

C.U.I.

Master Plans with Controlled Unclassified Information (CUI)

Overview

Master plans are comprehensive in nature and as a result, it can be challenging for federal agencies to identify what information is necessary to provide for NCPC's review. This is particularly true when each agency has its own master plan criteria to follow and when that criteria is considered Controlled Unclassified Information (CUI)¹. The purpose of this resource guide is to provide additional guidance to federal agencies for integrating their master planning processes with NCPC's master plan review, to avoid unnecessary CUI in master plans, and to summarize NCPC's policy for managing that information when it is necessary.

The Purpose and Role of Federal Master Plans

A master plan is a comprehensive development proposal for a campus or installation with more than one building, structure, or activity, either existing or proposed. In general, it serves as a roadmap for the future physical expansion of a federal installation or campus and foundation for long-term investment, typically over a 20-year planning horizon. A master plan considers mission needs, new or changing activities, workforce and visitor projections, and facility conditions. It identifies land uses; architectural styles, development massing and form; street networks; amount of parking; pedestrian and bicycle facilities; stormwater management; and an approach to landscape design. It also analyzes impacts to visual, environmental, cultural, and historic resources.

NCPC reviews master plans to ensure the orderly development of the National Capital Region in a way that supports the mission of each installation while respecting and coordinating with the surrounding communities and other federal agencies. Master plans have an important role in NCPC's review of individual site and building development projects on federal installations and campuses. NCPC uses master plans to understand the potential impacts of those projects on and off-site, and how each project advances the vision for the installation or campus.

¹ Controlled Unclassified Information (CUI) is also referred to For Official Use Only (FOUO).

Federal Master Planning Processes

NCPC derives its review authority for review of federal and District campus developments and federal military installations from the National Capital Planning Act. NCPC reviews master plans for consistency with the policies contained in the Federal Elements of the Comprehensive Plan. Such policies guide land use, building layout and massing, transportation, the protection of environmental resources, and historic preservation. NCPC's Submission Guidelines describe the specific content that federal agencies should include in their master plans to facilitate the Commission's review in accordance with the Comprehensive Plan policies.

Other federal agencies, such as the Department of Defense (DoD), may have their own master planning criteria. The DoD has overarching guidance for federal installation master planning provided in the United Facilities Criteria (UFC) 2-100-01 Installation Master Planning, the National Defense Authorization Act (NDAA), and the Installation Energy Plans Office of the Secretary of Defense (OSD) Memorandum. As a result, the DoD typically produces three types of plans for installations, which include: Installation Development Plans (IDP), Area Development Plans (ADP), and site-specific development plans.

An IDP is a broad framework that includes a vision, goals, and objectives for the installation with a list of recommendations and desired capital projects. An ADP is a plan that elaborates on the proposed development of a specific area and illustrates the functional, physical, and human aspects of areas to be developed with information related to roadways, paths, parking, utility alignments, landscaping, and cost and schedule information. Together, IDPs and ADPs provide the level of detail that is typically included in a federal master plan for NCPC's review.

Refer to NCPC's Submission Guidelines for details about the Master Plan Review Process, including the pre-submission meeting, draft review, and final review stages. In the case of DoD installations, the review process is the same for IDPs and ADPs.

<https://www.ncpc.gov/review/guidelines/>

Master Plan Submission Content for Controlled Unclassified Information

NCPC recognizes that federal installations and campuses have enhanced security needs. As such, NCPC's submission requirements offer flexibility to meet the needs of individual agencies and protect information that is designated as CUI. NCPC has divided its standard master plan content into three categories designed to reduce the amount of CUI and superfluous information in federal master plans for the Commission's review and streamline the review process for the submitting agency. The following paragraphs summarize these three categories.



Rendering of proposed development at Fort Belvoir, Va

1) Necessary Content

Necessary Content is essential to NCPC's review of master plans. It forms the primary structure of a master plan and identifies the connection between future projects, programming, and the goals of the installation or campus. Without the Necessary Content, individual project development plans on an installation or campus are difficult for the Commission to analyze because there is not enough context to understand how the individual project fits into the master plan or what potential impacts the project will have on and off the site. Necessary Content in master plans submitted to NCPC includes:

- General street and block patterns
- General land uses
- Building footprints/massing
- Transportation networks
- Tree removal and mitigation/regrowth areas
- Stormwater management networks
- Open space/recreational networks



2) Desirable Content

Desirable Content is not required for master plans submitted to NCPC, but it is recommended to support the Commission's review and strengthen their understanding of the spatial and visual characteristics of a plan. For example, street cross-sections are Desirable Content that communicate the dimensional relationship of street and block patterns. Desirable Content for master plans submitted to NCPC includes:

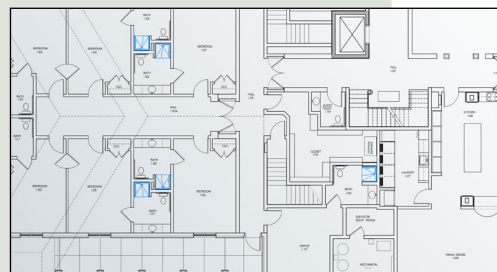
- Design standards (architectural standards, street furniture, parking lot standards, etc.)
- Street cross-sections
- Planning districts



3) Unnecessary Content

Unnecessary Content is information that is not needed to support the Commission's understanding of the master plan and is not needed to ensure consistency with the Federal Elements of the Comprehensive Plan. Further, Unnecessary Content often corresponds with content considered CUI by the submitting agency. As such, it should not be included with any submission to NCPC. Unnecessary Content for master plans submitted to NCPC includes:

- Specific user missions or building uses
- Detailed information on airfield operations, training, weapon systems
- Interior building configurations
- Underground utilities or other below-ground systems
- Specific security set-back dimensions





NCPC CUI Policies

In certain cases, the submitting agency may determine that Necessary or Desirable Content is considered CUI. When this happens, NCPC has the following policies in place for managing the master plan:

- The master plan is only reviewed by the NCPC Project Officer, Plan Review Director, the Executive Director, the General Counsel, the Commission Secretary, and the Commission in a closed Executive Session..
- All hard copies of the master plan are stored in a locked drawer and electronic files are stored only on the Project Officer's secure laptop.
- The staff report and presentation for public dissemination has all CUI information removed, with more general information substituted.
- After review, all hardcopies are destroyed, and all electronic files are deleted from the Project Officer's laptop.

Alternatively, applicants may require the contractor to prepare two versions of the master plan – one “complete version” (with CUI) and one “public version” (without CUI). CUI can be redacted on a “line-by-line” basis or located in Appendix sections. In this strategy, only the “public version” would be shared in the staff report and at the Commission's regular public meeting.

Additional Applicant Resources

NCPC Master Plan Training Workshop Report

https://www.ncpc.gov/files/NCPC_DoD_Workshop_After_Action_Report-1.pdf

NCPC Submission Guidelines

<https://www.ncpc.gov/review/guidelines/>

NCPC Website

www.ncpc.gov