MEMORANDUM FOR SEE DISTRIBUTION


1. The purpose of this memorandum is to clarify Installation Design Guide requirements. Each installation will develop and maintain an Installation Design Guide (IDG). The IDG guides planning, programming, design, and construction for all facilities on Army installations. IMCOM leadership will review IDGs periodically to ensure that they comply with the Army's Installation Design Standards and AR 210-20, Real Property Master Planning for Army Installations. Particular attention will be paid to the level of detail required by IDG facility requirements to ensure they are executable and affordable while supporting the overarching efficiency goals of standardization, energy conservation and sustainability. Installation Design Guides apply to all facility projects on Army installations and their application will follow the process shown on the attached flowchart.

2. Headquarters, US Army Corps of Engineers (USACE), in coordination with garrison commanders, will ensure IDG requirements are incorporated in MILCON projects and MILCON Transformation (MT) requests for proposal (RFPs) consistent with project budgets, life-cycle cost, sustainable design, and EPACT 2005 requirements. Installation Design Guides set the local conditions and appearance standards to be met. As such, they define installation requirements and complement Army Standard Designs and MT construction efficiencies to ensure savings in construction costs and expedited delivery do not compromise expectations of Army facilities. Compliance with this component of the Army Facilities Standardization Program is imperative.

3. All MILCON projects will fully embrace and incorporate Army Standards, Standard Designs, and Installation Design Guides. We will build right the first time without cutting corners. USACE will continue to develop projects that balance implementation of the IDG and MT construction objectives unless modified by an exception to compliance. Where an exception to compliance with an IDG is absolutely required or if the project Programmed Amount is exceeded, I expect IMCOM and USACE to raise the specific issue to me for decision before proceeding with construction.

Encl

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DEPUTY CHIEF OF STAFF, G-3/5/7
DEPUTY CHIEF OF STAFF, G-4
CHIEF INFORMATION OFFICER, G-6
Process for Including IDG Requirements in Model RFP

**Installation Identifies Specific Requirements from Approved IDG for Inclusion in the Model RFP:**

* **Criteria for Approval:**
  1. Achievable within PA
  2. Meets milestones
  3. Achieves full scope per 1391
  4. Best Life-Cycle Cost design
  5. Sustainable – SPIRIT GOLD (FY07) LEED SILVER FY08 and beyond
  6. Complies with EPACT 05

**USACE Geographic District,** in coordination with COS if applicable, reviews Requirements against Criteria and conducts a general project assessment (results provided to Installation upon completion).

**Project is IDG compliant and meets all 6 Required Criteria**

**Installation prepares and submits package to Regional IMCOM to address actions recommended where project is not IDG compliant and/or Approval Criteria cannot be met.**

**IMCOM Region coordinates with appropriate USACE Division on regarding courses of action.**

**Region IMCOM, ICW USACE Division, determine most effective course of action and make adjustments in IDG requirements and/or Approval Criteria within authority to allow RFP Award.**

**IMCOM Region submits their recommended position for higher authority review and approval with supporting Justification to HQ IMCOM.**

**HQ IMCOM develops recommended course of action on exceptions to Approval Criteria ICW HQUASACE.**

**Courses of action is within HQ IMCOM and/or HQ USACE approval.**

**HQ IMCOM submits recommended position on needed exceptions to Approval Criteria requiring HQDA action.**

**HQDA / OACSIM review and approval, if appropriate, of requested waivers and/or project adjustments to set facility requirements IAW mission, cost, and standardization requirements.**

**Issue Project RFP and proceed with project – Approved requirements included in Chapter 6 of Model RFP.**

**Allowed Criteria Adjustments:**
1. Any IDG requirements adjustment that does not prevent full Army Standards
2. Cost remains within 100% of PA
3. Does not exceed e-dates or delivery milestone schedule by more than 3 months
4. Achieves no less than 85% of project scope but fully meets Army Standards
5. Must use best Life-Cycle Cost design
6. Must achieve – SPIRIT GOLD (FY07) LEED SILVER FY08 and beyond
7. Must comply with EPACT 05 new facility requirements

**Abbreviations:**
IDG – Installation Design Guide
PA – Programmed Amount for project
RFP – Request for Proposal
USACE – US Army corps of Engineers
COS – Center of Standardization, a USACE district
IMCOM – Installation Management Command
ACSIM – Assistant Chief of Staff for Installation Management
LEED – Leadership in Environment and Energy Design