



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
280TH BASE SUPPORT BATTALION
DIRECTORATE OF PUBLIC WORKS
CMR 457
APO AE 09033

JUN 14 2004

AETV-WG-SMW

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy for Requesting Proprietary Approval from the
Directorate of Public Works

1. References:

a. AR 420-10, Management of Installation Directorates of Public Works, 15 April 1997.

b. Memorandum, Directorate of Public Works, subject: Policy for Requesting Excavation Permits from the Directorate of Public Works, 29 October 2003.

2. Purpose: To outline the Directorate of Public Works (DPW) policy on proprietary approval and to provide guidance on requesting and obtaining proprietary approval from the DPW.

3. Policy: The Directorate of Public Works (DPW) is the proponent for all Real Property Maintenance Activity (RPMA), repair, and construction work within the Schweinfurt Military Community. Proprietary approval is an authorization from the DPW given to an organization to perform work on assigned real property. Any work not executed by DPW to any facility or property requires proprietary approval. The process of getting proprietary approval from the DPW ensures that:

a. The work will be done by agencies that are competent to perform engineering and construction tasks.

b. The work will be inspected by competent and certified construction inspectors.

4. Procedure: The following steps outline how to request and receive proprietary approval from the DPW:

a. All proprietary approval requests begin with the submission of a DA Form 4283, Facilities Engineering Work Request, to the DPW Work Reception desk. The DA Form 4283 should state "Request Proprietary Approval from the DPW to perform the following work" and be followed by a detailed description of the work to be performed.

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b. If the DPW is considering granting proprietary approval, the technical divisions of the DPW will evaluate the proposed work. The DPW will then grant administrative approval, using the attached memorandum, for the requester to coordinate the work with the following agencies as required by the scope of the work:

(1) The Network Support Center for communications and network support.

(2) The BSB Provost Marshal for physical security.

(3) The BSB Safety Officer.

(4) The BSB Force Protection Officer (S3).

The requester is also responsible for obtaining any required excavation permits.

c. Construction proceeds after all required coordination is complete and the Director, Public Works signs the DA Form 4283. Keep a written record of this coordination in the DPW master project folder.

d. If the work requires additional utility connections, the requester ensures this work is included in the scope of the project. DPW is not responsible for correcting project deficiencies or performing any work left out of the scope of the project.

e. Upon completion of the work, DPW must be included in the final inspection process. The requesting organization must provide a DD Form 1354 (Transfer and Acceptance of Military Real Property) and as-built drawings to the DPW within 60 days after completion of construction.

f. The organization must agree to restore the building(s) to their original condition should they need to return the facility back to DPW control. The requester agrees to bear the cost of removing and disposing of the installed equipment.

5. Technical Requirements:

a. All building renovations must comply with National Fire Protection Association (NFPA) Fire Codes. Appropriate extinguishing and fire alarm systems must be part of the plan.

b. All electrical work must meet or exceed the requirements of either the National Electric Code (NEC) or German VDE electric safety standards (whichever is stricter).

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6. For more information contact Mr. Joerg M. Hohenadel, C/Engineer
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Encl

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MAJ, EN
Director, Public Works

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