

**Management**

# **Army Stationing and Installation Plan (ASIP)**

**Headquarters  
Department of the Army  
Washington, DC  
29 October 1993**

**Unclassified**

# ***SUMMARY of CHANGE***

AR 5-18

Army Stationing and Installation Plan (ASIP)

This regulation--

- o Assigns responsibilities to the Assistant Chief of Staff for Installation Management as the Army Stationing and Installation Plan (ASIP) proponent (para 14).
- o Establishes responsibilities of HQDA staff agencies for providing source data to the ASIP (paras 1-5, 1-6, 1-7, and 1-8).
- o Assigns responsibilities to major Army commands (MACOM) and installations for reviewing ASIP reports and submitting recommended changes (para 1-11).
- o Designates the Administrative Assistant to the Secretary of the Army (AASA) as the MACOM commander for HQDA (para 1-12).
- o Establishes and recognizes the ASIP as the source for official Headquarters, Department of the Army (HQDA) authorized planning populations by location and fiscal year (para 2-1).
- o Defines the elements of the ASIP system (paras 2-2, 2-3, and 2-4).
- o Establishes the ASIP Review Committee (ARC) (para 1-13).

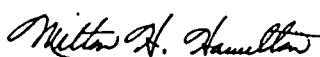
Management

## Army Stationing and Installation Plan (ASIP)

By Order of the Secretary of the Army:

GORDON R. SULLIVAN  
General, United States Army  
Chief of Staff

Official:



MILTON H. HAMILTON  
Administrative Assistant to the  
Secretary of the Army

**History.** This UPDATE printing publishes a new publication.

**Summary.** This regulation prescribes policies, procedures, preparation, and responsibilities for total management of the Army Stationing and Installation Plan (ASIP), database, and the ASIP Installation Report. It also establishes the ASIP Review Committee (ARC) to oversee the entire ASIP process and

to provide guidance and feedback to the proponents of other automated systems from which the ASIP draws data.

**Applicability.** This regulation applies to the Active Army, the Army National Guard (ARNG), and the U.S. Army Reserve (USAR).

**Proponent and exception authority.** The proponent of this regulation is the Assistant Chief of Staff for Installation Management (ACSIM). The ACSIM has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The ACSIM may delegate this authority in writing to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

**Army management control process.** Internal control systems. This regulation is not subject to the requirements of AR 11-2. It does not contain internal control provisions.

**Supplementation.** Supplementation of this regulation and establishment of command and

local forms are prohibited without prior approval from HQDA (DAIM-FDP-P), WASH DC 20310-2600.

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army (AASA). Users will discard interim changes on their expiration date unless sooner superseded or rescinded.

**Suggested Improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAIM-FDP-P), WASH DC 20310-0600.

**Distribution.** Distribution of this publication is made in accordance with the requirements on DA Form 12-09-E, block number 5403, intended for command levels C, D, and E for Active Army, Army National Guard, and U.S. Army Reserve.

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## Chapter 1 Introduction

### Section I General

#### 1-1. Purpose

This regulation defines the Army Stationing and Installation Plan (ASIP). It establishes the ASIP as the official Department of the Army (DA) database that reflects the authorized planning populations for Army installations. As such, ASIP Installation Reports are intended for use by Army planners and programmers as the basis for identifying installation support requirements.

#### 1-2. References

Related publications and referenced forms are listed in appendix A.

#### 1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

### Section II Responsibilities

#### 1-4. The Assistant Chief of Staff for Installation Management (ACSIM)

The ACSIM is responsible for the ASIP and will—

- a. Create and maintain the ASIP database from other official and unofficial Army automated and non-automated data sources and user input.
- b. Establish, maintain, and update the field derivative units (FD) databases and the other tenants (OT) database from input provided by major Army commands (MACOMs) and installations.
- c. Produce the ASIP Installation Report and Electronic User Interface (UI) semiannually.
- d. Distribute each new ASIP Installation Report and UI to designated Headquarters Department of the Army (HQDA) staff agencies and MACOM points of contact (POC).
- e. Provide the applicable portions of the ASIP Installation Report to installations upon request.
- f. Provide recommended changes to records contained in the Structure and Manpower Allocation System (SAMAS), the Status of Resources and Training System (SORTS), and The Army Authorization Documents System (TAADS) to the Deputy Chief of Staff for Operations and Plans (DCSOPS) for evaluation and action.
- g. Provide recommended changes to records contained in the Army Training Requirements and Resources System (ATRRS) and to the Deputy Chief of Staff for Personnel (DCSPER) for evaluation and action.
- h. Provide recommended changes to records contained in Army National Guard (ARNG) and U.S. Army Reserve (USAR) unit and locations data to the Chief, National Guard Bureau (CNGB) or Chief, Army Reserve (CAR), respectively, for evaluation and action.
- i. Update the ASIP database with validated corrections.
- j. Provide appropriate installation authorized planning populations data on an annual basis to the DD Form 1391 (FY \_\_, Military Construction Project Data) processor system for use in the preparation of DD Forms 1390 (FY \_\_, Military Construction Program) for submission to Congress (AR 415-15, paras 2-8 and 3-7c).
- k. Establish and administer the ASIP Review Committee (ARC), to include appointing the chairperson. (The functions of the ARC are described in para 2-4.)
- l. Provide a chairperson and a non-voting secretary to the ARC.

