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Technical Instructions

Army

Planning and Design Execution in the National Capital Region

Headquarters
U.S. Army Corps of Engineers
Engineering and Construction Division
Directorate of Military Programs
Washington, DC 20314-1000

TECHNICAL INSTRUCTIONS

ARMY PLANNING AND DESIGN EXECUTION
IN THE NATIONAL CAPITAL REGION

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FOREWORD

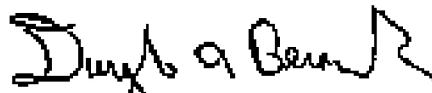
These technical instructions (TI) provide the Army planning and design execution guidance for the intergovernmental coordination requirements of the National Capital Planning Commission (NCPC) and the Commission of Fine Arts (CFA) that apply to all Army installations in the National Capital Region. The TI will be applied to all Army installation master plans; the Short Range Component - Five Year Development Plan of the Capital Investment Strategy; and all construction projects located on the installations regardless of the sponsoring department or agency.

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FOR THE COMMANDER:

Encl



DWIGHT A. BERANEK, P.E.
Chief, Engineering and Construction Division
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ARMY PLANNING AND DESIGN EXECUTION
IN THE NATIONAL CAPITAL REGION

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CHAPTER 1

INTRODUCTION

1. **PURPOSE AND SCOPE.** This document provides guidance to be used for the execution and submittal of Army real property master plans; Short Range Component - Five Year Development Plan of the Capital Investment Strategy; military construction projects for intergovernmental coordination, review with comments, and approval by the National Capital Planning Commission and the Commission of Fine Arts.
2. **APPLICABILITY.** These instructions are applicable to all Army installations or departments in the National Capital Region.
3. **REFERENCES.** Appendix A contains a list of references used in these instructions.
4. **DEFINITIONS.**
 - a. **National Capital Region (NCR).** The NCR is defined as the District of Columbia; Montgomery and Prince George's Counties in Maryland; Arlington, Fairfax, Loudoun and Prince William Counties in Virginia; the City of Alexandria; and the cities and towns within these county boundaries.
 - b. **Construction.** The term construction as used in this instruction is defined as the erection, installation, or assembly of a new facility; the acquisition, expansion, extension, alteration, conversion, or replacement of an existing facility; the relocation of a facility from one installation to another; installed equipment made a part of the facility, related site preparation, excavation, filling, landscape planting, or other land improvements.
5. **ARMY LIAISON FOR THE NCR.** The U.S. Army Corps of Engineers District, Baltimore (CENAB), will accomplish the Army Liaison responsibilities for the NCR.
6. **ARMY LIAISON RESPONSIBILITIES FOR THE NCR.**
 - a. Serve as the administrative point of contact to the National Capital Planning Commission (NCP) and the Commission of Fine Arts (CFA) to provide assistance concerning Commission issues with an Army installation and receive the Commission's mailings, electronic media and monthly agenda.

b. Serve as the administrative point of contact to NCPC to provide assistance with the status of the Army installation Short Range Component - Five Year Development Plan submittal requirements to the Federal Capital Improvements Program (FCIP).

c. Ensure the Army installation Director of Public Works knows their responsibility concerning master plan and project submittal, review and approval requirements with both Commissions. This includes projects sponsored by other departments or agencies located on the installation.

d. Ensure the Army installation Director of Public Works schedules early consultation meetings with NCPC and CFA concerning any planning or project design development.

e. Ensure the Army installation Director of Public Works is aware the project is scheduled on the agenda and prepared to provide any required presentations at NCPC and CFA hearings.

f. Provide NCPC and CFA an Army installation point of contact roster to include the Commander and the Director of Public Works.

g. Provide NCPC an Army mailing roster to include MACOM Commanders and other agency or department heads who program projects or provide project management on the Army installation. This roster is used for the FCIP mailings.

h. Provide NCPC an Army mailing roster to include MACOM Commanders and other agency or department heads to receive newsletters, program, and marketing documents from NCPC and CFA.

i. Maintain communication with the Army installation, NCPC, CFA, Director of Public Works, and project managers through electronic media.

