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BASE CLOSURE SMARTBOOK

USF-I J7

"Engineering Excellence"

February 2010

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Introduction

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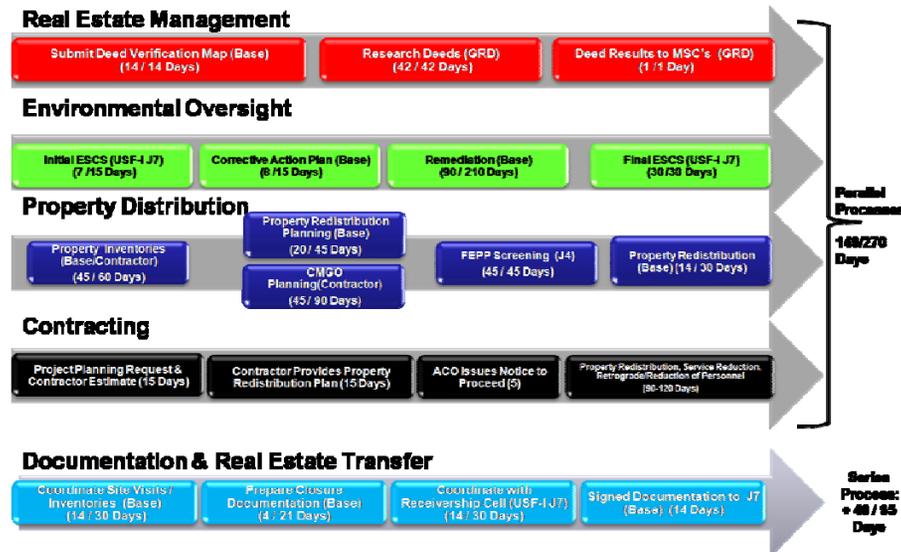
Purpose:

This Base Closure Smart Book is designed to provide a quick reference guide for the base closure/return processes. The information in this book is gathered from Standard Operating Procedures (SOP) and lessons learned from past base closures to help facilitate an efficient and effective Responsible Drawdown from Iraq.

These guidelines are not a substitute for operations orders or FRAGO guidance, but rather an executive summary for base closure. Guidance is meant to be flexible enough to fit a range of situations and to ensure a base is transferred properly, in accordance with applicable laws and regulations. The Standard Operating Procedures can be found on the USF-I J7 website.

Base Closure Overview

The Base Closure Process is a series of action to prepare, document, and finally close or return bases to the Government of Iraq. The entire process can take between 90 to 365 days, and includes 89 tasks. These tasks are broken down into four parallel processes: Real Estate Management, Environmental Oversight, Property Distribution, and Contracting. Documentation and Real Estate Transfer will occur after the other processes. Estimate closure timelines are 365 days for a COB; 195 days for a COS; and 90 days for a COL.



Base Closure Processes

Real Estate Management: Identifies proper land owners and facilitates lease payments to private landowners.

Environmental Oversight: Ensures mitigation of negative environmental impacts.

Property Distribution: Determines the proper disposition of all property, i.e. retention, redistribution, or transfer to the GOI.

Base Closure Overview

Contracting: Identifies contracting requirements, including new contracts and de-scoping and termination of current service and support contracts, and associated tasks in the base return/closure process.

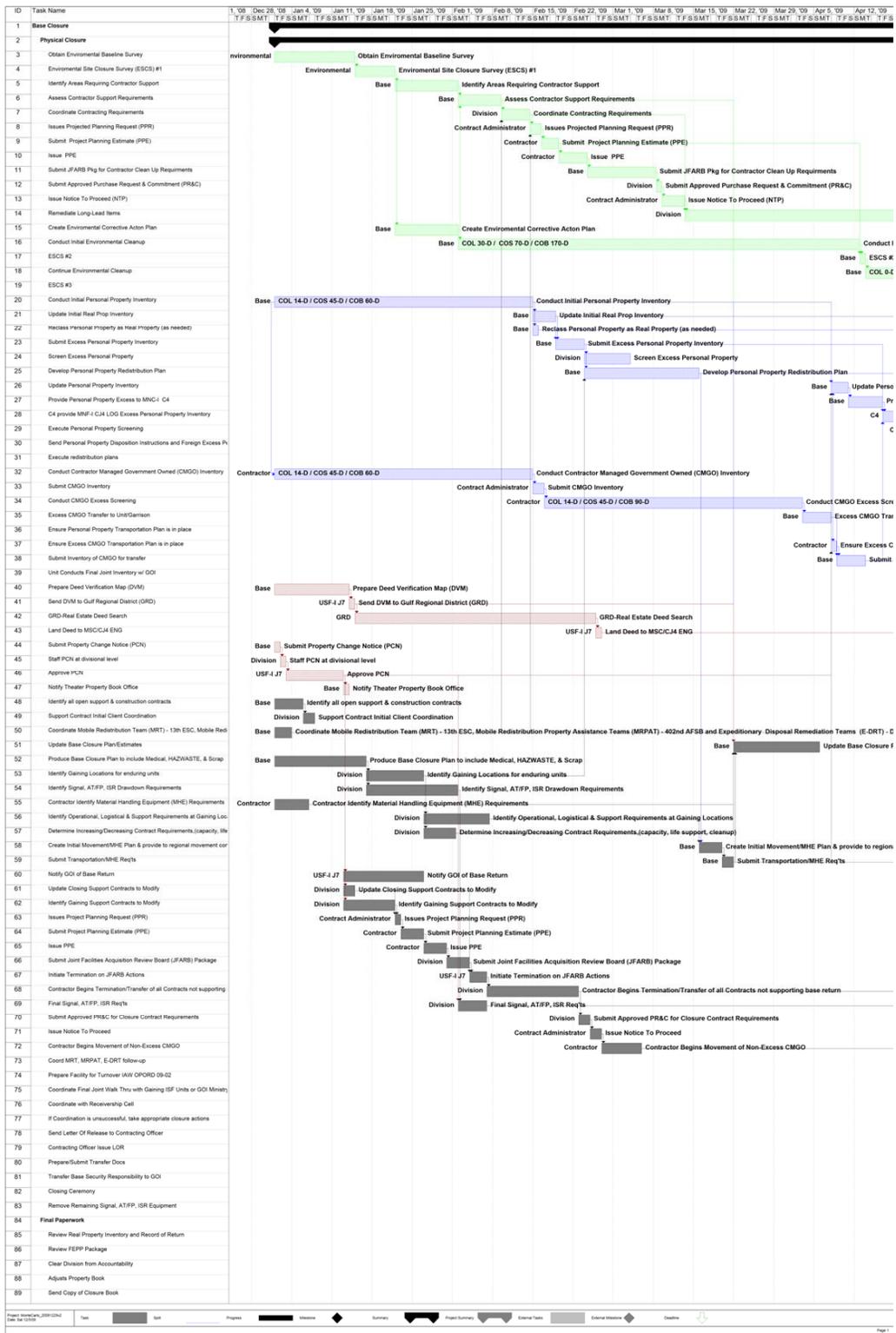
Documentation and Real Estate Transfer: Ensures all actions relating to closure and real estate transfer are documented and retained for historical records.

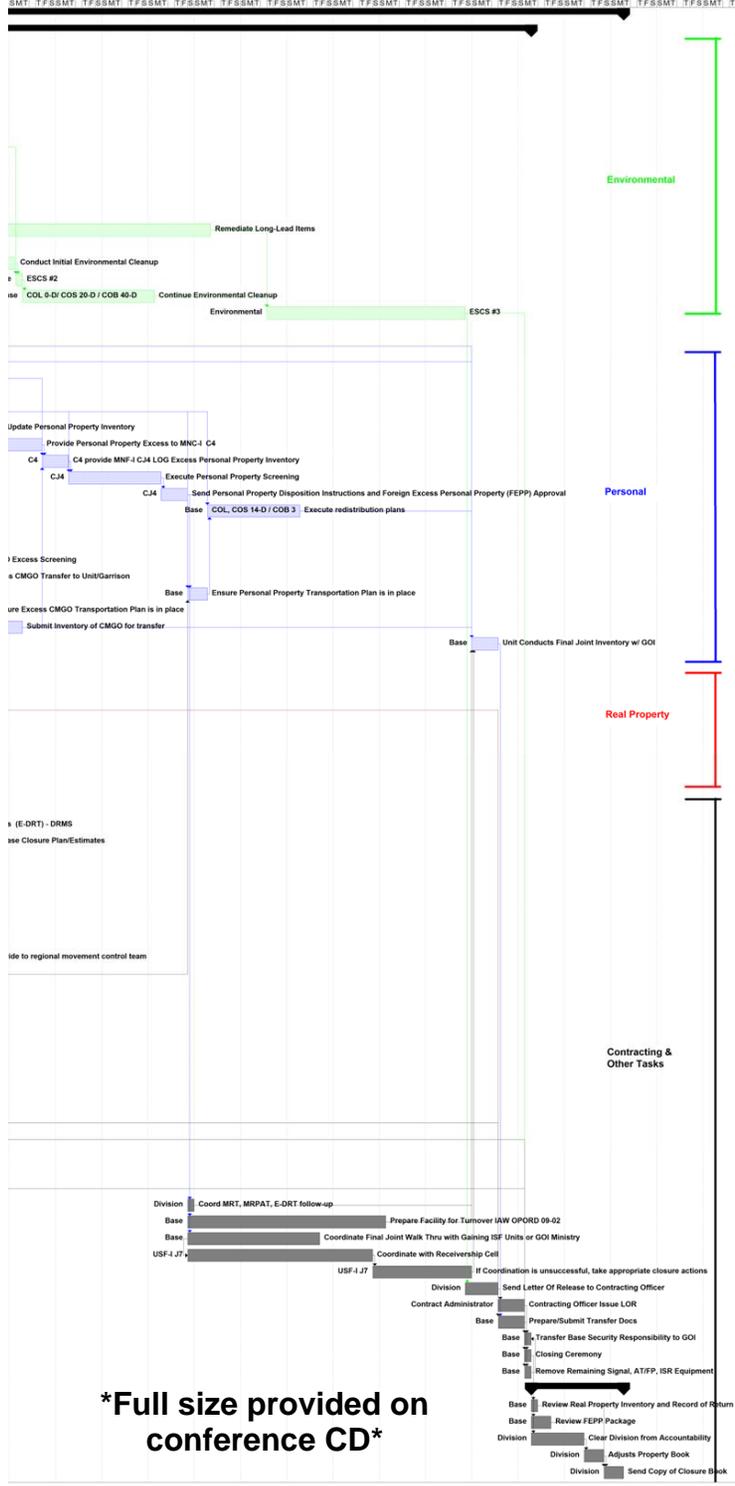
Base Closure Gantt Chart:

The Base Closure Gantt Chart, provides a pictorial path for base closure. This chart lays out all 89 closure tasks and shows how they are inter-related. Both the Gantt chart and subsequent definition charts are color coded to provide easy access to each specific base closure process.



