   |
| Military Construction Appn Costs |  $  |   |
| Facility Modification |  $  |   |
| New Facilities |  $  |   |
| New Family Housing |  $  |   |
| **Total One-Time Costs** |  $  |   |
| **Annual Recurring Costs/Savings** |
| **Annual Recurring Costs/Savings** | **$** | **Source of funds** |
| **Current Location** |   |   |
| Mission (-) |  $  |   |
| Civilian Pay |  $  |  |
| Base Support (less civilian pay) |  $  |   |
| BASOPS |  $  |   |
| Family Programs |  $  |   |
| Environment |  $  |   |
| Audio / Visual |  $  |   |
| Base Communications |  $  |   |
| Real Property Maintenance |  $  |   |
| **New Location** |   |   |
| Mission (-) |  $  |   |
| Civilian Pay |  $  |  |
| Base Support (less civilian pay) |  $  |   |
| BASEOPS |  $  |   |
| Family Programs |  $  |   |
| Environment |  $  |   |
| Audio / Visual |  $  |   |
| Base Communications |  $  |   |
| Real Property Maintenance |  $ -  |   |
| **Cost/Savings (Current - New)\*** |   |   |
| Mission (-) |  $ -  |   |
| Civilian Pay |  $ -  |   |
| Base Support (less civilian pay) |  $ -  |   |
| BASEOPS |  $ -  |   |
| Family Programs |  $ -  |   |
| Environment |  $ -  |   |
| Audio / Visual |  $ -  |   |
| Base Communications |  $ -  |   |
| Real Property Maintenance |  $ -  |   |
| **TOTAL ANNUAL RECURRING COSTS/SAVINGS** |  $ -  |   |