



REPLY TO
ATTENTION OF

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

FORT LEE POLICY NO. 12-03

1 June 2009

IMNE-LEE-PWO

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Approval to Accomplish Work on Installation Facilities

1. **Reference:** AR 420-1, Army Facilities Management, 12 February 2008.

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. AR 420-1, paragraph 2-10, requires that any maintenance, repair, or construction work performed on real property by installation and tenant activities be approved by and coordinated with the Directorate of Logistics/Directorate of Public Works (DOL/DPW). This includes work performed by contract, self-help or troop labor. This requirement is established to ensure technical sufficiency and compliance with statutory regulations, the Installation Master Plan, and the Installation Design Guide, as well as to ensure that the work is properly accounted for and classified.

c. The Fort Lee Installation Design Guide Executive Summary is available (LAN System: Network Neighborhood\Vs2\DPWL Resources\FLP-12-03).

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 DOL/DPW prior to work performance.

b. Activities are required to secure approval from the DOL/DPW by submitting a detailed description of work (see encl 1) on a FSH Form 4283-E, Work Request (IFS-M) to DOL/DPW's Production Control Branch, Bldg. S-6220 located on Front Access Road. Approval should be obtained during the planning phase of any proposed work.

NOTE: Encl 1 can be accessed at the following location: \\Vs2\DPWL Resources\FLP-12-03.

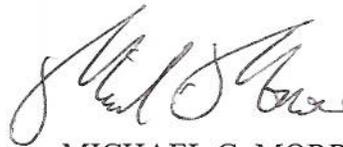
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c. Failure to obtain proper approval may result in activities having to fund the cost of any rework or clean-up costs associated with restoring facilities to standards.

4. **Effective Date:** This policy supersedes Fort Lee Policy No. 12-03, 10 June 2003.

5. **Proponent:** Proponent for this policy is DOL/DPW's Operations Division, Production Control Branch at (804) 734-4152.



MICHAEL G. MORROW
COL, LG
Garrison Commander

Encl

DISTRIBUTION:
LEEKEY

WORK REQUEST (IFS-M)
(For use of this form, see AR 420-17 and DA Pam 420-6; the proponent agency is USACE.)

PART A (See Instructions)	CUSTOMER ID CODE	DOCUMENT SERIAL NUMBER	FY	TYPE	SHORT JOB DESCRIPTION				DATE	
									DA	MON

INSTALLATION ABBREVIATION OF FACILITIES	BUILDING / FACILITY NUMBERS									
	1	2	3	4	5	6	7	8	9	10
1										
2										
3										

REMARKS:

INSTALLATION NAME: **FORT LEE**

CUSTOMER NAME: _____ POC NAME: _____ POC PHONE NUMBER: _____

WORK DESCRIPTION: (Description and justification of work requested)

AUTHORIZED REQUEST: (Type or Print)

SIGNATURE

PART B
(Approving Official Only)

APPROVAL ACTION CODE: _____ SPECIAL INTEREST CODE: _____

WORK REQUEST PRIORITY: _____ ESTIMATED WORK START DATE: _____

PROGRAM INDICATOR CODE: _____ ESTIMATED COMPLETION DATE: _____

YES	NO	ENVIRONMENTAL CONSIDERATION	ENVIRONMENTAL CONSIDERATION	ENVIRONMENTAL CONSIDERATION	ENVIRONMENTAL CONSIDERATION	APPROVAL AMOUNTS		SOURCE OF FUNDS
						FUNDED	UNFUNDED	
		ENVIRONMENTAL CONSIDERATION	IN-HOUSE			\$	\$	DIRECT
		EIS/EIA INITIATED	SELF-HELP CONTRACT			\$	\$	AUTOMATIC REIMBURSEMENT
		EIS/EIA COMPLETED	TROOP			\$	\$	FUNDED REIMBURSEMENT
								OTHER FUND CITATION

DESIGN APPROVAL

DATE: DA MON YR

APPROVAL AUTHORITY: _____ APPROVAL ACTION: APPROVED

(Please type or print name)

(Signature)

DISAPPROVED

(Signature)

encl