DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
200 STOVALL STREET
ALEXANDRIA, VA 22332

IN REPLY REFER TO

NAVFACINST 11010.63A
FAC 202
26 December 1979

NAVFAC INSTRUCTION 11010.63A

From: Commander, Naval Facilities Engineering Command

Subj: Planning Services for Navy and Marine Corps Shore Activities

Ref: (a) OPNAVINST 11010.1J of 1 Oct 79
(b) MCO P11000.12A of 18 Aug 75 with changes 1 and 2
(c) OPNAVINST 11210.1A of 3 Jan 78
(d) NAVFAC P-970 of 15 Jun 78

Encl: (1) Guidelines for the Preparation of Naval Systems Studies
(2) Guidelines for the Preparation of Regional Studies (Profiles)
(3) Guidelines for the Preparation of Complex Master Plans
(4) Guidelines for the Preparation of Activity Master Plans and Related Products
(5) Guidelines for the Preparation of Category C Activity Master Plans
(6) Guidelines for the Preparation of Master Plan Environmental Documentation
(7) Guidelines for the Preparation of Special Planning Studies
(8) Guidelines for Incorporating AICUZ Studies into Master Plans
(9) Guidelines for the Preparation of Base Mapping

1. Purpose. This instruction is intended to advise Navy and Marine Corps activities and commands of available installation planning services and to provide guidelines for the preparation of associated products.

2. Cancellation. NAVFAC Instruction 11010.63 of 18 December 1975 is cancelled.

3. Background. Reference (a) assigns the Naval Facilities Engineering Command responsibility for shore installation planning. Reference (b) promulgates policies and procedures of the Marine Corps Facility Planning Systems. Pursuant to these instructions, the Naval Facilities Engineering Command is conducting Navy/Marine Corps-wide planning programs. The following planning services are available to Navy/Marine Corps activities, commands, CNO, CMC, SECNAV and DOD offices:

a. Systems Studies
b. Regional Studies (Profiles)
c. Complex Master Plans
d. Activity Master Plans
e. Category C Activity Master Plans
f. Capital Improvement Plans
g. Special Planning Studies

h. AICUZ Studies
i. Master Plan Environmental Documentation
j. Technical Support Studies (Traffic, Noise, Mapping)
k. Consultation

Services (a) through (i) are covered in detail in enclosures (1) through (8). Technical support studies, which are addressed in references (c) and (d) and enclosure (9), are usually accomplished in support of complex and activity master plans and AICUZ studies. The term "consultation" is used for planning efforts of short duration and limited scope which do not result in a document-product.

4. Funding. The aforementioned planning services are generally provided at no cost to activities and commands. AICUZ studies which exceed the scope outlined in the master plan program (see enclosure (8)), and special planning studies which exceed available in-house resources or preempt scheduled workload are considered reimbursable.

5. Action. Addressees are requested to avail themselves of the planning services described in the instruction and to seek assistance in facilities planning from the Naval Facilities Engineering Command Headquarters and its Engineering Field Divisions.

R. W. Collins

Assistant Commander for Facilities
Planning and Real Estate

Distribution: (Two copies each unless otherwise indicated)

SNDL	A2A	(Independent Offices)
	A3	(Chief of Naval Operations) (OP-04E - 10 copies, OP-45 - 10 copies, OP-44 - 10 copies)
	A4A	(Chief of Naval Material) (5 copies)
	A5	(Bureaus) (5 copies)
	A6	(Marine Corps Headquarters) (5 copies)
	21A	(Fleet Commander-in-Chief) (10 copies)
	22	(Fleet Commanders)
	23	(Force Commanders)
	24	(Type Commanders)
	26F	(Operational Test & Evaluation Force Commands and Detachments)
	26O	(Guided Missile Unit)
	27C	(Sea Frontier Commanders)
	42A	(Fleet Air Commands)
	B3	(Armed Forces Staff College only)
	B5	(U.S. Coast Guard)
	E3A	(Laboratory ONR)
	F	(Activities under the Command of the Chief of Naval Operations, less FF1, FD1, FE1, FG1, FKA1, FKN1, FR1, FS1, FT1)
	FF1	(NavDist Commandants) (5 copies)
	FD1	(OCEANAV) (5 copies)
	FE1	(COMNAVSECGRU) (5 copies)
	FG1	(COMNAVTELCOM) (5 copies)
	FKA1	(SYSCOMHQS) (5 copies)
	FKN1	(Engineering Field Divisions) (10 copies)
	FR1	(COMNAVRES) (5 copies)
	FS1	(NAVINTCOM) (5 copies)
	FT1	(CNET) (10 copies)
	V	(Activities under the Command of the Commandant of the Marine Corps V3, V5, V8, V12, V14, V15, V16, V17, V23 only)
	FT37	(NAVSCOLCECOFF) (200 copies)

Stocked: CO, NAVPUBFORMCEN
5801 Tabor Avenue
Philadelphia, PA 19120

GUIDELINES FOR THE PREPARATION OF NAVAL SYSTEMS STUDIES

I. DEFINITION AND SCOPE

A. A "system," for the purpose of shore installations planning and as referred to in this instruction, is the functional grouping of facilities, equipment and people within the Navy and Marine Corps, performing service-wide interrelated tasks and having the mission of providing a singular, specific type of operational, logistical or personnel support. Examples of readily identifiable systems within the Navy/ Marine Corps are ammunition, pilot training, aircraft maintenance, and communications.

B. A systems study provides a basic description of the workings of a particular system, an analysis of requirements versus assets in terms of facilities, equipment and people, and recommendations to improve the system.

C. Systems studies can be worldwide in scope or deal with specific segments of a larger system. These studies relate to regional studies and profiles as these functional systems are represented in geographic areas such as Naval complexes and activities. To a large extent, systems within the Navy and the Marine Corps have sponsors represented by command organizations within the Chief of Naval Material Command and Commandant of the Marine Corps. The Naval Facilities Engineering Command does not accomplish systems studies without being requested to do so by the Chief of Naval Operations/Commandant of the Marine Corps or the appropriate bureau or systems command, and then only with the full participation, including resources, of the cognizant command.

II. CONTENT

The organization and format of systems studies and subsequent reports will vary, depending on the scope of the system being studied. However, the following outline is presented as what may typically be found in a study report:

1. Executive Summary. A brief overview of the study will appear in the front of the document. Specific proposals and recommendations, as well as follow-on actions, will be highlighted.

2. Table of Contents, List of Illustrations, and List of Tables.

3. Introduction. The objectives of the study, major areas of concern, the methodology followed, assumptions, and ground rules

will be spelled out. Information valuable to the reader on steps leading to the study coordination and review procedures and other relevant background material will be provided.

4. System Level Description and Analysis. Factual material which describes the system, its assets (facilities, equipment, and manpower), its weaknesses, critical areas of concern, and projections and forecasts will be included. This section might typically be organized into five subsections covering historical development, existing system description, requirements, problems and recommendations. Analyses should be developed and documented which will later support and provide background for proposals and recommendations.

5. Regional Description and Analysis. Assuming the study encompasses more than one geographical/political region, this section will deal with those regional components which comprise the system. A typical organization of this section might include a description of existing assets, identification of problems, and recommendations.

6. Complex/Activity Description and Analysis. Depending on the scope of the study, a complex/activity level description and analysis may be included in the study. This section could be organized to describe existing conditions and assets, problem areas, and to recommend solutions.

7. Preliminary Environmental Assessment (PEA). A preliminary environmental assessment will be included to cover potential impacts resulting from the implementation of proposed actions. Additionally, proposals and recommendations should be evaluated and assessed from an energy and fiscal point of view. Where alternatives exist, advantages and disadvantages should be addressed with order of magnitude cost estimating as a part of alternative comparisons and prioritizing.

8. Bibliography (As appropriate).

9. Appendices (As appropriate).

III. PRODUCTS

Products of a systems study are study documents and audio-visual presentations. Study documentation will follow the specifications outlined in enclosure (4).

IV. COORDINATION AND REVIEW

In participatory planning, coordination and review procedures should be developed and formalized at the outset and incorporated into a statement of mutual understanding, such as a plan of action and milestones (POA&M).

It may be helpful to establish a review and policy board to provide guidance during the course of the study effort. It is mandatory that all affected commands and organizations be included in both the study development process and subsequent reviews.

GUIDELINES FOR THE PREPARATION OF REGIONAL STUDIES (PROFILES)

I. DEFINITION AND SCOPE

A. Regional studies and profiles, in the context of naval shore installations planning, provide an overview of the Navy and Marine Corps presence and interests within a specific geographic area. These studies describe the relationships between Navy and Marine Corps operations and those of the other military services within the infrastructure of federal, state and local government, industry and commerce, and residential communities. Such studies can take a number of different forms, utilize various methodologies, and be accomplished either to solely provide background information or, in addition, to recommend specific actions and/or further study.

B. Regional studies are to be developed for geographic areas where the Navy and Marine Corps have a concentration of shore installations, fleet unit and/or aircraft operations. Where this occurs, a complex and interdependent relationship exists between the Navy and Marine Corps and the civilian community. The Navy and Marine Corps, on one hand, provide economic input into the region as employers and consumers of goods and services. On the other hand, Navy and Marine Corps personnel utilize educational, social and recreational services and require utilities and transportation support of the community. Because of the socio-economic interrelationships between the Navy and the civilian community, complex political relationships exist. The recognition and participation in the political process by the Navy becomes increasingly more important as land and natural resources diminish and competitive interests grow in number and strength.

