

Key: light blue highlight = document(s) received by LSD; light green highlight = N/A; light orange - TYAD does not have			
INSTALLATION: Tobyhanna Army Depot	Housing Manager: Steve Dupak	Contact information 570-615-7888	
DATA SOURCE:	DOCUMENT	NOTES	DATE Submitted to ASA IE&E & IMCOM
1. PAO 570-615-6552	Installation Overview Briefing; received 11 Sep 18	Briefing typically given by the Installation Garrison Commander to visitors	
2. Diane Leonard 570-615-7603/Steve D	Installation Brochure; received 18 Sep 18	Includes map of Installation with housing areas (AFH and UH) highlighted. Highlighted area should reflect potential privatization footprint.	
3. PAO 570-615-6552 - is on website	Installation Post Guide; phone directory received 11 Sep 18	Includes telephone directory for Installation.	
4. PAO 570-615-6552 - will be combined with #3 contact list	Installation Housing Division Organization Chart; just one POC for housing, not a Housing Division	Highlight Points of Contact for Privatization Initiative	
5. Steve Dupak 570-615-7888/Diane Leonard 570-615-7603	Installation Master Plan Executive Summary; received 11 Sep 18; TYAD's Executive Summary does not address AFH.	Overview of Installation Master Plan. Include any discussion affecting AFH or UH areas.	
6. TYAD does not have/annotate on draft why	Installation Design Guidelines		
7. PAO 570-615-6552	Installation Population; received 11 Sep 18	Civilian and military working on post and housing population.	
8. Steve Dupak 570-615-7888/Diane Leonard 570-615-7603	Map Showing Potential Areas on Installation for additional/replacement Housing Development (AFH or UH), if needed; received 18 Sep 18		
9. Steve Dupak 570-615-7888	Maps of Family Housing Areas; received 11 Sep 18	Maps of individual housing areas (villages).	
10. Steve Dupak 570-615-7888/Diane Leonard 570-615-7603	Sample Floor Plans for each Housing Area		
11. Steve Dupak 570-615-7888	Installation Housing Inventory	Distribution of housing by grade and numbers of bedrooms; ages of units; square footage.	
12. Steve Dupak 570-615-7888	Inventory's Comparable Rental Rate in the Surrounding Market	By product type, what would comparable units rent for in the local market?	
13. Steve Dupak 570-615-7888 - 1 unit	Units that are Compliant with the Americans with Disabilities Act (ADA); received 13 Sep 18	List of Installations ADA-Compliant Housing Units	
14. Steve Dupak 570-615-7888	Most recent Army Housing Study (Resident Satisfaction Survey)	Results of complete Resident Satisfaction Survey	
15. Steve Dupak 570-615-7888	Occupancy Rates by Month; received 18 Sep 18	Chart with the historic occupancy by month from 2016 through 2018	
16. Steve Dupak 570-615-7888	List of Unoccupied Units as of September 2018; received 13 Sep 18	Schedule of the number of units offline including those offline due to construction and routine maintenance.	
17. Steve Dupak 570-615-7888	Historic Vacancy for 2017 and 2018; received 18 Sep 18	These charts show the total number of vacant units, including units offline for construction, for calendar years 2017 and 2018.	
18. Steve Dupak 570-615-7888	Historic Assignment and Termination Statistics; received 18 Sep 18	Summary of the number of assignments and terminations for 2017 through 2018.	
19. N/A	Waiting List Summary and Time Projections - None	Waiting list and summary chart broken down by bedroom size and rank groupings, with projected waiting times.	
20. N/A	List of Units Eligible for Historic Designation	List of historic units (excerpted from Cultural Resources Management Plan)	
21. Don Sharpe 570-615-7800	Installation Status Report - Regular Army Housing Standards Booklet; received 19 Sep 18	Standards booklet for the classification of regular Army housing. Published by the Assistant Chief of Staff for Installation Management.	
22. Don Sharpe 570-615-7800	Results for Installation's Installation Status Report; received 11 Sep 18	This report shows the status of Installation housing areas under the regular Army ISR standards.	
23. Diane Leonard 570-615-7603/Steve Dupak 570-615-7888	MILCON 1391 Forms / Descriptions for Neighborhood Revitalization Projects; received 19 Sep 18	Summary sheets on the MILCON projects including the scope of work, budget and actual costs and timelines.	
24. N/A	Set-aside programs, off-post housing agreements/leases		
25. Steve Dupak 570-615-7888	Housing Market Analysis (HMA); received 19 Sep 18	Detailed report on family housing market in the Installation area that describes the housing requirement at Installation.	
26. ACSIM	Basic Allowance for Housing (BAH) 2016-2018 w/ Current On-Post Distribution by Rank	BAH for years 2016 to 2018 applied to the 2018 distribution of soldiers living on-post.	