The Gantt chart and definition charts have been arranged according to start date, NOT by task number. This was done to emphasize the importance of running these five processes simultaneously.





- Basing Definitions**
1. Contingency Operation Base (COB) (Large Base) (BCT (+)) A contingency Base is usually occupied by an element larger than a Brigade Combat Team (BCT)
 2. Contingency Operating Site (COS) (Medium Base) (BCT (-)) A contingency site is usually occupied by a BCT size element
 3. Contingency Operating Location (COL) (Small Base) (BN (-)) A contingency location is usually occupied by a battalion sized element or smaller

- Environmental Areas of Concern**
1. Burn Pits
 2. Uncontrolled Dump Sites
 3. Bulk Fuel Storage
 4. Waste Water Lagoon Sites
 5. Firing Ranges
 6. Cultural Resources

- Foreign Excess Personal Property**
Current Authority to Transfer = \$30M/Base
- FOB in a Box (Exempt Items):
1. CHUs
 2. ATPF Equipment
 3. Bulk Plastic Water Tank
 4. Cammo Nets
 5. AC Units
 6. Generators
 7. Porta Johns
 8. Refrigerators
 9. Freezers
 10. Plastic & Metal Fuel Tanks
 11. Beds / Mattresses
 12. Office Equipment
 13. Wall Lockers
 14. Tents
 15. DFAC Equipment
 16. Guard Shacks
 17. Washing Machines

- FEPP Screening Process**
1. Units Within Divisions
 2. Other Divisions
 3. CJSOTF
 4. Task Forces
 5. Afghanistan
 6. ARCENT
 7. State Department
 8. US Embassy

- Tracked Documentation**
1. Deed Verification Map (DVM)
 2. Initial Environmental Site Closure Survey (ESCS)
 3. Deed in English & Arabic
 4. Personal Property Inventory of Excess Items
 5. Property Change Notification (PCN)
 6. Approved PCN
 7. Real Property Inventory Documents
 8. 100% Inventory of CMGO w/ Recommended Disposition
 9. Validated Disposition Documents
 10. Memo Requesting Closure Signing
 11. Final Environmental Site Closure Survey
 12. Record of Return
 13. Final Closure Package Submitted
 - Real Property Transfer (DD 1354)
 - Foreign Excess Personal Property Agreement
 - Environmental Advisory

Full size provided on conference CD

Base Closure Task List

Task#	What Action	Definitions/details	What is Submitted	When (NLT)	How long	Who	Submit to	Will only apply to bases with
1	Obtain/Review Environmental Baseline Survey (if one exists)	Environmental Baseline study should have been done before or close to the opening of the base. The mayors cell should have a copy of it	Submit Initial Plan	-180	14 days	J7, J4, J7 ENG		
4	Identify potential long-lead-time environmental requirements needing extra contractor support	You take the tasks that take the longest estimated time to complete and get guidance from your division or USF-I J7 for assistance	List of Long Lead Time Requirements	-180	11 days	MSC		
23	Conduct initial personal property inventory (TAB K)	Tab K is in the SOP, and will assist you in completing your inventory	Inventory Spreadsheets	-180	45 days	MSC	USF-I J4	All
35	Conduct inventory of all CMGO	Get an inventory of all Contractor Managed Government Owned property. This will involve close cooperation and coordination with your contractors and contractor support Liaison Officer	Inventory Spreadsheet	-180	45 days	Contractor/ MSC		COSs only
43	Prepare Deed Verification Map	You will need to get a map of the base, and plot the perimeter of the base, with digit grid coordinates, and highlight the perimeter with a line	Unclassified Deed Verification Map	-180	13 days	MSC or J7 Terrain Team	J7	All
51	Prepare report for all open projects, material requisitions & raw inventory listing	One of the very first things you should look at when preparing a base for closure.	Submit Report	-180	5 days	Contractor	DCMA	Contracts
53	Coordinate with 13th ESC for Mobile Redistribution Team, 402nd AFSB for Mobile Redistribution Property Assistance Teams, and DRMS for Expeditionary Disposal Remediation Teams	13th ESC can offer transportation, MHE, and a lot of other ancillary services to assist with your base closure	None	-180	3 days	MSC	3rd ESC/ 402nd AFSB/ DRMS	Bases with Scrap or excess prop
55	Produce basing way ahead and critical capability locations	This plan should have steps for when services will be terminated and how they'll impact the base	Plan	-180	16 days	MSC	USF-I J7	All
58	For planning purposes identify Material Handling Equipment (MHE) requirements	Self explanatory	None	-180	6 days	Contract Administrator	MSC	COSs only
73	Submit approved Purchase Request & Commitment based on JFARB request	Self explanatory	PR&C	-180	2 days	MSC	USF-I J8	All
44	Send Deed Verification Map (DVM) to J7 BF&E to identify owners of land within the base via NIPR	Once you get the DVM completed, you need to get it to USF-I J7 RE shortly thereafter	Unclassified Deed Verification Map	-178	1 day	J7 ENG	USF-I J7-RE	All
74	Issue the Notice to Proceed (NTP)	Once you get the NTP from your Division.	Notice to Proceed	-178	2 days	Contract Administrator	Contractor	Contracts
45	USF-I J7-RE researches deeds	Self explanatory	Deed Result	-177	42 days	GRD	USF-I J7	All
75	Contractor begins movement of non-excess CMGO to other bases	As delineated by your Closure Plan and FEPP process	None	-176	7 days	Contractor		CMGO
52	LOGCAP Support Officer (LSO) or PM/ Contract Administrator for non-LOGCAP support conduct initial client coordination with local unit	This is closely tied to task # 51, and is vital to start early	None	-175	2 days	LSO / MSC		COSs only

Base Closure Task List

Task#	What Action	Definitions/details	What is Submitted	When (NLT)	How long	Who	Submit to	Will only apply to bases with
2	Environmental Site Closure Survey and Corrective action plan. # 1 of 3	This is the survey to provide a baseline, if no baseline survey is available, and provide a corrective action plan to clean up any environmental issues that may be present on the base	Report and plan	-166	7 days	MSC	USF-I J7	All
56	Identify those bases that will gain personnel and equipment due to base closures/transfers	If your unit is redeploying to the states, this will not apply except for excess property. If you are going to be repositioned, your division should be made aware of the personnel and material you are bringing with you to the base or bases you are being resettled at	Plan	-164	10 days	MSC	USF-I J7	All
57	Determine what signal, anti-terrorism/force protection (AT/FP), and ISR assets are currently on the base and coordinate with staff agencies on requirements, timelines and any assets that will be required to remain in place until closure day	This a function of getting with your Communication Section and finding out what is required to make the closure happen and still maintain their comms capability until directed to shut down	Memo	-164	16 days	MSC	USF-I J2 / J3 / J6	Corps tracked AT/FP, ISR or Signal assets
14	Create and report Environmental Corrective Action Plan	This is part of your task #2	Submit Plan	-159	11 days	MSC	USF-I J7	All
46	USF-I Submit Land Deeds to MSC and J4 / J7 ENG	This entails who the land owners are	Deed Result	-156	1 day	USF-I	MSC / J7	All
59	Consider impacts of base return/closure. Validate any impacts to other Organizations/ Bases that influence MHE or movement requirements	Self explanatory	Plan	-154	11 days	MSC	USF-I J7	All
60	Determine increase capacity requirements at the gaining base(s) and closure/ transfer/ clean up requirement at losing base. Coordinate with AFCAP, LOGCAP, and Contractor (as Appropriate)	If your unit is redeploying to the states, this will not apply except for excess property. If you are going to be repositioned, your division should be made aware of the personnel and material you are bringing with you to the base or bases you are being resettled at	Plan	-154	6 days	MSC		All
5	Assess scope of long lead environmental requirements	What do those task require for completion	None	-148	8 days	MSC		COSSs only
15	Conduct initial environmental mitigation	You begin your mitigation of environmental concerns listed in your action plan	None	-148	70 days	MSC		All
6	Coordinate for unique requirements due to long lead requirements	Gather info for specialized efforts for mitigation from the SME's	Plan	-140	5 days	MSC	Project Manager	Long lead materials
7	Issues project planning request (PPR) which directs preparation of PPE for long-lead material mitigation	Same as 2-4	PPR	-135	2 days	Contract Administrator	Contractor	COSSs only
24	Update initial real property inventory	Self explanatory	Inventory Sheets	-135	4 days	MSC	USF-I J7	All
25	Reclassify personal property as real property, as required	If you have any personal property that may have become real property, this is where you document	Inventory Sheets	-135	1 day	MSC, J7, SJA	DCMA	All