CHAPTER 2
REQUIREMENTS

1. THE NATIONAL CAPITAL PLANNING COMMISSION (NCPC).

a. General. In accordance with Chapter 949, Public Act No. 592, NCPC is the central planning agency for the Federal agencies in the NCR. All development policies, plans and programs are to be reviewed and commented upon or approved by the Commission. The Commission fulfills its mission through three principal functions of comprehensive planning, oversight of the Federal capital improvements, and review of Federal construction projects. The Commission sets long-range policies and goals for future Federal development, historic preservation, environmental protection and economic development of the NCR. Also, it reviews and comments on policies, plans and programs prepared by local, state, sub-regional and regional agencies in the NCR. These procedures foster intergovernmental cooperation in the NCR by identifying the types of plans to be reviewed; the Federal and non-Federal agencies to whom the plans are circulated; and the process the Commission follows to consult with the agencies.

b. Affected Army Installations or Departments. The following Army installations are located in the NCR and required to make submittals to NCPC. All construction projects located on these installations are to be submitted, regardless of the sponsoring department or agency.

- (1) Adelphi Laboratory Center, MD.
- (2) Arlington National Cemetery, VA.
- (3) Fort Belvoir, VA.
- (4) Fort Myer Military Community - Fort McNair, DC.
- (5) Fort Myer Military Community - Fort Myer, VA.
- (6) Humphreys Engineer Center Support Activity, VA.
- (7) Walter Reed Army Medical Center - Main Section, DC.
- (8) Walter Reed Army Medical Center - Forest Glen Section, MD.
- (9) U.S. Army Engineer District, Baltimore, Washington Aqueduct Division, DC.

c. Referrals by the Commission.

(1) Plans and Programs of the Commission. The Commission refers for intergovernmental review and comment Federal elements of the Comprehensive Plan for the National Capital and modifications thereto; the proposed Federal Capital

Improvements Program (FCIP) for the NCR; proposed Federal agencies regional plans and major modifications thereto; and other projects/plans proposed on sites outside the major installations in the region.

(2) Plans and Project Designs of Army Installations or Departments. The Army prepares long-range regional plans; installation real property master plans; Short Range and Long Range Capital Investment Strategies; and construction project designs in the region. The Commission requires the review and approval of master plans and construction project designs. These plans and designs are to be submitted by the sponsoring Army installation or department. The Commission, where appropriate, will refer them to the affected Federal and non-Federal agencies for review and comment prior to Commission action. Intergovernmental coordination of the master plans and construction project designs is accomplished as described in the NCPC submission requirements (References: AR 210-70 and AR 415-15).

(3) Plans and Project Designs of Other Federal and Non-Federal Agencies. The Commission circulates the plans and project designs of other Federal and non-Federal agencies to affected Army installations or departments for comments concerning only the impact on Federal interests or functions in the NCR. The Commission refers such plans to affected Army installations or departments and limits the review to a 'Federal interest' review.

(4) Capper-Cramton Lands. The Commission administers a grant-in-aid program for the acquisition of parkland from lands in stream valleys in Maryland and Virginia tributary to the Potomac and Anacostia Rivers. The Commission circulates such plans to affected Army installations or departments for review and comment.

d. The Consultation Process.

(1) Early Consultation. NCPC requests Army installation or department representatives to contact them as early as possible in the planning or design process. Where appropriate, the Commission arranges a joint meeting of all concerned local, state or regional officials with the representatives for a briefing and an opportunity to discuss the proposal prior to any submission. The Army installation or department determines the scheduled agenda date for submitting materials to start the formal review and comment process. Early consultation includes the following discussions.

(a) Determine intergovernmental coordination referral requirements.

(b) Determine the appropriate environmental assessment documentation required. When the determination is made that an EIS is required, then an EIS is

prepared.

(c) Determine the adequacy of the response to Section 106 of the National Historical Preservation Act and the State Historic Preservation Officer (SHPO).

