

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER  
AND SCHOOL AND FORT SAM HOUSTON  
2250 Stanley Road  
Fort Sam Houston, Texas 78234-6000

AMEDDC&S & FSH Regulation  
No. 210-20

1 December 2002

Installations  
**REAL PROPERTY PLANNING**

Issue of further supplements to this regulation is prohibited, unless specifically approved by Headquarters, U.S. Army Medical Department Center and School (AMEDDC&S) and Fort Sam Houston (FSH),  
ATTN: M CCS-BPW.

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\*This regulation supersedes FSH Regulation 210-20, 15 Feb 1990

Chapter 1  
Introduction.

Section I  
Overview.

History.

This issue publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

Purpose.

This regulation establishes the Real Property Planning Board (RPPB) for Fort Sam Houston (FSH) and prescribes local membership, responsibilities and procedures for the conduct of board meetings.

References.

Required regulations are listed in Appendix A. Related regulations are listed in Appendix B.

Section II  
Responsibilities.

1-4. Commander, AMEDDC&S & FSH.

The Commander AMEDDC&S & FSH will:

- a. Provide broad policy and goals for master planning at Fort Sam Houston
- b. Serve as the Chairman of the Real Property Planning Board (RPPB) or appoint a subordinate of appropriate grade and experience to serve as the chairman.
- c. Ensure that adequate funds and staffing are provided and committed to prepare and maintain the Real Property Master Plan (RPMP).

1-5. Director of Public Works Business Center (PWBC)

The Director of PWBC will:

- a. Serve as the Executive Secretary of the RPPB.
- b. Respond to requests from the Installation Commander for RPPB support and RPMP preparation and maintenance.
- c. Obtain Installation Commander approval of all RPPB actions and master plan components prior to submission to Higher Headquarters.
- d. Provide administrative support to the RPPB.

1-6. Commanders of major assigned units, tenants and supported activities.

Commanders will:

a. Develop real property requirements to support their missions. Ensure these real property requirements are incorporated in the supporting installation's RPMP.

b. Provide a voting member to the installation RPPB.

## Chapter 2

### Real Property Master Planning Process.

Real property master planning shall be accomplished in conformance with the processes detailed in AR 210-20, Master Planning for Army Installations.

## Chapter 3

### Real Property Master Plan (RPMP).

A RPMP shall be prepared to include Fort Sam Houston, Camp Bullis, and Canyon Lake Recreation Area. The RPMP shall include all components as detailed in AR 210-20, Master Planning for Army Installations.

## Chapter 4

### The Real Property Planning Board (RPPB).

#### Establishment

The Installation Commander will establish and maintain a Real Property Planning Board (RPPB). The RPPB will assist the Commander to manage and develop the installation or area facilities and real estate in an orderly manner to satisfy all assigned and future known missions.

#### 4-2. Functions

The functions of the RPPB are to:

a. Act as the installation's "Board of Directors" to ensure the orderly development and management of the installation real property in support of missions, management processes and community aspirations.

b. Guide the development and maintenance of all components of the RPMP.

c. Coordinate installation development planning with the following elements:

(1) Adjacent and nearby installations and planning areas.

(2) Other activities of the DOD.

(3) Local agencies and planning commissions of neighboring cities, counties, and states for mutual development concerns and environmental issues.

d. Ensure that the RPMP:

(1) Addresses all real property requirements for all activities on the installation and supported area.

(2) Reflects changes in installation missions and the military community's needs and aspirations.

(3) Projects for growth or reductions in units and activities as reflected in the Army Stationing and Installation Plan (ASIP).

e. Determines installation architectural and design themes

f. Reviews funding requirements to maintain RPMP documents and make appropriate recommendations to the Installation Commander.

g. Projects, plans, and programs that develop in harmony to protect and enhance the environment.

h. Ensures that maximum use is made of existing facilities.

i. Formulates and justifies construction and major repair programs in accordance with annual Major Command (MACOM) guidance.

j. Makes recommendations regarding real property and space utilization management issues.

#### 4-3. COMPOSITION.

The RPPB shall be composed of regularly assigned members or alternates appointed on orders and organized as follows:

a. Chairman. The Installation Commander or his appointee is the chairman. The Installation Commander may appoint a subordinate of appropriate grade and experience to serve as the chairman.

b. Voting Members.

(1) The Director of PWBC is the Executive Secretary of the Board. He provides all staff support and administrative assistance.