Base Closure Task List

Task#	What Action	Definitions/details	What is Submitted	When (NLT)	How long	Who	Submit to	Will only apply to bases with
36	Submits 100% inventory of CMGO with recommended disposition	Once you finish your CMGO inventory, you need to use the spreadsheet located in the SOP, document it and then submit it with your FEPP paperwork	Spreadsheet	-135	2 days	Contract Administrator	J4 LOG	COSs only
8	Submits long-lead requirements mitigation PPE for review	Self explanatory	PPR	-134	3 days	Contractor	ACO/LSO	COSs only
28	Develop personal property redistribution or cross-leveling plan	This is where you tell J4 where within your division you have open requirements for the Personal Property on the base your closing	Plan	-133	20 days	MSC	USF-I J4	All
26	Submit personal property inventory of excess items and identify items for possible redistribution, transfer to Gol or disposal	These are items of personal property that you are not going to take back to your home station with you	Inventory Sheets	-131	5 days	MSC	USF-I J4/J7	Excess prop
9	Contractor(s) Issues PPE for long-lead requirements mitigation	Self explanatory	PPE	-131	5 days	Contractor	MSC	COSs only
27	Conduct screening of excess organizational personal property for possible redistribution, transfer to Gol or disposal	Identify what organizational personal property you are not taking back to your home station	E-Mail Read Receipt from J4	-126	8 days	USF-I J4		All
10	Submit JFARB Package for long-lead requirements mitigation	Decommissioning LOGCAP, JCCI, or other contracts/Demolition/Movement of property to another base. MAAWS is source document and governs the JFARB Process. It is on the USF-I J8 webpage	JFARB Package	-128	12 days	MSC	USF-I J7	All
37	Conduct CMGO excess screening process	This is where the J4 screens your documented FEPP and CMGO with open requirements based on the priority listed further in this Smart Book	None	-118	45 days	J4		All
11	Submit approved PR&C based on JFARB request for long-lead requirements mitigation	Guidance on the JFARB process can be found in the USF-I SOP Money as a Weapon System (MAAWS) 26 Jan 09	None	-114	1 day	MSC	USF-I J8	All
61	Estimate movement and MHE requirements to transport contractor or government property	Self explanatory	Plan	-113	4 days	MSC	USF-I J4 JDDOC	All
12	Issue the Notice to Proceed (NTP) for long-lead requirements mitigation		NTP to contractor	-113	4 days	Contract Administrator	Contractor	Contracts
62	Submit transportation and MHE requirements. May either be submitted by TMRs or as a plan	Self explanatory	Transportation Movement Request or by Memo	-109	2 days	MSC	Submit to regional movement control team & USF-I Transportation Officer (J4 Trans)	All

Base Closure Task List

Task#	What Action	Definitions/details	What is Submitted	When (NLT)	How long	Who	Submit to	Will only apply to bases with
13	Execute plan to remediate long lead requirements	Self explanatory	None	-109	60 days	MSC/ J4		Long lead Requirements
40	Ensure transportation is in place to support the approved CMGO property redistribution plan	Same as 39	None	-107	1 day	MSC		All
54	Update COMPLAN estimates and inventories		None	-107	15 days	MSC		COSs only
47	Submit Property Closure Notice (PCN)	This is your 'official notification' that your base is closing	PCN	-92	1 day	MSC	USF-I J7	All
48	Staff PCN at divisional level		PCN	-91	1 day	J7 ENG	USF-I DCoS	All
49	Approve PCN		PCN	-90	10 days	USF-I	USF-I J7	COSs only
50	Notify Theater Property Book Office of Intent to Close		Signed PCN	-80	1 day	MSC	Theater Property Book Officer	All
63	Prepare/Submit GOI notice of return		Memo	-80	14 days	USF-I J7	Gol	All
64	Identify all support contracts that will require either modification or termination at closing base		Memo or e-mail	-80	2 days	MSC	Contract Administrator(s)	All
65	Identify all support contracts that need to be initiated or modified on gaining/expanding bases.		Same Memo as 65	-80	9 days	MSC	Contract Administrator(s)	All
72	Determines final Signal, AT/FP, and ISR requirements	Self explanatory	Memo	-80	5 days	MSC/ Contractor	USF-I J2 / J3 / J6	All
16	Update preliminary Environmental Site Closure Survey (ESCS #2 of 3)	This is a check of where you are in the corrective action plan	Report	-78	1 day	MSC/ Departing Unit	USF-I J7	All
17	Continue environmental clean up	Self explanatory	None	-77	20 days	MSC		
38	Excess Property is transferred to the PBO	This step is where you move your property off of your books and to the PBO	Form	-73	5 days	Contractor	TPBO	Excess Prop
66	issues project planning request (PPR) and directs preparation of PPE		None	-71	1 days	Contract Administrator	Contractor	COSs only
67	Submits PPE for review		None	-69	4 days	Contractor	ACO/ LSO	COSs only
29	Update personal property inventory	Self explanatory	Inventory Spreadsheet	-68	3 days	MSC		All
41	Submit inventory of all CMGO recommended for transfer to a gaining Iraqi ministry in conjunction with the base (if applicable)	In this task, you have made a recommendation to transfer CMGO items to the gaining Iraqi ministry equipment that they have requested. This equipment will still have to go through the FEPP Process to check it vs. open requirements US Forces may have.	Inventory Spreadsheet	-68	5 days	MSC	J4 LOG	Returned Bases with CMGO
30	MSC provides inventory of organizational personal properties excess to USF-I J4	This is where you have looked at your own open requirements and then determined what you have that is "excess" to those requirements. You then submit this list to USF-I J7	Inventory Spreadsheet	-66	6 days	MSC	USF-I J4	Excess Prop

Base Closure Task List

Task#	What Action	Definitions/details	What is Submitted	When (NLT)	How long	Who	Submit to	Will only apply to bases with
68	Contractor(s) Issues PPE		None	-64	4 days	Contractor	MSC	COSs only
31	J4 provides J4 LOG the inventory of personal property items excess to USF-I along with proposed transfer recommendations	Part of the FEPP Process for theatre wide screening of excess property vs. requirements	Memo with Inventory Spreadsheet	-61	4 days	J4	J4 LOG	Excess Prop
69	Submit JFARB Package		Packet	-59	4 days	MSC	USF-I J7	All
32	Execute Personal Property Screening Process (non-CMGO)	Self explanatory	E-mail and/or Virtual Warehouse	-58	14 days	J4 LOG with J4		Excess Prop
70	Initiate termination procedures on pending JFARB actions unless they specifically support closure	This should coincide with your contract and other long lead items as you begin the base closure process	E-Mail	-53	3 days	J4, J7 This would also include other sections such as J8	KO	With open contracts
71	Begin terminating/ transferring all contracts	Self explanatory	None	-50	16 days	MSC/ DCMA/ JCCC-I		Contracts
33	J4 LOG sends disposition instructions for redistribution of non-CMGO Personal Property excess claimed thru the screening process. J4 LOG provides a memorandum authorizing the transfer of FEPP to a gaining Iraqi ministry in conjunction with the base transfer	A continuation of the FEPP Process	Memo	-44	4 days	J4 LOG	MSCS	Excess PP
39	Ensure transportation is in place to support the approved personal property redistribution plan	You need to coordinate transportation to move the property	None	-41	3 days	MSC		All
76	Coordinate with 13th ESC for MRT, 402nd AFSB for MRPAT, and DRMS for E-DRT follow-up visit		None	-41	1 day	MSC	3rd ESC/ 402nd AFSB/ DRMS	Bases with Scrap or excess prop
77	Prep facility for turnover		None	-41	30 days	MSC	Gaining Ministry	All
78	Coordinate Final Joint Walk Through with Gaining Ministry	Self explanatory	Memo	-41	20 days	J4 LOG: MSC	Gaining Ministry	Gol transfer
34	Begin execution of redistribution plan for non-CMGO personal property	This task is the time where other USD's come to get the personal property that has been redistributed to them via the FEPP Process	None	-38	14 days	MSC		All
18	Final ESCS # 3 of 3	This task is the final assessment, and reports the completion of all mitigation for any environmental issues that were present on the base at the start of the closure process	Report	-30	30 days	MSC	USF-I J7	All
81	MSC sends contractor(s) LORs from base to the contracting office	This will have the termination of the contracts you have identified on the base you are closing	LOR's	-23	2 days	MSC	KO or Contract Administrator	Contracts

