

*USAREUR Regulation 220-5

Field Organizations

USAREUR Peacetime Stationing

4 September 2002

***This regulation supersedes USAREUR Regulation 220-5, 15 July 2000.**

For the Commander:

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Summary. This regulation provides--

- Policy and procedures for organizational moves, realignments, and mission changes for units and support activities in USAREUR.
- Procedures for activations, inactivations, force-structure changes, and redesignations that have potential stationing or facility-support effects.

Summary of Change. This revision provides updated procedures for requesting stationing-concept approvals (para 6).

Applicability. This regulation applies to USAREUR elements, USAREUR-supported elements regardless of the host service, and other elements requesting peacetime stationing or mission changes on USAREUR installations. This regulation does not apply to personnel making a permanent-change-of-station move from USAREUR (unless otherwise noted) or who are on temporary duty in USAREUR.

Supplementation. Commanders will not supplement this regulation without Office of the Deputy Chief of Staff, Operations (ODCSOPS), HQ USAREUR/7A (AEAGC-FMD), approval.

Forms. This regulation prescribes AE Form 220-5C-R (USAREUR Movement Directive Worksheet). USAREUR and higher-level forms (printed and electronic) are available through the USAREUR Publications System (UPUBS).

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. File numbers and descriptions are available on the United States Army Records Management and Declassification Agency website at <http://www.rmda.belvoir.army.mil>.

Suggested Improvements. The proponent of this regulation is the ODCSOPS (AEAGC-FMD, DSN 370-7230). Users may suggest improvements to this regulation by sending a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the ODCSOPS (AEAGC-FMD), Unit 29351, APO AE 09014.

Distribution. C (UPUBS). This regulation is available only in electronic format.

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SECTION I GENERAL

1. PURPOSE

This regulation prescribes policy and procedures for unit or activity moves in USAREUR. This regulation ensures--

- a. Facilities and services required for soldiers and their family members are identified and programmed.
- b. Potential effects of stationing actions on local civilian communities are assessed.
- c. Funding required to support unit moves is identified and programmed.

2. REFERENCES

Appendix A lists references.

3. EXPLANATION OF ABBREVIATIONS AND TERMS

The glossary defines abbreviations and terms.

4. RESPONSIBILITIES

The Deputy Chief of Staff, Operations (DCSOPS), USAREUR, is responsible for the stationing program. Section II prescribes responsibilities of the DCSOPS and other HQ USAREUR/7A staff principals.

5. STATIONING CONCEPT

a. Stationing in USAREUR must contribute to a stable, trained, and ready force that is engaged with the host nation. Stationing must provide the best training opportunities and first-class living and working conditions for USAREUR soldiers and units.

b. Stationing actions must follow the processes in this regulation. The primary elements of the stationing process are--

- (1) An approved stationing concept.
- (2) A complete stationing analysis.
- (3) The movement directive.
- (4) The execution of the move.

6. STATIONING-CONCEPT APPROVAL

Force-structure realignments and budget constraints affect peacetime stationing in USAREUR. Centralized management of unit moves is required to ensure each move supports the USAREUR stationing strategy and can be executed according to budgetary guidance.

a. The Force Management Division (FMD), Office of the Deputy Chief of Staff, Operations (ODCSOPS), HQ USAREUR/7A, has overall responsibility for planning and coordinating unit moves in USAREUR. Before moving their units into or within an area support group (ASG) or base support battalion (BSB), commanders will prepare and send a stationing concept to the Chief, FMD, for approval as follows, regardless of the distance the move will involve:

(1) Prepare the stationing request according to paragraph 22.

(2) Send the request through the chain of command to HQ USAREUR/7A (AEAGC-FMD), Unit 29351, APO AE 09014.

b. If the FMD approves the concept, it will direct the unit commander to conduct a stationing analysis (para 23).

c. Units will not be moved without a stationing-concept approval. Commanders of ASGs and BSBs will ensure that commanders in their areas of responsibility comply with this requirement.

7. STATIONING ANALYSIS

a. Once a stationing concept is approved, the gaining ASG and the unit planning the move will analyze the approved stationing action. A stationing analysis examines--

(1) Support and facility issues.

(2) Associated costs of the move.

(3) Timelines for the move.

b. The unit planning the move will send stationing-analysis results to the ODCSOPS (AEAGC-FMD) for--

(1) Final approval.

(2) Programming required projects.

(3) The movement directive.

c. Paragraph 23 prescribes procedures for preparing a stationing analysis.

8. EXCEPTIONS

a. Some unit moves are exempt from the normal stationing planning process in this regulation. These moves require the unit's higher headquarters to be involved earlier in the planning stages of the stationing-action-development sequence (app B). The following moves may be exempt:

(1) Unit moves from the continental United States (CONUS) to USAREUR. Movement directives for moves from CONUS to USAREUR are issued by HQDA. USAREUR command elements must plan to receive the unit using the guidance in this regulation.

(2) Unit moves from USAREUR to CONUS. The FMD will publish movement orders for units moving from USAREUR to CONUS.

b. When no directive is needed, the ASG commander and the moving unit's chain of command may approve the stationing action in coordination with the Deputy Chief of Staff, Engineer (DCSENGR), USAREUR. In these instances, ASG and BSB commanders will--

(1) Document the move in the Army Stationing and Installation Plan (ASIP).

(2) Notify the Office of the Deputy Chief of Staff, Engineer (ODCSENGR), HQ USAREUR/7A (AEAEN-PW-CP), and the ODCSOPS (AEAGC-FMD) of the move or mission change.

SECTION II RESPONSIBILITIES

9. DEPUTY CHIEF OF STAFF, PERSONNEL AND INSTALLATION MANAGEMENT, USAREUR

The DCSPIM will--

a. For Germany, ensure the head works council (HWC) is given the opportunity to participate in the management decision-making process according to the cooperation procedures in the current German Personnel Representation Law--

(1) When planned actions are expected to influence the size, composition, or classification of the host-nation employees in Germany.

(2) After receiving information and justifications from the office initiating the action, but before a final decision to implement the plan is made.

b. Provide safety and occupational-health guidance on adverse effects and force-protection issues affecting stationing.

c. Provide USAREUR policy on reassignment and curtailment of soldiers in conjunction with stationing actions.

10. DEPUTY CHIEF OF STAFF, OPERATIONS, USAREUR

The DCSOPS has three main responsibilities for unit moves. Within the ODCSOPS, these responsibilities are managed by the following:

a. FMD. The FMD will--

(1) Provide stationing guidance to the DCSSENGR, ASG commanders, and the commander of the USAREUR command in the area of responsibility affected by the move, as required.

(2) Help the ODCSENGR (AEAEN-PW-CP) resolve stationing conflicts.

(3) Provide overall objectives of the major force-structure initiative to the ODCSENGR (AEAEN-PW-CP). Send copies to the Office of the Deputy Chief of Staff, Resource Management (ODCSRM), HQ USAREUR/7A (AEAGF-PB), and to the Office of the Chief, Public Affairs (OCPA), HQ USAREUR/7A (AEAPA-PC).

(4) Coordinate and perform initial stationing assessments with the ODCSENGR (AEAEN-PW-CP). Include the ASG and unit planners in the planning process and declassify the stationing action as soon as possible to allow normal procedures to be followed according to this regulation.

(5) Task ASGs to help units conduct stationing analyses.

(6) Review USAREUR stationing-concept approvals and approve or disapprove, as appropriate.

(7) Track notification actions through each official level.

b. The International Operations Division (IOD). The IOD will--

(1) Help assess the move as it relates to theater-treaty compliance and notification requirements prescribed by national and international organizations.

(2) Assist and provide guidance to USAREUR elements to ensure federal, state, district, and community host-nation officials are notified about USAREUR modernization, stationing, operational training, facilities utilization, reductions-in-force, and other actions that could affect the local host-nation communities. Host-nation officials will be notified in advance of planned actions. The timing of this notification should consider anticipated host-nation responses.

