

REQUEST FOR RECORDS DISPOSITION AUTHORITY

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JOB NO. *NI-AU-89-6*

TO: NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
ATTN: NIR, WASHINGTON, DC 20408

DATE RECEIVED *2/27/89*

1. FROM (Agency or establishment)  
Department of the Army
2. MAJOR SUBDIVISION  
U.S. Army Information Systems Command
3. MINOR SUBDIVISION  
DCSOPS (ASOP-MR)
4. NAME OF PERSON WITH WHOM TO CONFER  
GINA DOMINGUEZ
5. TELEPHONE EXT.  
(602) 538-7447

NOTIFICATION TO AGENCY

IAW 44 U.S.C 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE | ARCHIVIST OF THE UNITED STATES

*7/7/89*

*[Signature]*

6. CERTIFICATE OF AGENCY REPRESENTATIVE: I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 11 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:      is attached; or X is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
14 Feb 89	<i>[Signature]</i> JAY A. RASCHKE	Chief, Policy and Management Division

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE)
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1.	5-10c Reduction and Realignment Actions		
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**BACKGROUND:** This is a new file number being developed by the Army. The recommendations of the Department of Defense Base Realignment and Closure Commission to close several Army posts and realign others has resulted in the need for a file number covering planning documentation created under the provisions of AR 5-10. This file number covers only the planning phase of reduction and realignment actions. Implementation documents; such as, actual funding documents, construction documents, TDA changes, etc., will still be filed under their respective series numbers. The permanent portion of this disposition specifies "Army approval authority" because AR 5-10 covers actions approved at levels ranging from the local commander up to the Secretary of Defense. Those requiring Secretary of Defense approval would, therefore, be retired for permanent retention by the HQDA activity responsible for obtaining the final approval.

Pertinent pages from AR 5-10, Reduction and Realignment Actions, are attached.

*Copies sent to agency NCF/MNT 9/14/89*

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE)
1. (cont)	<p>5-10c Reduction and realignment documentation</p> <p>Description:</p> <p>Information accumulated in fulfilling the requirements of statutes, directives, and policies governing actions involving reduction of personnel and manpower spaces and installation and activity realignments within the Department of the Army. Included are realignment summaries, analyses and assessments, case studies and justifications, environmental information, Congressional notification documents, public announcement documents, implementation plans, and supporting information.</p> <p>Disposition:</p> <p>a. Army approval authority: Permanent. COFF on completion or cancellation of related reduction or realignment. <i>Transfer to NARA when 25 years old.</i></p> <p>b. Office responsible for submitting documentation for approval: Destroy 10 years after completion or cancellation of related reduction or realignment.</p> <p>c. Offices responsible only for intra-Army review, comment, or contribution of information: Destroy after 5 years.</p>		

*OK. Wait  
Krus 7-5-89  
7/27/89*

Four copies, including original to be submitted to the National Archives and Records Administration.

ARMY REGULATION }  
No. 5-10 }

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, DC, 26 August 1977

**MANAGEMENT**  
**REDUCTION AND REALIGNMENT ACTIONS**

*Effective 1 September 1977*

*This regulation assigns responsibilities and prescribes policy for documenting and processing reduction and realignment actions. Local limited supplementation of this regulation is permitted but is not required. If supplements are issued, major commands will furnish one copy of each to HQDA (DACS-DMA), WASH DC 20310; other commands will furnish one copy of each to the next higher headquarters.*

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\*This regulation supersedes HQDA Letter 210-76-6, 21 December 1976, subject: Installation and Activity Consolidations, Realignments, Reductions, and Closures.

## CHAPTER 1 GENERAL

**1-1. Purpose.** This regulation assigns responsibilities and provides guidance for fulfilling the requirements of statutes, directives, and policies governing actions involving reduction of personnel and manpower spaces and installation and activity realignments within the Department of the Army.

**1-2. Applicability.** *a.* The provisions of this regulation are applicable to Headquarters, Department of the Army (HQDA) and all Active Army commands, agencies, installations, activities, and organizations involved in or affected by the study and/or implementation of reportable reduction and realignment actions.

