



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

AMIM-MEA (210-150b1)

SEP 12 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Fort George G. Meade Policy #22, Stationing Units, Tenants and Activities on Fort George G. Meade

1. References:

- a. AR 5-1, Management of Army Business Operations, 12 November 2015
- b. AR 5-10, Stationing, 20 August 2025
- c. AR 5-18, Army Stationing and Installation Plan, 5 August 2022
- d. AR 71-32, Force Development and Documentation Consolidated Policies, 20 March 2019
- e. DA Pamphlet 5-13, Procedures for Army Stationing, 3 June 2015
- f. DODI 4000.19, Support Agreements, 16 December 2020
- g. AR 405- 70 paragraph 1-10, Utilization of Real Property, 12 May 2006
- h. IMCOM OPORD 25-011 Operation Return to In-Person Work, 29 January 2025

2. Purpose. This policy describes the procedures for organizations to request stationing on Fort George G. Meade, Maryland (FMMD).

3. Scope. The proponent for stationing on Army installations is the Headquarters Department of Army (HQDA) G3/5/7. The FMMD Plans, Analysis, and Integration Office (PAIO) is the local proponent for stationing action at USAG FMMD.

4. Applicability. This policy applies to tenants currently stationed on FMMD, and organizations requesting to be stationed on FMMD.

a. Installation tenants are defined as any organization stationed at FMMD to include units from all military services, all components (Active, National Guard, Reserve), all Department of Defense agencies, activities, and organizations.

b. Prospective tenants are defined as any organization not currently assigned to FMMD, but seeking assignments on, near or adjacent to the installation boundary. This

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also includes organizations with a mission linked to facilities operated by National Security Agency or United States Cyber Command.

c. Stationing Actions include all forms of realignment or relocation of a unit or organization. Stationing encompasses the personnel, equipment, facilities, and installation services required to support the organization.

(1) Existing tenants will submit a stationing action to the PAIO for any changes of mission, growth or reductions of personnel, and all forms of realignment. The existing tenant must contact the PAIO stationing lead (angela.m.sangirardi.civ@army.mil) for an informal staff feasibility assessment. The informal staff feasibility assessment will require size, scope and a rough detail of the requirements of the change to the organization. The PAIO will also supply a stationing template and guidance on how to submit the stationing request to HQDA G3/5/7.

(2) Prospective tenants are requested to contact the PAIO stationing lead (angela.m.sangirardi.civ@army.mil) for an informal staff feasibility assessment prior to submitting stationing request to HQDA G3/5/7. The informal staff feasibility assessment will require size, scope and a rough detail of the organization's stationing requirements. The PAIO will also provide a feasibility assessment of the organization's stationing request and provide a stationing template and guidance on how to submit the final request to HQDA G3/5/7.

(3) All Return to In Person Workplace (RtIPW) requests for office space at FMMD will comply with OPORD 25-011, IMCOM Operation RtIPW. The organization requesting space will complete the Abbreviated Space Request from HQDA G3/5/7. HQDA will route to FMMD to determine space availability. The RtIPW process is only for temporary assignments. The organization cannot backfill the space assignment if the RtIPW employee leaves the position. No RtIPW temporary assignment may last for more than five years. Organizations seeking permanent space assignment on FMMD must go through the full HQDA G 3/5/7 stationing process.

5. Process.

a. The stationing process begins with an informal staff feasibility assessment of the requirements by the Department of Public Works- Master Plans (DPW) representative and PAIO stationing lead. During this process PAIO will provide the requesting organization with a stationing template and provide guidance on how to submit requests.

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(1) Stationing template will include at a minimum:

- Title of Unit / Organization, mission statement and the unit identification code (UIC).
- The nature and rationale for action to include convincing argument on why the mission is required to be placed at FMMD.
- Explain what alternatives were studied to the proposed action.
- The civilian and military personnel impacts, identifying out-year strength projections.
- Anticipated Cost and Savings include one time and steady state annual recurring savings and cost.
- Facility requirements include administrative space, organizational vehicle maintenance, parking, and roadway, storage space, training area requirements, weapons storage and any special purpose space.

b. The tenant will complete the stationing action and submit to HQDA G3/5/7 Mr. William Murray (william.a.murray.civ@army.mil).

c. Stationing actions involving another Service, Federal Agency, or other non- Army organizations must be reported via a decision package to HQDA (DAMO- FMP) through HQDA G3/5/7. Other Service/ Agencies will not move onto an Army installation without HQDA and the other Service headquarters approval.

d. HQDA collaborates with tenants to develop cost estimates and acquire funding if needed. HQDA then staff stationing package to garrison level.

e. Garrison staffs the stationing package to garrison service providers for input and determination of the level of support. Garrison DPW provides the required paperwork for environmental concerns and determines space availability. After the Garrison collects all input and staff the package through Garrison leadership, it's sent to IMCOM.

f. IMCOM conducts analysis and reviews action. IMCOM collaborates with HQDA on any outstanding inquiries needed before a decision to be made by the Secretary of the Army.

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g. Once the stationing packet is approved by HQDA, the Garrison will formalize the space assignment. In alignment with AR 405-70 paragraph 1-10, Garrison Commanders (GC) will assign land, facilities, and space. There is no sub-letting or sharing of space on FMMD. All facility assignments will be through DPW's Master Planning Division.

6. Roles and Responsibilities.

a. Senior Commander (SC): The SC is responsible for synchronizing and integrating Army priorities and initiatives at the installation. The SC has final recommendation authority for stationing actions, unless otherwise delegated.

b. Garrison Commander: Supervises the implementation of SC priorities through the garrison and makes a recommendation to concur or non-concur with stationing actions.

c. Plans, Analysis, and Integration Office: Gathers input from garrison directorates, offices and service providers to develop recommendations to the GC on proposed stationing action. PAIO analyzes the impact of proposed action and works with providers to help mitigate any foreseen issues. PAIO conducts the Installation Stationing Working Group quarterly. PAIO coordinates with installation tenants to update the Army Stationing and Installation Plan (ASIP) annually.

d. Garrison Directorates and Offices: Provide service capacity, analysis of impacts to the services for which they are responsible, and a recommendation to support or non-concur with proposed stationing action to the PAIO and garrison leadership.

e. Existing Installation Tenants: Provide feedback to the PAIO and Garrison Leadership on impacts on respective missions and operations.

f. National Security Agency (NSA) and U.S. Cyber Command (USCYBERCOM): Provide input to support or non-concur the stationing action based on alignment with their respective missions. NSA requires all potential tenants requesting space within the agency, to obtain sponsorship/ approval.

g. The Installation Stationing Working Group. Serves as a forum for reviewing stationing packages and making recommendations, conducting analysis, and discussing impacts to population changes on FMMD.

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7. The point of contact for this policy is Mrs. Angela Sangirardi, Stationing Manager at angela.m.sangirardi.civ@army.mil.

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YOLANDA D. GORE
COL, AG
Commanding