

DEPARTMENT OF THE ARMY
U.S. ARMY GARRISON, FORT BELVOIR
Fort Belvoir, Virginia 22060-5840

Fort Belvoir Regulation 10-5

5 October 2001

ORGANIZATION AND FUNCTIONS

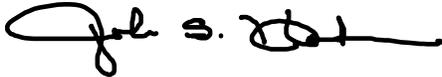
FOR THE COMMANDER:

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History. This publication was last printed on 7 Oct 94. This printing publishes changes made since that date.

Summary. This is a revision of a current regulation. It documents the approved organization, mission, and functions of Fort Belvoir. The word "he" when used in this regulation represents both the masculine and feminine genders, unless only the feminine gender applies. Supplementation to this regulation is prohibited.

Applicability. This regulation applies to all units, activities, organizations and tenant activities on or serviced by Fort Belvoir.

Suggested improvements. The proponent of this regulation is the Directorate of Resource Management, US Army Garrison Fort Belvoir. Users are invited to send comments and suggested improvements on DA Form 2028, Recommended Changes to the Publications and Blank Forms, to the Directorate of Resource Management, 9820 Flagler Road, Suite 120, ATTN: ANFB-RMM, Fort Belvoir, Virginia 22060-5930.

*This regulation supersedes USAFB Regulation 10-5, 7 Oct 94.

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CHAPTER 1

HISTORY OF FORT BELVOIR

Fort Belvoir's history begins in the mid 1700s when Lord Fairfax persuaded his cousin, Colonel William Fairfax, to move from Salem, Massachusetts to Virginia and manage His Lordship's interests. Soon after his arrival in 1734, Colonel Fairfax acquired approximately 2,000 acres comprising much of the present South Post. He selected a high bluff overlooking the Potomac as the site for his home, which he named Belvoir, meaning "beautiful to see". The mansion was completed in 1741.

William Fairfax was an important member of Virginia's colonial leadership. He and other members of the Fairfax family, serving in various public and religious offices, contributed much toward Virginia's early development.

George Washington's elder half-brother, Lawrence, married Colonel Fairfax's daughter, Anne. At age 16, young George went to live with Lawrence at Mount Vernon. The youthful Washington often visited the Fairfax family at nearby Belvoir. The Fairfax family strongly influenced George Washington's education and character. Washington remained lifelong friends with Colonel Fairfax's sons, George William and Bryan Fairfax.

Colonel William Fairfax died in 1757 and was buried at Belvoir. George William inherited Belvoir and remained until 1773, when he and his wife, Sally, returned to England to deal with an ancestral inheritance. Upon his departure, he placed Belvoir in Washington's care. Belvoir was rented until 1783, when an accidental fire destroyed it. The ruins were further damaged by British bombardment of American positions on the site during the War of 1812. The site of the Belvoir mansion, located next to the Belvoir Village housing area, is registered as a National Historic Site.

The Belvoir tract remained in private hands until 1910, when the District of Columbia government purchased 1500 acres for a proposed prison. Objections to this plan by local citizens led to transfer of the land to the War Department in 1912.

In 1915 the Army began using "Camp Belvoir" as a training camp and rifle range for engineer troops from Washington Barracks (MDW Fort Lesley J. McNair). In 1917-18 Camp A. A. Humphreys was constructed here and became a major engineer training and

replacement camp for World War I. Thousands of engineer troops passed through Camp A. A. Humphreys during the course of the war, and many units were organized, trained, and sent overseas from the camp.

The U.S. Army Engineer School moved from Washington Barracks to Camp A. A. Humphreys in 1918. The post was redesignated Fort Humphreys in 1922, indicating permanent status. The name was changed to Fort Belvoir in 1935, in recognition of the area's historic associations. In 1947 Fort Belvoir became the Engineer Center and in 1957, the U.S. Army Engineer Center and Fort Belvoir.

For over 70 years, Fort Belvoir was the training ground for the Army engineers. They served our nation bravely during World War I, World War II, Korea and Vietnam, and are valued members of the Army peacekeeping forces stationed around the world. In June 1988, the Engineer School officially moved to Fort Leonard Wood, Missouri. Fort Belvoir, which continued to train engineer officers through 1989, then became a subordinate installation of the Military District of Washington.

On November 1, 1994, Fort Belvoir's mission was expanded to support Fort A.P. Hill, when they transferred from Fort Meade to Fort Belvoir as a sub-installation. Fort A.P. Hill, a major training ground for area Active Army, Reserve, and National Guard units, became an independent installation on September 1, 2000.

Today the U.S. Army Garrison Fort Belvoir continues to serve the Army and the nation proudly. It supports more than 150 tenants and off-post activities throughout the Department of Defense. Its mission is to provide essential base operations support to the units and activities located on the post, as well as regional support to military facility patrons in the northern Virginia area.

CHAPTER 2

FORT BELVOIR MISSION, VISION, VALUES AND GOALS

MISSION

Fort Belvoir exists to:

- Operate and maintain our installation.
- Provide quality installation support and services to our customers.
- Execute mobilization requirements, military operations, and contingency/force protection missions.

VISION

Our vision of Fort Belvoir for the 21st century is:

- A regional center where our customers receive premier support services.
- A superior place to work, train, and live.
- An innovative and professional team that meets the challenges of change, while maintaining harmony with the environment and surrounding communities.

VALUES

Caring
Teamwork
Professionalism
Commitment to Quality
Consideration of Others
Innovation "Thinking Out of the Box"
Stewardship of Community and Environment
= "Making a Difference"

GOALS

1. Posture MDW installations and units to effectively deter and respond to security threats.
2. Set the national standard for planning and conducting official military ceremonies and public events.
3. Move to a business-like environment that delivers quality, competitively priced, and customer-focused base operations (BASOPS) services.
4. Promote and foster individual, team, and family well-being.

CHAPTER 3

GENERAL

1. Purpose.

This regulation documents the approved organizations, missions, and functions of all elements of the U.S. Army Garrison Fort Belvoir, a U.S. Army Military District of Washington (MDW) installation.

2. Reference.

- a. FM 100-22, Installation Management.
- b. AR 71-32, Force Development and Documentation-Consolidated Policies.
- c. DA Pam 570-551, Staffing Guide for U.S. Army Garrisons.

3. Responsibilities.

a. The Garrison Commander, Directors, and Staff Officers will:

(1) Continually evaluate their organizations to ensure effective and economical methods for accomplishing the assigned missions.

(2) Keep their portion of this regulation up-to-date. Changes will be submitted as outlined in paragraph 5.

(3) Ensure that statements are clear and concise descriptions of functions and not tasks or goals.

b. The Director of Resource Management will:

(1) Review, coordinate, and obtain approval of changes to organization structure, mission, and function statements.

(2) Review all proposed Table of Distribution and Allowances (TDA) changes to ensure compliance with approved organization structure and mission.

4. Policies.

a. Organizational structure, mission statements, and functional distribution of responsibilities are governed by and will comply with Department of the Army (DA) policy contained in references above.

b. Structure, alignment, and titles used in this regulation are in accordance with the Table of Distribution and Allowances (TDA).

c. The Garrison Commander is authorized to approve organization structure at directorate level and below, based on local conditions. Department of the Army controls organization down to directorate level.

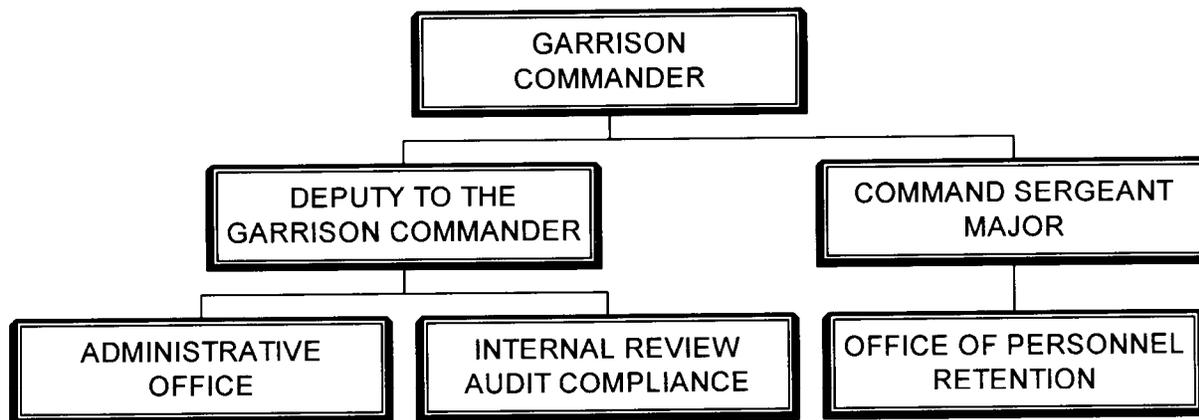
5. **Procedures.**

a. Changes to organization structure and/or functional statements will be submitted through channels to this headquarters, Directorate of Resource Management, ATTN: ANFB-RMM. Proposed changes will be completely justified in accordance with AR 71-32, paragraph 7-12.

b. Proposed changes will be supported by all of the following:

- (1) Revised organizational chart.
- (2) Revised mission statement.
- (3) Revised functional statements.

COMMAND ELEMENT



Chapter 4

COMMAND ELEMENT

1. MISSION.

a. To supervise the day-to-day management of all Fort Belvoir activities and installation staff. To formulate policy, programs, and objectives to accomplish the garrison mission.

b. To administer the Army Reenlistment Program on behalf of the Garrison Commander.

c. To develop and execute the Fort Belvoir audit program and provide liaison for external audit agencies.

2. GARRISON COMMANDER.

a. The Installation Commander supervises the day-to-day management of all activities of Fort Belvoir, with delegated authority to direct implementation of policies, procedures, and programs as necessary to accomplish assigned missions.

b. Formulates policy for, directs, supervises, and coordinates the operation of the installation staff.

c. Is responsible for providing base support to all assigned, attached, and tenant units and activities.

d. Serves as the focal point for the overall management and allocation of resources within and among the various programs of the command.

e. Is chairman of the Program Resource Advisory Committee (PRAC), the Post Planning Board, and the Information Systems Planning Steering Committee.

3. DEPUTY TO THE GARRISON COMMANDER.

a. Works for the Garrison Commander (GC) and provides advice and recommendations in developing and coordinating installation policies and programs to accomplish the garrison mission.

b. Acts for the Garrison Commander.

c. Participates in short, mid and long-range planning of installation activities, providing program objectives, development strategy and directions.

d. Coordinates the programming, budgeting, funding and manpower functions of the garrison.

e. Supervises and directs base operations directors and the Command Administrative Officer.

f. Has oversight of the civilian training system.

g. Is a member of the Program Resource Advisory Committee (PRAC); the Installation Planning Board; the Information Systems Planning Steering Committee; the Morale, Welfare and Recreation Fund Council, and the Performance Management Review Board. Acts as chairperson of the Installation Planning Board in the absence of the Commander.

h. Reports to the GC.

3. COMMAND SERGEANT MAJOR.

a. Serve as the principal enlisted advisor to the GC.

b. Advises the commander on the state of law, order, discipline, health, and welfare of the enlisted members and their families within the garrison.

c. Serves as the President of the Post NCO Soldier of the Quarter and Year Boards, Awards Board, Juvenile Delinquency Board, and other boards and committees as directed.

d. Is directly responsible for the assignment of the enlisted soldiers on Fort Belvoir.

e. Participates in official ceremonies, conferences, inspections, and visits as required.

4. COMMAND ADMINISTRATIVE OFFICER.

a. Plans, coordinates, and directs the activities of the Administrative Office.

b. Coordinates regularly scheduled staff conferences and is responsible for preparation and distribution of staff notes.

c. Assures accuracy, completeness, and staff coordination on all correspondence/actions submitted for approval or signature of the command element.

d. Coordinates with staff elements to complete requested/needed actions on behalf of/for the Command Group.

e. Maintains accountability of all Command Group physical assets and Automated Data Processing (ADP) equipment.

f. Serves as the Protocol Officer for command functions.

5. ADMINISTRATIVE OFFICE.

a. Receives, controls, and processes all correspondence and communications forwarded to the Command Group.

b. Conducts research, obtains data, and prepares correspondence as required by the Command Group.

c. Maintains suspense system on matters that require follow-up action.

d. Acts as Command Supply Officer responsible for expendable office supplies, blank forms and copy machines.

e. Prepares/processes award recommendations and evaluation/efficiency reports.

f. Is the Classified Document Custodian for the Command Group.

6. OFFICE OF PERSONNEL RETENTION.

a. Obtains for the Regular Army, on long-term basis, the maximum number of highly qualified enlisted personnel.

b. Administers the reenlistment program for all units and tenants, by providing technical supervision.

c. Prescribes/processes eligibility extension criteria, options for enlistment or transfer into the reserve component,

erroneous enlistments, waivers for reenlistment, and breach of contract cases.

d. Acts as Point of Contact with the U.S. Total Army Personnel Command (PERSCOM).

e. Keeps Garrison Commander informed on the Reenlistment Program.

f. Exercises supervision and conducts inspections of units on a semi-annual basis, to ensure that reenlistment policies are executed properly.

g. Receives and calculates reenlistment objectives, designs reenlistment publicity, and distributes them to subordinate commands.

h. Maintains reports and evaluates reenlistment statistics to determine effectiveness of the program. Supervises the Reenlistment Awards Program.

i. Administers Bars to Reenlistment.

j. Ensures that reports provide immediate reenlistment transactions to the SIDPERS database.

k. Prepares and conducts formal training for unit personnel.

l. Counsels soldiers and family members regarding the benefits and opportunities within the Army Retention Program.

m. Supports special programs such as the U.S. Military Academy Preparatory School (USMAPS), and the Reserve Officer Training Corps (ROTC) "Green to Gold" Program.

7. INTERNAL REVIEW AND AUDIT COMPLIANCE OFFICE.

The Internal Review and Audit Compliance (IRAC) Office develops and executes the Fort Belvoir audit plan; advises the Garrison Commander on all audit-related matters; evaluates the adequacy of internal control systems and effectiveness of operations; evaluates compliance with internal and external audit recommendations and monetary benefits; and provides liaison support for external audit agencies such as the U.S.

u. Staffs external audit tentative findings and recommendations, as appropriate, with the staff and command. Negotiates for the command and staff the sensitive findings and recommendations and related monetary benefits that could adversely affect Fort Belvoir. Coordinates; consolidates, as appropriate; and ensures responsiveness and adequacy of the command reply to the tentative findings and recommendations and draft and final external audit agency reports.

v. Validates the potential monetary benefits identified in internal and external audit reports. Forwards the validated monetary benefits identified in these audit reports to the Directorate of Resource Management.

w. Performs follow-up audits on internal and external audit reports to ensure that appropriate corrective action has been taken to implement the recommendations in the initial audit reports.

x. Prepares the written draft and final follow-up audit report and distributes the final report to the appropriate staff, operating officials, and command.

y. Provides audit and consulting/advisory services to the tenant organizations at Fort Belvoir.