(2) The following staff members:

Director of Community Activities Business Center (CABC)  
Director of Readiness and Logistics Business Center (RLBC)  
Director of Human Resource Business Center (HRBC)  
Director of Civilian Personnel Advisory Center (CPAC)  
Director of Information Technology Business Center (ITBC)  
Resource Management Officer (RMO)

(3) Unit or Activity Commanders:

Commander, Fifth U.S. Army  
Commander, U.S. Army Garrison  
Commander, Center Brigade  
Commandant/Dean, Academy of Health Sciences  
Commander, Brooke Army Medical Center (BAMC)  
Commander, 90<sup>th</sup> Regional Support Command  
The Adjutant General's Department (TXANG)  
Commander, Camp Bullis Training Site  
Commander, Law Enforcement Command  
Lackland Air Force Base designated representative

4) Technical Staff

Director, Safety, Environment, and Fire (DSEF)  
Staff Judge Advocate (SJA)

c. Associate (nonvoting) Members:

Commander, 5<sup>th</sup> Recruiting Brigade  
Division Engineer Southwest Division, U.S. Army Corps of  
Engineers or appointed representative  
Commander, U.S. Army Medical Command (MEDCOM)  
Commander, Great Plains Regional Medical Command  
AMEDDC&S and Installation Staff Chaplain

d. Other Non-Voting Members: Other agencies and organizations may, at the request of the Chairman, provide non-voting members on a non-recurring basis to cover specific areas of interest to the Board.

e. A copy of appointment orders will be provided to the Executive Secretary at:

PUBLIC WORKS BUSINESS CENTER  
MCCS-BPW-BP STE 7  
BLDG 4196  
2202 15<sup>TH</sup> ST.  
FT SAM HOUSTON, TX 78234-5007

4-4. Meetings

a. The RPPB will meet semiannually for the purpose of formal deliberations, consistent with the functions described in Chapter 3. Meetings will normally be held in the second and fourth quarters of each fiscal year. In the event no mission changes or projects are proposed, the board will convene at the discretion of the Installation Commander. The Installation Commander may convene the board at any time for special sessions.

b. The board secretary will take minutes of all RPPB meetings. The secretary will also prepare meeting agenda, read-ahead packages, and other administrative requirements. The minutes will record voting members present and absent; associate member attendance; and topics discussed, to include issues, points of discussion, and board recommendations with vote tally, if appropriate.

4-5 Procedures.

a. Agenda items proposed for consideration by the RPPB at its meetings shall be submitted to the Executive Secretary (PWBC) thirty calendar days prior to the meeting at which consideration is desired. The organization or person submitting the item shall provide complete supporting data, recommendations and rationale related to the item or issue to be addressed. The Executive Secretary may request additional information be provided prior to placing the item on the RPPB agenda. When necessary the requester will be asked to meet with the board to justify the proposal. Approximately two weeks prior to semiannual meeting, the Executive Secretary will review all submissions and provide ranked recommendations to the Board. The RPPB will consider these actions properly brought before it and announce its recommendation for incorporation into the RPMP. Items addressed by the RPPB will be limited to real property planning, the RPMP, and related issues.

b. The Executive Secretary will prepare and distribute components of the RPMP and installation real property programs on a recurring basis to reflect proposed updates. RPPB agenda items will be included for consideration of these items. The RPPB is required to recommend approval for:

- (1) All components of the RPMP, as defined in AR 210-20
- (2) Installation architectural/design themes, as reflected in the Installation Design Guide.
- (3) RPMP funding requirements.
- (4) Other items within the purview of the board's charter, as designated by the Installation Commander.

c. A copy of the minutes of each RPPB meeting will be sent to all board members not later than 20 calendar days after the meeting date. All minutes and/or actions of the RPPB will provide signature block as follows:

SUBMITTED BY: \_\_\_\_\_  
Secretary of the Board

APPROVED BY: \_\_\_\_\_  
Chairman of the Board

d. The Installation Commander may establish working panels as required to deal with specific functional areas and/or specific problems. Working panels may be standing working panels or special working panels. Standing working panels have a continuing purpose and are established by the provisions of this regulation. Special working panels are established by direction of the Installation Commander to deal with a non-recurring requirement and will have a specific (usually until the next RPPB meeting) duration. Standing working panels are:

- (1) The Traffic Engineering Working Panel (TEWP), as detailed in Appendix C

## (2) The Water Working Panel (WWP), as detailed in Appendix D

e. The Installation Commander may direct consideration and approval/disapproval of specific items between scheduled board meetings where delay of the action would adversely impact the installation mission or result in unacceptable delay of required submissions to higher headquarters. The Executive Secretary will submit such items to all voting board members via written or electronic means, including details of the proposal, name and contact information of proponent submitting the proposal, justification, known impacts, and recommended action. The Executive Secretary will receive comments/questions from board members regarding the issue, the member's vote on the issue, and any alternative recommendations. The Executive Secretary will provide a vote tally, assemble the comments provided, and provide related information to the Chairman for consideration and action. The Chairman will either approve the recommendation, have the Executive Secretary resubmit the item to board members for consideration of modified proposal/recommendation, or disapprove the proposal. The proposal and results of the considerations will be reported at the next RPPB as an information item. Figure 1 (Appendix E), shows both the simplified and normal RPMP process.

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APPENDIX A  
References

AR 11-9  
The Army Radiation Safety Program

AR 55-80  
Highways For National Defense

AR 200-1  
Environmental Protection And Enhancement

AR 200-4  
Cultural Resources Management

AR 210-20  
Master Planning For Army Installations

AR 385-63  
Policies And Procedures For Firing Ammunition For Training, Target Practice,  
And Combat

AR 385-64  
U.S. Army Explosives Safety Program

AR 405-70  
Utilization Of Real Property

AR 420-18  
Facilities Engineering Materials, Equipment, And Relocatable Building  
Management

AR 420-72  
Transportation Infrastructure And Dams

EO 11990  
Coastal Zone Management  
([www.access.gpo.gov/nara/index.html](http://www.access.gpo.gov/nara/index.html))

EO 11988  
Floodplain Management Construction Criteria For Army Facilities  
([www.access.gpo.gov/nara/index.html](http://www.access.gpo.gov/nara/index.html))

TM 5-803-7  
Civil Engineering Programming Airfield And Heliport Planning Criteria

FSH REG 420-3  
Water Use Reduction Program

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**APPENDIX B**  
**Related References**

AR 1-1  
Planning, Programming, Budgeting, And Execution System

AR 11-32  
Army Long-Range Planning System

AR 140-483  
Army Reserve Land And Facilities Management

AR 190-13  
The Army Physical Security Program

AR 200-2  
Environmental Effects Of Army Actions

AR 210-70  
Intergovernmental Coordination Of DOD Federal Development Programs And Activities

AR 405-45  
Inventory Of Army Military Real Property

AR 405-90  
Disposal Of Real Estate

AR 415-15  
Army Military Construction Program Development And Execution

AR 415-28  
Real Property Category Codes

AR 420-10  
Management Of Installation Directorates Of Public Works

Title 10, United States Code, Section 117  
Installation Readiness Report  
([www.access.gpo.gov/uscode/uscmmain.html](http://www.access.gpo.gov/uscode/uscmmain.html))

TM 5-803-1  
Installation Master Planning

FSH PAM 210-20-3  
Installation Design Guide For Fort Sam Houston

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**APPENDIX C  
Traffic Engineering Working Panel**

**GENERAL**

a. Purpose: To define policy and procedures for the operation of the Fort Sam Houston Traffic Engineering Working Panel (TEWP).

b. Scope: Applicable to all units, organizations and activities stationed on or using Fort Sam Houston and/or its sub-installations.

2. ESTABLISHMENT OF THE PANEL. The TEWP shall be established to serve as an impartial Panel to advise the Installation Commander with respect to allocation of resources and establishment of priorities for Base Operations (BASOPS) Real Property Maintenance (RPM) supported sub-installations to include Operations and Maintenance, Army (OMA) funding and Military Construction, Army (MCA) programming necessary to implement the Installation Commander's statutory (PL 89-564) and regulatory (AR 55-80, AR 420-72) responsibilities for traffic engineering planning. The TEWP is subject to confirmation by the RPPB and final review/approval by the RPPB.

3. MEMBERSHIP. Membership on the TEWP is as indicated herein. Membership and responsibilities are:

a. Chairman/Recorder, Traffic Engineer, PWBC (votes only in the event of a tie)

b. Voting Members

Chief, Traffic Section, PMO  
Safety Office, DSEF

c. Other Non-Voting Members: Other agencies and organizations may, at the request of the Chairman, provide non-voting members on a non-recurring basis to cover specific areas of interest to the Panel.