(d) Determine the adequacy of the Statement of Findings for a plan or project located in a floodplain or wetland.

(e) Verify the status of the construction project in the current five-year FCIP.

(f) Establish the types of maps and reports; and the numbers of copies of maps and other documents needed for jurisdiction review and comment.

(g) Establish submission stages; referral or non-referral; and oral presentation requirements.

(h) Establish the content of the submission memorandum. Clarify references to environmental assessment documentation; correspondence to the State Historic Preservation Officer (SHPO) and Statement of Findings; project employment levels and transportation management requirements.

(2) Limitation. Limit discussions to securing information and assistance needed to initiate proper master plan and project design submittals. Avoid actions, decisions or agreements that would preempt DA or USACE requirements.

e. Formal Referral and Consultation.

(1) Timing of Referral. Proposed Army installation or department policies, plans and programs are circulated for intergovernmental review as soon as they are submitted and prior to any action thereon by the Commission. Provide the required copies of maps and other documents needed for jurisdiction review and comment.

(2) Time Period for Review. Proposed real property master plans and certain construction project designs are circulated to affected Federal and non-Federal agencies for a period of 60 days for review and comment.

(3) Response to Formal Referral. Approximately two (2) weeks prior to the scheduled Commission meeting the Executive Director's Recommendation is prepared. All written responses received by the suspense date are considered in the preparation of the Executive Director's Recommendation.

(4) Oral Presentations. In addition to a written response, a presentation may be given before the Commission. Determine the presentation requirements. Submit presentation material for Commission review a minimum ten (10) days prior to the meeting date.

f. Submission Requirements and Commission Meeting Dates for the Calendar Year. The scheduled Commission meeting dates and the Commission submission requirements are updated and distributed annually.

(1) Real Property Master Plan Submission Requirements. The Commission has determined that an approved real property master plan is a required preliminary stage of planning prior to the preparation and submission of construction project designs. The real property master plan serves as the basic planning document to be used for approval of construction projects. The Commission will not approve, or recommend favorably on, construction project designs when there is no approved real property master plan or the project is not shown in its current scope on the master plan. A real property master plan update is required to be submitted when the proposed project or change in scope are not described in the approved master plan on record at the Commission. Submit master plan documents in accordance with the NCPC Master Plan Submission Requirements. This document describes the contents of a real property master plan submission; form of submission to include the number of copies; the coordination and review process; time period for review; pre-submission requirements; amendments or modifications; and review and updating of master plans (References: AR 210-20, AR 210-70, and AR 415-15).

(2) Project Designs Submission Requirements. One of the Commission's principal responsibilities is to coordinate development activities of Federal agencies in the region. It applies to site acquisition; construction or renovation with or without related site improvements; site development to include the following: grading, landscape planting, street or road extensions, improvements involving changes in cartway configurations, and surface parking; and all forms of commemorative work. Ensure the project is shown on an approved real property master plan on record with the Commission. Submit the construction project design as required in the NCPC Project Plan Submission Requirements. This document describes the process for submitting proposed project designs for Commission action; exceptions; submission stages; contents of submission; project plan coordination and review process; time period for review; and delegation of authority to the Executive Director. The Commission will not approve, or recommend favorably on, construction project designs not shown on an approved real property master plan on record or the project is not carried in the FCIP. Notify the ACSIM (DAIM-FDR) of these actions as the delay affects the issuance of design authorizations and programming of funds.

(3) Environmental Policies and Procedures. The Army installations or departments shall direct, to the fullest extent possible, their policies, plans and programs to protect and enhance environmental quality. The Commission's goal is to avoid or minimize adverse environmental impacts. Except for any action determined to be a categorical exclusion, include the Environmental Impact Statement (EIS) or an environmental assessment with the real property master plan and construction project submission. The Commission consults with appropriate Federal and non-Federal agencies and with interested private persons or organizations when its involvement is reasonably foreseeable. The Environmental Affairs Office of the Commission is available to advise the Army installations or departments of studies or other information foreseeably required for later Commission action. Prepare environmental policies and procedures for master plans and project designs in accordance with the NCPC Environmental Policies and Procedures. This document describes definitions; major decision points; Federal involvement; delegations to Executive Director; actions requiring an EIS; actions requiring an Environmental Assessment; categorical exclusions; outline for an Environmental Assessment; and an outline of information for preparation of an EIS (References: AR 200-1, AR 200-2, and AR 415-15).