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Army Audit Agency, Department of Defense Inspector General, and the U.S. General Accounting Office.

- a. Serve as the Fort Belvoir Internal Review Officer.
- b. Plans, organizes, directs, coordinates, and controls all activities of the IRAC office.
- c. Serves as senior advisor on the policies and procedures pertaining to internal audits and interpretation of the audit standards, regulations, and policies promulgated by the Institute of Internal Auditors, American Institute of Certified Public Accountants, U.S. General Accounting Office, Auditor General of the Army, and the U.S. Army Military District of Washington.
- d. Advises the command and senior managers on audit-related matters.
- e. Formulates the annual audit plan to include prioritizing of the audits planned, scheduling of other direct audit work, and the estimated auditor days to accomplish the work planned. Includes an estimate of the indirect time required for the year in the annual plan.
- f. Obtains the Garrison Commander's approval of the annual audit plan and makes the required distribution.
- g. Performs audits of the installation's appropriated and nonappropriated fund activities and functions. Specifically, performs formal and quick response audits. Holds an entrance conference to discuss the audit objectives and related details.
- h. Evaluates the efficiency, effectiveness, and economy of operations and adequacy of the internal controls established.
- i. Determines compliance with estimated policies, operating procedures including local implementing instructions, management controls, applicable legislation, and regulations.
- j. Identifies the actions necessary to correct or eliminate weaknesses or deficiencies in established policies, procedures, and management controls. Also, quantifies the monetary benefits that result from the implementation of audit recommendations with savings.

k. Issues findings and recommendations and obtains the activity's comments to assure that the audit conclusions are correct.

l. Holds an exit conference to discuss the results of the audit work performed and requests the activity's response/comments to each recommendation for inclusion in the final report.

m. Receives and evaluates the statements of corrective action taken or planned from the officials of the activities audited and includes these comments in the final audit report.

n. Prepares the written final audit report and distributes the report to the appropriate staff, operating officials, and the command for information and, as applicable, implementation.

o. Establishes the policies and procedures for each audit performed.

p. Provides advisory services to include technical advice on administrative and accounting systems to ensure that the required internal controls are properly established. Also, performs consulting services.

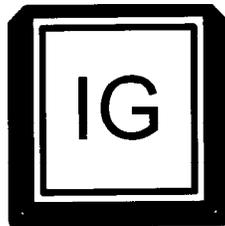
q. Informs appropriate command and staff officials and higher headquarters of impending visits by external audit agencies and furnishes specific information such as audit objectives, operating plan, time schedules, and support requirements.

r. Provides administrative support for external audit agencies to include scheduling an entrance conference for the audit and/or assignment, informing the agencies of the points of contact, and maintaining pertinent records pertaining to the audit/visits.

s. Attends entrance and exit conferences for the external audits with the command and staff officials.

t. Informs the U.S Army Military District of Washington Internal Review Office on the arrival and departure of external auditors and on the results of external audit conferences.

INSPECTOR GENERAL



Chapter 5

INSPECTOR GENERAL (IG)

1. MISSION.

Advises the Commander on the state of the economy, efficiency, discipline, morale, esprit de corps, quality of command, management of readiness resources, and leadership of the organization. Conducts inspections using compliance/systemic methodology to provide the commander an impartial and objective appraisal of mission capability and performance in all areas. These include special inspections to focus on specific areas and follow up inspections to ensure that corrective actions have been taken. The Inspector General receives, investigates, and reports on allegations, complaints, grievances, and requests for assistance from individuals and agencies. The Inspector General recommends remedial action to correct deficiencies and delinquencies noted in inspections or investigations, and formulates plans and policies pertaining to Inspector General activities.

2. FUNCTIONS.

a. Provides the Garrison Commander with a continuing assessment of the operational and administrative effectiveness of the command.

(1) Evaluates command management and leadership procedures and practices involving resources.

(2) Identifies issues, situations, or circumstances that affect mission performance.

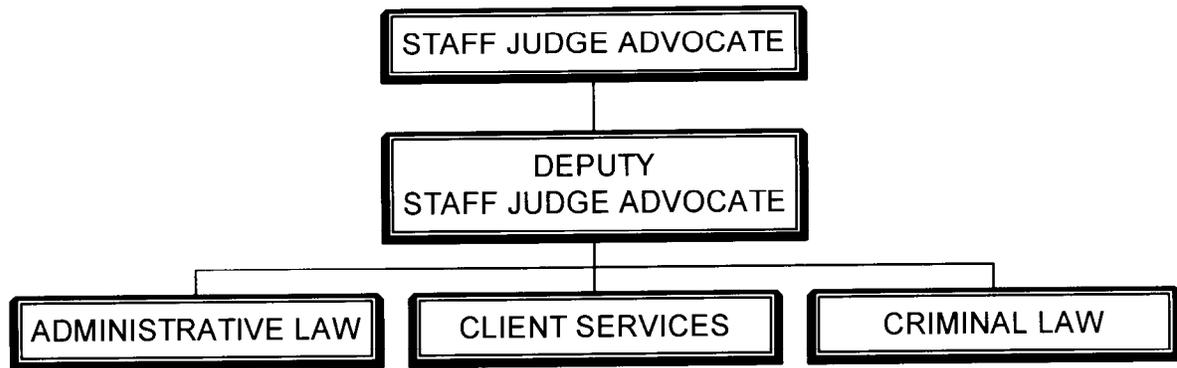
(3) Determines the activity to take corrective action.

(4) Determines the state of economy, efficiency, discipline, morale, esprit de corps, readiness, and resources throughout the command/activity.

b. Conducts compliance/systemic inspections, investigations, inquiries, surveys, and studies of all functions and activities in the command.

- c. Receives, reviews, and processes Inspector General Action Requests (IGARS) and ensures appropriate agencies take action to resolve the requests.
- d. Conducts investigations under IG system as directed by the Garrison Commander or as provided by law and regulations.
- e. Recommends remedial action to correct deficiencies noted in inspections or investigations.
- f. Conducts follow-up on all inspection findings to ensure adequacy and effectiveness of corrective actions.
- g. Maintains the office of record for all local IG records and those received from higher headquarters.
- h. Forwards, for corrective action through command or IG channels, those issues, situations, or circumstances that cannot be corrected.
- i. Reviews all IG reports and prepares comments and recommendations for action by the Garrison Commander.
- j. Processes requests for access to, copies of, or amendment of, IG records as prescribed in AR 20-1, Inspector General Activities and Procedures.
- k. Explains Army systems, procedures, and processes as they relate to problem areas.
- l. Acts as point of contact for all IG inspections/visits by lateral or higher headquarters.

STAFF JUDGE ADVOCATE



CHAPTER 6

STAFF JUDGE ADVOCATE (SJA)

1. MISSION.

Provide legal support for the administration and operation of the installation, including the commander, staff, and tenant organizations, and deliver personal legal services to eligible persons in the National Capital Region.

2. THE STAFF JUDGE ADVOCATE.

Serves as personal legal advisor to the Garrison Commander, members of the principal and personal/special staff, and the commanders/directors of assigned and tenant organizations. Communicates directly with convening authorities on matters relating to the administration of military justice.

- a. Acts as the command Ethics Counselor.
- b. Supervises the administration of military justice and discipline IAW with the Uniform Code of Military Justice (UCMJ).
- c. Supervises the Army Legal Assistance Program.
- d. Supervises the Army Claims Service Activity.
- e. Appoints and supervises the Labor Counselor, Contract Law Attorney, and the Environmental Law Attorney.
- f. Manages the Procurement Fraud Program.
- g. Provides a legal representative to the Family Advocacy Case Management Team, and the Medical Risk Management Committee. Chairs the Fort Belvoir Juvenile Review Board.
- h. Provides for logistical and administrative support to the U.S. Army Trial Defense Service Office supporting the installation.
- i. Provides for personnel and logistical support to the U.S. Attorney to prosecute in U.S. District Court all traffic violations, misdemeanors and felonies which occur within the federal jurisdiction of Fort Belvoir.
- j. Provides standards of conduct training under the Joint Ethics Regulation, attorney professional responsibility

continuing legal education, procurement integrity, military justice, Geneva Conventions, and Law of Land Warfare.

k. Provides for the morale, welfare and administrative support of Office of Staff Judge Advocate (OSJA) personnel.

3. ADMINISTRATIVE DIVISION.

Performs all OSJA internal administrative functions to include providing necessary administrative and logistical support for local trial defense service and trial judiciary activities.

- a. Manages office correspondence.
- b. Maintains the Army Law Library.
- c. Manages office automation.
- d. Processes travel documents for OSJA personnel.
- e. Obtains support supplies and services.
- f. Provides technical supervision and training for all installation legal personnel.
- g. Coordinates office MWR activities.
- h. Administers the newcomer sponsorship program.
- i. Prepares and maintains budget and manpower documentation.
- j. Processes efficiency reports and performance appraisals for OSJA personnel.
- k. Provides for physical, document and personnel security.

4. ADMINISTRATIVE AND CIVIL LAW DIVISION.

Reviews installation actions for compliance with law, regulations and the limits of command authority on all matters not covered by the Criminal Law Branch. Functional areas include:

- a. Legal aspects of command.
- b. Government contracting.

- c. Labor relations.
- d. Environmental control and compliance.
- e. Property control.
- f. Information dissemination.
- g. Mobilization.
- h. Support to civil authority.
- i. Ethics and standards of conduct.
- j. Private organizations.
- k. Fiscal law.
- l. Subpoena review.
- m. Draft revisions for local regulations and policies.
- n. Administration of the Procurement Fraud Program.

5. **CRIMINAL LAW DIVISION.**

Provides legal support to the command on criminal justice matters and administers the system of criminal justice on the installation.

- a. Provides advice on the administration of military justice to all levels of command.
- b. Prosecutes courts-martial.
- c. Provides trial counsel to act as special assistant to U.S. attorneys prosecuting cases of installation interest in U.S. District Court.
- d. Presents military justice and law of land warfare instruction.
- e. Processes, reviews, and provides command representation for administrative elimination proceedings.
- f. Administers the Victim/Witness Assistance Program.
- g. Advises military law enforcement investigators.

h. Develops and coordinates the implementation of military justice policy on the installation.

i. Processes and documents all military justice matters.

j. Administers the Fort Belvoir Juvenile Offenders Program including all coordination, planning, and processing of cases for the Juvenile Review Board.

6. LEGAL ASSISTANCE DIVISION.

Provides legal support to soldiers, retirees and their family members. Legal Assistance Section supports the installation's deployment and mobilization missions by ensuring that deploying soldiers have their personal legal affairs in order. They also provide assistance and advice regarding personal legal matters. Among the services Legal Assistance provides are the following:

a. Prepare and execute legal documents such as wills, powers of attorney, bills of sale, and property settlement agreements.

b. Provide notary services.

c. Conduct the Preventive Law Program and the Tax Assistance Program.

d. Provide advice concerning the Soldiers' and Sailors' Civil Relief Act.

e. Maintain liaison with local courts, and professional legal associations.

f. Provide advice on personal legal matters such as indebtedness, consumer affairs, family law, landlord/tenant, and tax matters.

g. Assist persons (including civilian employees) responding to findings of pecuniary liability.

h. Assist soldiers responding to potentially adverse actions such as line of duty determinations, bars to reenlistment, performance evaluations, and medical disability determinations.

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g. Assist persons (including civilian employees) responding to findings of pecuniary liability.

h. Assist soldiers responding to potentially adverse actions such as line of duty determinations, bars to reenlistment, performance evaluations, and medical disability determinations.

7. CLAIMS DIVISION.

The Claims Section provides assistance regarding filing of claims by personnel for damages caused during government moves. In addition to providing support to individuals, the Claims Section provides legal support to the government on matters relating to claims for and against the U.S. Government. Among its specific functions are the following:

a. Investigate, adjudicate, administratively settle, and approve for payment claims against the government.

b. Evaluate, assert and recover, from third parties, on behalf of the government, claims for medical care and carrier liability expenses.

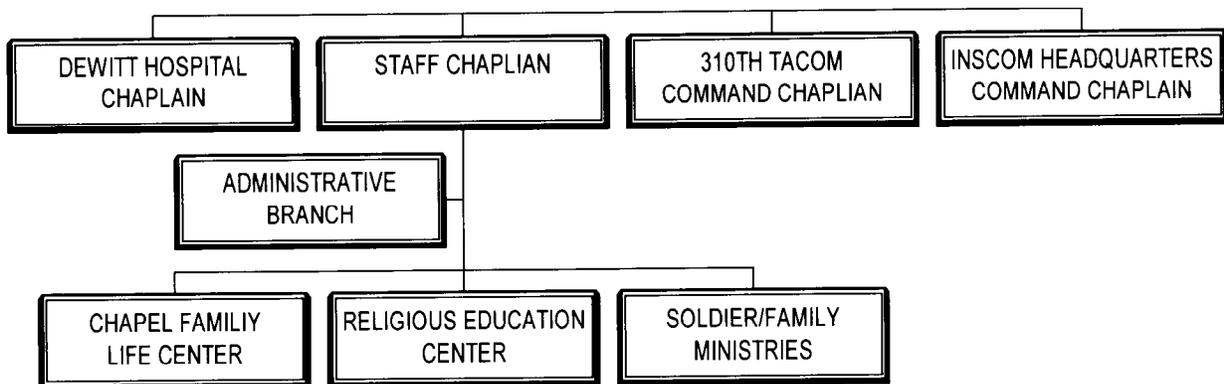
c. Process claims against service members under Article 139, UCMJ.

d. Manage legal aspects of the quality assurance/risk management programs.

e. Maintain liaison and provide support to Litigation Division, Office of the Judge Advocate General.

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STAFF CHAPLAIN DIRECTORATE



CHAPTER 7

STAFF CHAPLAIN DIRECTORATE (SCD)

1. MISSION.

Provides advice to the Garrison Commander and staff on matters pertaining to religion, morals, and morale; directs, supervises and controls the resources assigned to the section.

2. FUNCTIONS.

a. Determines personnel utilization for the Chaplain's office.

b. Develops objectives for religious coverage, services, and all chaplain ministries and functions.

c. Coordinates multi-faith religious education programs.

d. Coordinates all logistical functions to include building use, maintenance, equipment replacement, and planning for major and minor construction.

e. Provides professional continuing education for chaplains and chaplain assistants.

f. Implements budgeting process to include appropriated and nonappropriated funds.

g. Becomes familiar with the Forces Command (FORSCOM) Mobilization Troop Basis Stationing Plan (MTBSP), both according to Troop Program Sequence Number (TPSN) and Mobilization Station Sequence as a guide to how deploying units will roll up (available at Directorate of Plans, Training, Mobilization and Security).

