

APPENDIX Q

**SAMPLE MEMORANDUM FOR  
SITE PLAN SUBMISSION**

**OFFICE SYMBOL DATE**

MEMORANDUM FOR **Next Level in the Chain of Command, (e.g., District-Division-HNC(DRU Authority)-USATCES or installation level- MSC, DRU, ASCC, or ACOM)**

SUBJECT: Request for **(Preliminary or Final)** Site Plan Approval for **(Installation and what is being sited, e.g. Fort Dix, Ammunition Supply Point (ASP), Aboveground Magazines (AGM) A100 through A104, project #)**

1. References:

- a. DOD 6055.09-STD, DOD Ammunition and Explosives Safety Standards.
- b. AR 385-10, The Army Safety Program.
- c. DA PAM 385-64, Ammunition and Explosives Safety Standards.
- d. DA PAM 385-65, Explosive and Chemical Site Plan Development and Submission.
- e. EM 385-1-97, Explosives Safety and Health requirements Manual. *(For USACE Submissions only)*

2. This office has reviewed the ESSP and this Memorandum constitutes *(District, Division, installation DRU, ACOM or ASCC)* approval. *(per paragraph 1.e, add at the end of this sentence "per reference 1.e." if submittal is to USATCES)*

3. The subject site plan submission requests Army and DDESB approval for **(Location and all Facilities being sited)** located at **(Installation), (State)**.

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15 Sep 08

4. The site plan has been prepared in accordance with references 1.a through 1.e (*reference paragraph 1.e if submitting to USATCES*) above. Applicable information is found in TABs B through K of this submission.

5. Site plan approval is requested by (**Date**).

*NOTE: If expedited site plan approval is requested (Less than 90 days from receipt at USATCES) then the expedited justification in TAB B must be completed, approved by the Garrison Commander, and endorsed by the installation command's Command Group.*

6. The POC for the site plan submission is (**name, phone and email**).

Signature  
Chain of Command

CF: