



Defense Logistics Agency **INSTRUCTION**

DLAI 4165.03
Effective June 4, 2014

DS

SUBJECT: Enterprise Real Property Master Planning

References: Refer to Enclosure 1

1. PURPOSE. This Instruction:

a. Reissues the Defense Logistics Agency (DLA) Instruction 4209, “Installation Master Planning” Reference (a) in accordance with (IAW) the authority in EO 13327, “Federal Real Property Asset Management” Reference (j), Title 5 United States Code (USC) Section 306, “Agency Strategic Plans” Reference (k), the Department of Defense (DoD) Instruction 4165.70, “Real Property Management” Reference (b) to update policy, responsibility, and procedures for Master Planning, the preparation of Area Development Plans (ADP), Real Property Master Plans (RPMP) and other infrastructure planning documents.

b. Establishes the requirement to develop and maintain an Enterprise Real Property Infrastructure Plan (ERPIP). Adopts and establishes the Enterprise Real Property Master Planning (ERPMP) strategy with Director, DLA Installation Support (DS-D) as proponent, and the means and methodology to accomplish the most effective level of planning for infrastructure utilization and investment at all levels of the Agency.

c. Establishes the Installation Planning Board (IPB), in accordance with (IAW) the authority in Reference (a) and (d). The IPB advises the Installation Commander/Director on priorities, future plans, amendments, long-range policies, strategies, programs, and short-range development project requirements and prepares and evaluates development alternatives.

d. Establishes the Area Planning Team (APT) as the advisory body to provide input relating to current and future real property infrastructure requirements, utilization and capital investment strategy input.

e. Establishes the DLA Infrastructure Planning Website on the unclassified DLA intranet (.mil domain) and the Internet (public domain). The DLA intranet website is the official DLA

authoritative source for DLA approved ADP and RPMP and is accessible only to DLA employees via a valid Common Access Card (CAC).

f. Establishes requirements for Master Planning training.

2. APPLICABILITY. This Instruction applies to all DLA activities and tenants that require commitment to provide Defense Working Capital Fund (DWCF) resources or appropriated or non-appropriated funding to construct entirely new real property or additions, as well as to re-assign, maintain, improve, or dispose of existing real property to include release, transfer and demolition.

3. DEFINITIONS. See Glossary, Part II.

4. POLICY. It is DLA policy that:

a. This instruction implements DoD Directive 4165.06 Reference (b) and Unified Facility Criteria (UFC) 2-100-01 Reference (d).

b. The ERPMP is a strategy to analyze the collective real property requirements of all DLA Host and Tenant Site activities as a whole versus traditional singular mission focused organizational units. This approach takes into consideration interests of all the DLA and its tenants on DLA hosted Sites as well as interests of Military Departments (MILDEPs) as hosts. ERPMP should result in a continuous and intelligent infrastructure growth, reduction or status quo as required across the entire DLA infrastructure portfolio. Plans developed at the installation level provide the necessary building blocks when viewed in the context of Primary Level Field Activity (PLFA) RPMP and Headquarters (HQ) DLA ERPIP. For instance, ERPMP integrates infrastructure planning and materiel utilization both vertically as well as horizontally. This in turn allows for a fully synchronized infrastructure planning process from top to bottom throughout the Agency. The ERPMP is specifically intended to:

(1) Fully relate infrastructure to the mission requirements

(2) Provide for integrated and coordinated infrastructure portfolio management

(3) Provide short-term and long-term common infrastructure views

(4) Promote effective Military Construction (MILCON) and Sustainment, Restoration and Modernization (SRM) investment

(5) Promote cooperation among the DLA PLFAs

(6) Identify greater opportunities for consolidation of facility requirements

- (7) Identify potential economies in operating costs
- (8) Clarify and improve relationships with MILDEP host, and
- (9) Establish overall schedules for replacement of infrastructure enterprise-wide

c. Master planning is an essential element in building comprehension of the DLA infrastructure portfolio, its mission support requirements, the capital investment strategies necessary to sustain it and the opportunities to optimize infrastructure and control cost.

