



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
SOUTHWEST REGION
1204 STANLEY ROAD, SUITE 9
FORT SAM HOUSTON, TX 78234-5009

SFIM-SW-PW-P

21 OCT ●

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Southwest Region Office (SWRO) Installation Management Agency (IMA)
Guidance Memorandum #3 – Military Construction, Army (MCA)

1. REFERENCES.

- a. Army Regulation 415-15, Army Military Construction Program Development and Execution, 4 Sep 98.
- b. Department of the Army Pamphlet 415-15, Army Military Construction Program Development and Execution, 25 Oct 99.
- c. Army Regulation 210-20, Master Planning for Army Installations, 30 Jul 93.

2. PURPOSE. To provide guidance and timelines for submission of military construction (MILCON) projects and management of the MILCON program based on established, recurring Planning, Programming, Budgeting, and Execution System (PPBES) cycles. This memorandum will be supplemented as required by changes in the MILCON process and guidance from higher headquarters.

3. APPLICABILITY. These procedures are applicable to all garrisons within the Southwest Region of IMA.

4. PROCEDURES.

a. Military construction is a multi-year, multi-event process. At any point in time, installations are working with projects in various phases of the process, including planning, programming, design, and construction. The garrison Public Works staff is responsible for documenting all projects within the DD 1391 Processor, whether the project is in support of BASOPS or a Major Command (MACOM) mission. When a project is in support of a MACOM mission, the proponent provides the garrison with the necessary justification and documentation to support the project.

b. During the planning phase, develop project documentation in accordance with references 1a and 1b. A key event in the planning phase is ensuring that the Garrison Commander convenes the Real Property Planning Board (RPPB) in accordance with reference 1c to establish the priorities for the installation's military construction

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requirements and ensures that the project sitings are in accordance with the installation master plan. Minutes of the RPPB will be prepared and a copy provided to the SWRO.

c. All project submittals must now include a copy of the installation RPPB minutes and a future development plan identifying the sitings of future projects.

d. Comments generated as a result of reviews will be addressed in the DD Form 1391 and the updated form provided to the SWRO.

e. Once a project is programmed in the Army's Future Years Defense Program (FYDP), installations will review the programmed amount for each project and identify possible disconnects to ensure that the project can be complete and usable within the programmed funding. Potential disconnects will be raised to the attention of the SWRO.

f. During the design effort of projects, monitor the development of the ENG Form 3086 cost estimate with the supporting Corps district to ensure that conformance is maintained with scope and cost contained in the DD Form 1391 and the design is in accordance with the approved Installation Design Guide. Any changes that may result in an increase to scope or cost will be requested/approved in accordance with Appendix M of reference 1b.

g. SWRO IMA Guidance Memorandum #4 provides detailed guidance regarding changes during the design or construction phases of a project.

5. PROPONENT. The Public Works Division is the proponent for this Guidance Memorandum. POCs are Dale Pedersen at (210) 221-9453, DSN 471-9453, or email dale.pedersen@amedd.army.mil and David Shafii at (210) 221-9283, DSN 471-9283, or email david.shafii@amedd.army.mil.


HUGH M. EXTON, JR.
Director

DISTRIBUTION:

Garrison Commander, Corpus Christi AD, 308 Crecy St., Corpus Christi, TX
78419-5260

Garrison Commander, Fort Bliss, Bldg. 2A Sheridan Road, Fort Bliss, TX 79916

Garrison Commander, Fort Hood, Bldg 1001, Room 312, Fort Hood, TX 76544

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Garrison Commander, Lone Star Army Ammunition Plant, Hwy 82 West, Texarkana, TX
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Garrison Representative, Louisiana Army Ammunition Plant, PO Box 658, Doyline, LA
71023

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OK 74501

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Garrison Commander, Presidio of Monterey, 1759 Lewis Road B-614, Monterey, CA
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Garrison Representative, Riverbank Army Ammunition Plant, 5300 Claus Road,
Riverbank, CA 95367-0670

Garrison Commander, Sierra Army Depot, 74 C Street, Herlong, CA 96113-5000

Garrison Commander, White Sands Missile Range, Bldg 100, Headquarters Ave, White
Sands Missile Range, NM 88002

Garrison Director, Yuma Proving Ground, 301 C Street, Yuma, AZ 85365-9124

CF: (w/encs)

Garrison Commander, West Coast Command (Prov), Bldg 790 5th Street - Camp
Parks, Dublin, CA 94568-5201