

Installations

REAL PROPERTY DEVELOPMENT PLANNING FOR THE ARMY NATIONAL GUARD

---

By Order of the Secretaries of the Army and the Air Force:

H STEVEN BLUM  
Lieutenant General, USA  
Chief, National Guard Bureau

Official:

AUDREY J. LOMAX  
Lieutenant Colonel, USAF  
Chief, Strategic Plans and Policy

---

**History.** This is a new National Guard Regulation.

**Summary.** This regulation sets the responsibilities for conducting real property development planning.

**Applicability.** This regulation applies to all aspects of Army National Guard real property development planning, no matter the funding source or project initiator.

**Proponent and exception authority.** The proponent of this regulation is the Chief of Installations, National Guard Bureau, Army Installations Division, NGB-ARI. The Chief of Installations has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. However, this authority may not be delegated.

**Management Control Process.** This regulation contains management control provisions and a checklist for conducting management control reviews in accordance with AR 11-2.

**Supplementation.** Supplementation of this regulation requires the approval of the National Guard Bureau, Army Installations Division, NGB-ARI, 111 South George Mason Drive, Arlington, VA 22204-1382.

**Suggested Improvements.** Users of this regulation are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the National Guard Bureau, Army Installations Division, NGB-ARI, 111 South George Mason Drive, Arlington, VA 22204-1382.

**Distribution:** B.

---

**Contents**

**Chapter 1**

**General**

Purpose, 1-1

References, 1-2

Abbreviations and Terms, 1-3

Mission Statement, 1-4

## **Chapter 2**

### **Responsibilities**

Assistant Secretary of the Army (Installations and Environment), 2-1  
Assistant Chief of Staff for Installation Management, 2-2  
Chief, National Guard Bureau, 2-3  
Director, Army National Guard, 2-4  
Army Installations Division (NGB-ARI), 2-5  
The Adjutant General, 2-6  
Construction and Facilities Management Officer (CFMO), 2-7  
Real Property Master Planning Advisory Committee, 2-8

## **Chapter 3**

### **The Real Property Development Plan**

General, 3-1  
Policy, 3-2  
Inputs, 3-3  
Components, 3-4  
Outcomes, 3-5

## **Chapter 4**

### **The Real Property Development Planning Process**

Overview, 4-1  
Objectives, 4-2  
Procedures, 4-3  
Installation/Site Master Plans and Contributory Information, 4-4  
Intergovernmental Coordination, 4-5  
Assessment of Environmental Effects, 4-6  
Submission and Approval, 4-7  
Maintenance and Revision of the Real Property Development Plan, 4-8

## **Chapter 5**

### **Management Controls**

General, 5-1  
Key Management Controls, 5-2

## **Appendix A**

### **References**

## **Appendix B**

### **Management Control Evaluation Checklist - Real Property Development Planning**

## **Glossary**

## **Chapter 1 General**

### **1-1. Purpose**

This regulation

- a. Describes the Army National Guard (ARNG)'s real property development planning process and establishes the relationship of real property development planning to programming for new construction (both from the military construction and operations and maintenance appropriations).
- b. Prescribes policies and procedures relating to the content, development, submission, and maintenance of the Real Property Development Plan (RPDP).
- c. Prescribes responsibilities for the National Guard Bureau (NGB), the Adjutant General (AG), the Construction and Facilities Management Officer (CFMO), and the Real Property Master Planning Advisory Committee (RPMPAC).
- d. Establishes that a complete RPDP:
  - (1) Forms the foundation for the management and development of ARNG real property.
  - (2) Provides the framework for analyzing and justifying new construction projects and Sustainment, Restoration, and Modernization (SRM ) resource allocations.
  - (3) Helps justify all peacetime construction and real property development.
  - (4) Forms an important management tool to ensure the efficient acquisition, assignment, utilization, and disposal of real property assets.
  - (5) Provides a decision-making tool to identify requirements and alternatives for resolving real property deficiencies and excesses.

### **1-2. References**

Required and related publications along with prescribed and referenced forms are listed in Appendix A.

### **1-3. Abbreviations and Terms**

Abbreviations and special terms used in this regulation are explained in the glossary.

### **1-4. Mission Statement**

To produce a long-range, integrated planning document to implement the Adjutant General's goals and objectives for development and operation of the State's real property and to assure continued mission performance at ARNG installations. Therefore the real property development plan serves as a decision-making tool that identifies requirements and alternatives for resolving real property deficiencies and excesses to assure continued mission performance at ARNG installations.

## **Chapter 2 Responsibilities**

### **2-1. The Assistant Secretary of the Army for Installations and Environment**

- a. Has overall responsibility for providing guidance on installation facilities, housing, and environmental policy and program direction.
- b. Provides broad policy and program direction guidance for development planning for all Army installations.

### **2-2. The Assistant Chief of Staff for Installation Management (ACSIM)**

- a. Develops real property development planning technical policy and procedures.
- b. Assists in the development of procedures and guidance for the development of RPDPs by issuing master planning instructions.
- c. Reviews and publishes real property allowance criteria that will be used, when applicable, to guide preparation of RPDPs.
- d. Provides assistance to the ARNG in the development, implementation, and management of RPDP policies and procedures.
- e. Develops and fields planning tools, to include automated systems, which will assist in developing, analyzing, and maintaining RPDPs.

f. Through the U.S. Army Corps of Engineers (USACE) establishes and presents training courses and programs for master planning.