(4) Antennas On Federal Property in the NCR. The Commission finds that antennas, as well as antenna towers and structures, may adversely impact the landscape, skyline and scenic character of the NCR. The Commission reviews all antennas; and antenna towers and structures on Federal property, regardless of Federal ownership, easement or lease. Prepare submission requirements for antennas in accordance with the NCPC document, Guidelines and Submission Requirements for Antennas on Federal Property In the NCR. This document describes the general criteria applying to antenna installations; exceptions; review by the Executive Director; renewal of antenna approvals; and submission requirements.

g. Army Installation or Department Responsibility. The Army Installation Commander is responsible for meeting agenda milestones, intergovernmental coordination and submission requirements. Prepare the submittal memorandum with the subject and content described as established at the early consultation. Provide submittal documents a minimum fourteen (14) calendar days prior to agenda suspense date. Verify the construction project is carried in the current five-year FCIP to ensure design authorizations and programming of funds continue. When the initial design authorization is received, contact NCPC to establish early consultation; submittal requirements; and FCIP status. Projects requiring both NCPC and CFA review shall be submitted concurrently to ensure comments from both Commissions are available prior to preparing final real property master plan and construction project documents. Should CFA not approve an action, the action cannot go forward through NCPC until

CFA has provided favorable recommendations or approval.

2. THE FEDERAL CAPITAL IMPROVEMENTS PROGRAM (FCIP).

a. General. The Commission reviews the Federal construction investment for the NCR through the five-year FCIP. Each year the Commission prepares and adopts an FCIP that contains the recommended Federal investment for the next five years. The FCIP includes proposed land acquisitions; real property master planning activities; and construction projects. The program is effective for accomplishing intergovernmental coordination to identify potential adverse impacts of Federal projects with state and local agencies at the earliest possible planning stage. The Commission provides specific recommendations on projects, including comments on projects that may be at variance with NCPC policies to include the Federal elements of the Comprehensive Plan for the National Capital. The recommendations are categorized as follows: recommended, recommended for deferral, or recommended for future consideration. The adopted FCIP with the Commission's recommendations is submitted to the Office of Management and Budget (OMB) for consideration in preparing the President's Annual Budget submission to Congress. The FCIP shows the total Federal investment and changes in employment levels in the NCR.

b. Affected Army Installations or Departments. The following Army installations are located in the NCR and required to make submittals to NCPC. All construction projects located on these installations are to be submitted, regardless of the sponsoring department or agency.

- (1) Adelphi Laboratory Center, MD.
- (2) Arlington National Cemetery, VA.
- (3) Fort Belvoir, VA.
- (4) Fort Myer Military Community - Fort McNair, DC.
- (5) Fort Myer Military Community - Fort Myer, VA.
- (6) Humphreys Engineer Center Support Activity, VA.
- (7) Walter Reed Army Medical Center - Main Section, DC.
- (8) Walter Reed Army Medical Center - Forest Glen Section, MD.
- (9) U.S. Army Engineer District, Baltimore, Washington Aqueduct Division, DC.

c. Submission Requirements. Annually, in July of each year, NCPC requires the updated Short Range Component - Five Year Development Plan of the Capital Investment Strategy that includes construction projects be submitted for incorporation into the next five-year FCIP. NCPC circulates the proposed FCIP for review and comment prior to its adoption. Submit construction documentation for projects that have not been entered in the FCIP as soon as the Military Construction Project Data,

DD Form 1391 is completed. This applies to new construction or projects inserted into the Short Range Component - Five Year Development Plan of the Capital Investment Strategy. When the initial design authorization is received, contact NCPC to establish FCIP status.

