

DEPARTMENT OF THE ARMY  
HEADQUARTERS, US ARMY GARRISON HAWAII  
SCHOFIELD BARRACKS, HAWAII 96857-5000

USAG-HI Pamphlet  
Number 420-2

27 JAN 2012

Facilities Engineering  
Temporary Water Services Administrative Support Supplement

This pamphlet supplements the regulatory process documented in USAG-HI Regulation (Reg) 420-2, Temporary Water Services.

1. **PURPOSE.** This pamphlet explains the use of required forms for requesting and approving temporary water services on United States Army Garrison, Hawaii (USAG-HI) installations.

2. **REFERENCES.**

a. Directorate of Public Works (DPW) Customer Service Handbook, 11th Edition, August 2011.

b. USAG-HI Reg 420-2, Temporary Water Services

c. **Required Forms.** The processes defined in this pamphlet require the use of the following command forms which are prescribed for use in Reference 2.b. above.

(1) USAG-HI Form 36, Request for Temporary Water Services

(2) USAG-HI Form 37, Reduced Pressure Principal Backflow Prevention Assembly Test Report.

(3) USAG-HI Form 38, Notice of Temporary Water Service Approval.

3. **APPLICABILITY.** This pamphlet applies to all parties involved in the process of procurement implementation, functional use, and termination of temporary water services for military construction (MILCON) projects or installation troop activities when USAG-HI is the primary provider of the contracting or direct support services.

4. **SCOPE.** The scope of this pamphlet focuses on the supporting administrative instruments of authority that facilitate the process for request, approval, implementation, and termination of temporary water services on USAG-HI installations.

5. **RESPONSIBILITIES.** See USAG-HI Reg 420-2, Temporary Water Services.

6. **OVERVIEW.** The DPW is the Garrison Commander's proponent that provides program administration, supporting resources as well as the personnel who implement the process that realizes successful end results. This pamphlet identifies the administrative instruments of authority that are generated in the process of request, approval, implementation, and termination of temporary water services described in reference 1.b. above. There are three (3) command forms, and one (1) correspondence format, each of which is identified, their purpose defined, and the procedures for completing them explained. All command forms identified in this pamphlet are available for access on the Garrison website listed in para 7.a.(1) below.

7. ADMINISTRATION.

a. Form availability. All command forms cited in this pamphlet can be obtained from any of the following:

(1) USAG-HI website, <http://www.garrison.hawaii.army.mil>. Click on the Command Forms link from the menu to the left of the home page.

(2) DPW Forms Management Officer (FMO), 656-5461.

(3) Administrative Assistant, DPW Engineer Branch, 656-2682.

(4) Administrative Assistant, DPW Utilities Branch, 655-0585

b. USAG-HI Form 36, Request for Temporary Water Services (Enclosure 1).

(1) Form description and purpose. USAG-HI Form 36 is a 1-page, command form with a part to be completed by the activity requesting temporary water service and a part for the DPW. The DPW completes their part after the requesting agency submits the form and all related requirements cited in USAG-HI Reg 420-2 are satisfied. It shall be the responsibility of the Water System Manager, DPW Engineer Branch, to sign as the approving utilities official in the "DPW Use Only" block at the place established for this.

(2) Temporary water services that will support MILCON projects by commercial contractors: the Contracting Officer's Representative (COR) generates and submits USAG-HI Form 36 to the DPW Engineer Branch during the chronology of contract implementing events.

(3) Temporary water services that support troop training or functions. The Officer in Charge (OIC) of the function, Non-commissioned Officer in Charge (NCOIC), firing range OIC/ NCOIC, training activity coordinator, etc., will submit USAG-HI Form 36 to the DPW Engineer Branch. The procedures cited in paragraph 7.c.(1), USAG-HI Reg 420-1, apply.

(4) Copies of USAG-HI Form 36 shall be made and distributed by the Water System Manager, DPW Engineer Branch as follows:

(a) Original copy: Water System Manager, DPW Engineer Branch.

(b) One (1) courtesy copy to the requesting agency or COR and one (1) to the FFD.

(5) Management controls applied to USAG-HI Form 36 throughout the duration of the temporary water service are documented in USAG-HI Reg 420-2. Any and all additional assistance needed pertaining to USAG-HI Form 36 should be directed to the Water System Manager, DPW Engineer Branch, 656-3296.

b. USAG-HI Form 37, Reduced Pressure Principle Backflow Prevention Assembly Test Report (Enclosure 2).

(1) Form description and purpose. USAG-HI Form 37 is the administrative instrument of authority used by certified personnel who test the *backflow prevention assembly* after it has been installed. Once completed and signed by the certified inspector, it is the definitive

authority that validates the backflow prevention assembly has been installed in accordance with (IAW) industry standards, preventing any possible backflow into the protected water distribution infrastructure.

(2) USAG-HI Form 37 can be accessed on the Garrison website by certified tester or provided by the DPW Plumbing Shop observer on the scheduled day of the test.

