

Army Regulation 500-10

**Emergency Employment of Army and Other
Resources**

Nonindustrial Facilities for Mobilization

**Headquarters
Department of the Army
Washington, DC
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SUMMARY of CHANGE

AR 500-10

Nonindustrial Facilities for Mobilization

This is a transitional reprint of this publication which places it in the new UPDATE format. Any previously published permanent numbered changes have been incorporated into the text.

Effective 15 December 1974

Emergency Employment of Army and Other Resources

Nonindustrial Facilities for Mobilization

By Order of the Secretary of the Army:

FRED C. WEYAND
General, United States Army
Chief of Staff

Official:

VERNE L. BOWERS
Major General, United States Army
The Adjutant General

History. This UPDATE printing publishes a reprint of this publication, which was last published on the date shown above. Since that time, no changes have been issued to this publication. This publication has been reorganized to make it compatible with the

Army electronic publishing database. No content has been changed.

Summary. This regulation provides for implementation of DOD Directive 3005.2, dated 7 December 1964, which establishes a program to assure that existing nonindustrial facilities not under the control of the Department of Defense will be available for military preparedness purposes in the event of mobilization, consistent with national peacetime preparedness planning coordinated by the Office of Emergency Preparedness (OEP).

Applicability. See paragraph 2.

Proponent and exception authority. Not applicable.

Army management control process. Not applicable.

Supplementation. Limited local supplementation of this regulation is permitted but not required. If supplements are issued, Army Staff agencies and major Army commands

will furnish one copy each to HQDA (DAEN-REP-S), WASH DC 20314; other commands will furnish one copy of each to the next higher headquarters.

Interim changes. Not applicable.

Suggested Improvements. The proponent agency of this regulation is the Office of the Chief of Engineers. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAEN-REP-S), WASH DC 20314.

Distribution. Distribution of this publication is made in accordance with the requirements on DA Form 12-09-E, block number 3507, intended for command level D for Active Army, none for ARNG, and D for USAR.

Contents (Listed by paragraph and page number)

Purpose • 1, *page 1*
Applicability • 2, *page 1*
Definitions • 3, *page 1*
Designation • 4, *page 1*
Responsibilities • 5, *page 1*
Program development and review criteria • 6, *page 1*
Procedure for submission, coordination, and processing requests for allocations • 7, *page 2*
Inventory of Army-allocated facilities • 8, *page 3*

Glossary

Index

*This regulation supersedes AR 500-10, 30 June 1972.

RESERVED

1. Purpose

This regulation sets forth the policy contained in DOD Directive 3005.2, 7 December 1964, Non-Industrial Facilities for Mobilization, and implements the procedures and instructions contained therein to assure that existing nonindustrial facilities not under the control of the Department of Defense will be available for military preparedness purposes in the event of mobilization, consistent with national peacetime preparedness planning coordinated by the Office of Emergency Preparedness (OEP). The program will reduce the Department of the Army requirements for new construction to the greatest extent practicable and provide facilities in a minimum period of time in the event of military mobilization.

2. Applicability

a. This regulation applies to each element of the Department of the Army and covers military mobilization responsibility for nonindustrial facilities located within the 10 OEP Regions as shown in figure 1 (exclusive of the facilities in the Military Real Property Inventory of the Departments of the Army, Navy, and Air Force).

b. This program does *not* include—

(1) Mobilization or emergency requirements for family housing, transient facilities for dependents and other nonmilitary activities of the Army.

(2) Research facilities.

(3) Disaster and catastrophe space requirements (e.g., requirements generated by fire, flood, earthquake and other acts of God).

(4) Storage space to be acquired under Department of Defense Commercial Warehouse Plans.

(5) Emergency relocation facilities pursuant to Annex H of DOD Directive 3020.26 (FOUO), "Continuity of Operations Policies and Planning (U)," 25 August 1967.

(6) Ocean terminal facilities.

(7) Civil Defense shelter facilities.

(8) Military facilities requirements in a post-attack period.

3. Definitions

a. Nonindustrial facility. A unit of non-DOD real property, including improvements, not used or suitable for—

(1) The production or maintenance of materials, munitions, equipment, supplies, goods, and other products for military or civilian use.

(2) Research.

(3) Ocean terminals.

