



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON SCHWEINFURT
DIRECTORATE OF PUBLIC WORKS
Unit 25850, Box 40
APO AE 09033

IMEU-SWF-PWB

31 MAR 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standing Operating Procedure (SOP) for Directorate of Public Works (DPW)
Construction Project Status and Work Request Review Meetings

1. References:

- a. AR 420-1, Army Facilities Management, 12 Feb 08.
- b. DA Form 4283, Facilities Engineering Work Request (FEWR), 1 Sep 03.

2. Purpose: To develop a system that allows the DPW to coordinate all construction projects within the US Army Garrison Schweinfurt.

3. Policy: DPW conducts regularly scheduled project status, FEWR review meetings and scheduling meetings.

a. Project Review Meeting: Once a month, the DPW conducts a project review. This meeting provides organizations external to the DPW, such as the U.S. Army Corps of Engineers Europe District (EUD) an opportunity to brief the current status of their projects. Topics include current/ongoing construction projects, projects in design, and warranty issues from completed projects. This meeting also includes a briefing by DPW Engineering Division on project status. The meeting ends with the weekly internal scheduling meeting conducted by Business Operations and Integration Division (BOID). Guidance for the conduct of this meeting is provided below.

(1) This meeting is conducted monthly and not in conjunction with a FEWR review meeting.

(2) The briefing order is EUD, Engineering Division, then BOID.

(3) The briefing agency provides enough copies of their construction status report for all attendees. If e-mailed to attendees prior to the meeting, all attendees are responsible to bring their own copy.

(4) Briefing should provide as a minimum the following information:

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(a) Current project status. This is the heart of the meeting. Ensure all coordination issues and support requirements are discussed.

(b) Upcoming significant dates. This includes pre-design, design, pre-construction, construction, or other upcoming meetings of interest to the group.

(c) Projects in Design. Briefly review projects still in the design stage. Cover any change in project status.

(d) Warranty Information. Briefly discuss upcoming warranty inspections or identify other issues pertaining to warranty information for projects under warranty.

b. DA Form 4283, FEWR Review: The DPW conducts a FEWR review meeting to allow all Division Chiefs to gain insight to the many projects/work orders submitted by the Garrison in the last two weeks as well as provide input to the group. The meeting ends with the weekly internal scheduling meeting conducted by BOID. Guidance for the conduct of this meeting is provided below.

(1) This meeting is conducted twice monthly and not in conjunction with the project review meeting.

(2) The Chief, BOID leads this meeting. Attendees include the Director, NCOIC, Master Planner and the Chief or a representative of the O&M, Environmental, Engineering Division and Housing Divisions.

(3) The Chief, BOID brings all DA Form 4283s submitted since the last review meeting.

(4) Briefing and discussions include the following information:

(a) Requirement: Discuss whether the request is valid or needs further investigation. If further action, evaluation, or clarification is needed the FEWR is forwarded to the appropriate Division Chief for action. In all cases FEWRs are tracked by BOID through IFS to maintain accountability of the document at all times.

(b) Options for Execution. The feasibility of using the in-house workforce is discussed as well as execution through other means (i.e. JOC, SHBA, ED, etc.). Work that is considered self-help or unit R&U NCO work is also identified.

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(c) Options for Funding. Each FEWR is reviewed for eligibility of all potential funding resources (i.e. VENC, Host Nation, Year-End, etc.). This includes whether the work is reimbursable to the requesting activity.

(5) Based on feedback from this meeting, the Director approves, disapproves, or modifies the scope of the FEWR.

c. Scheduling Meeting. Every week, the DPW conducts an internal scheduling meeting as closure to one of the above meetings. These meetings address the in-house work force (by shop), the work completed the previous week and the work forecast for the next week.

4. The POC for this memorandum is the Chief, Business Operations and Integration Division at DSN 354-6477.



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Director, Public Works

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