



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON ITALY
UNIT 31401, BOX 42
APO AE 09630

IMIT-PW

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Italy, Installation Status Report - Infrastructure (ISR-I)
Inspection Program Policy

References: Army Regulation 210-14 (Chapter 1, 1-4, d-2 and e)

1. Purpose: To establish procedures for conducting the ISR-I inspection program.
2. Applicability: this policy applies to the U.S. Army Garrison Italy including the Directorate of Public Works, tenant organizations, and building managers in both the Vicenza and Darby Military Communities.
3. Policy: The ISR-I inspection program is executed as described in this document with support of all applicable agencies.
4. Background: The ISR-I program is part of the overall ISR program. Created to evaluate the condition and adequacy of our installation facilities. As a part of the program, inspections are conducted annually on the physical condition of all installation facilities. The results of those inspections are input into a database and ratings are produced for the components of each facility and the facility as a whole. Those facility ratings are used to program and prioritize SRM-funded projects.
5. Responsibilities:
 - a. Tenants/End-users
 - (1) Tenants and End-users are responsible for conducting the facility inspections and providing the requisite inspection data to the ISR-I Program Manager in a timely fashion. This will be facilitated by the use of the Garrison Building Managers and/or by the tenant organizations assigning a single Point of Contact (POC) to the DPW Master Planning Office for the inspection program;
 - (2) End-users and Building Managers are not required to have technical education, background, or experience. Inspections are completed by following a step-by-step instruction guide and completing an inspection checklist;

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(3) End-users and Building Managers should have a working knowledge of the facilities they occupy including basic facility components such as walls, windows, paint, flooring, air conditioning, electrical outlets, etc.

b. DPW, Master Planning Division

(1) Identify the ISR-I Program Manager;

(2) Ensure proper coordination is taking place between ISR-I Program Manager and Garrison PAIO

c. ISR-I Program Manager

(1) Provide all documentation to Tenants/End-users, including instruction booklets and inspection checklists; collect all completed inspection checklists;

(2) Provide training and support;

(3) Provide overall plan of execution for meeting annual ISR-I inspections requirements, including schedule with suspense

(4) Conduct all data entry into the ISR-I website using the inspection data provided by Tenants/End-users

(5) Provide amplifying remarks where necessary, required for facilities rated "red" or "black"

(6) Provide Quality Assurance of the inspection results including a minimum 1% re-inspection conducted by DPW in-house technical subject matter experts; verify inspection results as needed

(7) Provide quarterly review and certification of program results with the Garrison Commander

6. Documents:

a. Worksheet. ISR-I Program Manager will provide the Facility Condition Assessment Worksheet (Facility Worksheet) and Inspection Components Worksheet in hard copy or digital copy to the Tenants/End-users. These two worksheets are the products of the inspections and must be returned to the ISR-I Program Manager upon completion of the inspections and by the suspense provided.

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b. Workbook. ISR-I Program Manager will provide the Inspection Standards Workbook (Standards Booklet) by email. This document does not need to be returned or maintained.

7. Program Timeline:

a. ISR-I Cycle is 15 October – 14 September

(1) 1st QTR

i. Conduct training to Tenants/End-users

ii. ISR-I Program Manager provides documents to Tenants/End-users with 30-day suspense to complete the inspections and return the required documentation

(2) 2nd QTR

i. Tenants/End-users complete all inspections and return all required documentation to ISR-I Program Manager

ii. ISR-I Program Manager conducts data entry of inspection results along with amplifying notes

(3) 3rd QTR

i. ISR-I Program Manager conducts QA inspections

ii. ISR-I Program Manager conducts analysis in consultation with DPW BOID and Engineering Divisions

(4) 4th QTR

i. Review and finalize data for the closure of ISR-I annual program requirements.

8. Point of Contact is Alessia Cavinato, ISR-I Program Manager, DPW Master Planning Division, DSN 634 8946, alessia.cavinato2.ln@mail.mil.

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