C. Studies are appropriate and appear to be useful tools for the following regions:

Mediterranean	Los Angeles
United Kingdom	San Francisco
Charleston	Puget Sound
Caribbean	Hawaii
Jacksonville	Guam
Pensacola	Okinawa
Washington, D.C.	Philippines
Norfolk	Japan
San Diego	

D. The regional study or profile is intended to be the first in a series of planning documents which, in descending scale, includes complex master plans, activity master plans, (and capital improvements

plans) and special planning studies. Properly prepared, the study provides relevant information and analysis to the individual Navy and Marine Corps activities within the region. Such overview information as climate, regional transportation, energy sources and economy can then be referred to in the preparation of complex and activity master plans, with only brief summaries or particularly relevant information repeated.

II. CONTENT

While the content and organization of regional studies will and should vary to some extent, depending on the specific region involved and the direction/methodology of the study, the following sections might typically be included in a regional study.

1. Executive Summary. A brief overview of the study will appear in the front of the document. In instances where specific actions or further studies are recommended, a synopsis of these recommendations should be included.

2. Table of Contents, List of Illustrations, and List of Tables.

3. Introduction. Background narrative on the purpose of the study, the methodologies used, assumptions made, and other factors which are important to the reader regarding the formulation and credibility of the study itself will be provided.

4. Description of the Region. This section will provide factual material defining and locating the region, its historical perspective, the real estate involved, demographic data, socio-economic and cultural factors, political and jurisdictional factors, traffic and transportation, energy and utilities, climate, geology, and geography, and other environmental data. Crucial to the study is an analysis of existing local and regional plans which may exist to guide the development of the community external to military facilities.

5. Navy and Marine Corps Presence. Either of two major methodologies can be followed to identify, describe, and analyze the existing Navy and Marine Corps shore installations and air and fleet operations. Functional studies can be developed which describe and analyze the Navy and Marine Corps presence in terms of systems and subsystems within the region. Examples of these functional studies include aviation, communications, fleet berthing, training, physical plant maintenance, RDT&E, supply, POL, ordnance, health care, administration and technical support, bachelor housing, personnel support, family housing, community facilities, utilities and energy, and real property management. An alternative to functional studies methodology is to inventory and analyze Navy and Marine Corps assets/deficiencies using individual activities as

the common denominator. Each activity could be "profiled" or inventoried, providing factual summary descriptions using mission and tasks or real estate and capital improvements as a base. Analysis of Navy and Marine Corps systems and subsystems for activities from an asset/deficiency point-of-view can either be included with the existing condition information, or be approached in a separate section. Analysis of Navy and Marine Corps presence in the region relative to the man-made and natural factors of the region can likewise be discussed either in the section describing the region, or separately in an analysis section.

6. Issues, Problems, Conclusions and Recommendations. In instances where the regional study is intended to recommend specific actions or additional studies, a section will be developed to highlight this information. Should actions be recommended, it will be necessary to include a preliminary environmental assessment (PEA) to describe the impacts of those actions should they be implemented.

7. Bibliography. Source materials used in the development of the regional study/profile will be provided.

8. Appendices (As appropriate).

III. PRODUCTS

A. The products of a regional study effort are in the form of publications and audio-visual presentations. The study publication can be one or several volumes printed on 8 1/2" X 11" paper and bound in multi-ring binders to facilitate updating and modifications. The cover of the document should be of rigid plastic material and display, as a minimum, the name of the region and Naval Facilities Engineering Command. Maps and graphics can be either 8 1/2" X 11" or larger dimension fold-outs. Maps and graphics are to be integrated into the narrative so as to appear after the first reference. The use of color in graphics is recommended where the complexity or effectiveness of the graphics dictates.

B. Audio-visual presentations may be developed to facilitate dissemination of the study information and recommendations and/or as a means of obtaining necessary reviews and approvals during the formulation of the study.

IV. COORDINATION AND REVIEW

Regional studies can have several sponsors/users. Naval District Commandants, Naval Base Commanders, Fleet Commands, Systems Commands, CNO and OSD may utilize regional studies as a source document for obtaining informational overviews of Navy and Marine Corps activities. As the first-level-planning document for shore installations,

the regional study brings together and provides background material for complex and activity master plans, and signals potential problem areas, facilitating the development of these products as well as eliminating redundant efforts for the more specific planning efforts. It is important that all affected commands and organizations be included in the regional study development process, and that frequent reviews be scheduled to ensure complete inputs and the accuracy of the material. Procedures similar to those found in enclosure (4) should be followed in this regard.

GUIDELINES FOR THE PREPARATION OF COMPLEX MASTER PLANS

I. DEFINITION AND SCOPE

Complex master plans will be developed and updated for Navy and Marine Corps activities where two or more individual activities, or an activity with non-continuous annexes, or, in the case of air installations, outlying fields, have significant common interests and/or exist in a common interests and/or exist in a common environment. The complex plan differs from the individual activity master plan (see enclosure (4)) only in the respect that an overview section is prepared which deals with common elements. The principal reason for developing the overview section is to avoid unnecessary expenditures of resources in duplicating background material in two or more activity plans. Complex plan overview sections will cover items such as community and environmental planning, activity interrelationships and dependencies, logistical and personnel support, housing, traffic and encroachment. Individual activity master plans will then be included either in the same binder with the complex overview as separate chapters or in individual binders. Where activity plans are under separate cover, the complex overview section can be reproduced under each cover or referenced as a separate document. In some instances, complex overviews will fall under a larger "umbrella" which will deal with a geographical/political/economic region. Where this occurs, information common to the region will not be reproduced in the complex plan except as needed to support specific proposals or as key background material. Complex plans will refer to regional studies/profiles as required.

II. CONTENT

The complex master plan will follow the format and organization of the activity master plan guidelines (enclosure (4)) with the addition of the complex overview section up front. The complex overview section will vary reflecting the need to tailor this section to the specific complex. As a minimum, this section will contain the following elements:

1. Executive Summary (As appropriate).

2. Table of Contents, List of Illustrations and List of Tables.

3. Introduction. Background material on the objectives of the plan and the methodology used to develop it will be provided. This section will include assumptions and ground rules adopted in order to develop the complex overview.

4. Identification and Location of Navy/Marine Corps Activities Considered as a Part of the Complex. In instances where confusion may exist, activities not included in the complex overview will be clearly identified.

5. History. A brief narrative supplemented by appropriate pictures/graphics to describe the military history of the development of the subject activities will be written. Careful attention will be given to prevent overlapping between this section and material included in a subsequent section or activity master plan chapters dealing with historic resources.

6. Identification and Location of DOD and Other Federal Activities/Agencies Which Interact with Activities Within the Complex. The manner of interaction and support/dependency will be described.

7. Natural Environment. In instances in which a regional study/profile will not provide background material on the natural environment, this section will be developed to provide that information for the activities in the complex.

8. Socio-economic/Political Environment. In instances in which a regional study/profile will not provide background material on the socio-economic/political environment, this section will be developed to provide that information for the activities in the complex.

9. Infrastructure (Transportation, Utilities). In instances in which a regional study/profile will not provide background material on the infrastructure, this section will be developed to provide that information for the activities in the complex.

10. Description and Analysis of Navy/Marine Corps Functions in the Complex. This section will describe the scale and nature of operations and support functions, the interrelationships and interworkings of functional departments of the individual activities as they relate to other activities in the complex, problem areas, potential areas of concern, and feasible solutions to those problems. Functions which may be included in this section, depending on the complex being described, are:

a. Training
b. Air operations
c. Waterfront operations
d. Administrative
e. Supply/Storage
f. Explosives storage and weapons handling
g. Medical/Dental
h. Public Works
i. Community support

j. Recreation
k. Unaccompanied housing
l. Family housing
m. Historical resources
n. Other functions common to two or more activities within the complex.

11. Bibliography (As appropriate).

12. Appendices (As appropriate).

III. PRODUCTS

A. The complex master plan will follow the standards for activity master plans as outlined in enclosure (4). The complex plan overview section will be uniquely paginated so that page changes and updating of the section will not affect activity master plan chapters which may be included in the same binder.

B. Attention will be paid to organization, format, and editorial style to insure compatibility and, to a large degree, uniformity between complex plan overview sections and activity master plans. This is particularly important, since, in the three/six/nine-year master plan update cycle schedule, complex overviews may not be updated as frequently as some activity master plans within the complex.

C. Maps, tables, and graphics that are required to support narrative will be fully integrated into the plan. These graphics will be printed and/or xeroxed, as appropriate. Illustrative material should be carefully selected to avoid redundancy with activity master plans and to closely support written material included within the overview section.

IV. COORDINATION AND REVIEW

The coordination and review of complex master plans will follow that described in enclosure (4) for activity master plans. It is necessary that complex overview sections be reviewed either before activity master plans within the complex, or simultaneously with them. In instances where activity master plans are updated and the overview section is not, it may be necessary to provide copies of the most recent overview section to reviewers to provide necessary background information and continuity.

GUIDELINES FOR THE PREPARATION OF ACTIVITY MASTER PLANS AND RELATED PRODUCTS

INTRODUCTION

A. Many Navy and Marine Corps activities have been developed over the years without the benefit of comprehensive master plans, resulting in less than optimum development. Wartime expansions, mission changes, and fiscal constraints also aggravated problems. Master planning cannot totally eradicate the ills of the past but can provide practical, incremental development plans for the shore establishment to support current and projected mission requirements, improve operational capabilities, protect required resources and the environment, and demonstrate the Navy's and Marine Corps' commitment to the implementation of DOD and Federal policies. The guidelines included in this instruction have been developed with the recognition that the planning process must be flexible and relevant to the particular requirements, unique situations, conditions, or problems of individual Navy and Marine Corps activities. The master plan should emphasize issues which are instrumental to the decision-making process.