3. STAFF CHAPLAIN EXECUTIVE BRANCH.

a. The senior chaplain is designated as the Staff Chaplain. He provides advice to the Commander, staff and all levels of command in fulfilling command responsibilities in the field of religion. His duties are accomplished in accordance with policies and procedures provided or approved by the Commander. The directorate also includes the Deputy Staff Chaplain/Resource Manager, Installation Support Troop Chaplain, Administrative Officer, Family Life Chaplain, and the Religious Education Center.

b. Resource Manager. Provides coordination controls and management of non-appropriated funds, supply and services, facilities management, procurement activities.

c. Installation Support Troop Chaplain. Provides coordination and pastoral activities for soldiers, families, and tenant unit personnel of the installation. Performs mobilization planning functions for the Staff Chaplain and develops the Chaplain Activities Mobilization Training Standing Operating Procedures and general administrative support.

d. Administrative Officer. Serves as Fiscal Control Officer. Prepares annual budget submissions to the installation program manager to include the implementation of the Chief of Chaplain's Five Year Program, U.S. Army Military District of Washington goals, budget requests and general administrative support.

e. Family Life. Provides individual, family, and pre-marital marriage counseling at the Chaplain Family Life Ministry and Training Center. Provides relationship improvement seminars.

f. Religious Education. Provides a variety of religious education programs and social fellowships. There are three Directors of Religious Education for Jewish, Catholic and Protestant faiths.

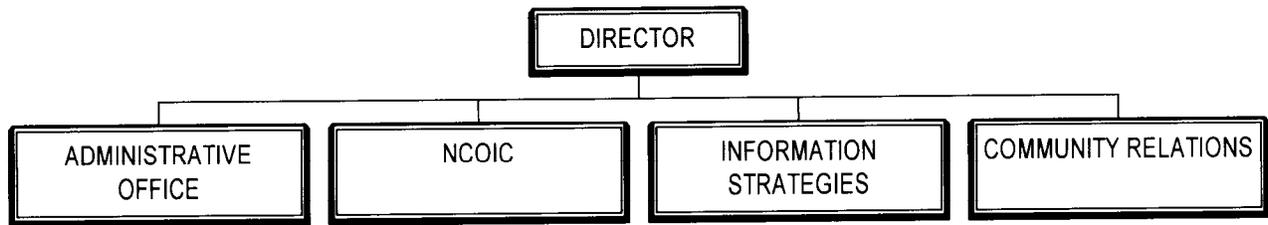
4. **ADMINISTRATION.**

a. Includes the Non-Commissioned Officer-In-Charge, (NCOIC) administrative clerk, and supply clerk.

b. Provides support to include typing, reproduction, publications library, all supply actions and transportation.

c. Supervises all Chaplain Assistant training in coordination with garrison tenant units.

PUBLIC AFFAIRS OFFICE



CHAPTER 8

PUBLIC AFFAIRS OFFICE (PAO)

1. MISSION.

Advises the Garrison Commander and garrison staff in formulating and implementing a comprehensive public affairs program, to include command information, public information and community relations activities, and to conduct those activities in accordance with applicable regulations, directives and policies.

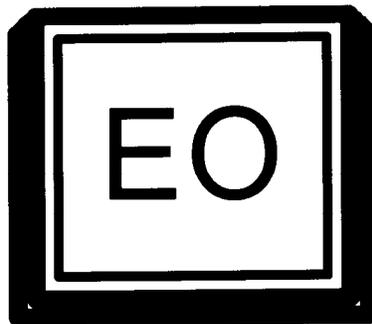
2. FUNCTIONS.

a. Public Information. Serves as Web Editor for Fort Belvoir's WWW Internet site, www.belvoir.army.mil. Prepares news articles and photographs for release to local and national news media; provides items of interest to the Army and Air Force Hometown News Center; provides answers to news media queries; escorts news media personnel during conduct of interviews with Fort Belvoir staff representatives.

b. Command Information. Plans, develops, implements and evaluates the command information program for Fort Belvoir. Publicizes information of interest to various internal audiences through such media as the Belvoir Eagle, the command information cable television channel, fact sheets, post guide, e-mail and maps; establishes and maintains effective working relationships with commanders, staff agencies, and tenant activities to ensure effective two-way communication between the Fort Belvoir Garrison Commander and all internal audiences.

c. Community Relations. Develops and executes plans that foster within the civilian community an understanding of and support for the Army, Fort Belvoir and its programs. Coordinates Fort Belvoir participation in a variety of off-post community events; coordinates meetings and activities with surrounding community leaders; provides military and government civilian speakers to civic and community groups; responds to citizen requests for information about the installation and its organizations; coordinates post support of the Army Shelter for the Homeless Program. Establishes and maintains effective working relationships with commanders, staff agencies, and tenant activities to ensure effective two-way communication between the Fort Belvoir Garrison Commander and all elected and civic audiences.

EQUAL OPPORTUNITY OFFICE



CHAPTER 9

EQUAL OPPORTUNITY (EO) OFFICE

1. MISSION.

Formulates, directs, and sustains a comprehensive effort to maximize human potential. Supports readiness by ensuring fair treatment of all soldiers based solely on merit, fitness, and capability, which supports readiness.

2. FUNCTIONS.

a. Articulates Department of Defense (DoD) and Department of the Army (DA) policies concerning equal opportunity.

b. Recognizes and assesses indicators of institutional and individual discrimination in organizations.

c. Recognizes sexual harassment and recommends remedies to reduce or prevent sexual harassment.

d. Recommends remedies to reduce or prevent discrimination.

e. Collects, organizes, and interprets demographic data.

f. Assists in the development of affirmative action plans and monitors progress.

g. Trains unit EO representatives and institutional training course/service school instructors. .

h. Organizes, conducts, and evaluates unit training sessions pertaining to equal opportunity, discrimination, and the prevention of sexual harassment.

i. Plans and conducts executive seminars on affirmative action plans, equal opportunity, discrimination, and the prevention of sexual harassment.

j. Receives, assists in processing, and conducts inquiries for the Garrison Commander in individual complaints of discrimination and sexual harassment.

k. Provides advice to commanders and investigating officers in the investigation and resolution of discrimination and sexual harassment complaints.

- l. Reviews investigation reports of equal opportunity complaints for compliance with DoD and DA policy and objectives.
- m. Assists in the planning and conduct of ethnic observances.
- n. Assists commanders in developing EO policy.
- o. Maintains informal liaison with community organizations fostering civil rights.
- p. Conducts periodic command assessments and staff assistance visits.
- q. Prepares input for the Annual Narrative and Statistical Report.

**EQUAL EMPLOYMENT
OPPORTUNITY**



CHAPTER 10

EQUAL EMPLOYMENT OPPORTUNITY (EEO) OFFICE

1. MISSION.

Provides support to the garrison, serviced tenant organizations, and the greater Fort Belvoir community in the areas of EEO consultation, training, special emphasis programs (diversity management), affirmative employment planning and complaints administration. The Consideration of Others (CO2) Program is an integral part of EEO's mission requirements, underscoring the necessity of the Army's seven core values of loyalty, duty, respect, selfless-service, honor, integrity and personal courage. Cultural, gender and economic differences are to be respected. EEO and CO2 stress the importance of dignity and respect, which have a direct impact on unity cohesion and readiness.

2. FUNCTIONS.

a. The director serves as the key EEO staff consultant/advisor to the Garrison Commander, key staff, and management officials, to include serviced tenant commanders/directors and special activities.

b. Provides staff assistance and consultation/advisory services to managers, supervisors, employees and applicants for employment.

c. Provides staff leadership in the development and execution of the annual Affirmative Employment Program Plan and Accomplishment Report.

d. Prepares budget requirements for the EEO and CO2 programs.

e. Serves as consultant/advisor to management in the formulation of policies which have EEO implications.

f. Ensures, in coordination with the Civilian Personnel Advisory Center (CPAC), appropriate EEO training is provided for managers, supervisors and employees.

g. Serves as the installation EEO Career Program Manager for Career Program 28.

h. Prepares and disseminates regulatory guidance and monitors implementation to ensure compliance.

3. EEO TRAINING.

a. Develops and conducts training for managers, supervisors and employees on EEO responsibilities, to include special emphasis programs, affirmative employment planning, EEO complaints administration, prevention of sexual harassment, and CO2.

b. Provides EEO orientation to all levels of the workforce and serviced tenants.

c. Serves as the installation proponent for the Garrison Commander's CO2 training program and as co-chair to the Commander's quarterly CO2 Council.

4. SPECIAL EMPHASIS PROGRAMS (DIVERSITY MANAGEMENT).

a. In accordance with regulations, directives and public law, provides the following employment programs:

(1) Federal Women's Program (FWP)

(2) Hispanic Employment Program (HEP)

(3) Black Employment Program (BEP)

(4) Asian Pacific American Employment Program (APAEP)

(5) Individuals With Disabilities Program (IWDP)

b. Provides active leadership to the employment programs in order to effectively manage and influence diversity initiatives throughout the workforce.

5. AFFIRMATIVE EMPLOYMENT PLANNING.

a. Participates in and/or conducts studies to identify illegal employment practices, inequitable management practices, or individual, institutional and systemic barriers that impact equal employment opportunity.

b. Evaluates and reports program effectiveness to the Garrison Commander and management officials, with recommendations for change or improvement in their action plans, personnel practices, or other management activities that have an adverse impact on their affirmative employment initiatives.

c. Keeps the Garrison Commander and management officials informed of EEO conditions in the community that affect employability of minorities, women and targeted groups.

d. Provides a point of contact for coordination and liaison between management and program staff organizations concerned with the employment and/or the employability of minorities and women, and community leaders, to assist management in getting maximum impact through concerted activities.

e. Confers with management to develop flexible and timely solutions to problems.

f. Coordinates with Civilian Personnel Operations Center, (CPOC), National Capital Region staff, to ensure that actions taken are in harmony with both the merit system and EEO objectives.

g. Serves as central point for the collection, maintenance, analysis and dissemination of data on the employment of minorities and women by race, national origin and gender.

6. **COMPLAINTS ADMINISTRATION.**

a. Recruits, trains and furnishes technical guidance and supervision to EEO Counselors in the administration and early resolution of discrimination complaints.

b. Provides advice and information to employees and applicants for employment regarding affirmative employment practices and discrimination complaint procedures.

c. Accepts informal and formal EEO complaints and takes action required for all complaints related to national origin, race, color, religion, age (40 or over), gender, mental or physical disability and reprisal.

- d. Provides advice and consultation to the Garrison Commander, management officials and serviced tenants regarding EEO complaints procedures, and takes positive action to attempt resolution during any processing stage.
 - e. Analyzes discrimination complaints to identify problem areas and develop information for use in designing more effective program plans and actions.
 - f. Requests assignment of DoD Office of Complaints Investigations (OCI) investigators and Equal Employment Opportunity Commission (EEOC) administrative judges.
 - g. Ensures administrative support to OCI and EEOC administrative judges, to include availability of court reporters.
 - h. Processes individual and class action complaints.
 - i. Prepares final decisions on behalf of the Secretary of the Army to accept or reject, in whole or in part, individual complaints of discrimination, including sexual harassment and reprisal.
 - j. Develops and conducts training for managers, supervisors and employees on EEO rights and responsibilities in filing and resolving complaints.
 - k. Closes complaints of discrimination on behalf of the Secretary of the Army, when appropriate.
- .

**CIVILIAN PERSONNEL
ADVISORY CENTER**

CPAC

CHAPTER 11

CIVILIAN PERSONNEL ADVISORY CENTER (CPAC)

1. MISSION.

Provide advice to the Garrison Commander, staff, other members of the command, and tenant activities on civilian personnel matters. CPAC provides leadership and direction in the development of policy to meet local and higher level program objectives.

2. FUNCTIONS.

a. Serves as the personnel advisor to commanders and other senior management officials of serviced activities on civilian personnel management programs and issues.

b. Provides advice and coordination on civilian personnel aspects of management areas such as manpower requirements and utilization, organization, and management analysis.

c. Reviews and evaluates advisory and consultation processes for assigned organizations.

d. Provides technical advice to managers on position management and classification, recruitment and placement, supervisor-employee relations, labor-management relations, employee rights and benefits, and human resources development.

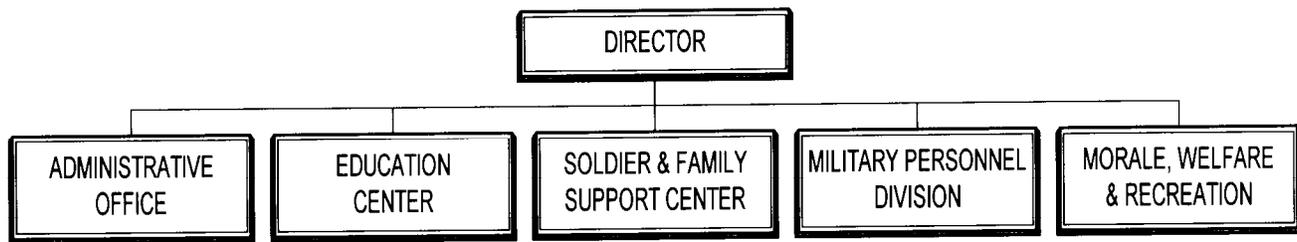
e. Takes administrative action associated with position management and classification, recruitment and placement, management-employee relations, labor-management relations, employee benefits, and human resources development.

f. Provides advice and assistance to employees on personnel policies, administrative regulations, employee rights and services, and any other subjects initially referred by employees through the supervisory chain.

g. Provides information and advice to customers regarding civil service employment procedures and opportunities and special employment programs (such as family member employment).

h. In-processes new employees; conducts family member information sessions.

DIRECTORATE OF PERSONNEL AND COMMUNITY ACTIVITIES



CHAPTER 12

DIRECTORATE OF PERSONNEL AND COMMUNITY ACTIVITIES (DPCA)

1. MISSION.

Deliver customer-valued leisure time activities, military personnel services, education programs, and human services that enhance readiness and quality of life for a diverse and changing total military community.

2. FUNCTIONS.

- a. Administration.
- b. Customer Service.
- c. Information Management.
- d. Adjutant General/Military Personnel Management.
- e. Army Continuing Education Services.
- f. Soldier and Family Support.
- g. Morale, Welfare and Recreation.
- h. Lodging.

