

Army in Europe Pamphlet 525-200

Military Operations

Base Camp Closure Guide

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Summary. This pamphlet provides information about the activities, reports, and documentation required to close base camps.

Applicability. This pamphlet applies to personnel involved in every phase of base camp closures from planners through the last person who leaves the camp.

Forms. AE and higher-level forms are available through the Army in Europe Publishing System (AEPUBS) at <https://aepubs.army.mil/ae/public/main.asp>.

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1. PURPOSE

This pamphlet provides—

a. Information about the activities, reports, and documentation required for base camp closure. It specifically addresses the following:

- (1) Assessment team responsibilities and organization.
- (2) Consolidation during closure.
- (3) Closure operations and resource requirements.
- (4) Force-protection (FP) considerations.
- (5) Transportation concerns.

b. Guidance on environmental, facility breakdown and shipment, property accountability, real estate, and safety considerations. Base camp closures will vary in complexity and level of detail, from platoon or smaller sites to the largest base camps. The entire staff must be involved from the earliest closure-planning activities. Collaborative staff work with realistic timelines will minimize delay and reduce costs.

c. General base camp closure processes, resource requirements, and checklists.

2. REFERENCES

Appendix A lists references.

3. EXPLANATION OF ABBREVIATIONS

The glossary defines abbreviations.

4. BASE CAMP CLOSURE ASSESSMENT TEAM

a. The base camp closure assessment team (BCCAT) is a cross-functional team of participants in standard base closures. Each participant has operational responsibilities to the commander at the base camp, and in most cases, technical, contractual, and regulatory responsibilities to his or her proponent agency. A meeting of this team should be conducted early in the planning stage to identify each participant's responsibilities.

b. The following persons and organizations will participate in the BCCAT:

- (1) Area support team (AST) manager.
- (2) Base camp commander.
- (3) AST and task force (TF) FP leaders.
- (4) Morale, welfare, and recreation (MWR) director.
- (5) AST and TF safety officer.
- (6) AST and TF security officer.
- (7) AST property book officer (PBO).
- (8) AST director of logistics (DOL) and TF G4.
- (9) AST director of public works (DPW).
- (10) AST real estate contracting officer (RECO).
- (11) AST DPW environmental officer.
- (12) AST DPW engineer.
- (13) AST network support center (NSC) director and TF G6.
- (14) TF provost marshal.
- (15) TF surgeon or person designated by the Office of the Command Surgeon (OCSURG), HQ USAREUR/7A.
- (16) AST, TF, or HQ USAREUR/7A office of the judge advocate (OJA) representative.
- (17) NATO Security Investment Program (NSIP) Office, Office of the Deputy Chief of Staff, Engineer (ODCSENGR), HQ USAREUR/7A.
- (18) Any contractors supporting operations.
- (19) Army and Air Force Exchange Service (AAFES) representative.

(20) United States Army Materiel Command (USAMC) representative.

(21) Support-contract administration team.

(22) Joint Contracting Center (JCC).

(23) Defense Reutilization and Marketing Office (DRMO).

(24) Selected component staff members (for example, airfield commander).

c. The AST manager will chair the BCCAT and be responsible for successfully closing the base camp. The chair may select an officer (usually the DPW) to serve as the project manager for closure processes. The AST manager will remain the project sponsor and will provide guidance when necessary.

d. Developing a project plan will make the process easier. Designing the project plan with the full participation of all team members will ensure everyone understands one another's responsibilities. The project plan should be developed using the following three steps:

(1) Identify all actions.

(2) Place the actions into a timeline.

(3) Perform a risk assessment of the timeline.

e. The actions of the project will fall into one of the following major categories:

(1) Move out the troops.

(2) Dispose of Government property.

(3) Dispose of infrastructure.

(4) Return real property to the owner.

f. The TF DOL, DPW, and RECO (respectively) will validate that each action in subparagraph e above is completed. These actions can overlap if time is short or significant cost savings can occur.

g. Participation by all members of the BCCAT is required during the initial planning meeting on receipt of a closure warning order. At least three assessments by the BCCAT are recommended.

(1) The initial assessment should take place within a few days after receiving the order to close the base camp.

(2) An intermediate assessment should be used to assess progress and apply additional emphasis where needed to ensure the closure takes place on schedule.

(3) The final assessment should take place just before the real property is transferred to the landowner. After the final assessment, the RECO will terminate the lease or property-use agreement and return the real property to the owner. If there is a follow-on force, it will have responsibility to reacquire the property from the landowner.

5. RESPONSIBILITIES

The primary responsibilities of BCCAT members are listed below. Appendix B provides a more detailed, chronological list of responsibilities.

a. Commander of Base Camp Being Closed. The commander of the base camp being closed will—

(1) Perform environmental activities required by appendix C.

(2) Develop a list of material and equipment for disposition. (This does not include modification tables of organization and equipment (MTOE) or contractor-owned material and equipment.)

- (3) Submit a request for disposition to the ODCSENGR.
- (4) On receipt of disposition instructions from the ODCSENGR, do the following:
 - (a) Dispose of nonsalvageable items as directed.
 - (b) Request transportation and containers through the AST DOL or TF G4.
 - (c) Provide FP until closure is completed. Appendix D provides instructions about FP requirements and actions.
 - (d) Prepare organic unit material for shipment.
 - (e) Coordinate with the PBO to ensure all nonorganic material is returned and accounted for.
- (5) Ensure tenant-unit areas are free of trash, debris, and surplus material.
- (6) Arrange for personnel to do dismantling work.
- (7) Coordinate with the United States Army Center for Health Promotion and Preventive Medicine - Europe (USACHPPMEUR) for site-specific environmental soil and water surveys before the base camp closure. These surveys should be conducted after completion of operations and removal of equipment that may have a significant effect on soil surfaces and water quality, such as motor pool operations, use of heavy equipment, and hazardous materials (HAZMAT) use and storage.

b. AST Manager. The AST manager will—

- (1) Chair the BCCAT.
- (2) Coordinate and schedule BCCAT assessments.
- (3) Notify BCCAT members of the expected closure date.
- (4) Oversee the base camp closure.
- (5) Ensure all contracting officer's representatives (CORs) for larger, theaterwide contracts inform their administrative contracting officer (ACO) of potential changes, reductions, or terminations of requirements.

c. Units Redeploying From Base Camp Being Closed.

- (1) All tenant units must complete the following actions before asking the DPW to clear their area:
 - (a) Identify any HAZMAT and environmental problems according to appendix C.
 - (b) Take down tents and camouflage netting, and pack them according to the unit load plan.
 - (c) Consolidate and stack tent floors.
 - (d) Consolidate and stack walkways.
 - (e) Collect and consolidate any unused class 4 material.
 - (f) Collect and remove all trash.
 - (g) Conduct security sweeps for classified material and sensitive communications security (COMSEC) equipment.
- (2) Units should coordinate with neighboring units to clearly define unit boundaries for the clearing process.

(3) The U.S. Forces commander will notify the AST when the unit is ready to clear its area. It may be helpful to have some members of the BCCAT conduct a preinspection if they have lead-time requirements with contracts or planning.

(4) Unit commanders should be advised about property accountability for closure (for example, units do not have property book ownership of weightlifting equipment for gyms).

(5) Unit commanders will work with PBOs to ensure all nonorganic property is returned to the appropriate units and organizations and is properly accounted for.

d. AST FP Director. The AST FP director will work with the TF G3, base camp commander, military police (MP) authorities, military intelligence (MI) personnel, and the provost marshal, to develop a force-protection consolidation plan (FPCP) for the base camp closure. The FPCP will show how FP facilities should be consolidated as units withdraw. The FPCP will ensure remaining units have enough personnel to provide FP throughout the closure process. Appendix D provides FP and FPCP information.

e. MWR Director. The MWR director will work with the USAREUR G1 to plan for the timely removal of MWR equipment and supplies. Removal of MWR equipment should be done in phases to ensure the remaining force is supported.

f. AST Safety Officer. The AST safety officer will work with the TF safety officer to—

(1) Conduct and coordinate risk assessments according to appendix E.

(2) Provide an ammunition site plan at the beginning of the base camp closure to the BCCAT and the Safety Division, Office of the Deputy Chief of Staff, G1, HQ USAREUR/7A. (This division will be referred to as the “USAREUR Safety Office” throughout this pamphlet.)

(3) Coordinate risk-assessment requirements with USACHPPMEUR.

(4) Coordinate with the Joint Military Training Command to provide range-closure certification.

(5) Send assessments and certifications to the BCCAT to include in real-estate transaction documentation.

g. AST Security Officer. The AST security officer will work with the TF G2 to—

(1) Conduct regular security sweeps of base camps during closure operations to ensure classified information is protected.

(2) Conduct a final security sweep of the base camp before it is closed to ensure no classified or sensitive information or equipment remains.

(3) Send a verification of security sweeps to the USAREUR G3 (AEAGC-O) for archiving.

h. AST PBO. The AST PBO will—

(1) On receipt of a closure warning order, develop a list of base camp material and equipment, and provide the list to the BCCAT for closure planning. Appendix F provides guidance on the disposition of base camp property.

(2) After the closure order is received—

(a) The DPW will finalize the list of infrastructure at the base camp.

(b) The AST PBO will finalize the list of material and equipment.

(c) The TF G6 and NSC director will finalize a list of outside plant remote equipment (including copper and fiber-optics cabling, poles, racks, and other equipment) approved to remain.

(3) Send the finalized lists in (2) above to the USAREUR G4 and ODCSENGR.

(4) Ensure material and equipment are accounted for and safeguarded until they are shipped.

(5) Provide guidance on accountability policy and procedures to redeploying units.

(6) Establish a central staging area for property turn in.

i. AST DOL. The AST DOL will work with the TF G4 to—

(1) Provide logistic support to the closure process. Appendix F provides guidance on the disposition of base camp property.

(2) Be responsible for the disposition of all personal property (including tables of distribution and allowances (TDA); installation; furniture; contractor-acquired, Government-owned (CAGO); and Government-furnished equipment (GFE)).

(3) Coordinate with the DPW and RECO to determine property dispositions that are the most advantageous to the Government. Excess property should be transferred within the area of operation (AO).

(4) If U.S. Government-owned equipment was loaned to utility providers for connecting services, prepare a list of these items and provide the list to the AST DPW for compensation resolution.

j. AST DPW. The AST DPW will—

(1) On receipt of the closure warning order, develop a list of base camp structures and infrastructure for the BCCAT to use in planning closure. The AST DPW will update and ensure the accuracy of the list on receiving the closure order. The DPW must sign a memorandum approving temporary real Government property (for example, wooden structures, fences, container structures) to be abandoned or left in place. The DPW should coordinate with the RECO to ensure owners accept property to be abandoned or left in place.

(2) Prepare and coordinate estimates of infrastructure removal and site-restoration costs using a cost-benefit analysis (CBA). The CBA analysis will determine if it is more advantageous to “dismantle and harvest,” “demolish and dispose,” or “leave [base camp infrastructure] in place.” Base camp restoration costs may be addressed in lease negotiations and incorporated in specific terms of the lease.

(3) Initiate all planning required for dismantling infrastructures (including consolidation of FP facilities).

(4) Complete inspections to ensure the property is physically clean, environmentally compliant, and structurally safe before transfer.

(5) Conduct a final inspection of the area to ensure contractors complete site clearing, and provide a written notice to the COR.

(6) Participate in the termination of utility contracts (including commercial power, water, oil delivery, and steam) and determine requirements for temporary utilities with the JCC and other contracting agencies when needed.

(7) Help the force-protection planning cell (FPPC) develop the FPCP.

(8) Provide the environmental support described in appendix C.

(9) Send final environmental condition and closure reports to the United States Army Claims Service, Europe (USACSEUR), USAREUR DCSSENGR, and RECO.

(10) Coordinate all trash and debris removal with the TF engineer.

k. AST NSC Director. The AST NSC director will work with the TF G6 to—

(1) On receipt of the closure warning order, prioritize communication services provided to subscribers and identify additional critical communication services.

(2) Ensure all contracted communication-service providers are given the contract-required advance notice of termination of communications services. Termination notices must include a “not before date” and a “not later than date.”

(a) For planning purposes, some communications equipment may require a separate contract (for example, satellite dish disassembly). A good rule of thumb is to plan for at least 90 days' notification to complete additional requirements.

(b) Dates of communications turn-off (end dial tone) must be established. Removal of communications equipment could take 30 to 45 days.

(3) Once the BCCAT has identified the camp-closure timeline, develop a plan to cut services by area and withdraw equipment.

(4) Submit camp cabling and other outside plant diagrams to the BCCAT and the ODCSENGR. The AST NSC director must review the diagrams for accuracy before releasing them.

(5) Ensure cabling, towers, poles, concrete pads, and other items are removed. Disassembly must be coordinated with the DPW.

(6) Compile a list of all information technology and communications equipment to determine ownership (GFE or contractor), and coordinate disposition of the equipment.

(7) Participate in the recovery and removal of COMSEC and sensitive equipment. COMSEC handreceipts and accounts must be properly cleared according to United States Army Communications-Electronics Command Security Logistics Activity (USACCSLA) requirements.

i. TF Provost Marshal. The TF provost marshal will participate in the FPPC (app D).

m. TF Surgeon. The TF surgeon will work with the OCSURG to—

(1) Conduct inspections for imminent health threats as described in appendix C.

(2) If base camp facilities include a landfill, provide consultation on health risks associated with its closure.

(3) Oversee the inventory, assessment, and final disposition of all medical supplies and equipment (including Deployable Medical Systems (DEPMEDS) components).

(4) Oversee the disassembly, loading, and transport of relocatable hospital infrastructure.

(5) Coordinate the termination of voice, data, and fiber connections; and the disposition of associate equipment in medical facilities.

n. USACHPPMEUR. The USACHPPMEUR will coordinate occupational and environmental health (OEH) support as needed.

o. OJA. The AST, TF, and HQ USAREUR/7A OJAs will—

(1) Participate in BCCAT planning sessions.

(2) Identify aspects of base closure that are susceptible to future liabilities.

(3) Advise the BCCAT on recommended courses of action to protect the U.S. Army against claims.

(4) Assist with the environmental closure report (including reviewing the results of soil and water sampling).

(5) Receive and archive final base camp closure documents and records from the BCCAT members.

p. NSIP Office. The NSIP Office will—

(1) Where a U.S. base camp is collocated with a NATO headquarters aerial port of debarkation (APOD) or seaport of debarkation (SPOD), compile a list of NATO-funded infrastructure and U.S.-funded equipment provided to NATO.

- (2) Coordinate final closure actions with the Joint Force engineer and other appropriate NATO staff elements.

q. Contractors Supporting Operations at the Base Camp. A determination of contractors' responsibilities should be made only after properly analyzing all closure requirements. The BCCAT team or project lead cannot task contractors directly. While the contractors' participation in meetings is essential, tasking of contractors must occur through CORs and must be in accordance with contracts. Additionally, contractors should not participate in inherently, Governmental actions such as Joint Acquisition Review Board decisions.