4. PANEL MEETINGS. The TEWP shall meet semi-annually during the first and third quarters of each fiscal year. Agenda for each panel meeting shall include as a minimum, but not limited to:

a. Review and analysis of accident data

b. Review and recommendation, from a technical standpoint, of work requests impacting on traffic engineering.

c. Review and analysis of planned, programmed, and ongoing facility work impacting on traffic engineering.

d. Review and analysis of planned, programmed, and ongoing traffic operations impacting on traffic engineering.

e. Review and analysis of ongoing traffic engineering programs to develop recommendations for changes and priorities.

5. PANEL MINUTES. Complete minutes will be published within 10 calendar days of each Panel meeting and forwarded through the Garrison Commander to the RPPB Chairman for approval and inclusion in the RPPB minutes.

All minutes and/or actions of the TEWP will provide signature block as follows:

SUBMITTED BY: \_\_\_\_\_  
Chairman/Recorder of the Panel

**APPENDIX D**  
**Water Working Panel**

1. GENERAL.

a. Background: Due to the dependence of Fort Sam Houston on the Edwards Aquifer for its potable water supply and the limited water resources available, the installation Water Working Panel (WWP) was chartered by the Garrison Commander to assist in monitoring water conservation and consumption on Fort Sam Houston. Although chartered under separate authority, the WWP serves as a working Panel of the RPPB to assure consideration of water resources in Real Property Planning activities.

b. Purpose: To provide recommendations on water conservation on Fort Sam Houston to the Garrison Commander.

c. Scope: Applicable to major water resource managers and users as defined by the membership list.

2. ESTABLISHMENT OF THE PANEL. The WWP shall be established to serve as an impartial Panel to advise the Garrison Commander with the respect to monitoring water conservation and consumption on Fort Sam Houston. Recommendations will be based on the following:

a. The U. S. Fish and Wildlife Service's Final Biological Opinion concerning use of aquifer water.

b. The Edwards Aquifer Authority's Rules to implement Senate Bill 1477, as amended.

c. The City of San Antonio's Municipal Code, Article IV, Water Conservation and Use.

d. Fort Sam Houston Regulation 420-3, Water Use Reduction Plan.

(1) To promote water conservation and conservation practices among the population of Fort Sam Houston.

(2) To monitor the progress of and make recommendations concerning procurement of non-Edwards Aquifer water for Fort Sam Houston.

To identify reuse water customers on Fort Sam Houston.

(4) To work with the San Antonio Water System (SAWS) in designing the reuse infrastructure on Fort Sam Houston.

(5) To compile data concerning water usage and the impact of future undertaking on water usage on Fort Sam Houston.

To monitor use of all water on the installation.

(7) To work as a team not controlled by any one individual or organization.

3. MEMBERSHIP. Membership of the WWP is indicated herein. Membership and responsibilities are:

a. Chairman/Recorder (Votes only in the event of a tie), Director, Safety, Environment and Fire.

b. Voting Members (or designated representatives of the organization)

Commander AMEDDC&S  
CABC  
PWBC  
SJA  
Law Enforcement Command  
MEDCOM Contracting Center (MCC)  
Army Air Force Exchange Service (AAFES)  
Commissary Officer  
BAMC  
RLBC  
Public Affairs Office  
Division Chief, Natural and Cultural Resources, DSEF

c. Technical Representatives (may be appointed by Garrison Commander as necessary).

d. Other Non-Voting Members: Other agencies and organizations may at the request of the Chairman, provide non-voting members on a non-recurring basis to cover specific areas of interest to the Panel.

4. PANEL MEETINGS. The WWP shall meet on an "as required" basis with meetings called by the chairman and notice provided to all members. Decisions will be made by majority vote with each voting member or authorized representative having one vote.

5. PANEL MINUTES. Complete minutes will be published within 10 calendar days of each panel meeting and forwarded to the Garrison Commander for approval and inclusion in the RPPB minutes if required. All minutes and/or actions of the WWP will provide signature block as follows:

SUBMITTED BY: \_\_\_\_\_  
Chairman/Recorder of the Panel

**APPENDIX E**  
**Siting Approval Criteria**

**GENERAL**

a. Purpose: To define policy and procedures for siting approval/criteria.

b. Scope: Applicable to all units, organizations, and activities stationed on, or using Fort Sam Houston and/or its sub-installations.