(3) Initiate notification procedures through appropriate military liaison officers (for example, CG, USAREUR/7A, Liaison Officer, American Embassy) according to USEUCOM Directive 25-1. More information is available from the ODCSENGR (AEAEN-PW-CP).

(4) Track notification actions through each official level.

(5) Serve as the central POC for notifications and as the office of record for file-notification confirmations.

(6) Inform commanders of USAREUR commands and the OCPA (AEAPA-PC) after notifying the federal and state governments. This notification allows the OCPA to work directly with ASG and BSB public affairs officers (PAOs) to determine when to notify local host-nation officials.

11. DEPUTY CHIEF OF STAFF, ENGINEER, USAREUR

The DCSENGR will monitor unit stationing in USAREUR. The DCSENGR will--

a. Monitor internal staff actions, independent studies, and programs that will result in future stationing actions (for example, force-structure changes, modernization initiatives) in coordination with the ODCSOPS (AEAGC-FMD).

b. Solve major problems concerning stationing actions in USAREUR in coordination with the FMD.

c. Review approved requests for changes to facility use according to UR 405-15.

d. Maintain the ASIP database and assist users.

e. Obtain Chief of Staff, HQ USAREUR/7A, approval to publish movement directives for unit-movement requests endorsed by the unit's parent headquarters, the commander of the unit's parent USAREUR command, and commanders of the gaining ASG and BSB.

NOTE: Published movement directives initiate personnel actions managed by 1st Personnel Command (1st PERSCOM) (for example, issuing orders; using Military Personnel, Army (MPA) funds; determining individual tour status; transferring personnel records).

f. Program requirements for construction, real-estate acquisition and disposal, and facility improvement for stationing actions.

NOTE: In Italy, a mixed commission (an advisory board unique to Italy) must approve construction and major alterations before the construction or alterations begin. Initial submission is in November of the year before the anticipated construction.

g. Provide input on environmental issues affecting stationing.

h. Assist the losing and gaining ASG commanders with contract adjustments for revised utility requirements. Monitor potential utility supplier contract-termination costs and coordinate programming of necessary funds.

i. Inform the Office of the Deputy Chief of Staff Personnel and Installation Management (ODCSPIM), HQ USAREUR/7A (AEAGA-C), of proposed actions that could affect host-nation employees. Early notification of and cooperation with the HWC are essential.

12. DEPUTY CHIEF OF STAFF, INFORMATION MANAGEMENT, USAREUR

The Deputy Chief of Staff, Information Management (DCSIM), USAREUR, will--

a. Represent USAREUR in stationing issues that affect information management.

b. Help the DCSENGR solve stationing conflicts of information management issues.

c. Send telecommunications annexes for stationing actions to Headquarters, 5th Signal Command (HQ 5th Sig Cmd), for review and validation.

13. CHIEF, PUBLIC AFFAIRS, USAREUR

The Chief, Public Affairs, USAREUR, will--

a. Review each movement directive, including the stationing analysis coordinated by the DCSENGR, to assess the public-affairs effect on stationing actions.

b. Before making a public announcement--

(1) Coordinate public affairs guidance proposed by subordinate PAOs with HQ USAREUR/7A staff offices and send an information copy to the Director of Public Affairs, HQ USEUCOM.

(2) Coordinate with the ODCSOPS (AEAGC-IO) to ensure federal and state notifications are completed 5 days before the PAO announcement.

(3) Coordinate with ASG and BSB PAOs to ensure notification to local authorities is completed 2 days before the PAO announcement.

(4) Coordinate with unit representatives to ensure command-information notification of affected military personnel, civilian employees, and their family members is completed 1 day before the PAO announcement.

(5) Issue the public announcement and delegate further release authority as appropriate to subordinate PAOs.

c. Provide public affairs guidance to ASG and BSB PAOs and to affected units as required.

14. CG, USAREUR/7A, LIAISON OFFICER, AMERICAN EMBASSY

The CG, USAREUR/7A, Liaison Officer, American Embassy (UR 10-18), and staff officers at American embassies in other NATO countries will notify--

a. Appropriate American Embassy staff members of planned stationing actions.

b. Responsible host-nation government officials. Inform the ODCSOPS (AEAGC-IO) of the results of these notifications.

15. UNITED STATES FORCES LIAISON OFFICERS

United States Forces Liaison Officers (USFLOs) will--

a. Assess potential political effects of planned stationing actions.

b. Inform state government officials of planned stationing actions when authorized by the ODCSOPS (AEAGC-IO). Information must be "close-hold."

c. Inform the affected ASG and the ODCSOPS (AEAGC-IO) of the date that state government officials were notified. Provide written confirmation of notifications and include the level of detail given.

16. COMMANDERS, USAREUR COMMANDS

Commanders, USAREUR commands (UR 10-5, app A), will--

a. Review stationing-concept plans for subordinate units and for units relocating in the command's area of responsibility.

b. Justify nonconcurrence with a stationing concept in writing and send the justification to the ODCSOPS (AEAGC-FMD and AEAGC-IO). Also send a copy to the ODCSENGR (AEAEN-PW-CP).

c. In coordination with the ODCSOPS (AEAGC-FMD and AEAGC-IO), task subordinate units to conduct stationing analyses.

d. Ensure subordinate units comply with this regulation.

17. GAINING ASG AND BSB COMMANDERS

Commanders of ASGs and BSBs that will gain a unit or activity will--

a. Coordinate with the ODCSENGR (AEAEN-PW-CP) to assess the effects of the proposed stationing action on other stationing plans. The assessment will include the adequacy of operation facilities (for example, maintenance facilities, hardstands) and quality-of-life facilities. The commander also will send assessment results to the ODCSPIM (AEAGA-GR) when the proposed stationing action will affect quality of life for soldiers and family members.

b. Coordinate the stationing concept with the commander of the unit initiating the move. If the ASG or BSB nonconcur with the stationing concept, the ASG or BSB commander must justify the nonconcurrency in writing to the initiating unit. If the unit disagrees with the nonconcurrency, the ASG or BSB must send the justification through the unit's USAREUR command to the ODCSOPS (AEAGC-FMD and AEAGC-IO) and send a copy to the ODCSENGR (AEAEN-PW-CP).

c. Send a report of projected stationing actions to the ODCSENGR (AEAEN-PW-CP) and a copy to the ODCSOPS (AEAGC-FMD) by 1 July of the fiscal year preceding the fiscal year in which the action will occur.

(1) HQDA requires this report to budget MPA funds for the following fiscal year. The ODCSOPS must send this report to HQDA by 1 August of the fiscal year preceding the fiscal year in which the action will occur.

(2) If commanders send this report after 1 July, they may be required to send written justification for the move. The justification must explain why the move is urgent and why it was not identified in time for programming. Such moves are considered "unprogrammed."

d. Maintain records in the ASIP and the Integrated Facility System database.

e. Ensure critical participants are included in the stationing analysis. Critical participants include--

(1) Gaining area support team (AST) commanders. ASG commanders will ensure BSB commanders are included in the ASG's stationing analysis.

(2) The environmental coordinator, directorate of public works (DPW), of the BSB to gain the unit.

(3) The commander of the moving unit.

(4) The local PAO.

(5) The Government relations adviser.

(6) The local staff judge advocate.

(7) The BSB safety office.

f. Initiate programming actions for additional funds or facilities when facilities do not adequately support the projected BSB population adequately.

g. Provide information for stationing actions to units conducting the stationing analysis (for example, help draft the telecommunications annex (app C) and other required documentation (app D)).

h. Ensure the stationing analysis includes--

(1) An assessment of new utilities requirements.