- (1) Contractors should not be used as a stopgap to complete a unit's clearing requirements after the unit has departed.
- (2) Contract provisions vary. Inopportune cancellation is possible. Time, fund, and involvement constraints could restrict contractor involvement.

r. AAFES. The head of local AAFES operations in the AO will—

- (1) Plan for removal of AAFES equipment and supplies.
- (2) Plan for timely removal of AAFES vendor equipment and supplies.
- (3) Phase closure operations in a manner that supports remaining forces.

s. USAMC. USAMC personnel will—

- (1) Assess base camp material and equipment for retention by DOD.
- (2) Provide guidance to the BCCAT on preparing material and equipment for shipment. Appendix G provides guidance relating to transportation planning, dismantling equipment and materials, and preparing material and equipment for shipment.

t. ACO. The ACO will—

- (1) Supervise and administer the support contract to accommodate changing requirements and termination details. Other contracts are administered by the JCC.
- (2) Terminate services for the base camp being closed. Termination must be coordinated with the AST manager and base camp commander. Services must be maintained to the greatest extent possible as U.S. personnel depart the base camp.
- (3) Perform duties described in appendix C.

u. JCC. The JCC will—

- (1) Supervise and administer contracts, except the support contract (t(1) above).
- (2) Review open contracts to identify those requiring termination for convenience. Negotiations should be conducted with utility providers soon after receipt of the base camp closure order. This will help minimize termination charges and determine if any "excess" base camp property can be used to offset fees.
- (3) Perform estimates of termination costs for each contract and provide this estimate to the comptroller (who will be assigned by the USAREUR G8) and the DOL (who will be assigned by the USAREUR G4).
- (4) Terminate utilities and determine if any excess base camp property can be used to offset termination fees.
- (5) Terminate equipment leases and services contracts for the base camp being closed. Services must be maintained to the greatest extent possible as U.S. personnel depart the base camp.
- (6) Execute new, short-term contracts to perform additional temporary tasks to support the base camp closure (for example, dismantling and packing special equipment, environmental restoration, life-support services).
- (7) Evaluate termination costs and options of non-personal-services contracts.

(8) Determine where to transfer (for administrative purposes) contracts that must remain open (for example, another JCC, Wiesbaden Contracting Center, United States Army Contracting Command, Europe).

(9) Terminate field ordering officer and paying agent orders, and collect SF 44s.

v. DRMO. The DRMO will—

(1) Dispose of excess base camp equipment, building material, and HAZMAT. These actions must be coordinated with the PBO.

(2) Perform duties in appendix C.

w. TF G5, Psychological Operations Officer, and Civil Affairs Officer. The TF G5, psychological operations officer, and civil affairs officer will conduct information operations to address the concerns of the local populace about security, employment, and the economy.

x. AST Contract Liaison Officer (CLO). The AST CLO will notify all contractors through their respective CORs of the scheduled closure of the base camp 45 to 60 days before the scheduled closure.

y. AST RECO. The AST RECO will dispose of real estate and negotiate restoration and damage settlements (if any) at the termination of U.S. occupancy of the property. This includes both Government and privately owned lands and facilities.

6. BASE CAMP CONSOLIDATION DURING CLOSURE

a. General. Base camp closure operations are linked to troop reductions. As the population decreases, facilities will be removed. If troop labor will be used for base camp closure or as the basis for independent Government estimates (IGEs) for contractor-accomplished base camp closure, use the procedures in appendix B. An IGE is a routine, standard written procedure based on known standards. For military-accomplished transportation or to prepare IGEs for contractor-accomplished base camp transportation, use the procedures in appendix G. Facilities can be divided into four categories: life support, Soldier support, contract services, and FP. Appendix I provides base camp closure checklists that incorporate the information in this pamphlet.

b. Life Support. After troops begin to redeploy, the facilities that troops occupied (for example, tactical operations centers (TOCs), billets) can be incrementally removed. Facilities that are shared with other units (for example, dining facilities, latrines) can be consolidated. Life support includes the following:

- (1) Billeting tents and SEAhuts.
- (2) Dining operations.
- (3) Latrines.
- (4) Medical capabilities.
- (5) Power.
- (6) Showers.
- (7) TOCs.
- (8) Waste disposal.

c. Soldier Support. The following will help in planning Soldier-support removal operations:

- (1) Chapels can be closed early and chapel services moved to a dining, MWR, or other suitable facility.
- (2) Game and TV rooms can be phased down with the population and moved to dining facilities.
- (3) Removal of gym equipment is labor intensive. Removal should begin at least 3 weeks before closure.

(4) Shutting down AAFES facilities is labor intensive because of the volume of supplies, shelves, and other material and stocks. At least 3 weeks should be planned for shutting down these facilities. AAFES concessionaires (for example, barber shop, tailor, gift shop) should be notified of the base closure early.

(5) Libraries can be closed early.

(6) The post office can be planned to close 7 to 14 days before the base camp closure.

(7) Personnel remaining after closure to process claims should move to nearby neighboring base camps.

(8) Medical and aid-station facilities must be maintained so they are still able to be responsive. Reduction can be phased to one ambulance for the final days.

(9) Finance services should be closed 2 to 3 weeks before the base camp closure. A class A agent should remain onsite to pay claims and final lease payments.

(10) Engineer units supporting closure work should live at the base camp being closed to reduce travel time and risk.

d. Contract Services. Some services may need to be temporarily increased as other services are terminated. New contracts may be required to perform closing operations in the most cost-effective manner. Contractors and services will be gradually reduced and terminated through the contracting office. The following are typical base camp services that must be discontinued:

(1) Local food-purchase contracts. These should be phased out as the population is decreased.

(2) Potable water. A contract will be established to ensure approved bottled water is procured and readily available for stay-behind and late-departing personnel.

(3) Septic or latrine service. This should be phased out as the population is decreased. Use of burnout latrines or portable toilets should be considered for the last week. Adequate hand-washing capabilities are required. If latrines or portable toilets are contracted, a removal schedule should be established.

(4) Communications contracts. The NSC director will coordinate with the TF G6 and AST manager to establish a timeline to discontinue communications services for various agencies on the camp. The NSC director will ensure the contracting agency discontinues services according to the approved timeline. The determining factor for reducing the communications network will be the withdrawal of personnel from their respective areas.

(5) Trash pickup. Trash pickup should stay in place until closure. Trash volume can increase during redeployment; therefore, removal augmentation may be necessary. Local garbage service should be kept in place until the final day.

(6) Pest management or surveillance. These services should be phased out as the population is decreased.

(7) Medical-waste disposal. This will be phased out as medical support is reduced.

(8) Laundry. Laundry services should be moved at least 1 week before the base closure.

(9) Non-personal-administrative services and translation services. These services should be phased out as the population is decreased.

(10) Copier service contracts and other maintenance contracts. These contracts should be phased down and terminated when appropriate.

(11) Utilities. Utilities include power, water, steam, and oil deliveries. Plans should be made for using temporary alternatives, such as generators for power and cell phones or handheld radios for communications.

(12) Soil and water sampling. If the site was sampled and contamination levels were documented before the U.S. Forces occupied the site, closing samplings should be considered.

f. FP. FP reduction must be coordinated by the commander. As a rule, concertina wire, guard towers, and gates will be removed last. Bunkers should be removed in phases.

**APPENDIX A
REFERENCES**

**SECTION I
PUBLICATIONS**

DOD Directive 4715.12, Environmental and Explosives Safety Management on Operational Ranges Outside the United States

DOD Instruction 4715.8, Environmental Remediation for DOD Activities Overseas

DOD 6055.9-STD, DOD Ammunition and Explosives Safety Standards

United States European Command Operation Order 03-11, Antiterrorism

AR 25-400-2, The Army Records Information Management System (ARIMS)

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

AE Regulation 1-3, International and Other Agreements

AE Regulation 525-13, Antiterrorism

**SECTION II
FORMS**

SF 44, U.S. Government Purchase Order Invoice Voucher

DA Form 2028, Recommended Changes to Publications and Blank Forms

AE Form 1-3A, Standardization Agreement 3381, Annex B, NATO Standard Form for Request, Receipt, and Return or Invoice

**APPENDIX B
BASE CAMP CLOSURE OPERATIONS AND RESOURCE REQUIREMENTS**

B-1. BASE CAMP CLOSURE OPERATIONS

a. Table B-1 lists the major tasks and events required for base camp closure after receipt of the closure order. Not all base camps require all tasks shown in the table, and the duration and sequence of events may vary based on the local situation. The organization or activity responsible for coordinating the task is listed in the right column. The tasks are listed chronologically from the time the base camp closure order is received. (The glossary explains abbreviations used in the table.)

Table B-1 Base Camp Closure Major Events		
Task or Event	Duration	Organization or Activity
BCCAT assessments coordinated		AST commander
Risk assessment (preliminary hazard analysis)		AST safety officer
Ammunition site plan submission to USAREUR		AST safety officer
Communication and data line removal requirements		AST NSC director
List of equipment and material prepared		AST PBO
Real estate leases reviewed		AST RECO
Nonessential work orders cancelled		AST DPW
Lists of hazardous-substance spills and contamination		AST DPW environmental officer
AAFES and MWR requirements		AAFES, AST MWR
Closure plans for environmentally sensitive services		AST DPW environmental officer
Staging-area requirements		AST DOL
Phased troop redeployment schedule		Base camp commander and redeploying unit commander
List of equipment provided by the United States to connect utilities		AST DPW
List of structures and infrastructure		AST DPW
Initial negotiations with utilities		JCC
Incineration plan		AST DPW environmental officer
List of environmentally sensitive operations		AST DPW environmental officer
Preliminary closure plan		AST DPW
Initial BCCAT visit		AST commander and BCCAT
Dialogue with property owners begins		AST RECO
Preliminary notice to vendors and concessions		AAFES
Preliminary FPCP		FPPC
MILVANs positioned at staging areas		AST DOL
Restoration estimates for RECO		AST DPW
Interim BCCAT visit		AST commander and BCCAT
Imminent health-threat inspection		AST DPW environmental officer and TF surgeon
Disposition plan		BCCAT
Redeployment of non-FP units begins		Base camp commander and redeploying unit commander
Units police areas for trash and hazardous-substance spills		AST DPW environmental officer
Dismantling begins		AST DPW
Units move nonorganic property to staging area		AST PBO
Reduction of utilities and contracted services		JCC
Units move organic equipment to staging areas		AST PBO
Initial consolidation of base camp		Base camp commander
Environmental condition report		AST DPW environmental officer
Final base camp closure dismantling plan		AST DPW
Restoration (earthwork) plan		AST DPW
Final notice to vendors and concessions		AAFES

Table B-1 Base Camp Closure Major Events		
Task or Event	Duration	Organization or Activity
Ranges removed		AST DPW
Notice of lease termination to property owners		AST RECO
Negotiations with utilities, if required		JCC
Final FPCP		FPPC
Final lease negotiations		AST RECO
Vendors and concessions close		AAFES
AAFES redeploys		AAFES
All non-FP units redeploy		Base camp commander and redeploying unit commander
Restoration (earthwork)		AST DPW
Range removal certification to USAREUR		AST safety officer
Spill removal or clean-up		AST DPW environmental officer
Final consolidation of base camp		Base camp commander
Generators installed, if required		AST DPW
Local radiation close-out survey		AST safety officer
Class A agent redeploys		Base camp commander
Utilities terminated		JCC
Dismantling completed		AST DPW
Solid waste removal completed		AST DPW
Final risk inspection report		AST safety officer
Dump site (if used) certified closed		TF surgeon
Hazardous-waste removal completed		DRMO
Contractors and DOD civilians redeploy		Base camp commander
Documentation of spill removal or clean-up		AST DPW environmental officer
Environmental closure report		AST DPW environmental officer
FP units redeploy		Base camp commander and redeploying unit commander
Outgoing inspection by RECO and property owners		AST RECO
Final BCCAT visit		BCCAT
Lease terminated, property transferred, base camp closed		AST RECO
Environmental, real estate, and work order files consolidated		AST DPW

b. The base camp closure assessment team (BCCAT) will decide the disposition of base camp property and make recommendations for site restoration. Ensure disposition is determined early. Negotiations should be conducted with utility providers to plan termination and reduction of services as well as to determine temporary power (for example, generator) requirements. If U.S. equipment was used to connect utilities, every effort must be made to recover it or use it to offset utility charges.

c. The base camp commander and the task force (TF) will prepare a phased troop redeployment schedule that provides for troops to remain at the base camp to provide security and emergency medical care for military and civilian personnel involved in closure operations.

d. The area support team (AST) safety office will coordinate a risk assessment for closure. (This risk assessment is separate from the inspections for imminent health threat conducted as part of the BCCAT process.) This assessment will be used to identify hazards (including those involved in closing ranges and moving ammunition). The AST safety office will submit an ammunition site plan to the BCCAT and USAREUR Safety Office.

e. A preliminary base camp closure plan will be developed by the BCCAT using the troop redeployment schedule, risk assessment, and other information provided by the tasks listed in table B-1. The plan will identify facilities that can be consolidated and made available for removal as troops withdraw. The plan will also include provisions for terminating and reducing utilities; contract services; and Army and Air Force Exchange Service (AAFES) and morale, welfare, and recreation (MWR) operations. The plan's force protection (FP) component will show how facilities should be consolidated to protect the shrinking base camp population. This preliminary closure plan is required because some units will be tasked to redeploy soon after the closure order. This will result in base camp facilities being consolidated for operational efficiency and FP.

f. Dismantling and restoration work is generally completed by contract. Soldier labor may also be available, depending on mission requirements. If using Soldiers to take down tents, the best results will be achieved by organizing them into crews by application (tent crew, floor crew, frame crew, and removal crew). Daily meetings should be held with the director of public works (DPW), contractors, and units involved in closure operations to review schedules and identify problems. As units redeploy, operations will be consolidated to make facilities available for removal.

g. Redeploying units must work with the property book officer (PBO) to ensure MWR and base camp property is not mistaken for organic unit property.

h. Units or contractors will move hazardous waste to the hazardous waste accumulation point. The contractor will move the hazardous waste from the accumulation point to the hazardous waste storage facility. Units must police their areas for trash and hazardous-substance spills.

i. Units must coordinate with the DPW to address hazardous-substance spills that were not cleaned at the time of the spill.

j. Site restoration will bring the base camp to a condition authorized under international agreements or acceptable to the property owners as determined by lease negotiations. Lease negotiations during the base camp assessment process must identify options for restoration or leaving the infrastructure in place.

k. An environmental condition report must be issued 30 days before the closure. An environmental closure report must be issued on the day of closure. The AST safety officer will conduct a final risk assessment and prepare a report of findings. The AST safety officer must also verify that ranges were closed. If a landfill was used, the DPW must certify it was closed. Explosive ordnance disposal (EOD) demolition sites must be certified closed by the TF engineer.

l. The class A agent and ordering officer (or contingency contracting officer) should be available to make payments resulting from lease negotiations or terminations. The real estate contracting officer (RECO) will conduct outgoing inspections with the property owner before terminating the lease and returning the property to the owner. Although the director of logistics (DOL) may transfer Government property and structures to a follow-on force, the follow-on force must negotiate lease agreements directly with the land owner. Transfer of the real-estate lease to a follow-on force would constitute a sublease agreement. The RECO can provide the follow-on force with contact information for the land owner. A final BCCAT visit will be made on the day of closure, after which the lease will be terminated and the property returned to the property owner.

m. After closure, the environmental, real estate, and engineering records for the closed base camp will be consolidated and shipped to the United States Army Claims Service, Europe.