#### 1-5. The Deputy Chief of Staff for Operations and Plans (DCSOPS)

The DCSOPS will—

- a. Provide source data in the appropriate computer readable media (such as, computer tapes, for the SAMAS, SORTS, and TAADS databases) to the Office of the Assistant Chief of Staff for

Installation Management (OACSIM) semiannually for updating the ASIP database.

- b. Validate recommended changes to the SAMAS, SORTS, and TAADS databases provided by MACOMs and OACSIM as a result of the review of the semiannual ASIP Installation Report and, if confirmed, update the source SAMAS, SORTS, or TAADS data bases.

- c. Provide a member to the ARC.

#### 1-6. The Deputy Chief of Staff for Personnel (DCSPER)

The DCSPER will—

- a. Provide source data in appropriate computer readable media (such as, computer tapes) for the ATRRS database to OACSIM semiannually for updating the ASIP database.

- b. Validate recommended changes to the ATRRS provided by MACOMs and OACSIM as a result of the review of the semiannual ASIP Installation Report and, if confirmed, update the source ATRRS database.

- c. Provide a member to the ARC.

#### 1-7. The Chief, National Guard Bureau (CNGB)

The CNGB will—

- a. Provide source data in appropriate computer readable media (such as, computer tapes, of ARNG units by installation and facility location to OACSIM semiannually.)

- b. Distribute each new ASIP (National Guard Installation Report) to State Adjutants General.

- c. Provide a member to the ARC.

#### 1-8. The Chief, Army Reserve (CAR)

The CAR will—

- a. Provide source data in appropriate computer readable media (such as, computer tapes) of USAR units by installation and facility location to OACSIM semiannually.

- b. Distribute each new ASIP to Commander, U.S. Army Reserve Command (USARC), commanders of major U.S. Army Reserve commands (MUSARC), and other USAR general officer commands (GOCOM).

- c. Provide a member to the ARC.

#### 1-9. The Director of Management (DM) and the Director of Program Analysis and Evaluation (DPAE)

The DM and DPAE will each provide a member to the ARC.

#### 1-10. Heads of HQDA staff agencies

Heads of HQDA staff agencies will designate an ASIP POC and provide a member to the ARC.

#### 1-11. MACOM commanders and commanders of major subordinate commands and installations

These commanders will—

- a. Review each new ASIP Installation Report for accuracy and completeness. Within 60 days of receipt of the report, recommended changes will be forwarded through channels, to the appropriate HQDA source database proponent for inclusion in the HQDA source databases (SAMAS, SORTS, TAADS, ATRRS, ARNG and USAR unit locations, FD, or OT).

- b. Identify improperly or non-documented derivative or split units. These units strength (officer, warrant officer, enlisted, and civilian) and location will be reported to Chief, OACSIM (DAIM-FDP-P), WASH DC 20310-0600 for inclusion in the ASIPFD database. In addition, changes will be submitted to update documents in the MACOM SORTS and TAADS for those improperly or non-documented derivative units.

- c. Identify all other authorized permanent tenants at an installation that have not been identified in any other automated or non-automated source. Their strength (officer, warrant officer, enlisted, and civilian) and location will be reported to the OACSIM for inclusion in the ASIP OT database. (See *b* above.)

- d. Designate an ASIP POC and provide the POCs name, position,

and phone number, through the MACOM POC, to the OACSIM. (See *b* above.)

*e.* Upon request, provide a representative to participate in meetings of the ARC.

#### **1-12. The Administrative Assistant to the Secretary of the Army(AASA)**

For purposes of this regulation, the AASA will serve as the MACOM commander for HQDA. The AASA has installation commander responsibilities for all Army occupied space in the National Capital Region (NCR) located in the Pentagon, in General Services Administration (GSA) owned or leased facilities, or Army owned and leased space at the Engineer Proving Grounds.

#### **1-13. ASIP Review Committee**

The ARC will—

*a.* Report to the ACSIM and function as the governing body for the ASIP.

*b.* Meet at the call of the chairperson to—

(1) Recommend policy for preparing and publishing the ASIP.