### **2-3. Chief, National Guard Bureau**

Establishes National Guard priorities and policies to support the commanders of the unified combatant commands, the Uniformed Services, and the States/Territories.

### **2-4. National Guard Bureau, Director Army National Guard**

a. Acquires, manages and distributes resources to meet the ARNG priorities.  
b. Influences the development of policies that support the commanders of the unified combatant commands, Services, and States/Territories.

### **2-5. National Guard Bureau, Army Installations Division (NGB-ARI)**

a. Determines requirements, timelines and resources for RPDPs, and assigns responsibilities for their preparation.  
b. Ensures RPDPs are prepared in compliance with prescribed policies and guidance.  
c. Ensures adequate resources are provided to support State-level planning efforts and monitors how the States utilize such resources to prepare and maintain RPDPs.  
d. Validates RPDPs and Long-Range Construction Plans (LRCPs) submitted by the States.  
e. Ensures that real property acquisition, construction, and disposal projects of States are consistent with and included in the RPDP.  
f. Establishes facility criteria for all ARNG requirements in appropriate NGB publications and Army databases in coordination with NGB facility proponents, such as the Army Training Division (NGB-ART), the Army Logistics Division (NGB-ARL), and the Army Aviation and Safety Division (NGB-AVS).  
g. Assists States when necessary during the development of their RPDPs, to include providing technical support, information, and guidance.  
h. Provides training to CFMO staff on functional processes and procedures for execution of responsibilities described in this regulation.

### **2-6. The Adjutant General**

a. Provides a clear and coherent vision for the preparation and update of the State's Real Property Development Plan.  
b. Ensures open staff communication so that the Force Structure, Operations and Training, Surface and Air Maintenance staffs, and Director of Information Management, among others, provide sufficient lead time to the CFMO so that he/she may properly plan to support changes in equipment, doctrine, and mission.  
c. Ensures that adequate funds and staffing are provided and committed to prepare and maintain the RPDP.  
d. Establishes a real property planning element to assist in facility SRM and Military Construction National Guard (MCNG) project development.  
e. Approves the State's RPDP and ensures the RPDP is submitted to the NGB for validation.  
f. Approves the LRCP for the State.  
g. Ensures that RPDP and master planning efforts are coordinated with the Range and Training Land Program (RTLTP) and with the RTLTP Development Plan (RDP) and that the RDP is incorporated into the RPDP. Establishes and implements procedures to ensure that ranges and training lands are incorporated into the master planning process and provides a method by which the RDP requirements are addressed in the LRCP.

### **2-7. Construction and Facilities Management Officer**

a. Ensures that real property master planning for the State is accomplished in accordance with published ARNG regulations and policies. Develops and manages comprehensive annual and long range plans covering all real property investment, sustainment, restoration, and modernization initiatives.  
b. Maintains an accurate real property inventory (RPI) upon which to base the RPDP.  
c. Ensures that the RPDP reflects the needs of the total State population identified in the Army Stationing and Installation Plan (ASIP).  
d. Determines which installations/sites need an installation/site master plan.  
e. Develops the AG approved RPDP and submits it to NGB for validation.  
f. Maintains the Tabulation of Existing and Required Facilities (TAB) and LRCP. Updates the entire RPDP as appropriate.

- g. Ensures that all SRM, military construction, real property acquisition and disposal projects, regardless of proponent or fund source, are consistent with the RPDP.
- h. Ensures that RPDP and master planning efforts are coordinated with tenant real property assets and proposed projects.

## **2-8. Members of the Real Property Master Planning Advisory Committee (RPMPAC)**

- a. Advises Chief, NGB-ARI, and the Facilities Engineering Advisory Council (FEAC) on real property master planning matters and concerns.
- b. Recommends to the Chief, NGB-ARI, areas of potential master planning improvements.
- c. Serves as the principal ARNG advisory committee for the States' real property planners.
- d. Recommends guidance for maintaining the RPDP.
- e. Develops standards and methods for the development and use of RPDP systems, data, plans, and documents.
- f. Provides RPDP expertise for coordination with the Department of the Army and agencies outside the ARNG.
- g. Provides the Chief of Installations and the FEAC information regarding the effects of RPDP regulations and requirements on the State ARNG organizations.

## **Chapter 3**

### **The Real Property Development Plan**

#### **3-1. General**

- a. The RPDP is based on a set of assumptions, inputs and metrics and is used to enable optimal real property development.
- b. The RPDP articulates the Adjutant General's plan for the orderly management and development of the real property assets of the State, including land, buildings and infrastructure.
- c. The RPDP documents the real property development planning process described in Chapter 4 by stating what is important to the AG, establishing metrics for rating their relative importance, and providing objective data to prioritize projects for development.
- d. The RPDP shall be the basis to support acquisition, management, and disposal of real property. Actual real property actions, nonetheless, must still follow appropriate statutory and regulatory requirements.
- e. The RPDP shall serve as a framework and decision support tool for assisting in the allocation of available sustainment, restoration, and modernization resources and for supporting requested military construction projects.
- f. The RPDP shall identify the Adjutant General's goals and objectives for development and operation of the State and its supported installations, and shall identify the major work to be done to real property to assure continued mission performance.