*b.* This regulation applies to all reportable reduction and realignment actions regardless of the source of direction or impetus for their study or implementation.

*c.* This regulation does not apply to reduction and realignment actions affecting USAR and ARNG units.

*d.* Provisions of this regulation pertaining to the following do not apply to reduction and realignment actions in oversea areas —

(1) Intracommand MTOE unit relocations which do not result in transfer or elimination of military or civilian spaces in supporting units or activities.

(2) Consultation with State and local officials.

(3) Development of community impact data (para A-9 and sec IV, app G).

*e.* Provisions of this regulation, including exceptions thereto, do not constitute authority for noncompliance with other Army regulations, policies and directives governing reduction of personnel and realignment of units, activities, organizations, and functions. Should conflicts arise, they will be resolved by HQDA (Director of Management, Office of the Chief of Staff) (DACS-DM).

**1-3. Explanation of terms.** For the purpose of this regulation, the terms in *a* through *c* apply. See Glossary (app I) for explanation of other terms related to reduction and realignment actions.

*a. Reduction.* An action which results in in-

voluntary separation of civilian employees who are US citizens through reduction in force (RIF) actions. Reductions *do not* include conversions to contract, inactivation of units, disestablishment of activities/organizations, and actions involving transfer or relocation of military and/or civilian jobs (manpower spaces).

*b. Realignment.* Transfers, consolidations, conversions to contract, and actions which entail inactivation, disestablishment or relocation of all, or portions, of any unit of the Active Army or TDA activity/organization. Actions involving closure or reduction of the level of activity at an installation (from active to semiactive or inactive status) and/or the excessing of real property are also defined as realignments. Reductions, as defined in *a* above, resulting from realignment actions are reflected in portions of realignment documents addressing personnel impacts.

*c. Reportable action.* Any reduction or realignment action requiring advance approval by HQDA, the Secretary of Defense (SECDEF), Office of SECDEF (OSD), and/or formal Congressional notification. Actions involving purely reduction in authorized military manpower spaces are not reportable, *except* those resulting from realignment actions as defined in *b* above. The various reportable actions are specified in paragraph 2-2.

**1-4. Responsibilities.** *a. Policy and guidance.* The Director of Management, Office of the Chief of Staff, Army, is responsible for developing policies pertaining to reduction and realignment actions undertaken within the Army, providing guidance to Army Staff proponents for completing requirements associated with individual reduction and realignment actions, and serving as the primary HQDA coordinator for the overall realignment process.

*b. Army Staff proponents.* Army Staff proponents are the agencies responsible for the functional areas affected by reduction and realignment actions and serve as the HQDA points-of-contact for individual reduction and realignment actions.

Civilian Employee Involuntary Separations	Military Personnel Reductions	Approving Authority	Advance Clearance Required
Involving 500 or more civilian personnel or more than 10% of the total permanent civilian work force at affected installation(s), whichever is less.	Involving 1,000 or more military personnel or more than 10% of the permanent party military population, whichever is less.	Secretary of Defense.	Secretary of the Army recommendation to Secretary of Defense
Involving 10% or more than 200 personnel but fewer than 500 of the total permanent civilian work force at affected installation(s), whichever is less, or reductions involving not more than 20 personnel even though the percentage criterion is exceeded.	Involving as many as 999 military personnel or not more than 10% plus 100 of the permanent party military population, whichever is less.	Major commanders.	HQDA/OSD.
Involving 50 to 200 civilian personnel or 10% of the permanent civilian work force at affected installation(s), whichever is less.		Local commanders (when authority is delegated by major commander).	HQDA/OSD.
Involving fewer than 50 civilian personnel or less than 10% of the permanent civilian work force at affected installation(s), whichever is less.	Involving less than 200 military personnel or less than 10% of the permanent party military population, whichever is less.	Local commander.	None.