B. About 285 individual Navy and Marine Corps activities are scheduled to receive comprehensive master planning services over a nine-year planning cycle. During that nine-year cycle, activities which have experienced particularly significant problems from mission changes, growth, encroachment or other unique constraints (designated Category A), will be scheduled for master plan updates on a three-year cycle. Activities, with more typical problems or with few anticipated mission changes (designated Category B), will follow a six-year cycle. The more stable activities (Category C), with little anticipated change in either operations or growth, have their master plans reviewed every nine years. The initial nine-year schedule began in FY-77. While a few Navy and Marine Corps activities never received master planning services, the majority have their initial master plans in effect, and many have received one or more updates. The initial master plans and the subsequent updates will be used as the foundation for future updates. This instruction is also a vehicle to promulgate new criteria requirements and guidance received from congressional and executive levels of government which pertain to, or need to be incorporated into, the master planning process. Master plan updates should incorporate these changes at the earliest opportunity.

C. For Category C activities and others not listed on the nine-year schedule, where land holdings are relatively small, operations more passive, future growth improbable and nominal community growth/encroachment problems, master planning services will be provided, but

on a scale commensurate with the activities' needs. The product of these services can be described as a Category "C" activity master plan. The document will consist of a brief description of the activity, its assets, base loading, mission, and facility/real estate requirements. A minimum number of graphics will be used to locate the activity, depict its physical arrangement and indicate any potential changes in real estate/facility assets. (See enclosure (5) of this instruction.)

D. Shore installation master planning is the comprehensive planning performed for an activity or complex of activities to insure logical and efficient use of facilities and real estate assets, and to guide activity growth and change. The master plan process provides the mechanisms for insuring that activity projects are sited to meet operational, safety and environmental requirements, but also to insure that road and utility infrastructure support and site improvements have been considered. The master plan itself documents the planning process and provides a vehicle for planning recommendations and proposals. Additionally, the plan is a compendium of factual material describing the activity, its mission and the environment in which it operates.

E. The master planning team should include representatives from the disciplines of architecture, engineering, environmental planning, landscape architecture, and urban and community planning. The planning team will solicit and utilize available expertise in natural resource management, energy conservation, pollution abatement, and requirements planning. This interdisciplinary approach will ensure consideration of all pertinent natural and man-made constraints and will result in master plan recommendations that are valid within the limits of established criteria.

II. THE PRODUCTS

The products of master planning efforts are in the form of publications and audio-visual presentations. The master plan is a two-part document; the first part is the "traditional" master plan describing the activity and its needs and culminating in the proposed land-use plan and, when requested, an ultimate development plan. The second part, the capital improvements plan (CIP), concerns the implementation of recommended projects. Activity existing conditions maps are to be updated as a part of the master planning effort. Audio-visual presentations are utilized during the formulation of the plan and as a vehicle to explain the completed plan's contents.

1. The Master Plan. The master plan is to be an easily reproducible, concisely written, comprehensive document. It will cover all aspects of the subject activity, its problem areas and anticipated needs. Relevant federal legislative and executive order requirements will be considered in the plan.

2. The Capital Improvements Plan (CIP). Ideally, the capital improvements plan should be updated annually. It will be detachable from the master plan and will avoid redundancy.

3. Existing Conditions Maps. Existing conditions map(s) of the activity including an index of structures will be updated as a part of the master plan update process.

4. Audio-visual Presentations. Audio-visual presentations will be professional in technique with the subject matter tailored to the specific audience. Chain-of-command presentations will deal with activity problems and potential solutions, the advantages and disadvantages and costs of these solutions, and avoid unnecessary background information. Presentations will be directed to obtain guidance, decisions and comments.

III. GOALS, OBJECTIVES AND METHODOLOGY

Master planning endeavors will be sensitive to operational requirements, Navy and Marine Corps policy, environmental (natural and man-made) assets and constraints, fiscal conditions, and human concerns. Goals and objectives will be established as a first step in the planning process. The methodology adopted for the plan update will be logical, establish continuity, and be receptive to input from various sources addressing points of concern. There is no uniform methodology which can or should be applied to all planning efforts.

IV. REQUISITES FOR A MASTER PLAN

The following information should be in hand or applied for before committing EFD or architect/engineer (A/E) resources:

1. Approved statement of mission and tasks of the activity.

2. Current and projected base loading (Since land planning concepts and plans are not sensitive to minor changes in base loading, the data may be expressed in round numbers or in ranges. More specific data will be required to support individual projects in the CIP).

3. Updated and approved Basic Facilities Requirements (BFR), Engineering Evaluation (EE) and the Requirements List (1360 Report) showing proposed projects in upcoming programs and unprogrammed projects. (Marine Corps Forms 10915, 10651, 10801, 10956 and 11005.)

4. Updated existing conditions maps, including topography, flood plain data and designated areas of special significance.

5. Current noise surveys for all activities generating or affected by noise.

6. Current AICUZ information for all air stations or activities affected by air operations.

7. Natural resources management plans, agreements and special studies.

8. Current on-station and vicinity traffic data.

9. Energy/utility system technical surveys and studies.

10. Current survey data covering all historic archeological and other cultural resources.

V. DATA COLLECTION

As data is collected, it should be sorted and filed using techniques which will expedite its later use. Data collection is a continuous process, not just a scheduled phase of the immediate planning effort. In view of the 3-6-9-year master plan update cycle, certain data collection efforts are accelerated as the scheduled date for plan initiation approaches. Data collection techniques include:

1. Preplanning Conference. A preplanning conference will be scheduled to initiate the planning process. All interested parties should be in attendance; i.e., the activity sponsor, the commanding officer, representatives of tenant commands and such key personnel as department heads. During this conference the planning team will establish the objectives of the planning effort and introduce the participants to the planning process. The scope of work will be discussed in detail to ensure that all planning requirements are included, that all parties understand and concur in the provisions of the scope, and that the milestone schedule is satisfactory. The necessity for timely and valid inputs to the effort, as well as effective communications between parties, will be emphasized. NAVFACHQ is to be notified of the conference by the Engineering Field Division (EFD) and the Headquarters will be represented if possible.

2. Field Investigation. Early in the planning effort, but subsequent to the preplanning conference, field investigation studies will be conducted. This investigation will provide a complete overview of the existing natural and man-made conditions at the activity, insight into activity operations and on-station development trends, and provide background information on off-base regional trends and potential influences. The investigation will include an on-site review of engineering evaluation

documentation, observation of activity personnel, and discussions with the commanding officer relative to civilian activity outside of station boundaries.

3. Document Collection and Review. Every effort will be made to obtain current documentation on which to base planning studies and concepts. Data sources will be listed in a bibliography to facilitate future updating efforts.

VI. MASTER PLAN FORMAT

A. The one-volume master plan will be reproduced in the standard 8 1/2" X 11" size and will be bound in a loose leaf binder to facilitate adding or removing pages. The cover will be of a rigid material and display the name of the activity, its location, and Naval Facilities Engineering Command. The inside title page will give the name of the preparing EFD and the date of publication.

B. Maps, tables, and graphics necessary to support the narrative and portray proposals will be prepared, integrated and numbered consecutively within the text. All maps, tables and graphics will be mentioned in the text and appear at the first opportunity following the reference. Maps requiring a large format can be fold-outs. Where desirable, large maps/graphics may be included in the binder using a pocket at the back of the 8 1/2" X 11" material. A reduced version of the pocket-held material will be included in the text at the appropriate location. Graphic techniques which best present the information and are economical and easily reproducible will be utilized. These graphics may be printed in color as necessary to clearly depict concepts or define the functional land use areas.

VII. MASTER PLAN CONTENTS

While each master plan is tailored to the subject activity, the text as a minimum will contain the following sections:

1. Executive Summary. A brief overview of planning proposals providing rationale and justification will appear in the front of the document.

2. Table of Contents, List of Illustrations, and List of Tables.

3. Introduction. Background material on the purpose of the plan and the processes used in developing it will be provided. This section will include assumptions and ground rules adopted to develop the plan.

4. Existing Conditions. A description and analysis of the region, vicinity, and site will be written. Included in this section will be

a discussion of the natural and man-made conditions that affect the activity on a regional, vicinity, and site-related scale. Natural assets and constraints (soil, water topography, etc.) will be analyzed together with man-made assets and constraints (existing facilities, building conditions, circulation, etc.) leading to a synthesis of the two and a composite of the information as a map of the activity. This section should include:

a. A historical perspective of the activity.

b. An overview of the region and vicinity, including socio-economic data.

c. Existing land use. Land management plans, coastal zone plans, forestry plans, and fish and wildlife studies developed for the activity, together with operations and support land uses will be integrated to form a current land use data base. This data base will be depicted graphically and described in the accompanying narrative.

d. Information on infrastructure systems. This section will deal with utility/energy, transportation and circulation systems. Descriptive and analytic material will be included covering requirements, existing conditions and problem areas. All relevant utility, energy, traffic and transportation studies will be summarized and listed in the bibliography.

e. City and county planning information and initiatives. A description and analysis of master plans and zoning ordinances for property adjacent to the activity will be provided together with a determination of the impact of planning and development trends on the activity. The analysis should include the effect of activity plans on the surrounding community. While it is not necessarily mandatory that facility development on military activities conform to local ordinances or plans, conflict can be avoided if compatibility can be achieved. Consistency with approved state, regional and community plans and federally sponsored programs such as Coastal Zone Management must be achieved to the extent possible. Cases of required incompatible military development must be carefully supported by compelling operational requirements.

f. Information and plans concerning districts, structures, sites or artifacts of historic, architectural, archaeological, or cultural significance located on or near the activity. This section will include properties listed or eligible for listing on federal, state and local registers of historic places. The National Historic Preservation Act of 1966 requires that proposed actions affecting properties included in or eligible for inclusion in the National Register of Historic Places be subjected to review by the Advisory Council on Historic Preservation. The vehicle

for review will be regional studies, complex master plans and activity master plans. These plans will be forwarded to the Advisory Council in conjunction with the review procedures described in this instruction. Activity master plans will contain a specific section on properties of historic, architectural, archeological, or cultural significance which will contain:

(1) a complete listing of relevant properties,
(2) existing conditions and use of property,
(3) planned use and maintenance/preservation plans/proposals, and
(4) planned excessing/demolition actions and mitigation proposals.

The historic resources section should include appropriate graphics showing location and appearance. The proposals will, to the extent possible, enhance the surrounding environment, facilitate preservation and provide a plan for continued use and maintenance. If a multi-disciplinary survey reveals no buildings, districts, sites, structures or objects of historical, architectural, archaeological or cultural significance, a statement to this effect will appear in the master plan with supporting documentation.

g. Information on Flood Plain Management and related land use. Executive Order 11988, Flood Plain Management, requires the identification of 100- and 500-year flood plains. To the extent possible, land use and facility site planning will be accomplished treating flood plains as an uninhabitable land use. To reduce the risk of flood loss, projects sited in flood plains must be undertaken in compliance with the standards and criteria and consistent with the intent of the National Flood Insurance Program. For projects sited in flood plains, public review, environmental documentation and A-95 procedures are required. Guidance for flood plain determination is contained in the Water Resources Council's "Flood Plain Management Guidelines," Federal Register, Volume 3, Number 6030, February 10, 1978.

h. Information on wetlands and related land use. Executive Order 11990, Protection of Wetlands, requires the identification and preservation of wetlands. Wetlands are defined as areas that are inundated by surface or ground water with a frequency sufficient to support vegetative or aquatic life that requires saturated or seasonally saturated soil conditions for growth bogs, and similar areas such as sloughs, potholes, wet meadows, river outflows, mud flats, and natural ponds. When facilities must be located in wetlands, the same procedures as outlined for flood plains must be followed.

i. Information on endangered species, critical habitat and areas of special biological importance. In accordance with the Endangered

Species Act of 1973, as amended 1978, the activity shall provide for the protection of endangered species and identify, designate, and protect critical habitats. EFD's will provide requested technical assistance to activities and seek the assistance of representatives of the Departments of Interior and Commerce, state conservation agencies, and private organizations and individuals to facilitate compliance with this requirement. Any proposals in the plan which may affect an endangered species or its critical habitat will require the preparation of an environmental assessment (EA) and formal consultation with the U.S. Fish and Wildlife Service.

j. Information on coastal zone management and related land use. The Coastal Zone Management Act of 1972 requires that actions of federal agencies be consistent, to the maximum extent practicable, with federally approved state coastal zone management programs. Where applicable, the master plan will describe the extent of state coastal zones relative to federal lands, and will indicate the corresponding area of the activity within which coastal consistency is required.

5. Requirements Analysis. This section will commence with a description of the mission, tasks, organization, and base loading of the activity. From this data requirements will be developed and compared to existing assets. An analysis will be made of the relationships between functions and organizational departments. A result of this process is the basis for a list of programmable projects.

6. Development of Concepts. Ideal functional configuration/relationship models and diagrams are used to provide a yardstick for examining alternative planning concepts. The alternative concepts presented in this section will recognize fiscal, environmental, operational, functional, and man-made constraints. Final concepts are in all cases, realistic and capable of implementation. Advantages, disadvantages, and cost data will be included for all alternatives.

7. Proposed Land Use and Site Development. The plan will indicate areas for future development as well as existing uses. For Marine Corps activities, and when requested by Navy activities or when intense development is indicated, an ultimate development plan or illustrative site plan will be developed. Utility, transportation, and landscape improvements will be indicated. Plan development will consider planning policies, DOD safety criteria requirements, DOD energy conservation, parking, environmental policies, and requirements established by public law and higher authority within the federal government. If the Highways for National Defense program (OPNAVINST 11210.1A), providing for off-base transportation improvements, is applicable, it will be noted here. Proposals for heating/cooling systems will be described in the Energy Conservation Plan. If a Land Management Plan (NAVFACINST 11015.6B), Forestry Management Plan (NAVFACINST 11015.9A), or Fish and Wildlife Management Plan (NAVFACINST 11015.14) have been

developed for the installation, highlights will be incorporated into the master plan. Broad architectural, landscape architectural, lighting and graphics design guidelines will be prepared.

8. Preliminary Environmental Assessment. A Preliminary Environmental Assessment (PEA) providing an analysis of the environmental impact of planning proposals will be included in the master plan. Note that additional environmental documentation for individual projects and programs will be required prior to project construction. The scope of the master plan PEA, including the data to be analyzed, is contained in enclosure (6).

9. Energy Conservation Plan. An energy conservation plan (ECP) demonstrating that energy conservation concepts have been incorporated into the comprehensive planning process will be a part of the plan. The ECP will include broad proposals for base-wide energy systems concepts.

10. Bibliography. Source materials used in the compilation of the master plan will be developed.

11. Appendices (As appropriate).

12. Capital Improvements Plan. A capital improvements plan (CIP), providing documentation for the identification of specific projects necessary for the successful implementation of the master plan and for the detailed siting of specific projects, including phasing requirements will be developed.

a. Basis for the CIP. The CIP will be based on (1) the land use and site development proposals for the activity or complex; (2) the MILCON Requirements List (RL) and Non-appropriated Funded Projects List (NAF RL); (3) the SFPS documents when projects are not included in the RL or NAF RL; and (4) all other sources/lists of projects which may be private-source funded, O&MN funded (maintenance and repair, major claimant initiatives, activity commanding officer discretionary funded) and potential non-appropriated funded (BUPERS and NAVSUP). Projects selected for inclusion in the CIP will have the concurrence of the activity's major claimant as being a firm candidate for the five-year MILCON program or receiving full support for other funding within a five-year planning/programming period.

b. Documentation. The CIP will be a self-contained, independent document, but included in the multi-ring binder with the rest of the master plan. Graphics and tables included in the CIP will be integrated with narrative material, but labeled and numbered so as to identify them should they be extracted from the plan. The CIP will contain the following information.

(1) A statement as to the objectives of the master plan as supported by the CIP and identification of those specific projects in support of each objective.

(2) A Project Location Map of the entire activity or complex, indicating the location of each project using either the "Dot Method" or the "Building Form Method." This map will include all criteria-based land use constraints such as ESQD arcs, aircraft noise zones, runway clearances, etc. For large activities or complexes, more than one map may be required to fully convey all the appropriate information. An ultimate development plan or illustrative site plan, if provided as a part of the master plan proposed land use/site development section, may be utilized to locate projects.

(3) Project Descriptions, including titles of projects, project numbers, type of funding anticipated, proposed program year, and cost.

(4) Project Scopes, giving brief description of the work to be included in the projects.

(5) A statement as to the basis for the project requirement, including a brief analysis of why the project is needed and the impact if not provided.

(6) Siting considerations, including a brief statement in support of siting the project at the proposed location. Other siting considerations such as required demolition, environmental criteria to be met, special approvals to be obtained, required utility extensions, etc. will be identified. Siting considerations will closely cross reference environmental constraints presented in the PEA.

(7) Site Development Plans, which show the proposed project siting and all adjacent facilities and criteria related land use constraints at a scale no smaller than one inch equals 400 feet will be provided. These maps will include the orientation of the facility on the site when necessary to consider this aspect of the siting, and detailed site improvements such as parking, walkways, landscaping, utility systems, drainage, etc., where appropriate. Individual site development plans will be proposed for all programmed projects and may be provided for other projects when appropriate.

(8) Project Phasing, indicating necessary sequential construction including any necessary infrastructure required to successfully implement the project, and a priority listing by funding source.

c. Narrative. A narrative giving project descriptions, scopes, requirements, siting considerations and phasing may be presented separately for each project identified in the CIP, or this information may be organized together in appropriate tables or lists. Site development plans are to be presented individually for each project. In addition to the information above, optional information and recommendations as to the architectural character, spacial arrangements within structures, landscape character, massing of structures, and other related urban design considerations may be presented particularly where necessary for the understanding and implementation of the plan.

d. Use and Function of the CIP. The CIP will provide the principal background documentation necessary for the detailed planning of specific projects by activity planning personnel, major claimants, NAVFACENGCOM, and higher levels within the Department of the Navy and DOD. The CIP will also provide the basic documentation used in obtaining the site approvals.

e. Updating of the CIP. CIP's for Category "A" activities will be updated as frequently as required. Category "B" and "C" activity CIP's will be updated when the respective master plan is updated, or when in the opinion of the activity, and NAVFAC, a revision is necessary to accurately portray and support the needs of the activity. The concept of updating the CIP on a regular basis apart from the remainder of the master plan facilitates the separation of basic master planning information which is not subject to change on any regular basis from those project proposals which do vary significantly due to changing resources and priorities.

f. Approval of the CIP. CIP's prepared simultaneously with a master plan will be considered approved when the master plan is approved by CNO or CMC, as appropriate. Interim CIP's will be considered updates of the master plan and will be independently submitted for approval.

VIII. COORDINATION AND REVIEW OF MASTER PLANS

The following milestones are established to coordinate planning proposals and/or allow for interested party review and comment.

