



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

REPLY TO  
ATTENTION OF:

IMNE-MEA-PAI

27 OCT 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum # 39, Stationing Units/Activities on Fort George G. Meade

1. References:

- a. Army Regulation 5-10, 20 August 2010, Stationing.
- b. Army Regulation 5-18, 5 June 2009, Stationing and Installation Plan (ASIP).

2. The purpose of stationing actions is to obtain complete coordination of and approval for stationing units in support of operational requirements supported by efficient and effective installations. This policy memo prescribes policies and procedures governing the Fort George G. Meade stationing process.

3. The Plans, Analysis and Integration Office is the proponent for stationing actions on Fort George G. Meade. Units or organizations not currently stationed at the installation will submit written stationing requests for the assignment and use of land or facilities through the Commander, US Army Garrison, ATTN: IMNE-MEA-PAI, Fort George G. Meade, MD 20755-5020.

4. All stationing packages will provide a Stationing Summary which includes the following information at a minimum:

- a. Title of the unit or organization, mission statement and the unit identification code (UIC).

- b. The nature and rationale for action: Explain what is to be accomplished or to take place. Present a convincing argument, including what problems will be solved or what management improvements will be achieved. Stating that HQDA cut force structure is not a rationale.

- c. Alternatives to the proposed action: Describe what alternatives were studied and why the proposed action is the preferred action.

- d. Civilian and military personnel impact – provide copy of TDA, MTOE or manning document. Identify out-year strength projections, if known.

IMNE-MEA-PAI

SUBJECT: Fort George G. Meade Policy Memorandum # 39, Stationing Units/Activities on Fort George G. Meade

e. Anticipated Cost and Savings: Describe the one-time and steady state annual recurring savings and costs.

f. Facility Requirements: Describe what facilities will have to be constructed, converted, renovated, or leased and provide facility costs and cost avoidances for both losing and gaining installations. Examples of specific types of space are:

(1) Administrative Space – space requirement documentation using DD Form 1450 and 1450-1, April 1966, DoD Space Requirements Data, Parts I and II.

(2) Organizational Vehicle Maintenance and Parking - specify type of maintenance to be performed and the numbers and types of vehicles.

(3) Storage Space – specify items to be stored, quantity, weight, whether palletized, and justification for climate control.

(4) Training area requirements, if applicable (classrooms, firing ranges, open land, etc.)

(5) Weapons Storage – specify the types and quantities of weapons to be stored.

(6) Special Purpose Space – identify any special purpose space including secure space, vaults, laboratories, etc.

g. Anticipated Environmental Impact. State which type of environmental analysis was performed (categorical exclusion, environmental assessment, or environmental impact statement) and briefly describe the action's environmental impacts. The environmental documentation must be signed by the installation's environmental representative and included in the stationing package.

h. Milestones for proposed action. Show projected milestones for the initiation and completion of the stationing action. When major construction projects are involved, the AR 5-10 package must be submitted 5 years prior to execution. When no major construction is involved, submit packages at least 1 year out.

5. 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 an Army installation without HQDA and the other Service/agency headquarters approval.

IMNE-MEA-PAI

SUBJECT: Fort George G. Meade Policy Memorandum # 39, Stationing Units/Activities on Fort George G. Meade

6. The Fort George G. Meade 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 Fort George G. Meade stationing is Jettie A. Muller, Plans, Analysis and Integration Office, [jettie.a.muller.civ@mail.mil](mailto:jettie.a.muller.civ@mail.mil), 301-677-3502.



EDWARD C. ROTHSTEIN  
Colonel, Military Intelligence  
Commanding

DISTRIBUTION:

A



# STAFF SUMMARY SHEET

SUSPENSE DATE (MM-DD-YYYY)

OFFICE SYMBOL  
IMND-MEA-PAI

SUBJECT: FGGM Policy Memorandum #39, Stationing of Units/Activities on Fort Meade

TODAY'S DATE (MM-DD-YYYY)  
10-25-2011

ACTION REQUESTED **One box must be checked.**

SIGNATURE       APPROVAL       INFO       OTHER

ACTION OFFICER Printed Name  
Jettie A. Muller  
Lead Plans Specialist

SIGNATURE  
*Jettie A. Muller*

Describe briefly the requirement, background discussion and action taken or recommended. Must be sufficiently detailed to identify the action and/or support the recommendation without resorting to other sources. If continuation sheet is used please check here.

Request Garrison Commander sign the revised FGGM Policy Memorandum #39.

### APPROVALS/ROUTING

INITIALS	ORGANIZATION	NON-CONCUR	CONCUR	DATE (DD MMM YYYY)	INITIALS	ORGANIZATION	NON-CONCUR	CONCUR	DATE (DD MMM YYYY)
BFB	PAI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	25 OCT 2011			<input type="checkbox"/>	<input type="checkbox"/>	

If external sheet is used check here.  If external sheet is used check here.

		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	
--	--	--------------------------	--------------------------	--	--	--	--------------------------	--------------------------	--

If external sheet is used check here.  If external sheet is used check here.

		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	
--	--	--------------------------	--------------------------	--	--	--	--------------------------	--------------------------	--

If external sheet is used check here.  If external sheet is used check here.

		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	
--	--	--------------------------	--------------------------	--	--	--	--------------------------	--------------------------	--

If external sheet is used check here.  If external sheet is used check here.

DEP Comments: CONCUR  NON-CONCUR

*MMMM*  
*10/25*

CSM Comments: CONCUR  NON-CONCUR

*[Signature]*  
*26 OCT 11*

CDR Comments: CONCUR  NON-CONCUR

27 OCT 2011