#### **3-2. Policy**

- a. Each State shall prepare and keep current an RPDP.
- b. The RPDP is composed of many elements, four of which the States shall submit to NGB-ARI: the AG Narrative, TAB, LRCP, and site plans for programmed projects. Additional elements will be based on other requirements (e.g., Federal, State, and local codes and regulations/requirements) and government and industry master planning best practices.
- c. The RPDP incorporates concepts and information from many programs and sources to plan for adequate real property support to meet all assigned or programmed missions for the State. Mission requirements, assets, and proposed projects of tenants on ARNG installations/sites shall be included in the RPDP. Non-ARNG tenants shall provide contributory information or plans to ensure that their real property needs are planned for.
- d. The RPDP:
  - (1) Shall be the basis to support acquisition, management, and disposal of real property.
  - (2) Shall serve as a framework and decision support tool for assisting in the allocation of available sustainment, restoration, and modernization resources and for supporting requested military construction projects.
  - (3) Shall identify the AG's goals and objectives for development and operation of the State and its supported installations, and shall identify the major work to be done to real property to assure continued mission performance.
- e. The RPDP shall provide for compatibility and versatility in land and facility uses. It indicates those areas with potential for expansion and those areas that could be eliminated.

f. The RPDP shall adhere to AR 405-70, chapter 2, to maximize use of existing adequate facilities and to dispose of unneeded facilities. No new construction shall be proposed in the RPDP when adequate, local, existing, under utilized facilities are available. The use of such facilities shall not degrade operational efficiency, retention or readiness.

### 3-3. Inputs

The RPDP is based on a variety of standard inputs, such as the ASIP, the RPI, the RDP, and Geographical Information System (GIS) data, which are explained below.

a. The ASIP establishes the authorized peacetime strength of units stationed in the State, Territory or the District of Columbia, and identifies the transient training population requiring support. The RPDP must plan for the real property facilities needed to support the training of both permanently stationed units and transient units/individuals.

b. The ARNG real property inventory describes which facilities exist and where. When coupled with the ASIP, the Master Planner can compare real property assets with the troop populations these assets support.

c. The RDP is comprised of installation and community range and training land requirements arranged in priority sequence by fiscal year.

d. GIS is a tool for the collection, display and analysis of spatial data. GIS can integrate information from disparate sources, providing master planners with a more complete picture of ARNG facilities and installations. Systems and data will be developed in accordance with the Army's policy for GIS. To reduce redundant efforts, CFMOs shall actively partner with other functional areas (e.g., environmental, Integrated Training Area Management (ITAM), logistics, etc.) to create a multi-purpose and multi-user GIS capability. With the exception of sensitive or classified information, data and systems developed for master planning will be openly shared across functional areas and organizational lines within the ARNG. GIS has many applications for the development of RPDPs:

(1) Site location analysis – GIS can be used to locate new, or assess the viability of existing, installations/facilities through the spatial analysis of site location factors (e.g., environmental, demographic, land use compatibility, transportation, etc.)

(2) Installation land use planning – GIS is the principle tool for creating Site Plans and Site Development Plans that depict installation facilities, land uses, future development, encroachments, and environmental constraints.

(3) Inventory of real property – The processes of building and maintaining a GIS can facilitate the accurate update of the RPI.

e. Other inputs for the RPDP may include the following:

(1) Army Facilities Strategy (AFS) and Capital Investment Strategy (CIS)

(2) Real Property Planning and Analysis System (RPLANS)

(3) Program Objective Memorandum (POM)

### 3-4. Components

The required components of the RPDP are the AG Narrative, TAB, LRCP, and Site Plans for programmed projects. The description of each component is explained below.

a. The AG Narrative. The AG Narrative provides the commander's intent and vision for providing facilities to accomplish the State's missions and to support current and future force structure. The AG Narrative provides the Master Planner a vision and the general guidance necessary to develop the RPDP. This guidance may include a narrative description of the AG's vision, priorities, facility goals and objectives, force structure changes, and overall strategy for providing facilities for the state or territory. The AG shall sign the narrative annually prior to approving the LRCP. Each State shall place an image of the signed narrative on the NGB-ARI file transfer protocol (FTP) site. The format is prescribed in NGB-ARI master planning guidance. The AG Narrative fulfills the requirement or AR 210-20 for a master planning digest.

b. TAB. The TAB is a report of on-hand assets and facility allowances, requirements, excesses, and shortfalls. Facility allowances are addressed in the Army Criteria and Tracking System (ACTS), AR 405-70, NGR 415-10 and NG Pam (Army) 415-12. Facility requirements are based on these allowances and State and local considerations.

c. LRCP. The LRCP is the implementing document for military construction within the planning process and looks out 25 years. The RPDP is used to develop the LRCP, which represents the major work (specified and unspecified military construction) to be done to real property within the States to accommodate mission performance. NGB-ARI builds the Infrastructure Requirements Plan (IRP) from priority projects in all the 54 LRCPs in accordance with NGR 415-5.

d. Site Plans. The site plans focus on each individual site or installation number within the State. Each site plan contains digital drawings (GIS compatible) that include a layout of all existing and proposed facilities – to include utilities (i.e., shows all Category Codes) and possible restrictions (i.e., natural and cultural resources, explosive safety arcs, surface danger zones.) Site plans are submitted in accordance with NGR 415-5 or upon request by NGB-ARI.

