



DEPARTMENT OF THE NAVY  
JOINT BASE PEARL HARBOR-HICKAM  
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PEARL HARBOR HI 96860-5102

JBPHHINST 11100.1

JB4

8 Aug 13

JOINT BASE PEARL HARBOR-HICKAM INSTRUCTION 11100.1

From: Commander, Joint Base Pearl Harbor-Hickam

Subj: STRATEGIC BASING PROGRAM

Ref: (a) USD(AT&L) Memo of 13 April 2010, Department of Defense Supplemental Guidance for Implementing and Operating a Joint Base - New Mission Stationing/Basing  
(b) Government Accountability Office Report to Congressional Committees of May 2010, DEFENSE INFRASTRUCTURE - Opportunities Exist to Improve the Navy's Basing Decision Process and DoD Oversight  
(c) Army Regulation 5-10 of 20 August 2010, Stationing  
(d) Air Force Instruction 10-503 of 27 September 2010, STRATEGIC BASING  
(e) DoD Instruction 4000.19, Inter-Service and Intra-Governmental Support  
(f) Commander Navy Installations Command Instruction 4000.1B of 16 April 2012, CNIC Support Agreement Program  
(g) NAVFAC Shore Facilities Planning System Guidebook of 9 October 2009

Encl: (1) JBPHH Strategic Basing Questionnaire  
(2) JBPHH Strategic Basing Request Process  
(3) Site Survey for Proposed Strategic Basing

1. Purpose. To establish a Joint Base Pearl Harbor-Hickam (JBPHH) Strategic Basing Instruction to disseminate policy and assign responsibilities for coordinating and assessing all new and changed future basing actions in accordance with reference (a).

2. Applicability and Scope. This instruction focuses on new strategic basing (permanent) actions at JBPHH. It applies when space is requested on this installation by military branches, other Department of Defense (DoD), non-DoD federal, state and local governmental, and/or private activities.

3. Background. In June 2009, the House Committee on Armed Services had directed, the Government Accountability Office

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(GAO) to review the Services' basing decision processes examining the extent to which the Services have comprehensive processes in place resulting in well-informed basing decisions that are not made under the Base Realignment and Closure legislation and DoD exercised management control.

a. The GAO report, reference (b), found that "while the Army, Marine Corps, and Air Force each have issued comprehensive guidance for their basing processes that describes the organizational roles and responsibilities within the service, establishes links among all of the service's strategic and environmental guidance documents, and identifies the service's basing criteria, some of the Navy's guidance documents lacked detailed information about specific actions taken during the process and defined responsibility for completing certain types of analysis".

b. The report indicated the Army (reference (c)), Marine Corps, and Air Force (reference (d)) basing decision processes "fully incorporate the key elements, associated factors, and management control standards that GAO identified as necessary in a comprehensive process". Also, reference (a) provides supplemental guidance for new mission stationing and force beddown after Joint Base Full Operational Capability (FOC). The Joint Base Memorandum of Agreement (MOA) recorded the Air Force structure and resources as a snapshot at FOC. Any changes to the force structure and resources will require the Memorandum of Agreement to be updated with appropriate transfer of resources. On JBPHH, the Navy has the responsibility for oversight of the stewardship of real estate and service provision for installation support services. Accordingly, there is a need to coordinate future basing actions for current assigned units' mission expansions, and new unit strategic basing requests.

4. Definition. Strategic basing is the process of establishing resources at a specific location to satisfy a specific mission requirement. Strategic basing actions include transfer, consolidation, expansion, or relocation of a function and manpower, or personnel by organizations or activities currently assigned or new to JBPHH.