(2) Review each semiannual edition of the ASIP Installation Report and provide recommendations for publication and distribution.

(3) Provide guidance and feedback to the proponents of other automated systems from which the ASIP draws data.

(4) Determine other matters affecting engineer assessment of installations, as these matters relate to the ASIP and as they are consistent with Army goals and objectives.

*c.* Consist of voting representatives from each HQDA staff agency.

*d.* Furnish funds for travel, per diem, and overtime, if required, by the parent organization of the committee representative.

#### **1-14. The ARC chairperson**

*a.* The ARC chairperson will furnish administrative support for the committee.

*b.* The chairperson may invite non-voting representatives from other Army activities, MACOMs, or installations to act as advisors to the ARC when items to be discussed affect that activity, MACOM, or installation.

## **Chapter 2 ASIP Concept**

### **2-1. The intent of the ASIP data**

The ASIP data—

*a.* Provides a single source of data that contain the official HQDA authorized planning populations for permanently assigned unit personnel and official students by location and fiscal year.

*b.* Gives Army planners and programmers consistent information to determine facilities and other authorized planning populations or unit driven requirements for all assigned units, activities, and tenants at Army installations, to include state owned installations.

*c.* Establishes the foundation for master planning and base operations resource programming at the installation. It is used to validate and justify all active Army and RC military construction, Army family housing (AFH), and non-appropriated fund (NAF) projects that are submitted to Congress for approval.

*d.* Provides source data for the annual Department of Defense (DOD) Base Structure Report.

### **2-2. ASIP database**

*a.* The ASIP database is an unclassified database created from unclassified versions of other source databases. The information it contains is "FOR OFFICIAL USE ONLY (FOUO)".

*b.* The ASIP source databases include—

(1) Structure and Manpower Allocation System (SAMAS).

(2) Status of Resources and Training System (SORTS).

(3) The Army Authorization Documents System (TAADS).

(4) Army Training Requirements and Resources System (ATRRS).

(5) Army National Guard (ARNG) and U. S. Army Reserve (USAR) unit locations.

(6) Field derivative (FD).

(7) Other tenants (OT).

*c.* The ASIP database is created and maintained by the Facility Planning Division of the OACSIM (DAIM-FDP-P). It is updated semiannually.

*d.* The ASIP database contains the authorized planning populations (officer, warrant officer, enlisted, U.S. civilian, and other civilian) of all units, activities, and other tenants located at Army installations, to include Reserve Component (RC) installations, over the current fiscal year and the next six years. It contains information at the unit identification code (UIC) level of detail for modification table of equipment and organization (MTOE) and table of distribution and allowances (TDA) units and activities. For non-documented derivative units and tenant activities without a UIC, such as permanent contractor or dependent school personnel, a unique code is provided for the UIC field by the OACSIM.

### **2-3. ASIP Installation Report**

The ASIP Installation Report is—

*a.* An FOUO document produced from the ASIP database by the OACSIM. Like the database, the report reflects the authorized planning populations of Army installations for the current fiscal year and the next six years, except it is in hard-copy format.

*b.* Prepared in separate volumes for active Army installations in the United States and Panama, Europe, and the Pacific; for ARNG installations; and for USAR installations.

*c.* Published and distributed to HQDA staff agencies and MACOMs on a semiannual basis immediately after the update of the ASIP database.

### **2-4. ASIP electronic user interface**

The ASIP electronic UI is—

*a.* An automated companion product to the printed ASIP Installation Report. The database is identical, but it is stored electronically in a read only mode. The UI is designed to provide very rapid access to data using modern search and retrieval techniques.

*b.* Distributed semiannually along with the ASIP Installation Report.

## **Appendix A References**

### **Section I Required Publications**

There are no entries in this section.

### **Section II Related Publications**

#### **AR 1-1**

Planning, Programming, Budgeting, and Execution System

#### **AR 210-20**

Master Planning for Army Installations

#### **AR 310-49**

The Army Authorization Documents System (TAADS)

#### **AR 310-49-1**

The Army Authorization Documents System (TAADS)  
Documentation Procedures and Processing