3. ADJUTANT GENERAL (AG)/MILITARY PERSONNEL DIVISION (MPD) .

a. Mission. Direct, supervise and control all installation military personnel management and provide prompt, responsive and courteous personnel management support to the total military community--active duty, retirees and family members. Advise the Garrison Commander on all military personnel matters.

b. Functions.

- (1) Administration.
- (2) Personnel Operations and Strength Management.
- (3) Personnel Services/In and Out Processing.
- (4) Automation.
- (5) Transition.

4. ARMY CONTINUING EDUCATION SERVICES.

Provides a broad spectrum on educational programs and services that facilitate the professional and personal growth of soldiers. Offerings include soldier and leader development programs; associate, baccalaureate, and graduate degree programs; and a host of counseling and testing services.

5. SOLDIER AND FAMILY SUPPORT.

a. Mission. Provide a one-stop, community-oriented, comprehensive social service program that identifies individual and unit needs and coordinates on-and off-post community resources to meet those needs.

b. Functions.

- (1) Youth Services.
- (2) Child Development Services.
- (3) Installation Volunteer Programs.
- (4) Drug and Alcohol Abuse Prevention.
- (5) Transition Services.
- (6) Army Family Team Building.
- (7) New Parent Support Program.
- (8) Army Community Services.
- (9) Adopt-a-School Program.

(10) Liaison with schools, American Red Cross, United Service Organization (USO), and the Army Family Action Planning Program.

6. MORALE, WELFARE AND RECREATION (MWR).

a. Mission. To deliver customer-valued MWR programs and services that enhances readiness and quality of life for a diverse and changing total military community.

b. Functions.

(1) Coordinates Recreation/MWR Program.

(2) Oversees post restaurants.

(3) Manages facilities: golf, bowling, clubs, marina, community center, library, fitness centers, and pools.

(4) Oversees Better Opportunities for Single Soldiers (BOSS).

(5) Supervises support functions: training, property control, facilities upkeep, construction coordination, Non-Appropriated Fund (NAF) financial management, and marketing.

7. **ADMINISTRATION.**

Oversees directorate administrative functions, correspondence, and liaison with Army and Air Force Exchange Service (AAFES) and private organizations.

8. **CUSTOMER SERVICE.**

Responsible for the training of employees in customer service to promote the empowering of employees to provide excellent customer service in all facets of their positions.

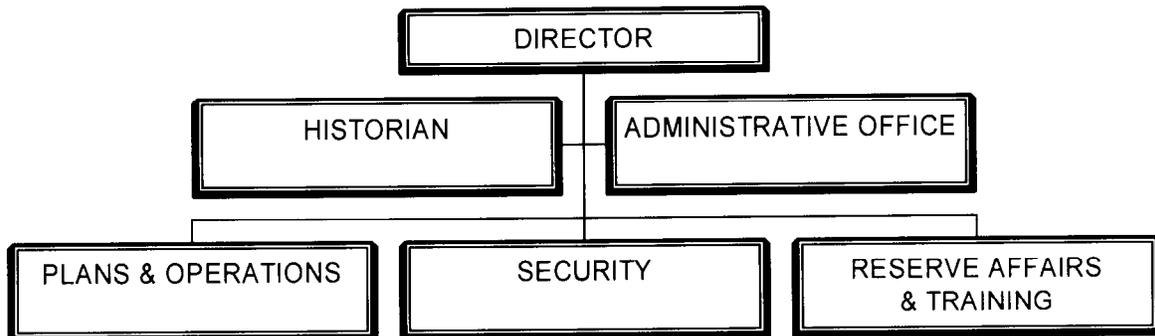
9. **INFORMATION MANAGEMENT.**

Oversees and maintains the automation operations of a large directorate.

10. **LODGING.**

Provides temporary housing to military and civilian personnel and foreign students on temporary duty (TDY). Military personnel transferring in and out of Fort Belvoir and the Military District of Washing on Permanent Change of Station (PCS) orders; and, on a space available basis, military personnel and their guests who are visiting the area but who are not on official orders.

**DIRECTORATE OF PLANS,
TRAINING, MOBILIZATION,
AND SECURITY**



CHAPTER 13

DIRECTORATE OF PLANS, TRAINING, MOBILIZATION AND SECURITY (DPTMS)

1. MISSION.

Directs, supervises, and controls the resources assigned to the directorate; reviews and analyzes operations and reports on findings with recommendations for improvement; formulates, documents, and implements policies and procedures; and advises the Garrison Commander on matters which impact on assigned responsibilities.

2. FUNCTIONS.

Directs, exercises, and implements emergency, contingency, and operational plans. Exercises staff supervision and control over troop projects, operations and support.

- a. Tasks and coordinates support for installation functions.
- b. Directs, controls, and coordinates budget management, programming, formulation, execution, and control/cost analysis for military personnel attending service schools.
- c. Coordinates ceremonial activities.
- d. Processes security clearances to include in and out processing.
- e. Controls access to classified/restricted areas and activities.
- f. Controls intelligence collection and analysis of information.
- g. Provides training management and related activities.
- h. Obtains quotas and processes applications for service school attendance by military workforce.
- i. Exercises staff supervision for readiness of United States (U.S.) Army Forces Command (FORSCOM) units.
- j. Supports reserve forces.
- k. Exercises staff supervision of Force Protection (FP) Program.

1. Serves as staff proponent for Installation Status Report (ISR).

3. ADMINISTRATION.

Directs, controls, and monitors personnel management to include:

a. Table of Distribution and Allowances (TDA) analysis/requirements, authorizations, on-hand assignments.

b. Processes directorate personnel actions, job descriptions, support forms, performance ratings, and civilian awards. Ensures evaluations are in accordance with the Department of the Army Regulation 690-400 (TAPES). Monitors and processes military awards and NCOERs/OERs.

c. Maintains and monitors suspense roster and rating chains for military and civilians for the directorate.

d. Serves as directorate point of contact for the Management Control Program, Records Management, Publications Officer, Suggestion Program and Defense Civilian Pay System. Maintains the directorate's functional and reference files.

e. Facilitates information flow in and out of the directorate.

4. HISTORIAN.

Gathers, maintains, and provides institutional historical information for Fort Belvoir.

a. Prepares and maintains the Annual History required by AR 870-5 for institutional memory, recording mission, function, organization and significant activities, issues, developments, accomplishments, and problems.

b. Serves as Fort Belvoir command representative and liaison for history issues to U.S. Army Military District of Washington (MDW), Center of Military History, other Army and government agencies and private organizations and individuals.

c. Provides research, reference, and information services about Fort Belvoir history to the command, staff, tenants, and general public.

d. Preserves, maintains, organizes, and makes accessible archival, photographic, cartographic, and other record materials on Fort Belvoir history.

e. Plans, schedules, organizes, and coordinates historical battlefield tours to promote military history awareness and leadership development.

5. OPERATIONS DIVISION.

Prepares and coordinates operational, emergency, disaster, mobilization/demobilization, and special plans, policies, and directives for the assigned/attached organizations, and tenant units. Develops, coordinates, and issues Operational Orders and conducts exercises to validate operational plans.

a. Develops, manages, executes, and supervises/monitors installation Operations Security (OPSEC) Program.

b. Develops, manages, executes, and supervises installation Force Protection Program.

c. Develops, manages, and executes classified and unclassified emergency and contingency plans.

d. Receives, analyzes, and disseminates information through the Global Command and Control System (GCCS) to include reporting of mobilization, deployment, employment, and readiness in peacetime and crisis situations.

e. Manages, coordinates, and consolidates the three part Installation Status Report (ISR).

f. Manages and activates the Emergency Operations Center (EOC).

g. Manages internal and external taskings.

h. Manages and coordinates veteran funerals.

i. Directs Arrival/Departure Airfield Control Group (A/DACG) operations.

j. Manages and coordinates Soldier Readiness Processing (SRP).

k. Manages, directs, and coordinates the Installation Staff Duty Operations (ISDO).

l. Provides weather warnings/advisories.

6. **SECURITY DIVISION.**

Administers Department of the Army personnel, information, information systems, security, and intelligence programs.

- a. Conducts announced/unannounced inspections in each area.
- b. Conducts security training and furnishes program assistance as required.
- c. Processes investigations, grants clearances, and submits requests for security determinations as required.
- d. Maintains military and civilian personnel security correspondence and security clearance records, in accordance with existing regulations.
- e. Establishes procedures for ensuring that all persons handling classified material are properly cleared and have a need to know.
- f. Verifies security clearances of military and civilian personnel, including visitors on official business.
- g. Advises and assists tenant activities in security and counterintelligence matters.
- h. Serves as the installation's point of contact for distribution of all classified documents.
- i. Maintains accountability records for incoming and outgoing classified documents.
- j. Coordinates security matters with U.S. Army Intelligence and Security Command.
- k. Advises and assists officials on classification problems and the development of classification guidance.
- l. Conducts the required training and oversees the Entry/Exit Inspection Program for BASOPS and some designated tenant activities.
- m. Conducts preliminary inquiries into security compromises. Advises commanders on extent/effects of compromise; recommends courses of action.
- n. Plans and coordinates the classified material destruction programs for BASOPS and tenant activities.

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- k. Advises and assists officials on classification problems and the development of classification guidance.
- l. Conducts the required training and oversees the Entry/Exit Inspection Program for BASOPS and some designated tenant activities.
- m. Conducts preliminary inquiries into security compromises. Advises commanders on extent/effects of compromise; recommends courses of action.
- n. Plans and coordinates the classified material destruction programs for BASOPS and tenant activities.

o. Collects and analyzes intelligence for commanders and subordinate units.

p. Provides advice and assistance with proper accreditation procedures.

q. Receives and disseminates all intelligence information for the command and tenant activities.

7. TRAINING DIVISION.

Coordinates and directs installation matters pertaining to Active Component (AC), Reserve Components (RC) and Reserve Officer Training Course (ROTC), support and training functions.

a. Serves as the focal point for all AC, RC, ROTC, and Junior ROTC training support requests.

b. Coordinates support for Annual Training (AT) Active Duty Training (ADT), Full-Time Training Duty (FTTD) and Inactive Duty Training (IDT) requests from supported RC, ROTC, and Junior ROTC elements.

c. Develops Standard Operations Procedures for support of RC, ROTC, and Junior ROTC using established Fort Belvoir policies and procedures.

d. Plans, advises, and supervises the Individual Ready Reserve (IRR), Individual Mobilization Augmentee (IMA), Mobilization Readiness Training programs at Fort Belvoir for RC personnel.

e. Identifies RC training opportunities in support of Fort Belvoir and tenant activities sufficiently in advance to allow RC unit or RC individual participation.

f. Coordinates off post military training for assigned units.

g. Prepares, reviews, and processes directives, programs, policy statements, correspondence, reports, studies, and other matters pertaining to training and training evaluations.

h. Reviews HQ Command subordinate unit training schedules, monitors training events, and coordinates the External Evaluation Program (EXEVAL).

i. Coordinates and controls use and maintenance of training areas and facilities.

j. Coordinates and schedules units/activities for Libby Range.

k. Processes service school applications via ATRRS and processes temporary duty (TDY) orders for military personnel attending schools assigned to HQ Command.

l. Receives and processes ammunition forecasts and DA Forms 581, Ammunition Requests, for Fort Belvoir units and activities.

m. Manages building 269 located at 9820 Flagler Road and coordinates maintenance and janitorial contracts.

n. Serves as proponent for Fort Belvoir Master Events Calendar.

DIRECTORATE OF RESOURCE MANAGEMENT



CHAPTER 14

DIRECTORATE OF RESOURCE MANAGEMENT (DRM)

1. MISSION.

Responsible for the development and execution of plans, programs, and budgets to obtain manpower and financial resources to accomplish the installation's mission. Develops installation policy and procedures for proper administrative control and accounting of allotted resources; provides management analyses of resource utilization; and develops general management policy for the installation.

2. FUNCTIONS.

a. Determines and recommends financial resources required to fulfill the command's mission.

b. Plans and supervises the execution of manpower programs.

c. Provides analyses of mission and program accomplishment and of resource use and availability as a basis for management decisions.

d. Develops and maintains effective financial and management controls, systems, and procedures to safeguard, maintain accountability, and achieve the best use of resources.

e. Provides management analyses of organizations and management systems to improve management within the command.

f. Supervises the accounting and reporting functions related to appropriated funds.

g. Monitors the operation of the Fort Belvoir banking institutions as required.

h. Makes decisions within the limits of established policy and recommends command policy and action on those matters reserved for decisions by the Garrison Commander.

i. Manages the Installation Support Agreement Program.

j. Coordinates actions for the command goals/objectives program.

k. Compiles, edits, prepares organizational charts, and arranges for publication of United States Army Garrison Fort Belvoir Regulation (USAG FB Reg) 10-5, Organization and Functions.

l. Serves as the Career Program Manager for Civilian Comptroller and Manpower Career Programs.

3. **ADMINISTRATIVE OFFICER.**

Performs routine administrative services to include the following:

a. Processes personnel actions for recruitment, promotions, retirements, resignations, and disciplinary actions.

b. Maintains the Table of Distribution and Allowances (TDA) and ensures personnel actions are within authorized and budgetary limits.

c. Monitors due dates on performance evaluations.

d. Coordinates training requirements for the directorate.

e. Provides mail and distribution services.

f. Monitors the directorate security and classified information program.

g. Provides administrative support to directorate divisions on an as needed basis.

h. Administers the Army Charge Card Program.

i. Responsible for service and maintenance contracts for DRM.

j. Responsible for property accountability for DRM divisions.

k. Serves as Installation Banking Officer for the Fort Belvoir Credit Union and the on-post banking facility.

l. Serves as Garrison Defense Civilian Pay System (DCPS) coordinator.

4. FINANCIAL MANAGEMENT DIVISION.

a. Develops plans to accomplish programming and budgeting functions.

b. Interprets, reviews, evaluates, and distributes program and budget guidance received from major commands to the major activity directors.

c. Establishes, develops, and publishes installation guidance for the preparation of the Command Operating Budget (COB), Resource Management Update (RMU), Budget Execution Review (BER), Status of Funds and other financial management reports submitted to higher headquarters.

d. Reviews, analyzes, and submits budget estimates and other programming documents, both manual and automated, to higher headquarters.

e. Provides technical assistance and financial advice on all matters relating to budget and funding programs.

f. Coordinates and distributes quarterly allowances and annual funding programs.

g. Responsible for fund control procedures. Reports alleged violations of Revised Statute 1517 to the Defense Accounting Officer for investigation.

h. Briefs DRM on the status of resources.

i. Directs and participates in the year-end-close-out process to ensure appropriate use of resources.

j. Chairs the Program Resource Advisory Committee (PRAC).

k. Maintains commitment/obligation ledgers for DPTMS, ROTC, DPCA, DRM, DIS-LOG, DIS-PW, and other staff activities.

l. Responsible for the execution of current year funds provided by major command.

m. Monitors budget execution and serves as liaison with U.S. Army Signal Activity-Southern Information Operations Center (SITOC).

n. Responsible for prior year funds certification. Serves as liaison between program directors and Defense Finance and Accounting Service (DFAS), Rome, New York.

o. Performs management accounting for the garrison.