B-2. RESOURCE REQUIREMENTS FOR BASE CAMP CLOSURE

a. Troop Support.

(1) Units will be responsible for making areas they occupy ready for closure. As a minimum, this will include the following:

(a) Taking down tents, folding cots, and cleaning heaters.

(b) Moving the items in (a) above and other small material and equipment to staging areas.

(c) Policing areas. Policing includes removing trash and identifying and marking (flagging) areas of hazardous-substance contamination ((2) below).

(d) Removing minor petroleum, oils, and lubricants (POL) spills.

(2) Units must identify small contaminated areas by marking (flagging) stained areas. Units will deliver all hazardous waste to the designated hazardous waste accumulation points.

(3) Troop labor may be used to dismantle SEAhuts, guard towers, and similar structures. When determining whether to use troop labor, the availability of tools must be considered. A list of tools required is in b(2) below. Closure operations requiring personnel support include the following:

(a) **Staging and Storage.** Personnel will accept and direct placement of material and equipment as it arrives.

(b) **Incineration Site.** Personnel will direct placement of material from demolition operations.

(c) **Traffic Control.** Closure operations will increase traffic at the base camp. The dismantling activity may require flagging operations. Wide loads will slow down traffic movement.

(d) **FP.** Units must remain at the base camp with enough personnel to provide FP for contractor personnel and DOD civilians until the base camp is closed.

b. Base Camp Closure Construction Requirements.

(1) **Common Construction Requirements.** Table B-2 lists common construction requirements associated with base camp closures.

Table B-2 Common Construction Requirements	
Task Item	Category
Repair roads	Horizontal
Repair bridges	Vertical
Remove berms and HESCOs	Horizontal
Remove guard towers	Vertical
Remove bunkers	Vertical/Horizontal
Remove sandbags	Horizontal
Fill fighting positions	Horizontal
Recover concertina wire	Vertical
Remove gravel	Horizontal
Recover modular buildings	Vertical
Recover ablution units	Vertical
Recover ablution unit utility systems	Vertical
Recover kitchen facilities	Vertical
Recover electrical, plumbing	Vertical
Recover perimeter lighting	Vertical
Recover tents	Vertical
Recover tent lumber	Vertical
Recover clam shell tents	Vertical
Remove generators	Vertical
Remove well equipment	Vertical
Remove communication towers	Vertical

(2) **Tools for Troop Work Crews.** The tools and equipment in (a) through (l) below will be required for each team of six Soldiers working to dismantle SEAhuts, guard towers, and other structures. The BCCAT must coordinate to provide tools and equipment from all available sources.

(a) Two sledge hammers.

(b) Three claw hammers.

(c) Three 30-inch crow bars.

(d) Two pry bars.

(e) A saw.

(f) Two adjustable wrenches.

(g) One banding tool and enough banding material to prepare lumber for shipment.

(h) Forklifts for loading heavy or palletized material into containers or onto trucks. Because most work will be on gravel surfaces, all-terrain forklifts should be used. Weight capacity limitations should be considered.

(i) Cranes for loading military demountable containers (MILVANS) onto trucks. (Note: 30K forklifts may be used.)

(j) A rough terrain container handler (RTCH) to lift MILVANS. (Note: It is difficult to use RTCHs for other purposes. RTCHs are heavy and will make ruts in asphalt and break concrete not rated for its load.)

(k) Bucket loader for moving things around and lifting.

(l) Reach-stacker for extended reach boom, telescoping container handlers, and rotating container handler mounts.

(3) Land Requirements. Open space will be needed for incineration facilities and to consolidate, stage, and temporarily store material and equipment during closure operations. These areas should be separate from storage used by contractors supporting operations at the base camp. Land within the base camp perimeter should be used to minimize lease-related claims.

(4) Incineration Site. Incineration operations should be located a safe distance from any tents or structures (100 yards downwind) and have a berm around it with several dedicated fire extinguishers. The incinerator facility should be staffed at all times. The safety office should inspect the site before closure operations begin.

(5) Hazardous Waste Storage Containers and Hazardous Waste Collection Point. The amount of material to be removed may overwhelm the capacity of the accumulation point. Units should begin moving the material as soon after the closure date is announced to ensure that all existing material is removed from areas occupied by the unit at least 2 weeks before the unit departs.

(6) Handheld Radios. Handheld radios should be available. Radios should have separate frequencies for different activities.

(7) Other Considerations. Early removal or relocation of some facilities will be required. For example, walkways will have to be removed to provide access for material-handling equipment (MHE).

c. Labor Estimates. The following estimates should be used when planning base camp closure:

(1) Labor Estimates for Removing Walkways.

(a) Assuming forklifts or bobcats are available, wood walkways (8-feet by 4-feet) should require 45 minutes per 150 feet; plastic hex pads should require 60 minutes per 600 feet.

(b) If MHEs are not available, the labor estimates in (a) above should be increased by 50 percent.

(c) Walkways should be removed after tents and SEAhuts have been removed, unless equipment access is required.

(2) Labor Estimates for Removing Bunkers. Bunkers vary in size and construction; labor requirements will vary. Bunkers and modular units are labor intensive and disassembly should begin early.

(3) Soldier Labor Estimates for Tent and Concertina Wire Tear Down. The time required to take down a tent will vary based on workforce training and experience; number of Soldiers on the workforce; types of tents, floors, and tent framing; and if nails must be removed. The time estimates in table B-3 are based on a six-Soldier work team with little or no experience. Use the estimates in (a) through (d) below when using Soldiers who have experience in taking tents down:

(a) General purpose (GP) medium (technical information equipment repair) TIER II tent: 1.5 hours for six-Soldier team.

(b) GP medium TIER III tent: 3 hours for six-Soldier team.

Table B-3 Tent Take-Down Time Estimates			
	TIER II	TIER III	DOUBLE TIER III
Collapse and fold tent	30 minutes	20 minutes	60 minutes
Frame	not applicable	240 minutes	360 minutes
Remove nails (frame)	not applicable	60 minutes	120 minutes
Tent floors:			
Modular	20 minutes	20 minutes	60 minutes
Framed	30 minutes	30 minutes	60 minutes
Electrical	15 minutes	15 minutes	30 minutes
NOTE: Reduce time by 50 percent for an experienced workforce. Availability of tools will also determine speed. Weather will cause delays. The best results will be achieved by organizing crews by application (tent crew, floor crew, frame crew, and removal crew).			

(c) Tent, expendable, modular, personnel (TEMPER): 1.5 hours for six-Soldier team.

(d) Concertina wire: 3 platoon hours for 300 meters.

(4) Labor Estimates for Taking Down Shower Tents.

(a) 24 hours to dry.

(b) 3 hours for shower equipment removal.

(c) 2 hours for removal of shelves.

(d) 1 hour to collapse and fold tent.

(e) 12 hours to dismantle floors.

NOTE: Double shower tents have grated reinforced floors and built-up sink shelves.

(5) Container Requirements. Containers can be used for temporary storage. Containers are normally 20- to 40-feet long. The following are estimates of what can fit in one 20-foot MILVAN:

(a) 100 folding tables and 650 chairs.

(b) 260 kerosene heaters that have been serviced, cleaned, and drained with the wire grate pulled down flat onto the heater, stacked five across and four high.

(c) 1,760 plastic hexagon walkways.

(d) 1,000 cots.

d. Other Requirements.

(1) Covered storage should be provided to protect items like heaters and cots.

(2) A wash point should be set up to clean hex pads.

APPENDIX C ENVIRONMENTAL POLICY

C-1. REMOVAL OF HAZARDOUS WASTE

a. U.S. Forces are responsible for safely removing and disposing of hazardous wastes in their possession. Dumping, diluting, or abandoning hazardous waste is strictly prohibited. Hazardous wastes may include septic waste as well as soil contaminated by petroleum, oils, and lubricants (POL); weapons firing; or sludge from oil-water separators.

b. Units must take hazardous waste to hazardous waste accumulation points operated by the contractor. The base support contractor will move the material from the hazardous waste accumulation points to the contractor's storage facility. The Defense Reutilization and Marketing Office (DRMO) is responsible for final disposition of hazardous waste. If a unit is unsure about whether a waste is hazardous or how it should be handled, the director of public works (DPW) should be contacted.

C-2. ENVIRONMENTAL DOCUMENTATION FOR BASE CAMP CLOSURE

a. All instances of hazardous-substance spills should be reported. All efforts to clean up the spill must be documented.

b. Remediation, if required, should be conducted during non-winter months, and the dates of restoration must be documented.

c. On announcement of base camp closure, each tenant unit must submit to the base commander all existing reports relating to spills and incidents of contamination, including areas where spills occurred and clean-up procedures were implemented. The commander will forward the consolidated information for the base camp to DPW. The DPW will compile a list of environmentally sensitive operations at the base camp. This data will be used to make decisions on restoration and remediation and as input for the environmental condition and environmental closure reports.

d. An environmental baseline survey (EBS) was prepared before or soon after the site was first occupied by U.S. Forces. The EBS documents the environmental condition of the site at the time it was first occupied. With the environmental closure report, the EBS forms the basis for investigating and negotiating claims against the U.S. Government. Generally, a contracted third party will perform the EBS. Copies of the EBS are kept at DPW offices. Copies of all EBSs and environmental closure reports must be sent to the real estate office on completion. The Office of the Deputy Chief of Staff, Engineer (ODCSENGR), HQ USAREUR/7A, and the United States Army Claims Service, Europe (USACSEUR), keep permanent copies of these documents. These reports should include soil and water samples and should be coordinated with USACSEUR.

e. Area support team (AST) commanders will issue an environmental condition report at least 30 days before closure. This report will be a summary of environmental conditions at the base camp. The report will be in the format shown in figure C-1. The DPW will prepare the report for the commander. The report is required to document soil and ground water conditions that may have been affected by the presence of U.S. Forces. The environmental condition report will be used as a reference document for the environmental closure report.

f. The environmental closure report will be issued on or before the day the base camp is returned to the landowner, and after all site activities are completed. It will describe the condition of the base camp on withdrawal of U.S. Forces. The report must incorporate information provided by the environmental condition report and document all site-restoration and remediation work that was performed. The environmental closure report, with the EBS, will form the basis of information for investigating and negotiating claims against the U.S. Government. The report will be in the format shown in figure C-2. Generally, the report is prepared by a contractor. The report should include soil and water samples if there is concern that contamination exists, and be coordinated with USACSEUR.

g. Inspections by the task force (TF) surgeon, with the DPW environmental specialist, will determine whether imminent health threats exist as a result of contamination or other sources. Reports resulting from these inspections will recommend remediation if required. These reports will be incorporated into environmental condition and environmental closure reports.

C-3. ENVIRONMENTAL TASKS

a. Base Camp Commander. The base camp commander will—

- (1) Coordinate the completion of the environmental condition report with the DPW and TF surgeon.

Environmental Condition Report	
Base camp:	Date:
Mayor:	Prepared by:
Telephone number:	Telephone number:
<p>1. Installation Description and Background: Give a brief (one-half to 1-page) description of the installation (including its historical uses). In referencing the EBS, the information should be geared to events and operational history that may bear on environmental problems and their cause.</p> <p>2. Spill Records: Include all spill records in the report.</p> <p>3. Site Maps: Provide layout maps or plan views of the installation that identify where hazardous substances were stored (for example, hazardous waste accumulation points, fuel storage and retail points, HAZMAT storage sites).</p> <p>4. Summary of Environmental Conditions: List significant environmental incidents that occurred at the site. State significant findings in terms of potential near- and long-term effects on human health or the environment. Below are two examples.</p> <p>Example 1: Area located in SW corner of base camp, shown on layout map, was hazardous waste storage area. On or about 12 May 1998 a used oil container being carried to the storage area ruptured just in front of the secondary containment. Approximately 5 gallons of used oil was released. Spill was cleaned up 25 to 29 May 1998 by excavating all visibly stained soil; approximately 3 cubic yards of soil were removed and drummed for off-site waste removal through the DRMO. Clean soil was backfilled.</p> <p>Example 2: Ditch located at grid 896453 (shown on layout map) was where approximately 25 gallons of raw sewage were released from 10 to 15 April 1996; this was during initial stages of occupying base camp. On 15 April 1996 sewage releases were terminated due to contractor repair of wastewater treatment system. The ditch was blocked immediately to prevent runoff. Water seeped into soil, and the ditch was filled in from 23 to 28 April 1996. Area was fenced off with pickets and engineer tape to remove risk of sewage exposure. Testing of soil for pathogens on 18 August 1996 by USACHPPMEUR indicated that the contamination threat was naturally degraded.</p> <p>5. Findings and Determinations: I have considered whether or not significant environmental effects will occur as a result of turnover and return of the base camp, and have determined that (<i>select one of the following to complete this paragraph</i>)</p> <p>Turnover of this base camp area will not result in environmental effects significant enough to warrant additional environmental analysis.</p> <p>Turnover of this base camp area will result in environmental effects significant enough to warrant additional environmental analysis. Environmental actions or projects must continue after transfer of the base camp area because of known imminent and substantial endangerments to human health and safety. The effects of concern are: (<i>list effects</i>)</p>	
_____	_____
Base Camp Commander's Signature	Date

Figure C-1. Format for Environmental Condition Report

(2) Direct units to assist with environmental tasks as required.

b. Unit Commanders. Unit commanders will—

(1) Identify all hazardous material (HAZMAT) and hazardous waste at least 60 days before the scheduled unit redeployment date.

(2) Be responsible for ensuring accountability and movement of all hazardous waste to the hazardous waste accumulation point and all HAZMAT to appropriate storage areas. This must occur before significant redeployment of Soldiers to ensure personnel are available to move HAZMAT and hazardous waste.

(3) Identify and mark (flag) areas of hazardous-substance contamination and spills on a map and provide the map to the DPW environmental officer.

(4) Prepare a list using a unique identification number for all spills and include an explanation of corrective actions taken. Identification numbers must be listed on site maps identifying spill areas.

- (5) Prepare a list of hazardous waste accumulation areas, motor pools, engine repair and battery shops, fuel storage areas, wash racks, and all other areas where environmentally sensitive operations took place.
- (6) Prepare a record of all spill clean-up efforts.
- (7) Clean empty POL tanks and fuel blivets at fuel points and maintenance areas. Units should contact the DPW for guidance if uncertain on how to handle or clean out any tanks or blivets.
- (8) Pump out POL from sumps and POL separators into appropriate containers and move it to the hazardous waste accumulation point.
- (9) Turn in used oil to hazardous waste accumulation points.
- (10) In preparation for shipment, empty fuel from heaters into special containers. This fuel must be moved to fuel-storage areas or to hazardous waste accumulation points.
- (11) Assist the base camp commander as required.

c. DPW. The DPW will—

- (1) Provide an environmental specialist to the BCCAT.
- (2) Conduct a joint assessment with the TF surgeon for imminent health threats as part of the BCCAT inspection.
- (3) Examine critical base camp areas for possible contamination. This includes fuel points, hazardous waste accumulation points, motor pools, engine repair and battery shops, tank farms, wash racks, and all areas where environmentally sensitive operations took place.
- (4) Identify any site conditions and existing legal or real estate agreements that define environmental actions or projects that must continue after transfer of the site. The DPW must coordinate with the Defense Contract Management Agency (DCMA) or United States Army Corps of Engineers (USACE) to execute these actions using contract arrangements.
- (5) Provide guidance to unit commanders in conducting environmental tasks.
- (6) Coordinate preparation of the EBS, environmental condition report, and environmental closure report.
- (7) Maintain all environmental documents and provide them to the ODCSENGR.
- (8) Certify closure of any disposal sites if used, such as dumps, landfills, and soakage pits.
- (9) Conduct EBSs for new land acquisitions.
- (10) Prepare an environmental condition report with the base camp commander's assistance before closure.

d. TF Surgeon. The TF surgeon will—

- (1) Perform an inspection with the DPW environmental specialist for known substantial, imminent endangerments. This inspection must include planned demolition or remediation activities. (This inspection is separate from the risk assessment for hazards coordinated by the AST safety office.)
- (2) Provide consultation for health risks during closure of disposal sites such as dumps, landfills, and soakage pits.

e. Contractors. In accordance with individual contract provisions and subject to oversight of contracting officer's representatives (CORs), contractors will—

- (1) Properly manage hazardous wastes and materials.
- (2) Accept hazardous materials at established hazardous waste accumulation points.