(3) Design concept of USAG-HI Form 37 reflects identical inspection standards found on related State of Hawaii and/or City and County of Honolulu forms established for the same purpose. Certified testers selected to perform the test on the backflow prevention assembly will need no instruction or briefing on this Garrison equivalent.

(4) Once the backflow prevention assembly test is complete and the required data is recorded in all parts of the USAG-HI Form 37, the certified tester will sign and date the form.

(5) It shall be the responsibility of the DPW Plumbing Shop observer to make copies of USAG-HI Form 37 and ensure distribution as follows:

(a) Original copy: Water System Manager, DPW Engineer Branch.

(b) One (1) copy provided the certified tester and one (1) copy to the DPW Plumbing Shop.

(c) If requested, one (1) copy to the contractor construction representative and one (1) copy to the COR.

(6) It shall be the responsibility of the Water System Manager, DPW Engineer Branch to provide assistance or address questions pertaining to any part of USAG-HI Form 37.

c. USAG-HI Form 38, Notice of Temporary Water Service Approval (Enclosure 3).

(1) Form purpose and description. USAG-HI Form 38 is the Garrison, administrative instrument of authority that authorizes the user activity to commence dispensing water from the backflow prevention assembly, through the attached water transporting component, e.g., water hose, to the dispensing location. This form is implemented only after the provisions pertaining to USAG-HI Form 36 and USAG-HI Form 37 have been satisfied and are in place.

(2) It shall be the responsibility of the Water System Manager, DPW Engineer Branch, to generate USAG-HI Form 38 as well as validate the accuracy of the DPW points of contact as well as the data placed in the Certification block of the form. The Water System Manager shall discuss the prevailing authority of the form as well as focus on the established 120-day life cycle with the company representative or agent cited in the certification block. The issue of extensions to the established, temporary water service, or early termination thereto, shall be given detailed discussion.

(3) The Water System Manager, DPW Engineer Branch will make copies and ensure distribution as follows:

(a) Original copy: Water Team Engineer, DPW Engineer Branch.

(b) One (1) copy to the company representative or agent.

(4) The Water System Manager, DPW Engineer Branch is vested with the primary responsibility of monitoring the progress of the implemented temporary water service to ensure that the user activity is advised when the 120-day expiration date is fourteen (14) calendar days out in the event no request for extended service is received or mention made.

d. Requests for extensions to temporary water services beyond 120 days.

(1) In the event the need for temporary water services will exceed the approved 120 days, a request for extension must be submitted to the DPW Engineer Branch. A sample format is available at enclosure 4 to this pamphlet. The following guidance is provided

(2) Commercial contractor companies.

(a) Requests for extensions to approved temporary water services must be submitted and signed by the company representative or agent identified in the certification block of USAG-HI Form 38.

(b) The use of company letterhead is optional.

(c) The request must be received by the DPW Engineer Branch 14 days prior to the established end date cited on the record copy of USAG-HI form 36.

(3) US Army Hawaii units and tenant activities .

(a) Requests shall be submitted to the DPW Engineer Branch as an informal memorandum or under unit letterhead. The provisions of Chapter 2, AR 25-40, Preparing and Managing Correspondence apply, placing the contents of enclosure 4 into the memorandum.

(b) The request must be received by the DPW Engineer Branch 14 days prior to the established end date cited on the record copy of USAG-HI form 36.

8. RECORDKEEPING. It shall be the responsibility of the Directorate of Public Works Administrative Office to formulate supporting recordkeeping procedures to accommodate the processes cited within this pamphlet. The provisions of AR 25-400-2, The Army Record Information Management System (ARIMS) and Department of the Army Pamphlet 25-406, Guide to Recordkeeping in the Army, apply.

(IMPC-HAW-PW)

OFFICIAL:



ROBERT M. STEPHENS, PhD.  
Director of Human Resources

DOUGLAS S. MULBURY  
COL, IN  
Commanding

# Request for Temporary Water Service

The US Army Garrison, Hawaii, proponent for this form is the Directorate of Public Works

NOTE: This request must be submitted thirty (30) calendar days prior to installation of temporary service connection.

Installation: \_\_\_\_\_ Facility: \_\_\_\_\_ Project Number: \_\_\_\_\_

Project Title: \_\_\_\_\_

FEWR Number: \_\_\_\_\_ DPW DMO Number: \_\_\_\_\_

COR/Government POC: \_\_\_\_\_ Agency: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Number of Connections Requested: \_\_\_\_\_ Estimated Average Daily Consumption: \_\_\_\_\_ GPD.