### 3-5. Outcomes

The real property development planning process results in—

- a. Providing timely and correct real property planning information for installation missions.
- b. Identifying natural, cultural, and environmental resources and restrictions that might impact on future development.
- c. Justifying MCNG, SRM, and other funded projects.
- d. Establishing a framework for prioritizing SRM expenditure.
- e. Maintaining an accurate audit trail of real property development planning decisions.
- f. Providing information for real property planning decision-making.
- g. Promoting efficient land use and optimizing facility utilization.
- h. Promoting effective management and disposal of real property.

## Chapter 4

### The Real Property Development Planning Process

#### 4-1. Overview

The RPDP documents the development of the long-term program for achieving the State, Territory or the District of Columbia's goals for providing excellent facilities and services for soldiers and their families, while supporting the State's vision for current and programmed missions.

#### 4-2. Objectives

The objectives of real property development planning are to:

- a. Identify facility shortfalls. Develop alternatives (use of other existing local facilities, real property exchange, rehabilitation, addition/alteration, or new construction) to support current and future missions.
- b. Identify facility excesses. Develop alternative uses for these facilities to support current and future missions. Establish a framework for prioritizing projects and managing limited State and Federal resources.
- c. Support the MCNG and SRM programs by comparing existing real property assets to requirements using the TAB.
- d. Identify activities and actions that may have environmental impacts early in the project development phase.

#### 4-3. Procedures

There are ten steps or procedures in the real property development planning process:

- a. Receive a clear and coherent vision from the AG . This vision should address, for example, philosophies of stationing issues, anticipated missions, desired facility and training center capabilities, and relationships with local communities. Your AG should provide you planning goals and objectives which answer the following questions:
  - (1) What types of facilities are most important?
  - (2) What missions are top priority to accommodate?
  - (3) Where is it most important to have facilities?
  - (4) When are facilities replaced?
- b. Identify the assigned troop units, tenant activities, and community support organizations (the customers), their missions, their training and logistical requirements, and their other needs. Involve the customers throughout the entire process.
- c. Apply criteria to the force structure to determine facility and other real property allowances.
- d. Identify real property assets available to support the mission.
- e. Determine real property deficiencies, excesses, and non-building needs. (Examples of non-building needs are utilities, ranges and training lands, and other support structures.)
- f. Define and evaluate alternatives to satisfy deficiencies, eliminate excesses, and satisfy non-building needs to include real property exchange.
- g. Consider developmental constraints and restrictions, including environmental considerations.

- h. Integrate results from environmental, safety, and training processes and plans. (All current RDPs are required appendices to the RPDP.)
- i. Prioritize recommended solutions to satisfy real property requirements. This is generally the LRCP, but may also include real property acquisition, real property exchange, and restationing.
- j. Develop DD Forms 1390/1391 for approval.

#### **4-4. Installation/Site Master Plans and Contributory Information**

- a. The Adjutant General determines which ARNG installations/sites need an installation/site master plan. The installation/site master plan forms the basis for both long-range and short-range decisions, and incorporates other plans for the installation. ARNG site master plans shall comply with published ARNG master planning standards and shall meet the goal of an integrated, comprehensive plan. It shall include all installation/site missions and multiple aspects of the surrounding community and be coordinated. The value of installation/site master planning lies in the careful consideration of the changes occurring in the installation and the area surrounding it. There is no requirement to submit completed site master plans to NGB for review except by NGB request.
- b. Range Surface Danger Zones and Explosives Safety Site Plans. The Adjutant General shall ensure that all installation/site master plans for locations with ranges and/or Ammunition Supply Points (or other recurring ammunition/explosives handling facilities) comply with the provisions of AR 385-63 and AR 385-64.
- c. There are documents that address a wide spectrum of issues, including such areas as natural and cultural resources, information systems, physical security, force protection, and overall installation quality of life. Table 4-1 of AR 210-20 lists some contributory sources of information that can be reviewed for real property implications when developing the RPDP. The table is not all-inclusive, and not all items may apply to every State.

#### **4-5. Intergovernmental Coordination**

- a. States, Territories, and the District of Columbia shall work with state, local and regional planning agencies to foster close and harmonious planning relations with adjacent communities.
- b. In the development of the RPDP, state and local laws, policies, and regulations shall be considered and incorporated in the RPDP as appropriate.
- c. Where there is combined local community and ARNG interest in coordinated, comprehensive land use planning, the State shall coordinate its RPDPs with local communities in order to
  - (1) Minimize impacts of National Guard operations, training and facility development on those communities.
  - (2) Determine future growth patterns and development of the surrounding communities.
  - (3) Establish mutually compatible land uses and zoning to assure future installation viability for training and operations.
  - (4) Determine need for a Joint Land Use Study.
  - (5) Reduce encroachment