#### 5. Policy

a. The JBPHH strategic basing process will use a methodology that ensures all feasible basing alternatives are thoroughly identified, analyzed, and evaluated when presented to the decision maker(s). The process should result in basing

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scenarios that not only make military sense by being acceptable from a tactical or strategic perspective, but also satisfy environmental and resource concerns.

b. Strategic basing affects many functional areas; therefore, it requires extensive coordination using the following planning factors:

- (1) All Headquarters strategic basing guidance
- (2) Operational considerations
- (3) Other Services' obligations
- (4) Mobilization planning impacts
- (5) Infrastructure
- (6) Military construction (MILCON)
- (7) Facilities impact (space requirements, services, utilities, etc.)
- (8) Environmental impact
- (9) Budget impact (operating accounts, procurement accounts, and pay accounts)
- (10) Personnel implications (military and civilian)
- (11) Statutory constraints and guidance
- (12) Local community impact
- (13) Support to Reserve Component and training
- (14) Housing
- (15) Morale, Welfare, and Recreation
- (16) Family and child care activities
- (17) Logistics support
- (18) Information technology/base communications
- (19) Security, anti terrorism, force protection considerations, and critical infrastructure risk management

c. Any new strategic basing footprint should be consistent with applicable Service guidance, local policies and regulations on this topic. Analysis should include known current usage (land, utilities, etc.) and future considerations or projections. Coordination will be accomplished with and consideration given to the functions/factors shown above.

d. The supported Service Component shall provide funding for Installation Support costs for their new/increased missions, through Total Obligation Authority (TOA) transfer to the supporting Service Component. In the interim until TOA Transfer, an Intra/Inter-service Support Agreement should be developed to reimburse for Installation Support costs.

## 6. Actions and Responsibilities

a. Action Proponent/Requester:

(1) Requester shall submit a signed request letter for new strategic basing to the Joint Base Commander with the completed JBP HH Strategic Basing Questionnaire, enclosure (1), and Basic Facility Requirement (BFR). The letter may also include drawings and other supporting documents that provide amplifying information about the request. Enclosure (2) depicts the standard process used in the analysis of each request.

(2) Requester shall initiate requests a minimum of three years prior to requirement date if MILCON is required, one year prior without MILCON.

(3) Requesters bringing new or additional missions to the installation should be prepared to pay for costs for all planning documents and studies to determine facilities and Base Operating Support impacts in addition to their share of the incremental direct and indirect costs for all installation support.

b. JBP HH:

(1) Joint Base (JB) Chief Staff Officer (CSO) shall coordinate with the JB department heads and Commander, Navy Region Hawaii N codes, and other applicable organizations to provide input on the potential impacts and feasibility of the request, as well as conformance with the Area Development Plans (ADP)/Installation Development Plan (IDP). With that input, CSO will provide a recommendation to the JB Facility Board (JBFB). Enclosure (3) is a Site Survey checklist used in determining feasibility of the basing request.

(2) JBFB shall review each strategic basing request and provide preliminary approval/disapproval. JBP HH joint basing supported Component (Air Force) is well represented on the JBFB, so the expectation is that their Service equities would be fairly represented in the JBFB decision. However, if the supported Component has a major concern with JBFB strategic basing decision, the appeal venue will be the JMOS process per reference (a).

(3) Upon JBFB preliminary site approval, Planning and Requirements (JB5) shall notify action proponent/requestor of JBFB decision. CSO shall coordinate JBP HH participation in any follow-on action proponent/requestor site-activation planning

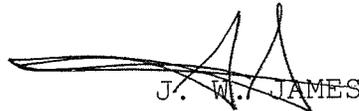
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charrette to include the Joint Base DHs and stakeholders. CSO shall also ensure the development of a final report for each strategic basing request that includes complete multiple Courses of Action with a specific recommendation and associated costs.

(4) CSO shall ensure analysis is performed, to include all appropriate Commander, Navy Installations Command (CNIC) Base Operating Support services (to include Air Force representation when airfield operations at JBPHH or Air Force operational forces are involved). CSO shall also ensure an Installation Support Agreement is developed utilizing Commander, Navy Region Hawaii N-8 as ISA agent.

(5) CSO shall coordinate with the Regional Business Office (N5) and Comptroller (N8) to ensure CNIC endorsement and a mechanism for appropriate payment for installation support is put into place. This would most likely be accomplished via transfer of TOA or through an Inter-service Support Agreement, per paragraph 5.d. above.

(6) JB Facilities and Environment (JB4) shall coordinate with NAVFAC HI the execution of necessary real estate instruments and real property inventory updates. JB4 also coordinates with the newly approved agency on a program of actions and milestones leading to move-in on the beneficial occupancy date.