(1) Capital Improvement Definition. A 'capital improvement' is defined as a non-recurring expenditure or any expenditure for physical facilities, including cost for acquisition of existing buildings, land or interests in land; construction of new buildings or other structures, including additions and major alterations; construction of highways or utility lines; fixed equipment; landscaping; and similar expenditures. These capital improvement expenditures can be funds appropriated by Congress; non-appropriated Federal funds generated from sources, such as retail sales at US postal facilities, military stores, and officer's clubs; funds generated by the private sector for construction on Federal property; or funds generated by the private sector for construction on private land provided the new structure is for occupancy and eventual ownership by the Federal government. Construction projects meeting this definition are submitted.

(2) Exclusions. Relatively minor improvements not having long term impact or are recurring items, such as maintenance or repair are not included in the scope of the FCIP provided they are consistent with the approved real property master plan or construction project design. A detail explanation is provided in the FCIP instruction. Construction projects meeting this definition are excluded.

d. Army Installation or Department Responsibility. Submit plans or projects that meet the capital improvement definition to update the record FCIP prior to the Construction Program Year. Construction project scope changes to be submitted include the following: function; intensity of use; maximum utilization; number of employees; altering interior or exterior character of historic landmarks; or a minimum 10% change in the amount of the original cost estimate (increase or decrease).

(1) Documents. Consult with NCPC to determine the project documentation that needs to be submitted. Acceptable documentation may include the following: The Military Construction Project Data, DD Form 1391, with the financial; employment and occupancy; vehicle circulation and parking; water consumption; waste water output; solid waste disposal; historic preservation; and environmental assessment documentation.

(2) Delayed Project Design. Construction project designs that are submitted without the project being discussed in the FCIP shall be delayed until intergovernmental coordination of the project and consultation with OMB has been

accomplished. Notify the ACSIM (DAIM-FDR) of these actions as the delay affects the issuance of design authorizations and programming of funds. Submit a master plan update when the proposed project or change in scope are not described in the approved real property master plan on record at NCPC.

3. THE COMMISSION OF FINE ARTS (CFA).

a. General. In accordance with Chapter 243, Public Act No. 181; Public Law 99-652; Executive Order 1862, and Executive Order 3524, CFA is responsible for the design of all public and other proposed developments to be paid in whole or in part from Federal or District of Columbia funds. CFA regulates the design quality, public interests, and reasonable control of statues, fountains, and monuments in the District of Columbia or Arlington National Cemetery, VA. CFA regulates the exterior architecture of buildings and grounds.

b. Affected Army Installations or Departments. The following Army installations are required to make submittals to the CFA. All construction projects located on these installations are to be submitted, regardless of the sponsoring department or agency.

- (1) Arlington National Cemetery, VA.
- (2) Fort Myer Military Community - Fort McNair, DC.
- (3) Fort Myer Military Community - Fort Myer, VA.
- (4) Walter Reed Army Medical Center - Main Section, DC.
- (5) U.S. Army Engineer District, Baltimore, Washington Aqueduct Division, DC.

c. Early Consultation. CFA requests Army installation or department representatives contact them as early as possible in the planning or design process. The Army installation or department determines the scheduled agenda date for submitting materials to start the formal review and comment process. Early consultation includes the following discussions.

(1) Determine the appropriate environmental assessment documentation required for Commission action.

(2) Determine the adequacy of the response to Section 106 of the National Historical Preservation Act and the State Historic Preservation Officer (SHPO).

(3) Determine the adequacy of the Statement of Findings for a plan or project located in a floodplain or wetland.

(4) Establish the types of maps and reports; and the numbers of copies of maps

and other documents needed for review and comment.

(5) Establish submission stages and oral presentation requirements.

(6) Establish the content of the submission memorandum. Clarify references to environmental assessment documentation; correspondence to the State Historic Preservation Officer (SHPO) and Statement of Findings; project employment levels and transportation management requirements.