**NOTES**

1. Realignment thresholds entail computation of job (i.e., manpower space) losses. See paragraph 2-2b.
2. Thresholds for civilian employees apply to US citizens only. See paragraph 2-2a.
3. Thresholds are cumulative from beginning of each fiscal year. Computations of cumulative reductions do not include those publicly announced. See paragraph 2-3.

Figure 2-1. Decision authority thresholds for personnel reduction actions.

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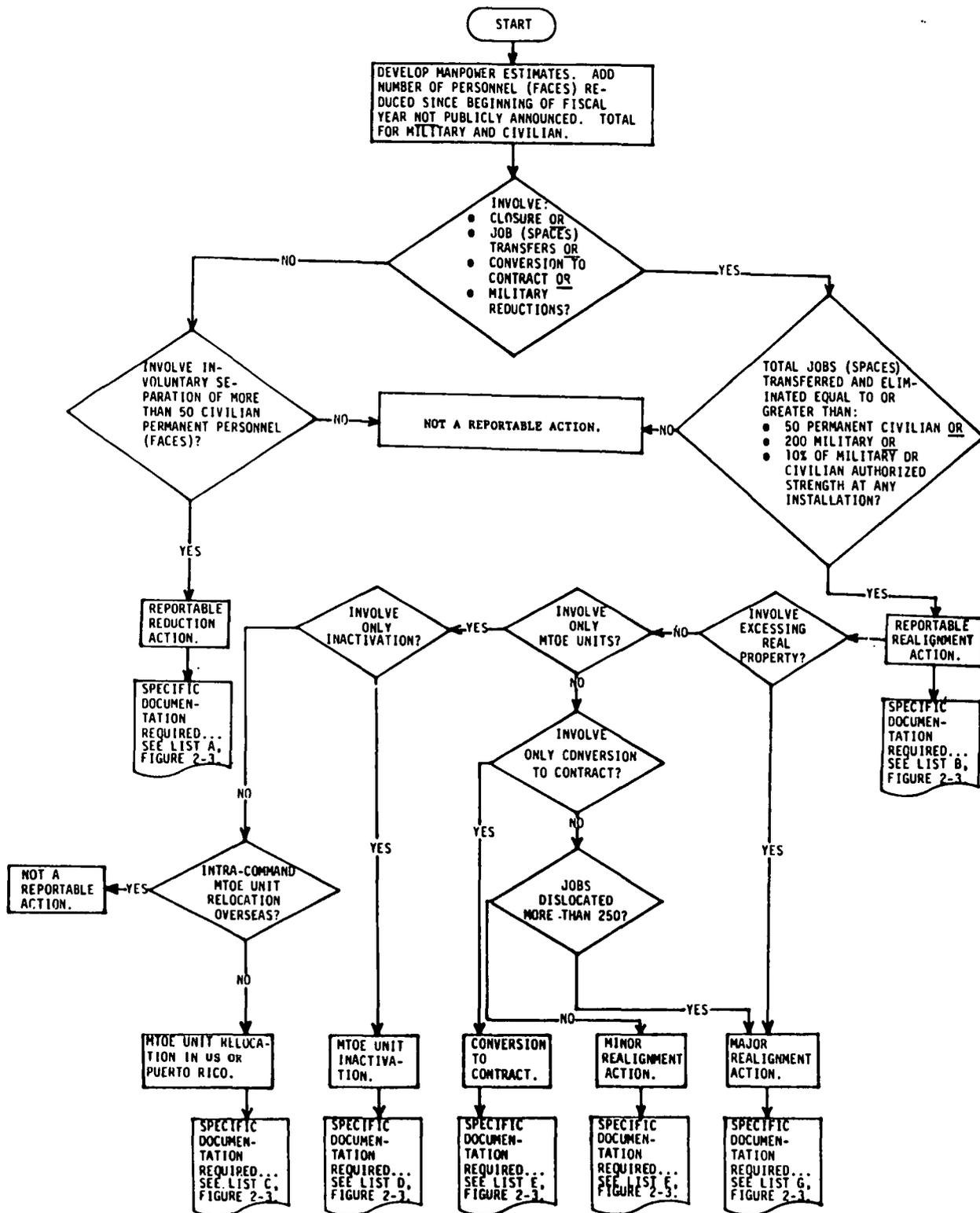


Figure 2-2. Documentation requirements for reduction and realignment actions.