d. The real property infrastructure planning documents shall support the goals and objectives of the DLA and DoD strategic and operational plans, business plans and all other applicable agency guidance documents. The ERPMP approach addresses the real property infrastructure planning related activities at all levels from the installation level to the DLA HQ level. This overarching methodology incorporates installation level real property master planning by comprehensively integrating it with strategic and enterprise-wide infrastructure planning efforts such as:

- (1) PLFA facilities planning IAW global mission requirements
- (2) Infrastructure Optimization
- (3) Ongoing DLA and DoD strategic planning, programs, and initiatives

e. The ERPMP process shall include the continual collection of pertinent real property and operational information affecting the installation RPMP or ADP and provide any resultant changes to affected stakeholders.

f. All personnel engaged in the master planning functions shall, at a minimum, be familiar with the guidance provided in the UFC 2-100-01, Reference (d) and ensure that its requirements are considered in the development process as appropriate. DLA shall provide master planning training for key personnel IAW Reference (l) using curricula developed either in-house or through the United States Army Master Planning Institute, towards a goal of at least 4 hours of training for Site Directors, Regional Directors and Regional Commanders, before or within the first six months of assuming command/duty, and 32 hours of biennial training for master planners. This training goal shall comport with the requirements of the American Institute of Certified Planners. These training requirements shall be superseded by updates to Reference (c).

g. The ERPMP designates two categories of installations:

- (1) Host Sites –DLA managed and operated installations, acting as host for the Department of the Army. These Sites include Defense Depot New Cumberland, PA, Defense Depot San Joaquin, CA, Defense Supply Center Richmond, VA and Defense Supply Center Columbus, OH. These sites require RPMPs.

(2) Tenant Sites –MILDEP managed and operated installations where the DLA is assigned real property for use. These sites require ADPs. A subset of the Tenant Site is where a PLFA is a tenant and includes Battle Creek, Michigan and Philadelphia, Pennsylvania. The PLFA Tenant Sites require a RPMP that networks all ADPs for sites where the PLFA has real property responsibilities into a comprehensive system that fully integrates with strategic and enterprise-wide infrastructure planning efforts.

h. PLFA RPMP shall network all ADPs into a comprehensive system that fully integrates with strategic and enterprise-wide infrastructure planning efforts.

i. The ERPIP shall network all PLFA RPMP into a comprehensive system fully integrating strategic and enterprise-wide infrastructure planning efforts.

j. DWCF or appropriated funds shall not be requested or issued to improve, repair, expand, construct or dispose of real property that is not in agreement with the final ERPIP, RPMP and ADP without DS-D approval, except in cases impacting life, health, and safety or emergency repair.

k. Master planners may update published ADP or RPMP at any time. ADP and RPMP documents shall be reviewed prior to the 5 year anniversary of their publication date to ensure they are current and consistent with policy, vision and mission. Changes to planning documents by the master planner are allowed to comply with “Time sensitive” actions that are:

(1) Directed by Executive Order (EO)

(2) Directed by the Secretary of Defense (SECDEF) or the Deputy Secretary of Defense (DEPSECDEF)

(3) A matter of urgent national security as determined by the SECDEF or the DEPSECDEF

(4) Directed by the Director, DLA

(5) Required by recent (less than 90 days) change in law, statute, or regulation or

(6) Necessary to prevent imminent danger to person or property

l. Classified Plans will remain under the domain of DLA Intelligence.

5. RESPONSIBILITIES. See Enclosure 2.

6. PROCEDURES. See Enclosure 3.

7. INFORMATION REQUIREMENTS. The ERPIP, RPMP and ADP shall collect the information outlined in UFC 2-100-01, Chapter 3, Reference (d). In addition, planning documents shall include, at a minimum:

a. Infrastructure requirements for all DLA and tenant activities. Included data shall:

- (1) Identify tenant activities, other customers and their missions
- (2) Identify condition rating of real property assets and support equipment
- (3) Identify environmental and sustainability requirements
- (4) Provide a “needs” assessment
- (5) Develop vision, goals and objectives to support the mission, and
- (6) Prepare alternatives

b. The Capital Investment Strategy is the methodology for funding the development program and is specific to DLA. This section includes the following elements: 1) short-range development plan (1-6 years); 2) medium-range development plan (7-12 years); and 3) long-range development plan (13-20 years) which makes up the Capital Improvements Plan (CIP).

