



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5228

IMHM-PWM

1 August 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Humphreys Policy Memorandum # 48,
Procedures for Requesting Space within the U.S. Army Garrison Humphreys

1. The proponent for this policy is the Real Property Branch, Master Planning Division, DPW.
2. This policy is effective immediately. It remains in effect until rescinded or superseded.
3. Reference AR 405-70, Utilization of Real Property, 12 May 06.
4. Purpose: This policy letter establishes procedures and guidelines for requesting space within US Army Garrison Humphreys. All requests for space must be submitted in a Statement of Requirements (SORs) format. The format is shown at Appendix A.
5. Applicability: This policy applies to all organizations currently occupying or desiring to occupy space on USAG Humphreys installations.
6. Procedures:
 - a. SORs must be submitted by Unit Commanders/Staff principals and forwarded to the Director, Directorate of Public Works (DPW) for Area III. SORs not submitted by or signed by Unit Commanders/Staff Principals will be returned without action.
 - b. The DPW will staff the space request through DPTMS for operational validation. SORs must be coordinated by the requestor through the organization's higher headquarters (e.g., IMCOM-P, 8th Army, AAFES, etc.).
 - c. The authority to request space cannot be delegated below the Unit Commander/ Principal Staff level.
 - d. For other service components such as the Air Force, Navy, and Marine Corps, the requests must be submitted through their respective local Real Estate/Property Office to USAG Humphreys.

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e. In the case of requesting additional space, Unit Commanders/Staff Principals must ensure that their organizations have made every conceivable effort internally to maximize the use of existing space within their area of operation, before submitting a request. If the additional requirement is still valid, a SOR in the format shown at Appendix A (to include the information listed at Appendix B) must be submitted.

f. A request for new/ additional space, under any pre-established contract (e.g., Interservice Support Agreement (ISA) / Memorandum of Agreement (MOA) / Memorandum of Understanding (MOU etc.) must be staffed through the USAG Humphreys Commander before approval can be granted for assignment of space on USAG Humphreys installations, and be approved by IMCOM-P when necessary.

g. All requests will be analyzed to determine authorizations and requirements, and may include a site visit. Unresolved space issues will be presented to the USAG Humphreys Commander for decision.

h. Requests will generally be processed within 45 days of receipt. Failure to submit the request 45 days prior to the requested date of use may result in the request being delayed.

i. Maximum involvement on the part of all Unit Commanders and Principal Staff is expected to ensure full implementation of this policy at all levels of all USAG Humphreys organizations.

7. The point of contact of this policy is Directorate of Public Works at 753-5523.

4 Appendices
A – SOR Format
B – Essential Elements of Info
C – New/Expansion Tenant Req Format
D – Threshold Criteria for IMCOM



DARIN S. KONKRIGHT
COL, SF
Commanding

DISTRIBUTION:
A & B

Appendix A - Statement of Requirements (SORs) Format

Office Symbol

DATE

MEMORANDUM FOR Commander, US Army Garrison Humphreys, (IMKO-ACH-PWM),
Unit 15228, APO AP 96271-5228

SUBJECT: Statement of Requirements

1. Reference.
2. Purpose.
3. Background.
4. Operational impact if not supported.
5. Urgency and Time-line.
6. Point of Contact.

Signature of Unit Commander/
Principal Staff

Appendix A - Statement of Requirements (SORs) Format

○ Unit Designation:	
○ Unit Identification Code (UIC):	
○ DODAC/DODIC:	
○ Manning Data / Duty Positions:	0
○ Total Field Grade Officers	0
○ Total Company Grade Officers	0
○ Total Senior NCOs (E7 to E9)	0
○ Total Soldiers E1 to E6 (Indicate number of vehicle mechanics)	0
○ GS/Contractors	0
○ Katusa	0
○ Other	0
○ Admin/Office Space Requirements:	0
○ Number of Offices (CDR, XO, 1SG, etc)	
○ Open Admin Area	
○ Conference rooms	
○ Classrooms / Training Rooms	
○ Other	
○ Motor Pool Space:	
○ Number of Vehicles (Type / LxWxH)	
○ Electrical requirements	
○ Storage requirements	
○ Temp Controlled	
○ Non-Temp Controlled	
○ Wash rack requirements	
○ Other	
○ Other Issues:	
○ Operational considerations	
○ Number of spaces for POV parking	
○ Other Special considerations/requirements	
○ Security requirements: (Fence, lights, camera, controlled access)	
○ Other space/building requirements: POL/Hazmat, etc	
○ Information Technology requirements...networks.	
○ Special Storage requirements:	
○ Tool room	
○ Computer server room	
○ Break room	
○ SIPR Room	
○ Arms Room	
○ NBC Room	
	Total #