(3) Maintain hazardous waste accumulation points and a HAZMAT storage site to ensure timely removal of hazardous waste.

(4) Coordinate with the base camp commander to ensure timely turn-in of hazardous waste.

(5) Notify the DPW of any site with unknown or unidentified hazardous waste contamination. Test, collect, and transport hazardous waste to temporary storage.

(6) Prepare and execute closure plans for services that affect the environment (for example, wash racks, gray-water drainage, black-water drainage, incinerators). Decommission services must be provided as directed.

(7) Prepare a list and map of all spills and corrective actions taken.

(8) Prepare a list of all environmentally sensitive operations (for example, motor pools, wash racks).

(9) Ensure that enough hazardous waste accumulation point capacity exists through the date of closure. On the date of closure, remaining hazardous wastes must be transported to the HAZMAT storage facility as designated by the environmental officer.

f. ACO. The ACO will—

(1) Provide administration and supervision of a contingency contract (for example, Balkan Support Contract (BSC), USAREUR Support Contract) to provide hazardous waste collection at a central collection area.

(2) Provide administration and supervision of contracts for site restoration.

g. DRMO. The DRMO will—

(1) Accept, account for, and store hazardous waste from the contractor.

(2) Arrange final disposal of all hazardous waste.

h. Combat Camera. Combat camera crews will take photographs of spill locations before, during, and after clean-up operations when possible.

C-4. OTHER CONSIDERATIONS

a. Environmental problems and potential issues should be reported as they occur; they should not be held until the environmental closure report or redeployment to be reported.

b. Snow, rain, and frozen ground can conceal environmental damage. For the most effective operations and to minimize claims, restoration should be conducted during non-winter months, and the dates of restoration must be documented.

c. Infectious medical waste must be incinerated, steam-treated, or disposed of by a certified entity. Noninfectious medical waste must be disposed of as solid waste as directed by the TF surgeon.

d. Sewage and human sanitary waste must be disposed of as seepage at the wastewater treatment plants or as directed by the DPW environmental officer.

e. If other means of disposal are not available, trash may be buried, but field sanitation procedures should be followed.

f. If other means of disposal are not available, ash from incineration activities may be buried.

g. Lumber, plastic, filled sandbags, and other materials used for spill containment should be turned in to the hazardous waste accumulation point.

h. The contractor should receive through the respective COR adequate notice of base camp closure to ensure there is an adequate supply of hazardous waste containers at hazardous waste accumulation points.

Environmental Closure Report

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FIGURE 1 - LOCATION MAP

FIGURE 2 - SITE LAYOUT MAP

NOTE: This format will be used for all EBS and environmental closure reports. Items in italics are explanations of the content for that section.

Figure C-2. Format for Environmental Closure Report

APPENDIX D FORCE PROTECTION

D-1. GENERAL

a. Force protection (FP) is the first priority of all forces during all phases of an operation. It is a fundamental responsibility of command that cannot be delegated or transferred except by official orders. Commanders must take all necessary actions to protect their forces from known or suspected enemy conventional forces, asymmetrical enemy threats (for example, from a terrorist, paramilitary, or criminal group), and from the effects of other environmental or human factors (for example, weather, carelessness, fatigue, disease). All commanders must ensure their Soldiers are fully postured, disciplined, trained, equipped, and supported at all times, and must continually assess their FP posture to ensure complacency does not occur.

b. The base camp force-protection planning cell (FPPC), as part of the base camp operations section, will develop the FPCP as part of the base camp closure plan. The base camp FPPC must include personnel from the provost marshal, military police (MP), military intelligence (MI), director of public works (DPW), and applicable contractor offices.

D-2. PRIORITY OF EFFORT

During base camp closure planning and operations, priority of effort must be given to physical security, tactical security operations, and operations security (OPSEC). Commanders must particularly focus on the following:

- a. As U.S. Forces redeploy from the area of responsibility (AOR), base camps and staging areas must be secured.
- b. Antiterrorism/force protection (AT/FP) requirements must be continually reassessed as sites are closed and functions are consolidated.
- c. Convoys carrying troops and supplies to home stations must be safeguarded using tactical security operations.
- d. Refocusing Soldier situational awareness and exercising the chain of command will prevent complacency and carelessness.

D-3. FORCE PROTECTION CONSOLIDATION PLAN

a. The FPCP must provide for consolidation of FP facilities commensurate with other base camp closure operations. This may include temporarily moving gates, wire, lights, guard towers, alarm and sensor systems, and other things as required to provide FP for the shrinking base camp population.

b. Planning considerations include the following:

- (1) Define FP responsibilities and tasks according to AE Regulation 525-13, paragraph 5-6.
- (2) Ensure a level II-trained FP officer accompanies each leader reconnaissance to assist in site selection according to AE Regulation 525-13, paragraph 5-23.
- (3) Assess FP requirements (personnel, equipment, and materiel) at all locations used to support the operation. This includes aerial ports of embarkation (APOEs), aerial ports of debarkation (APODs), seaports of embarkation (SPOEs), seaport of debarkation (SPODs), intermediate staging bases, base camps, rear areas, and lines of communication (LOCs). Conduct site evaluation and selection according to AE Regulation 525-13, paragraph 5-24.
- (4) Maintain intelligence support for FP. It is essential during base camp consolidation to ascertain possible shifts in perceptions among the belligerents, which could lead to attacks against U.S. Forces and civilian personnel.
- (5) Employ OPSEC and physical security to protect information and assets.
- (6) Ensure personal property accountability according to AE Regulation 525-13, paragraph 5-53.
- (7) Ensure the physical security of personnel; arms, ammunition, and explosives (AA&E); and other property in-transit according to AE Regulation 525-13, paragraphs 5-18 and 5-52.

(8) Ensure safety, route security, and security for the construction site and establishment of revised base camp and logistics sites.

(9) Give priority to the rapid initiation of tactical security operations as forces arrive in or leave the area of operations. This includes survivability improvements, active reconnaissance and security patrols, and strict convoy-security operations.

(10) Plan for proper hand-off of AT/FP plans and procedures between rotating elements. As sites and facilities close or consolidate, site commanders at remaining locations to which forces are relocated should review FP plans and modify site security when required.

(11) Publish the FPCC and distribute it to all tenant elements. Resolve inconsistencies in the application of required AT/FP measures through the appropriate chain of command.

c. Ensure a threat-warning architecture remains intact.

d. In all phases of the base camp closure, the FPCP should include the following:

(1) Prevention and detection (for example, physical barriers, guards, sensors, operational security, counter-surveillance, random schedules).

(2) Mitigation (for example, hardened facilities, building stand-off, armored vehicles, safe-havens).

(3) Response (for example, quick reaction force, host-nation security, medical evacuation (MEDEVAC) procedures, emergency action plan, alarm system, redundant communication plans, exercises that include the host nation when possible).

(4) The timing of the dismantling of electronic surveillance equipment to ensure FP and prevent loss or damage to the equipment.

D-4. RESPONSIBILITIES

a. The senior U.S. Army headquarters in the AOR must—

(1) Coordinate AT/FP and security operations with the applicable provost marshal.

(2) Coordinate AT/FP intelligence operations with the FPCC and the TF security office, G2, or United States National Intelligence Center (USNIC).

(3) Coordinate AT/FP requirements with the TF FP office.

(4) Coordinate and deconflict sector responsibilities for sectors adjacent to the U.S. sector.

(5) Provide or coordinate for the security of all assigned, attached, or operational control (OPCON) forces, civilian personnel, installations, LOCs, SPODs, and rear areas in coordination with other NATO and non-NATO forces.

b. All commands will comply with requirements and standards in AR 525-13 and all theater-specific regulations. United States European Command Operation Order (USEUCOM OPORD) 03-11 and AE Regulation 525-13 apply to the Balkans theater of operation.

c. The TF G3 will ensure a military force provides an adequate level of security to each location through the closure process. Security must be provided for Soldiers in the camp, personnel employed by contractors, and DOD civilians.

APPENDIX E SAFETY REQUIREMENTS FOR BASE CAMP CLOSURE

E-1. RISK ASSESSMENT

A risk assessment (preliminary hazard analysis) must be performed to identify hazards and potential hazards created by the closure operation of the base camp. The area support team (AST) safety manager will coordinate with the environmental officer, preventive medicine (PM) personnel, contractor safety office, director of public works (DPW), and the task force (TF) safety officer to conduct the assessment. On completion of the assessment, the results will be coordinated with the onsite engineers, environmental office, PM personnel, and the contractor or organization in charge of the closure operations. The United States Army Center for Health Promotion and Preventive Medicine - Europe (USACHPPMEUR) will provide support for occupational health and PM.

E-2. HAZARDS ASSESSMENT

The items in subparagraphs a through e below should be emphasized during the preliminary risk-assessment process. Some base camps will not have all of them and other base camps may have hazardous areas that are not listed.

a. Ammunition Storage.

- (1) Ammunition files that include maps, site plans, licenses, and waivers must be sent to the USAREUR Safety Office with an explanation of circumstance for the closure.
- (2) All ammunition, explosives, and signs of residue must be removed within 180 days after the last day of use.
- (3) The following must be completed to terminate the use of facilities storing ammunition and explosives:
 - (a) Empty the storage facility of all ammunition, explosives, and related materials.
 - (b) Clean the storage facility to remove any visible explosives residue.
 - (c) Visually inspect the storage facility for the presence of remaining ammunition, explosives, or visible explosives residue by a knowledgeable individual appointed by the installation or responsible activity commander.
 - (d) Remove from the storage facility all fire and chemical hazard symbols, and mark the storage facility as empty.
 - (e) Secure the storage facility to prevent inadvertent use or access.
 - (f) Notify the appropriate emergency-response and regulatory authorities of the change in the storage facility's use.
 - (g) Record in permanent real estate records the date the storage facility was inspected, the name and position of the inspector, and the results of the inspection.
 - (h) Remove containers and any associated materials left in the facility.
 - (i) Remove all structures necessary.

b. Radiation. Identify all radioactive commodity use, maintenance and storage areas at the base camp (for example, locker where chemical agent monitors (CAMs) are stored). Identify radioactive sources to be transported and ensure proper packaging and transport documents are used. A closeout survey must be completed. The local radiation safety officer (LRSO) may conduct this survey. Documentation of the survey must be sent through the AST safety office to the USAREUR Radiation Safety Officer (RSO) at USAREUR G1 (AEAGA-S/Radiation Safety Officer), Unit 29351, APO AE 09014-9351. Provide a copy to the TF safety officer.

c. Ranges. DOD Directive 4715.12 requires that ranges be cleared and that documentation of the location, types of weapons fired, how long the range was used, if there are any known burial sites of ammunition, and when and what method of cleaning was used. This documentation must be provided to the USAREUR Safety Office and United States Army Claims Service, Europe (USACSEUR). DODI 4715.8 will be used to deal with environmental contamination, and DOD 6055.9-STD will be used to deal with explosives issues.

d. Details. During closure-preparation activities, individuals may be required to perform tasks not associated with their normal duties. Good leadership means that Soldiers and employees must be safe when performing those tasks. To do this, leaders must—

(1) Make a deliberate assessment of individual skills compared to the job to be performed. Never assume that an individual knows how to perform a given task (for example, using lifting and moving equipment, operating tools, operating material-handling equipment (MHE) such as fork trucks and pallet jacks, operating vehicles or machinery, loading and securing loads on vehicles, destruction by burning, packaging hazardous material (HAZMAT), cleaning up spilled materials).

(2) Assign a noncommissioned officer (NCO) who understands task requirements, skills, and the risk assessment.

(3) Train the participants about hazards, protection measures, and emergency procedures.

(4) Supervise the detail.

e. Health Hazards Exposure. Appendix C requires unit participation in HAZMAT and waste identification, consolidation, transport, and cleanup. Participants must be trained and equipped. Critical job-training elements include knowledge of which materials can and cannot (or should not) be mixed; what materials cannot be transported together; what materials cannot be stored together; and health-protection measures (including personal protective equipment (PPE) required to perform directed tasks). Individuals not normally assigned the required PPE may require enrollment in a health-monitoring program before participation. Account for these factors when planning closure-task timelines.

E-3. PERSONNEL

All personnel exposed to HAZMAT must have a termination physical if they are leaving the employment of the Government. Personnel who continue to be employed should continue with their enrollment in medical-surveillance programs at their new duty site. Personnel performing operations that are not typically performed by them and that require the use of respirators or exposure to chemicals or hazardous substance must be enrolled in a medical-surveillance program. When they change jobs to one that does not expose them to HAZMAT, they must undergo a closeout physical. The results of that physical must remain in their medical records.

E-4. OTHER CONSIDERATIONS

a. Other hazards in a base camp that must be considered during base camp closure are asbestos, confined spaces, heavy metals, pesticides, and underground storage tanks. These hazards may require the services of USACHPPMEUR or an environmental assessment to ensure no soil or ground water contamination.

b. Exercise caution when moving items that have been in place for a while. Poisonous snakes and other dangers may be present. Cut the grass near and around all materials and equipment to be moved, including concertina wire.

c. Base camp closure and reduction of FP measures have resulted in children being present within base camp boundaries. If this occurs, the safety of these children must also be considered.

d. Base commanders should have a plan to meet the requirement to provide force protection through the closure process for DOD civilians and contractors.

E-5. MEDICAL SURVEILLANCE

Medical surveillance for at-risk personnel must be made available.

E-6. URGENCY

Base camp closures should be accomplished using a reasonable timeline where the urgency of meeting a suspense date will not increase the risks to personnel.

a. Resources. Availability of resources dictates whether a clean-up or other action can be accomplished by in-house personnel or if it must be contracted.

b. Cost-Benefit Analysis. An analysis to compare the benefits of an action to its cost can dictate the decision.

c. Remediation or Disposal. The site should be returned in the same condition as it was received. If it is not, other requirements or decisions for remediation or disposal must be made. In all cases, disposal of HAZMAT will take time and planning and must be done according to local laws and U.S. regulations.

d. Identify Requirements.

(1) Once the risk assessment has been conducted, requirements must be compiled and timelines applied.