c. An ERPIP and RPMP shall include all requirements in DLA Instruction 4102, Reference (e) DLA Instruction 4204, Reference (f), and DLA Regulation 1000.22, Reference (g). Sustainability planning shall include all requirements in EO 13514 Reference (h).

d. A real property and support equipment condition assessments will be performed using a baseline visual inspection of building components using BUILDERtm or approved equivalent methodology. Inspectors will use the direct rating inspection method to assess component conditions with respect to reliability, current condition and anticipated remaining service life. For building components that cannot be seen, such as concrete pillars, foundations and superstructures, the BUILDERtm life-cycling or approved equivalent approach will be used to determine conditions and investment strategies.

8. INTERNAL CONTROLS. These specific internal controls will be used to monitor DLA compliance with this Issuance.

a. Program budget review (PBR) submissions shall be authenticated against final RPMP and ADP.

b. HQ staff summary sheets and comment matrix for the final planning document review in the Task Management Tool (TMT), will be published with the final approved document.

c. Minutes from IPB, APT and data collection meetings will be published with the final approved planning document.

d. Final ERPIP, RPMP and ADP will be published on DS-D CAC controlled web page or shared drive.

9. RELEASEABILITY. UNLIMITED. This instruction is approved for public release and is available on the Internet from the DLA Issuances Internet Website.

10. EFFECTIVE DATE. This Instruction:

a. Is effective on June 4, 2014.

b. Must be reissued, cancelled, or certified current within 5 years of its publication in accordance with DLAI 5025.01, DLA Issuance Program. If not, it will expire effective June 4, 2024 and be removed from the DLA Issuances Website.

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Director, DLA Strategic Plans and Policy

Enclosures

Enclosure 1 - References

Enclosure 2 – Responsibilities

Enclosure 3 – Procedures

Glossary

TABLE OF CONTENTS

ENCLOSURE 1: REFERENCES.....	8
ENCLOSURE 2: RESPONSIBILITIES.....	9
ENCLOSURE 3: PROCEDURES.....	13
OFFICE OF PRIMARY RESPONSIBILITY	13
ANNUAL GUIDANCE.....	13
DLA TENANT SITE PLANNING	13
HOST SITE PLANNING	14
APPROVAL AND ISSUE.....	16
TABLES	
1. Timelines for Coordination and Completion of Planning Documents	17
2. ADP Required Tenant Sites.....	18
GLOSSARY	
PART I: ABBREVIATIONS AND ACRONYMS	20
PART II: DEFINITIONS.....	21

ENCLOSURE 1

REFERENCES

- (a) DLA Instruction 4209, "Installation Master Planning," October 29, 2004, Modified October 31, 2008 (hereby cancelled)
- (b) DoD Directive 4165.06, "Real Property," November 18, 2008
- (c) DoD Instruction 4165.70, "Real Property Management," April 6, 2005
- (d) Unified Facilities Criteria 2-100-01, "Installation Master Planning," May 15, 2012
- (e) DLA Instruction 4102, "Environmental Compliance," January 28, 2010
- (f) DLA Instruction 4204, "Energy Resource Management," April 1, 2010
- (g) DLA Regulation 1000.22, "Environmental Considerations in DLA Actions," December 2, 2011
- (h) Executive Order 13514, "Federal Leadership in Environmental, Energy, and Economic Performance," Section 2(d)(e)(f)(g) October 5, 2009
- (i) AR-210-20, "Real Property Master Planning for Army Installations," May 15, 2005
- (j) Executive Order 13327 "Federal Real Property Asset Management"
- (k) 5 USC 306, "Agency Strategic Plans," 2006
- (l) Memorandum for Secretaries of the Military Departments, Defense Logistics Agency Director, Washington Headquarters Services, "Installation Master Planning," May 28 2013
- (m) TM 5-803-1, "Installation Master Planning," June 13, 1986

ENCLOSURE 2

RESPONSIBILITIES

1. DIRECTOR, DLA. The Director of DLA will:

a. Encourage participation by all DLA activities in the preparation and execution of ERPIP, RPMP and ADP.

b. Delegate to the Director of Installation Support (DS-D) the authority to execute documents for the acquisition or divestiture of real property; approving ERPIP, RPMP and ADP for final issue; approve requests for working capital funds or appropriated funds for projects not captured in the ERPIP, RPMP or ADP.