#### **AR 405-70**

Utilization of Real Estate

#### **AR 415-15**

Military Construction, Army, Program Development and Execution

### **Section III Prescribed Forms**

### **Section IV Referenced Forms**

#### **DD Form 1390**

FY, Military Construction Program

#### **DD Form 1391**

FY, Military Construction Project Data

## Glossary

### Section I Abbreviations

#### AASA

Administrative Assistant to the Secretary of the Army

#### ACSIM

Assistant Chief of Staff for Installation Management

#### AFH

Army family housing

#### ARC

Army Stationing and Installation Plan Review Committee

#### ARNG

Army National Guard

#### ASIP

Army Stationing and Installation Plan

#### ATRRS

Army Training Requirements and Resources System

#### CAR

Chief, Army Reserve

#### CNGB

Chief, National Guard Bureau

#### DA

Department of the Army

#### DCSOPS

Deputy Chief of Staff Operations and Plans

#### DCSPER

Deputy Chief of Staff Personnel

#### DM

director of management

#### DOD

Department of Defense

#### DPAE

director of program analysis and evaluation

#### FD

field derivative

#### FOUO

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#### GOCOM

general officer command

#### GSA

General Services Administration

#### HQDA

Headquarters Department of the Army

#### MACOM

major Army command

#### MTOE

modification table of organization and equipment

#### MUSARC

major U.S. Army Reserve command

#### NAF

nonappropriated fund

#### NCR

National Capital Region

#### OACSIM

Office, Assistant Chief of Staff for Installation Management

#### OT

other tenants

#### POC

point of contact

#### RC

Reserve Component

#### SAMAS

Structure and Manpower Allocation System

#### SORTS

Status of Resources and Training System

#### TAADS

The Army Authorization Documents System

#### TDA

table of distribution and allowances

#### UI

user interface

#### UIC

unit identification code

#### USAR

United States Army Reserve

#### USARC

United States Army Reserve Command

### Section II Terms

#### Army installation

An aggregation of contiguous or near contiguous, commonmission-supporting real property holdings under the jurisdiction of the DOD or a state, the District of Columbia, territory, commonwealth, or possession, controlled by and at which an Army unit or activity (active, USAR, or ARNG) is permanently assigned.

#### Army Training Requirements and Resources System (ATRRS)

An ASIP source database, maintained by DCSPER, which identifies the average student load by installation for each of three categories—permanent change of station, temporary duty, or trainee.

#### Derivative unit

An element of a unit which is located at a different installation than its parent unit. Also known as a split unit. Through SORTS and TAADS, derivative units are documented in the unit MTOE or TDA by a derivative UIC which is a subset of the parent unit UIC.

#### Field derivative (FD) database

An ASIP source database, maintained by OACSIM, which contains all non-documented derivative units and locations reported from the field.

#### Headquarters, Department of the Army (HQDA)

The executive part of the Department of the Army. It is composed of the Army Secretariat, the Army General and Special Staffs, and specified designated staff support agencies. HQDA exercises directive and supervisory controls within the Department.

#### Major Army command (MACOM)

For purposes of this regulation, MACOMs are as follows:

- a. Administrative Assistant to the Secretary of the Army (AASA).
- b. Eighth U. S. Army (EUSA).
- c. Forces Command (FORSCOM).
- d. Military Traffic Management Command (MTMC)
- e. National Guard Bureau (NGB).
- f. U.S. Army Corps of Engineers (USACE).
- g. U.S. Army Criminal Investigation Command (USACIDC).
- h. U.S. Army Europe and Seventh Army (USAREUR).
- i. U.S. Army Health Services Command (HSC).
- j. U.S. Army Information Systems Command (USAISC).
- k. U.S. Army Intelligence and Security Command (INSCOM).
- l. U.S. Army Materiel Command (AMC).
- m. U.S. Army Military District of Washington (MDW).
- n. U.S. Army Pacific (USARPAC).
- o. U.S. Army Reserve Command (USARC).
- p. U.S. Army South (USARSO).
- q. U.S. Army Special Operations Command (USASOC).
- r. U.S. Army Training and Doctrine Command (TRADOC).
- s. U.S. Military Academy (USMA).

#### Other tenants (OT) database

A database, managed by OACSIM, which is an ASIP source database. It provides all other authorized permanent tenants at an installation that have not been identified from any other database.

#### Status of Resources and Training System (SORTS)

The single automated report within the DOD which provides the National Command Authorities and the Chairman and other members of the Joint Chiefs of Staff with



authoritative identification, location, and resources information on units and organizations of the United States Armed Forces.

#### **Structure and Manpower Allocation System (SAMAS)**

A database, maintained by DCSOPS, which is a source database for the ASIP. It provides authorized strength and location data for all active Army and RC MTOE and TDA parent units. Twice a year it produces the official HQDA record of all planned structure and location changes. It considers all organic elements of a unit to be collocated. It does not reflect that elements of a unit may be at other locations.

#### **The Army Authorization Documents System (TAADS)**

An ASIP source database, maintained by DCSOPS, which identifies manpower authorizations for active Army and RC MTOE and TDA units by UIC. It also identifies organic elements of a unit, which are located apart from their parent organization, by a derivative UIC.

### **Section III**

#### **Special Abbreviations and Terms**

There are no entries in this section.

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