#### **4-6. Assessment of Environmental Effects**

- a. The RPDP clarifies and synthesizes information into a coherent future facilities vision. When fully developed, the RPDP shall be the AG's tool for the management and development of real property resources. The RPDP proposes a strategy, but lacks definition required of a full plan of action, and as such does not require assessment of environmental impact (i.e., National Environmental Policy Act (NEPA) documentation).
- b. The Site Plan. Likewise the site plan is a compilation of data regarding existing and proposed facilities. However, unless the proposed facilities are in the Budget Estimate Submission (BES) or the Future Years Defense Program (FYDP), they are not in the foreseeable future, and as such this plan does not require environmental assessment.
- c. Individual Site Plans for proposed facilities that are in the BES or FYDP do require assessment for their environmental effects as prescribed by AR 200-2, paragraph 3-1. The actual level of environmental documentation required (i.e., record of environmental consideration (REC), environmental assessment (EA), or environmental impact statement (EIS)) will be determined by the scope of the action in relation to threshold criteria in AR 200-2, chapters 4 through 6.
- d. Installation Master Plans are not required, but if prepared, they are decision documents and as such do require assessment for their environmental effects as prescribed by AR 200-2, paragraph 3-1. The actual level of environmental documentation required (i.e., REC, EA, or EIS) will be determined by the scope of the action in relation to threshold criteria in AR 200-2, chapters 4 through 6.

**4-7. Submission and approval**

- a. Table 4-1 lists the RPDP submittal and approval requirements.

<b>Name</b>	<b>NGB Action</b>	<b>Submission dates and instructions</b>
The AG Narrative	Reviewed by NGB-ARI.	Text document signed by the AG when he/she approves LRCP. Submitted electronically to NGB-ARI with LRCP.
TAB	NGB approves requirements edits.	Updated in RPLANS. State edits requirements at least twice a year.
LRCP	NGB extracts data as needed.	Updated in Facilities Center. Approved annually by the AG.
Site Plans for projects in FYDP	NGB approves as part of project approval.	Submitted with Certificate of Title (state land) or License/Permit (Federal land) for MCNG projects.
Other Site Plans	No NGB action. Plans are available for review at CFMO.	Continuously updated at State Area Command (STARC)/CFMO within available resources. Submit to NGB only upon specific request.

b. The RPDP is composed of elements that are continuously updated and submitted for approval or review throughout the year. As these elements are revised the RPDP is being updated. Other than the submission request above (Table 4-1) there is no requirement to submit the entire RPDP to the NGB.

- c. The consolidated RPDP shall be maintained in one location as directed by the CFMO.

**4-8. Maintenance and Revision of the Real Property Development Plan**

The development planning process must provide for continuity as leadership, missions, and functions change and evolve. The planning process must also allow for necessary amendments and changes to the RPDP, while assuring that changes are made only when fully warranted. States shall update the TAB and the LRCP annually and the balance of the RPDP when any of the following occur:

- Overall assigned strength changes significantly.
- Changes occur in State or tenant unit missions that may trigger the need for different real property use.
- Operational safety, training, and/or environmental requirements affect on- or off-post land use.

**Chapter 5****Management Controls****5-1. General**

a. The Army's management control policy as stated in AR 11-2 requires periodic evaluation of key management controls by assessable unit managers to provide reasonable assurance that the objectives of this NGR are being accomplished. The Adjutant General's existing management review process shall incorporate the checklist in Appendix B along with similar checklists for acquisition, inventory and disposal of real property.

b. Management controls are the rules, procedures, techniques and devices employed by managers to ensure that what should occur in their daily operations do occur on a continuing basis. Key management controls recognize the principle that the cost of management controls must not exceed the benefit derived. The Management Control Evaluation Checklist in Appendix B provides unit managers a tool to evaluate the effectiveness of these controls through a series of questions. The assessable unit manager must use the Management Control Evaluation Checklist at Appendix B by conducting periodic management control evaluations of the implementation of key management processes listed below. Assessable unit managers use the checklist to perform a detailed, systematic, and comprehensive examination of the key management controls to determine whether these controls are in place, being used as intended, and effective in achieving their purpose. The key management controls represented by the questions in Appendix B are those controls that are absolutely essential to ensure that critical real property development planning processes operate as intended and that project resources are safeguarded from fraud, waste and misuse.

**5-2. Key Management Controls**

The following procedures identify the key management controls that must be implemented and sustained in daily operations to ensure effective real property development planning by the States. These procedures serve as a guide or checkpoint to ensure that critical actions associated with real property development planning are carried out in a consistent and logical manner.

- a. Ensure that each State, Territory, and the District of Columbia prepares and maintains a RPDP.
- b. Ensure that each State, Territory, or District of Columbia submits these components of the RPDP to the NGB for validation: the AG Narrative, TAB, LRCP, and Site Plans for programmed projects.
- c. Verify that the AG reviews and signs the AG Narrative annually at the same time he/she approves the LRCP.
- d. Verify that the AG reviews and approves the LRCP that is included as part of the RPDP for the State.
- e. Verify that the Site Plan is submitted with the Certificate of Title, which is submitted IAW NGR 415-5 for each military construction project.
- f. Verify that all SRM, military construction, real property acquisition and disposal projects, including all programming actions for the initial lease, renewal, disposal, conversion, or purchase, regardless of proponent or fund source, are consistent with the RPDP.
- g. Verify that the RPDP and master planning efforts are coordinated with the RDP.
- h. Ensure that NEPA requirements begin being satisfied once an individual project is programmed on the FYDP.
  - i. Verify that the RPDP is based on an accurate RPI.
  - j. Ensure that the RPDP is continuously updated and reviewed throughout the year.
  - k. Ensure that the RPDP is maintained in a single location as directed by the CFMO.