2. DIRECTOR, DLA INSTALLATION SUPPORT (DS-D). The DS-D will:

a. Establish, manage and administer the DLA Installation Master Planning Program.

b. Approve and authenticate all acquisitions or divestiture of DLA real property.

c. Designate the Tenant Sites required to develop and submit an ADP. See Table 2 for a list of sites.

d. Promote coordination among DS components in the application of comprehensive planning strategies through facility and infrastructure development, to include planning, programming, construction, reuse, real estate actions, operations/maintenance and divestiture.

e. Approve and authenticate all final ERPIP, RPMP and ADP for issue.

f. Provide funding for CONUS ADPs and the ERPIP that result in a comprehensive system that fully integrates with strategic and enterprise-wide infrastructure planning efforts.

g. Review and coordinate on ERPIP, RPMP and ADP IAW the timeframes and procedures established in Table 1 of this Instruction.

h. Maintain a common repository of ERPIP, RPMP and ADP that is readily accessible to all stakeholders.

i. Adhere to final planning documents and recognize the importance of real property resources through increased management attention, the establishment of clear goals and objectives, improved policies and levels of accountability.

3. DIRECTOR, DLA LOGISTICS OPERATIONS (J3). The Director, DLA Logistics Operations will:

a. Provide DS-D access to Combatant Command's Theater Campaign Plans and Theater Posture Plans.

b. Coordinate on an ongoing basis with Staff Director of DS-I under the authority, direction and control of DS-D on decision criteria to improve, repair, expand, construct or divestiture of real property.

c. Review and coordinate on ERPIP, RPMP and ADP within the timeframes and procedures established in Table 1 of this Instruction.

d. Initiate and coordinate infrastructure planning for real property that requires commitment to provide DWCF or appropriated funding to construct, maintain, improve or the divestiture of real property outside the continental United States (OCONUS).

e. Provide funds, oversight and resources necessary to accomplish required and assigned real property infrastructure planning OCONUS.

4. DIRECTOR, DLA FINANCE (J8). The Director, J8 will:

a. Compile and publish annual PBR guidance for PLFAs each January based on DoD Strategic Planning and Joint Programming guidance. This guidance shall establish parameters for PLFAs to prepare detailed, short-term (1-6 years), mid-term (7-12 year) and long-term (13-20 years) operational and installation support objectives and investment plans.

b. Approve and authenticate against the final issued ERPIP, RPMP and ADP all requests for funds to improve, repair, expand, construct or dispose of real property. DWCF or appropriated funds shall not be used to improve, repair, expand, construct or dispose of real property that is not in agreement with the final ERPIP, RPMP and ADP.

c. Review and coordinate on ERPIP, RPMP and ADP within the timeframes and procedures established in Table 1 of this Instruction.

5. DIRECTOR, DLA INTELLIGENCE (DI). The Director, DI will review planning documents for proper classification and OPSEC concerns.

6. PLFA COMMANDERS AND DIRECTOR. The PLFA Commanders/Director will:

a. Prepare and maintain a RPMP that provides a view of PLFA mission support requirements worldwide.

b. Provide funding for RPMP and network all ADPs into a comprehensive system that fully integrates with strategic and enterprise-wide infrastructure planning efforts.

c. Appoint a chair for an IPB or APT. Convene an IPB or APT at least annually to ensure the RPMP and ADP are living documents that are kept relevant with current needs and requirements.

d. Approve all courses of action proposed in draft planning documents submitted to the Director of Installation Support for staffing and issuance.

e. Coordinate on an ongoing basis with Director, Installation Support on resource constraints, mission changes, or environmental, social or political conditions impacting installation infrastructure.

f. Delegate authority to his/her principal deputies or planning representative.

g. Review and coordinate on ERPIP, RPMP and ADP within the timeframes and procedures established in Table 1 of this Instruction.

h. Adhere to final planning documents and recognize the importance of real property resources through increased management attention, the establishment of clear goals and objectives, improved policies and levels of accountability.

i. Prepare and maintain ADPs of Tenant sites within the Continental United States (CONUS).