5. **MANAGEMENT AND MANPOWER DIVISION.**

a. Directs and coordinates management improvement programs, principles and practices throughout the garrison to achieve efficient and effective operations. Develops, manages, coordinates, and executes all aspects of the installation manpower, equipment and documentation programs. Provides professional advice and management assistance.

b. Functions:

(1) Participates in and conducts organizational and functional analyses.

(2) Administers the Installation Management Control Program.

(3) Conducts special management studies.

(4) Performs cost and economic analyses.

(5) Provides management consultant services for command and staff activities.

(6) Formulates, in coordination with other staff offices, resource management briefings.

(7) Develops and maintains the Fort Belvoir Regulation 10-5, Organization and Functions.

(8) Administers the Army Ideas for Excellence Program.

(9) Administers the Army Communities of Excellence Program based on the Army Performance Improvement Criteria.

(10) Coordinates the installation's business process reengineering and process improvement efforts.

(11) Prepares the installation statistical data card.

FB Reg 10-5 (5 Oct 01)

(12) Manages the development and execution of the Fort Belvoir Installation Management Action Plan briefings.

(13) Coordinates development, review and revision of the Installation Strategic Plan.

(14) Provides requirements determination analysis.

(15) Conducts manpower allocation and utilization analysis.

(16) Participates in the Program/Budget Review.

(17) Manages The Army Authorization Documentation System (TAADS) for the installation.

(18) Performs mission analysis.

(19) Conducts equipment analysis.

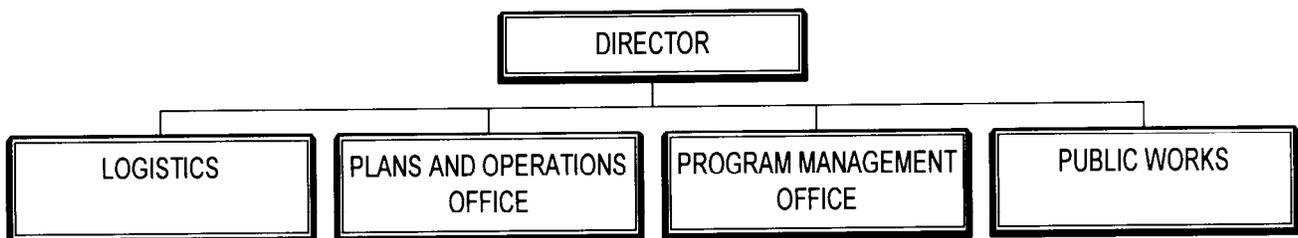
(20) Performs force structure analysis.

(21) Administers the Installation Support Agreement Program.

(22) Manages the commercial activities inventory and competitive sourcing process for the garrison.

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DIRECTORATE OF INSTALLATION SUPPORT



CHAPTER 15

DIRECTORATE OF INSTALLATION SUPPORT (DIS)

1. MISSION.

To enhance our customers' quality of life by providing exceptional public works, safety, and logistics services which include: planning, construction, conservation, housing, transportation, supply, direct support/general support (DS/GS) maintenance, and consultation.

2. FUNCTIONS.

Manages the delivery of public works, safety, and logistics products and services.

3. DELEGATION OF AUTHORITY.

Engineer Project Approval Authority for Operation Maintenance Army (OMA) funds to approve new work up to \$250,000 and for repair and maintenance up to \$1,000,000 for other than family housing. For the Family Housing Program, incidental improvements (AFH BP 1920) are \$3,000 per dwelling unit per fiscal year; \$15,000 per dwelling unit per fiscal year for work to support the American With Disabilities Act (ADA) for the physically challenged; and \$300,000 per project per fiscal year. AFH BP 1920:

a. Less than \$15,000 per dwelling unit per fiscal year for maintenance and repair (including incidental improvements).

b. \$500,000 per project per fiscal year where 50% of the dwelling units replacement costs are not exceeded. AFH BP 1920 (for GFOQ only): Less than \$15,000 per single major maintenance and repair project per dwelling unit per fiscal year.

4. PLANS AND OPERATIONS OFFICE.

a. Coordinates DIS support required for all special events i.e., 4th of July, Spring and Fall clean-up and one-time activities.

b. Serves as the DIS representative for emergency operations center to include snow removal operations, training

exercises, etc. Maintains logistical portion of contingency, emergency, defense, and mobilizations. Directs and coordinates actions by supporting activities in determining plan requirements and material stock levels.

c. Develops and manages troop construction projects.

d. Manages the Command Supply Discipline Inspection Program, Petroleum Oil and Lubricants (POL) Surveillance Program, Operational Security and Physical Security Programs, Installation Manager for Chief of Staff Army, and Award for Maintenance and Supply Excellence Programs.

e. Manages installation force modernization logistics effort for equipment receipt and issue.

f. Serves as DIS coordinator for Departure/Arrival Airfield Control Group (DAACG) operations.

g. Conducts inspections of the installation for DIS identifying deficiencies such as grounds maintenance and area police that detract from acceptable standards of appearance.

h. Has informal working relationship with Fort Belvoir mayors to address quality of life issues.

5. INSTALLATION SAFETY OFFICE.

Manages a comprehensive 24-hour a day safety and occupational health program. Scope of operations includes USAFB and tenants activities within DOD, DA, HQDA USAR, USACIC, USAM/VC, TRADOC, USASA, USAMC, USACE, USAISC, USN, USAF, USCG, USAR/NG, and HSC.

a. Serves as safety technical advisor to the Garrison Commander.

b. Provides support to tenants activities per inter-service support agreements and memorandums of understandings.

c. Provides safety consultation and guidance on safety criteria and operational techniques for establishing and implementation of policies, plans, and procedures.

d. Provides interpretation of safety and occupational health policies and procedures and develop and prepare supplements to Department of Army and MACOM regulations, standards and policies.

e. Monitors contractors and review purchase, service and construction contracts to ensure protection of government resources and proper safety criteria is met.

f. Provides risk assessments and a series of comprehensive inspections of operations, facilities, and events to identify accident potential.

g. Provides safety education and training for all levels of command and to family child care providers.

h. Manages both the motorcycle safety course and the defensive driving course.

i. Reviews engineering plans and drawings to ensure safety standards are met.

j. Perform accident investigations, maintain records, and ensure follow-up system is maintained to evaluate effectiveness of corrective action. Analyze accident data for planning corrective action, and recommending specific measures to correct unfavorable accident trends.

6. PROGRAM MANAGEMENT OFFICE.

a. Manages all actions relating to civilian personnel and the Defense Civilian Payroll System.

b. Maintains the TDA and ensures personnel actions for recruitment and placement are within authorized and budgetary limits.

c. Manages the directorate automation program to include a Local Area Network and the following functional DIS systems/servers: Integrated Facilities System (IFS), Delivery Order Contracting (DOC), Geographic Information System (GIS), Executive Information System (EIS), and Office Automation Server (OA).

d. Manages the American Red Cross Blood Drive Program for the installation.

e. Manages the directorate customer service and public affairs programs.

f. Manages training requirements, mail distribution, suspense requirements, communications requirements, and records management.

g. Coordinates the Consideration of Others Program, Management Control Program, Army Charge Card Program, Information Management Action Plan, Army Ideas for Excellence Program, and Partners in Education Program for the directorate.

7. ASSISTANT DIRECTOR FOR PUBLIC WORKS.

a. Manages the daily operations and personnel of Public Works for the Contract Management Division, Engineering, Plans, and Services Division, Environmental and Natural Resources Division, Housing Division, and the Fire Protection and Safety Division.

b. Formulates, documents, and implements policies and procedures; advises the Garrison Commander on matters which impact on assigned responsibilities.

c. Reviews and analyzes operations and procedures and reports on findings with recommendations.

d. Has oversight responsibility for all customer service, implementation for special projects and conducts meetings as required for Public Works.

8. CONTRACT MANAGEMENT DIVISION.

a. Contracts Branch.

(1) Coordinates the review of all projects with the customer and all pertinent activities, i.e., Safety, Industrial Hygiene, and Physical Security.

(2) Responsible for the sale of electricity, gas, water, steam, fuel oil, and sewage services. Ensures that contracts are prepared for sales and rates are in accordance

with regulations. Serves as technical representative to the contracting officer for purchase of utility services.

(3) Receives and processes contractors' invoices for payment.

(4) Provides contract administration services, inspection and acceptance for work executed by Assistant Director of Public Works for base maintenance, custodial services, laundry services, food services contract, utility sales, porta-johns, and job order contract.

(5) Provides engineering and architectural design and construction oversight for maintenance, repair, and minor construction projects. Provides design reviews and engineering consulting services as required. Maintains record drawings (as-build plans).

(6) Provides engineer design services for projects accomplished by the Assistant Director for Public Works through either in-house capabilities or contract architect/engineer (A/E).

(7) Secures A/E services to accomplish engineering design of maintenance, repair, and minor construction projects.

(8) Provides required data for the proper development of projects being designed by the contractual A/E firms.

(9) Ensures user requirements are within funded limitations and designs are properly prepared.

(10) Makes recommendations for technical approval of or for required changes in design of projects prepared by contractual A/E firms.

(11) Provides work classification analysis for projects designed in-house requiring new work, maintenance, and repair.

(12) Provides design requirements and technical guidance to A/E firms, and recommends technical approval/disapproval of designs to Assistant Director for Public Works.

(13) Ensures user requirements are met by coordination with in-house design staff and A/E firms under contract with

both Assistant Director of Public Works and the U.S. Army Corps of Engineers (USACE) supporting district.

(14) Maintains liaison with USACE support district on design activities.

(15) Prepares plans and specifications for indefinite requirements contract and job order contracting for annual maintenance, repair, and minor construction requirements.

(16) Prepares necessary documentation required by the procurement officer for advertising and/or award construction contracts.

(17) Coordinates and provides design/construction status to properly maintain the maintenance and repair program.

(18) Reviews project designs and specifications to ensure installation requirements are properly identified and incorporated in the design/specifications. Provides overall installation changes/comments to the design and construction support activities.

b. Building and Grounds Branch.

(1) Manages the construction, repair and maintenance programs for buildings, structures, roads, grounds, storm and sanitary sewers, and water distribution systems.

(2) Ensures projects include all appropriate program requirements, i.e., Americans with Disabilities Act, Army Community of Excellence initiatives, physical security requirements.

(3) Processes individual job orders recommending work to be done, priority, and method of accomplishment.

(4) Serves as primary interface with customers in determining scope of work, resolving coordination or scheduling problems, and final acceptance of project.

(5) Reviews project designs and specifications to ensure installation requirements are properly identified and incorporated in the design specification. Provides overall

installation changes/comments to the design and construction support activities.

c. Utilities Branch.

(1) Manage the construction operation, repair, and maintenance programs of electrical distribution systems to include interior and exterior electrical and mechanical system management for installation real property, fire alarms, elevators and dumbwaiters, generators, uninterrupted power supply, interior and exterior lighting, traffic lights, repair and maintenance program for cooling, hot water, and steam distribution systems, heating and air conditioning systems, ventilation systems, and fire suppression systems.

(2) Reviews project designs and specifications to ensure installation requirements are properly identified and incorporated in the design/specifications. Provides overall installation changes/comments to the design and construction support activities.

(3) Ensures projects include all appropriate program requirements, i.e., Americans with Disabilities Act, Army Communities of Excellence initiatives, and physical security requirements.

(4) Processes individual job orders recommending work to be done, priority and methods of accomplishment.

(5) Serves as primary interface with customers in determining scope of work, resolving coordination or scheduling problems, and final acceptance of project.

9. **BUSINESS MANAGEMENT DIVISION.**

a. Facility Planning Branch.

Provides installation master planning and programming of major construction; real property and real estate management; and facilities utilization and space management. It is the focal point for development of the long-range military construction plans and programs for all funding programs and agencies located on Fort Belvoir. Analyzes and reviews all management of productivity programs. The functions of this branch include:

(1) Performs installation master planning.

(2) Develops military construction projects that exceed local approval authority: Military Construction Army (MCA), Military Construction Army Reserve (MCAR), and non-appropriated fund capital improvements.

(3) Supports the tenant activities in the programming of their major construction projects on Fort Belvoir.

(4) Coordinates with the District Engineer on the design and execution of military construction projects.

(5) Provides mobilization facility planning.

(6) Manages and reports facilities space utilization.

(7) Provides real property accounting and control.

(8) Provides real estate services, i.e., lease, easements, outgrants, acquisitions, and disposals.

(9) Provides facilities planning for realignment and restationing actions.

(10) Provides traffic engineering.

b. Work Management Branch.

(1) Manages the receipt and disposition of all work requests, service orders, and individual job requests.

(2) Ensures projects are approved and work is properly classified prior to execution.

(3) Plans and coordinates the Installation Project Review Board.

(4) Develops, maintains, and programs the United States Army Reserve (operations and maintenance Army Reserve funds) requirements to include minor maintenance and repair, projects, and routing support for training exercises and United States Army Reserve Centers.

(5) Review and analyses construction, maintenance, and repair projects. Validates the scope of work, cost accounts, and estimates. Prioritizes and schedules work to meet installation requirements.

(6) Maintains, reviews, and analyzes the U.S. Army Reserve Facility Inspection Program.

(7) Develops annual and long-range work plans for the directorate and the installation.

(8) Provides bi-annual training for Facility Coordinators. Conducts meetings. Coordinates the PRB and annual work plan.

(9) Performs management and review of all Intra/Inter-Service Support Agreements (ISAs).

(10) Performs the initial review and discussion with customers on DA Form 4283 submissions. Tracks submission status and coordinates funds execution with DRM. Responsible for all initial and final document processing and storage.

c. Geographic Information Systems Center.

Provides mapping services for use in daily decision-making processes encompassing operations, maintenance, damage control, extreme weather conditions, environmental, and design and planning activities. Provides networking and functional integration services to allow desktop accessibility of maps for management staff in planning and decision making relative to daily and future operations.

(1) Collects and analyzes requirements in determining subject material for map overlay development.

(2) Identifies mission requirements and the applicability of various map types for conducting problem solving analyses.

(3) Provides cartographic data for future construction analysis and site selection.

(4) Provides the rectified aerial photography data for use in analysis of installation features.

(5) Analyzes support of environmental and natural resource information including wildlife corridors, watersheds, flood plains, buffer zones for hazardous or sensitive areas.

