



**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR**  
**9820 FLAGLER ROAD, SUITE 213**  
**FORT BELVOIR, VIRGINIA 22060-5928**

REPLY TO  
ATTENTION OF

IMBV-PLO-O

8 August 2012

MEMORANDUM FOR All Fort Belvoir Organizations

SUBJECT: Fort Belvoir Policy Memorandum #17, Temporary Installation Road Closure

1. **PURPOSE.** To provide guidance on requirements and procedures needed to obtain approval for any temporary road closure on Fort Belvoir.
2. **APPLICABILITY.** This policy applies to any organization, agency, activity, unit, commercial company or individual who is requesting the closure of any street, roadway, thoroughfare or trail within the installation.
3. **POLICY.** Any organization, agency, activity, unit, commercial company or individual whose activity requires closure of any street, roadway, thoroughfare or trail within the installation, must obtain prior approval from the Garrison Commander through the Directorate of Plans, Training, Mobilization and Security (DPTMS). Reasons for road closure include, but are not limited to, work being conducted on the roadway, detouring of the roadway, an organization function or any involvement of construction. Prior approval is necessary in order to eliminate any conflicts with previously scheduled work or functions.
4. **PROCEDURES.**
  - a. No later than 14 days prior to any road closure, a request must be submitted to DPTMS Operations Section, Building 269, 9820 Flagler Road, Suite G2, Fort Belvoir, VA 22060-5929. The request may also be submitted via e-mail to [timothy.e.maples.civ@mail.mil](mailto:timothy.e.maples.civ@mail.mil) or [cleveland.b.burton.civ@mail.mil](mailto:cleveland.b.burton.civ@mail.mil). The request must contain the following information as a minimum:
    - (1) Agency requesting the closure
    - (2) Road being requested for closure
    - (3) Purpose of closure
    - (4) Date and time of closure
    - (5) A 24-hour point of contact for closures being conducted over a 24-hour period
    - (6) A map, sketch or .pdf file showing the exact area of impact to road with construction zone or closure delineated
    - (7) Explanation of any safety or traffic control measures that will be implemented.
  - b. Once the request has been submitted to the DPTMS Operations Section, it will be staffed through the appropriate directorates to ensure there are no conflicts due to the proposed road

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closure. Upon receiving input from all agencies, the DPTMS Operations Section will consolidate and analyze the information in order to recommend disposition of request.

c. DPTMS Operations Section is responsible for notifying the requesting agency of the approval or disapproval of their request. Once the closure is approved, DPTMS Operations Section will notify the directorates with action responsibilities, e.g., PAO for community awareness. If an extension to the original closure is needed, the requestor must present the new time frame with justification to DPTMS Operations immediately for reassessment.

d. The requestor shall protect all existing improvements, utilities, communications and vegetation during approved work at or near the proposed road closure. The government, regardless of the type of road closure, reserves the right to have a representative present on-site during any road closure. The requestor may be held liable for any damage to government property that is determined to have occurred as a result of the requestor's fault or negligence.

e. Work will not commence until the contractor receives the approval letter from DPTMS.

5. PROPONENT. The Directorate of Plans, Training, Mobilization and Security is the proponent for this policy at (703) 805-4003.



GREGORY D. GADSON  
Colonel, FA  
Commanding