(2) Environmental effects according to AR 200-1 and UR 200-1.

(3) The telecommunications annex (app C).

(4) A risk-assessment according to AR 385-10 and AR 385-16.

(5) Other issues (app E).

i. Recommend approval or disapproval of the proposed stationing action.

j. Provide the required space and facilities for units and activities in the BSB. A stationing action will use facilities under U.S. control whenever possible. Initiate actions for more real estate and facilities, if needed, according to UR 405-4, UR 405-5, UR 405-8, and UR 405-9, as applicable.

k. Continue local notifications after coordination with the ODCSOPS (AEAGC-IO).

l. Request stationing assistance through the ODCSOPS (AEAGC-IO) from appropriate host-nation agencies.

m. Provide base-operations resources (for example, nontactical vehicle (NTV) support) for the incoming unit and for units currently receiving BSB support.

n. Notify the ODCSENGR (AEAEN-PW-CP) and send a copy of the notification to the ODCSOPS (AEAGC-FMD) when stationing actions or conditions change and affect previously programmed construction or major renovation projects.

NOTE: A project identified as no longer needed during the programming, design, and funding stages should be canceled. Before canceling the project, commanders must ensure that the project does not support other USAREUR units.

o. Determine the need for a news release. A stationing action will require an early public announcement when there is--

(1) Visibility (such as a construction project).

(2) A potential for controversy.

(3) An extensive effect on a local community.

(4) A requirement for an immediate public statement on notification to local officials.

p. Send written confirmation of local official notifications to the ODCSOPS (AEAGC-IO and AEAGC-FMD) and to the OCPA (AEAPA-PC).

q. Prepare a change to the applicable tables of distribution and allowances (TDA) to increase NTV authorizations to support an incoming unit or activity.

r. Assess the effect of developing and using home-station training devices and facilities. Coordinate the assessment with the BSB safety office.

s. Ensure facility programming in Germany is coordinated with German officials according to guidance provided by the ODCSENGR (AEAEN-PW-CP, 370-8958).

t. After informing the ODCSPIM (AEAGA-C), coordinate with local works councils if actions will cause changes in the size and composition of the host-nation employee workforce.

u. Notify the ODCSPIM (AEAGA-C) of the expected effect of planned stationing actions on civilian personnel.

v. Assess the effect of using and developing ammunition-storage facilities required by the new unit.

w. Assess safety and occupational-health considerations.

x. Assess the stationing-move effect on compliance with applicable arms-control treaties for the identified installation and unit.

18. LOSING ASG COMMANDERS

Commanders of ASGs from which a unit or activity is moving will--

a. Assist the moving unit in vacating facilities and processing personnel requirements.

b. Assess the need to keep the vacated real estate after the move. Notify the ODCSENGR (AEAEN-RE and AEAEN-PW-CP) of real estate no longer needed and send a copy of the notification to the ODCSOPS (AEAGC-FMD). Commanders will initiate termination of real estate according to UR 405-4, UR 405-5, UR 405-8, and UR 405-9.

NOTE: NATO infrastructure sites and facilities require extensive leadtime (sometimes more than a year) to determine and complete future disposition.

c. Send a TDA change to delete or rejustify NTV authorizations needed to support a departing unit or activity to the ODCSOPS (AEAGC-FMD).

d. Ensure the BSB director of logistics supports transportation of family members and household goods according to UR 55-355.

e. If actions will cause changes in the size and composition of the host-nation employee workforce, inform the ODCSPIM (AEAGA-C) before coordinating with local works councils.

NOTE: If the action involves a base closure, the ODCSOPS (AEAGC-IO) must notify the CG, USAREUR/7A, Liaison Officer, American Embassy, who will coordinate this action with host-nation federal and state officials before the ASG notifies the local works council.

f. Assess safety and occupational-health effects of the move as follows:

(1) Dispose of radioactive materials according to UR 385-12. Return unserviceable radioactive items to the USAREUR Radioactive Waste Processing and Disposal Facility. Commanders will--

(a) Contact the facility for instructions (Director, Test, Measurement, and Diagnostic Equipment-Europe, Nuclenonics Area Calibration Laboratory, Pirmasens (AMSAM-TMD-E-PN), CMR 434, APO AE 09138).

(b) Not transfer radioactive supply items to the Defense Reutilization and Marketing Office.

(2) Conduct final inspections of all maintenance and storage facilities for closeout certification. Conduct a radiological survey using appropriate equipment. Check removable contamination by taking smear samples of surfaces and sending samples to the health physics laboratory (Director, Test, Measurement, and Diagnostic Equipment-Europe, Nuclenonics Area Collaboration Laboratory, Pirmasens (AMSAM-TMD-E-PN), CMR 434, APO AE 09138). Wait for results and further instructions before decommissioning these areas. Document all results and provide copies to the ODCSPIM (AEAGA-S).

(3) Conduct surveys of explosives storage and range facilities. Provide final site submissions through the ODCSPIM (AEAGA-S) to the DOD for explosives storage or range facilities where there is a possibility of contamination.

(4) Conduct surveys of all areas where hazardous materials were used or stored to determine residual hazards and document findings and actions.

g. Provide an assessment of the stationing action's effect on the host-nation community, the general public, and the media (that is, how the media is expected to react to the stationing action).

19. MOVING-UNIT COMMANDERS

Commanders of units designated to move, or commanders at the lowest practical level in the chain of command, will--

a. Coordinate the stationing-concept approval with the DCSOPS and the gaining ASG commander (para 6).

b. Send documentation, including authorization documents, to gaining ASG and BSB stationing officers (para 7).

c. Conduct a stationing analysis with gaining ASG and BSB stationing officers (para 7).

d. Advise the gaining BSB DPW of facility shortfalls or possible funding changes (for example, changes in the fielding plan).

e. Send the request for movement directives through the gaining ASG or BSB to the ODCSENGR (AEAEN-PW-CP) at least 150 days before a planned unit move or activation (app B).

f. Send requests for personnel assignments to--

(1) The Commander, 1st PERSCOM (para 28a), through the supporting personnel detachment (PD) and the higher headquarters for--

(a) Permanent-change-of-station (PCS) authority for soldiers moving with the unit.

(b) Curtailment for CONUS-assignment instructions for soldiers not being reassigned in USAREUR.

NOTE: This does not apply to USAREUR tenant commands (UR 10-5, app A), which have PCS authority for personnel assigned to their organizations. Personnel offices of USAREUR tenant commands will coordinate the assignment instructions for individual soldiers.

(2) The commander of the supporting PD to publish individual PCS orders based on the movement directive.

(3) The unit identification code information officer to ensure correct unit location in the unit reporting system. The commander will send changes to the ODCSOPS (AEAGC-FMD-FI-T (SORTS)).

g. Identify equipment to be turned in or additional equipment required through the Office of the Deputy Chief of Staff, Logistics, HQ USAREUR/7A (AEAGD-SD), and send a copy to the ODCSOPS (AEAGC-FMD). Equipment issues will be coordinated with the gaining BSB to determine adequacy, shortfall, or excess of current operational and training facilities; environmental effects; safety; host-nation concerns; and other issues identified in this regulation.

h. Notify gaining and losing BSB commanders of stationing approvals and of the expected timeframes of the stationing actions. Notification will allow the gaining AST or BSB to plan for necessary resources and for the losing ASG to reallocate facilities.

i. Prepare a closure report of each stationing action and send copies of the report to the ODCSENGR (AEAEN-PW-CP), the ODCSRM (AEAGF-M), the ODCSOPS (AEAGC-FMD), and the gaining ASG. Recipient addresses are in paragraph 33.

SECTION III PROCEDURES

20. DEVELOPING STATIONING ACTIONS

Appendix B lists actions required to develop a stationing plan and elements responsible for taking those actions. Appendix E lists factors to consider when developing stationing plans.