Note. Examples of nonindustrial facilities: hotels, motels, resort area facilities, educational institutions, hospitals, office buildings (or space therein), and other real estate that can be used for military purposes.

b. Mobilization. Augmentation of military forces by federalization of National Guard units, activation of Reserve units, order to active duty of individual reservists, or increased Selective Service induction to meet force levels approved by the Secretary of Defense.

c. Allocation. A nonindustrial facility, not under the control of the Department of Defense, is allocated for a future military mobilization requirement where a DD Form 26-2, figure 2 has been—

(1) Signed by the Regional Director of the Office of Emergency Preparedness (RDOEP) for the area where the facility is located; or

(2) Submitted to the RDOEP for a period of 30 days, there has been no indication of conflict and it has been signed in Item 13 by the Principal Regional Liaison Representative (PRLR).

4. Designation

a. The Commanding General, US Army Forces Command (or his designee) is designated the Principal and Assistant Regional DOD-OEP Liaison Representative for the OEP geographic regions shown on figure 1.

b. The Assistant Regional Liaison Representatives (ARLR) for the ten OEP regions as designated by the Department of the Navy, Department of the Air Force, and the Defense Supply Agency will be furnished by separate letter to the Commanding General, US Army Forces Command.

5. Responsibilities

a. Each element of the Department of the Army will determine its mobilization requirements for nonindustrial facilities not under Army control needed to support force levels approved by the Secretary of Defense. Upon revision of mobilization plans or at 3-year intervals, whichever occurs first, allocations of facilities will be reviewed and revalidated, and, where necessary, adjustments made. Confirmation of the continued requirement for existing allocations will be the responsibility of the Army element and will be by written notification to the PRLR. Revalidation's should be phased with approximately one-third of the facilities being revalidated each year. These determinations will be based upon knowledge obtained through visual verification of the availability of the facility. In order to reduce travel expense, other Army elements in or near the cities in question may be requested to confirm the availability and suitability of the allocated space to the extent authorized in paragraph 7b(1). Replacement DD Forms 26-2 will not be processed unless a change in space results from the inspection of the premises.

b. The Commanding General, US Army Forces Command (or his designee) in his capacity as the Assistant Regional Liaison Representative will be responsible for coordinating the Department of the Army program with other DOD components within the region.

c. The Commanding General, US Army Forces Command (or his designee) in his capacity as PRLR will be responsible for—

(1) Coordinating this DOD program within the OEP Region to assure consistent implementation therein.

(2) Coordinating the nonindustrial facilities program of Defense agencies *not* represented by a regional liaison representative to OEP, as requested.

Note. The only Defense agency designating a regional liaison representative is Defense Supply Agency.

(3) And, representing the DOD in OEP regional deliberations pertaining to proposed nonindustrial facilities allocations of primary interest to the DOD and will represent the DOD in OEP regional deliberations pertaining to requested facilities allocations, or will designate the appropriate ARLR to participate in such deliberations.

6. Program development and review criteria

a. General location.

(1) Maximum use will be made of nonindustrial facilities in resort areas where there are minimum concentrations of defense production capabilities or other activities of primary military significance. A facility located in an industrial center, port city, or other congested area, should be requested for allocation only when a suitable site is not available elsewhere.

(2) Every application for the allocation of a nonindustrial facility will include a statement that the vulnerability of the proposed location has been noted and that the risk is acceptable for the intended use.

b. Facilities.

(1) *Selection.* In selecting facilities for allocation, consideration will be given to the cost of leasing, maintenance, utilities, rehabilitation and alterations, restoration, fire protection, security, transportation, and other pertinent economic factors. In general, suitable nonindustrial facilities having the least impact on the community will be selected.

(2) *Use.* In order to effect maximum use of a requested facility, consideration will be given to multipurpose or phased use to meet as many requirements as practicable. For example, it may be feasible first to use a hotel for trainee housing, and subsequently convert it to hospital use. Similarly, in the event a facility has been allocated for military use and also designated for shelter purposes, full consideration will be given to the phased use of such facility for both purposes. Wherever practicable, nonindustrial facilities will continue to be operated with civilian personnel.

(a) Educational facilities.