J. W. JAMES

Distribution:

<https://g2.cnlic.navy.mil/tscnrh/JOINTBASEPEARLHARBOR-HICKAMHI/JBPHH%20Instructions/Forms/Instructions.aspx>

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**JBPHH STRATEGIC BASING QUESTIONNAIRE  
(DEPARTMENT OF DEFENSE AGENCIES)**

- Please respond in detail to all questions and provide supporting documentation such as: BFR, Chain of Command Organizational Chart, Mission Statement, Directives / Message that initiated the request to move. Complete the questionnaire and forward with a request on official command letterhead to:

COMMANDER, JOINT BASE PEARL HARBOR-HICKAM  
850 Ticonderoga St., Suite 100  
Pearl Harbor HI 96860-5101

Prepared By:

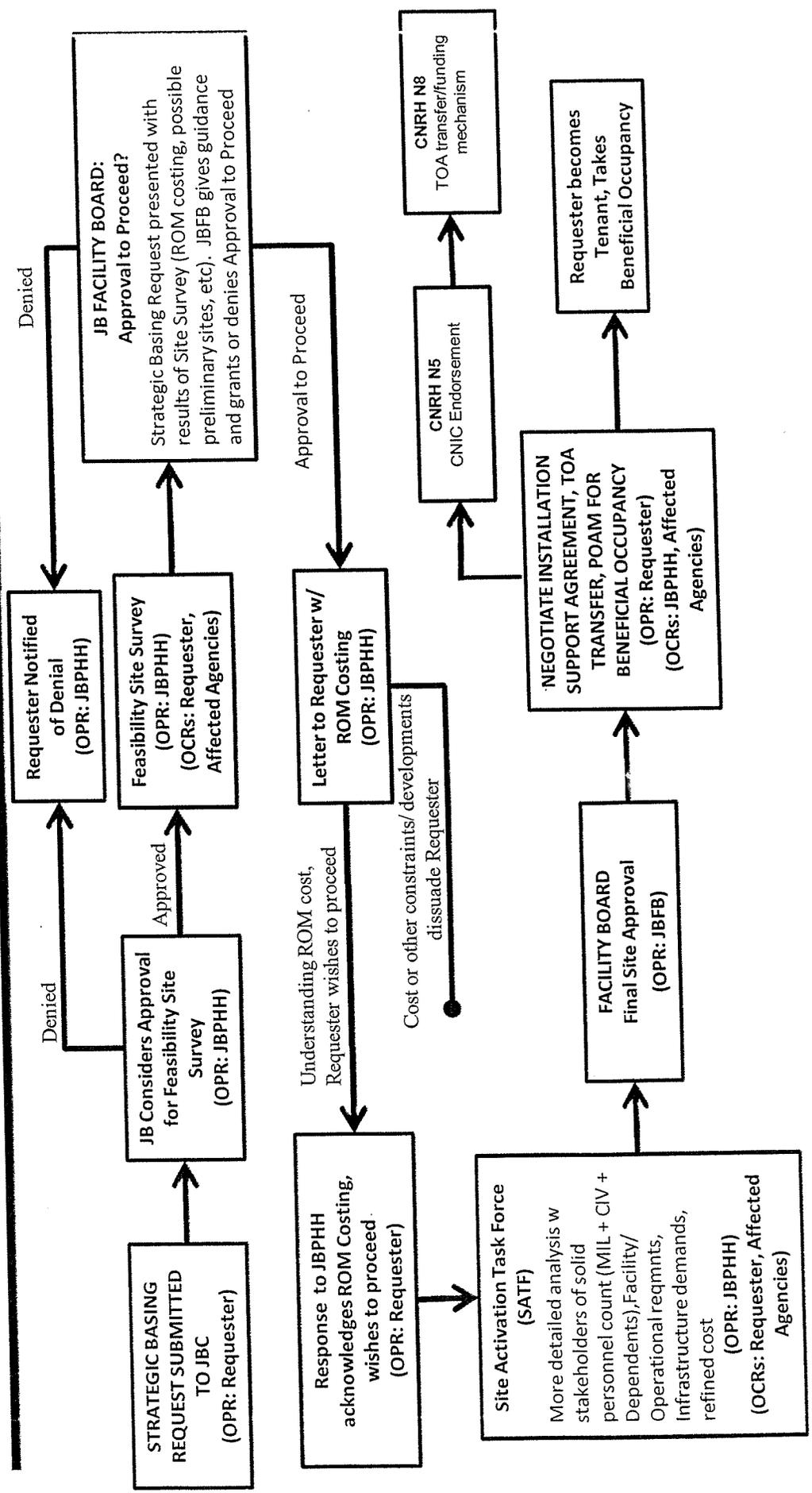
Date:

1.	<b>Agency:</b>	
(a)	Formal name, acronym title, if any.	
(b)	User UIC or DoD Organization Code.	
(c)	What is your mission, current and or new. (Please provide mission statement)	
(d)	Where, why and when vacating existing space.	
(e)	Chain of command/organizational chain.	
(f)	Customers served.	
(g)	Agency point of contacts (name/department/telephone/email).	
2.	<b>Base Support Requirements:</b>	
(a)	List manpower support functions and services required from the base-CAC, Military Personnel Support etc	
(b)	Do you have any in-house security forces personnel? If not, will you need support?	
(c)	List safety processes and inspections required for your organization	
(d)	Do you have your own safety OO18 personnel?	
(e)	Hazardous storage requirements?	
(f)	Base logistics requirements i.e. mail, shipments incoming/outgoing, equipment management, use of base armory or storing within footprint.	
(g)	Do you have any training requirements to utilize base training facilities, (for example: fire, arms training, safety etc) to accomplish your operational and non-operational training requirements? Include any exercises or other training from the base not currently receiving from JBPHH. If yes, please note type, frequency, size of facility etc. to help determine availability.	
(h)	What MWR facilities are not currently being utilized but will use on JBPHH?	
(i)	Demographics-Where are you currently? If on island-what base or area? If off-island, where, and if on JBPHH, where? Provide building number(s).	

3.	<b>Requirements: Facility</b>	
(a)	General requirements (admin, warehouse, training/classroom, material/equipment storage, exterior lay down space; easement, etc).	
(b)	Specific requirements (utilities, communications, Sensitive Compartmented Information Facility (SCIF), Americans with Disabilities Act of 1990 (ADA), high-bay, exterior requirements/parking).	
(c)	Personnel loading: Provide totals- Officers/Enlisted/Civilian/Contractors. Provide total number of military personnel by rank. If new mission, provide how many you have currently and how many projected to be coming by rank and month/year? Provide number of personnel requiring unaccompanied housing, and family housing, if possible. If relocating, provide personnel count by building on and off JBPHH.	
(d)	Provide square-foot area required. Provide current approved Basic Facility Requirements (BFR) or equal justification.	
(e)	Reason requesting space (relocation, new organization, new or increased mission/requirements, consolidation). Why JBPHH?	
4.	<b>Location, Schedule, Options:</b>	
(a)	If existing Navy or AF tenant, provide location (building number), MOU/MOA's, Real Estate agreements, Support Agreements.	
(b)	Preferred location.	
(c)	Required start and end date.	
(d)	Alternative spaces evaluated.	
5.	<b>Funding Source:</b>	
	<b>Note: Renovation/construction-All facilities are provided in "as-is condition".</b>	
(a)	Provide FM POC: Name, email, phone number, fax number and address.	
(b)	What services do you want? Utilities, custodial, environmental and maintenance services? Please specify.	
6.	<b>Other (additional Information):</b>	
	What support do you provide to JBPHH?	



# JBP HH STRATEGIC BASING REQUEST PROCESS



**FEASIBILITY EVALUATIONS FROM JB COMPONENTS**

For

All JB components (JB1 through JB9) are to review the listed COAs for the proposed Strategic Basing and provide a feasibility report as it relates to their individual component.

Possible impacts are listed for each JB component but are not all inclusive. Any other pertinent considerations should be added to the feasibility report.

Each JB component to provide rough order of magnitude (ROM) costs resulting from the proposed basing.

- 1) COA 1: xxxx
- 2) COA 2: xxxx

**JB1 MANPOWER AND ADMINISTRATION**

IMPACTS ON EXISTING MANPOWER REQUIREMENTS

- All JB components are to report changes in manpower requirements resulting from the new basing for consolidation by JB1.
- All JB components are to include all personnel including additional admin support staff which may also be required.