DATA SOURCE:	DOCUMENT	NOTES	DATE Submitted to ASA IE&E & IMCOM
27. Paula Mesaris 570-615-7090	Installation Integrated Natural Resources Management Plan (Executive Summary); received 20 Sep 18		
28. Paula Mesaris 570-615-7090	Installation Cultural Resources Management Plan (Executive Summary)		
29. N/A - TYAD has paperwork	Sample Installation Asbestos Housing Inventory	Lists showing a sampling of asbestos housing inventory	
30. Noah Staqliano 570-615-7028	Installation Radon Study; received 12 Sep 18		
31. Paula Mesaris 570-615-7090	Installation Lead-Based Paint Survey and Risk Assessment Report; received 20 Sep 18	Also includes disclosure document for new residents.	
32. Paula Mesaris 570-615-7090	Installation Inventory of Archeological Resources	Excerpted from Installation Cultural Resources Management Plan	
33. Paula Mesaris 570-615-7090	Endangered, Threatened and Rare Species Information; received 20 Sep 18	Excerpt from Installation Integrated Natural Resources Management Plan	
34. Paula Mesaris 570-615-7090	Baseline Water Resources Conditions (watersheds and stormwater runoff)	Excerpt from Installation Integrated Natural Resources Management Plan	
35. N/A	Base Operations Services Support Contract	If housing maintenance is accomplished by contract, please include an overview of the housing services provided and remaining term of contract.	
36. Paula Mesaris 570-615-7090	Recycling Contract		
37. Steve Dupak 570-615-7888	Document Describing Communications Infrastructure / Arrangement in Housing Areas	A memo describing telephone, cable TV and Internet access in the Installation housing areas.	
38. N/A	Status of Utility Privatization on the Installation		
39. N/A	Any completed Environmental Assessments (EAs) or Environmental Baseline Studies (EBS) completed within the last 5 years which include the housing areas (AFH or UPH)		
40. Steve Dupak 570-615-7888	Descriptive Information of On-post and Off-post Schooling		
41. ACSIM	Federal Wage Rates	Rate of wages for laborers and mechanics on federal construction projects.	

Fort Belvoir RCI Document Room Information Request Checklist

CATEGORY CODES 72170 and 72410 ONLY

Document	Notes
Maps of Unaccompanied Housing Areas/Buildings	Maps of unaccompanied housing areas (buildings).
Sample Floor Plans for each building type	
Installation Unaccompanied Housing Inventory	Age of units; square footage.
Inventory's Comparable Rental Rate in the Surrounding Market	By product type, what would comparable units rent for in the local market?

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Units that are Compliant with the Americans with Disabilities Act (ADA)	List of Installations ADA-Compliant Housing Units
Occupancy Rates by Month	Chart with the historic occupancy by month from 2016 through 2018
List of Unoccupied Units as of September 2018	Schedule of the number of units offline including those offline due to construction and routine maintenance.
Historic Vacancy for 2017 and 2018	These charts show the total number of vacant units, including units offline for construction, for calendar years 2017 and 2018.
List of Units Eligible for Historic Designation	List of historic units (excerpted from Cultural Resources Management Plan)

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CATEGORY CODES 72170 and 72410 ONLY

Results for Installation's Installation Status Report	This report shows the status of Installation unaccompanied housing areas under the regular Army ISR standards.
MILCON 1391 Forms / Descriptions for UH Revitalization Projects	Summary sheets on the MILCON projects including the scope of work, budget and actual costs and timelines.
Sample Installation Asbestos Housing Inventory	Lists showing a sampling of asbestos housing inventory
Base Operations Services Support Contract	If housing maintenance is accomplished by contract, please include an overview of the unaccompanied housing services provided and remaining term of contract.
Document Describing Communications Infrastructure / Arrangement in UH	A memo describing telephone, cable TV and Internet access in the Installation unaccompanied housing areas.

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