Base Closure Task List

Task#	What Action	Definitions/details	What is Submitted	When (NLT)	How long	Who	Submit to	Will only apply to bases with
82	Contractor(s) Letter of Release from Contractual obligations	Self explanatory	LOR's	-21	2 days	ACO	Contractor(s)	Contracts
80	If coordination is unsuccessful, take appropriate closure actions	If you are unsuccessful in getting guidance or assistance, continue with the base closure process, and contact the next higher level to get the assistance or guidance you need	None	-16	5 days	USF-I J7		With Gol Participation
79	coordinate with receivership cell	Ensure you and your base closure team have made contact with the USF-I J7, and report via the Base Management OPT held bi weekly		-15	24 days	MSC	USF-I J7	All
42	Conduct Joint Real/Personal Property Inventory with gaining Iraqi Ministry representative	Self explanatory	None	-8	4 days	MSC: Gaining Iraqi Ministry: J4		All
83	Prepare and submit transfer documents: EPEA, Record of Return, DD1354, joint inventory spreadsheet signed by gaining Ministry's representative, signed partial return MOA (if applicable)	This is part of the Closure Document packet	All Documents	-4	4 days	MSC	J7, J4	All
84	Transfer base security and responsibility to recipient; Move ISF Guard force onto base		None	0	1 day	MSC	Local representative of Gaining Iraqi Ministry	Transfer
85	Closing Ceremony	Self explanatory	None	0	1 day	MSC, Gaining Iraqi Ministry		All
86	Remove Signal, AT/FP, and ISR equipment, as required	Self explanatory	None	0	1 day	Contractor		W/Corps AT/FP tracked Assets
87	Review and submit real property inventory and Record of Return to USF-I		Inventory Spreadsheet and transfer memo	1	1 day	Division	USF-I J7	All
88	Reviews FEPP Package and forwards to USF-I		Inventory Spreadsheet and transfer memo	1	3 days	Division	J4	FEPP
89	Clear MSC from personal property accountability		None	1	8 days	USF-I J4; TPBO	TPBO with J4	All
90	Adjusts Property Book		None	9	3 days	TPBO	MSC	All
91	Send copy of Closure Book		Closure Book	12	3 days	MSC	USF-I J7	All

Real Estate Management



Introduction:

The Real Estate Management process determines property ownership for land in use by USF. This process begins with a deed verification request for the land comprising the base. The J7 Basing, Facilities and Environmental (BF&E) team utilizes an Iraqi deed search contractor to determine the property ownership. Typically there are both government and private owners. The deed verification allows the Government of Iraq (GoI) to determine the final disposition of the land as it accepts responsibility for the property through the Receivership Secretariat. The US Government also makes lease payments to private property owners for use of their property through negotiations conducted by J7 BF&E.

Processes:

Submit a digital Deed Verification Map (DVM): This task is one of the first requirements in the closure process and should be accomplished well in advance of a base return or closure. A DVM is an unclassified map that outlines the base and includes 10-digit grid coordinates for each corner or turn of the base's perimeter. It is imperative these coordinates are accurate. The Major Subordinate Command (MSC) submits the completed map to J7 BF&E and ensures it is uploaded to the J7 Base Closure Portal. Once this is accomplished, J7 requests the title search. **(Task #44)**

J7 Researches the Deed/s: USF-I J7 will conduct a title search to determine property ownership. This is completed by obtaining deeds through the Local Land Registry Office. This process takes 30 - 45 days. **(Task #45)**

Real Estate Management

J7 Posts Deed/s to the Basing Portal: The result of the title search is a copy of the actual land deeds identifying ownership of the property. This document will be posted in the J7 Base Closure Portal and will be part of the final transfer documentation. In addition, J7 will send a courtesy copy to the MSC for their records. **(Task #46)**

Recommendations:

The DVM should be an unclassified satellite image of the entire base with its perimeter outlined along with accurate 10-digit grid coordinates for each turn of the base perimeter to determine what property. This can be accomplished using a hand held GPS or by your terrain management personnel. MSCs should double-check to ensure that any expansions or changes in base perimeter are captured in the base DVM.

Definitions:

Real Estate: Land and any improvements to the land such as buildings, fences, wells and other site improvements that are fixed in location.

Local Land Registry Office (LLRO): Local Iraqi governmental agency that maintains land ownership records and deeds.

Receivership Secretariat (RS): The body that receives all real and personal property on behalf of the Gol. This individual is a representative of the Prime Minister's Chief of Staff.

Environmental Oversight



Introduction:

It is the policy of USF-I to mitigate negative environmental impacts on US bases in Iraq. As bases close or transition, bases should adhere to USF-I guidance as well as guidance found in the Security Agreement, such as Article 8, which states *“Both parties shall implement this Agreement in a manner consistent with protecting the natural environment and human health and safety.”*

CENTCOM Regulation 200-2 Contingency Environmental Guidance, lays the foundation for the USF-I Environmental SOP. The USF-I SOP, which can be found on the USF-I J7 BF&E website, consists of 15 chapters addressing: hazardous material management, hazardous waste, spill prevention and response, POL and maintenance activities, solid waste management, wastewater, regulated medical waste, POL contaminated soil, storage tanks and containers, asbestos, lead based paint and polychlorinated biphenyls, Iraqi generated chemicals, environmental base closure, and historical and cultural resources preservation.

The USF-I J7 environmental force posture consists of USF-I environmental staff at Camp Victory providing oversight for the ITO environmental program. In addition, six USF-I environmental managers are located at Division Headquarters, conducting assessments, closure surveys and overseeing environmental response efforts. Each division also has six Environmental Response and Cleanup Teams (an AFCAP contract) that are responsible for environmental cleanup, spill response, land farming and training throughout their region. These teams are USF-I J7 resources provided to the divisions to assist with

Environmental Oversight

cleanup efforts in their AOR. USF-I J7 will prioritize and de-conflict these teams as required.

Processes:

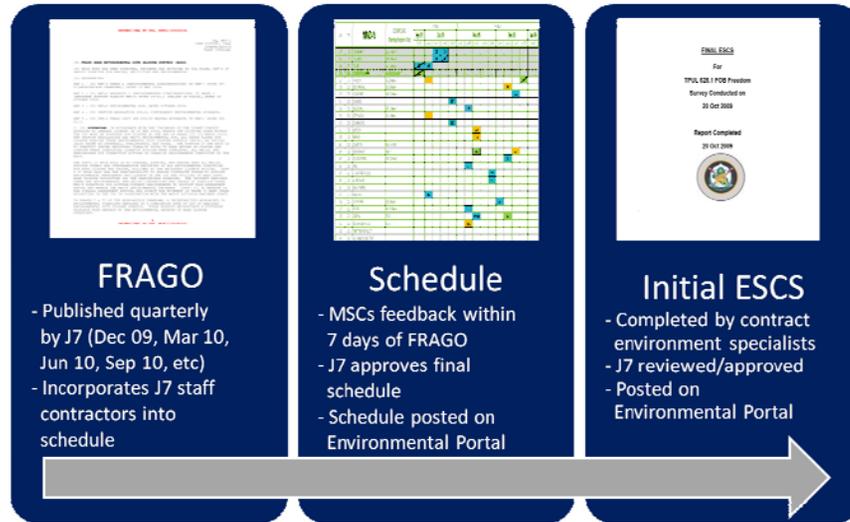
Review the Environmental Baseline Survey (EBS): If available, review the baseline EBS. It shows environmental conditions existing at the time we took possession of a base. The MSC is responsible for conducting and submitting an EBS after its forces have occupied an area for more than 30 days. EBSs are located on the USF-I Environmental Portal. **(Task #1)**

Complete an Initial Environmental Site Closure Survey (ESCS): The ESCSs will be accomplished in three phases: an initial, a preliminary and a final. The ESCSs must be completed by USF-I J7 contracted environmental managers. The purpose of an initial ESCS is to identify areas that require environmental cleanup. An Initial ESCS is scheduled using the following guideline: COLs 95 days prior to closure, COSs 195 days prior to closure, and for COBs 365 days prior to closure. When complete, the closure survey is reviewed, approved, and posted to the USF-I Environmental Portal by the J7 staff. **(Task #2)**

Scheduling ESCSs: Quarterly, USF-I J7 publishes a FRAGO entitled, Environmental Site Closure Survey Assessment Schedule, which establishes MSC requirements for ESCS within their AOR for the upcoming quarter. Included in the FRAGO is a centrally developed schedule. This schedule is a direct result of analysis of the base closure plans that each MSC has provided. Within 7 days of the FRAGO being published, MSCs are given the opportunity to provide input. Approximately 14 days following the publishing of the FRAGO, the final approved schedule for that quarter will be posted to the USF-I J7 Environmental Portal. Environmental Managers (contractors) assigned to USF-I, USD-N, USD-S, and USD-C will conduct these surveys.

Environmental Oversight

Once the surveys are completed and the reports written, the MSCs will forward them to J7. Within 7 days of receipt, the reports will be reviewed, approved, and posted to the Environmental and Base Closure Portals. Completion and tracking of these reports is accomplished at the USF-I Base Management OPT.



Environmental Assessment Process

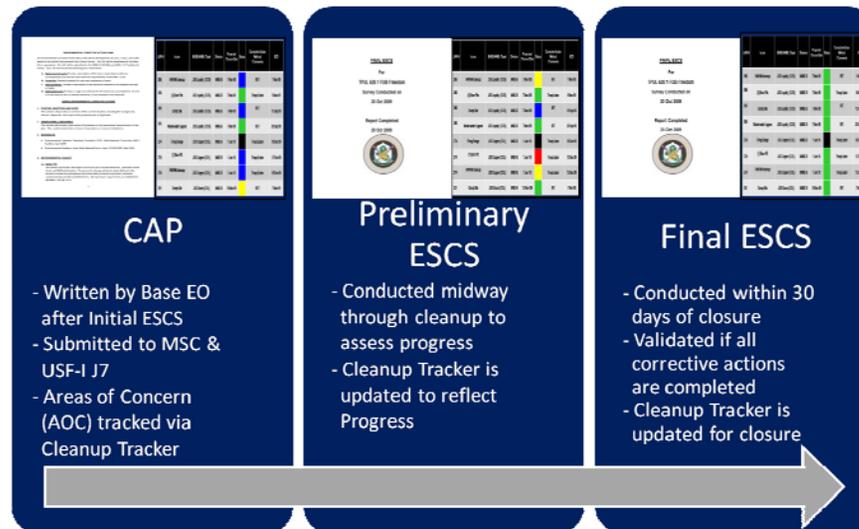
Develop a Corrective Action Plan (CAP): A CAP is required within two weeks of completing the Initial ESCS. The CAP is developed by the Base Environmental Compliance Officer (ECO) and includes the following:

- The description of the environmental sites requiring cleanup actions
- The schedule for completing the cleanup actions of all environmental sites identified (e.g. estimated start and completion dates)
- The method used to complete each cleanup (e.g. Environmental Response and Cleanup Teams (ERCT) or LOG-CAP contractors)

Environmental Oversight

Input CAP into the Environmental Cleanup Tracker: The status of each base's CAP are tracked to ensure any environmental impacts are mitigated by the scheduled closure or return date. The tool will categorize the status as red, yellow, green, brown, or black with the following criteria:

- Green: On schedule--environmental cleanup started on-time
- Yellow: Needs attention--environmental impact is not mitigated up to one month prior to base closure
- Red: Needs immediate attention--environmental impact is not mitigated two weeks prior to base closure
- Brown: Site transfer to the Government of Iraq (GoI)
- Black: Mitigation complete--environmental site is ready for base closure



Environmental Clean-up Process

The cleanup tracker will be used to identify and schedule the ERCT contractors, allocate resources and provide current status briefed at the bi-weekly Base Management Operational

Environmental Oversight

Planning Team (BMOPT) meeting. USF-I J7 will use the cleanup tool to direct and prioritize contractor assets.