(2) Eliminate imminent risks to health and safety. For identified risks, procedures must be developed and followed to eliminate imminent danger. As an example, if unstable ammunition is found in a training area that is being closed, explosive ordnance disposal (EOD) personnel must be called to make arrangements for disposal. If buried ammunition was known to exist, but was not determined to be of imminent danger to personnel, it would be identified on the site plan, but would not be removed.

(3) Where it has been identified that personnel require training or briefings to accomplish their required tasks, this training must be provided.

e. Supervise.

(1) One person should be identified to be responsible for the safety portion of the base camp closure.

(2) Revise risk assessments as risks change.

(3) Individual work parties should be supervised to a degree commensurate with the risks involved. Assign supervisors to work parties to—

(a) Ensure all work party members are aware of the mission and applicable job-risk assessment issues and controls.

(b) Knowledgeably adjust procedures and controls during job performance.

(c) Enforce standards.

f. After-Action Review (AAR).

(1) AARs help identify new or changing hazards that were not covered in original risk assessments. Take the time to conduct periodic AARs during the base camp closure process.

(2) Annotate changes needed in this document and send it to the proponent to help others plan for similar operations.

**APPENDIX F
DETERMINING DISPOSITION OF BASE CAMP PROPERTY**

F-1. MAJOR END ITEMS

In general, major end items will be moved to other locations for DOD use. These items include the following modules:

Billeting Modules	Dayroom Modules	Office Modules	Recreation Modules
Ab units	Ab unit utility systems (water tanks, distribution system)	Kitchen and dining modules	Kitchen and dining utility systems and components
Force-provider (tents and generators)	TEMPERs	Clamshells	Generators
All vehicles procured under contract (including MHE)	Light sets		

F-2. CLASS 2 MATERIAL

In general, class 2 material will re-enter the DOD supply system. The area support team (AST) director of logistics (DOL) will coordinate with the task force (TF) G4 and United States Army Material Command (USAMC) to inventory and determine the condition of material and to request disposition instructions from the supporting material management command. Class 2 components include cots, fire extinguishers, general purpose (GP) medium tents, and stoves.

F-3. EXCESS CLASS 4

In general, excess class 4 material will re-enter the DOD supply system. Class 4 used in construction will be reused as directed during the interim base camp closure assessment team (BCCAT) visit. The contractor should be directed in its statement of work (SOW) to harvest all reusable material that can be economically harvested. Class 4 components include barbed wire, concertina wire, electrical materials, lumber, pickets, and plumbing material.

F-4. UNSALVAGEABLE MATERIAL

Unsalvageable material is typically disposed of as trash. The designated lay-down yard will dispose of unusable but salvageable (broken, worn out, obsolete) equipment and material.

F-5. PROPERTY AND STRUCTURES

a. Property and structures that have military applications must be removed and cannot be transferred to the landowner. Examples of property and structures that fall in this category are berms that serve a basic load ammunition holding area (BLAHA) function, bunkers, concertina wire, fighting positions, and guard towers.

b. Property and structures that the BCCAT may consider for transfer to a landowner as improvements include but are not limited to the following:

- (1) Chain-link fences.
- (2) Concrete and asphalt pads.
- (3) Gates.
- (4) Gravel that is compacted in place.
- (5) Improvements to permanent buildings.
- (6) Perimeter berms and HESCO bastions.
- (7) T-walls and jersey barriers.
- (8) Underground utilities.

c. The BCCAT will determine the property disposition that is in the best interest of the U.S. Government. Procedures with options are as follows:

(1) Procedures for Temporary Fixture to Real Property. Wooden structures, container structures, prefabricated metal buildings, fences, concrete, and similar structures are examples of “temporary fixtures to real property.”

(a) The BCCAT will determine their current value.

1. Current values should be based on a reasonable and consistent methodology.

2. For use as a pricing tool, USAREUR has used depreciation rates as follows:

a. Wooden structures: 5-year straight line.

b. Containers: 10-year straight line.

c. Metal prefabricated structures: 20-year straight line.

(b) The director of public works (DPW) will perform a cost-benefit analysis (CBA) of “deconstruction and harvest” versus “demolition and dispose.”

(c) The CBA will be forwarded for review and approval to the United States Army Claims Service, Europe (USACSEUR), and the Deputy Chief of Staff, Engineer (DCSENGR), USAREUR.

(d) The property will be disposed of using one of the following options:

1. Compensation to the owner for damages. If the property owner wants structures as compensation for damages to property, the transfer must be documented in the termination of lease (app H).

2. Transfer or sale to another nation.

a. If another nation requires the structure for a follow-on mission, the transfer will be made using an acquisition cross-service agreement (ACSA) at the established current value.

b. The multinational service component (MNSC) manager will document the transfer using AE Form 1-3A.

3. Deconstruction and harvest. If the remaining value indicated by the CBA is “deconstruction,” recommend deconstruction and harvesting the property to the commander.

4. Demolition. If the results of the CBA indicate demolition, recommend demolition of temporary real property and disposal of the debris to the commander.

(e) If the property is transferred ((d)1 and 2 above), the proposed transfer mechanism and list of items to be transferred must be sent to the Judge Advocate (JA), USAREUR, for review.

(2) Contractor-Acquired, Government-Owned (CAGO), Process Flow for Transfer to Landowner as Part of Nontemporary Real Property.

(a) The BCCAT will complete a CBA for leaving the property in place if it will not be transferred. The CBA will be conducted using the Plant Clearance Automated Reutilization Screen System (PCARSS).

(b) The CBA in (a) above must be sent to the USAREUR G4 and USACSEUR for review and approval.

(c) If leaving the property in place has been approved, use the following procedures:

1. Conclude a lease-termination agreement that lists facilities and property to be transferred.

2. Send the proposed transfer mechanism, list of items to be transferred, and CBA results to the USAREUR JA for review.

3. Transfer the property from the contractor property book to the AST PBO property book.

4. The AST PBO will submit the paperwork to item managers.

(3) CAGO Process Flow for Transfer to Another Nation.

(a) The USAREUR G4 in coordination with the contract-management agency, will determine whether property is required elsewhere in the Army.

(b) The BCCAT will conduct a CBA of leaving the property in place versus transferring it. The CBA will be conducted using PCARSS.

(c) The CBA must be sent to the USAREUR G4 and USAREUR JA for review and approval.

(d) If transfer is approved, use the following process:

1. Transfer the property from the contractor property book to the AST PBO property book.

2. Transfer the property according to the ACSA at the established current value. The MNSC analyst will prepare AE Form 1-3A and attach the list of property that was prepared by the contractor as an appendix according to AE Regulation 1-3, appendix D.

3. Send the proposed transfer mechanism and list of items to be transferred to the USAREUR JA for review.

4. The PBO will sign the final page as the “supporting party inventory representative.” If the list is longer than one page, the PBO must initial each page of the list.

5. The list must be signed by the “receiving party inventory representative” for the other nation.

(4) Installation Property Process Flow for Transfer to Another Nation. The PBO will—

(a) Account for the property.

(b) Determine whether there will be future installation property requirements for U.S. Forces in the area of operation (AO). The PBO will—

1. Provide a list of excess installation property to the USAREUR G4 and item managers for comparison to theater requirements.

2. If property is not required in theater, provide a list with the current value to interested follow-on nations with which the United States has an ACSA.

(c) The transfer process is as follows:

1. The follow-on nation will identify items of interest.

2. The United States and the receiving nation must come to an agreement on the list of property and the price for transfer.

3. The PBO will document the list of property.

4. The MNSC analyst will prepare AE Form 1-3A and attach the list of property that was prepared by the PBO (3 above) as an appendix according to AE Regulation 1-3, appendix D.

5. Send the proposed transfer mechanism and list of items to be transferred to the USAREUR JA for review.

6. The PBO will sign the final page as the “supporting party inventory representative.” If the list is longer than one page, the PBO must initial each page of the list.

7. The list must be signed by the “receiving party inventory representative” for the other nation.

d. Figures F-1 and F-2 are flowcharts that show the property-disposal process that was used in the Balkans. These charts provide an example of the process that should be used when disposing of property.

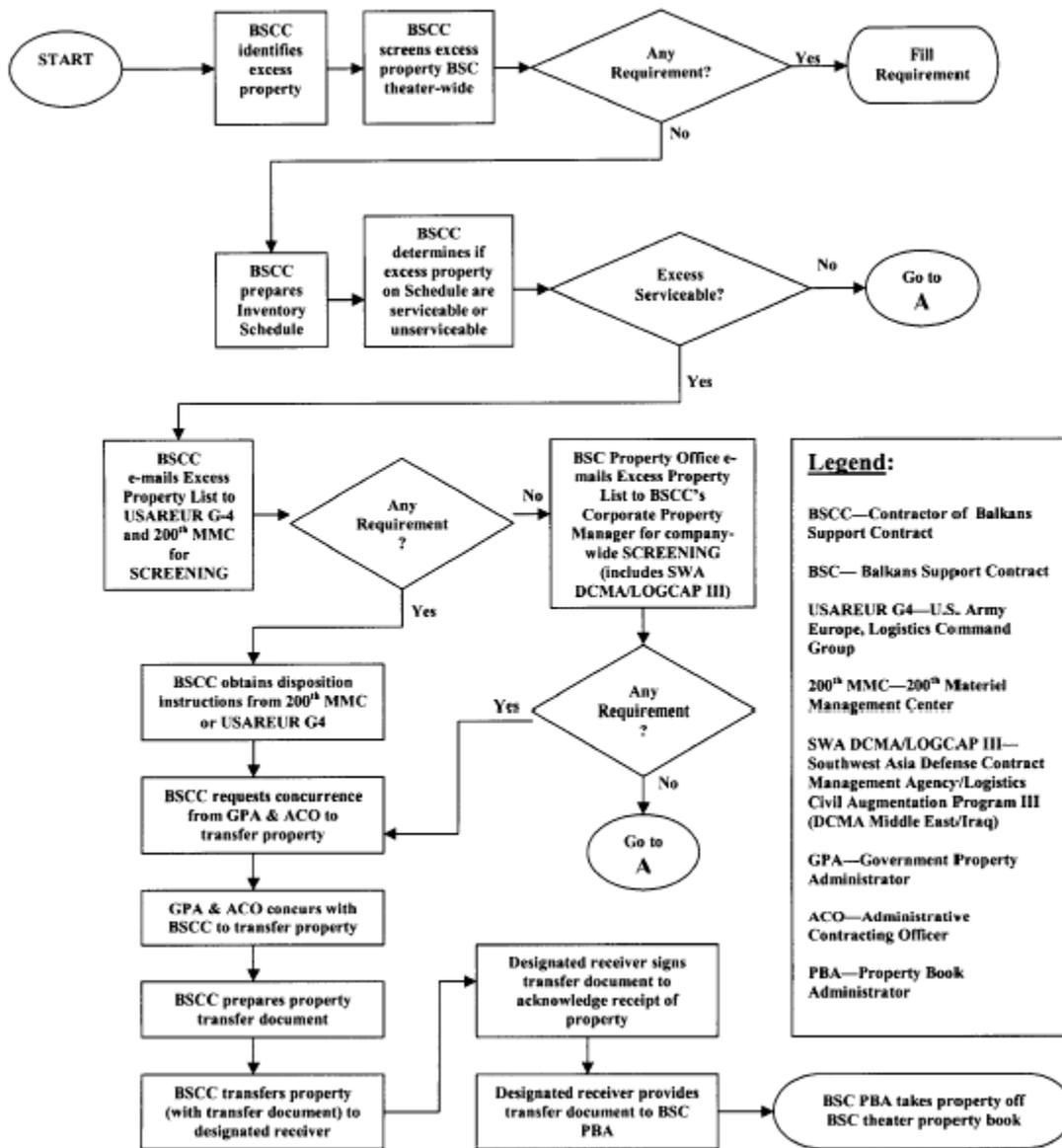


Figure F-1. BSCC Disposition Process for Contractor-Acquired Property—Government-Owned (Nonstandard NSN Property)

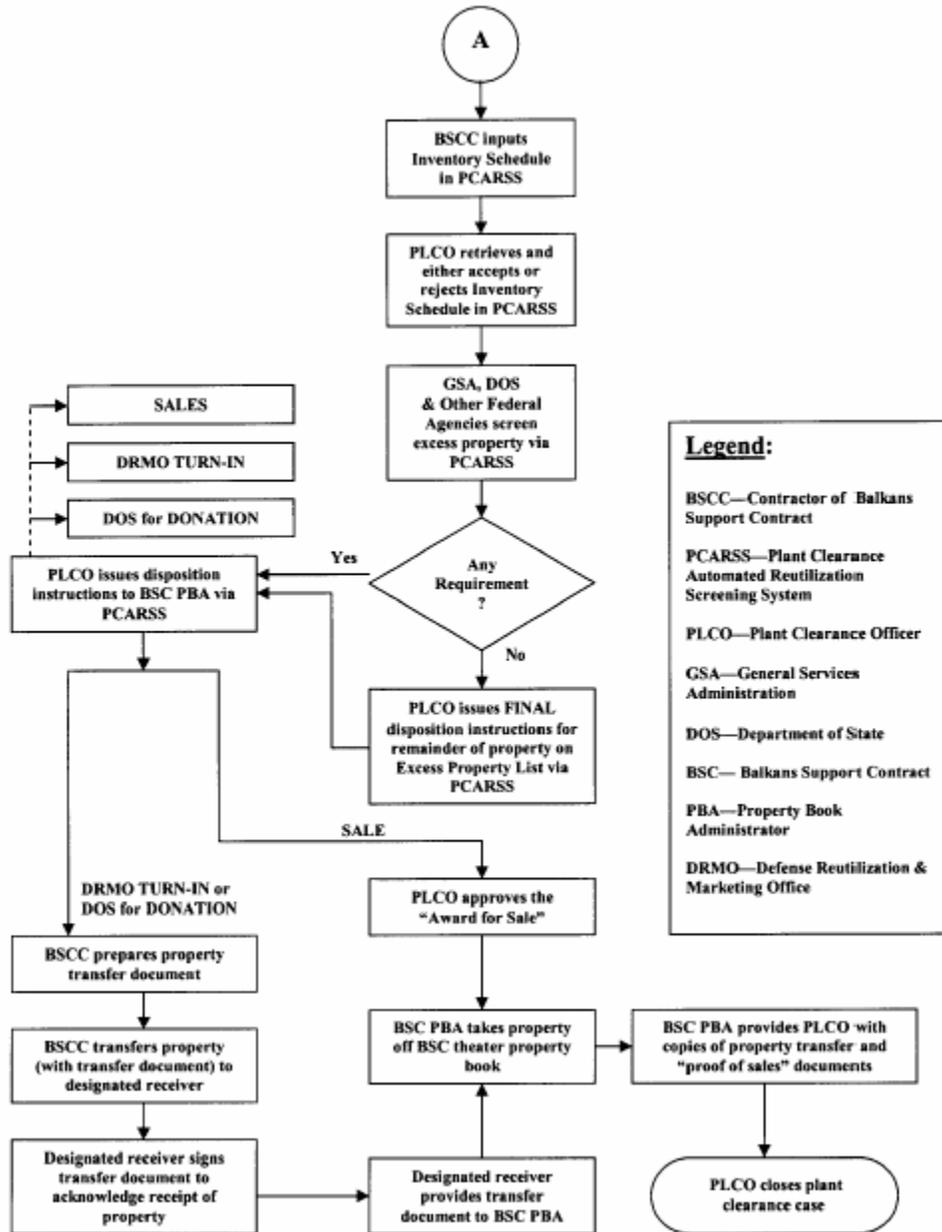


Figure F-1. BSCC Disposition Process for Contractor-Acquired Property—Government-Owned (Nonstandard NSN Property) (Continued)