	List A Reduction Actions	List B Realignment Actions	List C MTOE Unit Relocations	List D MTOE Unit Inactivations	List E Conversions to Contract	List F Minor Realignment Actions	List G Major Realignment Actions
Army Staff Proponent	DCSPER	Paragraph 1-4b	DCSOPS	DCSOPS	DCSLOG	Paragraph 1-4b	Paragraph 1-4b
Required documenta- tion.	<ol style="list-style-type: none"> <li>1. Forwarding letter.</li> <li>2. Environmental impact assessment.</li> <li>3. Information for members of Congress.</li> <li>4. Realignment fact sheet(s).</li> <li>5. Draft News Release and Questions and Answers.</li> <li>6. Equal Employment Opportunity Assessment.</li> <li>7. Community Impact Analysis, if applicable.</li> </ol>	<ol style="list-style-type: none"> <li>1. Realignment Summary.</li> <li>2. Environmental Impact Assessment.</li> <li>3. Information for members of Congress.</li> <li>4. Realignment Fact Sheet(s).</li> <li>5. Draft News Release and Questions and Answers.</li> <li>6. Manpower Analysis.</li> <li>7. Management Headquarters Documentation, if applicable.</li> <li>8. Equal Employment Opportunity Assessment.</li> <li>9. Community Impact Analysis, if applicable.</li> </ol>	<ol style="list-style-type: none"> <li>1. All Documentation in List B.</li> <li>2. Request for Movement Order.</li> <li>3. Analysis of Alternatives.</li> <li>4. Installation Impact Analysis, if applicable.</li> </ol>	<ol style="list-style-type: none"> <li>1. All Documentation in List B.</li> <li>2. Installation Impact Analysis, if applicable.</li> </ol>	<ol style="list-style-type: none"> <li>1. All Documentation in List B.</li> <li>2. Analysis of Alternatives.</li> <li>3. Installation Impact Analysis, if applicable.</li> </ol>	<ol style="list-style-type: none"> <li>1. All Documentation in List B.</li> <li>2. Analysis of Alternatives.</li> <li>3. Installation Impact Analysis, if applicable.</li> </ol>	<ol style="list-style-type: none"> <li>1. All Documentation in List B.</li> <li>2. Case Study and Justification folder.</li> <li>3. Analysis of Alternatives.</li> <li>4. Congressional 613 Report, if applicable.</li> <li>5. Installation Impact Analysis, if applicable.</li> </ol>
AR 5-10 Reference	Paragraph 2-4a	Paragraph 2-4b	Paragraph 2-4c(3)	Paragraph 2-4c(4)	Paragraph 2-4d	Paragraph 2-4c(2)	Paragraph 2-4c(1)

Note: An Installation Impact Analysis is required when two or more reportable actions affecting the same installation occur during the same timeframe (para. 3-8e). A Community Impact Analysis is not required for actions affecting only units and activities in overseas areas (para 3-8d).

Figure 2-3. Documentation lists for reportable reduction and realignment actions.

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## CHAPTER 3 DESCRIPTION OF DOCUMENTS

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**3-1. General.** This chapter explains the nature, purpose, and use of each of the documents required for reportable reduction and realignment actions. Detailed information and data required for these documents are specified in the appendixes. Each of the documents described in this chapter is designed to fulfill a specific requirement imposed by current directives, statutes, and regulations. Deviation from the prescribed formats and content may result in delay in completing the action. Combining portions of documents is not authorized except as provided for in this regulation or with prior approval of the proponent HQDA agency.

**3-2. Realignment Summary.** *a.* The purpose of the Realignment Summary is to provide *essential* data for review by Defense and Army principals in the decision process. The information presented in this document is developed from the more detailed data compiled in other decision documents required for the action. A Realignment Summary is *not* required for reduction actions.