(6) Conducts analysis of emergency response planning for extreme weather, pollution spill control, and emergency services response.

(7) Provides custom map generation of analysis results for presentation and contract work operations.

(8) Provides desktop viewing and analysis capability of all geographic information pertaining to Fort Belvoir.

(9) Responsible for integrating and maintaining information for the development of utility maps in support of development and the operations and maintenance of all utilities on the installation.

(10) Integrates and maintains multi-system, multi-platform information libraries for centralized analysis and viewing including Fastrac, RPLANS, IFS-M, and Facility Information System facility planning and management system.

(11) Develops and maintains Facility Information System (FIS) computer automated information management system for tracking real property assets.

(12) Develops presentation material for command and project briefings as required.

10. ENVIRONMENTAL AND NATURAL RESOURCES DIVISION.

a. Serves as the environmental program manager to ensure compliance with all federal, state and local environmental statutes and regulations.

b. Manages land, forest, wetland, fish, and wildlife resources.

c. Serves as the installation proponent for historical archaeological preservation and manages the cultural resources program.

d. Manages the Installation Recycling Program.

e. Manages the Hazardous Waste Program.

f. Serves as proponent for the Installation Energy Conservation Program. Conducts energy audits, surveys of potential waste, etc. Prepares the Defense Energy Information

System reports and the Energy Review and Analysis. Disseminates information on energy conservation by notice, *Eagle* articles, etc., to create and maintain public awareness.

g. Enforces laws dealing with conservation, wildlife, and natural resources for the installation.

11. HOUSING DIVISION.

Manages the Installation Housing program in accordance with regulatory and command guidelines. Develops repair, maintenance, and improvement requirements for family housing, and unaccompanied personnel housing assets on the installation.

a. Troop Billeting Branch.

(1) Manages unaccompanied personnel housing assets.

(2) Conducts pre-termination, termination and assignment inspections for troop barracks.

(3) Programs the replacement of furnishings.

(4) Issues Statement of Non-availability for unaccompanied personnel.

b. Family Housing Branch.

Provides policy and guidance for the management of Family Housing operations and Community Homefinding Relocation and Referral Services (CHRRS) under a contract mode. Conducts pre-termination, termination, and assignment inspections for family housing.

(1) Family Housing and Troop Housing Furnishings. Provides policy and guidance for furnishing management operations under a contract mode.

(2) Facility Branch. Develops all housing annual and long-range construction, maintenance and repair projects. Provides quality service to all General/Flag Officers Quarters (GFOQs).

12. FIRE PREVENTION AND PROTECTION DIVISION.

Provides fire prevention and protection services, including routine inspection and testing of protection equipment and

installed fire systems. Provides technical installation and replacement services for the procurement, installation and replacement of fire extinguishers. Provides Hazardous Materials, First Responder and Emergency Medical Services.

a. Organizes and administers fire prevention and protection activities to include brush, structural, and aircraft fire fighting on the installation and support facilities, e.g., Kingman Complex, Defense CEETA.

b. Serves as technical advisor to the Post Fire Marshal.

c. Maintains liaison with appropriate federal and state officials and with local fire departments and provides support under a mutual aid agreement.

d. Investigates fires to determine origin and corrective action necessary to prevent recurrence. Prepares investigation reports. Reviews all reports of survey resulting from fire damage.

e. Supplements fire regulations, performs regular fire prevention inspections, and reviews plans for new construction and alteration of existing building for fire prevention features.

f. Serves as a member of the Command Inspection team and other inspection teams for Fire Protection and Safety.

g. Trains installation personnel, including dependents, in applicable phases of fire prevention, protection, and fire evacuation drills.

h. Recommends and prepares fire prevention and protection publicity for the installation.

i. Performs organizational maintenance of firefighting apparatus, keeps records of fire protection operations, personnel, and equipment.

j. Checks operations of fire hydrants, sprinkler systems, and test alarm systems. Initiates requests for repair work to protection equipment.

k. Develops and coordinates policy on fire prevention and protection matters.

l. Performs technical review of engineering project design submissions and recommends revisions; ensures compliance with fire and life safety codes and regulations.

m. Maintains the physical fitness program and provides training for firefighters.

n. Operates after-hour service order desk, receives emergency requests, and coordinates the proper response and documentation.

o. Performs inspections of all buildings and structures for compliance with applicable fire and building codes.

p. Makes recommendations relating to proposed new or revised DOD directives, Army Regulations, technical manuals, specifications, or other guidance from higher headquarters that affect the fire department functions.

13. ASSISTANT DIRECTOR FOR LOGISTICS.

The Assistant Director for Logistics is the principal logistics staff officer and acts for the director in controlling the following activities:

a. General Supply.

b. Direct support and general support maintenance.

c. Transportation services.

d. Reports of Survey.

e. Supply Management Army (SMA) budget for the installation.

f. General Services Administration (GSA) leased vehicles within MDW.

14. LOGISTICS SUPPORT DIVISION.

a. Office of the Chief. Directs and supervises the overall operations of the division. Supervises the development and

execution of all operating plans for the accomplishment of the mission assigned to the division. Serves as the principal staff officer in advising the Commander and staff on all matters pertaining to transportation, maintenance and communications-electronics.

b. Movements Branch. Provides transportation services (official passenger travel, port calls, freight movements, packing and crating services, and unit movements.

(1) Passenger Travel Section.

(a) Makes arrangements for all official CONUS, OCONUS, and DoD government travel.

(b) In conjunction with Carlson Travel Network (contractor), schedules TDY and PCS movements by commercial airlines using the GSA City Pair Program.

(c) Provides group movement services for various installation activities such as the Defense Mapping School, Defense Systems Management College, Army Management Staff College and the Department of the Army Inspector General (DAIG) School.

(d) Makes travel arrangements for TDY and PCS via the MAC system at Headquarters, Scott Air Force Base, Illinois.

(e) Provides information and cost estimates of travel conveyances, rental cars, and charter bus and rail movements.

(f) Prepares Meal Tickets, MAC Transportation Authorizations, Cash Collection Vouchers, Government.

Transportation Requests, and Government Travel Services (GTS)/American Express documentation/reconciliation.

(g) Receives invoices submitted under GTS/Bank of America system. Reconciles charges against Carlson Travel Network reconciliation. Prepares necessary documentation for approval to Defense Finance and Accounting Service (DFAS) for payment. Ensures credits/debits/disputed amounts are referred back to Carlson Travel Network and Bank of America.

(h) Makes arrangements for Commercial Air Movements (CAM) for groups attending training, seminars, and/or courses of instruction.

(i) Arranges transportation for individuals stranded, emergency situations, change in itinerary, or without funds in normal day-to-day operations, as well as after hours/recall.

(j) Makes arrangements for transportation of remains.

(k) Assists travelers in filing lost ticket applications.

(2) Freight Section.

(a) Classifies, rates and requests shipments of freight of all kinds (FAK) from the installation to points throughout CONUS and worldwide.

(b) Determines, by review of published guides, rates and directives if shipment must be routed by MTMC or at installation level.

(c) Prepares and completes Government Bills of Lading (GBLs), Transportation Control and Movement Documents (TCMDs) and commercial bills.

(d) Maintains records of all transport costs of shipments made.

(e) Assists customers in estimating/determining costs of their proposed shipment.

(f) Screens all shipment requests from customers to ensure accuracy of data before pickup arrangements are made with carrier.

(g) Processes requests for air freight shipments; reviews request for justification of transportation. Checks for proper destination address and fund citation. Offers shipment to next available carrier. Schedules pick-up, logs in bill register and prepares labels, documents, GBLs, etc.

(h) Processes statements from carrier, completes necessary vouchers with supporting documentation and forward to DFAS immediately for payment.

(i) Arranges military convoy clearances and highway clearances for special hauling within various states.

(j) Completes documentation and certification for hazardous and sensitive item shipments.

(k) Arranges rail transportation for equipment that cannot be shipped by other means.

(l) Prepares reports relating to late, over/short, or damaged shipments by Required Delivery Date (RDD) in Bill of Lading. Contacts carrier, warehouse, Military Traffic Management Command (MTMC), and other agencies to determine if shipment was delivered directly to user. Initiates and prepares Transportation Discrepancy Report (TDR) if not resolved.

(m) Operates the Installation Break Bulk Point for receipt of all incoming freight shipments.

(n) Segregates incoming freight and ensures materiel is delivered to designated consignees.

(o) Receives, in-checks, and performs responsible receiving officer duties for items being accepted for delivery within the National Capital Area.

(p) Reviews shipping documents for validation of data, point of contact, and to and from address.

(q) Requests packing and crating service from local contractor. Monitors contractor performance to ensure compliance with terms and conditions of agreement.

(3) Unit Movements.

(a) Plans and coordinates a variety of mission functions in connection with mobilization, deployment, demobilization, redeployment and exercises of active/reserves/National Guard units' equipment/cargo.

(b) Processes information regarding movement, coordination between Fort Belvoir, the units, Transportation

Operation Agencies, serial/surface ports of embarkation/debarkation, Major United States Army Reserve Command (MUSARCs), Major Army Command (MACOMs), National Guard Bureau (NGB), and Port Support Activity (PSA).

(c) Receives and reviews request for convoy clearances and special hauling permits.

(d) Contacts state agencies, coordinates/routes and obtains permits for oversize/overweight/hazardous cargo.

(e) Performs reconnaissance of route to ensure road, tunnel, and bridge capacities meet requirements.

(f) Develops movement requirements list and load plans to determine number and configuration of transport need.

(g) Assists in procurement and development of blocking, bracing, packaging, crating material tie-down (BBPMCMT materials).

(h) Directs loading and tie-down of equipment.

(i) Ensures certification and marking of hazardous materials.

(j) Supervises Departure/Arrival Airfield Control Group (AACG) operations under FORSCOM Reg 55-1.

(k) Serves as Senior Transportation Representative to Prepositioning Material Configured to Unit Sets.

(l) Serves as the Installation Expert for transportation in mobilization deployment conferences/briefings.

(m) Assures accuracy of Unit Movement Data (UMD) and Computerized Movement Planning and Status System (COMPASS) reporting Automated Unit Equipment List (AUDEL).

(n) Maintains installation war reserve stockage/inventory of 463L pallets, nets, tie-downs, and portable scales, to include monthly reporting to FORSCOM, inspection for serviceability, control, repair, and replacement.

c. Maintenance Branch.

The Chief of Maintenance Branch serves as the Installation Maintenance Officer who directs and supervises maintenance of material within the scope directed by the Chief, Logistics Support Division, and as outlined in AR 750-1. The Chief oversees operation of the equipment maintenance repair facility, small arms, and communications/electronics repair facilities. Ensures material is maintained to required standards of serviceability, establishes and disseminates policies, procedures, objectives for shop operations, and proper use of priority designators. Provides support for performance of unit level maintenance for units that do not have an organic maintenance capability. Also performs additional duties as the installation point of contact for the warranty, Army Oil Analysis, sample data collection, painting chemical agent resistant coating (CARC), quality defiance reporting, depot return, component safety, and tool improvement programs. Ensures maintenance is properly used and applied within geographic area of support as identified in AR 5-9 and AR 750-1.

(1) Production, Planning and Control Section.

Receives, reviews, edits and processes requests for maintenance services, inspections, and repairs. Plans, schedules and controls work flow through the Branch Chief to appropriate repair shop. Collects data and produces various reports on maintenance statistics, manhours, and costs. Reviews, requests and orders needed repair parts to fix equipment. Maintains document register for ordered repair parts. Performs follow-up status checks, cancellations, and monthly parts reconciliations.

(2) Consolidated Maintenance Shop. Performs repairs

and overhauls major components, tactical vehicles, special purpose wheeled vehicles, small arms, construction equipment, material handling equipment, support equipment, installation peculiar service equipment, shop support equipment, non-tactical commercial design vehicles, office equipment, and equipment not elsewhere listed. Performs organizational maintenance for units without an organic capability. Services and inspects GSA vehicles. Performs limited repair of GSA vehicle fleet, to include sedans, buses, and trucks. Provides annual load testing of hoist and lifting equipment, and annual testing of hydrostatic air compressors.

(3) Communications-Electronics Section. Provides

direct/general maintenance support for military and commercial communications and electronics equipment for Fort Belvoir, the

MDW and various activities throughout the NCR. Performs quality control inspections; equipment classifications; vehicular radio

emergency equipment installation; removal and repair of alarm systems; repair of tactical and commercial electronic equipment; and maintenance and repair of base stations. Provides on-site contact team support and technical advice and assistance.

d. Transport Branch.

Manages Fort Belvoir's administrative use vehicles, emergency vehicles, and drivers' testing and licensing. The Branch consists of three sections: Vehicle Operations, Vehicle Control, and Drivers' Testing.

(1) Vehicle Operations Section. Operate motor vehicles for the transportation of personnel, supplies, and equipment. Provides installation transportation services including bus and cargo. Drivers are responsible for providing Preventive Maintenance Checks and Services (PMCS) on assigned vehicles and completing vehicle dispatch logs.

(2) Vehicle Control Section. Exercises operational control over all vehicles assigned to the installation for administrative use. Receives requests for motor transport services and dispatches the necessary vehicle on an individual basis or on a recurring basis. Maintains records of vehicle utilization based on standards and criteria established for selected categories of equipment. Monitors and controls the maintenance scheduling of the motor fleet to commercial GSA facilities.

(3) Driver Testing Section. Administers driver tests, ADIP testing, remedial training, bus training, emergency vehicle training, PMCS, and issues motor vehicle operator permits. Records, reviews and evaluates all drivers' records. Requisitions, secures, issues and scores testing devices, equipment and test routes. Prepares, authenticates, renews and revokes licenses. Maintains records of all licenses issued and also recommends TMP drivers for safety awards yearly.

15. **SUPPLY DIVISION.**

a. Office of the Chief.

(1) Acts as Principal Staff Officer for supply matters within the Division.

(2) Directs and supervises the operations of the Supply Support Activity, Consolidated Installation Property Book, and Central Issue Facility.

(3) Exercises overall responsibility for logistical functions for the Standard Army Retail Supply System (SARSS).

(4) Coordinates with other installation staff elements on those matters pertaining to supply support planning and related financial programs.

b. Consolidated Installation Property Book Branch.

(1) Provides all supply support for USAGFB TDA activities except Health Services and USA Medical Activity Fort Belvoir.

(2) Maintains property accountability for all items on a Property Book.

(3) Renders assistance during the conduct of inventories and identification of property.

(4) Provides representative to the Operations Office for assisting with the Command Inspection Program.

c. Central Issue Facility.

(1) Provides Organizational Clothing and Individual Equipment (OCIE) support to all USAGFB TDA & MTOE activities within the geographical region.