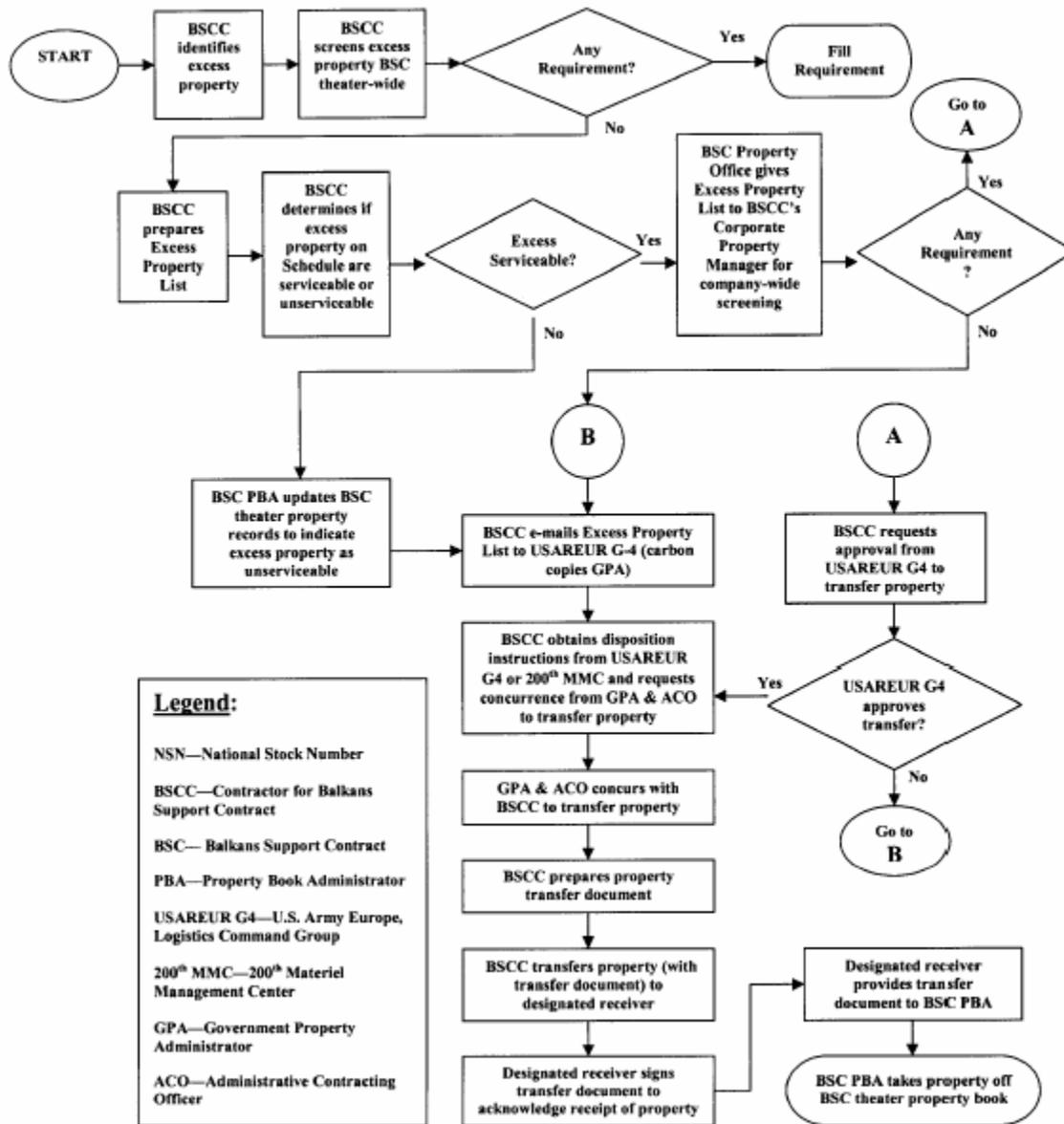


Figure F-2. BSCC Disposition Process for Government-Furnished Equipment (Standard NSN Property)

APPENDIX G TRANSPORTATION PLANNING AND DISMANTLING AND PREPARING EQUIPMENT AND MATERIALS FOR SHIPMENT

G-1. TRANSPORTATION PLANNING

- a. Requests for external transportation must be submitted to local movement control teams (MCTs) for nondivisional units and to division transportation officers (DTOs) for divisional units.
- b. Internal assets are primarily used to reposition material and equipment within sites or to transport materials and equipment short distances to local collection points.
- c. External assets are primarily used for long-haul distances.
- d. Forty-foot flatbed trailers are used for containers and large bulky loads (for example, lumber, concertina wire). Loads should be banded if possible and strapped securely to the vehicle frame.
- e. Transportation units do not provide cargo straps. Straps can be obtained through the supply system.
- f. Loads cannot exceed the width or height of the trailer or the headboard.
- g. Containers are loaded with a crane, forklift, or rough terrain container handler (RTCH). An RTCH is special material-handling equipment (MHE) for containers, but it is poorly suited for other uses.
- h. Containers are secured with four container-locking pins.
- i. Ensure locking pins are present when the trailer is delivered. Plywood or other bracing material is used to separate items and prevent the load from shifting during upload or transport.
- j. When loading two containers, the heavier container must be in the front position.
- k. L-trailers (covered 40-foot flatbed trailers with sides) are used to move large lightweight but bulky loads, which may require protection from the weather. Loading instructions for L-trailers are similar to those for 40-foot flatbed trailers.
- l. The Palletized Loading System (PLS) will be used to transport 20-foot containers (MILVANs). Containers must be positioned on flat racks to load them.

G-2. DISMANTLING AND PREPARING EQUIPMENT AND MATERIAL FOR SHIPMENT

The 200th Material Management Center (200th MMC) is usually the unit that transports and re-enters equipment and materials into the system. Coordination with the appropriate unit should occur before dismantling activities begin.

a. Billeting, Dayroom, Office, and Recreation Modules. Perform minimal breakdown required to make the module safely transportable with minimal risk of damage. Ship the module with original furnishings and equipment. Modules should be cleaned before shipment.

b. Ablution Units and Latrines. Disconnect from other components of utility systems (water tanks or bags, distribution system), but retain all salvageable components. Modules should be cleaned before shipment and secured after cleaning to prevent use.

c. Kitchen and Dining Modules. Dismantle units and salvageable components of utility systems. Modules should be cleaned before shipment.

d. Force-Provider Modules.

(1) Clean tents on site. Pack in original containers in original configuration. Poles and stakes should be bundled by tent set with rope, tape, or communications wire. The United States Army Materiel Command (USAMC) will provide an advisory team to help pack and prepare modules for shipment.

(2) Return generators taken from force-provider modules and used at other base camps to the original force-provider modules from which they came. Do not ship force-provider modules until all components are with the module.

e. Concertina Wire.

- (1) Tie individual rolls together.
- (2) Stack it about 4 feet high on pallets.
- (3) Compress with a forklift, bucket loader, or any other heavy MHE.
- (4) Band or tie together.
- (5) Brace when loading to prevent entanglement.

f. HESCO Bastions. Unused wire should be shipped. Experience shows used bastions cannot be recycled.

g. Contractors Supporting Operations at the Base Camp.

(1) A determination of contractors' responsibilities should be made only after proper analysis of all closure requirements. Contractors should not be used as a stopgap to complete a unit's clearing requirements after the unit has departed. Contract provisions vary. Inopportune cancellation is possible, and time and money constraints could restrict contractor involvement. Contract provisions in effect at the time will take precedence.

(2) Contractors providing vehicles procured under a regional support contract (for example, the Balkans Support Contract (BSC)) will be responsible for removing those vehicles. This includes garbage trucks, forklifts, and all-terrain vehicles.

h. Cots. Clean, fold, and store in MILVANs with all components strapped together to form a complete, individual unit.

i. Heaters.

- (1) Empty the fuel.
- (2) Clean the heater.
- (3) Drop the wire grate to lowest level.
- (4) Stack in a MILVAN, 5 across, 4 high.

j. Electrical and Plumbing.

- (1) Separate into like items.
- (2) Wipe down if possible.
- (3) Remove light bulbs.
- (4) Roll up and tie or tape together.
- (5) Store them separated in MILVANs.

k. Government-Furnished Equipment (GFE) and Government-Furnished Material (GFM). Request disposition instructions for GFE and GFM.

l. Tent Teardown Standards.

(1) Tents.

- (a) Remove liners.

- (b) Fold tents according to instructions on tent flaps.
- (c) Place tents in tent covers (if available).
- (d) Tie tent poles together.
- (e) Tie tent pegs together or place in a box (for example, meals, ready-to-eat box).
- (f) Transport tent, poles, and pegs to a MILVAN for storage.

(2) Tent Floors.

- (a) Disassemble floors.
- (b) Remove all nails from wood.
- (c) Stack plywood and 2- by 4-'s.
- (d) Transport to class 4 yard.

m. Material and Equipment Not Requiring Disposition. The following items should not be shipped; they should be disposed of according to DPW instructions:

- (1) Cardboard.
- (2) Filled sandbags.
- (3) Lumber in poor condition.
- (4) Pallets in poor condition.
- (5) Scrap wood. Dispose of scrap wood as trash. Scrap wood is defined as—
 - (a) All lumber shorter than 4 feet.
 - (b) Plywood in quantities of less than one sheet.
- (6) Wood latrines.

APPENDIX H REAL ESTATE FOR BASE CAMP CLOSURE

H-1. GENERAL

a. Real estate contracting officers (RECOs) are the only delegated agents authorized to negotiate and enter into agreements on behalf of the U.S. Government to acquire and dispose of real estate, administer real estate contracts, and negotiate restoration or damage settlements, if any, at the termination of U.S. occupancy of the property. This includes both Government and privately owned lands and facilities.

b. The base camp closure assessment team (BCCAT) chair must notify the RECO of the closure at least 45 days before the date the base camp is expected to be vacated and ready for return to the care, custody, and control of the owner. This notification is required to ensure compliance with the standard provision that requires 30-day advance written notice of termination to the owner in lease contracts and in host-nation agreements. (Notification requirements may vary based on termination provisions in each lease contract and in each host-nation agreement.)

c. The RECO will—

- (1) Participate in all BCCAT assessments and processes.
- (2) Send termination notifications to host nations or owners of the property used.
- (3) Participate in the BCCAT outgoing inventory and condition inspection.
- (4) Arrange the return of the real property to the owner.
- (5) Negotiate restoration and damage settlements if any.
- (6) Execute a record-of-return and release-from-liability amendment with the owner.

d. The notice of termination must be issued to the host nation or owner based on the anticipated return date provided by the BCCAT chair. The real property, however, will not be returned, leases will not be terminated, and restoration and damage settlements will not be completed until all of the following actions have been completed:

- (1) U.S. Forces and sensitive equipment are removed.
- (2) All U.S. Government property is disposed of.
- (3) Structures are removed as directed by the director of public works (DPW).
- (4) The environmental closure report has been completed.
- (5) The BCCAT chair has given final approval.

e. There must be a pre-joint inspection by the RECO and the property owner to facilitate closure communications. The property owner's expectations must be established. If any U.S. Government property is to be abandoned or left in place, a written memorandum signed by the BCCAT chair or designated representative must be sent to the RECO specifying what property will be abandoned or left in place.

H-2. PROCEDURES

RECO procedures for closure are as follows:

- a. Develop a list of leases and pending claims for the property used for the base camp.
- b. Review all real estate leases and instruments to confirm specific provisions for advance notice of termination.
- c. Participate in all base camp closure assessments and inspections.
- d. Begin discussions with owners and host-nation representatives on property-return procedures and arrangements.

- e. Validate the ownership and location of all leased sites.
- f. Acquire written acceptance by the owner for gravel or other improvements left on the property.
- g. Participate in review meetings of the BCCAT closure schedule.
- h. Identify critical decision points for each real estate instrument according to the existing lease (if a private lease) or international host-nation agreements (if the property is Government owned).
- i. Validate that that DPW has made facilities ready for transfer. Facilities should be broomswept and clean. Before any equipment can be abandoned, sold, or left in place, a memorandum of approval signed by the BCCAT chair must be completed and sent to the RECO. The RECO will develop a list of real property conditions and their status for each lease. This list will be used to estimate possible damage claims (including disposition of gravel and horizontal construction).
- j. Obtain DPW cost estimates for damages caused by the U.S. Forces that the U.S. Forces are not going to restore before turnover.
- k. Transfer keys to the owner.
- l. On receipt of the written tasking by the BCCAT chair, issue a written notice of termination to release real estate in connection with the base camp closure.
- m. If the property owner and RECO have identified and verified damages, the RECO should attempt to negotiate an on-the-spot settlement of damages. If funding is in place, execute a supplement agreement for payment of damages. Ensure that the supplemental agreement includes a provision releasing the United States from all liabilities based on its occupancy of the property. Claims settlements should be sent to the United States Army Claims Service, Europe (USACSEUR), to avoid duplicate payment of claims.
- n. If an agreement cannot be reached, the RECO should provide the owner a formal notification to file a claim with the U.S. Government. A copy of the notification should be provided to the USACSEUR.
- o. Arrange a specific date with the property owner for a joint inventory condition survey and turnover.

H-3. FIGURES

- a. Figure H-1 shows the lease-termination process that was used in the Balkans.
- b. Figure H-2 is the format for a record of return.
- c. Figure H-3 is the format for a return of premises.
- d. Figure H-4 is the format for final compensation for damages to leased premises.
- e. Figure H-5 is the format for a record of return and release for unoccupied areas.
- f. Figure H-6 is the format for a record of return and release for no-claims areas.
- g. Figure H-7 is the format for a joint facility common survey.
- h. Figure H-8 is a sample surveyor's certificate.