1. Scope of Work or Action Plan (2%). For in-house master plan preparation, the Engineering Field Division will prepare an action plan or scope of work and submit it to NAVFACENGCOM for approval. This document will delineate goals, objectives, planning approach, outline of the master plan document and milestones schedule. Additionally, if the master plan is prepared by a planning services contract, the Engineering Field Division will provide a formal scope of work and a

government cost estimate. (A typical scope of work is enclosed as attachment 1.) After final agreement on fee and scope, the Engineering Field Division will notify NAVFACENGCOM as to final costs and any anticipated changes in scope.

2. Presentation of Concepts (45%). At the concept presentation, the planning team will present the alternatives and supportive planning rationale to the activity, its sponsor, and interested commands. Written comments will be obtained from the activity command(s), the chain of command, the area coordinator, and other cognizant commands. NAVFACHQ will be formally advised of the concept presentation two weeks prior to the planned date. If NAVFACHQ cannot be represented at the concept presentation, copies of the slides, graphics, and a brief narrative description of the proposals are to be forwarded to NAVFACHQ at the time of the concept presentation.

3. The Preliminary Presentation and Draft Master Plan (60-70%). After review comments on the concepts have been received, and a concept selected, a preliminary presentation and draft master plan will be prepared. The draft master plan will have to be complete enough to permit a substantial review of proposals. All sections of the document will be included in draft form. Although graphics will probably not be in final form, the proposed format and techniques will be established. Project sitings in the CIP will be included and delineated with respect to established criteria such as explosives safety, airfield safety, environmental constraints, and AICUZ. The Engineering Field Division will provide copies of the draft master plan to the cognizant level commands and will furnish 25 copies (or a mutually agreed upon number of copies) of the draft master plan to NAVFACHQ for review by the major claimant and interested commands in the Washington area. (To conserve printing funds, these copies should be "quick copy" diazo, xerox, or other similar reproductions. Printing is reserved for the final master plan.) Comments will be compiled and incorporated into the final master plan.

4. Intergovernmental Coordination

a. OMB Circular A-95 requires intergovernmental coordination of land and facility plans, projects and programs. Further definitions and assignment of responsibilities are found in DOD Directive 4165.61, which requires that activity master plans be submitted to state and area-wide clearinghouses for subsequent forwarding to all cognizant agencies. This submittal will occur after the draft master plan has been reviewed by the chain-of-command, but prior to final plan approval by the Chief of Naval Operations or the Commandant of the Marine Corps. The Engineering Field Division (EFD) will act as regional field representative when submitting master plans and regional studies to the clearinghouses for purposes of A-95 coordination. The EFD shall obtain prior approval

from the activity Commanding Officer or District Commandant (for regional studies) before submittal to the clearinghouses. The EFD will assist the activity Commanding Officer or District Commandant in coordinating meetings, if necessary, with clearinghouses, and in responding to clearinghouse comments. Consolidated clearinghouse review comments shall be included in the final plan as an appendix. Informal coordination during the early stages of planning for projects that may affect the clearinghouse areas of concern is encouraged.

b. In accordance with the Coastal Zone Management (CZM) Act of 1972 as implemented by DOD Instruction 4165.59 of 29 December 1975 and OPNAV Instruction 11000.14 of 25 September 1976, master plans for activities located within coastal areas are to be consistent, to the maximum extent practicable, with federally approved state, regional, or community CZM plans. The master plan will contain sufficient information to familiarize the activity with appropriate CZM constraints/requirements, and to allow adequate review of master plan recommendations by state CZM offices. That review will be accomplished through the A-95 Intergovernmental Coordination process to the maximum extent practicable. Refer to Enclosure (6) for additional guidance on inclusion of CZM information into the master plan. At a minimum, however, the master plan Preliminary Environmental Assessment will evaluate project recommendations for coastal zone program involvement and will indicate which projects will require a subsequent coastal consistency determination.

c. In conjunction with reviews by state and local A-95 clearinghouses, NAVFACHQ will forward draft master plans to the Advisory Council on Historic Preservation. The Council will review, approve or comment on the plans within 45 days of the date of the forwarding letter. Council comments will be forwarded to planning teams for incorporation or other appropriate action. Review of master plans by the Council is covered in the Draft Programmatic Memorandum of Agreement between Navy and the Council dated 26 October 1979.

5. Final Master Plan. After the draft master plan has been reviewed and all comments have been resolved and/or incorporated into the plan, the document will be prepared in final form. Master plans for Navy activities will be submitted to NAVFACHQ for presentation to CNO for formal approval. The Engineering Field Division will provide NAVFACHQ with a minimum of 15 copies. Actual requirements will be determined on a case-by-case basis. Upon receipt of the approval letter, the Engineering Field Division will forward copies of the letter to activities that have received the master plan for insertion in the master plan document. Master plans for Marine Corps activities will be submitted in accordance with the provision of MCO 11010.15 of 5 June 1970.

DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
200 STOVALL STREET
ALEXANDRIA, VA 22332

IN REPLY REFER TO

NAVFACINST 11010.63A
FAC 202
26 December 1979

NAVFAC INSTRUCTION 11010.63A

From: Commander, Naval Facilities Engineering Command

Subj: Planning Services for Navy and Marine Corps Shore Activities

Ref: (a) OPNAVINST 11010.1J of 1 Oct 79
(b) MCO P11000.12A of 18 Aug 75 with changes 1 and 2
(c) OPNAVINST 11210.1A of 3 Jan 78
(d) NAVFAC P-970 of 15 Jun 78

Encl: (1) Guidelines for the Preparation of Naval Systems Studies
(2) Guidelines for the Preparation of Regional Studies (Profiles)
(3) Guidelines for the Preparation of Complex Master Plans
(4) Guidelines for the Preparation of Activity Master Plans and Related Products
(5) Guidelines for the Preparation of Category C Activity Master Plans
(6) Guidelines for the Preparation of Master Plan Environmental Documentation
(7) Guidelines for the Preparation of Special Planning Studies
(8) Guidelines for Incorporating AICUZ Studies into Master Plans
(9) Guidelines for the Preparation of Base Mapping

1. Purpose. This instruction is intended to advise Navy and Marine Corps activities and commands of available installation planning services and to provide guidelines for the preparation of associated products.

2. Cancellation. NAVFAC Instruction 11010.63 of 18 December 1975 is cancelled.

3. Background. Reference (a) assigns the Naval Facilities Engineering Command responsibility for shore installation planning. Reference (b) promulgates policies and procedures of the Marine Corps Facility Planning Systems. Pursuant to these instructions, the Naval Facilities Engineering Command is conducting Navy/Marine Corps-wide planning programs. The following planning services are available to Navy/Marine Corps activities, commands, CNO, CMC, SECNAV and DOD offices:

a. Systems Studies
b. Regional Studies (Profiles)
c. Complex Master Plans
d. Activity Master Plans
e. Category C Activity Master Plans
f. Capital Improvement Plans
g. Special Planning Studies

h. AICUZ Studies
i. Master Plan Environmental Documentation
j. Technical Support Studies (Traffic, Noise, Mapping)
k. Consultation

Services (a) through (i) are covered in detail in enclosures (1) through (8). Technical support studies, which are addressed in references (c) and (d) and enclosure (9), are usually accomplished in support of complex and activity master plans and AICUZ studies. The term "consultation" is used for planning efforts of short duration and limited scope which do not result in a document-product.

4. Funding. The aforementioned planning services are generally provided at no cost to activities and commands. AICUZ studies which exceed the scope outlined in the master plan program (see enclosure (8)), and special planning studies which exceed available in-house resources or preempt scheduled workload are considered reimbursable.

5. Action. Addressees are requested to avail themselves of the planning services described in the instruction and to seek assistance in facilities planning from the Naval Facilities Engineering Command Headquarters and its Engineering Field Divisions.

A. W. Collins

Assistant Commander for Facilities
Planning and Real Estate

GUIDELINES FOR THE PREPARATION OF CATEGORY "C" ACTIVITY MASTER PLANS

I. DEFINITION AND SCOPE

Category "C" activity master plans are services provided to activities not requiring a comprehensive activity master plan. (See enclosure (4).) Activities for which this service will be accomplished typically are small in terms of real estate and facility holdings, have single purpose or straightforward missions and tasks, expect little physical change or growth in the future, and forsee little chance of community or environmental problems. The Category "C" activity master plan will replace the General Development Map (GDM) Program for those activities which previously did not receive full-blown activity master plan services. Products of this service will include the updating of base maps but will go further in that narrative, tabular and graphic material will be furnished in document form to supplement the information previously conveyed only through the GDM service. The specific content of this master plan will vary, depending on the nature of the activity. The document will, however, in all cases provide a description of the activity, its mission, base loading, facility/real estate requirements, assets and deficiencies, and highlight problem areas together with proposed solutions.

II. CONTENT

The Category "C" activity master plan will follow a format and organization similar to that of the activity master plan (see enclosure (4)), with sections briefly tailored to meet the specific needs of the subject activity. The document will include the following elements:

1. Executive Summary. This element will include a discussion of the major problems and proposed solutions contained within the body of the document.

2. Table of Contents, List of Illustrations and List of Tables.

3. Introduction. This section will include background material on the objectives of the plan, the methodology used to develop it and assumptions and ground rules.

4. Existing Conditions. A brief description and analysis of the region, vicinity and site in which the activity exists will be written. This section will include discussion of the natural and man-made environment, describing both assets and constraints, and will provide an analysis of factors which would influence existing operations and/or future development. Depending on the subject activity, the plan will consider such

subjects as land use, building use, land management, forestry, fish and wildlife, infrastructure (transportation, utilities and energy), community planning influences, local ordinances, federally sponsored land use planning, cultural and historical resources, wetlands and flood plains, coastal zone management, and endangered species.