Transfer of Environmental Sites to the GoI: USF-I intends to mitigate all negative impacts to environmental infrastructure at US bases, such as burn pits, wastewater lagoons, fuel farms, and firing ranges. However, many US bases are being transferred to Iraqi Security Forces (ISF) or other GoI ministries, who may desire to utilize some of the constructed environmental infrastructure.

A base mayor cell, in coordination with their division engineer, may request to transfer an environmental site to the GoI. In this case, a Record of Return (RoR) document will be drafted listing the environmental sites to be transferred and a one page description of each site with attached photographs will be submitted to J7 at least 60 days prior to base return. A RoR template and the associated attachments are located on the Environmental Portal.

USF-I J7 will present the documents to the GoI Receivership Secretariat and if the sites are accepted, both he and a US Forces representative will sign the RoR prior to the base return date. If the GoI does not accept the sites, they will be closed IAW USF-I Environmental SOP Chapter 14.

Contract Support: USF-I J7 has re-scoped the Incident Response Team (IRT) contract to place greater focus on cleanup and mitigation of negative environmental impacts. The new contract, Environmental Response and Cleanup Teams (ERCT) contract becomes the primary means of environmental cleanup through the Responsible Drawdown of Forces (RDoF). The contract provides surge capability for cleanup as well as environmental closure assessment capability. The ERCT cleanup efforts are scheduled by the divisions and USF-I J7 will prioritize and task the contractor to surge resources for simultaneous and large scale cleanup efforts.

Environmental Oversight

Complete the Preliminary ESCS: Midway through the cleanup effort, a preliminary ESCS is conducted by USF-I J7's contracted environmental managers to assess the status of cleanup progress. **(Task #16)**

Complete the Final ESCS: Once all the environmental impacts are mitigated, the Final ESCS will be conducted. USF-I J7's contracted environmental managers will conduct the Final ESCS to validate that the base is environmentally ready for closure/return using the following schedule:

- COB - 30 days prior to base closure
- COS - 14 days prior to base closure
- COL - 7 days prior to base closure

A base is not closed or transferred until the Final ESCS has been accomplished and the USF-I environmental manager determines the base is ready for closure/return. **(Task #18)**

Document Cultural Resources: According to the US National Historic Preservation Act, US military commanders must consider the effect of their actions on cultural resources. IAW with Article 5 of the Security Agreement, *"Upon the discovery of any historical or cultural site or finding any strategic resource in agreed facilities and areas, all works of construction, upgrading, or modification shall cease immediately and the Iraqi representatives at the Joint Committee shall be notified to determine appropriate steps in that regard"*. Specific to Iraq, this means commanders must be aware of the sites listed in the World Heritage List and Iraqi equivalent of the National Register of Historic Places. USF-I has mapped 321 culturally sensitive sites within 15km of US bases. More information on what to do if a cultural site is found is identified in Chapter 15 of the USF-I Environmental SOP. Maps of the historic sites in proximity to US bases can be found on the USF-I Environmental Portal. US commanders should be aware of any cultural sites on their base, ensure they are adequately protected and document status prior to US Forces leaving the base.

Environmental Oversight

Recommendations:

As early as possible, determine who from the Gol is receiving the base and identify environmental sites to transfer. If cultural sites are located on base, document the condition, take photographs and protect the sites.

Definitions:

EBS: Environmental Baseline Survey; determines the existing environmental conditions at the site at the time of occupation.

Initial ESCS: Environmental Site Closure Survey; identifies a base's environmental areas of concern.

CAP: Corrective Action Plan, this is the plan generated after the Initial ESCS and details the cleanup efforts to correct any environmental issues that have been identified.

Preliminary ESCS: Updates the status of cleanup for each of the environmental areas of concern identified during the initial ESCS and annotate any new findings.

Final ESCS: Validates that all removal efforts and corrective actions required for closure are complete.

ERCT: Environmental Response and Cleanup Teams; USF-I contractors provided to USDs to cleanup environmental sites and conduct spill responses.

Property Distribution



Introduction:

This set of tasks requires absolute accuracy in accounting for all property. USF-I base closure Standard Operating Procedures include spreadsheets that provide guidance on this process. The culmination of the property distribution process is the transfer of excess property to the Gol as Foreign Excess Personal Property (FEPP).

Processes:

Property Inventories: Procedures outlined in this section apply to the transfer of US government property. Below are the major tasks, but bases are encouraged to utilize OPORD 10-01 Annex D, Appendix 8 for further guidance. USF-I J4 and the Base Closure Assistance Teams are additional resources available to assist with property inventories, transfer documentation and conversion of personal property to real property.

Each MSC must request an updated copy of the unit's hand receipt from the regional Property Book Officer to ensure use of up to date records for inventory. **(Task #23)**

Bases conduct a 100% inventory of all personal property using the format provided in OPORD 10-01 Annex D, Appendix 8, Tab C. The inventory will identify property to be retained by the unit, retrograded, or transferred to the Gol. Prior to base closure, units will turn-in unserviceable property to DRMS. **(Tasks #23 & 35)**

Property Distribution

Contractors will provide inventories of all Contractor Managed Government Owned equipment. Material will be screened against other contractor requirements and excess will be transferred to the unit for consideration for FEPP transfer. **(Task #35)**

Redistribution & Planning: Base and contractor inventories become the basis for the property distribution plan for bases, regarding material to be retained, redistributed or transferred to the Government of Iraq. They support the MSC's movement plan and will be used by USF-I J4 during the property screening process. The inventories are also used to nominate FEPP for transfer or donation to the Gol. All inventory documents are uploaded to the J7 Base Closure Portal. **(Tasks #24, 28 & 35)**

Personal property inventories must include Fair Market Value (FMV) on all FEPP to be transferred to the Gol. FMV is the purchase price minus the depreciated value. The FMV Calculation Worksheet in OPORD 10-01 Annex D, Appendix 8, will calculate the FMV of personal property. **(Task #24)**

% of Depreciation	Time Period for the Depreciated Value
25%	For the first 12 months after the date of purchase.
50%	For the period of 13 to 24 months from the date of purchase.
75%	For all property with a date of purchase greater than 36 months.
Property with an unknown date of purchase is depreciated 50%	

The MSC will conduct technical inspections of any unserviceable equipment and conduct turn-in at the Al Asad, JBB, Speicher or VBC DRMS sites in accordance with local turn-in procedures. **(Task #37)**

The J4 Plans/Battle Space Logistics Manager (BSLM) will review and validate MSC recommended FEPP distribution plans per the timeline above. Validation requirements for FEPP

Property Distribution

transfers to GoI include: no US demands for the item, no green material and no Class VII material. **(Task #26)**

FEPP Screening: Material is screened through graduated levels from local to theater commands as shown below to give US units/organizations the opportunity to retrieve excess material. Authority to transfer property to the GoI is vested in USF-I J4 and is limited to \$30 million per base. Multiple transfers per base are allowed but may not exceed the \$30 million per base threshold. Additional transfers require DUSD (L&MR) approval. **(Tasks # 28, 26, 27 & 37)**

1. Units within the Division MSC	5. Afghanistan
2. Other Divisions	6. ARCENT
3. CJSOTF	7. State Department
4. Task Forces	8. US Embassy

Property Redistribution: Throughout the screening process, US units may claim excess material from departing units free of charge. The requesting unit is responsible for the pick-up and transportation of any material they have claimed within 14 days of requesting the property. **(Task #34)**

Disposal of Barrier Material: US forces may transfer barrier material to the GoI but are not required to obtain a formal transfer signature from the Receivership Secretariat. This does not exempt bases from inventorying and reporting the volume of barrier material to be transferred. It means that the GoI will not be required to sign for the barrier material when the base is returned.

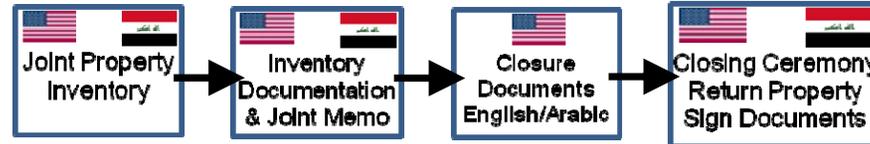
Property Re-designation: The conversion of personal property to real property has been a problem at some closures. There are a number of personal property items that, once installed in existing structures, are considered to be real property. A USF-I CG, 20 April 09 memorandum, "Return or Closure of Bases and Facilities" provides further clarification. This

Property Distribution

memo can be found on the USF-I J7 BF&E Basing website.
(Task #25) Items to be considered as real property include:

- Hard stand structures
- Incinerators
- Exterior water tanks
- A/Cs attached to buildings
- Fixed utility systems
- Installed fence & gates
- Overhead cover system
- Mounted wire & fixtures
- Mounted hoists/cranes
- Plumbing

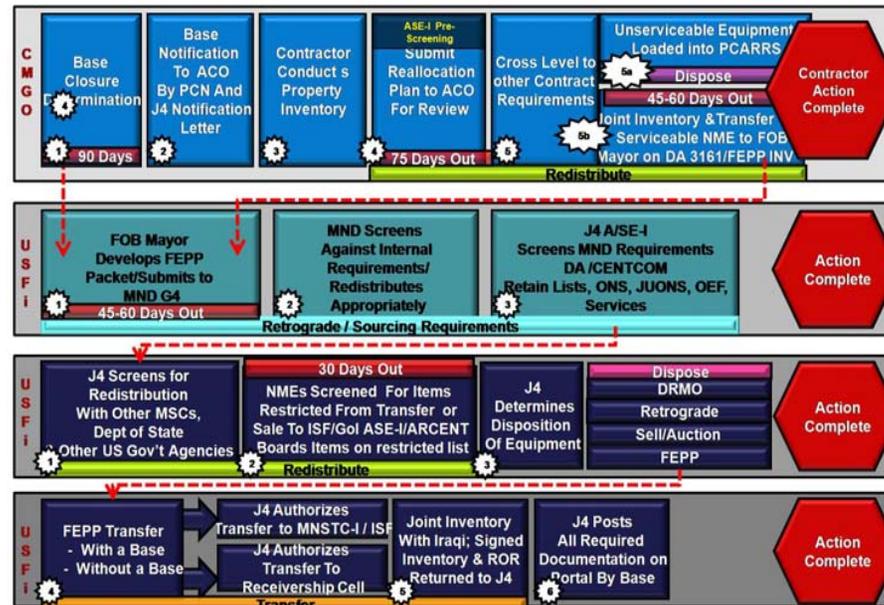
Joint US-Iraq Inventory: It is imperative that the FEPP process is completed in sufficient time to allow joint inventories to be accomplished. History indicates that joint inventories will take approximately 30 days for a COB, 2 weeks for a COS and up to a week for a COL or facility to complete. NLT 5 days prior to closure, bases will provide copies of joint inventory documentation and a memo attesting to the completeness of the inventories signed by the US unit commander and the senior Iraqi commander.



Recommendations:

Since property distribution and FEPP are such a large and time consuming part of base closure, significant time must be allocated for this process. Rigid screening requirements have created obstacles for bases who wanted to adjust closure dates and were forced to wait for transfer approvals. Additionally, frequent communication with all property owners and stakeholders is essential, especially with contracting personnel whose requirements and timelines may not be transparent to base leadership. This process, if not correctly completed, can delay a base closure or return.

Property Distribution



CMGO and FEPP Process Flow

Definitions:

Personal Property: Any property that can be moved and re-used without significant refurbishment or degradation from its intended purpose. Personal property includes government property (those items owned by Services and components) and items owned by individuals. Examples include re-locatable buildings, desks, chairs, computers, office supplies, cots, foot-lockers, and clothing. Personal property is addressed in detail in AR 735-5.

Real Property: Real property is defined as land and permanent improvements to that land to include: structures, buildings, incinerators and utilities. It also includes equipment affixed and built into the facility as an integral part of the facility (such as heating systems, installed carpeting, and overhead hoists), and non-moveable equipment (such as plant equipment and in-

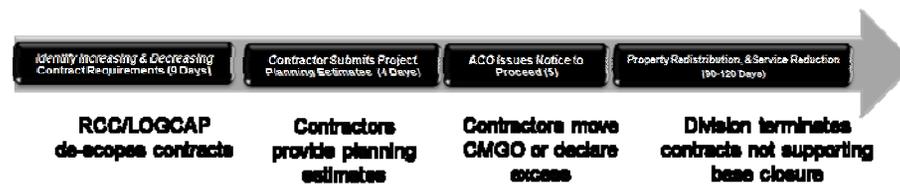
Property Distribution

stalled generators). Installed equipment is equipment requiring structural destruction to remove from a building. Real property is also addressed in AR 735-5.

Contractor Managed, Government Owned (CMGO): Property is property acquired, fabricated, or otherwise provided by the government for performing a contract and to which the government has title. It includes Contractor Acquired property (CAP) and Contract Acquired Government Owned (CAGO)

Foreign Excess Personal Property (FEPP): US Government property, to include military owned and Contractor Managed Government Owned located outside a US territory that is excess to US military and government needs.

Contracting



Introduction:

Contractors are a significant part of the support structure for US forces. Listed are some of the key contracting processes in the closure process. Maintaining the right contractors while de-scoping unnecessary contracts is central to keeping a base's closure process on schedule. Therefore, it is imperative that units examine contracts early in the closure process.

Processes:

Plan for Contract Changes: The Property Change Notification (PCN) is the official document announcing the change in status for the base and the estimated change date. While not a contractual document, it is used as an official notice to contractors and higher headquarters that the base intends to close on a certain date. The PCN is submitted by the unit requesting the property change to J7 for staffing. This should happen on the first day of the base return process, and be routed and approved within 2 weeks. COS and COB closures require routing and approval from the USF-I DCoS while COL and Facility closures may be approved at the division level. **(Task #7)**

Identify Decreasing Requirements: Base life support contracts require reduction throughout the closure process. Additionally, base commanders need to review construction contracts to determine those projects that should continue to move forward and those that should be terminated, based upon cost/benefit analysis and the base's closure date. Solid communications with all contractors working on base will assist with the de-scoping process. **(Task #51)**

Contracting

Contracting for Increasing Requirements: As life support contracts are being reduced in number, there are others that may see growth throughout this period. More than likely, the greatest need will be for transportation and logistical requirements. Environmental clean-up will be accomplished by either a single USF-I contractor or the LOGCAP contractor. See the Environmental Oversight section for additional details. When units relocate from a closing base, they need to look at their impact on the follow on location. Dining facilities, security and berthing support may all need to be augmented at a follow on location. **(Task #47)**

Request Project Planning Estimates (PPE): Project Planning Requests are submitted by bases through the Regional Contracting Center or LOGCAP for changes in service and construction contracts. They should be submitted as early as possible to allow the maximum flexibility in implementation. The Planning Request generates the PPE. The PPE is the contractor's plan to implement changes in the contract and sets expectations for cost and schedule. **(Task #66 and 67)**

Issue Notice To Proceed: Contractors can start relocation of property pending disposition, declaration of excess, relocation of assets and site clearance when they receive a Notice to Proceed from the Division, working through the Contracting Officer. The notice is released following the identification of funding through existing funding sources or the JFARB process and appropriate contract initiations or modifications. **(Task #74)**

Implement Service Reduction: The culmination of the planning and funding process is the actual reduction of base services. Bases will work with their contractors and contracting personnel to ensure the seamless reduction of services to include plans for the ultimate termination of all services and return of the site to the Gol. **(Task #71)**

Contracting

Transition to Expeditionary Standards: Bases should be reduced to an expeditionary standard in order to close within 45 days of a scheduled closure date. Units must identify those services that can be reduced or even discontinued – such as educational services, AAFES, and ablution trailers – in order to reach the 45-day standard and put the base on a closure footing. This requires a reduction in services, but not necessarily a discontinuance of services that would cause undue hardship on service members living on that base. Units must identify the contracts for reduction early to allow time for notification to the contractors and for contract de-scoping. Units must coordinate with contractors to ensure not only are services reduced to appropriate levels, but also that services are reduced in a fiscally responsible manner. The table below shows areas where reductions may take place as a base moves to expeditionary standards. The specifics for each standard is in OPORD 10-01.3.

AAFES	HAZMAT Storage	Post Office
CL I	Helipad	Potable Water
CL IV	Housing	Power Generation
CL V	Incinerator	Sewage Disposal
DFAC	Kennels	Showers & Latrines
ECP/Guard Towers	Laundry	Signal/Commo
Ed Center	Medical & Dental	TS-SCIF
Fire Services	MWR Facilities	Wash Racks
Fuel	Offices	

Units should consider reducing base life support to a standard which is sustainable for a duration of time beyond 45 days in order to provide the USF-I Commander maximum operational flexibility.

Contracting

Recommendation:

With the complex nature of the contracting environment, and the length of time it takes to de-scope contracts, it is highly recommended that the Base Mayors/MSCs stay aware of the status of the contracting entities on the bases they own. Plan on 150 days to de-scope LOGCAP support. Mayor cells should engage the Contracting Officer from the Regional Contracting Center, or LOGCAP, who will direct the contractor and synchronize contracting organizations (JCC-I/A, DCMA, AF-CAP). While contracts are flexible and designed to support operations, advanced notification will allow all parties to come up with the most prudent solutions.

Definitions:

Property Change Notification (PCN): Is a document, submitted by the base that provides information on base identification, known land owners, recommended future use, potential closure issues and most importantly the closure date. It is typically submitted early in the closure process.

De-Scoping Contracts: The process where a contractor begins scaling back their incoming supply chain and contracts are readied to be closed out or transferred to another base.

Defense Contract Management Agency (DCMA): DCMA coordinates LOGCAP contract service cancellations, modifications and/or moves. DCMA also obtains cost estimates from the LOGCAP contractor and processes LOGCAP purchase requests and commitments. As it pertains to base closure, they manage the retrograde and disposition of contractor material in the theater.