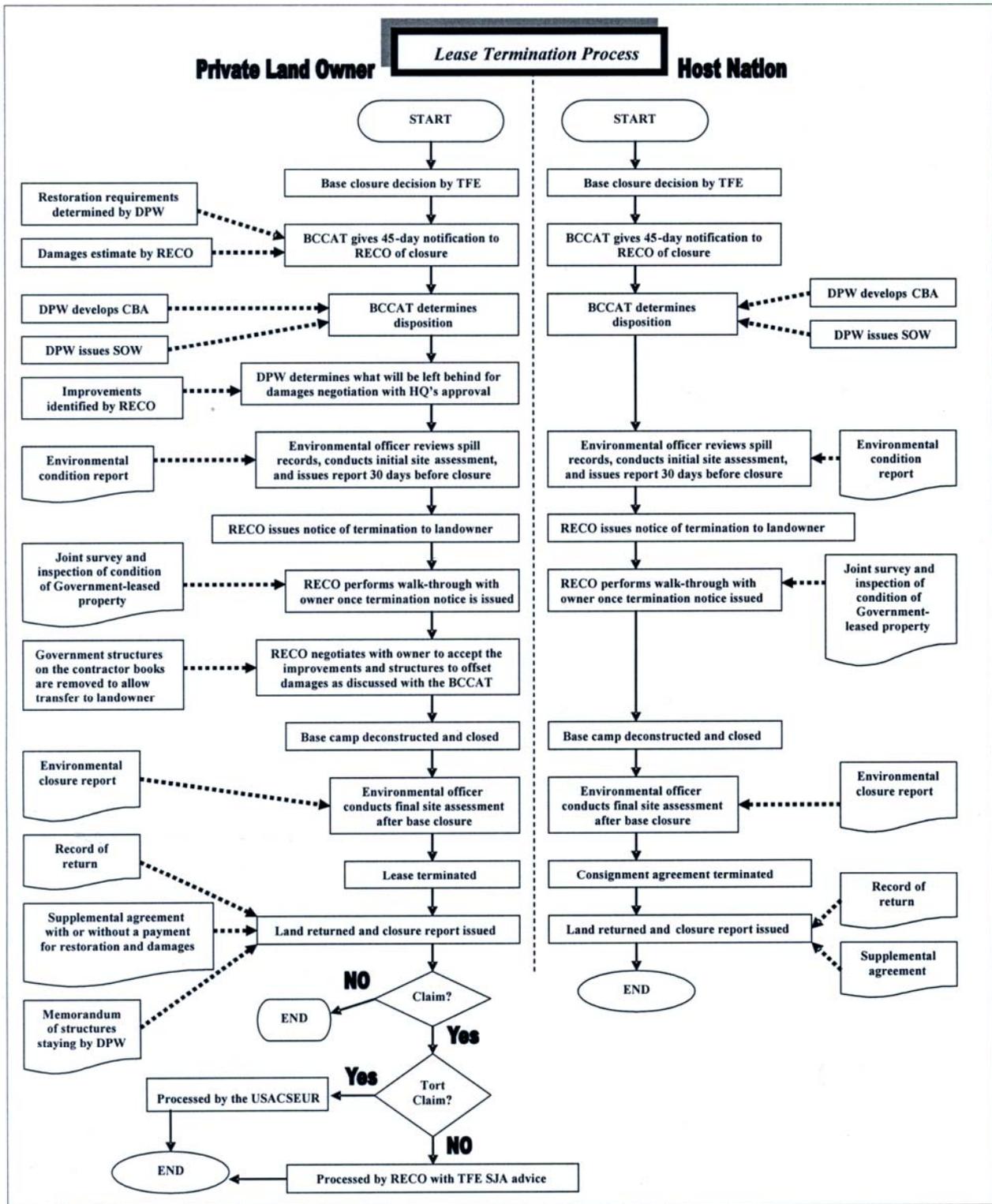


Figure H-1. Sample Lease Termination Process

RECORD OF RETURN

This record documents the process of vacating, releasing, surrendering, and returning the property located at and described as—

(description of the property)

which was leased by the U.S. Forces under *(lease name and number)* on *(lease date)* and effective on *(lease effective date)*:

Effective *(date)*, the U.S. Forces returned the complete care, custody, control, and possession of the property identified above to the Lessor.

UNITED STATES OF AMERICA

LESSOR

By:

Real Estate Contracting Officer
Real Estate Division, ODCSENGR
HQ USAREUR/7A
Zengerstraße 1, 69126 Heidelberg
Republic of Germany
Telephone: 49-6221-57-8288/8575

Figure H-2. Format for Record of Return

LEASE AMENDMENT NO. (*amendment number*)
to
LEASE NO. (*lease number*)

between

LESSOR

and

THE UNITED STATES OF AMERICA, LESSEE

1. On this (*ordinal day*) day of (*month*), (*year*), the LESSOR and LESSEE hereby acknowledge the return of the leased premises from the LESSEE, which are described as:

(*description of property*)

2. The LESSOR accepts the return of the premises by the LESSEE and assumes the complete care, custody, and control of same, and does hereby release, acquit, and forever discharge the LESSEE, its successors, and/or assigns from any and all claims, for any reason whatsoever, arising from the use and occupancy of the leased premises by the LESSEE.

IN WITNESS WHEREOF, the parties hereto do subscribe their names on the date above shown.

IN THE PRESENCE OF:

LESSOR: _____

LESSEE:
THE UNITED STATES OF AMERICA

By: _____
Real Estate Contracting Officer
Real Estate Division, ODCSENGR
HQ USAREUR/7A
Zengerstraße 1, 69126 Heidelberg
Republic of Germany
Telephone: 49-6221-57-8288/8575

Figure H-3. Format for Return of Premises

LEASE AMENDMENT NO. (*amendment number*)
to
LEASE NO. (*lease number*)

between

LESSOR

and

THE UNITED STATES OF AMERICA, LESSEE

1. On this (*ordinal day*) day of (*month*), (*year*), the LESSOR and LESSEE hereby acknowledge the return of the leased premises described as:

(*description of property*)

by the LESSEE to the LESSOR.

2. The LESSOR hereby accepts the sum of (*amount*) as full and final compensation for all damages to the leased premises arising from the use and occupancy of the leased premises by the LESSEE during the entire lease term. The LESSOR hereby releases, acquits, and forever discharges the LESSEE, its successors, and/or assigns from any and all claims, for any reason whatsoever, arising from the use and occupancy of said premises, and the lease is hereby terminated.

IN WITNESS WHEREOF, the parties hereto do subscribe their names on the date above shown.

IN THE PRESENCE OF:

LESSOR: _____

LESSEE:
THE UNITED STATES OF AMERICA

By: _____
Real Estate Contracting Officer
Real Estate Division, ODCSENGR
HQ USAREUR/7A
Zengerstraße 1, 69126 Heidelberg
Republic of Germany
Telephone: 49-6221-57-8288/8575

Figure H-4. Format for Final Compensation for Damages to Leased Premises

RECORD OF RETURN AND RELEASE FOR UNOCCUPIED AREAS

The contracting parties agree that the Government property, generally described as *(description of property)*

located at *(description of exact location of property)*

but never occupied by the U.S. Army, under the Status of Forces Agreement (SOFA) entered into on *(date)* is, hereby, returned to the undersigned owner this *(ordinal day)* day of *(month)*, *(year)*.

The owner hereby agrees to release, acquit, and forever discharge the U.S. Government from all claims for damage, if any, for the above-referenced property.

NAME NAME
REPRESENTATIVE PROPERTY OWNER or GOVERNMENT

UNIT

Figure H-5. Format for Record of Return and Release for Unoccupied Areas

RECORD OF RETURN AND RELEASE FOR NO-CLAIMS AREAS

The contracting parties agree that the Government property, generally described as *(description of property)*

located at *(description of exact location of property)*

and occupied by the U.S. Army, under the Status of Forces Agreement (SOFA) entered into on *(date)* is, hereby, returned to the undersigned owner this *(ordinal day)* day of *(month)*, *(year)*.

The owner hereby agrees to release, acquit, and forever discharge the U.S. Government from all claims for damage, if any, arising out of the use of the above-referenced property.

NAME NAME
REPRESENTATIVE PROPERTY OWNER or GOVERNMENT

UNIT

Figure H-6. Format for Record of Return and Release for No-Claims Areas

JOINT FACILITY COMMON SURVEY

1. The contracting parties agree that the [Government or privately owned] property, generally described as (*describe the property*)

located at (*describe exact location*) and occupied by the U.S. Forces under an agreement entered into on (*date*) is to be returned to the undersigned owner on the (*ordinal day*) day of (*month*), (*year*). Possession, use, charges, rights, and liabilities for the property are returned to the owner on this date.

2. A joint facility-conditions survey was conducted on the (*ordinal day*) day of (*month*), (*year*), by—

Attendees:

Real Estate Representative: _____

Engineer: _____

Environmental Engineer: _____

Owner: _____

3. Survey and Description of the Property.

a. Over the course of the U.S. Force's use of the property, the following alterations, additions, or upgrades were accomplished:

(Describe alterations, additions, and upgrades. This may be continued on a separate sheet of paper.)

b. The following damage caused by the U.S. Forces was noted:

(Describe damages that were noted. This may be continued on a separate sheet of paper.)

4. Description of required restoration with cost estimates:

(Describe required restoration actions that need to be completed. Include cost estimates where possible. This may be continued on a separate sheet of paper.)

5. Restoration will be performed by: _____ Owner _____ User (*select one*)

6. Agreement reached on settlement amount: (*Delete text not required.*)

a. YES, in the amount of (*amount*). (This amount includes a setoff in the amount of (*amount*) for additions, alternations upgrades? (Yes/No)). The owner agrees to accept this amount in full compensation for damages noted above that are not to be restored by the U.S. Forces. The owner will make no additional claims.

b. NO, the owner will submit claim a with cost estimates to (*enter organization and address of where to send claims*) within 30 days. This cost estimate will be the final claim for compensation for the damages noted above that are not to be restored by the U.S. Forces. The negotiated settlement based on this cost estimate shall be the final settlement of claims arising out of the occupancy of the property by the U.S. Forces. No claims will be made after 30 days.

NAME
Representative

NAME
[Government or Private] Property Owner

UNIT

Figure H-7. Format for Joint Facility Common Survey

Surveyor's Certificate
(Surveyor's Office listing all the sites not damaged)

REPUBLIC OF CROATIA

VUKOVAR-SRIJEM COUNTY

LAND AND SURVEYOR'S OFFICE - VUKOVAR

TEMPORARY RESIDENCE IN VINKOVCI

VINKOVCI, 9th April 1996.

REPORT

Confirming the status of use of property by IFOR on the area of work for land office Vinkovci

THE FOLLOWING WERE PRESENT:

MM William Hoilingsworth (IFOR representative)

MAJ Christopher Marriott (IFOR representative)

Eng. Fabij Anto - Land Office Vinkovci

On 9th April 1996. The above mentioned persons have visited the locations and made the following report:

location 2.3 - IVANKOVO airport, k.\.number 9/2 k.o. Retkovci 55 653 m2, not used

location 6.1 - OTOK airport, k.\.number 43 7/3 k.o. Otok, 53 442 m2, not used

location 6.2 - SOPOT airport, k.\.number 312/3 k.o. Retkovci, 382 260 m2, k.\.number 5973/3 k.o. Vinkovci 73 446 m2, not used

location 6.3 - not used

location 7.1 - Railway station, "OTOK", k.\.number 4446 k.o. Otok 671 m2, k.\.number 4447 k.o. Otok 520 m2, not used

location 7.2 - football playground, "OTOK", k.\.number 355 1/1 k.o. Otok 15 826 m2, not used

MEMBERS SIGNATURES:

- 1.
- 2.
- 3.

Figure H-8. Sample Surveyor's Certificate

**APPENDIX I
BASE CAMP CLOSURE CHECKLISTS**

I-1. Base Camp Closure Assessment Team

A base camp closure assessment team (BCCAT) will be led by the area support team (AST) manager to determine the disposition of base camp property (for example, material, equipment, structures, infrastructure) brought to or built on the base camp by the U.S. Forces. Additionally, the BCCAT will modify individual checklists based on the size and infrastructure of the base camp to be closed. Options to consider for disposition include re-use, recycling, sale, use as offset in lease negotiation, transfer to follow-on forces or landowners, disposal at landfill, incineration, and abandoning in place. After property disposition is decided, base camp closure operations may be planned, scheduled, and executed.

NOTE: The glossary explains abbreviations used in the checklists.

-
- AST commander or manager POC _____
 - Base camp commander POC _____
 - AST FP and TF G3 POC _____
 - AST MWR POC _____
 - AST and TF safety office POC _____
 - AST and TF security officer POC _____
 - AST PBO POC _____
 - AST DOL and TF G4 POC _____
 - DPW director POC _____
 - DPW RECO POC _____
 - DPW environmental office POC _____
 - DPW engineer POC _____
 - AST NSC director POC _____
 - Provost marshal POC _____
 - TF surgeon POC _____
 - USACSEUR POC _____
 - NSIP POC _____
 - Contractors at the base camp POC _____
 - AAFES POC _____
 - USAMC POC _____
 - DCMA POC _____
 - JCC POC _____
 - DRMO POC _____
-

I-2. Planning Considerations

- Define FP responsibilities and tasks according to AE Regulation 525-13, paragraph 5-6.
- Ensure the FP officer assists in site selection according to AE Regulation 525-13, paragraph 5-23.
- Assess FP requirements (personnel, equipment, and materiel) at all locations. Conduct site evaluation and selection according to AE Regulation 525-13, paragraph 5-24.
- Maintain intelligence support to FP.
- Employ OPSEC and physical security to protect information and assets.
- Ensure personal property accountability according to AE Regulation 525-13, paragraph 5-53.
- Ensure in-transit physical security according to AE Regulation 525-13, paragraphs 5-18 and 5-52.
- Ensure safety, route security, and security for base camp and logistics sites.
- Rapidly initiate tactical security operations.
- Plan for proper hand-off of AT/FP plans and procedures.
- Promulgate the FPCP.
 - Mitigation: armored vehicles, building stand-off, hardened facilities, safe havens.
 - Prevention/detection: counter-surveillance, guards, OPSEC, physical barriers, random schedules, sensors.
 - Response: alarm system, emergency action plan, exercises, host-nation security, MEDEVAC procedures, quick-reaction force, redundant communication plans.
- Ensure a threat-warning architecture remains intact.
- The senior U.S. Army headquarters will also—
 - Coordinate AT/FP and security operations with the applicable provost marshal.
 - Coordinate AT/FP intelligence operations with the TF security office, G2, USNIC, and FP cells.
 - Coordinate AT/FP requirements with the TF protection office.
 - Coordinate and deconflict sector responsibilities near the U.S. sector.
 - Provide or coordinate for security with other NATO and non-NATO Forces.

All commands must comply with requirements and standards in USEUCOM OPORD 03-11 and AE Regulation 525-13.

I-3. Responsibilities

Base Camp Commander:

- Provide FP until closure is completed.
- Develop a list of materials and equipment for disposition.
- Submit a request for disposition.
- On receipt of disposition instructions, dispose of nonsalvageable items as directed.
- Request transportation and containers and prepare items for shipment.
- Conduct "sweep" of all areas to ensure no classified material remains.
- Seal areas after security sweep to ensure no material is moved into the area.
- Perform required environmental activities.
- Coordinate preparation of the environmental condition report with the TF environmental officer and TF surgeon at least 30 days before closure.
- Direct units to assist with environmental tasks.
- Participate in the BCCAT.
- Establish timelines for preliminary U.S. inventory and condition inspections.

Tenant Unit Commanders:

- Prepare organic unit material for shipment.
- With the PBO, ensure return and accountability of all nonorganic material.
- Maintain unit areas free of trash, debris, and surplus material.
- Provide personnel for dismantling work.
- Reset combinations on security containers to factory settings (50-25-50).
- Inventory classified material returning to home station.
- Destroy or transfer all other classified material.
- Properly pack and wrap all classified materials and documents for transport.
- Ensure courier orders are up to date.
- Establish procedures for couriers and escorts of classified materials.
- Conduct "sweep" of all areas to ensure no classified material remains.
- Seal areas after security sweep to ensure no material is moved into the area.
- Certify to next higher headquarters that security sweep is final and all classified materials are secured.
- Perform environmental activities.
- Identify all HAZMAT and hazardous waste at least 60 days before redeployment.
- Ensure accountability and movement of all HAZMAT to the hazardous waste accumulation point.
- Identify and flag areas of hazardous-substance contamination and spills.
- Prepare a list and map of all spills and document corrective actions taken.
- Prepare a list of all areas where environmentally sensitive operations took place.
- Prepare a record of all spill clean-up efforts.
- Pump out POL from sumps and POL separators into appropriate containers and move them to the hazardous waste accumulation point.
- Clean empty POL tanks and fuel blivets at fuel points and maintenance areas.
- Empty fuel from heaters and take it to the fuel storage area or hazardous waste accumulation point.