## Appendix A References

Most of these references are available electronically as listed below:

1. United States Code:  
[www4.law.cornell.edu/uscode/](http://www4.law.cornell.edu/uscode/) or  
[www.access.gpo.gov/congress/cong013.html](http://www.access.gpo.gov/congress/cong013.html) or  
<http://uscode.house.gov/usc.htm>.
2. Code of Federal Regulations: [www.access.gpo.gov/nara/cfr/cfr-retrieve.html#page1](http://www.access.gpo.gov/nara/cfr/cfr-retrieve.html#page1).
3. Executive Orders: [www.nara.gov/fedreg/eo.html](http://www.nara.gov/fedreg/eo.html) . However, this reference, except for recent executive orders, only provides a summary and citations to the Federal Register. The address of the Federal Register is [www.access.gpo.gov/nara/index.html](http://www.access.gpo.gov/nara/index.html).
4. Department of Defense Publications: [www.dtic.mil/whs/directives/](http://www.dtic.mil/whs/directives/).
5. Army Regulations and Pamphlets: [www.army.mil/usapa](http://www.army.mil/usapa).
6. Technical Manuals: [www.usace.army.mil/inet/usace-docs/armymt/](http://www.usace.army.mil/inet/usace-docs/armymt/) .
7. National Guard Regulations and Pamphlets: [www.ngbpc.ngb.army.mil/](http://www.ngbpc.ngb.army.mil/).

## Section I Required Publications

### AR 11-2

Management Control. (Cited in paras 5-1a and B-3.)

### AR 200-2

Environmental Effects of Army Actions. (Cited in paras 4-6c and 4-6d.)

### AR 210-20

Master Planning for Army Installations. (Cited in paras 3-4a and 4-4c.)

### AR 385-63

Policies and Procedures for Firing Ammunition for Training, Target Practice, and Combat. (Cited in para 4-4b.)

### AR 385-64

U.S. Army Explosives Safety Program. (Cited in para 4-4b.)

### AR 405-70

Utilization of Real Property. (Cited in paras 3-2f and 3-4b.)

### DA Pam 415-28

Guide to Army Real Property Category Codes. (Cited in Glossary.)

### NGR 415-5

Military Construction Program Development and Execution. (Cited in paras 3-4c, 3-4d, and 5-2e.)

### NGR 415-10

Army National Guard Facilities Construction. (Cited in para 3-4b.)

### NG Pam 415-12

Army National Guard Facilities Allowances. (Cited in para 3-4b.)

**Section II**  
**Related Publications**

**AR 1-1**

Planning, Programming, Budgeting, and Execution System

**AR 5-10**

Stationing

**AR 11-27**

Army Energy Program

**AR 95-2**

Air Traffic Control, Airspace, Airfields, Flight Activities, and Navigational Aids

**AR 115-11**

Geospatial Information and Services

**AR 190-13**

The Army Physical Security Program

**AR 200-1**

Environmental Protection and Enhancement

**AR 200-3**

Natural Resources – Land, Forest, and Wildlife Management

**AR 200-4**

Cultural Resources Management

**AR 210-21**

Army Ranges and Training Land Program

**AR 350-4**

Integrated Training Area Management

**AR 405-10**

Acquisition of Real Property and Interests Therein

**AR 405-45**

Real Property Inventory Management

**AR 405-90**

Disposal of Real Estate

**AR 415-28**

Department of the Army Facility Classes and Construction Categories (Category Codes)

**36 CFR Part 800**

Protection of Historic Properties

**DA Pam 405-45**

Real Property Inventory Management

**DA Pam 415-28**

Guide to Army Real Property Category Codes

**DoDI 1225.8**

Programs and Procedures for Reserve Component Facilities Programs and Unit Stationing

**Executive Order 11988**

Flood Plain Management

**Executive Order 11990**

Protection of Wetlands

**Executive Order 12088**

Federal Compliance with Pollution Control Standards

**Executive Order 12148**

Superfund Implementation

**Executive Order 12580**

Federal Emergency Management

**Executive Order 12608**

Elimination of Unnecessary Executive Orders and Technical Amendments to Others

**Executive Order 12898**

Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations

**Executive Order 12948**

Amendment to Executive Order 12898

**Executive Order 13007**

Indian Sacred Sites

**Executive Order 13045**

Protection of Children From Environmental Health Risks and Safety Risks

**Executive Order 13101**

Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition

**Executive Order 13148**

Greening the Government Through Leadership in Environmental Management

**Memorandum, DAIM-MD, 16 October 2001**

Data Standards for Computer Aided Drafting and Design (CADD), Geographic Information System (GIS) and Related Technologies