2. PROJECTS REQUIRING SITING APPROVAL. The request for site approval begins at the unit level by submitting an approved DA Form 4283 (Work Order Request) to PWBC. Siting requests at Camp Bullis will be coordinated with the Commander, Camp Bullis, by PWBC. Sitings at FSH and Canyon Lake may be coordinated with DSEF, ITBC, Law Enforcement Command or others, depending on the nature of the project. The process is further described in the main body of this publication and at Figure 1, Appendix E-3. Site approval is required for the following projects regardless of the type of funding or project size:

a. New permanent, semi-permanent, temporary or relocatable facilities, (AR 420-18).

b. Additions to existing facilities, (AR 210-20)

c. Relocated facilities, (AR 210-20)

d. Replacement of a facility at the same location with a facility of a different use, (AR 210-20).

e. Changes in facility use, (diversions and Facility Category Code conversions), (AR 405-70).

3. SITE APPROVAL AUTHORITY RESERVED TO HQ, DEPARTMENT OF THE ARMY, (HQDA). Site approval authority is restricted to HQDA for all projects involving the following items:

a. Ammunition and explosive safety, (AR 385-64)

b. Radiation safety, (AR 11-9)

c. Outdoor firing range safety, (AR 385-63).

d. Airfield-heliport safety, (TM 5-803-7).

e. Sensitive land uses located in Zones II and III noise impact areas, (AR 200-1).

f. Flood plains and wetlands, (EO 11988).

g. Historic sites, (AR 200-1).

h. Archeology sites, (AR 200-4).

i. Coastal zone management (CZM), (EO 11988, EO 11990)

i Requiring an Environmental Impact Statement (EIS), (AR 200-1).

k. Project sitings inconsistent with existing or future land-use, (AR 210-20).