1. It is the intent of the program to use existing civilian educational facilities and faculties during mobilization to meet military

education and training requirements to the maximum extent practicable, consistent with the maintenance of an educational system capable of meeting the essential requirements of the civilian economy during the mobilization and demobilization periods.

2. Consideration will be given to the type of education or training for which the educational institution is best suited. For example, colleges specializing in engineering, medicine, or other critical education or training should be used for those purposes.

3. Facilities at an educational institution will be limited to those which are not immediately connected with research work. Research facilities per se will not be included in the allocation program. An allocation of facilities at an institution will not preclude the use of its research facilities by other agencies.

4. Vocational training facilities may be allocated only if no other suitable facilities are available. Interruption of this type of training should be avoided whenever possible since such training provides skilled workmen essential to the defense effort. This policy does not preclude emergency utilization of vocational training facilities on a contractual basis as warranted by existing conditions.

5. Elementary and high school facilities will be allocated for use only after normal school hours, unless their use will not interfere with civilian academic programs.

6. Educational facilities will not be used as office space unless no other space for the purpose is available and the space is not needed for essential civilian education and training programs. However, when use of office space at an educational institution is part of a research or other defense contract, or a Department of Defense educational program, such office space may be included in the allocation program.

(b) Hotels/motels and apartments.

1. Allocation of hotels, motels, and apartment houses will be limited, in general, to requirements for use of the entire building or a major designated segment thereof for periods in excess of 60 days. Facilities of this type needed for less than 60 days and requirements for minor segments of such facilities will be met on a contract basis.

2. Apartment unit allocations will, in general, be limited to resort areas and to small units required for housing personnel on duty in the area.

(c) Restaurants.

1. Restaurant facilities will not be allocated except where they are included in hotel facilities, or where separate restaurant facilities must be taken over and operated in order to meet overall messing requirements.

2. Requirements for the provision of meals, but not the operation of a restaurant facility, will be met on a service contract basis and will not be included in the allocation program.

(d) Welfare and recreational facilities. YMCA, YWCA, and welfare facilities will be used only when no other suitable facility is available, or when it is evident that the proposed use will not be detrimental to recreation and welfare activities.

(e) Hospitals and other former military facilities.

1. Hospitals and any other former military installations disposed of with recapture clauses, or with provisions for the right of use by the Federal Government in the event of an emergency, will be acquired upon mobilization if the facilities are still suitable to the need and are economically convertible. Needs of the non-DOD using agency will be considered and exceptions recommended where advisable in the public interest.

2. If a former hospital or other military facility which is allocated for Department of Defense use under this program reverts to Government control prior to mobilization, the military department to which it is allocated may assume custody and accountability at that time.

7. Procedure for submission, coordination, and processing requests for allocations

a. An Army activity whose approved mobilization mission will require nonindustrial facilities in excess of available capacities under the control of the Department of the Army, as directed by higher authority, may request the allocation of specific facilities or

request the Chief of Engineers to nominate suitable space. DD Form 26-2 will be used as an application for an allocation, and it becomes an official allocation upon compliance with the provisions of paragraph 3c.

b. A description of the facility's capabilities and justification of the mobilization requirement will be presented on DD Form 26-2 in accordance with the instructions on the back of the form.

(1) Essential physical data, such as space and accommodations, utilities, capacities, characteristics, and specific features, should be obtained by means of personal interview with owners or managers of selected nonindustrial facilities for which there is a firm mobilization requirement. The data thus obtained should be limited to those required for completion of Items 3, 4, 5, and 6, DD Form 26-2. Written questionnaire type of inquiries to management are *not* authorized. The rental terms, or nature of the Army requirement for the facility, will not be discussed with owners or managers and no commitments will be made. Approval for further solicitation or survey for this type of information must be obtained through DOD clearance office DASD(C), from Office of Management and Budget, in the form of a permit for public inquiry. Public inquiry permits are required by the Federal Reports Act.

(2) DD Form 26-2, Non-Industrial Facility Allocation, is an exempt report (para 7-2b AR 335-15).

(3) Requests for allocation of nonindustrial facilities will be handled as unclassified information, except in unusual cases where the information included on an individual DD Form 26-2 clearly requires security classification. Consolidated listings of allocated facilities will be classified "CONFIDENTIAL" or higher if content so requires.