**NGR 5-3**

Army National Guard Training Centers

**NGR 405-80**

Army National Guard Program

**NGR 420-10**

Construction and Facilities Management Office Operations

**10 U.S.C. Chapter 159**

Real Property

**16 U.S.C. § 470 et. seq.**  
National Historic Preservation

**16 U.S.C. §§1271-1287**  
Wild and Scenic Rivers Act

**16 U.S.C. §§1531-1544**  
Endangered Species Act

**42 U.S.C. §300f et. seq**  
Safe Drinking Water Act

**42 U.S.C. §1996**  
American Indian Religious Freedom Act

**42 U.S.C. §§4151-4157**  
Architectural Barriers Act of 1968

**42 U.S.C. §§4321-4370a**  
National Environmental Policy Act

**42 U.S.C. §§6901-6992**  
Resource Conservation and Recovery Act

**42 U.S.C. §§7401-7661**  
Clean Air Act

**42 U.S.C. §§9601-9657**  
Comprehensive Environmental Response, Compensation and Liability Act

**Section III**  
**Prescribed Forms**

There are no entries in this section

**Section IV**  
**Referenced Forms**

**DD Form 1390**  
FY\_\_ Military Construction Program. (Cited in para 4-3j.)

**DD Form 1391**  
FY \_\_ Military Construction Project Data. (Cited para 4-3j.)

**Appendix B  
Management Control Evaluation Checklist - Real Property Development Planning**

**B-1. Function**

The function covered by this checklist is State-wide Real Property Development Planning.

**B-2. Purpose**

The purpose of this checklist is to assist the Construction and Facility Management Officer and his/her Master Planner in evaluating the key management controls listed below. It is not intended to cover all controls.

**B-3. Instructions**

Answers must be based on the actual testing of key management controls (for example, document analysis, direct observations, sampling, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. Each assessable manager must review his/her controls periodically (using this checklist or other review and analysis procedure) in accordance with the reporting organization's management control plan. Army organizations should follow directions in Army Regulation (AR) 11-2, Management Control. Construction and Facility Management Officers and Master Planners are encouraged to use these key management controls as guidelines for day-to-day operations. Answers that indicate deficiencies must be explained and corrective action must be identified in supporting documentation. These key management controls must be evaluated at least once every five years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

**B-4. Test Questions**

Negative answers indicate a management control weakness.

<b>B-4. Test Questions</b>		
Negative answers indicate a management control weakness.	YES	NO
1. Does the State, Territory, and the District of Columbia prepare and maintain an RPDP?		
2. Does the State, Territory, or District of Columbia submit the following components of the RPDP to the NGB for validation: AG Narrative, TAB, LRCP, and a Site Plan for each programmed project?		
3. Does the AG review and sign the AG Narrative annually at the same time he/she approves the LRCP?		
4. Does the AG review and approve the LRCP that is included as part of the RPDP for the State?		
5. Is a Site Plan submitted with the Certificate of Title which is submitted IAW NGR 415-5 for each military construction project?		
6. Are all SRM, military construction, real property acquisition and disposal projects, including all programming actions for the initial lease, renewal, disposal, conversion, or purchase, regardless of proponent or fund source, consistent with the RPDP?		
7. Are the RPDP and master planning efforts coordinated with the RDP?		
8. Are the NEPA requirements implemented when an individual project is programmed?		
9. Are individual site plans being developed as resources are available?		
10. Is the RPDP based on an accurate RPI?		
11. Is the RPDP continuously updated and reviewed throughout the year?		
12. Is the RPDP maintained in a single location as directed by the CFMO?		

**B-5. Supersession**

This checklist is the original Management Control Evaluation Checklist for real property development planning.

**B-6. Comments**

Help make this a better tool for evaluating management controls. Submit comments and recommendations to Chief of Installations (NGB-ARI), 111 South George Mason Drive, Arlington, VA 22204-1382.

**Glossary**

**Section I**  
**Abbreviations**

**ACSIM**

The Assistant Chief of Staff for Installation Management

**ACTS**

Army Criteria Tracking System

**AFS**

Army Facilities Strategy

**AG**

The Adjutant General

**AR**

Army Regulation

**ARNG**

Army National Guard

**ASA (I&E)**

The Assistant Secretary of the Army (Installations and Environment)