**JB2 AT/FP AND LAW ENFORCEMENT**

IMPACTS ON ALL SECURITY, ANTITERRORISM AND FORCE PROTECTION ISSUES

- Check on special security requirements for basing command.
- Include issues with additional manpower requirements, training, equipment and support vehicles.
- Check if basing command will provide any in-house security forces.
- Include issues with AT standards for new facilities and parking.

**JB3 OPERATIONS**

IMPACTS ON OPERATIONS ISSUES INCLUDING PORT OPERATIONS

- Check on impacts to Fire and Ambulance service
- Include issues impacting other Safety Operations on land and in the harbor.
- Include issues that may affect operations on land and movement of ships in the harbor.
- Check for conformity with Waterfront Berthing Plan
- Check on parking issues and traffic impacts (both pedestrian and vehicular) and possible road improvements.
- Check on possible impacts on surge exercises like RIMPAC.

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**JB4 FACILITIES AND ENVIRONMENT**

## IMPACTS ON SITING OF NEW FACILITIES

- Review BFR for justification of proposed space.
- Check for conformity with JBPHH IDP.
- Check for possible Real Estate Transactions that may be required.
- Check Environmental issues regarding increase in remediation work, laboratory workload and industrial waste treatment operations, including personnel additions.
- Check for impacts on the base storm water drainage systems and possible upgrades.
- Engage NAVFAC HI UEM for impacts on utility infrastructure loading and required system upgrades for power, water and sewage. Include possible manpower issues.
- Engage NAVFAC HI Environmental for issues on Required State/Federal Permits, Historic Preservation and Cultural Resources.
- Check on impact to FMD's FOS workload based on proposed facilities.
- Check for possible modifications to existing Production ISSAs and impact on manpower.
- Check on possible required support from FEAD.
- Check on required BOS contract items.
- Check on required design support from CI or PMEB for possible infrastructure upgrades.

**JB41 SUPPLY AND LOGISTICS**

## IMPACTS ON SITING ON NEW FACILITIES

- Check if new mission requires any Munitions Handling and Storage and impacts from resulting safety arcs.
- Supply, Storage and Distribution (Non-Munitions) Considerations
- Contracting Support
- Fuel considerations:
- Personal Property (HHG) impact
- Ocean Terminal Services considerations
- Mail Center considerations
- HAZMIN/HAZMAT cost

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- Establish equipment account for Air Force units
- Consider AF deployments/effect on deployment cell
- Increased a/c will increase the number of passengers transferred to/from flightline
- Increase in vehicle support
- Cargo movement
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#### **JB5 PLANNING AND REQUIREMENTS**

- IMPACTS ON COORDINATING DATA FROM ALL JB COMPONENTS
- Engage NAFVAC HI and provide location map and site plan showing the various COAs for all JB Components.
- Coordinate input from all JB components and provide feasibility evaluations for each COA.
- Provide recommended COA.

#### **N6 IT/IA AND COMMUNICATIONS**

##### IMPACTS ON REQUIREMENTS FOR IT/IA AND COMMUNICATIONS CONNECTIVITY

- Check for all issues relating to IT/IA and communications including infrastructure upgrade to provide and maintain connectivity based on proposed COA locations.
- Include manpower issues to support new infrastructure and service to basing command.

#### **JB7 TRAINING**

##### IMPACTS ON NEW TRAINING REQUIREMENTS

- Coordinate with all other JB components and determine if their personnel require additional training to support new basing mission.

#### **JB8 RESOURCES**

##### IMPACTS ON BOS RERQUIREMENTS

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- Check with JB4 on BOS contract requirements and coordinate with CNRH N8. Assess capability of existing BOS contracts to service new basing mission and determine if modifications are necessary.

**JB9 WARFIGHTER AND FAMILY READINESS**

**IMPACTS ON MWR SERVICES AND FACILITIES**

- Engage with Housing officials on adequacy of housing inventory.
- Engage with Base Exchange officials on impacts to existing facilities.
- Engage with Medical Clinic on adequacy of existing treatment facilities.
- Check on adequacy of existing facilities and personnel supporting child care, counseling, exercise/fitness, deployed personnel POVs and all recreation activities.

**PAO**

**CHAPLIN**

**OTHERS**