21. CLASSIFICATION GUIDANCE

a. Most stationing actions are unclassified.

b. A stationing action will be classified if any document reveals--

(1) The state of unit preparedness.

(2) Weaknesses (for example, equipment shortage).

(3) A particular intelligence or other special operation, if compromising the plan, policy, or operation would be detrimental to the command, security, or defense.

(4) Insight into the war potential, war or defense plan, posture of USAREUR, or information that could be used to develop effective countermeasures against U.S. interests.

(5) A unit's presence that would indicate a change in operational capabilities in the area and a special capability that must be safeguarded from early release.

(6) A unit move to a hostile area; a deploying unit with a mission, weapons, or a presence in an area that is related to sensitive international relations; and unit moves supporting contingency operations.

c. Normal deployments including PCS and temporary-change-of-station moves, programmed and unprogrammed moves, and moves not requiring special security safeguarding are unclassified.

d. Unclassified stationing actions will be marked For Official Use Only and handled according to AR 25-55. This will prevent early release of stationing plans to the general public before appropriate host-nation government agencies, officials, and labor organizations have been notified.

22. CONCEPT PLAN

a. A concept plan is the agreement among the ODCSOPS (AEAGC-FMD), the unit or senior chain of command, and the proposed gaining ASG to conduct a stationing analysis at a specific location. Concept approval is followed by a tasking from the ODCSOPS (AEAGC-FMD) to the ASG to help the unit conduct a stationing analysis.

b. The unit initiating the move or the proponent (glossary) will prepare the concept plan. The plan--

(1) Will include at least a cover memorandum and a draft AE Form 220-5C-R (USAREUR Movement Directive Worksheet).

(2) May include--

(a) A definition of the proposed stationing action.

(b) A purpose from a mission perspective.

(c) An explanation of the stationing-action effect on the strengths and equipment of the unit and the gaining ASG.

(d) An explanation of uses for facilities and devices, including training area requirements.

(e) A proposed stationing location and alternate locations.

(f) Other unit moves related to the action.

(g) The consequences of disapproving the stationing.

(3) Will be sent through the ODCSOPS (AEAGC-FMD) and the unit's USAREUR command to the proposed gaining ASG.

c. The ASG commander will review the concept plan for stationing feasibility and concur or nonconcur.

(1) If concurring, the ASG commander will help the unit prepare the stationing analysis. The analysis will be used for decision if a stationing action requires resolution.

(2) If nonconcurring, the ASG commander will document the reasons for the nonconcurrency and the resources the stationing concept would have required.

d. The DCSOPS will review the concept plan for approval. If the concept plan is approved, the DCSOPS will direct the unit and the gaining ASG and BSB to prepare a stationing analysis. The results of the stationing analysis will be returned to the ODCSOPS (AEAGC-FMD).

23. STATIONING ANALYSIS

a. Commanders of organizations conducting a stationing analysis, and the gaining ASG and BSB stationing officers, will evaluate stationing actions to determine overall requirements. Stationing-planning factors (app E) are for the preliminary assessment stage.

b. A stationing analysis is required, except as indicated in paragraph 8. The effects of a proposed stationing action will determine the degree of analysis needed between the unit and the gaining ASG. Moves, including those exempt from a stationing analysis (para 8), must be coordinated with the ASG.

c. A written stationing analysis is required when a movement directive is required. A movement directive is required when MPA funds will be used or when the move is beyond the authority of an ASG commander (usually non-local moves).

d. A stationing-analysis package will include at least the following:

(1) A cover memorandum, which evaluates areas listed in stationing-planning factors that the unit commander and ASG stationing officers consider significant.

(2) An AE Form 220-5C-R.

(3) A telecommunications annex (app C).

24. COORDINATION INSTRUCTIONS

a. Gaining ASG and BSB commanders will coordinate and endorse stationing analyses.

b. Commanders of organizations conducting stationing analyses will coordinate with other affected commanders and with the losing BSB commander for information.

c. Commanders conducting stationing analyses will send endorsements (a above) and analyses (b above) to the ODCSENGR (AEAEN-PW-CP) when requesting movement directives.

25. HOUSING

a. Commanders of losing ASGs will choose a date to curtail assignment of Government quarters to members of units and activities to be restationed.

b. Commanders who are conducting stationing analyses will inform housing offices at gaining and losing stations of their housing requirements. Commanders will send this information in advance to allow housing officers time to project availability of quarters.

c. Commanders of units and activities to be restationed will designate housing project officers to monitor and coordinate command-sponsored and noncommand-sponsored family moves.

d. AR 210-50 and USAREUR Supplement 1 provide guidance on housing.

26. MOVEMENT-DIRECTIVE REQUEST

Commanders of moving units and activities (or commanders at some higher level in the chain of command) will submit a request for a movement directive (app F) through their USAREUR command (if applicable) and the gaining ASG and BSB (for endorsement) to the ODCSENGR (AEAEN-PW-CP) at least 150 days before the planned movement date. Requests for movement directives will include the following:

a. The unit designation.

b. Number of personnel authorized, from the modification table of organization and equipment (MTOE) or TDA at the time of the move, and the assigned strengths for commissioned and warrant officers, enlisted soldiers, and U.S. civilian and local-national employees.

c. Current location (ASG, BSB, caserne).

d. The recommended movement dates (“movement window”).

e. The unit’s proposed geographic location, including the ASG, BSB (if applicable), and the specific installation, building or facility numbers, and servicing APO AE numbers.

f. Statements--

(1) That stationing-analysis requirements have been met. This statement will include the identification of facilities to be occupied, the adequacy of these operational facilities, and the adequacy of facilities that support quality-of-life issues for soldiers and family members.

(2) Of the estimated total of command-sponsored families that will move. The total should be broken out by numbers of families of officers, enlisted soldiers, and civilian employees authorized Government housing and related support.

(3) That the proposed move has been coordinated with commanders of the gaining and losing BSBs. This statement will include coordination comments.

(4) That a telecommunications annex (app C) has been coordinated with area signal-service units at old and new locations. Enclose a copy of the telecommunications annex.

(5) That the new location has storage capability for the unit ammunition basic load.

(6) Of the number and types of vehicles (wheeled and tracked) and the number of trailers and aircraft to be moved base on the MTOE or TDA in effect at the time of the move.

(7) Of the number of local-national and third-country-citizen employees affected at the existing station and the projected number of employees needed at the new station.

(8) That training requirements and the local training areas to be used are acceptable.

(9) On safety and occupational-health issues affecting the move.

(10) That changes in Operation and Maintenance, Army (OMA), funding responsibility have been coordinated.

(11) That explain the reasons for the move. Commanders who initiate stationing actions will send movement-directive requests only when proposed moves are justified and commanders have considered the availability of funds to support a move.

NOTE: A request for an unprogrammed move will include a detailed justification for the urgency (para 17c(2)).

(12) From the BSB DPW--

(a) Of minor construction, maintenance, and repairs needed for a usable and operational facility and the cost estimates for these changes.

(b) Of engineer work necessary before the move can take place. The statement will have an estimate of total OMA costs and the authority granting approval for projects not requiring action by USAREUR (for example, projects programmed previously or within the approval of the ASG funding authority).

(c) Of costs to meet programming and budgeting actions taken when billets required for the move are inadequate.

(d) If applicable, of the reason no facility alterations, maintenance, or repairs are required before moving.

(e) That the diversion or conversion request (UR 405-15) has been submitted when facilities at the new location will be used in whole or in part for purposes other than those stated on the current inventory of Army military real property report (requirement control symbol: ENG-242).

(f) Of environmental effect. The statement will be either that there is no potential for the gaining or losing BSB to produce an environmental burden or that an environmental assessment is included.

27. MOVEMENT DIRECTIVES

a. A movement directive is the sole authority for unit moves in USAREUR that require spending MPA funds or the PCS of military personnel. Only the Chief of Staff, HQ USAREUR/7A, may approve unit movement directives that result in PCS for military personnel. This authority may be delegated to the DCSENGR. Unit movement orders will not be issued until movement directives are published.

b. Published movement directives initiate personnel actions managed by 1st PERSCOM (for example, issuing individual unit orders, using MPA funds, determining tour status, transferring personnel records). Movement directives for personnel initiate authorization for moving units to have personnel placed on housing lists. The orders officially document and authorize the request actions. If none of these actions is required (for example, in a local move, inactivation, reorganization), a movement directive may not be required. The ODCSOPS publishes unit movement orders based on unit movement directives.

c. If a movement directive is not required, the move still requires coordination with the command and the ASG. In these cases, the ODCSOPS (AEAGC-FMD) and the ODCSENGR (AEAEN-PW-CP) must be notified.

d. The ODCSENGR will include the following addresses in movement directives:

(1) Action addressees:

(a) The affected unit and its higher headquarters, including the USAREUR command.

(b) Stationing offices at the gaining and losing ASG and BSB.

(c) The public affairs office at the affected USAREUR command.

(2) Information addressees:

(a) The gaining ASG command.

(b) 5th Sig Cmd.

(c) 64th Replacement Company.

(d) HQ, Army and Air Force Exchange Service-Europe (AAFES-Eur).

(e) The appropriate American embassy officials for notification requirements outside Germany, according to USEUCOM Directive 56-9. For actions in Germany, the CG, USAREUR/7A, Liaison Officer, American Embassy, and affected USFLOs are also information addressees.

(f) The district office, Department of Defense Dependents Schools (DODDS), in the gaining community.

(g) The Commander, 1st PERSCOM.

(h) The Civilian Personnel Division, ODCSPIM.

e. Movement directives will include--

(1) A reference to the request for a movement directive.

(2) Either approval or disapproval of the referenced movement request.

(3) Identification of the affected unit, the unit identification code, and old and new locations, including APO AE addresses.

(4) The authorized number of personnel and equipment to be moved (aircraft, tracked vehicles, wheeled vehicles, and special-type vehicles) from the MTOE or TDA in effect at the time of the move.

(5) The approximate time needed for the move.

(6) The number of USAREUR command-sponsored families authorized to move.

(7) A statement as to whether or not MPA funds are authorized for soldiers to move.

(8) The ASG that is responsible for providing logistic support at the moving unit's new location.

(9) General instructions for actions coordinated between commanders preparing for the unit move.

(10) Instructions for unit and individual movement orders.

(11) Notification of funding responsibilities for incidental movement-related OMA costs.

(12) Notification of unit signal (telephone) coordination requirements with the gaining ASG.

(13) Notification of the requirement to coordinate public announcements about unit moves with the OCPA (AEAPA-PI) before release.

(14) Notification that movement information provided to host-nation authorities is a sequential action controlled by the ODCSOPS (AEAGC-IO).

(15) Guidance to unit commanders on the coordination of supply-support activity changes, mission-support confirmation, and issues related to the Department of Defense activity address.

28. REQUESTS FOR UNIT AND PERSONNEL MOVEMENT ORDERS

a. USAREUR unit or activity commanders planning to move will send requests for movement orders to--

(1) The 1st Personnel Command (*enter appropriate office symbol from (a) through (d) below*), Unit 29058, APO AE 09081-5604, through the supporting PD and USAREUR command channels, if appropriate (para 19f). Requests will provide PCS authority or request HQDA curtailment and CONUS assignment instructions for soldiers not moving with the unit and not being reassigned locally.

(a) AEUPE-EPMD-EAD for enlisted PCS assignments and curtailments.

(b) AEUPE-OPMD for officer PCS assignments and curtailments.

(c) AEUPE-POD for information concerning mail addressing, mail forwarding, and change of address.

(d) AEUPE-PSSD-PSD-S for relocating individual personnel and finance records.

(2) The ODCSOPS (AEAGC-FMD) (for intratheater moves) to publish the unit-movement order based on the movement directive.

b. Commanders of USAREUR tenant commands and tenant activities that have personnel-management authority will coordinate individual and unit orders according to their higher headquarters procedures and those outlined in this regulation.

29. PUBLIC INFORMATION

a. ASG and BSB PAOs and unit representatives must coordinate news releases.

b. PAOs will send proposed press releases, public statements, and questions and answers for stationing actions (excluding noncontroversial moves within a BSB) to the OCPA for coordination with HQ USAREUR/7A staff offices before releasing.

c. Commanders and PAOs may use the following statement to answer questions before receiving OCPA approval (b above):

USAREUR is planning movements of units and equipment that involve U.S. facilities at (location). Discussions concerning this plan (are being or will be) conducted with officials of the (nationality) Government. Until these discussions are completed, it would be inappropriate to publicly release any details.

d. Commanders and PAOs should use the following contingency statement before publishing a redeployment order:

USAREUR plans to move units and equipment in the European theater. Discussions concerning these plans are being conducted with appropriate host-nation Government officials. Until these discussions are completed, it is inappropriate to publicly release any information about possible movements.

SECTION IV SPECIAL STATIONING DOCUMENTS

30. THE ARMY STATIONING AND INSTALLATION PLAN

a. The ASIP is the sole source for current and proposed authorized unit strengths and BSB populations. The ASIP is an unclassified database that lists the authorized strengths of units and activities in USAREUR by ASG, BSB, and installation. Information is for the current year and up to the next 6 years in the following categories:

- (1) Military personnel (officers, warrant officers, and enlisted personnel).
- (2) U.S. civilian employees including nonappropriated fund (NAF), DODDS, AAFES, and contracted personnel.
- (3) Local national employees including civilian-support, NAF, DODDS, and AAFES personnel.

b. The ASIP information is used to--

- (1) Provide current authorized strengths.
- (2) Predict future installation and BSB strength and population trends.
- (3) Prepare calculations for managing facilities (for example, housing).

c. ASIP information is collected and reported once a year by ASG stationing officers directly to the ODCSENGR (AEAEN-PW-CP). The ODCSENGR sends the data to the Assistant Chief of Staff, Installation Management, HQDA. HQDA distributes the ASIP data annually to HQ USAREUR/7A staff offices, to USAREUR commands, and to other agencies on request.

d. The ASIP tracks authorized strengths that can be verified by--

- (1) Authorization documents, such as--
 - (a) MTOE documents (source: ODCSOPS (AEAGC- FMD) and the Structure and manpower Allocation System (SAMAS)).
 - (b) TDA documents (source: ODCSOPS (AEAGC-FMD)).
- (2) Information from interviews with personnel in non-MTOE and non-TDA units and activities.

NOTE: The ASIP shows locations and strengths to the smallest detachments. The SAMAS breaks down population figures only to the battalion or headquarters level.

e. Coordination between stationing officers of ASGs with tenant units and the ODCSENGR (AEAEN-PW-CP) is essential.

f. The ODCSENGR (AEAEN-PW-CP) will provide ASIP guidance for specific operational procedures, layouts, and code definitions.

31. AE FORM 220-5C-R (USAREUR MOVEMENT DIRECTIVE WORKSHEET)

AE Form 220-5C-R is used to initiate an evaluation of a proposed stationing action. The form is also used for movement directives and the stationing program and to obtain MPA funds.

32. TELECOMMUNICATIONS ANNEX

a. The commander of the restationing unit or activity will coordinate with the 5th Sig Cmd representative at the gaining ASG for telecommunications support for units stationed in USAREUR.

b. A telecommunications annex (app C) with a detailed list of telecommunications-support requirements will be part of the stationing-analysis package. The information in the telecommunications annex will be used to make stationing decisions.