*b.* The Realignment Summary describes the proposed action, the rationale for it, the changes it entails, the alternatives considered, major advantages and disadvantages of the action, and the environmental consequences expected from its implementation. In addition, this document summarizes the major impacts of the action on resources (money and manpower), losing and gaining installations and affected communities. The Realignment Summary includes an explanation of the extent of State and local official participation in the study process and, when appropriate, a discussion of the strategic and operational implications of the action, and other major factors considered pertinent in the decision process. The format and detailed content of the Realignment Summary are described in appendix A.

*c.* The Realignment Summary format also serves as the format for the Installation Impact Analysis (para 3-8e), and as the vehicle for concept or feasibility studies for which HQDA conceptual approval is desired prior to initiating detailed study (para

4-4). When conceptual approval of a proposed realignment is desired, this document will be titled "Realignment Proposal" and information and data included will be identified as "estimated," when required.

*d.* The Realignment Summary is subject to release under the Freedom of Information Act following public announcement of the decision.

**3-3. Analysis of Alternatives.** *a.* The Analysis of Alternatives provides a comparison of the feasible courses of action considered in selecting the action recommended for decision. It makes use of evaluation criteria based on standard decision considerations and enables concurrent evaluation of the accomplishments and impacts of each alternative. The retention of the status quo is included as an alternative and serves as the basis against which the other alternatives are compared. The format and detailed content of the Analysis of Alternatives are described in appendix B.

*b.* The Analysis of Alternatives is reviewed at HQDA by both the DA Staff and the Army Secretariat, and it is used as the principal source document for developing decision briefings for Army principals. In addition, this document is provided to OSD, upon request, and may be released to members of Congress and other Federal agencies.

*c.* Information provided in the Analysis of Alternatives must include an equal level of detail for each alternative. Data developed to support the information presented must also be comparable for all alternatives presented in the Analysis of Alternatives.

*d.* Subjective evaluation and comparison of the alternatives with respect to each other should be limited to the discussion of the advantages and disadvantages. Conclusions, recommendations, and rank ordering of alternatives will be avoided in the Analysis of Alternatives.

*e.* The Analysis of Alternatives is subject to public release under the Freedom of Information Act following public announcement of the decision.

**3-4. Case Study and Justification Folder**

(CSJF). *a.* The CSJF is developed for realignment actions involving substantive resource impacts, and it is the primary document used in the Defense/Army decision process for major realignment actions. Unlike other realignment documents, the CSJF is also an implementation document in that it serves as the basic source for adjustments of manpower, budget, and funding levels resulting from the decision. As a consequence, the CSJF must address the proposed action in its entirety, including all resource impacts at *all* losing and gaining installations and activities.

*b.* Unless otherwise directed, CSJF's will *not* be prepared for alternatives other than the course of action recommended for decision. Notwithstanding this provision, sufficient supporting data relating to the other alternatives must be developed to prepare the Analysis of Alternatives (para 3-3) and to enable timely preparation of a CSJF for another alternative should the recommended course of action be rejected in the decision process.

*c.* The CSJF consists of the completed Realignment Summary (para 3-2 and appendix A), the detailed costs, savings and facilities data described in appendix C, and the essential supporting documents (para 3-8 and appendix C, and the essential supporting documents (para 3-8 and appendix G). The CSJF contains a number of identical and related data elements which require cross-referencing to ensure correlation between summary and backup data. Since CSJF's are fragmented for staffing within HQDA, and for fulfilling requirements normally imposed by OSD, particular attention must be given to ensuring consistency both within and between portions containing the same data elements.

*d.* The format and detailed contents of the CSJF are described in detail in appendix C of this regulation. The format is standardized to facilitate insertion of selected supporting documents, but neither the format nor content of the CSJF should be altered without prior approval of the proponent Army staff agency (para 1-4b).

*e.* The CSJF is subject to release to the public under the Freedom of Information Act following public announcement of the decision.