Appendix B - Essential Elements of Information

1. Reference: Describe, in detail, and include any reference documents or orders which generate the new or additional requirements.
2. Purpose: Briefly describe the mission, concept of the operation, and total number of personnel involved in the operation or requirement.
3. Background: Identify the problem. Explain in detail what tasks cannot be performed and why. Describe the need or capability deficiency in operational terms.
4. Specific Requirements: Discuss the process or analysis used to determine the requirements, and describe how and why your mission requirements exceed your current space allowances. Provide a copy of your organization's manpower approval documentation (Tables of Distribution and Allowances (TDAs) / Modification Table of Organization and Equipment (MTOEs). Also, state your requirements in detail as explained below.
 - a. Space Type: Describe the type of space you need. For example, office space (private/open), storage, special space (space other than office and storage such as conference room, administration support room, reception area, library, etc.).
 - b. Location: Building number, installation name, or area if already identified.
 - c. Duration of Use: State whether use is temporary or permanent use, and if it's temporary, state the duration of your requirement as well.
 - d. Other requirements: State if any.
5. Operational impact if not supported. Explain the operational impact if the requirements are not satisfied.
6. Urgency and Time-line. Explain the urgency/timing of your requirements. How soon the requirements must be satisfied? Explain or illustrate the execution time-line.
7. Point of Contact (POC). Include primary POC's information, including e-mail address, telephone, and also provide alternate POC's information.
8. Signature. Must be signed by Unit Commander or Principal Staff.

Appendix C - Format for New/Expansion Tenant Requests

1. Garrison Name.
2. Estimated beginning date of tenant agreement and duration.
3. Name of proposed tenant, parent organization if applicable, and mission/background of the organization.
4. Nature and rationale for the action. Include if this is a new tenant or expansion proposal, any existing relationship and agreements between the tenant and Installation, and how this tenant supports the Army mission.
5. Number of tenant personnel to be located at your installation, including out-year projections, Breakout by type (e.g., military, civilian, contractor, and other non-direct hire "faces") and time (e.g., permanent/part-time/specific recurring basis).
6. Amount of space required by the tenant. Identify by type (e.g., admin, motor pool, parking lot, storage, etc) and square feet, net or gross.
7. Describe facilities to be occupied by the tenant. Include the cost, funding source, and type of any infrastructure upgrades, e.g., sewer, power, communication/information technology, physical infrastructure requirement, etc, identify building numbers and renovations required, and/or real estate improvements required, and environmental impact. Include statement that verifies requested facilities and real estate are not otherwise identified for use in the installation master plan or Army stationing plans.
8. Describe the reimbursable services that will be provided to the tenant and documented in an Interservice Support Agreement (ISA).
9. Describe the non-reimbursable services that will be provided to the tenant, and how the installation will absorb the costs.
10. Include a statement that no additional funding will be required to support the new tenant. If additional funding is required, the amount, type, and uses must be specified.
11. Include preparer's name, position title, organization, email, DSN, commercial phone numbers.

Appendix D - Threshold Criteria for IMCOM

1. Threshold criteria for requesting IMCOM approval of new/expansion tenant request is based on the number of tenant personnel or gross square feet required, including existing buildings, new construction, and any other miscellaneous real estate use, e.g., parking lots, etc. In determining threshold requirements for personnel and associated support costs, ensure requests for approvals address the full resource demand that will be placed on the installation, including all military, civilian, contractor, and other non-direct hire positions.
2. New tenant requests are requests from non-DOD, non-federal organizations not currently on the garrison. (DOD/federal agencies requesting new tenant request, five (5) or more tenant personnel or 800 or more gross square feet require approval from the IMCOM Region.
3. Tenant expansion requests are requests from organizations already on the installation. Threshold criteria for requesting IMCOM approval:
 - a. Army tenants: 20 or more additional tenant personnel onsite or 3200 or more additional gross square feet required.
 - b. Non-Army tenants: five (5) or more additional tenant personnel onsite or 800 or more gross square feet required.
4. New and expansion tenant requests follow the same process: Cover memo signed by the Garrison Commander with documentation of staffing (refer to Encl 1 of this memorandum).
5. Exclusions: Stationing actions are excluded. The sole approving authority for stationing action is RTO and will continue to be processed IAW Army Regulation 5-10. Also excluded are normal workloads or strength fluctuations in existing installation support missions for which resourcing already exist, i.e., scheduled training load changes, etc.