(4) DD Form 26-2 will be reproduced locally on 8- by 10½-inch paper as required (fig. 2).

c. Where the requesting activity official has completed the DD Form 26-2 through Item 8, he will forward it, in sextuplicate, through channels, to the ARLR of the OEP geographical region in which the property is situated (para 4). The ARLR concerned will indicate that the form properly reflects the Army position by completing Item 9. He will then simultaneously refer a copy of the form to each of the Assistant Regional DOD-OEP Liaison Representatives (ARLR's) for the Department of the Navy, Department of the Air Force, and the Defense Supply Agency within the OEP Region for coordination and return. In addition, where installation of *major* additional communications facilities is required to serve a proposed nonindustrial facility, DD Form 26-2 will be screened through the Headquarters, Defense Communications Agency, and the communication requirements will be justified in Item 7 of the form.

d. Within a period of 90 days, the form will be returned by the ARLR's (and DCA, if applicable) indicating either concurrence or nonconcurrence.

e. If no conflict exists, the PRLR will complete Items 10, 11, 12, and 14 of the forms and forward the original and one copy to the appropriate Regional Director, OEP (table 1 and fig. 1), for allocation (para 3c(1) and (2)). The remaining copies (4) will be placed in an appropriate suspense file for later distribution either upon return of OEP allocation or the expiration of the prescribed 30-day period. Item 14 will contain a number consisting of the OEP region number, a dash, and a consecutive number beginning with 1.

f. Upon the return of the original of the allocation (DD Form 26-2) from the OEP regional office or upon the expiration of 30 days (para 3c(2)), the PRLR will retain a copy for Army records and make distribution of the form to Army elements as follows:

(1) Original (or copy) to requesting activity.

(2) One copy to HQDA (DAEN-REP-S) WASH DC 20314.

(3) Two copies to Division Engineer concerned who will retain a copy and forward the other copy to the appropriate District Engineer.

g. Paragraphs *c* through *f* above outline the duties to be performed by the PRLR/ARLR when processing an application for an allocation for an Army activity. The same actions will be taken by the PRLR in processing the application for allocation of the other DOD departments and DSA, except that all copies of the form indicating OEP (or PRLR) approval, except one retained for PRLR

records, will be returned to the ARLR concerned for distribution according to his command's instructions.

h. Changes in requirements for allocations should be submitted on DD Form 26-2 in accordance with the above procedures. Requests for cancellation of allocations will be submitted in letter form to the appropriate OEP Regional Director with copies to the PRLR and offices indicated in *f*(2) and (3) above.

8. Inventory of Army-allocated facilities

The Department of the Army will maintain an inventory of Army-allocated facilities. It will be the responsibility of the Chief of Engineers to maintain and publish the inventory on an annual basis in the format prescribed in DOD Directive 3005.2, 7 December 1964. It will include all allocations in effect on the last day of each fiscal year and be published and distributed to interested Army elements and to the following by the first day of October each year:

- a.* Secretaries of the Army, Navy, and Air Force.
- b.* Assistant Secretary of Defense (Installations and Logistics).
- c.* Director, Defense Communications Agency.
- d.* Director, Defense Supply Agency.
- e.* Director, Office of Civil Defense.
- f.* Each OEP Regional Director.
- g.* Each GSA Regional Director.
- h.* Each Civil Defense Regional Director.
- i.* Each PRLR.

The inventory Non-Industrial Facilities for Mobilization has been assigned Reports Control Symbol DD-I&L (A) 641.

Table 1
Regional Offices, Office of Emergency Preparedness—Continued

Denver, CO 80225

Regional Director
OEP Region 9
120 Montgomery Street
San Francisco, CA 94104

Regional Director
OEP Region 5
Room 520
300 South Wacker Drive
Chicago, IL 60606

2. Areas within each region. See figure 1.

Regional Director
OEP Region 10
Arcade Building
Room M-16
1319 2nd Avenue
Seattle, WA 98101

Table 1
Regional Offices, Office of Emergency Preparedness

1. Mail addresses.

Regional Director
OEP Region 1
JFK Federal Building
Room 2003 E
Boston, MA 02203

Regional Director
OEP Region 2
26 Federal Plaza
Room 1349
New York, NY 10007

Regional Director
OEP Region 3
2 Penn Center Plaza
Suite 915
Philadelphia, PA 19102