(2) Maintains property accountability for all items on a property book.

(3) Requests special OCIE for support customers.

(4) Screens all OCIE at the DRMO for serviceability.

(5) Fits, orders, and issues safety shoes.

(6) Maintains an established stock level of OCIE based on number of customers. Prepares requisitions for items dropping below the set stock levels.

(7) Inspects, classifies and repairs OCIE.

d. Property Control Branch. The Branch Chief has technical supervision over all transactions pertaining to the receipt, classification, inventory, maintenance, issue and disposition of all supplies and equipment maintained under line item and monetary accounting. Is responsible for the operation and supervision of the consolidated activities listed below.

(1) Stock Control Section.

(a) Manages supplies and equipment by material category.

(b) Applies stock control policies, regulations, and procedures to maintain supply levels in support of units and activities.

(c) Processes customer off-line turn-ins.

(d) Identifies and reports excesses for disposition.

(e) Requisitions, manages, and documents contingency stocks.

(f) Manages Supply Management Army (SMA) obligation authority allotted to the Accountable Property Officer for all material categories except subsistence (class I), munitions (class V), and medical (class VIII).

(g) Compiles and justifies SMA budget estimates for all assigned materiel categories.

(h) Prepares, analyzes, and dispatches all recurring and non-recurring supply management reports.

(i) Reconciles due-in, due-out, and financial records.

(j) Schedules and conducts all special inventories of assets and the accomplishment of inventory adjustment reports.

(k) Computes and maintains authorized package levels for repairable items.

(l) Requisitions and tracks status of all repair parts and consumable supplies required to perform direct support maintenance within directorate.

(m) Monitors Automated Fuel System.

(n) Maintains DOD Small Arms Serialization Program and Controlled Cryptographic Item (CCI) Program by the use of the Unit Item Tracking (UIT) System, IAW AR 710-3.

(o) Maintains control of all materiel release orders.

(p) Monitors Prescribed Load List/Authorized Stockage Lists operations.

(2) Customer Assistance Office.

(a) Performs local purchase functions of the Stock Control Activity to include preparation and forwarding of purchase requests to the MDW Acquisition Center.

(b) Maintains the Accountable Officer Records, the master data files, and all the catalog files, whether manual or automated. Assigns manual document serial numbers.

(c) Maintains control of input documentation and receives, reviews, validates, and distributes all automated supply output products.

(d) Reduces supply and related transactions into computer processable formats.

(e) Receives and processes requests for issue, turn-in, and receipt documentation. Performs technical editing and catalogs all nonstandard items of supply.

(f) Provides technical cataloging assistance to supported units.

(g) Assists units and activities in resolving problems in the supply system.

(h) Receives and performs cursory review of all requests for supplies placed on the Supply Support Activity.

(i) Operates a distribution center where all automated supply status, as well as other related logistical information, is distributed to supported elements.

(j) Prepares Customer Reconciliation Listings, forwards to customers, and monitors responses to ensure prompt and accurate reply.

(k) Operates a central collection activity for assembling and forwarding manual Continuing Balance System-Expanded transactions for Property Book Officers to higher authority for asset reporting purposes. Responsible for obtaining and discontinuing Department of Defense Activity Address Code for units/activities receiving supply support for USAGFB.

(l) Manages the Inventory Temporary In-Use Program, coordinating requests to borrow equipment from the installation stock record account and ensures return by suspense date.

(3) Warehouse Operations Section. Responsible for functions as follows:

(a) Responsible for the receipt, identification, storage, safeguarding, and issue of all commodities of supply except medical, subsistence, and Class V.

(b) Operates petroleum-dispensing point for POL products except heating fuel.

(c) Performs in-storage maintenance for all supplies and equipment.

(d) Maintains equipment records to conform to applicable directives and regulations.

(e) Conducts physical inventory of all material categories.

(f) Assigns and maintains storage locations.

(g) Schedules and conducts location surveys.

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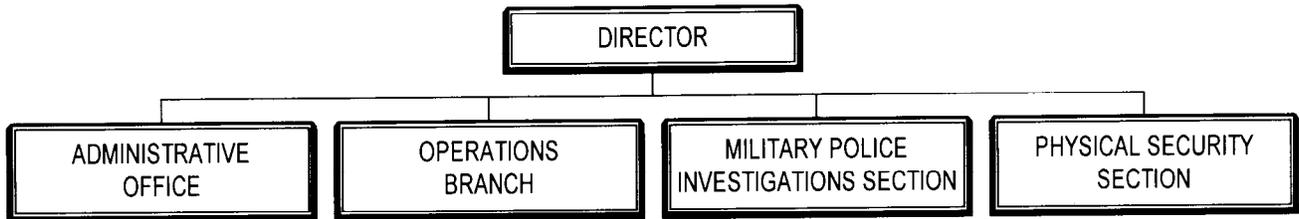
(h) Physically transfers agency excess to the DRMO as directed.

(i) Prepares items for return to the wholesale supply system.

(j) Operates turn-in points to accommodate customers for the turn-in of supplies and equipment.

(k) Performs pickup and delivery of supplies and components for Supply Support Activity (SSA) customers and other supported agencies/ activities as required.

PROVOST MARSHAL OFFICE



CHAPTER 16

PROVOST MARSHAL OFFICE (PMO)

1. MISSION.

Directs and supervises the law enforcement activities in accordance with (IAW) command policies and procedures. Advises the Garrison Commander (GC) and his staff on the state of the law, order, discipline, and other matters pertaining to security and crime. Provides military police (MP) services in 23 counties of Virginia and West Virginia.

2. FUNCTIONS.

a. Informs and advises the GC about the state of security, conduct, order, and discipline on the installation; advises about MP capabilities and executes the GC's policies.

b. Manages and evaluates all MP operations on the installation.

c. Deters crime by promoting awareness through proactive crime prevention and community oriented policing (COP) programs.

d. Acts as the installation physical security officer.

e. Ensures the enforcement of laws, orders, and regulations.

f. Directs the investigations of crimes and reports findings.

g. Oversees traffic control, the investigation of traffic accidents, and reports findings.

h. Maintains liaison with local, state, and federal military and civilian law enforcement agencies in all matters related to crimes, terrorism, and force protection.

3. OPERATIONS SECTION.

Plans, directs, coordinates, and controls installation MP operations in accordance with policies and procedures outlined in Army regulations (ARs), the GC, and the Provost Marshal (PM).

a. Plans, coordinates, implements, and controls all law enforcement and investigation activities as directed by the PM.

b. Establishes and maintains police liaison and public relations activities with the military and civilian community.

c. Provides oversight on all MP investigations, criminal information data collection, physical security operations, and force protection contingencies.

d. Coordinates, plans, and directs all traffic operations.

e. Determines additional training and equipment requirements of MP personnel to accomplish the mission.

f. Determines patrol areas, policies, and responsibilities of MP personnel on duty.

g. Controls all MP working dog activities in support of the law enforcement and physical security operations.

h. Reports on all off-post investigations of crimes committed by Army personnel, involving Army property, or in which the Army has a substantial interest that occur with the regulated area of responsibility (AOR).

i. Responds to customer service complaints and inquiries. Prepares, directs, or coordinates appropriate responses.

j. Coordinates, plans, and directs all MP capability demonstrations conducted for the military and civilian communities.

4. **DESK OPERATIONS AND PATROLS SECTION.**

a. Receives and records complaints, incidents, and other matters reported to the MP.

b. Furnishes information and assistance, as authorized, to the public.

c. Apprehends, administratively processes, searches, detains, feeds, and takes disposition of offenders; receipts for and secures personal affects of offenders; and prepares required reports.

d. Contributes to the general and physical security of military personnel, property, and equipment.

e. Enforces laws, orders, and directives IAW ARs and the guidance of the GC and PMO.

- f. Controls the flow of military and civilian traffic.
- g. Registers privately-owned weapons, vehicles, and bicycles.
- h. Manages the HOUSEWATCH Program.

5. TRAFFIC ACCIDENT INVESTIGATIONS SECTION.

- a. Supervises, directs, and conducts all aspects of traffic control enforcement and analysis.
- b. Conducts motor vehicle accident investigations and prepares reports.
- c. Assists civilian law enforcement agencies in investigating traffic accidents involving military vehicles and traffic accidents occurring in areas of concurrent jurisdiction.
- d. Conducts traffic surveys designed to improve road and traffic-flow conditions.
- e. Assists the Directorate of Installation Support (DIS) in the design of traffic flow for newly constructed roadways and/or parking areas.
- f. Supervises the vehicle impoundment lot.
- g. Maintains all chemical breath-testing equipment IAW Virginia State requirements.

6. MILITARY WORKING DOG (MWD) SECTION.

- a. Conducts narcotics detector, explosive detector, and patrol dog operations.
- b. Coordinates with unit commanders for the conduct of health and welfare inspections by detector dogs.
- c. Coordinates for the medical care and treatment of all MP working dogs by the post veterinary activity.
- d. Maintains a MWD kennel facility and provides for care and housing of all assigned working dogs.
- e. Coordinates and conducts MWD demonstrations to educate the public on MWD capabilities.

7. ADMINISTRATIVE SECTION.

a. Serves as coordinator for PM staff actions, activities, and functions.

b. Serves as Assistant Adjutant with approval authority for release of MP reports and related materials.

c. Monitors preparation of all correspondence. Collects and distributes administrative material. Maintains inter-office communications, correspondence log, management controls, and the functional and suspense files.

d. Reviews, processes, and maintains all law enforcement reports, journals, blotters, patrol reports, and other police records.

e. Administers the suspension and revocation of post driving privileges and initiates letters of barment.

f. Responsible for budget, supplies, contracts, and maintenance agreements for PMO.

g. Manages civilian personnel for the PM to include recruitment, termination actions, training, disciplinary actions, awards, and completion of time cards. Advises the branch supervisors and the PM on civilian personnel related matters.

h. Acts as the Records Management Coordinator and the Freedom of Information Act Officer for the release of criminal and administrative information.

i. Maintains communication and court liaison with the Staff Judge Advocate; Fairfax In-take Center, Alexandria, VA; Fairfax County Juvenile Domestic and Relations Court, Fairfax, VA; and the U.S. Magistrate Court, Alexandria, VA.

j. Conducts local police record checks

8. PHYSICAL SECURITY SECTION.

a. Coordinates policies and procedures, administration, and maintenance of the installation physical security program.

b. Advises and assists unit commanders and staffs to formulate and administer security plans, procedures, and crime prevention programs.

c. Conducts physical security inspections and surveys of unit and staff activities and housing areas. Prepares formal written inspection/survey reports to unit or activity directors and commanders.

d. Ensures intrusion detection systems are installed, functional and tested. Conducts quarterly evaluations of MP responses to VIP duress alarms.

e. Serves as the Fort Belvoir Physical Security Equipment Manager.

f. Provides unit level training in the areas concerning crime prevention, physical security, and force protection.

g. Reviews design plans for construction of new buildings and provides physical security requirements/concerns to Directorate of Installation Support.

h. Responsible for developing and coordinating the Post Physical Security Plan, the Mission Essential Vulnerable Areas (MEVA) list and the Installation Closure Plan IAW mandated Threatcon/RAMP measures.

i. Compiles statistics to measure the effectiveness of crime prevention programs and identifies crime trends.

j. Plans and coordinates with DPTMS to provide Force Protection measures for normal posture. Advises the commander on security operations, measures, and first-response measures for accidents/incidents.

9. MILITARY POLICE INVESTIGATIONS SECTION.

a. Investigates offenses punishable under the Uniform Code of Military Justice by confinement at hard labor for less than one year.

b. Investigates crimes against property valued at less than \$1,000 and other offenses IAW AR 190-30, Military Police Investigations.

c. Investigates offenses involving the use and/or possession of non-narcotic controlled substances (marihuana and other hallucinogens) when the amount is sufficient for personal use only.

d. Investigates other offenses as directed by the PM.

e. Renders assistance to Criminal Investigation Division as directed by the PM.

f. Conducts personal security detail (PSD) missions as directed by the PM.

g. Provides information on juvenile offenders to the Juvenile Review Board.

h. Manages the lost and found property section.

i. Manages the storage, accountability, and disposition of MP evidence.

j. Coordinates the apprehension and return to military control of Army personnel absent without leave/deserters.

k. Prepares and processes arrest warrants of military personnel released to civilian authorities.

10. **COMMUNITY POLICE SECTION.**

a. Manages the Community Oriented Policing Program to increase partnering between the Provost Marshal Office and post residents.

b. Works in tandem with the post mayoral program to assist mayors and area and block coordinators with crime and issue resolution. Responsible for educating mayors and coordinators on crime prevention and resolution.

c. Coordinates with the post CSM to resolve community, housing, and other quality of life issues pertaining to crime and fear of crime.

d. Responsible for manning the community service line to resolve non-emergency police issues.

e. Manages community police services and annual programs including:

(1) Drug Abuse Resistance Education (DARE) Program.

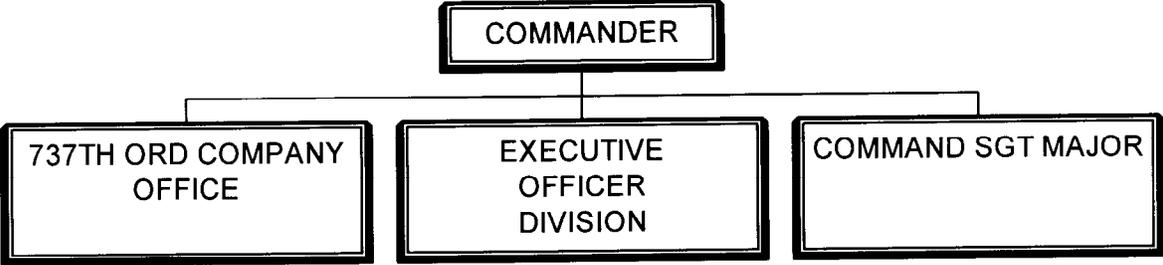
(2) Neighborhood bicycle patrols.

(3) Neighborhood crime prevention "Gotcha" Program.

(4) Child Identification Program.

- (5) Annual Post Bicycle Rodeo.
- (6) National Night Out Crime Prevention Program.
- (7) October "Crime Prevention Month" activities.
- (8) Citizens Watch Program.
- (9) Deploying the Community Service Van for vehicle, weapon, and bicycle registration.
- (10) Military Police Youth Service Officer.
- (11) Community Police NCOs that are assigned to each post housing area.

HEADQUARTERS BATTALION



CHAPTER 17

HEADQUARTERS BATTALION COMMAND (HQ BN)

1. MISSION.

Headquarters Battalion provides support for base operations at Fort Belvoir and on order conducts contingency operations.