- Assist the base camp commander, as required.
- Take down tents, cots, heaters; move equipment to staging areas; police areas.
- Clean small contaminated areas by excavating the contaminated soil and taking it to the hazardous waste accumulation point.
- For staging and storage, accept and direct placement of material and equipment.
- Keep units in sufficient strength to provide FP to contractor personnel and DOD civilians.

TF G3 and AST Security, Plans, and Operations Officer:

- Develop an FP plan for the base camp closure.
- Identify POCs (unit commanders) for closeout of their respective areas. (Only AST commanders are authorized to clear a unit of their area.)
- Participate in the BCCAT.

FP Cell:

- As part of the base camp operations section, develop the FPCP portion of the base camp closure plan.
- Provide for consolidation of FP facilities and temporarily moving gates, wire, lights, guard towers, alarm and sensor systems to provide FP for the shrinking base camp.
- Ensure base camps and staging areas are secure as the force draws down.
- Continually reassess AT/FP requirements as sites are closed and functions are consolidated.
- Ensure convoys carrying troops and supplies to home stations are safeguarded using tactical security operations.
- Ensure Soldiers adjust their situational awareness. Exercise the chain of command to prevent complacency and carelessness.

MWR Officer:

- Plan for timely removal of MWR equipment and supplies.
- Phase down operations in a manner that supports the remaining force.
- Participate in the BCCAT.

TF Safety Officer and AST Safety Officer:

- Conduct and coordinate the risk assessment.
- Coordinate risk-assessment requirements with USACHPPMEUR.
- Provide range closure certification and training.
- Ensure areas not cleared of unexploded ordnance are completely fenced in and properly marked.
- Send ammunition historical records (site plan, licenses, and any waivers) to the USAREUR Safety Office.
- Prepare a site plan to close the ammunition facility and send it to the USAREUR Safety Office according to AR 385-64.
- Identify all radioactive commodity use, maintenance, and storage areas.
- Ensure the LRSO conducts a closeout survey. Documentation of the survey must be sent through the AST safety office to the USAREUR RPO.
- Participate in the BCCAT.

PBO:

- Provide guidance on accountability to redeploying units.
- Ensure property accountability of base camp property.
- Provide a list of material and equipment remaining at the base camp.
- Monitor and ensure that disposition is received and carried out for all property.

- Prepare a list of materials and equipment for the BCCAT.
- Identify all excess TDA and installation property.
- Request disposition instructions from the 200th MMC.
- Cross-level property within the area of responsibility.
- Identify excess TDA and installation property.
- Establish a central staging area for turning in property.
- Ensure all equipment is safeguarded until shipment.
- Participate in the BCCAT.

TF G4 and AST DOL:

- Provide logistic support to the closure process.
- Participate in the BCCAT.
- Facilitate initial planning between the TFs, DPWs, and contractors.
- Validate and document property dispositions.
- Because movement of ammunition is more hazardous than static storage of ammunition, ensure the following is done to close an ammunition site:
 - Identify the amount, hazard classification, and hazard division of ammunition.
 - Identify the method of movement.
 - Identify countries in the travel route.
 - Obtain necessary permissions from countries through which ammunition will be transported.
 - Obtain necessary waivers and approvals.
 - Identify eventual storage sites to ensure capacity exists.
 - Coordinate with the security, transportation, logistics, engineer, safety, and legal offices.
- Identify radioactive sources to be transported and ensure proper packaging and transport documents are used.
- Ensure HAZMAT (including POL) is transported according to host-nation laws. Ensure proper packaging, transport documents, and placarding are used.

DPW:

- Coordinate, schedule, and control the base camp closure.
- Develop a list of structures and infrastructure for use by the BCCAT during closure.
- Develop estimates for base camp restoration.
- Coordinate the transfer of base camp infrastructure if there will be a follow-on force.
- Review work orders issued before the closure was announced for termination.
- Issue work orders for restoration, dismantling, and consolidation of FP facilities.
- After closure, consolidate records for transfer to HQ USAREUR/7A.
- Coordinate termination of utility contracts (power, water, oil delivery, and steam).
- Determine equipment or materials provided by the United States to connect utilities and provide support to JCC in negotiating credit.
- Help the base camp G3 or S3 and the FP cell plan for consolidation of FP facilities.
- Determine requirements for generators if electricity is terminated early.
- Provide an environmental specialist to the BCCAT.
- With the TF surgeon, conduct an assessment for imminent health-threat risks.
- Examine critical areas where environmentally sensitive operations took place for possible contamination. Recommend remedial action if needed.
- Identify any existing site conditions, environmental actions, or projects that must continue after transfer of the site. Coordinate with DCMA or USACE to execute.

- Support the RECO, environmental officers, and unit commanders in conducting environmental tasks.
- Coordinate preparation of the environmental condition report and the environmental closure report.
- Maintain and archive all environmental documents.
- Ensure infectious medical waste is incinerated, steam treated, or contract disposed.
- Ensure noninfectious medical waste is disposed of as solid waste.
- Inspect the area where HAZMAT, in particular POL, was stored for spills, leaks, or residual contamination.
- Dispose of sewage and human sanitary waste as directed by the TF environmental officer at the wastewater treatment plant.
- If other means of disposal are not available, ensure trash is burned. If buried, field sanitation procedures must be followed.
- Ensure lumber, plastic, filled sandbags, and other materials used for spill containment are turned in to the hazardous material accumulation point.
- Give the contractor adequate notice of the base camp closure to ensure there is an appropriate supply of hazardous waste containers.
- Sign the unit's checklist on clearing and two memorandums stating that the unit has cleared the area.
- Assist the RECO and environmental officers.
- Participate in the BCCAT.
- Provide the RECO a cost estimate of damages caused by the U.S. Forces.
- Provide identified tag keys for each lock to the RECO.

RECO:

NOTES: 1. The RECO is the only agent authorized to enter into agreements on behalf of the U.S. Government to acquire and dispose of real estate, administer real estate contracts, and negotiate restoration or damage settlements at the termination of U.S. occupancy of the property. This includes both Government and privately owned lands and facilities.

2. Commanders must notify the RECO at least 45 days before a base closure. This notification will ensure compliance with a standard provision requiring 30 days' advance written notice of termination to the lessor.

- Participate in the BCCAT as follows:
 - Send termination notifications.
 - Participate in inventories and inspections.
 - Arrange return of the real property.
 - Negotiate settlements.
 - Execute a record of return.
 - Execute release-from-liability amendments.
- Base the notice of termination on the date provided by the BCCAT. Termination of leases and final transfer of real property is contingent on completion of the following:
 - Removal of U.S. Forces and sensitive equipment.
 - Disposition of all U.S. Government property.
 - Deconstruction of structures as directed by the DPW.
 - Completion of the environmental closure report.
 - Final approval by the BCCAT chair.
- When Government-owned structures or equipment are to be turned over to a host nation, coordinate through the host-nation pay agent and the U.S. Embassy before the closure. This will require interagency coordination between the Secretary of Defense, Joint Chiefs of Staff, and Department of State.
- Use the following procedures for closure:
 - Identify leases for the properties used.
 - Review all real estate leases to confirm specific provisions for advance notice of termination.
 - Begin discussions with landowners or property representatives for pending property return.
 - If host-country real property is involved, conduct a site visit with host-nation representatives and prepare a report to confirm the location of any Government-owned or -leased sites.
 - Develop a list of real property conditions and include the status of each lease to estimate possible damage claims (including disposition of gravel and horizontal construction).

- Obtain release of liability from the landowner for all U.S. Government property identified by the DPW to be abandoned in place.
- Transfer keys to the landowner.
- Issue notice to terminate leases as directed by BCCAT chair.
- Participate in all BCCAT assessments and inspections.

- Arrange a specific date with property owners for real property inspection and turnover.
- Execute a record-of-return amendment on completion of real property transfer.
- Attempt to negotiate settlement-of-damage claims.
- If an on-the-spot settlement agreement cannot be reached, provide the lessor a formal notification to file a claim with the U.S. Government.
- Document all real-estate actions taken to defend the U.S. Government from potential future damage claims.
- Keep the originals of all real estate contract files. Where there is no specific real estate instrument, a release of liability will be completed and signed to defend against possible future damage claims.

AST NSC Director and TF G6:

- With the S6, remove all communication equipment not approved for “stay behind.”
- Determine and compile a list of equipment needed to be removed from the site.
- Coordinate cable abandonment or collection with the DPW.
- Determine the timeline of termination of services to subscribers.
- With the local JCC, terminate locally acquired communications leases.
- Participate in the BCCAT.

TF Surgeon:

- If a landfill was used, provide certification of closure.
- With the TF environmental specialist, conduct an assessment for imminent health threat and other items that require remediation.
- Certify disposal sites as closed.

JA:

- Process other claims for limited use of real estate as tort claims. These claims must be translated into English and processed.
- Claims personnel will remain after closure to process claims on leases. This will be facilitated by working out of a neighboring base camp. If this is not possible, USACSEUR personnel will process claims on leases from USACSEUR’s office in Mannheim, Germany.

Contractors:

- Perform dismantling, shipment, site restoration, and other closure operations.
- Provide environmental support.
- Accept hazardous waste at hazardous waste accumulation points.
- Maintain hazardous waste accumulation points to ensure timely removal of hazardous waste.
- With the base camp commander, ensure timely turn-in of hazardous waste.
- Notify the DPW of any site with unknown hazardous-waste contamination.
- Prepare and execute closure plans for services that affect the environment (for example, washracks, gray-water drainage, black-water drainage, incinerators). Decommission services as directed.
- Prepare a list and map of all spills and document corrective actions taken.
- Prepare a list of all environmentally sensitive areas.

AAFES:

- Plan for removal of AAFES equipment and supplies.
- Plan for timely removal of vendor equipment and supplies.
- Phase down operations in a manner that supports remaining forces.
- Participate in the BCCAT.

Contract-Management Agency:

- With the base camp commander, terminate services.
- Ensure property accountability of contract property.
- Provide accountability guidance to redeploying contractors.
- Provide a list of contractors' material and equipment at the base camp.
- Monitor and ensure disposition of all contract property.
- Facilitate transfers of contract property to the sustainment center.
- Supervise and administer the regional support contract (for example, BSC).
- Provide administration and supervision of the regional support contract (for example, BSC) to provide hazardous waste collection to the central collection area.
- Provide administration and supervision of contracts for site restoration.
- Participate in the BCCAT.

JCC:

- Supervise and administer contracts.
- Maintain services to the greatest extent possible.
- Terminate utilities for the base camp being closed.
- Participate in utility negotiations.
- Participate in the BCCAT.

USAMC:

- Assess base camp material and equipment for retention by DOD.
- Provide guidance on preparation of material and equipment for shipment.
- Participate in the BCCAT.

DRMO:

- Dispose of excess base camp equipment and material.
- Accept, account for, and arrange final disposal of HAZMAT waste.
- Participate in the BCCAT.

After the final closure inspection and assessment, leases and property-use agreements will be terminated and real estate will be transferred to the owners.

GLOSSARY

200th MMC	200th Material Management Center
AA&E	arms, ammunition, and explosives
AAFES	Army and Air Force Exchange Service
AAR	after-action review
Ab	ablution
ACO	administrative contracting officer
ACSA	acquisition cross-service agreement
AO	area of operation
AOR	area of responsibility
APOD	aerial port of debarkation
APOE	aerial port of embarkation
AST	area support team
AT/FP	antiterrorism/force protection
BCCAT	base camp closure assessment team
BLAHA	basic load ammunition holding area
BSC	Balkans Support Contract
BSCC	Balkans Support Contract contractor
CAGO	contractor-acquired, Government-owned
CAM	chemical agent monitor
CBA	cost-benefits analysis
CLO	contract liaison office
COMSEC	communications security
COR	contracting officer's representative
DCMA	Defense Contract Management Agency
DCSENGR	Deputy Chief of Staff, Engineer, United States Army, Europe
DEPMEDS	Deployable Medical Systems
DOD	Department of Defense
DOL	director of logistics
DOS	Department of State
DPW	director of public works
DRMO	Defense Reutilization and Marketing Office
DTO	division transportation office
EBS	environmental baseline survey
EOD	explosive ordnance disposal
FP	force protection
FPCP	force-protection consolidation plan
FPPC	force-protection planning cell
GFE	Government-furnished equipment
GFM	Government-furnished material
GP	general purpose
GPA	Government property administrator
GSA	Government Services Administration
HAZMAT	hazardous material
HQ	headquarters
HQ USAREUR/7A	Headquarters, United States Army, Europe, and Seventh Army
IGE	independent Government estimate
JA	judge advocate
JCC	Joint Contracting Center
LOC	line of communication
LRSO	local radiation safety officer
MCT	movement control team
MEDEVAC	medical evacuation
MHE	material-handling equipment
MI	military intelligence
MILVAN	military demountable container
MNSC	multinational service component
MP	military police

MTOE	modification tables of organization and equipment
MWR	morale, welfare, and recreation
NATO	North Atlantic Treaty Organization
NCO	noncommissioned officer
NSC	network support center
NSIP	NATO Security Investment Program
OCSURG	Office of the Command Surgeon, Headquarters, United States Army, Europe, and Seventh Army
ODCSENGR	Office of the Deputy Chief of Staff, Engineer, Headquarters, United States Army, Europe, and Seventh Army
OEH	occupational and environmental health
OJA	office of the judge advocate
OPCON	operational control
OPORD	operation order
OPSEC	operations security
OSHA	Occupational Safety and Health Administration
PBA	property book administrator
PBO	property book officer
PCARSS	Plant Clearance Automated Reutilization Screen System
PLCO	plant clearance officer
PLS	Palletized Loading System
PM	preventive medicine
POC	point of contact
POL	petroleum, oils, and lubricants
PPE	personal protective equipment
RECO	real estate contracting officer
RSO	radiation safety officer
RTCH	rough terrain container handler
SEAhuts	southeast Asia huts
SJA	staff judge advocate
SOFA	status of forces agreement
SOW	statement of work
SPOD	seaport of debarkation
SPOE	seaport of embarkation
SWA DCMA/ LOGCAP III	Southwest Asia Defense Contract Management Agency Logistics Civil Augmentation Program III (DCMA Middle East/Iraq)
TDA	tables of distribution and allowances
TEMPER	tent, extendable, modular, personnel
TF	task force
TFE	Task Force Eagle
TIER	technical information equipment repair
TOC	tactical operations center
U.S.	United States
USACCSLA	United States Army Communications-Electronics Command Security Logistics Activity
USACE	United States Army Corps of Engineers
USACHPPMEUR	United States Army Center for Health Promotion and Preventive Medicine - Europe
USACSEUR	United States Army Claims Service, Europe
USAMC	United States Army Materiel Command
USAREUR	United States Army, Europe
USEUCOM	United States European Command
USNIC	United States National Intelligence Center