



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09005-9623

IMWB-ZA

NOV 18 2015

MEMORANDUM FOR All Members of the United States Army Garrison (USAG)
Wiesbaden Community

SUBJECT: US Army Garrison Wiesbaden Command Policy Letter 33, Proprietary
Approval of Maintenance, Repair or Construction Work Funded by Tenant or Other
Community Activities

1. Reference Army Regulation (AR) 420-1, Army Facilities Management, 12 February
2008.

2. Maintenance, repair, or construction work funded or executed by tenant or other
garrison units or activities within the footprint of the USAG Wiesbaden will be
coordinated with and approved by the Director of Public Works (DPW) regardless of the
source of funds or method of execution. This will ensure that all maintenance, repair
and construction activities are in accordance with the installation's real property
management plan. It also ensures work intended to be accomplished does not violate
host nation laws, DOD or AR building and construction codes, installation facility
standards, or exceed any local utility infrastructure capabilities.

3. The steps in this process are as follows:

a. Prior to any planning/design activities: All work intended to be accomplished by
a tenant or garrison unit or activity must be submitted to DPW on DA 4283 (Facilities
Engineering Work Request) to include available documentation for approval.

b. During the design phase: All plans and specifications will be reviewed by the
DPW and, if required, by Directorate of Emergency Services, Safety Office, Signal
Battalion, etc., to ensure all parties are in agreement as to project scope, schedule and
planned execution. DPW will appoint a person to act as the garrison point of contact
(POC) responsible for garrison coordination efforts pertaining to subject project
throughout the footprint of USAG Wiesbaden.

c. During the construction phase: DPW must be kept informed (in writing on a
weekly basis) as to construction status and any intended changes to the approved
plans, schedule or method of execution. Changes will only be implemented after receipt
of approval by DPW.

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d. After completion of the construction phase: DD Form 1354 (Transfer and Acceptance of Military Real Property), as-built drawings and all other necessary documentation must be completed and provided to DPW within 60 days after completion of project.

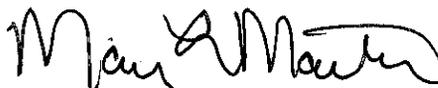
e. During the warranty period: With the submission of as-built drawings, all required documentation and DD form 1354, DPW accepts the responsibility for the coordinated execution of warranty inspections, enforcement of corrective actions and any other warranty enforcement responsibilities. Exempt from this are projects executed by the Corps of Engineers (COE). All responsibilities remain with the COE during the entire warranty period.

4. As a minimum, DPW will be invited to the following meetings/inspections:

- (1) Design kick-off meeting.
- (2) Any design review meetings such as 35%, 65%, 95% submissions.
- (3) Pre-bid conference.
- (4) Pre-construction conference.
- (5) Any construction meeting.
- (6) Final inspection.
- (7) Warranty inspections (limited to COE executed projects).

5. Limitations: To comply with the requirements of the utilities suppliers and the correct utility connection procedures on the privatized utilities lines, all requests for proprietary approvals will solely be coordinated by DPW with the respective utilities provider.

6. Point of contact for this action is CPT Jason F. Hinds, Acting Chief, Business Operations and Integration Division, DSN 548-4100, CIV: 0611-143-548-4100 or e-mail: Jason.f.hinds.mil@mail.mil.


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COL, AG
Commanding