



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON-FORT LEE
1100 LEE AVENUE SUITE 112
FORT LEE, VIRGINIA 23801-1720

IMLE-ZA

FORT LEE POLICY NO. 12-03
DEC 30 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Lee Approval to Accomplish Work on Installation Facilities Policy

1. References:

- a. AR 420-1, Army Facilities Management (Rapid Action Revision (RAR) Issue), 24 August 2012.
- b. Fort Lee Installation Design Guide, September 2007.

2. Background:

a. The advent of simplified procurement procedures, such as the IMPAC credit card and a resource climate that encourages greater self-reliance for facilities infrastructure work, has resulted in some activities altering facilities without obtaining proper authorization.

b. Per AR 420-1, paragraphs 2-5 and 2-16: The host-garrison must ensure that all maintenance, repair, and construction comply with good engineering practices; applicable Federal, State, and local statutes (to include, but not limited to, environmental compliance); Installation Design Guide (IDG) and garrison facility standards and applicable Army regulations whether executed by IMCOM garrison public works activity, troop units, and/or other activities and tenants (including private sector and non-appropriated fund (NAF) entities). Projects funded by tenant activities will be coordinated and approved through IMCOM host-garrison command channels, regardless of the source of funds. Projects financed by the private sector for government use will also be coordinated and approved through IMCOM's host-garrison command channels.

c. For all matters concerning the Fort Lee Installation Design Guide contact the DPW Master Planning Division at (804) 734-5039.

3. Policy:

a. Work related to construction or renovation of installation facilities, infrastructure, or the installation of mechanical or electrical equipment must be approved by the DPW prior to work performance.

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b. All Fort Lee activities requesting construction or renovation work are required to secure approval from the DPW by submitting a detailed description of work requested on a Facilities Engineering Work Request (DA Form 4283). Submit requests to DPW's Business Operation and Integration Division prior to facility or land disturbance. Anyone engaging in work planning on Fort Lee is encouraged to consult with DPW representatives early in the effort. For third party contracted work, "permission only" requests should be submitted during work planning, and facility and/or land disturbance cannot begin until a DPW approved DA Form 4283 is obtained. All work requests should be emailed to the DPW 4283 Help Desk at usarmy.lee4283helpdesk@mail.mil, or may be delivered in hard copy to Bldg. 6005 at 825 19th Street. Guidance and forms for facilities managers and work requestors can be found on the DPW Business Operations and Integration SharePoint page at <https://home.army.mil/sites/atl/flg/dpw/boi/SitePages/Home.aspx>, or by visiting our web page at <http://www.lee.army.mil/dpw/dpw.aspx>.


c. Failure to obtain proper approval may result in project delays, as well as activities having to fund the cost of any rework or clean-up costs associated with restoring facilities to standards.

d. Projects funded or managed at levels above Installation, such as Region or ACOM projects must comply.

4. **Effective Date:** This policy becomes effective immediately upon signature.

5. This policy supersedes Fort Lee Policy No. 12-03 dated 1 June 2009.

6. **Proponent:** Proponent for this policy is DPW's Business Operations and Integration Division at 734-4519.


for PAUL K. BROOKS
COL, LG
Commanding

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