Logistics Civilian Augmentation Program (LOGCAP): LOGCAP executes program management oversight to Logistics Civil Augmentation Program capabilities to U.S. Military

Contracting

Service Components and other partners in the Iraqi Theater of Operations. Currently, there are 4 divisions of LOGCAP geographically disbursed at 12 locations, to include: Mosul, Q-West, Takrit, Al Asad, Kirkuk, Baqubah, Balad, Taji, Baghdad (IZ), Victory Base Complex, Al Kut, An Nassiriyah

Listed in the figure below are the key players in LOGCAP and will help bases determine various roles as they prepare for closure.

MSC/Mayor Cell	ASC LSO / LMS 	DCMA ACO / QAR / GPA 	ACC PCO 
Mission Needs / Funding Priorities	Requirements Development	Contract Administration	Contract Management
<ul style="list-style-type: none"> •Mission Analysis •Define operational needs / rqnmts SOW/PWS •Prepare and staff LOGCAP packets •Define priorities •Assign CORs •Service Request Order (SRO) •Control battle space and real estate •Budgeting and Funding •Resource Management •Base Tenant Meetings •Provide Evaluation of Contractor Performance 	<ul style="list-style-type: none"> •Supported Unit Interface / Tmg •Sourcing Advisors •Requirements Development •Assist with Statements of Work (SOW) / Performance Work Statements (PWS) •Project Planning Requests (PPR) •Project Planning Estimates (PPE) •Technical Evaluations of PPE 	<ul style="list-style-type: none"> •Day-to-Day Direction to Contractor •Letters of Technical Direction (LOTD) •Special Meal Requests (SMR) •Admin Change Orders (ACL) •Contractor Administration •Performance Reviews •Customer Feedback •Quality Assurance •COR Training •Property Administration 	<ul style="list-style-type: none"> •Responsible for Contract Modifications •Day-to Day Direction to Contractor •Oversight of ACOs •Responsible for obligation of funds •Responsible for negotiating cost and performance •Responsible for placing requirements on contract

LOGCAP Key Players

Joint Contracting Command-Iraq (JCC-I): JCC-I provides contracting support of vital supplies, services and construction to the Chief of Mission, USF-I, and NATO International Security Assistance Force. This includes the rebuilding of the Iraq Security Forces, reconstruction projects and supporting economic development initiatives. JCC-I also maintains oversight of the Regional Contracting Centers.

Regional Contracting Center (RCC): The RCCs are located at the 6 hubs, and aligned with the US Divisions. They provide contracting officer support to the divisions and regional commands for all JCC-I contracts.

Documentation & Real Estate Transfer



Introduction:

Documentation is required to verify base closure actions are properly completed and to keep a historical record. The USF-I Basing Portal has a user-interface where all documents are posted. There are at least 17 documents that are used to track progress throughout the closure process (and sometimes more). The key closure documentation is outlined in the table below. Real and personal property transfer is completed when the Receivership Secretariat signs the record of return and property documentation on behalf of the Gol.

Key Base Closure Documents	
1	Unclassified Deed Verification Map (DVM)
2	Initial Environmental Site Closure Survey w/Corrective Action Plan
3	Deed in English and Arabic
4	Excess Personal Property Inventory
5	COB/COS Property Change Notification
6	Approved Property Change Notification
7	Preliminary Environmental Site Closure Survey
8	Real Property Inventory
9	CMGO Inventory
10	Approved FEPP Disposition
11	Closure Ceremony Request
12	Final Environmental Site Closure Survey
13	Record of Return
14	Final Closure Documents
15	Legal Review
16	Base Closure Preparedness Chief of Staff Memorandum
17	Joint Inventory Validation Memorandum

Documentation & Real Estate Transfer

Processes:

Prepare Closure Documentation: The following documentation should be on hand prior to closing a base: record of return, deed verification map (DVM), property deed, and property inventory documentation (FEPP, CMGO, personal property converted to real property). Once proper authorization is received from the USF-I J4 for the transfer of FEPP to the Receivership Secretariat, MSCs will prepare all required documentation for joint inventory and signature. **(Task #83)**

Coordinate and Conduct Joint Property Inventories: The base commander will coordinate the joint property inventory with the proposed gaining Iraqi Security Force or GoI Ministry senior official. The property book holder or designee will conduct the joint inventory with the senior Iraqi official.

Joint inventories will take approximately 30 days for a COB, 2 weeks for a COS and up to a week for a COL or a facility to complete. The MFRs are a pre-requisite for USF-I J7 to finalize the base closure with the Secretariat. **(Task #42 and 78)**

Closure Memorandums: Units must provide two memorandums to the J7 NLT three days prior to closure: a memorandum signed by the losing US base commander and the gaining senior Iraqi officer that joint inventories were done and agreed upon with any discrepancies adjudicated (neither party is to sign the *actual* inventory documentation until the actual base transfer); and a Chief of Staff memorandum for records stating the inventories were done, the base is clean and prepared for turnover.

Coordinate with the Receivership Secretariat: Once all documentation is ready and the J7 has received the memorandums, the J7 will confirm the proposed base closure date with the Receivership Secretariat. **(Task #79)**

Documentation & Real Estate Transfer

Provide Signed Documentation to USF-I J7: After the base turnover is completed, the unit has 14 days to upload the final signed closure documentation to the J7 Base Closure Portal. The final package is reviewed by the USF-I SJA office for legal sufficiency. **(Task #87-91)**

Recommendations:

USF-I J7 highly recommends that all documentation to be signed during the return is sent to J7 for final review prior to the return/closure. J7 will assist in ensuring all documents are properly completed and ready for signatures.

Miscellaneous



Introduction:

In addition to the aforementioned topics, there are other aspects of closures and returns that units need to familiarize themselves with in order to affect a smooth transfer.

Processes:

Hazardous Waste/Scrap Management: Prior to base closure all Hazardous Waste (HW) needs to be collected from all Hazardous Waste Accumulation Points (HWAPs) and turned into the HWSA. If a HWSA is located on a base that is closing, the pickup from this location needs to be scheduled with USF-I J7 at least 30 days prior to the requested pick-up date. Hazardous waste is processed at one of two HWTC(s) at Speicher or Al Asad. **(Task #14)**

Coordinate Signal Requirements: Units need to coordinate communications requirements with USF-I J6 in order to maintain required signal coverage during the drawdown process. Another consideration is a site's part of a larger communications grid, potentially necessitating involvement by signals units to ensure coverage is maintained throughout Iraq. **(Task #57 and 72)**

Coordinate EDRT, MRPAT & MRT Support: The Defense Logistics Agency (DLA), 402d Army Field Support Brigade and the 13th Expeditionary Sustainment Command (ESC) all provide vital support to the base closure process through specialized teams. Contact these organizations directly for support. **(Task #53 and 76)**

Miscellaneous

- **Expeditionary Disposal Remediation Team (EDRT):** This DLA team specializes in segregation, disposal, demilitarization, and remediation of scrap metal yards. They also train scrap yard managers in proper management of the scrap disposal process.
- **Mobile Redistribution Property Assistance Team (MRPAT):** The 402nd Army Field Support Brigade is responsible for the Mobile Redistribution Property Assistance Teams (MRPATs), who expedite excess Class 7 Theater Provided Equipment or rolling stock (launchers, tanks, vehicles) from the theater.
- **Mobile Redistribution Team (MRT):** The 13th ESC uses these teams to help with the redistribution of excess property. Through “Operation Clean Sweep” they conduct container inspections and consolidates excess for forward movement.

Compile Data on Life, Health and Safety (LHS) Defects: USF-I J7 Task Force Safe is the source for all information regarding LHS defects. Task Force Safe will provide a list of any known electrical defects which will be translated into Arabic and presented by the USF-I Base Closure Team representative to the Receivership Secretariat at the closure of the base.
(New)

Collect Iraqi-Based Industrial Zone (I-BIZ) Business Information: US Forces have worked to bring Iraqi businesses onto bases and facilities. US Forces, however, do not have the authority to allow these businesses to remain on bases being returned to the GoI. These businesses must own an Iraqi business license and will be granted the authority to remain on base property after US Forces depart by the GoI. Bases must identify any I-BIZ businesses on their base wishing to remain there after the base is returned, six months prior to the scheduled base return to the USF-I J9 Economic Development Of-

Miscellaneous

face. Additional business information will be requested by the Gol for review and approval in advance of the base return.
(New)

Provide Transportation to Return/Closure Events: Divisions must be prepared to provide transportation support to the Receivership Secretariat and the J7 Basing Support Closure Team (15 pax total). Divisions must confirm air travel with J7 no later than 72 hours prior to the approved base closure date.

Definitions:

Hazardous Waste (HW): A discarded material that may be solid, semi-solid, liquid, or contained gas, and either exhibits a characteristic of a HW or is listed as a HW. Used POL is considered a HW in the ITO.

Hazardous Waste Accumulation Point (HWAP): Designated at or near the point of generation for the accumulation of HW. HWAPs are typically established at various operating locations (i.e., motor pools, maintenance areas etc.) and managed by a military unit assigned to the location.

Hazardous Waste Storage Area (HWSA): Facilities operated by Defense Reutilization and Marketing Office (DRMO) or Logistics Civil Augmentation Program (LOGCAP), which have been designated for storage of HW prior to disposal or treatment.

I-BIZ: A designated secure area on a US base in which an Iraqi company with a land use agreement with US Forces can establish a business.

LHS Defects: A life, health, and safety defect is a serious electrical hazard that exists, is likely to exist, or will exist if not corrected due to degradation over time, that could cause severe injury or death if not removed. LHS defects have two

Miscellaneous

classifications: Flash and Priority.