(7) Limit discussions to securing information and assistance needed to initiate proper master plan and project design submittals. Avoid actions, decisions and agreements that would preempt DA or USACE requirements.

d. Meeting Dates. CFA schedules meeting dates the third Thursday of each month. Verify the dates by contacting CFA.

e. Oral Presentations. Establish the procedures to be used to present the proposal before CFA. Submit presentation materials for CFA review a minimum ten (10) days prior to the meeting date.

f. Review with Comment and Approval. CFA review with comments or approvals are separate from NCPC. Should CFA not approve a real property master plan or construction project design, it cannot go forward through NCPC until CFA has provided favorable recommendations or approval.

g. Army Installation or Department Responsibility. The Army Installation Commander is responsible for meeting submittal requirements and agenda milestones. Prepare the submittal memorandum with the subject and content described as established at the early consultation. Provide submittal documents a minimum fourteen (14) calendar days prior to the agenda suspense date. Projects requiring both NCPC and CFA review shall be submitted concurrently to ensure comments from both Commissions are available prior to preparing final real property master plan and construction project design documents.

APPENDIX A

REFERENCES

GOVERNMENT PUBLICATIONS.

Department of the Army:

- | | |
|-----------|--|
| AR 200-1 | Environmental Protection and Enhancement,
February 1997 |
| AR 200-2 | Environmental Effects of Army Actions,
December 1988 |
| AR 210-20 | Master Planning for Army Installations, July
1993 |
| AR 210-70 | Intergovernmental Coordination of DoD Federal
Development Programs and Activities,
December 1984 |
| AR 415-15 | Army Military Construction Program
Development and Execution, August 1994 |
| AR 415-19 | Nonappropriated-Funded Construction Project
Development and Approval, June 1990 |

PUBLIC LAWS.

- | | |
|--|---|
| Chapter 243, Public Act No.
181 (H.R. 19962), 40 U.S.C.
104, 36 STAT 371, 61st
Congress | An Act Establishing a Commission of Fine Arts,
as amended, 1910 |
| Chapter 949, Public Act No.
592 (H.R. 7502), 40 U.S.C.
72, 66 STAT 781, 82nd
Congress | District of Columbia - National Capital Park and
Planning Commission, 1952, as amended |

PUBLIC LAWS.

Public Law 89-665	Historical Preservation Act, 1966, as amended
Public Law 99-652 (H.R. 4378), 40 U.S.C. 1001, 99th Congress	Standards for the Placement of Commemorative Works, District of Columbia, 1986

EXECUTIVE ORDERS.

Executive Order 1862	November 1913
Executive Order 3524	July 1921

NONGOVERNMENT PUBLICATIONS.

National Capital Planning Commission
801 Pennsylvania Avenue, N.W., Suite 301
Washington, DC 20576
Telephone: 202-482-7243
Uniform Resource Locator (URL): <http://www.ncpc.gov>

National Capital Planning Commission Submission Requirements and Commission Meeting Dates For the Calendar Year	Updated Annually, Available at URL: http://www.ncpc.gov
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Procedures for Intergovernmental Cooperation in Federal Planning in the National Capital Region	Adopted September 1983, Amended November 1985, Available at URL: http://www.ncpc.gov
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Master Plan Submission Requirements	Approved September 1984, Amended November 1994, Available at URL: http://www.ncpc.gov
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Project Plans Submission
Requirements

Approved October 1991, Available at URL:
<http://www.ncpc.gov>

Environmental Policies and
Procedures

Adopted September 1979, Amended October
1982, Available at URL: <http://www.ncpc.gov>

Revised Guidelines and
Submission Requirements
for Antennas on Federal
Property in the National
Capital Region

Approved January 1988, Amended November
1997, Available at URL: <http://www.ncpc.gov>

Instructions for the
Preparation and Submission
of Capital Budgets and
Capital Improvements
Programs for the National
Capital Region

Updated Annually, Available at URL:
<http://www.ncpc.gov>

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The Commission of Fine Arts
Agenda and Meeting Date

Issued Every Month