7. DLA REGIONAL COMMANDER (J3). The Regional Commander under the authority, direction and control of the Director, DLA Logistics Operations will:

a. Chair the APT.

b. Prepare and maintain the ADPs of OCONUS Tenant sites.

c. Coordinate with the MILDEP on behalf of DLA.

8. DS SITE/REGIONAL DIRECTORS. The DS Site/Regional Directors under the authority, direction and control of the DS-D will:

a. Support the respective PLFA in the development, update and execution of the RPMP for the installation to which their services are dedicated.

b. Coordinate with the PLFA to convene an IPB or APT annually to ensure the RPMP and ADP are living documents that are kept relevant with current needs and requirements.

c. Coordinate on an ongoing basis with DS-I under the authority, direction and control of DS Director on resource constraints, mission changes, or environmental, social or political conditions impacting installation infrastructure.

d. Adhere to final planning documents and recognize the importance of real property resources through increased management attention, the establishment of clear goals and objectives, improved policies and levels of accountability.

9. STAFF DIRECTOR, DS-I. The Staff Director, DS-I under the authority, direction and control of the DS-D will:

a. Develop real property master planning policy and guidance.

- b. Advise DS-D on the DLA infrastructure portfolio, the portfolio's mission support requirements, the capital investment strategies necessary to sustain the portfolio and the opportunities to optimize infrastructure and control cost.
- c. Coordinate and integrate enterprise wide infrastructure initiatives.
- d. Provide review of ERPIP, RPMP and ADP for compliance with the referenced directives, and this Instruction prior to final approval and issuance.
- e. Maintain a DLA web-based repository for all endorsed and approved ERIP, RPMP and ADP.

ENCLOSURE 3

PROCEDURES

1. OFFICE OF PRIMARY RESPONSIBILITY (OPR).

a. The OPR for the ERPMP is DS and the coordinating office within DS is DS-I. DS-I develops, publishes and updates ERPMP policy and guidance.

b. DS-I will coordinate with J3 on strategic programs and initiatives as they relate to DLA real property infrastructure. To perform this function, DS-I will actively participate in the various strategic planning and implementation events, provide a common infrastructure view, advise DLA leadership and track DLA efforts to plan for mission requirements, strategic programs or initiatives.

2. ANNUAL GUIDANCE. Each January, J8 will compile and publish annual PBR guidance for the PLFAs based on DoD Strategic Planning guidance and Joint Programming guidance. This guidance establishes parameters for PLFAs to prepare detailed, short-term (1-6 years), mid-term (7-12 years) and long-term (13-20 years) operational and installation support objectives and investment plans. HQ DLA program managers for MILCON, SRM, installation energy, family housing and real property will provide instructions to assist PLFAs in preparing PBR documents.

3. DLA TENANT SITE PLANNING.

a. For the DLA Tenant Sites as designated in Table 2, an ADP is required and all DLA activities shall collaborate on its production and maintenance. The ADP shall be developed IAW the MILDEP host installation master plan guidance. Concurrence from the MILDEP host installation on the draft ADP shall be obtained prior to submission for compliance review and HQ staffing.

b. Within CONUS, the DS Regional Director will facilitate the development of CONUS DLA Tenant Site ADPs in cooperation with the PLFA having the responsibility for coordination with the MILDEP on behalf of DLA. The DS Regional Director will provide funding, oversight and resources necessary to accomplish required and assigned real property infrastructure planning.

c. The J3 Regional Commander will oversee the development of OCONUS DLA Tenant Site ADP and will be responsible for coordination with the MILDEP on behalf of DLA. The J3 Regional Commander will provide funding, oversight and resources necessary to accomplish required and assigned real property infrastructure planning.

d. The process of the ADP is outlined in UFC 2-100-1, Reference (d) and supported by AR-210-20 "Real Property Master Planning for Army Installations," Reference (i) and Technical Manual 5-803-1, "Installation Master Planning," Reference (m).

e. The APT:

(1) Shall be chaired by the Regional Commander OCONUS or the PLFA having the responsibility for coordination with the MILDEP on behalf of DLA CONUS. The APT will be composed of the following voting members:

- (a) The Chair
- (b) DS Regional Director
- (c) Representative from each DLA Activity assigned real property at the installation

(2) The APT will also include non-voting subject matter experts in:

- (a) Security & Emergency Services
- (b) Safety
- (c) Environmental matters
- (d) Energy
- (e) PLFA DS Master Planner CONUS
- (f) Regional DS Master Planner OCONUS
- (g) Engineers, Civil, Structural, Mechanical, etc.
- (h) Engineers, Information Technology and Communication
- (i) Mission Operations

(3) The Chair may invite non-voting guests to APT meetings. Guests may include representatives of U.S. or host nation governments, representatives of planning agencies in the community, non-governmental groups, federally recognized tribes, Alaska native corporations, native Hawaiian organizations and property or business owners in the community affected by APT planning decisions. For installations with a high number of historically significant properties, it is recommended that the installation cultural resource manager be invited as a non-voting APT member.

(4) Mission-specific requirements may allow the Chair to override composition and voting members of the APT as appropriate.

4, HOST SITE PLANNING

a. The PLFA Host shall provide funding and operational mission requirements that impact DLA real property infrastructure to the DS Site Director to initiate the RPMP review process.

b. The PLFA RPMP shall network capabilities at all ADP tenant sites where the PLFA has real property accountability.

c. The process of the RPMP is outlined in UFC 2-100-1 Reference (d), AR-210-20 “Real Property Master Planning for Army Installations” Reference (i) and Technical Manual 5-803-1 “Installation Master Planning” Reference (m).

d. The IPB

(1) Shall be chaired by the PLFA Host and be composed of the following voting members:

(a) The Chair

(b) DS Site Director

(c) Representative from each DLA Activity assigned real property at the installation

(2) The IPB shall also include subject matter experts in:

(a) Chief, Security & Emergency Services

(b) Safety

(c) Environmental Matters

(d) Energy

(e) PLFA DS Master Planner

(f) HQ DS Master Planner

(g) Engineers, Civil, Structural, Mechanical, etc.

(h) Information Technology and Communication

(i) Mission Operations

(j) Quality

(3) The Chair may invite guests to IPB meetings. Guests may include representatives of U.S. or host nation, representatives of planning agencies in the community, non-governmental groups, federally recognized tribes, Alaska native corporations, native Hawaiian organizations and property or business owners in the community affected by IPB planning decisions. For installations with a high number of historically significant properties, it is recommended that the installation cultural resource manager be a non-voting IPB member.

(4) Mission-specific requirements may allow the Chair to override composition and voting members of the IPB as appropriate.

5. APPROVAL FOR ISSUE. The DS-D will issue final ERPIP, RPMP and ADP through the following procedure:

a. ADP alternative courses of action must be reviewed and concurred with by the MILDEP IPB prior to HQ compliance review and staffing.

b. The APT or IPB will hold an in progress review (IPR) meeting to reach agreement on the possible courses of action.

c. The Regional Commander at OCONUS Tenant Sites shall approve alternate and preferred courses of action.

d. The PLFA Commander at CONUS Host Sites shall approve the alternate and preferred courses of action.

e. The PLFA Commander at CONUS Tenant Sites having the responsibility for coordination with the MILDEP on behalf of DLA must provide approval for the proposed courses of action that have been voted on by all DLA Activities assigned real property responsibilities at the site. Coordination between PLFA commanders is critical to the enterprise approach to infrastructure planning.

f. The draft planning document is submitted to HQ DS-I for a compliance review with current DoD and DLA publications. Noncompliant planning documents will be returned to the either the IPB or the APT for updates and correction.

g. Compliant draft planning document will be routed through DS-S and DLA Intelligence (DI) for proper document designation/handling (i.e. For Official Use Only).

h. Compliant draft planning documents will be routed through the HQ TMT by the DS-D for review by J-Codes, and D-Codes IAW the coordination matrix in Table 1.

i. DS-I consolidates comments and provides to the IPB or APT for preparation of the final RPMP or ADP.

j. Once the final comments are adjudicated, the final planning documents are sent to the DS-D for issuance.

k. Final planning documents will be routed through the TMT by the DS-D for posting IAW the coordination matrix in Table 1.

l. The final planning document is published on DS-I CAC controlled web page or share drive.

