



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE
3312 A AVENUE, SUITE 208
FORT LEE VIRGINIA 23801-1818

IMLE-ZA

FEB 20 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Lee Policy on Excavation and Ground Disturbance

1. To protect personnel, federal property, public utilities, and the environment, the following items are to be complied with in order to conduct any excavation or ground disturbance operation on Fort Lee.

a. The Unit Commander, Organization Director, and/or the Primary Contractor is responsible for ensuring that the operation complies with the State of Virginia "Miss Utility" program and the "Fort Lee Policy on Excavation and Ground Disturbance" policy.

b. The Unit Commander or the Organization Director is responsible for the actions of their subordinates.

c. The Prime Contractor is responsible for the actions of their sub-contractors.

2. Responsibility of Proponent:

a. The responsible party must ensure actions 1-4 are complete for every excavation, ditch, and/or hole dug on Fort Lee.

(1) Submit a Facilities Engineering Work Request "Work Order" DA form 4283 through the Organizational Representative/Facility Manager to the Directorate of Public Works Help Desk at usarmy.lee4283helpdesk@mail.mil.

(2) Meet all requirements of the "Miss Utility" program as outlined in the "Professional Excavator's Manual" <http://scc.virginia.gov/urs/mutility/docs/exman.pdf>.

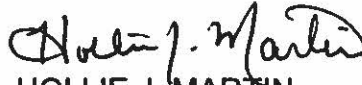
(3) Review the "Miss Utility" Frequently Asked Questions to resolve any questions <http://va811.com/category/faqs/questions-from-underground-utility-owners/>.

(4) Obtain a "Miss Utility Ticket" telephonically by calling 811 or online at <http://va811.com/single-address-tickets/>.

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- b. Maintain a copy of the "Miss Utility Ticket" on-site at all times.
3. Personnel from the Garrison Safety Office, the CASCOM Safety Office, and the Directorate of Public Works have the authority to stop any digging operation and request to see the "Miss Utility Ticket."
4. If a "Miss Utility Ticket" is not available for any excavation or ground disturbance, the work will be stopped until the document is obtained.
5. The point of contact for this policy letter is the Garrison Safety Office at 804-765-3130.


HOLLIE J. MARTIN
COL, LG
Commanding

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