



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS US ARMY GARRISON
2837 BOYD AVENUE
FORT HUACHUCA ARIZONA 85613-7001

ATZS-CDR

6 November 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY--Mission Impact on Fort Huachuca Historic Properties

1. Fort Huachuca has an obligation to be a responsible steward of our historic properties based on numerous federal laws and regulations. The most efficient way to comply with these legal mandates is to implement procedures early in the mission planning process. This policy memorandum instructs all organizations and tenant activities on how to implement historic properties compliance whenever any action is proposed, and prior to execution of the action. Initiating organizations are responsible for compliance. Garrison staff will assist with compliance requirements. Failure to comply at the organization level affects the entire installation, and could result in fines and constraints on future mission activities.
2. Because of the long historic and prehistoric use of Fort Huachuca, historic properties may be buildings, parts of buildings, artifacts, or even sites that look like nothing to the layman. The properties may be uncovered during construction or other ground disturbing activities, despite prior approvals for digging or maintenance work. Historic properties include prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion on the National Register of Historic Places (NRHP), including artifacts, records, and material remains related to such a property [16 U.S.C. § 470w, Sec. 301(5)]. You may also encounter human remains. These are also strongly protected by federal laws, and must be managed according to strict rules.
3. In order to comply with the law, and allow for mission requirements, all organizations anticipating an action (called an 'undertaking' in the law) must coordinate with the installation's historic properties manager (IHPM) at the earliest opportunity to determine if the undertaking might affect historic properties. This coordination also applies to contractors and their employees working on the installation. Early coordination can help you design this compliance requirement consistent with your mission, if possible, by relocating mission activities or reducing intensity levels near historic properties.
4. After review by the IHPM, if there is no anticipated affect, the undertaking can proceed with the proviso that inadvertent discoveries of historic properties will require work on the undertaking to stop for the required legal steps and consultations, until their eligibility can be determined or they can be properly managed.

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5. If the undertaking may affect historic properties, traditional cultural properties, or sacred sites, consultation must be initiated between the Arizona State Historic Preservation Officer (SHPO), and the 11 consulting tribes of Native People at the earliest opportunity. This consultation requires 30 days comment period from the SHPO and the consulting tribes. SHPO will not conclude consultation without documentation of concurrence from the consulting tribes. An average time for consultation to be concluded is 6 weeks for simple undertakings. Complex undertakings with many components may require phased consultation over a period of years. After consultation is successfully concluded, the undertaking can proceed with the proviso that inadvertent discoveries of historic properties require work on at least part of the undertaking until their eligibility can be determined.
6. For historic properties compliance, any undertaking must be coordinated through the Environmental and Natural Resources Division, Directorate of Installation Support (DIS), as follows:
 - a. For the maintenance and repair of historic structures, a Work Request form (EHSC FORM 4283-1) must be submitted to the Directorate of Installation Support, Management Engineering Systems Office (ATZS-ISW).
 - b. For construction that requires excavation of soil, a Request For Utility Locate form (FH FORM XXXX-R) must be submitted to the Directorate of Installation Support, Contract Management Division (ATZS-ISU).
7. Training activities are coordinated by Range Control (USAG G3 OPS, ATZS-IOR) which maintains a GIS database of historic properties located on the ranges. For routine training exercises, Range Control makes the determination concerning which training activities may affect historic properties and if a reasonable buffer area can be established. Training activities of a potentially more destructive nature are referred to the historic properties manager.
8. Point of Contact is Dr. Charles Slaymaker, Historic Properties Manager, Environmental and Natural Resources Division, at 533-9089.

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9. The proponent for this Policy Memorandum is the DIS, Environmental and Natural Resources Division, ATZS-ISB.

//original signed//

LAWRENCE J. PORTOUW

COL, MI

Commander, US Army Garrison

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