TABLE 1: TIMELINES FOR COORDINATION AND COMPLETION OF PLANNING DOCUMENTS

STAGE IN THE PLANNING DOCUMENT APPROVAL PROCESS (Steps are to be completed in sequential order.)	Number of Workdays by Plan Type ¹			
	ADP	RPMP	Planning Standards	ERPIP
STAGE 1: DATA COLLECTION AND PLAN PREPARATION. Installation existing conditions, requirements, operations, vision and goals.				
From: Date PLFA, DS Regional Director, Regional Commander requests action.				
To: Date field data collection and requirement determination.	5	10	5	5
Date IPB/APT meets to review alternative courses of action. ² (35% draft)	31	2	2	5
Date draft documents prepared and distributed to stakeholders.	28	63	28	55
Date IPB/APT review and recommend preferred course of action. ³ (60% draft)	5	10	5	20
Total Time for Pre-coordination	69	85	40	85
STAGE 2: COMPLIANCE REVIEW. Submit draft via email for review against DoD, EO, and UFC.				
From: Date IPB/APT Chair requests formal coordination and provides draft Plan.				
To: Date Review comments or status issued to Chair.	10	20	10	20
Date Required corrections made to Plan. ⁴	10	10	10	10
Total Time for Formal Coordination	20	30	20	30
STAGE 3: HQ STAFFING. Obtain pre-issue coordination via TMT and Comment Matrix, adjudicate comments, and update draft.				
From: Date DS-D request collaboration on Draft Planning Document.				
To: Date J-Codes complete review.	20	40	20	40
Date D-Codes complete review.	10	20	15	20
Date DS-I (MILCON, SRM, Energy, Real Property, Environmental, etc.) completes review.	5	10	10	10
Date DS-D returns concurs/non-concurs to Chair for Final Plan.	5	10	5	10
Total Time for Pre-issue Coordination	30	60	35	60
STAGE 4: FINAL DOCUMENT. Preferred Course of Actions is finalized.				
From: Date DS-D returns comments and concurrence to Chair.				
To: Date Chair compiles Final Planning Document.	15	30	15	30
Date Repeat STAGE 3 DS-D request collaboration on Final Planning Document.	30	60	35	60
Date Final Planning Document Published on DS Webpage or Share Drive.	5	5	5	5
Total Time for Issuing	50	95	55	95
Total Workdays from Data Collection to Issuing	140	270	155	270
<p>1. Workdays shown are the maximum for most sites. They may be shortened for urgent actions or lengthened for large or complex sites.</p> <p>2. ADP requires approval from MILDEP on all alternate courses of action. Time is estimated and may be lengthened for obtaining MILDEP approval on all draft ADP Courses of Action.</p> <p>3. Collaboration in person, by telephone conference or Video teleconference.</p> <p>4. Coordination of corrections may require the repeat of STAGE 1.</p>				

TABLE 2: DLA TENANT SITES REQUIRING ADP

Site			Responsible Party/Agency					MILDEP		
			Distribution Services	Disposition Services	Land & Maritime	Troop Support	Aviation		HQ	Regional Command
1	CONUS	Aberdeen, MD		X						Marine
2	CONUS	Anniston, AL	X							Army
3	CONUS	Albany, GA	X							Marine
4	CONUS	Barstow, CA	X							Marine
5	CONUS	Cherry Point, NC	X							Marine
6	CONUS	Colorado Springs, CO		X						Army
7	CONUS	Corpus Christi, TX	X							Navy
8	CONUS	Elgin, FL		X						Air Force
9	CONUS	Fort Belvoir, VA						X		Army
10	CONUS	Hill, UT					X			Air Force
11	CONUS	Huntsville, AL					X			Air Force
12	CONUS	Jacksonville, FL	X							Navy
13	CONUS	Great Falls, MT		X						
14	CONUS	Minot, ND		X						Air Force
15	CONUS	Norfolk, VA	X							Navy
16	CONUS	Oklahoma City, OK					X			Air Force
17	CONUS	Philadelphia, PA				X				Navy
18	CONUS	Polk, LA		X						Army
19	CONUS	Portsmouth, NH			X					Navy
20	CONUS	Puget Sound, WA	X							Navy
21	CONUS	Red River, TX	X							Army
22	CONUS	Riley, KS		X						Army
23	CONUS	San Antonio, TX		X						Army
24	CONUS	San Diego, CA	X							Navy
25	CONUS	Sparta, WI		X						