Flash: A known electrical defect that poses an immediate threat to life, health and safety.

Priority: A known electrical defect that will pose a threat to life, health and safety in the future if left unrepaired.

Introduction:

For operational reasons US Forces may remain on bases after they have been returned to the GoI. In these cases a tenancy agreement will be required.

USF-I has established a Tenancy Agreement with the GOI that will guarantee Security Agreement rights for Agreed Facilities and Areas tenancies. Although each tenancy base requires GOI approval on a case-by-case basis.

Processes:

Units requesting tenancies will provide the information listed below to USF-I J7 for coordination and submittal to the Receivership Secretariat. The Receivership Secretariat and/or Joint Sub-committee on Agreed Facilities and Areas (JSCAFA) will be the final approval for all tenancy requests.

Required Information for Tenancies:

- Local name of base
- LAFAs number
- Province and nearest city
- Iraqi Unit on the base
- Iraqi Unit Commander's contact information to include cell phone number
- Iraqi Operations Center and contact information
- US Forces unit
- Number of US Forces
- US Forces mission
- Proposed end date
- Map of tenancy area

Basing Actions

Introduction:

As USF-I executes the Responsible Drawdown of Forces, situations may arise where units must establish new bases, expand existing bases, and/or establish tenancies in order to support future operational requirements. J7 Basing has implemented an electronic staffing process to expedite action on requested basing actions in order to receive GOI approval.

Processes:

All staff packages for basing actions involving establishment of new bases, expansion of current bases and establishment of tenancies will be submitted electronically to J7 Basing for action. Units will submit all requests to the J7 BF&E organizational email box at USFJ7BFE@s-iraq.centcom.smil.mil.

Upon acceptance of the basing action request, J7 Basing will staff the packages to J3, J5, J7 and SJA for comment and recommendation. Upon completion of staffing, the package will be submitted to the USF-I DCoS for approval. All packages will then be submitted to the Receivership Secretariat for approval and to the JSCAFA for final approval in accordance with the Security Agreement. Additional information regarding this process can be found in USF-I FRAGO 0397.

Base Management OPT

The Base Management Operational Planning Team (BMOPT) meeting is the primary forum to exchange information regarding current and upcoming basing operations. It is chaired by the J7 Deputy Director, Basing Facilities & Environmental and is conducted bi-weekly. This meeting is the time for USDs and MSCs to report on their basing and base closure progress as well as request support for basing related actions. The topics covered in this forum relate to all aspects of base closure. The BMOPT participants include, but are not limited to the following organizations:

AAFES	J4	PMO
AFCENT	J5	OPA
ARCENT	J6	SJA
CJSOTF	J7	SOCCENT/SOD-I
DCMA	J8	UNAM-I
ITAM	J9	USD Engineers
J2	JASG-C	VBC Garrison
J3	JCC-I	13 th ESC

Definitions

Types of Base Closures>Returns:

Base Closure: Base is turned over to the GOI through the Receivership Secretariat. Base is no longer available for USF use. No USF presence remains. No USF property is left behind.

Base Return to ISF: USF relinquishes control of an entire base, or a portion of a base to the ISF.

Complete Return to ISF: USF relinquishes control of an entire base to ISF. No USF presence remains. Base can be used as an operational platform at a later date through coordination with the ISF. USF property may/may not be turned over with the base.

Partial Return to ISF: USF relinquishes control of a portion of a base to ISF. USF presence remains as either a landlord or tenant if agreed upon by the GOI Receivership Secretariat in advance. Base can be used as an operational platform. USF property may/may not be turned over with the base.

Base Return to Other GoI Ministry: USF relinquishes control of an entire base, or a portion of a base to a GoI entity other than ISF. Base can be used as an operational platform only if USF presence remains. Negotiations with the Receivership Secretariat and the gaining Ministry must be made in order for USF to remain.

Partial Return to Other GoI Ministry: USF relinquishes control for a portion of a base to a GoI entity other than ISF. USF presence remains as either a landlord or tenant. Base can be used as an operational platform. USF property may/may not be turned over with the base.

Closure Processes:

Standard Closure: This is the normal closure process as described in the USF-I Base Closure SOP. Standard closures apply to COBs, COSs and COLs. All steps in this process must be completed where they are applicable.

Modified Closure: A modified closure is an abbreviated process that applies to tenancies, other areas and facilities. It is initiated through a request for modified closure to J7 BF&E. If approved, J7 BF&E will determine which base closure steps must be completed based on the factors listed in the figure above.

Administrative Closure: This type of closure is solely for bases that have not been occupied, are duplicates of other bases recorded on the List of Agreed Facilities and Areas (LAFA), or are 'unclaimed'. This is NOT a way to close small bases with a minimal footprint and is only to be used for the bases described above.

Definitions

Base Types:

Forward Operating Base (FOB): A generic term used to describe a COB, COS, or COL. There is no construction or life support standard associated with the term “FOB.”

Contingency Operating Bases (COB): A Contingency Base is usually occupied by an element larger than Brigade Combat Team (BCT) size from a single service or joint services, and is generally a command and control hub and/or regional logistics hub; characterized by advanced infrastructure for facilities and communications for the expected duration of the operation. A COB may include an airfield C-130 capable or larger.

Contingency Operating Sites (COS): A Contingency Site is usually occupied by a BCT size element or smaller capable of providing local and regional operations, security, and/or humanitarian assistance relief. The site size and capabilities are scalable to support rotation of forces or prolonged contingency operations. Characterized by limited infrastructure and may be dependent on some contracted services.

Contingency Operating Locations (COL): A contingency location is usually occupied by a battalion sized element capable of quick response to operations, security, civic assistance or humanitarian assistance relief. A COL is dependent upon a COS or COB for logistical support characterized by stark infrastructure primarily dependent on contracted services or field facilities. A COL consolidates to a COS as the contingency matures. There are four types of COL's:

Coalition Out-Post (COP): A COP is a sub-type of COL; it is usually occupied by a battalion and is a well prepared fortified outpost used to defend, observe, and conduct operations that allow a coalition force commander to project forces into neighborhoods to protect civilians and disrupt enemy activity.

Definitions

COP's are normally employed in restrictive or urban terrain in order to provide security, presence, and force protection into an operational environment. They can be solely coalition forces or combined with ISF, (the key in differentiating a COP from a JSS is the temporary nature of the facility, versus the more permanent, transitory to the ISF nature of the JSS.)

Patrol Base (PB): A PB is a sub-type of COL; it is usually occupied by a company and is a well-prepared fortified position that a patrol set(s) can occupy as required. The point of origin where patrol set(s) can defend, observe, and conduct limited missions while supporting overall operations. A PB is a defensible position with over-watch of avenues of approach, standoff capabilities to mitigate vulnerability to VBIED and other types of attacks. (The key in defining a PB is the temporary and frequently changing location of the base.)

Joint Security Station (JSS): A JSS is a **sub-type** of COL; it is usually occupied by a company and is a command and control node that directs security force operations in conjunction with other JSS's within an operational environment. The JSS is a joint, combined HQ including IP, IA and/or NP, and CF units that serves as a coordination point for patrols to maintain a continual presence in a given AOR. (The key in differentiating a JSS from a COP is the plan to eventually turn the facility over to Iraqi control, for continued security operations).

Provincial Joint Coordination Center (PJCC): A PJCC is a sub-type of COL; it is usually occupied by a section and is a civil operations center where the Iraqi face is leveraged to connect with the needs of the people. A PJCC coordinates public administration, economics, public facilities, linguistics, cultural affairs, and civil information activities in support of military operations through operational or local levels of military and police command.

References

Basing Guidance:

- AR 735, Policies and Procedures for Property Accountability
- CENTCOM Regulation 415-1 “The Sandbook”
- DOD Instruction 4160.21-M, Defense Material Disposition Manual
- DRMS/O Turn-In SOP
- OPORD 10-01, Annex D, Appendix 2, Tab A
- OPORD 10-01 Annex D, Appendix 8
- OPORD 10-01.3 Annex I, Appendix 2 (SOP, Base Closure and Return)
- USF-I FRAGO 0397
- US-Iraq Security Agreement

Environmental Guidance:

- CENTCOM Regulation 200-2 “Contingency Environmental Guidance”
- USF-I Environmental SOP
- US-Iraq Security Agreement

Points of Contact

- Chief, USF-I J7 Basing:
NIPR 485-5221, SIPR 241-8589
- Chief, USF-I J7 Basing Plans & Policy:
NIPR 485-4258, SIPR 241-8267
- Chief, USF-I J7 Basing Operations:
NIPR 485-2882, SIPR 242-0191
- Chief, USF-I J7 Real Estate:
NIPR 485-3824
- Chief, USF-I J7 Environmental:
NIPR 485-4046, SIPR 242-0941
- Chief, USF-I J7 Environmental Plans & Programs:
NIPR 485-4287, SIPR 242-0941
- Chief, USF-I J7 Environmental Assessments:
NIPR 485-5216, SIPR 241-8593
- Chief, USF-I J7 Facilities:
NIPR 485-5215, SIPR 241-8612
- USF-I J4 BCAT Team Lead:
NIPR 485-5215, SIPR 241-8612
- USF-I J4 FEPP:
NIPR 485-2857, SIPR 241-8700
- JCC-I Operations Officer:
NIPR 485-3772, SIPR 243-4686
- DCMA Quality Assurance Specialists:
SIPR 243-2630
- DLA, DRMS AOIC:
NIPR 485-2846, SIPR 242-0145
- 13th ESC Mobility Officer:
NIPR 443-2517
- 402nd AFSB Operations:
SIPR 241-1033

Notes

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