5. Requirements Analysis. This section will commence with a description of the activity mission, tasks, organization, and base loading. An analysis relating existing facility/real estate assets to the requirements of the activity will be included. Depending on the complexity of the activity, this section may include a description of the organizational departments together with information on relationships and functions.

6. Development of Concepts. Depending on the subject activity, this section will include ideal functional configurations/relationship models to provide a yardstick for alternative planning concepts.

7. Proposed Land Use/Building Use and Site Development. This section will include a plan which will indicate areas for future development as well as existing uses. Where requested, an ultimate development plan or illustrative site plan will be provided. Depending on the subject activity, this section will provide guidance for development of utilities, transportation and landscape improvements. Recommendations will be included for specific real estate and facility problems identified in earlier analyses. Problem areas which are peripheral in full-blown activity master plans may be the major points of concern in Category "C" activity master plans. In these instances, this section may take on a different complexion and not deal with the traditional land/building use and site development.

8. Preliminary Environmental Assessment (PEA). A preliminary environmental assessment will be provided covering planning proposals included in the plan.

9. Energy Conservation Plan. Depending on the subject activity, an energy conservation plan will be developed.

10. Bibliography. Source materials used in the compilation of the plan will be provided.

11. Appendices (As appropriate).

12. Capital Improvements Plan. Depending on the subject activity, a capital improvements plan (CIP) containing documentation for specific projects will be provided. (See enclosure (4), Section VII, p. 8, CIP.)

III. PRODUCTS

The Category "C" activity master plan will follow the standards for activity master plans as outlined in enclosure (4).

IV. COORDINATION AND REVIEW

Coordination and review of Category "C" activity master plans will follow that described in enclosure (4) for activity master plans.

GUIDELINES FOR THE PREPARATION OF MASTER PLAN ENVIRONMENTAL DOCUMENTATION

I. INTRODUCTION

A. The National Environmental Policy Act (NEPA), written in 1969 and effective as Public Law 91-190, has afforded national support and guidance to a comprehensive environmental policy that applies to the private as well as the public sectors. NEPA requires the utilization of "a systematic, interdisciplinary approach which will insure the integrated use of the natural and social sciences and the environmental design arts in planning and in decision-making which may have an impact on man's environment."

B. The council on Environmental Quality (CEQ), established by NEPA, published guidelines in 1970 for compliance with NEPA, and in November of 1978 upgraded those guidelines to regulations with much more enforceable strength. The regulations became effective July 30, 1979 and are binding on all federal agencies.

C. Navy directives that implement NEPA and the CEQ regulations are SECNAVINST 6240.6 (series) and OPNAVINST 6240.3 (series). This enclosure relates the requirements of OPNAVINST 6240.3E (Change 1) to the preliminary environmental assessment (PEA) required in every activity master plan. The master plan PEA should be concise, yet complete enough to allow for decision-making and planning. The PEA is intended to alert the activity and the Navy to potential environmental impacts and to additional investigations that may be required in order for the recommendations of the master plan to be implemented. OPNAVINST 6240.3E states succinctly that:

"To effect NEPA compliance, environmental planning is considered integral with the development of master plans. Accordingly, a necessary input to these plans is an assessment of the impact on the environment using the same logic established for the preparation of environmental impact statements. Master plans will be reviewed for content in this regard to insure that environmental aspects are included".

D. Environmental considerations are a part of the master planning process for more than ecological reasons. For instance, construction costs and schedules may be adversely affected if inadequate consideration is given to:

1. Structural quality of soil, geology, and topography.
2. Location of floodplain and coastal zone boundaries.
3. Presence of endangered species and/or critical habitat.

4. Presence of historical resources.

5. Requirements for significant mitigation/compensation measures.

E. The "Analysis of Existing Conditions" section of the master plan will contain sufficient regional, vicinal, and site specific data to support the analysis included in the PEA. In order for the Existing Conditions section to provide complete and meaningful supportive data, it will need input from not only Engineering Field Divisions (EFD) and activity planners, but also that of natural resources managers, energy and pollution abatement specialists, and other "environmental" personnel.

F. While each activity master plan is different, PEA's must be consistent in format to insure proper impact assessment and to permit review, especially by persons not familiar with the activity. The attached outline (attachment 1) will be utilized for PEA structure and as a base from which to draw specific impact topics. Only impacts relevant to the recommendations presented in the plan will be addressed. Close attention will be paid to the latest issue of OPNAVINST 6240.3 for listings of project/program types that may allow categorical exclusions from the formal environmental statement process, or which may require an environmental assessment (EA), or environmental statement (ES).

OUTLINE FOR PREPARATION OF MASTER PLAN PRELIMINARY ENVIRONMENTAL ASSESSMENTS (PEA)

I. Cover Sheet

The cover sheet will be used as an "identification" page and will include:

1. A list of preparers, including name, address, and phone number of person who can supply further information.

2. The title.

3. The following paragraph: "Prepared by (EFD) for (activity) in accordance with OPNAVINST 6240.3 (series) in compliance with the National Environmental Policy Act of 1969."

II. Summary

The summary for the PEA will be a short, concise statement that highlights the major findings of the PEA, including "red flags" for potential impacts of significance.

III. Introduction

This section will present the objectives of the master plan and the principal recommendations therein. It will stress that the master plan is the result of planning efforts that have taken into consideration the regional, vicinal, and site specific man-made and natural land-use constraints and that alternative locations, configurations, and uses for plan recommendations have been pursued.

IV. Existing Environment of the Proposed Actions

This section will present a description of existing environmental conditions concerning sites of proposed actions. The description will be no longer than necessary to form a basis to permit an understanding of the interrelationships and cumulative environmental impacts of the plan recommendations. Items of special interest include:

1. Any limiting quality of soil, geology, or topography, including slope, floodplains, coastal zones, wetlands, and faultlines.

2. The presence of endangered species (federal and/or state lists), critical habitat, and areas of special biological significance.

3. The presence of historic resources (historic and/or prehistoric).

V. Project Descriptions and Potential Environmental Consequences

This section will address the projects that are listed in the Capital Improvements Plan (CIP). Each project will be evaluated for its potential impact without going into extensive detail. The following questions have been compiled by the U.S. Army Construction Engineering Research Laboratory, and allow the planner a first cut estimate of the types of impacts to be expected from specific projects. Obviously, not all questions apply to all projects, but the list will serve to ensure that topics will not be overlooked. Once potential problems are surfaced, the course of subsequent action/documentation is usually relatively clear; consult OPNAV Instruction 6240.3 (series) for assistance.

Air Quality

QUESTION

Engines, asphalt heaters, paints, fuels, fires, chemicals, and similar construction practices and equipment create fumes, odors, and smoke. Are any of these to be involved in a proposed project recommended in the plan?

Dust is produced by construction operations such as demolition, drilling, excavation, cement handling, blasting, aggregate crushing, traffic on unpaved roads, and grading. Will any of these or similar activities be a part of a recommended project?

Open burning of refuse, trees, and shrubs is a common way of disposing of construction debris and vegetation. Will there be open burning associated with a proposed project?

Will a proposed project result in any additional emission sources (boilers, large parking lots, etc.) or any increase in existing sources of such pollutants as carbon monoxide, sulfar oxides, hydrocarbons, or suspended particulates?

Earth Resources

Will disposal, excavation, or quarrying activities associated with a proposed project produce waste or bulk materials in quantities sufficient to produce a significant change in landform at the disposal site or borrow area?

QUESTION

In order to reveal bedrock required in some construction activities, substantial excavation may be required which could result in severe erosion and stream siltation, if highly erodible soils are involved. Is any blasting or excavation likely in connection with a proposed project?

Is there any evidence in the literature relating to geology, soils, or topography or any evidence on or near the activity that a proposed project will be located near an area of geologic instability such as landslide-prone areas, sinkholes (chiefly on limestone outcrops), fault lines, or subsidence-prone areas (unstable during earthquakes)?

Will a proposed project be located on or near any areas of high scenic value such as unusual views of water or landscape?

Will a proposed project be located on or near coastal dune areas?

General Ecology

Will a proposed project interfere with hunting upland game, big game, or migratory waterfowl at or near the activity?

Will a proposed project affect the habitat of one or more rare or endangered animal species?

Will a proposed project affect any rare or endangered species of vegetation?

Will a proposed project involve extensive clearing of vegetation?

Will a proposed project involve construction which might cause soil erosion with consequent siltation of nearby streams?

Will a proposed project interfere with sport or commercial freshwater or marine fishing at or near the activity?

Groundwater

Are there any proposed projects located over a local or regional aquifer or aquifer recharge area?

QUESTION

Will the construction of a proposed project require an exposure or penetration of an aquifer by drilling, blasting, excavating or other methods?

Will activities such as paving, dewatering, cofferdams, cut and fill operations, clearing of vegetation, earth compaction, or draining (all of which affect water table height) be involved in a proposed project?

Groundwater quality can be affected by a number of seemingly unrelated activities. Will any proposed projects involve use of or disposal of fuels, oils, preservatives, bituminous products (such as paving), insecticides, herbicides, toxic chemicals, petrochemicals septic systems, or other materials which could pollute groundwater?

Historic Resources

Historic preservation laws apply to buildings, districts, sites, structures, and objects which have historic, architectural, archaeological or cultural significance. Would any of these terms apply to the activity or a specific project?

Has a historical resources survey been conducted for the activity?

Occupational Safety and Health

During proposed project construction, will workers be exposed to contaminants or hazardous materials that are necessary for construction activities (fuels, oils, chemicals)?