**ASIP**

Army Stationing and Installation Plan

**BES**

Budget Estimate Submission

**CFMO**

Construction and Facilities Management Officer

**CIS**

Capital Investment Strategy

**DA**

Department of the Army

**DD**

Department of Defense

**EA**

Environmental Assessment

**EIS**

Environmental Impact Statement

**EO**

Executive Order

**FCG**

Facility Category Group

**FEAC**

Facilities Engineering Advisory Council

**FISP**

Federal Inventory and Support Plan

**FTP**

File Transfer Protocol

**FYDP**

Future Years Defense Program

**GIS**

Geographical Information System

**HQDA**

Headquarters, Department of the Army

**IRP**

Infrastructure Requirements Plan

**ITAM**

Integrated Training Area Management

**LRCP**

Long-Range Construction Plan

**MCNG**

Military Construction National Guard

**NEPA**

National Environmental Policy Act

**NGB**

National Guard Bureau

**NGB-ARI**

Army Installations Division

**NGB-ARL**

Army Logistics Division

**NGB-ART**

Army Training Division

**NGB-AVS**

Army Aviation and Safety Division

**NGR**

National Guard Regulation

**POM**

Program Objective Memorandum

**REC**

Record of Environmental Consideration

**RDP**

Range and Training Land Program Development Plan

**RPI**

Real Property Inventory

**RPLANS**

Real Property Planning and Analysis System

**RPDP**

Real Property Development Plan

**RPMPAC**

Real Property Master Planning Advisory Committee

**RTLTP**

Range and Training Land Program

**SRM**

Sustainment, Restoration, and Modernization

**STARC**

State Area Command

**TAB**

Tabulation of Existing and Required Facilities

**USACE**

United States Army Corps of Engineers

**Section II**

**Terms**

**Adequate facilities**

Those facilities that meet space and condition criteria (to include location criteria) required to support installation mission requirements.

**Army Stationing and Installation Plan (ASIP)**

The official document that gives the authorized, projected force structure at installation level for planning and programming real properties required to support personnel and activities (Army and other services).

**Construction**

The erection, installation, or assembly of a new facility; the relocation of a facility; the complete replacement of an existing facility; or the addition, expansion, extension, alteration, or conversion (to a new type use) of an existing facility. This includes installed building equipment and related site preparation, excavation, filling and landscaping or other land improvements. It also includes increases in components of facilities for functional reasons when a facility is not being repaired and the components are not required to meet current standards, and it includes the extension of utilities to areas not previously served. Construction is an activity that may be a part of either the restoration or modernization program.

**Environmental data groupings**

Groupings of environmental data layers that share similar characteristics or concerns. These groupings would be displayed in a scientific data management system or on an overlay map.

**Environmental stewardship programs**

Those environmental, natural, and cultural resource programs that have been identified for inclusion in the real property environmental overlays.

**Expansion capability**

The potential of an installation to accept the stationing of additional units, activities, or functions.

**Facility**

A separate and individual building, structure, utility system, or other real property improvement identifiable with a category code from DA Pam 415-28. Supporting elements for structures, such as sidewalks, fire hydrants, gasoline and diesel fuel dispensing systems, flammable materials buildings, roads, fencing, and hard stand, are all separate facilities.

**Facilities Center**

A customized version of a commercial off the shelf computer integrated facilities management system. It serves as the ARNG's information management system used by NGB and the CFMOs to manage real property assets from cradle to grave and to track and maintain all facilities related data, including project data.

**Facility category group (FCG)**

An aggregation of one or more real property assets that have like functional purpose and the same unit of measure. Each FCG is defined by the make up of the category codes it contains. (See DA Pam 415-28 for composition of FCGs.)

**Installation**

An aggregation of contiguous or near contiguous, common mission-supporting real property holdings under the jurisdiction of the State, the District of Columbia, territory, or commonwealth controlled by and at which an ARNG unit or activity is permanently assigned. For the purpose of Installation Status Report reporting and the calculation of programming inventory, each State shall be considered a separate installation. However, for real property inventory reporting, each entity with a FISP installation number shall be reported as an installation.

**Installation commander**

Commanding officer of an installation. For the ARNG, the Adjutant General is the installation commander. The commander of a military table of organization and equipment or table of distribution and allowance unit or activity who does not otherwise have responsibility for land, buildings, and fixed improvements is not an installation commander.

**Long-range requirement**

Any structure, multi-use structure, complex, range area, land area, or program identified in the RPDP as necessary to meet the assigned mission or support requirements of the installation.

**Military Construction, National Guard (MCNG)**

The program by which National Guard 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. It is also an appropriation.

**Program Objective Memorandum (POM)**

The primary means for the Army leadership to allocate resources to support Army roles and missions. It translates planning decisions, Office, Secretary of Defense programming guidance, and Congressional guidance into a detailed 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. The Secretary of Defense reviews the POM and modifies it to reflect program decisions. The approved program provides the basis for Army budget estimates.

**Range and Training Land Program (RTLTP) Development Plan (RDP)**

The RDP is comprised of installation and community range and training land requirements arranged in priority sequence by fiscal year.

**Real Property Allowance Criteria**

Authorized facilities or space planning criteria for a given unit, activity, or function. ACTS is the primary repository of space planning criteria for the Active Army. NG Pam (Army) 415-12 is the primary source of space planning criteria for the ARNG.

**Real Property Exchange**

A program whereby existing ARNG operated property is exchanged for private sector property so that the ARNG receives property worth the total replacement cost of the existing property or fair market value, whichever is greater. The purpose of the program is to acquire more advantageous property thus reducing military construction requirements.

**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 as defined in AR 415-28. The RPI is maintained at installation level and in the aggregate at HQDA.

**Real Property Development Plan (RPDP)**

The constantly updated end product of the State's real property master planning process. It identifies the Adjutant General's goals and objectives for development and operation of the State and its supported installations and shall identify the major work to be done to real property to assure continued mission performance. It becomes the basis to support acquisition, management, accountability, and disposal of real property and serves as a framework for allocating available SRM resources and to support requested military construction projects.

**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. (See DA Pam 415-28 for a description of FCGs.) Where available, 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.

**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.

**Section III****Special abbreviations and terms**

This section contains no entries.