



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

IMWB-ZA

17 July 2020

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

SUBJECT: USAG Wiesbaden Command Policy Letter #33, Proprietary Approval from the Directorate of Public Works (DPW) to initiate maintenance, repair or construction work not to be executed by DPW (Host-Tenant Relationship)

1. Reference: Army Regulation (AR) 420-1, Army Facilities Management, 12 February 2008.
2. Purpose. Maintenance, repair or construction work on Real Property funded or executed by Garrison Units or Organizations activities within the footprint of the USAG Wiesbaden will be coordinated with and approved by 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 Real Property Management Plan and the Host Nation regulations.
3. Applicability. This policy applies to all Military, Civilian and Local National (LN), who are assigned to USAG Wiesbaden Installations.
4. Background. All changes intended to be accomplished on Real Property planned by Garrison Units or Organizations, must submit all planning, design and method of execution to the DPW Business Operation and Integration Division Customer Service Center (BOID CSC) on a Facility Engineering Work Request (DA4283) and Environmental Review (AE Form 200-1A). This will ensure that work intend to be accomplished does not violate host nation laws, Department of Defense (DoD) building and construction codes, installation facility standards, or exceed any local utility infrastructure capabilities
5. Policy:
 - a. All work intended to be accomplished by a Garrison Unit or Organization must submit DA4283 and AEF2001A, including all Plans, Specifications and Cost Estimates to DPW for approval.

IMWB-ZA

SUBJECT: USAG Wiesbaden Command Policy Letter #33, Proprietary Approval from the Directorate of Public Works (DPW) to initiate maintenance, repair or construction work not to be executed by DPW (Host-Tenant Relationship)

b. The DA4283, AEF200-1A, Plans, Specifications and Cost Estimates will be reviewed by DPW, as well as by the Directorate of Emergency Services, Safety Office, Engineering, Master Planning and Operation and Maintenance to ensure all parties are in agreement as to project scope, schedule and planned execution.

c. Once approval is granted, the Communication with DPW is required during the construction phase of the project, in writing, as to construction status and any intended changes to the approved plans, schedule or method of execution. DPW will review any changes prior to implementation.

d. It is required that DPW is included to the Design kick –off meeting, any design review meetings, such as 35%,65% and 95% submissions, pre-bid conference, any construction meetings, the final inspection as well as warranty inspections (limited to COE executed projects).

e. 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 BOID CSC within 60 days after completion of the project.

f. 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 responsibility. Projects executed by the US Army Corps of Engineers (COE) are exempted to this rule. All responsibilities remain with the COE during the entire warranty period.

6. Limitation: To comply with the requirements of the utility suppliers and the correct connection procedures on the utility lines, DPW will coordinate all requests for proprietary approvals with the respective utility providers.

7. Units should publish these procedures throughout their area of responsibility. DA From 4283, AE-From 200-1A can be found on the USAG Garrison Wiesbaden Homepage. All forms will be submitted via email, usarmy.wiesbaden.imcom-europe.list.dpw-customer-rep@mail.mil.

8. Summary: All individuals within this military community are responsible for adhering to and enforcing this policy.

IMWB-ZA

SUBJECT: USAG Wiesbaden Command Policy Letter #33, Proprietary Approval from the Directorate of Public Works (DPW) to initiate maintenance, repair or construction work not to be executed by DPW (Host-Tenant Relationship)

9. The point of contact for the memorandum is Mr. Martin Hallbauer, USAG Wiesbaden, Chief, Business Operations Integration Division, DSN 548-4100 or e-mail martin.hallbauer.ln@mail.mil



MARIO A. WASHINGTON
COL, AG
Commanding