*f.* The use of the initial concept study is recommended for realignment actions requiring a CSJF. Such studies enable feasibility evaluation and identification of the most desirable alternative(s) before development of detailed documentation begins, and thus serve to reduce workload to the minimum es-

sential. (para 3-2 and 4-4).

**3-5. Environmental documentation.** Reduction and realignment actions in the United States and overseas require compliance with the National Environmental Policy Act of 1969 (NEPA) and the associated Federal laws, orders, regulations and guidelines. Chapter 2, AR 200-1 and DA Pam 200-1 provide detailed guidance for developing the required documentation. Environmental documents identify and discuss the environmental, social, and economic impacts expected to result from the proposed action, and, as such, they provide a convenient medium for the solicitation of views from interested members of Congress and State and local officials and the general public. The environmental assessment must be conducted simultaneously with the development of other documents required for reduction and realignment actions, and environmental documents must include sufficient information regarding the nature and impacts of the action to ensure understanding by the general public. The environmental analysis process for reduction and realignment actions is depicted in figure 3-1. Additional information regarding format and content of environmental documentation is provided in appendix D.

*a.* An Environmental Impact Assessment (EIA) is required for all reduction and realignment actions, as appropriate. As a minimum, the EIA is reviewed by the MACOM, the Army Staff, the Army Secretariat, and the decisionmaker. The completed EIA will be released to members of Congress and State and local officials, upon request, and to private citizens who request a copy under provisions of the Freedom of Information Act.

*b.* An Environmental Impact Statement (EIS) is developed for a reduction or realignment action *only* when the EIA concludes that the action constitutes a *major action significantly affecting the quality of the human environment* (MASAQUE) or is environmentally controversial *and* the HQDA review of the EIA concludes that an EIS is required. When an EIS is required, it is developed initially as the Draft EIS (DEIS). Following review by the MACOM, the Army Staff, the Army Secretariat and the decisionmaker, the DEIS is filed with the Council on Environmental Quality (CEQ). The Final EIS (FEIS) is developed following receipt and evaluation of public comments, and it undergoes the same review process as the DEIS after filing with the CEQ. The DEIS and FEIS become public docu-

ments when filed with the CEQ.

c. Portions of the supporting documents discussed in paragraph 3-6 below may be incorporated into and/or cross-referenced to the EIA/EIS. When such incorporation and/or cross-reference occurs, the supporting documents, or portions thereof, become subject to public release before announcement of the decision.

**3-6. Congressional notification documents.** The Congressional notification documents described below become public documents upon release.

a. The Realignment Fact Sheet (RFS) represents the Department of the Army and SECDEF public disclosure of an approved reduction or realignment action. The RFS summarizes the action and includes all pertinent information relevant to the background and missions of affected installation(s) and the nature, rationale, and impacts of the action. It is prepared and submitted to OSD before the date of public announcement, and it is released to Congress, the news media, and the general public. Detailed guidance and formats for preparing the RFS are provided in paragraph E-1.

b. The Information for Members of Congress is used to transmit a brief description of the approved or pending actions to interested members of Congress. In some cases, this document will also be used to inform interested members of Congress that detailed reduction or realignment studies are being initiated. Realignment Fact Sheets, Congressional 613 reports and other documents are attached as inclosures. The IMC format is essentially a transmittal document which normally is textually identical to the Draft Press Release (para 3-7a). See paragraph E-2 for additional guidance in preparing the IMC.

c. The Congressional 613 Report is prepared for realignment actions involving closure of installations in the United States and Puerto Rico unless otherwise directed by HQDA. A 613 Report is *not* required for closure of buildings or portions of an installation. The 613 Report is submitted to Congress a minimum of 30 days in advance of publicly announcing a realignment involving closure. Detailed format and content guidance for the 613 Report is provided in paragraph E-3.