33. CLOSURE REPORT

a. Commanders who request movement directives or who are affected by force-structure changes, activations, or redesignations will ensure that a closure report of each stationing action is sent by e-mail, fax, or written correspondence to the following offices:

- (1) ODCSOPS, HQ USAREUR/7A (AEAGC-FMD), Unit 29351, APO AE 09014.
- (2) ODCSENGR, HQ USAREUR/7A (AEAEN-PW-CP), Unit 29351, APO AE 09014.
- (3) ODCSRM, HQ USAREUR/7A (AEAGF-M), Unit 29351, APO AE 09014.
- (4) The gaining ASG.

b. Closure reports must be received within 5 days after the move or force-change and will include the--

- (1) Unit designation.
- (2) Unit identification code.
- (3) Army location codes and changes from the losing and gaining installations and BSBs.
- (4) The date the move was completed.
- (5) Authorized strength of personnel information broken out by the number of officers, warrant officers, noncommissioned officers, enlisted members, U.S. civilian employees, and local-national employees at the new location.
- (6) Actual movement strength broken out in categories as in (5) above.
- (7) Number of command-sponsored families relocated.
- (8) A POC for more information.

c. The local ASG and BSB may deny support to the unit if the guidelines in subparagraphs a and b above are not followed.

APPENDIX A REFERENCES

SECTION I PUBLICATIONS

AR 5-10, Stationing

AR 25-55, The Department of the Army Freedom of Information Act Program

AR 200-1, Environmental Protection and Enhancement

AR 210-50 and USAREUR Supplement 1, Housing Management

AR 385-10, The Army Safety Program

AR 385-16, System Safety Engineering and Management

AR 600-8-105, Military Orders

AR 614-6, Permanent Change of Station Policy

USEUCOM Directive 25-1, Headquarters, United States European Command Information Security SOP

USEUCOM Directive 56-9, Procedures for the U.S. Defense Representative (USDR)

UR 10-5, HQ USAREUR/7A Organization and Responsibilities

UR 55-355, Joint Transportation and Traffic Management Regulation

UR 200-1, USAREUR Environmental Quality Program

UR 385-12, Radiation Protection Program

UR 405-4, Acquiring, Managing, and Disposing of Real Estate in Belgium, the Netherlands, Luxembourg, and the United Kingdom

UR 405-5, Acquiring, Administering, and Disposing of Real Estate

UR 405-8, Acquiring, Managing, and Disposing of Real Estate in Germany

UR 405-9, Acquisition, Administration, and Disposal of Real Estate in Italy

UR 405-15, Facilities Utilization Management

UR 690-61, Labor-Management Relations – Local National (LN) Employees in Germany

UP 405-45, USAREUR Installations

SECTION II FORMS

AE Form 220-5C-R (USAREUR Movement Directive Worksheet)

**APPENDIX B
STATIONING-ACTION-DEVELOPMENT SEQUENCE**

The glossary defines abbreviations used in table B-1.

Table B-1 Stationing-Action-Development Sequence		
Task	Responsible Element	No. of Days Before a Planned Stationing Action
Planning Phase		
Identify proposed action.	Unit and proponent	900
Submit concept through command channels to the USAREUR command.	Unit	870
Approve concept from mission standpoint.	ODCSOPS (AEAGC-FMD) and proponent	840
Provide overall objectives to the ODCSOPS, ODCSENGR, and OCPA in a format suitable for host-nation notification.	Proponent	840
Assess potential political and socioeconomic effects and determine whether or not early official notification is required.	ODCSOPS (AEAGC-IO)	810
Coordinate mission-approved concept (proposed sites identified) for stationing-concept approval.	Unit	810
Provide the OCPA a proposed public statement, if required.	ASG or BSB public affairs office	810
Approve stationing concept or explain disapproval of sites or plans. If a course of action cannot be agreed on, send documents to the ODCSENGR (AEAEN-PW-CP) for resolution in coordination with the ODCSOPS (AEAGC-FMD).	USAREUR command and ASG	810
Conduct a stationing analysis with the gaining ASG. The analysis will accompany the request for movement directive.	Unit and ASG	750
Evaluate potential effects of the stationing action on the local civilian community and on political sensitivities.	Gaining ASG and ODCSOPS (AEAGC-IO)	750
Approve the stationing analysis.	Gaining ASG	720
Programming Phase		
Ensure programming is in place for construction or master-planning needs.	Gaining ASG	720
Inform the local works council of actions affecting local-national employment.	Losing ASG	480
Coordinate with the USAREUR command strength-management office to ensure actions are taken to move the unit at an acceptable strength level.	Unit and USAREUR command	360
Inform ODCSPIM (AEAGA-C) of planned action.	USAREUR command and ODCSENGR	450
Inform Head Works Council of planned action and initiate cooperation procedures for the USAREUR directive on stationing action.	ODCSPIM	420
Inform the gaining local works council of actions affecting host-nation employment.	Gaining ASG	420

Execution Phase		
Coordinate with the ODCSOPS (AEAGC-IO) to ensure the move is accomplished according to provision of applicable arms treaties.	Unit and USAREUR command	200
Send a movement-directive request through the USAREUR command and gaining ASG and BSB commanders to the ODCSENGR (AEAEN-PW-CP).	Unit and USAREUR command	200
Send the names of soldiers to be moved and request for curtailments and relocation of records to 1st PERSCOM.	Unit and USAREUR command	180
Develop a personnel distribution plan for enlisted and officer assignments in coordination with 1st PERSCOM (or applicable personnel management office for non-USAREUR units).	Unit and USAREUR command	190
Issue a movement directive for Chief of Staff, HQ USAREUR/7A, approval.	ODCSENGR	120
Send host-nation notification to the ODCSOPS (AEAGC-IO).	ODCSENGR	120
Notify the CG, USAREUR/7A, Liaison Officer, American Embassy, and USFLOs (for actions in Germany) or appropriate American embassy officials.	ODCSOPS (AEAGC-IO)	90
Inform the OCPA when host-nation officials have been notified.	ODCSOPS (AEAGC-IO)	90
Release public announcements and provide guidance, as appropriate.	Local public affairs office and OCPA	90
Respond to follow-on media interest after release of public announcement.	ASG and BSB public affairs office	89
Conduct on-site, personnel-asset inventory according to 1st PERSCOM (or applicable personnel management office for non-USAREUR units).	Unit and 1st PERSCOM	60
Proceed with stationing action, as approved.	Unit	0
Send the closure report to the ASG commander, the DCSSENGR (AEAGN-PW-CP), the DCSOPS (AEAGC-FMD), and the DCSRMM (AEAGF-M) to document completion of action. Send UIC location changes and derivative (FWD) deletions to the USAREUR UICIO (AEAGC-FMD-FI-T (SORTS)).	Unit	Within 5 days after the unit completes the action.
NOTE: Leadtimes shown are suggested guidelines. Additional leadtime will be required if major Operation and Maintenance, Army renovations, or Military Construction, Army, is involved. A shorter leadtime may be required for special short-notice actions.		

**APPENDIX C
TELECOMMUNICATIONS ANNEX**

C-1. RESPONSIBILITIES

a. The commander of the unit undergoing the stationing action will coordinate with the 5th Signal Command (5th Sig Cmd) representative at the gaining base support battalion (BSB). This coordination will provide information on the telecommunications-support requirements for the unit stationing in USAREUR.

b. The 5th Sig Cmd representative in the gaining BSB will send a--

(1) Completed telecommunications annex to 5th Sig Cmd (AFSE-OP) for review, validation, and approval.

(2) Copy of the telecommunications annex to the Office of the Deputy Chief of Staff, Information Management, HQ USAREUR/7A (AEAIM-C). The telecommunications annex will be included in the stationing-analysis package.

C-2. FORMAT FOR A TELECOMMUNICATIONS ANNEX

The telecommunications annex will include--

a. The following telephone-support information:

(1) Location of the supporting telephone switch.

(2) Distance in feet from the telephone main distribution frame or nearest splice point to the building the unit will occupy. Indicate this distance for each building to be occupied.

(3) Number of subscriber lines in use.

(4) Number of subscriber lines available.

(5) Current capacity (fill limit) of the switch.

(6) Subscriber lines required, listed by class (including 99-access precedence).

(7) Subscriber lines reserved for programmed Military Construction, Army, projects. The report will include the project number and the number of subscriber lines.

(8) Directorate of public works and Operations and Maintenance, Army, construction projects. The report will include the workorder number and the number of subscriber lines.

(9) Number of telephone lines that will end in special equipment (for example, telex, data terminals, fax).

b. Leased communications requirements:

(1) Number of circuits in use at the present location.

(2) Number of circuits needed at the present location.

(3) Request for service for long-haul circuits.

c. Secure voice, Red-switch service requirements.

d. Data-networking requirements:

(1) Number of users requiring local area network (LAN) connectivity (initial and maximum).

(2) Number of LAN outlets required.

(3) Secure networking requirements, if any.

e. The name and telephone number of the area signal POC.

f. The name and telephone number of the 5th Sig Cmd POC.

**APPENDIX D
DOCUMENTATION REQUIREMENTS ACCORDING TO STATIONING ACTION**

Stationing-Action Documentation Structure

	Move	Activation	Change	Redesignation	Inactivation
Operational Concept Approval (3)	X	A	A	A	A
AE Form 220-5C-R (USAREUR Movement Directive Worksheet) (4,5)	X	X	X	B	X
Telecommunications Annex (4,5)	X	X	B	B	
Movement-Directive Request (4,5)	X	B	B		
Movement-Directive Message (1)	X	B	B		
Host-Nation Notification (2)	X	X	B		B
Unit and Personnel Movement-Order Requests (4)	X				
Closure Report (4)	X	X	X	B	X

- CODES:**
- A = Covered by the Structure and Manpower Allocation System.
 - B = As required.
 - X = Required submission.
 - 1 = Responsibility of the Office of the Deputy Chief of Staff, Engineer (ODCSENGR), (AEAEN-PW-CP), HQ USAREUR/7A.
 - 2 = Responsibility of the Office of the Deputy Chief of Staff, Operations (ODCSOPS), (AEAGC-FMD), HQ USAREUR/7A.
 - 3 = Responsibility of the area support group (ASG) of the affected unit.
 - 4 = Responsibility of the affected unit commander.
 - 5 = Responsibility of the gaining ASG.

NOTE: Approved stationing actions in a base support battalion that do not require expenditure of Military Personnel, Army, funds require only a memorandum of notification for the ASG commander, the ODCSENGR (AEAEN-PW-CP), and the ODCSOPS (AEAGC-FMD).

APPENDIX E STATIONING PLANNING FACTORS

E-1. The commander of the affected unit will review the mission, operational facility, base support, resources, and political and environmental effects of the stationing action with the gaining area support group (ASG). The following list is a guide for discussion. Factors that should be considered include--

a. Billets. The availability of space, latrines, showers, washers and dryers, and furniture remaining. Another factor would be whether or not billets are separated from other units.

b. Headquarters. The location and the availability and adequacy of space; latrines; storage; reenlistment and conference facilities; furniture remaining; supply, arms, orderly rooms; and nuclear, biological, and chemical rooms.

c. Maintenance Areas. The space available, number of bays, vehicle access, interior and exterior lighting, shop, office, storage, tool room, special-mission shops, outside vehicle-holding apron, dispatch office, and electrical power.

d. Organization Vehicle Parking. The space available, location, lighting, access, and security. Another factor would be to compare hard-surfaced, gravel, and unimproved areas.

e. Mission Space. The space available, locations, suitability, electrical power, water, special requirements, and customer access.

f. Unit Storage. The basic load of ammunition and equipment storage, based on tables of organization and equipment.

g. Major Repair. The security, condition, and plans for major repair of facilities.

E-2. The commander of the organization doing the stationing analysis will--

a. Coordinate communications requirements with the area signal officer according to appendix C.

b. Have a preliminary meeting with family-housing personnel to arrange Government quarters for unit personnel making a permanent change of station.

c. Have discussions with the local public affairs officer to determine political, host-nation community, general public, and media effects of the proposed action on the gaining and losing communities, and possible ways to resolve or minimize negative effects.

d. Calculate base-operations-support requirements according to guidance from the Office of the Deputy Chief of Staff, Resource Management, HQ USAREUR/7A.

E-3. The resource management officer will help assess--

a. The affected unit's command-operation budget for the fiscal year of the move.

b. Resource constraints on executing the stationing action.

E-4. Additional stationing planning factors include--

a. Mission and Support:

(1) Mission.

(2) Peacetime.

(3) Command and control.

(4) Road net.

(5) Security.

(6) Morale.

(7) Training areas.

b. Operational Facilities:

(1) Training-device storage.

(2) Administration space.

(3) Maintenance facilities.

(4) Hardstand and organizational vehicle parking.

(5) Ammunition storage.

(6) Petroleum, oils, and lubricants storage.

(7) Aviation facilities.

(8) Supply.

(9) Transportation.

c. Base Support:

(1) Base operations.

(2) Educational services.

(3) Health services.

(4) Troop housing.

(5) Dependent schools.

(6) Bachelor officers quarters and bachelor enlisted quarters.

(7) Army and Air Force Exchange Service, Europe.

(8) Commissary.

(9) Administrative services.

(10) Family housing.

(11) Recreation services.

(12) Utilities.

(13) Religious facilities.

(14) Postal facilities.

(15) Personnel service division and military personnel office.

(16) Personnel assignment.

(17) Personnel realignment.

d. Resources:

- (1) Military Personnel, Army, funds.
- (2) Operation and Maintenance, Army, funds.
- (3) Military Construction, Army, funds.
- (4) NATO funds.
- (5) Army Family Housing funds.
- (6) Alternative construction.
- (7) Manpower.
- (8) Nonappropriated funds.
- (9) Other Procurement, Army, funds.
- (10) Facility utilization.

e. Other:

- (1) Political.
- (2) Energy requirements.
- (3) Environmental effects.
- (4) U.S. Allies.
- (5) NATO Allies.
- (6) United States Air Forces in Europe.
- (7) Public affairs.
- (8) Local-national and civilian-support group employment.
- (9) Secondary moves.
- (10) Telecommunications.
- (11) Safety.

**APPENDIX F
SAMPLE REQUEST FOR MOVEMENT DIRECTIVE**

LETTERHEAD

OFFICE SYMBOL

Date

MEMORANDUM THRU (Requester's USAREUR command or parent command (Colonel or higher level))

FOR Office of the Deputy Chief of Staff, Engineer, HQ USAREUR/7A (AEAEN-PW-CP), Unit 29351, APO AE 09014

SUBJECT: Request for Movement Directive for (unit)

1. Reference:

2. Request movement directive for the move of--

a. Unit designation (unit UIC).

b. Unit authorization is based on the modification table of organization and equipment (MTOE) and the command control number in effect at the time of the move. The following are authorizations, current strengths (include tables of distribution and allowances), and projected move numbers:

Authorized	Assigned	Projected to Move
Officers		
Warrant officers		
Enlisted		
DA civilian employees		
Local-national employees		
TOTAL		

c. Current location: (for example, city, caserne, Army location code (ARLOC), base support battalion (BSB), area support group (ASG)).

d. Recommended movement window: (for example, 15 Oct 00 through 15 Nov 00).

e. Proposed location: (exact caserne, BSB and ASG, city, ARLOC).

f. Unit stationing-analysis requirements have been met and are enclosed (encl 1) with endorsements from the ASG and BSB commanders.