2. FUNCTIONS.

a. Battalion Functions:

- (1) Conduct contingency operations.
- (2) Provide command and control.
- (3) Provide administrative support.
- (4) Provide logistical support.
- (5) Provide installation support.
- (6) Provide soldier and family quality of life support.

b. Headquarters & Headquarters Company (HHC) & Special Activities:

(1) MISSION.

Command and control assigned soldiers; provide administration and logistical support; conduct United Code of Military Justice (UCMJ) and reenlistment support to assigned or attached soldiers with duties at several dispersed and diversified agencies. Provide trained soldiers in support of base operations, the U.S. Army Military District of Washington operations and deployments as directed.

(2) FUNCTIONS.

(a) Provides command and control of assigned/attached soldiers.

(b) Provides administrative and logistical support to assigned/attached soldiers.

(c) Executes UCMJ for supported agencies.

(d) Provides trained, physically fit soldiers for mission support.

(e) Provides billeting support for supported agencies.

(f) Supports contingency missions for Headquarters Command.

c. U.S. Army Military District of Washington Engineer Company :

(1) MISSION. On order, rapidly deploy and conduct technical rescue operations in support of military an/or federal contingencies in the National Capital Region as directed.

(2) FUNCTIONS.

(a) Conducts deployment operations.

(b) Conducts structure collapse/confined space rescue.

(c) Performs unit sustainment operations.

(d) Provides general engineer support.

d. 737th Explosive Ordnance Company (EOD) (Non-Supporting Tenant):

(1) MISSION.

Provides routine and emergency EOD support to military installations, operations, and exercises, and to civilian and federal authorities within its assigned geographical area (includes 41 counties in Northern Virginia) on a 24 hour a day basis.

(2) FUNCTIONS.

(a) Deploys EOD assets.

(b) Provides EOD support.

(c) Provides technical intelligence support.

(d) Provides special improvised explosive devices (SIED) task force.

(e) Performs VIP support.

(f) Conducts sustainment operations.

e. Military Police Company:

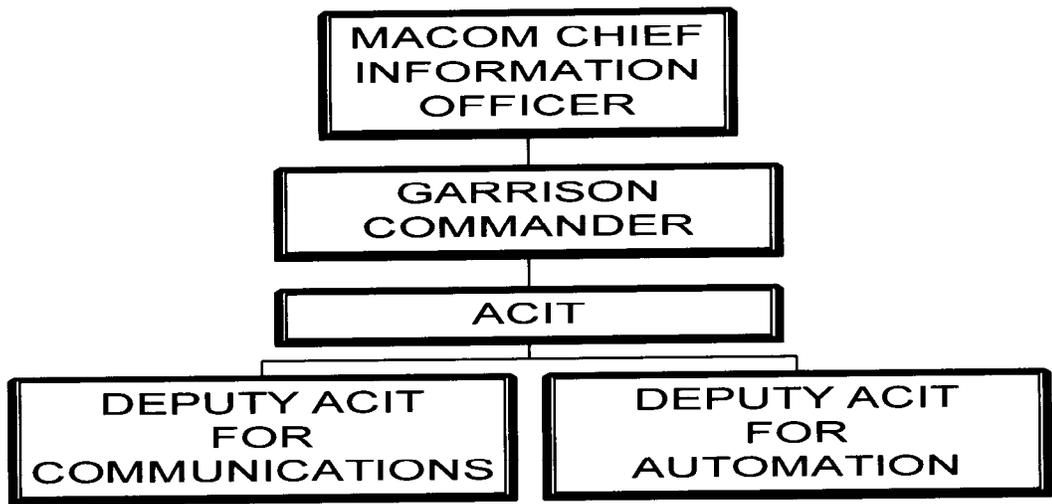
(1) MISSION.

Perform law enforcement operations in support of Fort Belvoir including specialized traffic, canine, and military police investigation operations. On order, conduct contingency operations in support of garrison Operations Plans (OPLANS) or as directed.

(2) FUNCTIONS.

- (a) Conducts garrison law and order operations.
- (b) Trains soldiers and teams to conduct contingency missions.

**ASSISTANT CHIEF INFORMATION
OFFICER FOR INFORMATION
TECHNOLOGY (ACIT)**



CHAPTER 18

**Assistant Chief Information Officer for Information Technology
(ACIT)**

1. MISSION.

Coordinates the Information Management/Information Technology requirements for U.S. Army Fort Belvoir garrison and tenants. Provides gateway to enterprise (MACOM) supplied information services and products to include automation, telecommunications, visual information, and records management. Performs staff responsibilities to include analyzing information requirements, coordinating supporting information architectures, plans, programs, and budgets, and advising the operational activities that provide information services and products.

2. FUNCTIONS.

a. Manages the sustaining base portion of IT operational and management issues for the Fort Belvoir Commander and the U.S. Army Signal Activity (USASA)- Military District of Washington (USASA-MDW).

b. Serves as the single installation POC with responsibilities to advise and serve the Garrison Commander (GC), the GC staff, and tenants of the installation on all IT matters.

c. Develops, coordinates, and integrates the installation's information requirements. Coordinates and integrates installation and tenant organization information architectures.

d. Coordinates provision of information services and technical information assistance.

e. Provides guidance and supervision to staff and operational elements.

f. Advises on compliance with DOD and DA information technology standards, policies, and regulations.

g. Provides installation records management functions.

h. Serves in the "dual hatted" capacity of ACIT for the garrison commander and as Military District of Washington (MDW) MACOM Chief Information Officer (CIO) representative to the garrison. Resides on the CIO TDA.

**MILITARY DISTRICT OF
WASHINGTON
ACQUISITION CENTER**

MDWAC

CHAPTER 19

MILITARY DISTRICT OF WASHINGTON ACQUISITION CENTER (MDWAC)

1. MISSION.

The mission of the Military District of Washington Acquisition Center (MDWAC) is to plan, develop, and implement contractual strategy used in the award and management of orders/contracts for the U.S. Army Military District of Washington. The Military District of Washington Acquisition Center (MDWAC) also supports tenants and activities located on Fort Belvoir.

2. FUNCTIONS.

a. Serves as principal contracting official to the Garrison Commander, staff, and commanders and directors of other activities supported by the Military District of Washington Acquisition Center (MDWAC).

b. Responsible for the acquisition of information technology equipment and software, supplies, services, construction, and base maintenance requirements for serviced installations.

c. Provides advice, assistance, coordination, and supervision of the acquisition program and related functions.

d. Solely responsible for approving documents delegated by the Head of the Contracting Activity (HCA).

e. Serves as Fort Belvoir's Small and Disadvantaged Business Utilization official. Establishes plans and procedures to meet all Department of Army and major command goals, i.e., small business awards, small disadvantaged business goals, etc.

f. Plans, programs, and manages manpower and budget resources for the MDWAC; negotiates support agreements.

g. Provides MDWAC administrative and personnel management support.

3. BRANCHES.

a. Plans, directs, coordinates, and supervises the purchasing and contracting of construction, supplies, information technology equipment and software, services and base-maintenance requisitions.

b. Develops and issues requests for quotations and conducts negotiations as necessary to enable the issuance of purchase and delivery orders for supplies and services consistent with the government's interest and in compliance with applicable laws and regulations.

c. Issues and administers purchase orders, blanket purchase agreements, and delivery orders.

d. Establishes and coordinates acquisition plans which outline requirements, milestone events, and required action necessary to provide for timely execution of the procurement program including method of solicitation and type of contracts.

e. Prepares, staffs, and obtains necessary procurement approvals for acquisition documents in accordance with Federal Acquisition Regulation (FAR), Army Federal Acquisition Regulation (AFAR), Defense Federal Acquisition Regulation (DFAR), and MDW regulations and instructions.

f. Maintains continuous liaison with other command elements, project managers, and other government agencies to ensure that requirements are properly integrated, timely acquisition is effected, and problem areas are minimized.

g. Represents the U.S. Government and serves as the command point of contact with contractors during solicitations of proposals and bids, evaluation of offers, and replies to protests. Conducts negotiations and awards contracts.

h. Processes bid protests (i.e., Agency, General Accounting Office (GAO), General Services Board of Contract Appeals (GSBCA), Small Business Administration (SBA), and alleged mistakes in bids.

i. Monitors contractor performance to assure compliance with applicable terms, conditions, and specifications.

j. In accordance with the contracting officer's decision and the Federal Acquisition Regulation (FAR), processes all claims, ratifications, protests, disputes, cure notices, default actions, termination modifications, requests for relief under Public Law 85-804, suspended or debarred contacts, actions involving fraud or suspension of fraud, etc., arising from or pertaining to small purchases.

k. Administers and maintains records of ongoing contracts, to include surveillance of patents, security, property,

contracting officer representative appointments, and internal/external reporting requirements.

l. Terminates for default or convenience any contract or portion of a contract as required (T4D/T4C).

m. Evaluates proposed modifications. Performs cost/price evaluations and negotiates settlement.

n. Approves or disapproves formal requests for contractual waivers, Engineering Change Proposals (ECPs) and requests for deviations submitted by contractors. Contractually reviews and approves/disapproves first article test reports.

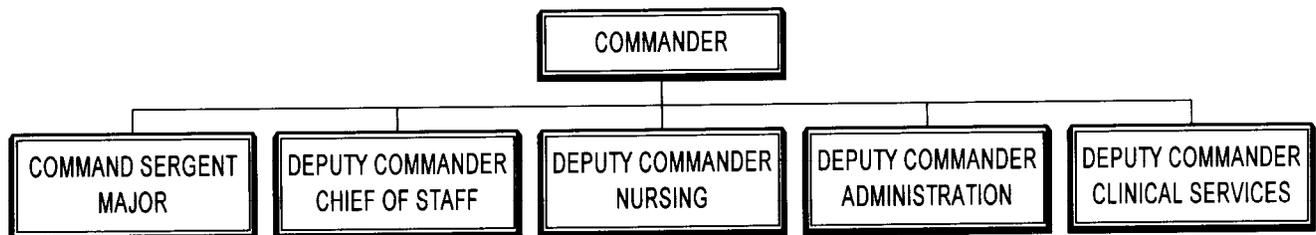
o. Reviews, evaluates and responds to contractor's claims for increased costs or delivery delays. Presents the government's position for claims reaching the Armed Services Board of Contract Appeals (ASBCA) and court of claims.

p. Prepares reports for headquarters in accordance with DFAR 204.670-2 and Department of Army and major command guidelines. Establishes and maintains MDWAC reporting records. Prepares all recurring and special reports.

4. **STANDARD PROCUREMENT SYSTEM (SPS) SUPPORT TEAM.**

Serves as functional manager for the standard procurement system used by the command.

U.S. ARMY MEDICAL ACTIVITY



CHAPTER 20

U.S. ARMY MEDICAL ACTIVITY - FORT BELVOIR

1. MISSION.

To provide staff supervision for matters concerning the delivery of all health care services and environmental health services.

2. FUNCTIONS.

a. Serves as the Director of Health Services on the Garrison Commander's staff.

b. Responsible and accountable for the total surveillance and evaluation of the scope of practice and quality of health care/services provided in all medical treatment facilities (MTF), and battalion aid stations (BAS) within the health service areas of the MTF.

c. Investigates conditions affecting the health of the command.

d. Supervises the execution of measures to prevent and control disease.

e. Provides assistance in individual and unit medical training, plus supervises the Military Occupational Specialty (MOS) proficiency training program for medical personnel assigned to tables of organization and equipment (TOE) units.

f. Provides medical assistance for unit training in non-Health Services Command Army medical units (i.e., active, Army National Guard or U.S. Army Reserve) when requested by parent commands.

g. Advises the Garrison Commander on the training of non-medical military personnel in field sanitation, personal hygiene, and emergency medical training.

h. Supervises the coordination of air ambulance support for the MTF and the installation. Provides a physician to monitor the aero medical training conducted by air ambulance crews supporting the military assistance to safety and traffic (MAST) program. Supporting physician conducts semiannual medical

audits of MAST mission to provide quality assurance of medical care during these missions.

i. Directs development of the medical portion of the installation plan to support domestic emergencies (i.e., civil disturbances, disaster relief, and civil defense) within local installation's geographic area of responsibility.

j. Serves as a member of the Installation Planning Board in accordance with AR 210-20.

k. Coordinates actions pertaining to the radiological advisory medical teams and the emergency medical teams as appropriate and as directed by the Garrison Commander.

l. Provides technical input (upon request) to the Commander concerning the validation of AMEDD TOE units for deployment, but will not serve as the validation authority.

m. Serves as the installation authority on cross-leveling of AMEDD personnel upon mobilization but is not responsible for their reassignment processing at tenant installations.

n. Develops and documents the medical annex to the installation mobilization plan providing for the execution of health care services for mobilizing and deploying units to include medical and dental examinations, operation of troop medical clinics, evacuation of patients from training areas and ranges, immunizations, optometry services, medical support to seaports and airports of embarkation, etc.

o. Provides the wartime mission guidance letter (CAPSTONE) for Quick Fix early mobilizing late deploying Reserve Components (RC) AMEDD units (minus dental) to the Garrison Commander and the RC unit concerned.

p. Advises and assists the Commander, Headquarters, USA Dental Clinic Command and the Commander, National Capital Veterinary Service Support District-Fort Belvoir with the functions and services prescribed in paragraphs e, f, i, k, and n above.

q. Provides for the centralized management of all activities regarding coordination of health care for eligible beneficiaries through the utilization of Department of Defense, Veterans Administration, and civilian health care resources.

r. Monitors the privileging of RC practitioners augmenting the outpatient operations at the MTF, at semi-active federal and state-operated installations during inactive duty training and annual training and at mobilization process RC credentials IAW AR 40-68.

U.S. ARMY DENTAL ACTIVITY

COMMANDER

LOGAN
DENTAL CLINIC

HOSPITAL DENTAL CLINIC

CHAPTER 21

LOGAN DENTAL CLINIC - FORT BELVOIR

1. MISSION.

Logan Dental Clinic, part of the U.S. Army (USA) Dental Activity (DENTAC) of Walter Reed, is responsible for the total dental care delivery mission within the Fort Belvoir Health Services Area.

2. FUNCTIONS.

a. Serves as the Director of Dental Services on the staff of the Garrison Commander, USA Garrison, Fort Belvoir.

b. Advises the Commander and the Garrison Commander/Chief of Staff on the dental health status of the command and in matters concerning the dental services of the installation.

c. Coordinates community dental health programs with commanders and headquarters staff.

d. Evaluates the quality of dental health services provided and the resources used.

e. Establishes policies, programs, and procedures, which ensure optimum resource allocation to provide the maximum quantity of dental services.

f. Coordinates with installation staff on the training of the USA Reserve dental units.

g. Assists in the development of the dental portion of the installation mobilization plan.