**3-7. Public announcement documents.** The Draft Press Release and Questions and Answers (Q's & A's) are the principal documents used in publicly announcing decisions reached on reportable reduc-

tion and realignment actions. These documents are submitted to OSD together with Congressional notification documents prior to the planned date for public announcement. The approved versions of these documents are transmitted to commands, installations and activities involved in the actions in the Public Affairs Guidance message issued by OCPA prior to the scheduled announcement date. These documents are also used when public announcement of the initiation and completion of detailed studies is necessary. Detailed guidance for preparing these documents is provided in appendix F.

a. The Draft Press Release prescribes the nature of the action, the changes it entails, and its impacts in a form and style enabling clear understanding by the general public. Normally, the Draft Press Release is textually identical to the Information for Members of Congress (see para 3-6b) and it is released to the news media upon approval for announcement of the decision and, in some cases, when detailed study is initiated and completed.

b. Questions and Answers (Q's & A's) reflect logical concerns of the public regarding the action which are not addressed in the Draft Press Release. Q's & A's are *not* released to the news media; rather, they are used to respond to questions raised by members of Congress, representatives of the news media, employee union representatives, employees and interested private citizens. Even though Q's & A's are not released to the news media, they are subject to release under the Freedom of Information Act.

**3-8. Supporting documents.** See appendix G.

a. The Manpower Analysis provides detailed data describing the changes in manpower authorization resulting from proposed reduction and realignment actions. The Manpower Analysis is reviewed by the MACOM, the Army Staff, the Army Secretariat, and the decisionmaker, and it is subject to public release under the Freedom of Information Act following the decision. Detailed guidance and formats for the Manpower Analysis are provided in section I, appendix G.

b. The Army Management Headquarters and Support Activities (AMHA) Analysis provides the detailed information necessary to fulfill requirements imposed by DOD on reduction and realignment actions affecting activities and installations identified as Army Management Headquarters and/or Management Headquarters Support Activ-

ities under provisions of appendix A, AR 570-8. This document is reviewed by the responsible MACOM, the Army Staff, the Army Secretariat, the decisionmaker, and OSD, and it is subject to public release under the Freedom of Information Act following public announcement. Detailed guidance and format for the AMHA Analysis are provided in section II, appendix G.

c. The Equal Employment Opportunity (EEO) Assessment reflects the potential impact of the proposed reduction or realignment action and each of the alternatives upon women and other employees identified as members of minority groups. Prepared for each installation or activity affected by the proposed action, the EEO Assessment is reviewed by the MACOM, the Army Staff, the Army Secretariat and the decisionmaker, and it is subject to public release under the Freedom of Information Act following the decision. Detailed format and content guidance for the EEO Assessment is provided in section III, appendix G.

d. The Community Impact Analysis reflects the anticipated socio-economic effects of reportable reduction and realignment actions within communities located near installations affected. Prepared for each installation affected (in the United States and Puerto Rico only), the Community Impact Analysis is reviewed by the MACOM, the Army Staff, the Army Secretariat, and the decisionmaker. The Community Impact Analysis is attached to the

EIA/EIS when submitted to HQDA, and thus represents information which is releasable to the public before announcement of the decision. Detailed instructions for preparing the Community Impact Analysis are provided in section V, appendix G. The Economic Impact Forecast System described in DA Pam 200-2 is recommended for use in developing the Community Impact Analysis.

e. The Installation Impact Analysis is prepared when the same installation is expected to be affected concurrently by two or more reportable reduction or realignment actions. The IIA tabulates the cumulative effects of two or more actions at a single installation during the same time frame. The IIA is similar to the Realignment Summary, and it is used as a source of information for decision briefings and developing special presentations for members of Congress and leaders of national labor organizations. The IIA is reviewed by the responsible MACOM, the Army Staff, the Army Secretariat, and the decisionmaker, and it is subject to public release under the Freedom of Information Act following decision. Normally, the MACOM which commands the losing installation prepares the IIA; however, when another MACOM is developing documentation for a major realignment action affecting the losing installation, that MACOM is also responsible for preparing the IIA. Detailed format and content guidance for the IIA is provided in section V, appendix G.