

DIRECTORATE OF PUBLIC WORKS

STANDARD OPERATING PROCEDURE

Organizational

United States Army Garrison
Fort Irwin, California, 92310

February 2012



IMCOM
SOLDIERS • FAMILIES • CIVILIANS

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General: Directorate of Public Works (DPW) attempts to efficiently and effectively sustain environment, infrastructure, land, structures, utilities, and other Real Property within available resources. Related publications and referenced forms are listed in appendix A. The glossary explains all abbreviations and special terms used.

DPW Director: Sustain 5 divisions of about 40 staff. Advise Command on decisions affecting Real Property under DPW. Advise Command on alternative proposals to sustain, restore, and modernize the installation. Advise Command on and remain actively engaged with Command priorities such as actively pursuing making Fort Irwin the Community of Choice thru superior facilities and infrastructure sustainment despite budgetary challenges. Review, evaluate, and reconcile proposals internal and external to DPW. Manage and acquire property, equipment, and manpower assets to support planning, design, utility, service, and construction contracts and compliance with

Business Operations & Integration (BOID) Division: Sustain utility partnerships, the Resource Management Plan (RMP) which incorporates the Annual Work Plan (AWP), Installation Status Report (ISR), & other reporting requirements to IMCOM HQ and local Command. Provide Engineering system analysis and provide liaison with DPWcustomers and the Command Group. BOID also manages manages the Installation Energy conservation program and specie projects like the Enhanced Use Lease. (EUL).

Operations & Maintenance (O&M) Division: Sustain maintenance, repair, and operations affecting Real Property under DPW through Installation Services Support Contract (ISSC). O&M division provide this support through monitoring, surveillance of ISSC contract. Also, sustain the First Sergeants Barracks Program (FSBP) thru the Single Soldier Housing Office (SSHO). This includes facility management, assignments and terminations (A&T), inspections, furnishings management, and sufficient upward reporting to include requested IMCOM HQ and Command.

Engineering Plans & Services (EP&S) Division: Sustain, Restore, and Modernize (SRM) the installation thru prioritized engineering and construction projects tracked by the AWP and initiated by the Work Order (WO) reception process. Advise Master Planning on Military construction (MILCON) and provide design and construction management of Minor Construction projects.

Environmental Management Division (EMD) Division: Train, guide, advise, enforce compliance, and otherwise manage environmental prevention, protection, conservation, and restoration measures. Manage

Environmental Quality Control Committee meeting and Qualified Recycling Program (QRP).

Master Planning (MP) Division: Sustain the Installation Design Guide (IDG) and comprehensive “urban” planning, real property management, space utilization management, and real estate services. Execute Real Property Planning.

Project/Work Order submission: Garrison Commander has approved the procedure for submissions of large and small projects (repairs and new construction) and is included thru the requirements of NTC Regulation 420-1

References

GFEBs Users Manual

AR 420-1

Army Facility Management

NTC Regulation 420-1

Facilities Engineering Functions and Procedures

Glossary

AR

Army Regulation

AAR

Administrative Adjustment Report

COR

Contracting Officer’s Representative

DA

Department of the Army

DOD

Department of Defense

FORSCOM

Forces Command

IMCOM

Installation Management Command

NTC
National Training Center

OPS GRP
Operations Group

TE
Technical Exhibit