Regional Director
OEP Region 4
Continental Insurance Building
Suite 750
1375 Peachtree Street, NE
Atlanta, GA 30309

Regional Director
OEP Region 6
Federal Building
1100 Commerce Street
Room 13C28
Dallas, TX 75202

Regional Director
OEP Region 7
Room 1500, Trader National Bank Bldg.
1125 Grand Avenue
Kansas City, MO 64106

Regional Director
OEP Region 8
Room 370, Building No. 67
Denver Federal Center

Glossary

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Index

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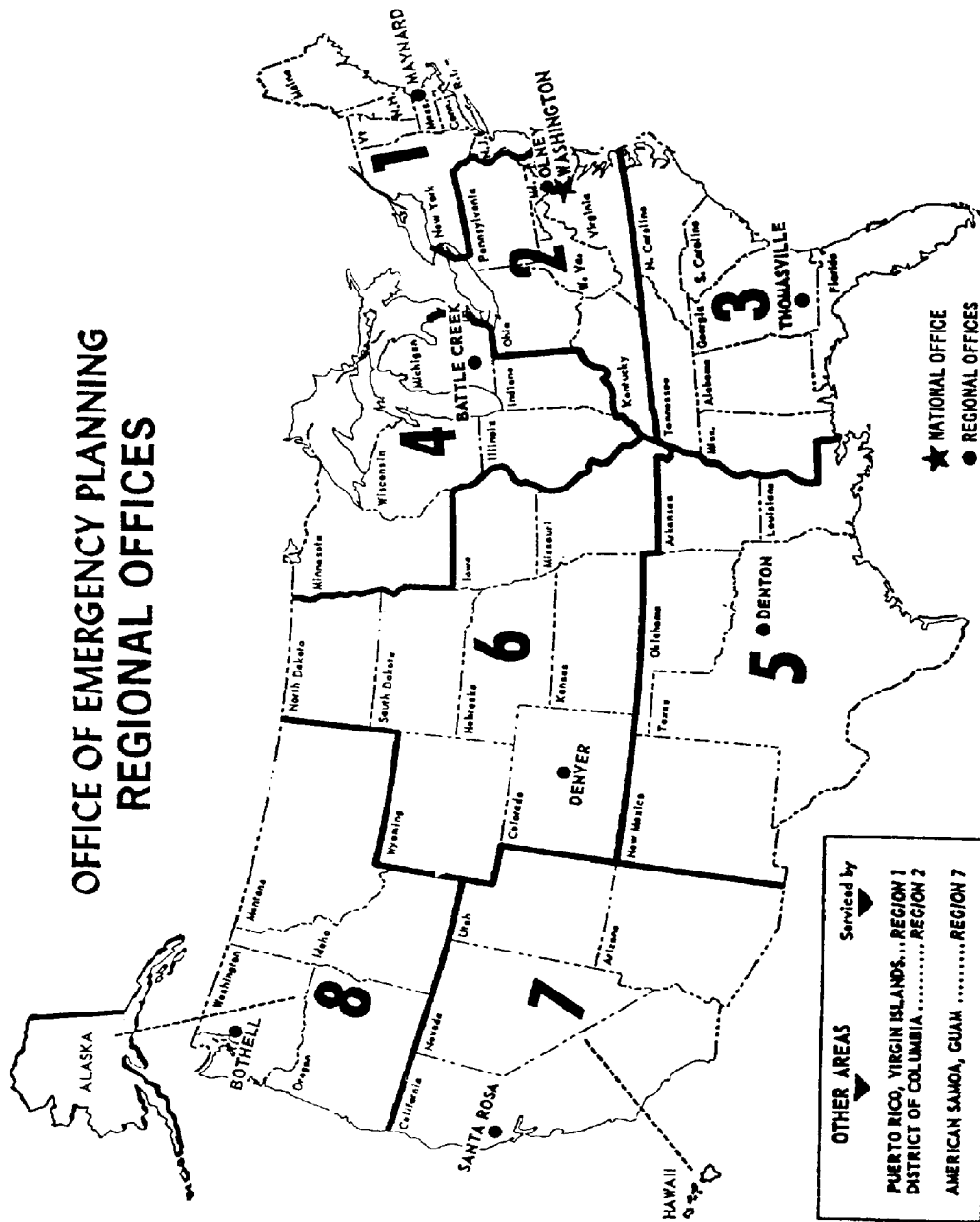


Figure 1

Figure 1.

