



REPLY TO
ATTENTION OF:

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

IMNE-MEA-PWM

25 OCT 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum # 41, Use of Space by Private Organizations on Fort George G. Meade

1. This memorandum establishes policy to regulate the use of space on Fort George G. Meade by private organizations as defined by the references listed below.

2 References:

- a. DODI 100.15, Private Organizations on DOD Installations, 20 December 2005.
- b. Army Regulation 210-22, Private Organizations on Army Installations, dated 22 October 2001.
- c. Army Regulation 405-80, Management of Title and Granting Use of Real Property, 10 October 1997.

2. Applicability. This policy applies to all private organizations using or requesting to use space in installation facilities.

4. Definitions.

a. Private Organization (PO): A self-sustaining, non-federal entity constituted or established and operated by individuals acting outside any official capacity as officers, employees, or agents of the Federal Government or its instrumentalities. It may be incorporated or unincorporated. It must have the written consent of the Garrison Commander or higher authority to operate on a Department of the Army Installation.

b. Operating Permit: A document that provides for a PO to operate on the installation. POs seeking a permit to operate on the installation must apply in writing to the Garrison Commander. The proponent for the operating permit is the Directorate of Morale, Welfare and Recreation (DMWR). All private organizations operating on the installation are required to obtain an operating permit. A permit does not authorize the use of space.

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c. Commander's License: The Garrison Commander may grant revocable licenses for the regular, occasional or non-recurring use of available land, facilities or space to state or local governments; youth, civic, community, private or non-profit organizations; or off post individuals.

d. Lease: Required when the private organization desires exclusive, guaranteed sole use of space or a facility on a full time basis; guaranteed use of space for a specific period of time; or storage of in-place equipment or supplies that impairs or restricts normal use of the facility by others.

5. In accordance with the references above, all on-post private organizations who wish to use space in installation facilities, must obtain either a Commander's License or a Department of the Army Lease. Availability of space is subject to mission requirements. Only requests for exclusive use of space or facilities will be considered. Non-exclusive space under a Commander's License will be provided within available classroom or training space managed by the Directorate of Plans, Training and Security.

6. A PO may make individual arrangements for meeting space with the Anne Arundel County Schools that are located on Fort Meade. A Commander's License is not required for the use of space within schools.


EDWARD C. ROTHSTEIN
Colonel, Military Intelligence
Commanding

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