TABLE 2: DLA TENANT SITES REQUIRING ADP CONTINUED

Site			Responsible Party/Agency					Regional Command	MILDEP
			Distribution Services	Disposition Services	Land & Maritime	Troop Support	Aviation		
26	CONUS	Tobyhanna, PA	X						Army
27	CONUS	Tucson, AZ		X					Air Force
28	CONUS	Warner Robins, GA	X						Air Force
29	OCONUS	Germany						X	Joint Base
30	OCONUS	Guam						X	Joint Region
31	OCONUS	Afghanistan						X	Joint Base
32	OCONUS	Alaska						X	Army & Air Force
33	OCONUS	Hawaii						X	Joint Base
34	OCONUS	Italy						X	Navy
35	OCONUS	Japan						X	Navy & Marine
36	OCONUS	South Korea						X	Army
37	OCONUS	Bahrain						X	Joint Base
38	OCONUS	Singapore						X	Navy
39	OCONUS	Thailand						X	Navy

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ADP	Area Development Plan
APT	Area Planning Team
AR	Army Regulation
CAC	Common Access Card
CIP	Capital Improvement Plan
CIS	Capital Investment Strategy
CONUS	Continental United States
DEPSECDEF	Deputy Secretary of Defense
DI	DLA Intelligence
DLA	Defense Logistics Agency
DLAI	DLA Instruction
DoD	Department of Defense
DS	Installation Support
DWCF	Defense Working Capital Fund
DS-D	Director Installation Support
DS-I	Staff Director Installation Support
EO	Executive Order
ERPIP	Enterprise Real Property Infrastructure Plan
ERPMP	Enterprise Real Property Master Planning
HQ	Headquarters
IAW	In accordance with
IPB	Installation Planning Board
IPR	In Progress Review
J3	Logistic Operations
J8	Finance
MILCON	Military Construction
MILDEP	Military Department
OCONUS	Outside the Continent of the U.S
OPR	Office of Primary Responsibility
PBR	Program Budget Review
PLFA	Primary Level Field Activities
RPMP	Real Property Master Plan
SECDEF	Secretary of Defense
SRM	Sustainment Restoration & Modernization
TM	Technical Manual
TMT	Task Management Tool
UFC	Unified Facilities Criteria
USC	United States Code

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purposes of this Instruction, only.

Area Development Plan. A comprehensive long-term strategy for DLA tenants on MILDEP sites.

Area Planning Team. A board formed to ensure the orderly development and management of the Tenant Site real property in support of the policy, vision and mission.

Building Inventory and Conditions Study. A list and description of the facilities used by DLA at a specific site or location and a descriptive overview of their current physical condition.

Capital Improvement Plan. This is the plan implementation program development schedule for 1) Short Range Development Plan (1-6 years); 2) Medium Range Development Plan (7-12 years); 3) Long Range Development Plan (13-20 years).

Capital Investment Strategy. This is the plan implementation funding program for 1) short range development plan (1-6 years); 2) medium range development plan (7-12 years); 3) long range development plan (13-20 years).

Enterprise Real Property Infrastructure Plan. The plan for continuous and intelligent infrastructure growth, reduction or status quo as required across the entire DLA infrastructure portfolio.

Installation Planning Board. A board formed to ensure the orderly development and management of the Host Site real property in support of the policy, vision and mission.

Planning Standards. As defined in Reference (d) Chapter 3 Master Planning Process and Products.

Real property master plan. A comprehensive long-term strategy.

Publish. For the purpose of this instruction is approved for issuance.

Support Equipment. Built-in equipment that would be eligible for MILCON funding. (e.g. HVAC, boilers, drinking water fountains, automated fire suppression systems).

Needs Assessment. Identifies capabilities needed to perform required functions, highlights deficiencies in a functional capability and documents the results of the analysis.

Infrastructure Requirements. Tie infrastructure to mission through the needs assessment