Figure 2. Instructions for completing Form DD 26-2

1. **AGENCY NUMBER.** Available for use by requesting military department and DSA.
2. Indicate department, activity, bureau or major command etc. requesting facility with mail address.
3. Identify the facility required for mobilization, giving address by state, county, and city. If applicable, give the street address.
4. Describe the facility, e.g., modern 10-story office building, nine floors of office space, first floor cafeteria, barber shop and retail stores; or resident junior college, dormitories for 300 boys, plus quarters for 30 faculty members, riding hall, boat house, chapel, and two school buildings. Identify specific facility(ies) required and facilities in the same complex *NOT* required. Indicate the current civilian use of the facility, e.g., office building or private junior college.
5. Insert the applicable data to indicate the existing shelter program development at this facility.
6. Indicate the capacity for DoD use, e.g., 50,000 square feet usable office space plus 3,000 square feet space available for recruiting or induction station, or 900 man individual specialist training school for resident military personnel.
7. Indicate the intended use of this facility desired by the requesting department, e.g., headquarters - naval district or school for interpretation of aerial photographs. Give succinct statement of reasons why facilities must be provided, to include why facility cannot be provided in existing military installations. Further indicate what steps, if any, have been taken to coordinate proposed use of facility with other departments and generally provide facts to show how the requested facility capability is in balance with approved requirements. The justification should include the following statement: The vulnerability of the proposed location has been noted and the risk is acceptable for the intended use.

- 8, 9, 10, 11. Self-explanatory.
 12. **SUSPENSE DATE.** Thirty days after transmittal to OEP (*Item 11*).
 13. **ALLOCATED.** Enter signature, title, and date of either (1) RDOEP, or (2) PRLR.
 14. **ALLOCATION NUMBER.** Available for use of OEP (*control, ease of reference, etc.*)
 15. Submit forms to the ARLR in original and five copies unless otherwise requested.
- NOTE:** (1) When more than one existing facility is considered satisfactory for a proposed military usage, submit DD Form 26-2 for each such existing facility, appropriately cross-referenced. Indicate relative desirability of each facility under Item 7, "Proposed Military Usage and Justification"
- (2) In Item 7, briefly estimate the nature and extent of repairs and alterations required in the event of mobilization occupancy, including a preliminary cost estimate.
16. **DISTRIBUTION OF ALLOCATION:**
 - (1) Retain copy, OEP Records; original and four copies to PRLR.
 - (1) Retain one copy for PRLR/ARLR records.
 - (4) ARLR will make distribution in accordance with command instructions.

Figure 2.

1. AGENCY NUMBER	MOBILIZATION REQUIREMENTS OF THE DEPARTMENT OF DEFENSE NON-INDUSTRIAL FACILITY ALLOCATION		REPORT CONTROL SYMBOL
2. DEPARTMENT	ACTIVITY AND COMMAND WITH MAIL ADDRESS		
3. NAME AND ADDRESS OF FACILITY			
4. TYPE OF FACILITY AND PRESENT USAGE			
5. CIVIL DEFENSE SHELTER DESIGNATION			
a. FACILITY INCLUDES DESIGNATED SHELTER AREA (S) <input type="checkbox"/> YES <input type="checkbox"/> NO		b. RATED CAPACITY _____ SPACES	
6. CAPACITY			
7. PROPOSED USAGE AND JUSTIFICATION			
8. DATE	TYPED NAME, GRADE, ORGANIZATION OF REQUESTING OFFICIAL		SIGNATURE OF REQUESTING OFFICIAL
9. DATE	RECOMMEND APPROVAL (Signature, ARLR)		10. APPROVED (Signature, PRLR)
11. DATE TO OEP	12. SUSPENSE DATE	13. ALLOCATED (Signature, title & date)	14. ALLOCATION NO.

DD FORM 26-2
1 DEC 64

REPLACES EDITION OF 1 JUN 62, WHICH IS OBSOLETE.

Figure 2-CONTINUED.

Unclassified

PIN 003313-000

USAPA

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PIN: 003313-000
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