

DEPARTMENT OF THE ARMY  
Headquarters, U.S. Army Medical Department Center and School  
2250 Stanley Road  
Fort Sam Houston, Texas 78234-6100

AMEDDC&S Memorandum  
No. 15-9

16 June 2003

Boards, Commissions, and Committees  
**FACILITIES PLANNING BOARD**

1. **PURPOSE.** To establish the U.S. Army Medical Department Center and School (AMEDDC&S) Facility Planning Board (FPB). Board members will prioritize work requests submitted by AMEDDC&S activities to the Public Works Business Center (PWBC). Prioritization will be based on established criteria.
2. **REFERENCE.** AR 415-28, Real Property Category Codes
3. **EXPLANATION OF TERMS.**
  - a. **Facility.** A separate and individual building, structure, utility system, support system or other discreet improvement.
  - b. **Real Property.** An accountable facility or sub-system or unit of a facility. An improvement to real property is one made thereupon.
  - c. **Real Property Entity.** A facility that is assigned an accounting category code based on the primary construction category as contained in AR 415-28.
  - d. **Facility Requirements.** That amount and/or type of real property improvement which is necessary to augment mission accomplishment.
  - e. **Medical Construction Program.** The product of a process that identifies, justifies, and prioritizes health facility requirements
  - f. **Major Repair and Minor Construction.** New projects ("L" Acct) not to exceed \$500,000.

**RESPONSIBILITIES**

- a. The Chairman of the Committee will retain responsibility for all actions of the Committee and its execution.
- b. Members of the Committee are responsible for coordinating all requirements for projects in their areas and for providing representation on the Committee.
- c. The Recorder of the Committee will:
  - (1) Prepare the agenda for Committee meetings
  - (2) Prepare the priority list as recommended by the Committee.

**5. MEMBERSHIP.** The following individuals will comprise the Facility Planning Board of Directors.

- a. Chief of Staff, AMEDDC&S (Chairman)
- b. Deputy Chief of Staff for Engineering & Facility Management (Recorder).
- c. Dean, AMEDDC&S (Member)
- d. Commander, Defense Medical Readiness Training Institute (Member)
- e. Commander, Center Brigade (Member).  
Assistant Commander for Force Integration (Member)
- g. Commandant, AMEDD Non-Commissioned Officers Academy (Member)
- h. Director, Directorate of Resource Management (Member (Non-voting))
- i. Information Technology Business Center (Member (Non-voting))
- j. Safety Manager, Directorate of Public Safety (Member (Non-voting)).

**6. OFFICE OF RECORD** Office of the Deputy Chief of Staff for Engineering & Facility Management.

**7. PRIORITY LIST.** A formalized list of the approved priority list will be prepared by the recorder.

**8. DISTRIBUTION OF LIST.** One copy is distributed to each member and the office of record.

**9. SCHEDULE OF MEETINGS.**

a. The working board will meet quarterly during the year, one week prior to the executive board meeting, to review proposed construction projects. The Deputy Chief of Staff for Engineering and Facilities Management will chair the working board.

b. The executive board will meet quarterly during the year to prioritize and review progress of construction projects and discuss system-wide issues pertaining to facilities life cycle management. The Chief of Staff, AMEDDC&S will chair the executive board.

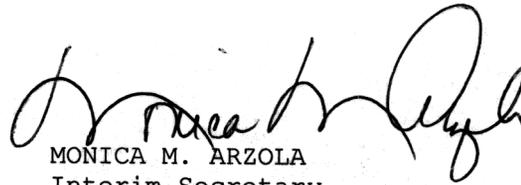
(MCCS-GFD)

FOR THE COMMANDER:

OFFICIAL:

*Thomas E. Bailey*

THOMAS E. BAILEY  
LTC, FA  
Adjutant General



MONICA M. ARZOLA  
Interim Secretary  
of the General Staff

DISTRIBUTION:

C, plus:

5-MCCS-BHR-PA (Pubs stockroom)

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