Will any special construction techniques be required to accomplish projects that could be potentially dangerous to workers and the adjacent communities?

Will construction activities be required to accomplish projects, such as demolition or blasting, which could cause fugitive emissions to escape from the immediate work site?

Will anticipated construction activities or construction-related vehicles physically block ground traffic, disrupt ground traffic flow or cause need for rerouting?

QUESTION

Is it likely that heavy construction equipment will be used on a proposed project that would raise the ambient noise level in the vicinity of the site?

Are there any sensitive receptors within 500 yards of a proposed project construction site (recreational, scenic area, open air concert hall, fishing area) which could be adversely affected by an increase in ambient noise levels?

After the construction of a proposed project, would the facility create additional noise levels during operation over existing ambient levels?

Socio-Economic Environment

Will any project or the sum total of the proposed projects have an effect on the total population in the region as well as on the activity?

Will the plan proposals affect employment patterns in the region as well as on the activity?

Will there be a change in the income of persons in the community?

Will implementation of the master plan require or encourage any of the following actions?

(a) Alteration in existing off-site transportation network (e.g., closing or widening of roads) either during or after the construction periods to allow for an increase in traffic volume on any existing or proposed road.

(b) Acquisition of additional real estate.

(c) Development and siting of additional activity support facilities with adverse aesthetic properties (noise, odor, light) in an area physically or psychologically near the activity perimeter.

Will plan proposals do any of the following?

(a) Add or remove personnel from the assigned strength of the activity.

QUESTION

(b) Shift people from the activity into the community or vice versa.

(c) Change activity access patterns by opening a new gate, closing a gate, or changing traffic patterns or volume.

Will implementation of the plan proposals require expenditures for goods and services from the neighboring communities serving to stimulate the local economy?

Will the plan create additional demands in local government services such as schools, health, utilities retail, housing, police, fire and emergencies?

Will the plan affect density distribution of the neighboring population or change the population structure including age, sex or family size?

Will the plan serve to create new or additional employment opportunities?

Surface Water

Are any proposed projects located in the floodplain of a stream or river, or in an area prone to flooding?

Are project sites in a coastal zone, including tidal or salt marsh, or will drainage from the sites flow into coastal wetlands?

Will any projects involve diversion, impounding, culverting or channelizing of streams on or near the activity?

Are any projects either in, or in the drainage basin (watershed) of an upland or lowland freshwater wetland?

Will any proposed facilities add to surface water runoff (will there be additional impermeable surfaces as with roofs or parking lots)?

VI. Possible conflict between the Plan Recommendations and the Objectives of Federal, Regional, State, and Local Land Use Plans, Policies, and Controls

This section should alert the planner to any possible conflicts with regard to land use and development. Examples of legislation/ regulations that are included in this evaluation include:

Ambient Air Quality Standards and Applicable State Requirements
Archaeological and Historic Preservation Act
Clear Water Act, as amended
Coastal Zone Management Act
Endangered Species Act, as amended
Executive Order 11988, Floodplain Management
Executive Order 11990, Wetlands Protection
Planning Documents from all levels of government.

VII. Means to Mitigate Adverse Environmental Impacts

In the case where significant adverse impact can be predicted, the steps necessary to mitigate that impact should be thought out early in the planning stages. This section will discuss major impacts and the potential for mitigation.

VIII. References

A complete list of references will be maintained, both for future use and for verification of reported information.

GUIDELINES FOR THE PREPARATION OF SPECIAL PLANNING STUDIES

I. DEFINITION AND SCOPE

A. Special planning studies are accomplished to solve or mitigate real estate or facility problems using available planning techniques. They are generally of short duration and involve limited resource expenditures. These studies are typically provided at no cost to the activity in response to Engineering Services Request (ESR) or other official request. Should a study exceed available Engineering Field Division (EFD) in-house resources or preempt scheduled workload, the activity may be requested to provide funds either to accomplish the study through A/E sources, or to allow competing workloads to be diverted.

B. Typically, special planning studies are accomplished to solve problems dealing with:

1. Site selection/evaluation
2. Facilities/land utilization
3. Development feasibility
4. Urban design
5. Prototype site development
6. Environment
7. Facility capacity
8. Shore establishment realignment (SER)
9. Encroachment
10. Ship berthing
11. Traffic and parking
12. Transportation
13. Landscape design

II. CONTENT

A. Special planning studies will vary in organization, scope and format owing to the necessity to tailor the service and its associated products to the specific problem. In general, however, the special planning study reports will have the following elements in common:

1. Executive Summary. At a minimum, the executive summary will briefly describe the problem about which the study is being accomplished and the principal alternatives, as well as the recommended solutions. When specific actions or further studies are recommended, this information should be highlighted.

2. Table of Contents, List of Illustrations, List of Tables.

3. Preface, Study Context. Typically, the introduction will describe the objectives of the study, the methodology adopted, any assumptions made, and other factors which are important in understanding the context in which the study was accomplished.

4. Background. Narrative will be provided describing the facility or real estate problem, the ramifications of the problem, and factors associated with the problem which will have a bearing on possible alternatives and a potential solution.

5. Problem Analysis. An analysis of all factors associated with the problem and a logical development of alternative solutions will be made. This section will systematically analyze the problem area, disclose all known information which could contribute to a possible solution, provide feasible alternatives, give the advantages and disadvantages of those alternatives, and, where relevant, provide cost data.

6. Recommendations and/or Conclusions. If the purpose of the study is to recommend a course of action, it will be described together with the impacts of implementation, including cost data. If no specific action is recommended, this section will provide a summary of the study's findings.

7. Preliminary Environmental Assessment (PEA). A PEA will be developed for studies dealing with subject matter where concern for the physical environment is a significant factor. Should any doubt exist as to the need for a PEA, the assessment will be made. (See enclosure (6) of this instruction for further detail.)

8. Bibliography.

9. Appendices.

B. In addition to a PEA, special planning studies will routinely address the impact of the subject facility or real estate problems and propose alternative solutions and recommendations relative to planning concerns such as historic resources, wetlands and floodplains, endangered species, explosives safety, aircraft noise and accident potential hazards, hazardous materials handling and storage, community impacts, energy, etc.

III. PRODUCTS

A. The product in the case of most special planning studies will be a report. These reports will follow the standards for activity master plans as outlined in enclosure (4). It is anticipated that the results of special planning studies will be incorporated into activity master plans, as relevant, on the subsequent updating of that plan.

B. Maps, tables and graphics that are required to support the study narrative will be fully integrated into the report. These graphics will be printed and/or xeroxed, as appropriate. Every effort will be made to utilize graphics accomplished for a special planning study in subsequent master plan updates.

IV. COORDINATION AND REVIEW

A. The Engineering Field Division, on receipt of an engineering services request, will develop a scope of work and plan of action and milestones (POA&M) to accomplish the study. Work on the study will not be initiated without the concurrence of the activity and Naval Facilities Engineering Command Headquarters.

B. The need for concept and prefinal stage reviews during a special planning study should be ascertained during the development of the study POA&M. Should reviews be desirable, comments will be forwarded to the Engineering Field Division, in writing, within 45 days from receipt of the study draft.

C. On the incorporation of all comments and the subsequent completion of the study, the Engineering Field Division will coordinate distribution with the activity. Two copies of the final document will be provided to Naval Facilities Engineering Command Headquarters.

D. Should the subject matter of the special planning study involve community interests, or be subject to environmental or A-95 clearinghouse review, the Engineering Field Division will coordinate with the activity to meet the requirements of the appropriate executive orders and federal regulations. Release of special planning studies and/or information contained therein will not occur without approval by the activity or its major claimant.

GUIDELINES FOR UPDATING AICUZ STUDIES AND INCORPORATING AICUZ STUDIES INTO MASTER PLANS

I. INTRODUCTION

A. The Air Installations Compatible Use Zone (AICUZ) Study Program is an effort to utilize land use planning to mitigate effects of aircraft noise and accident potential at military airfields. The program was initiated in 1973 to protect Navy and Marine Corps air installations from both civilian and military urban encroachment. The program evolved as a result of pressures, principally in Southern California, to reduce or eliminate air operations in areas where rapid urban growth had occurred.

B. AICUZ studies provide an in-depth analysis of aircraft operations and noise generated as a result of these operations. Aircraft Accident Potential Zones (or APZ's) are also developed based on the air activity's inventory of aircraft and aircraft operational data. Both Navy and civilian land use policies are studied to identify areas where incompatible land uses may exist. A program is then developed to achieve compatible land uses where aircraft noise or accident potential dictates. In some instances, recommendations are made to alter aircraft operations. At the conclusion of the AICUZ study process, the resulting information and footprint are presented to the activity, its major claimant, and CNO/CMC, thence to community leaders and interested citizens. Comments are incorporated into the AICUZ study prior to final printing and distribution. Initial AICUZ studies have been provided for Navy and Marine Corps air installations in accordance with DOD Instruction 4165.57 of 30 July 1973 and promulgated by the Navy in November 1973. Specific guidance on the AICUZ Program is contained in OPNAV Instruction 11010.36 of 25 May 1979.

C. Changes to activity mission, aircraft base loading, air operations or criteria have the potential of affecting the initial AICUZ studies. It is intended, as these changes occur, that the AICUZ study and resulting AICUZ "footprint" be updated and kept current. Inasmuch as community officials and citizens resist changes to the AICUZ, particularly when they are more restrictive than the AICUZ contained in the original study, caution should be exercised where a specific zoning or land use control mechanism has been enacted that directly relates to the original AICUZ footprint. Therefore, major changes (noise contours, APZ configurations, operations alternatives, AICUZ footprint, or land use constraint matrix) will be made only after thorough study and the concurrence of the activity, its major claimant, NAVFAC, and CNO/CMC. It is probable that changes to mission and/or base loading will require environmental documentation, with the associated public hearings involvement. Since the goal of the AICUZ Program is to achieve land use compatibility, both on andoff

station, the credibility of the study is important in order to achieve community action through local governmental zoning. Credibility can, at least, be partially obtained by going forth into the community with a thorough, rational and accurate study.