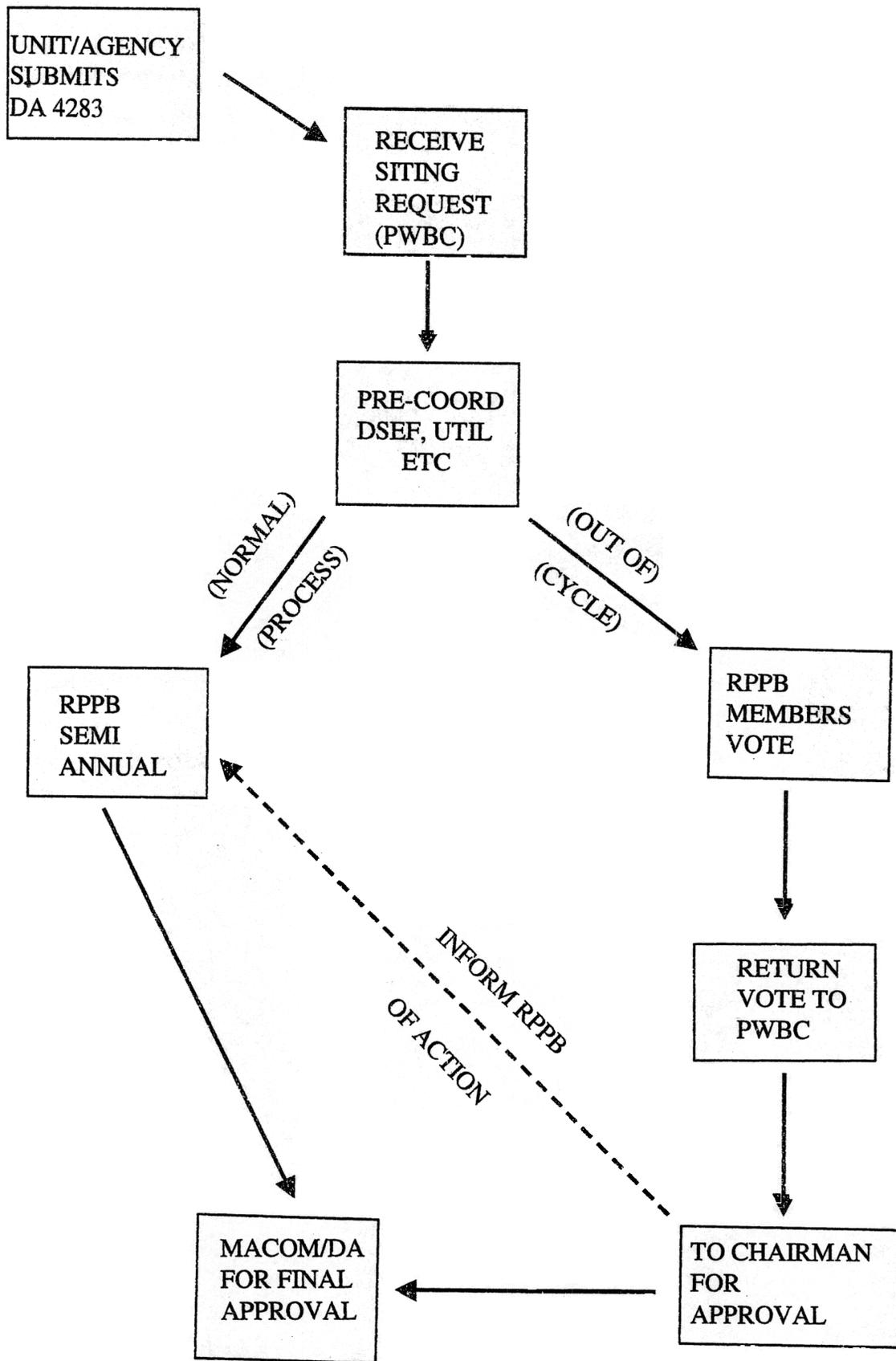


FIGURE 1 SIMPLIFIED RPMP SITING APPROVAL PROCESS.

**APPENDIX F  
Project Prioritization Process**

**1. GENERAL.**

a. Purpose: To define policy and procedures for the prioritization process of projects within the Real Property Maintenance Activity (RPMA) Program.

b. Scope: Applicable to all units, organizations and activities stationed on or using Fort Sam Houston and/or its sub-installations.

c. Responsibilities:

(1) PWBC develops the framework for allocating available maintenance and repair resources. The planning will identify the commander's goals and objectives for development and operation of the installation, and will identify the major work to be done to real property to assure continued mission performance. To ensure that maintenance and repair is accomplished at a level that is economically justified with the objective of supporting mission requirements, generally the following planning project categories will be considered in preparing the Project Priority List (PPL).

- Health/Safety
- Force Protection/Physical Security
- Environmental Compliance
- Mission Essential/Readiness
- Infrastructure/Resource Conservation
- Quality of Life
- Historical Compliance

(2) The project categories above will be used to develop the PPL by major facility type as reflected below and in AR 415-28.

- Medical (CAT 500)
- Operations/Training (CAT 100)
- Troop Housing/Support (CAT 720)
- Utility Systems/Grounds (CAT 800)
- Maintenance (CAT 200)
- Administrative (CAT 600)
- Community Support (CAT 730/740/750)

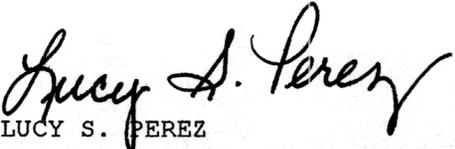
(3) Project categories will also include infrastructure sustainment/improvement and include facility reduction and the following planning factors.

- Utility Systems
- Barracks Repairs
- Roofs
- Roads
- Air Conditioning/Heating Systems

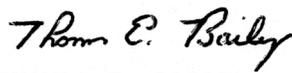
d. Initial project prioritization is conducted by PWBC using a simplified matrix/weighted factor system. Department of Defense (DOD) annual guidance, Department of the Army (DA) annual guidance/implementing instructions, MACOM guidance is applied to the process to further refine the list. The proposed PPL is presented to the RPPB members for validation and is approved by the Commander. The PPL is a Commander's program.

The proponent of this regulation is the Directorate of Public Works Business Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, U.S. Army Medical Department Center and School and Fort Sam Houston, ATTN: MCCS-BPW-BP, Fort Sam Houston, TX 78234-5007.

FOR THE COMMANDER:

  
LUCY S. PEREZ  
Secretary of the General Staff

OFFICIAL:

  
THOMAS E. BAILEY  
LTC, FA  
Adjutant General

DISTRIBUTION:

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5 - MCCS-BHR-PA (Pubs Stockroom)  
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1 - The Adjutant General's Department  
1 - Commander 5<sup>th</sup> Recruiting Brigade  
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