g. An estimated (number) command-sponsored families will relocate. We anticipate moving (number) officers, (number) warrant officers, and (number) enlisted soldiers.

h. Commanders of the gaining and losing communities have coordinated directly for personnel and equipment transportation needs.

i. Storage facilities for the unit are available or requirements have been coordinated with the gaining ASG.

j. The (vehicle/trailer/aircraft) density is (list totals here or provide enclosure).

k. There are no local-national employees in (unit) *or* The effect on local-national employees has been coordinated with the Office of the Deputy Chief of Staff, Personnel and Installation Management, HQ USAREUR/7A (AEAGA-C).

l. Telecommunications requirements have been coordinated with 5th Signal Command at gaining and losing locations (telecommunications annex is at enclosure 2).

m. Military construction, equipment installation, and repairs are/are not required at the new location. For each requirement, the project number, program year, and estimated cost are included.

n. Commander (servicing personnel detachment) will publish individual orders on receipt of the USAREUR movement directive. AE Form 220-5C-R (USAREUR Movement Directive Worksheet) is enclosed (encl 3).

o. Environmental statement (*Enter one of the following statements, as appropriate.*):

(1) There is no potential for the gaining or losing community to produce an environmental burden.

(2) An environmental assessment is at enclosure 4.

p. One of the following statements, as appropriate, concerning the stationing's effect on the host-nation community:

(1) There is no anticipated host-nation community, public, or media reaction to the stationing movement.

(2) An evaluation of host-nation community, public and media responses is enclosed (encl 5).

3. The POC for this action is (include DSN telephone number, fax number, and e-mail address).

FOR THE COMMANDER

5 Encls

(SIGNATURE BLOCK)

GLOSSARY

SECTION I ABBREVIATIONS

1st PERSCOM	1st Personnel Command
5th Sig Cmd	5th Signal Command
AAFES-Eur	Army and Air Force Exchange Service, Europe
AE	Army in Europe
APO	Army post office
AR	Army regulation
ARLOC	Army location code
ASG	area support group
ASIP	Army Stationing and Installation Plan
AST	area support team
BSB	base support battalion
CG, USAREUR/7A	Commanding General, United States Army, Europe, and Seventh Army
CONUS	continental United States
DA	Department of the Army
DCSENGR	Deputy Chief of Staff, Engineer, USAREUR
DCSIM	Deputy Chief of Staff, Information Management, USAREUR
DCSOPS	Deputy Chief of Staff, Operations, USAREUR
DCSPIM	Deputy Chief of Staff, Personnel and Installation Management, USAREUR
DOD	Department of Defense
DODDS	Department of Defense Dependents School
DPW	directorate of public works
DSN	Defense Switched Network
Encl	enclosure
FMD	Force Management Division, Office of the Deputy Chief of Staff, Operations, HQ USAREUR/7A
HQ 5th Sig Cmd	Headquarters, 5th Signal Command
HQ USARUER/7A	Headquarters, United States Army, Europe, and Seventh Army
HQ USEUCOM	Headquarters, United States European Command
HQDA	Headquarters, Department of the Army
HWC	head works council
IOD	international operations division
LAN	local area network
MARKS	Modern Army Recordkeeping System
MPA	Military Personnel, Army
MTOE	table of organization and equipment
NAF	nonappropriated fund
NATO	North Atlantic Treaty Organization
NTV	nontactical vehicle
OCPA	Office of the Chief, Public Affairs, HQ USAREUR/7A
ODCSENGR	Deputy Chief of Staff, Engineer, HQ USAREUR/7A
ODCSOPS	Office of the Deputy Chief of Staff, Operations, HQ USAREUR/7A
ODCSPIM	Office of the Deputy Chief of Staff, Personnel and Installation Management, HQ USAREUR/7A
ODCSRMR	Office of the Deputy Chief of Staff, Resource Management, HQ USAREUR/7A
OMA	Operations and Maintenance, Army
PAO	public affairs officer
PCS	permanent-change-of-station
PD	personnel detachment
POC	point of contact
SAMAS	Structure and Manpower Allocation System
STATPRO	Stationing Program
TDA	table of distribution and allowances
U.S.	United States
UC	USAREUR circular
UIC	unit identification code

UICIO	unit identification code information officer
UP	USAREUR pamphlet
UR	USAREUR regulation
USAREUR	United States Army, Europe
USEUCOM	United States European Command
USFLO	United States Forces Liaison Officer

SECTION II TERMS

activation

The formation of any new unit that has an assigned unit identification code.

Army location code

A unique, five-position, alphanumeric number assigned by the Department of the Army to identify an installation.

authorized level of organization

The ratio between the number of personnel authorized and required by a specific modification table of organization and equipment (AR 71-32).

close-hold

Information that is not classified, but may be damaging to U.S. interests if released to the public. Close-hold information may be released to the public only if release is requested under the Freedom of Information Act.

closure report

Notification that a stationing action has been implemented.

concept plan

A proposal developed by a unit or activity initiating a stationing action. A concept plan includes a cover memorandum, an AE Form 220-5C-R (USAREUR Movement Directive Worksheet), and other preliminary support documents.

element

See *unit or element*.

force-structure change

Any increase or decrease in personnel or equipment authorized or required in a unit.

inactivation

Removing a unit from the active list of the United States Army.

Military Personnel, Army

Funding for authorized expenses related to the permanent-change-of-station travel of soldiers.

movement-directive request

An element's request for a USAREUR stationing directive.

modification table of organization and equipment

An automated document, drafted by HQ USAREUR/7A staff offices and approved by HQDA, that authorizes the personnel and equipment resources required by a specific unit to perform its wartime mission.

permanent change of station

Transferring an element from one installation to another for more than 179 days (including transferring an element from one installation to another in the same metropolitan or geographic area and redesignating USAREUR units).

permanent-change-of-station clearance

Authorization for the supporting personnel detachment to publish individual movement orders.

programmed moves

Unit permanent-change-of-station moves programmed in the annual major Army command-projected stationing actions report according to AR 5-10. Projection reports are not authorities to issue a unit-movement order.

proponent

The HQ USAREUR/7A staff office responsible for coordinating a stationing action in its functional area of interest.

redesignation

The change of the official name or number, or both, of a unit. The redesignation of a unit has the effect of removing the original designation from current records and substituting the new designation.

stationing

The identification of unit moves and other actions required to accommodate the U.S. Forces.

stationing action

A change to or the movement of an element (including a unit redesignation, move, transfer, force-structure change, activation, or inactivation).

stationing analysis

An assessment to determine potential effects of a stationing action and the depth to which the research and supporting documentation must be developed.

stationing-analysis package

The documentation supporting a completed stationing analysis. This documentation includes a cover memorandum, an AE Form 220-5C-R (USAREUR Movement Directive Worksheet), and a telecommunications annex (app C).

stationing-planning directive

A directive issued by an area support group (ASG) that delegates the task of conducting a stationing analysis concerning real property for which the ASG is responsible.

stationing review

A review of a command, an area support group, or a base support battalion to evaluate projected stationing actions, mission requirements, and availability of needed facilities.

Structure and Manpower Allocation System (SAMAS)

The system that shows the workforce and force structure programmed for USAREUR.

unit or element

Any USAREUR or tenant command (UR 10-5, app A) or part thereof, regardless of size (e.g., division, battalion, company, detachment, separate platoon, team, agency). For the purpose of this regulation, a unit or element may be--

- A tables-of-distribution-and-allowances or a table-of-organization-and-equipment unit.
- A unit documented by an authorized-level-of-organization change.
- Personnel who would be moved as a group if the stationing action is approved (including DOD civilian employees, civilian support group, and DOD contract personnel).

unprogrammed moves

Moves that have not been programmed through appropriate USAREUR Stationing Program reporting procedures.