D. The scope and magnitude of AICUZ study changes fall into one of several more or less definable categories:

Category 1 - No change.

Category 2 - Changes in noise descriptor, APZ, methodology and other technical deviations.

Category 3 - Minor changes in flight patterns, hours of operations, runway use, and increases/decreases in aircraft.

Category 4 - Significant changes in number of aircraft, types of aircraft, numbers of operations, and use of runways.

Category four requires a comprehensive AICUZ study update. This update will follow the same guidelines promulgated for the original AICUZ study. Environmental impact documentation will be required, and the cost of both the AICUZ study and the environmental impact documentation will be born by the activity and/or its major claimant. Categories one, two and three, where either no change is discernible or changes are less significant, updating of AICUZ information will be accomplished as a part of the Navy/Marine Corps activity master planning program.

E. All Navy and Marine Corps air installations have activity master plans. These documents represent a comprehensive tool to guide the efficient use of real estate and facilities and provide guidance for the activity's development. (See enclosure (4) of this instruction for detailed information.) Master plans are updated on a three, six, nine-year schedule, with the interval predicated on the number and seriousness of activity planning problems. Because of the seriousness of urban growth around Navy and Marine Corps activities, as well as the relative importance of air station missions, most of these activity master plans are updated every three years. AICUZ studies will be reviewed for accuracy in the portrayal of operational conditions, and the resulting AICUZ constraints, six to twelve months prior to the initiation of a master plan update. The Aircraft Environmental Support Office, North Island, together with the Engineering Field Division and the air activity, will review current aircraft operations relative to the AICUZ study to determine whether the changes are categories one, two or three. (See paragraph C above.) In the case of category three, noise data will be reviewed. A noise study will be scheduled by the Aircraft

Environmental Support Office (AESO), if needed. The results will be reviewed by the activity and the Engineering Field Division (EFD) and questions resolved. At the same time, accident potential zones will be reexamined, operational alternatives reviewed, and a revised AICUZ footprint developed. Necessary narrative documentation will be prepared indicating why the AICUZ is different from that contained in the original study. The CNO/CMC approved study and revised AICUZ footprint will be incorporated into the subsequent activity master plan update and used as a basis for on-station land use planning and facility sitings.

F. In instances where changes fall into categories one or two and no noise study is recommended, the AICUZ study will be reviewed for currency and updated, as required. The master planning team will develop an airfield operations and/or AICUZ chapter within the activity master plan which will include a summary of the AICUZ study, the AICUZ footprint, and information which is relevant to land use planning.

II. POLICY

The ultimate purpose of the AICUZ Program is to achieve land use compatibility with the aircraft noise and accident potential environment both on and off station. To this end, and in consonance with OPNAVINST 11010.36, the following policy concepts concerning AICUZ study updates and master plan integration are in effect:

1. Noise Descriptor. When a new noise survey is required due to operational changes, the Day/Night Average Sound Level (Ldn) noise descriptor will be used, except where state or local governments require the use of another descriptor. In those instances, the locally mandated descriptor will be used. The noise environment will consist of three noise zones, where noise zone 1 is less than Ldn 65, noise zone 2 is Ldn 65-75, and noise zone 3 is over Ldn 75. At activities where the noise environment has not changed significantly, a re-survey solely for the purpose of updating the noise descriptor is not required. Basic noise data will be gathered by AESO, as directed by NAVFACENGCOM, in advance of scheduled master plan updates. If a new noise survey is warranted, it will be conducted by AESO unless there are overriding community and political considerations which would make it desirable to engage a consultant. If a new survey is not warranted, then the existing footprint will be integrated in the master plan.

2. Accident Potential. Accident potential zones (APZ) identified in OPNAVINST 11010.36 will be evaluated for appropriateness of a specific application on a case-by-case basis by the EFD and the activity if an AICUZ update is required based on changes in operations (Category 4). Earlier AICUZ studies established APZ's based on criteria and individual site specific analyses which result in slight differences from that

shown in the OPNAVINST. Changing the APZ's to precisely conform with the "rectangular configuration" is not required.

The APZ's which currently exist for each airfield will be re-examined as part of the update process for Category 1, 2, and 3 studies to ensure that they accurately reflect the operational situation that exists for that activity, as well as to provide a substantive and correct recommendation to the community for land use control based on individual study of conditions that exist locally. These recommendations will consider the original AICUZ study, as well as current guidelines, but will not be driven by them or by a minimum or maximum impact criteria.

3. Composition of the AICUZ Area. The AICUZ area is normally comprised of noise zones 2 and 3, and three APZ's, plus any contiguous "area of concern" that may be recommended due to special circumstances. A composite footprint of noise and APZ's will yield a maximum of nine zones plus any "area of concern."

4. Land Use Compatibility. Land use compatibility is presented in matrix format based on the varying levels of noise and accident potential in the approved AICUZ study. Although (general) APZ and noise land use compatibility guidance is provided in OPNAVINST 11010.36, specific limitations for on-base land use will be found in NAVFAC P-970. This document was developed for the special military land use needs on a tri-service basis and is the document used for on-base siting of facilities. The land-use matrix used in approved AICUZ studies may be somewhat different from that in the P-970 or in the OPNAV Instruction. This occurs since the AICUZ study was based on individual analysis of the location involved and the HUD document, Aircraft Noise Impact--Planning Guidelines for Agencies of November 1972, and APZ guidelines. Generally, however, the AICUZ matrix contained in the approved AICUZ study will remain valid for off-base land use, and updates of matrices without justification will not be pursued. Where minor changes to the matrix are felt necessary during the update process, they should be identified, and the rationale for such changes should accompany the AICUZ update package submitted for approval.

5. AICUZ Impact Reduction. Reduction of the AICUZ impact through modification of operations under the control of the Navy/Marine Corps is a first step in the AICUZ effort. The initial AICUZ study process required an evaluation of operational and facility modification alternatives to reduce the noise and APZ impact. Updating the AICUZ information may result in different on- and off-station lands being impacted. Therefore, the consideration of operational alternatives process will be retained in the updating process. Alternatives previously assessed in

the AICUZ study will be re-evaluated, and any new facility or operational alternative that could reduce the impact will be addressed in the update. The update will also assess the implementation of alternatives accepted in the initial AICUZ study.

III. CONTENTS

As a minimum, the master plan will include the following information pertaining to the AICUZ in the airfield operations chapter or in a separate section of the master plan:

1. Category 1, 2 and 3 Studies. Summarizing from the original AICUZ study, the plan will explain and graphically depict the noise and accident potential environment; portray the land use compatibility matrix; describe aircraft types; provide operational data, flight tracks and the relationship of airfield capacity to utilization; and discuss any changes from the initial AICUZ study.

2. Category 4 Studies. In addition to summarizing the original AICUZ study that remains valid (see III, 1, Category 1, 2 and 3 Studies), the plan will cover the following topics:

a. Impact Analysis. Analyze and depict existing land use incompatibilities, potential planned developments that could be incompatible and their impacts on station developments and operations, and explain the criteria that may limit development of the impact area.

b. Alternatives. Discuss and evaluate alternatives that could mitigate the impact such as: community implementation strategies, sound-attenuated facility construction, acquisition of land or interests in land, operational changes (along with a discussion and depiction of the reduction of noise and accident potential impact resulting from each operational alternative considered), and the decision reached as to implementation. (Any deviation from or undue delay in implementing recommended operational alternatives must be justified by the activity commanding officer, with complete supportive documentation.)

c. On-Station Implementaton Plan. Include a feasible plan for on-station development consistent with the AICUZ and include project requirements in the capital improvements plan.

d. Off-Station Implementation Plan. Recommend off-station implementation proposals.

e. Preliminary Environmental Assessment (PEA). Address the AICUZ-related impact in the master plan PEA.

IV. PRODUCTS

Updating AICUZ studies will result in the following products:

1. Noise Study. The noise study will be a separate, self-supporting document. It will be 8 1/2 x 11", contain foldout graphics as needed, and be bound with a plastic cover, staples or other inexpensive fasteners.

2. AICUZ (Airfield Operations) Chapter (Master Plan). The AICUZ Chapter for the activity master plan will be formatted as a part of the master plan. (See enclosure (4).) However, it will be self-supporting with references to other parts of the master plan where substantial or undesirable redundance would occur. All graphics and tabular material necessary to portray airfield operations and the AICUZ will be included.

3. AICUZ Addendum. The AICUZ (Airfield Operations) Chapter of the master plan will be reproduced in excess of the requirement for master plan distribution to provide copies to holders of original AICUZ studies. The Addendum will have its own cover identifying the activity, the words "AICUZ Addendum," the name of the preparing Engineering Field Division, and the date of preparation. The Addendum will include a cover letter outlining the rationale for changes made to the original AICUZ study.

V. COORDINATION AND REVIEW

Noise studies, concept and prefinal AICUZ study updates, and master plan AICUZ Chapters/Addendums will be reviewed and approved by the activity, NAVFACENGCOM, the chain-of-command and CNO/CMC. Requirements of the National Environmental Policy Act (NEPA) will be followed, as applicable.

GUIDELINES FOR THE PREPARATION OF BASE MAPPING

TO BE FORWARDED AT A LATER DATE.