Hydrant Number(s) or Location(s): \_\_\_\_\_

Name of Individual Requester: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ (Include area code if out of state)

Company Name: \_\_\_\_\_

Primary Use: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

## DPW Use Only

Approved	Disapproved	Name and signature of approving utilities official	Date
----------	-------------	--	------

1. Meter Serial Number: \_\_\_\_\_ Initial Reading: \_\_\_\_\_ Final Reading: \_\_\_\_\_

Date Installed: \_\_\_\_\_ Date Removed: \_\_\_\_\_

2. Meter Serial Number: \_\_\_\_\_ Initial Reading: \_\_\_\_\_ Final Reading: \_\_\_\_\_

Date Installed: \_\_\_\_\_ Date Removed: \_\_\_\_\_

NOTES:

# Reduced Pressure Principle Backflow Prevention Assembly Test Report

The US Army Garrison, Hawaii, proponent for this form is the Directorate of Public Works

Installation: \_\_\_\_\_ Location: \_\_\_\_\_

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Size: \_\_\_\_\_

Line Pressure: \_\_\_\_\_ Serial Number: \_\_\_\_\_

## Initial Test

Initial Tester's Name:		Certification Number:	Expiration Date:	Date of Initial Test:
<u>Check Valve #1</u> Tight at _____psid Leaks ( )	<u>Check Valve #2</u> Tight ( ) Leaks ( )		<u>Differential Relief Valve</u> Opened at _____psid Did not open ( ) Leaks ( )	

## Repairs

C ~ Cleaned R ~ Repaired

Repairer's Name:		Plumber's License Number	Expiration Date:	Date of Repairs:	
Disc:	Disc:	Disc:	Spring:	Spring:	Spring:
Guide:	Guide:	Guide	Module:	Module:	Module:
Seat:	Seat:	Seat:	Hinge Pins:	Hinge Pins:	Hinge Pins:
Other:		Other:		Other:	

## Final Test

Final Tester's Name:		Certification Number:	Expiration Date:	Date of Final Test:
<u>Check Valve #1</u> Tight at _____psid	<u>Check Valve #2</u> Tight ( )		<u>Differential Relief Valve</u> Opened at _____psid	

NOTES:

Certifier's Signature \_\_\_\_\_ Date \_\_\_\_\_

**USAG-HI Form 37, Jun 11**

This form is prescribed for use in USAG-HI Regulation 420-2, Temporary Water Service

# NOTICE OF TEMPORARY WATER SERVICE APPROVAL

The United States Army Garrison, Hawaii proponent for this form is the Directorate of Public Works

The Directorate of Public Works (DPW), United States Army Garrison, Hawaii, has granted your company /activity (hereafter referred to as the "User") a temporary water connection that consists of a meter and/or appurtenances as applicable. The User shall be responsible for the safety and security of these devices. In the event of theft, loss or damage to the installed devices by persons associated with the user-company or user-activity, the User could be charged for the full value of the same to include labor and transportation costs as applicable.

This temporary water service shall be in effect for one hundred and twenty (120) calendar days from the approval date of cited on USAG-HI Form 36. In the event temporary water service is required beyond this date, you may submit a request an extension through the Engineer Branch of the DPW Engineering Division. Requests for extensions must be submitted in writing no later than fourteen (14) calendar days prior to the established removal date. If a request for extension of water service is not received within 14 calendar days prior to the cited removal date, the provisions of USAG-HI Regulation 420-2 concerning termination of service apply. A sample extension request letter is provided in USAG-HI Pamphlet 420-2. In the event no extension of temporary water service is needed, or the duration of the projected construction time is less-than-anticipated, the provisions of paragraph 7.d.(12), USAG-HI Regulation 420-2, apply.

**IMPORTANT NOTE:** If a water meter was installed as part of this approval, only DPW personnel are authorized to remove it. Should the meter be removed by anyone within the user's employ from the service location, the water service shall be immediately terminated and the meter called in.

The DPW points of contact for questions and/or guidance are:

1. \_\_\_\_\_ Phone \_\_\_\_\_
2. \_\_\_\_\_ Phone \_\_\_\_\_

## CERTIFICATION

The person identified below is the legal, authorized representative of the company identified to implement the conditions stated above.

\_\_\_\_\_  
(1) Printed name of company representative or agent.

\_\_\_\_\_  
(2) Signature of company representative or agent.

\_\_\_\_\_  
(3) Company Name

\_\_\_\_\_  
(4) Phone & Fax numbers (area codes if not in Hawaii)

\_\_\_\_\_  
(5) Company Mailing Address

\_\_\_\_\_  
(6) Company Email address (or company point of contact)

**USAG-HI Form 38, Jun 11**

This form is prescribed for use in USAG-HI Regulation 420-2, Temporary Water Service

Enclosure 3

# Sample Extension Letter

Date

To:

Utilities Division  
Directorate of Public Works  
United States Army Garrison, Hawaii  
Attention Mr. Karl Santa  
947 Wright Avenue, Wheeler Army Airfield  
Schofield Barracks, Hawaii 96857-5013

From:

Applicant's Company Name  
Address and Street Name  
City, State, Zip Code  
Telephone number

**SUBJECT: Request for Extension of Temporary Water Service**

In accordance with the water service extension procedures agreed to, (Company Name) hereby requests for an extension of time for the temporary water service in place at (Fire hydrant number) and/or location for (Project Name) until (New Date) for the contract number ( \_\_\_\_\_ ) for the following reason(s).

- a. (Indicate detailed reason(s) that justify the extension of the temporary water service).
- b. (Cite specific reasons in the event extension is due to project not being completed on time.

Additional information: (optional or enter, "None")

*/Signature/*

Name of Company Representative  
Position or Title  
Phone number