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-PW 31 October 2012

MEMORANDUM FOR US Army Fort Belvoir Personnel

SUBJECT: Fort Belvoir Policy Memorandum #31, Excavation Work Permit Requirements and Procedures

1. PURPOSE. To provide guidance on requirements and procedures for excavation work permits.

2. APPLICABILITY. This policy applies to any agency, activity, company or individual who desires to perform any and all types of excavation work on Fort Belvoir.

3. POLICY.

a. Any agency, activity, company, or individual who desires to perform any type of excavation work on Fort Belvoir must obtain an excavation permit prior to commencement of that work in order to minimize the risk of damage to underground utilities and/or communications. Excavation work includes, but is not limited to, installation of signs and/or fence posts; planning of trees, shrubs, etc; and digging for any reason. Excavation clearance is necessary to ensure the safety of those individuals doing the work; to avoid costly repairs to utility or communication systems; and to avoid the expense and inconvenience caused by interruptions of utility service.

b. Prior to undertaking an activity which involves digging, an excavation permit must be obtained from the Directorate of Public Works (DPW), 9430 Jackson Loop. When appropriate for the work to be accomplished, a drawing showing the general layout and path of the proposed excavation will be provided with the permit request. The requester is required to stake or flag the excavation route every 30 feet. DPW will process the permit for excavation. Processing of this permit will take approximately 10-14 days. When each activity has signed the permit, the permit will be assigned an excavation risk classification and expiration date as follows: Class I, severe risk, 15 days; Class II, minimal risk, 30 days. The risk classification is based on the number of utilities and communications lines in the area to be excavated. In addition to the aforementioned requirements, the requester is required to contact Miss Utility at 1-800-552-7001 or 811 to obtain clearances and is responsible for following their procedures as well.

c. Once the excavation work permit is approved, it must be kept on-site at all times. If the work is going to exceed the permit expiration date, the permit holder shall call DPW for an extension. The expiration date will be extended only if the utility and communication

marks are maintained by the permit holder; if not, all excavation work will stop until a new permit is approved.

d. Fort Belvoir, regardless of the type of excavation, reserves the right to have DPW personnel present on-site during any excavation. Fort Belvoir, at the time of excavation permit processing, will specify on the permit (to include a name and telephone contact number) if DPW personnel are required to be present during excavation. If the excavation permit specifies that a Fort Belvoir representative(s) will be present, the permit holder will notify the government point of contact listed on the excavation permit not less than 24 hours (one full working day) before excavation begins. Failure by the permit holder to notify the point of contact listed on the excavation permit may result in the issuance of a "stop work" order by the appropriate authority.

e. The permit holder shall protect from damage all existing improvements, utilities, communications, and vegetation at or near the work site. The permit holder may be held liable for any damage to Government property that is determined to have occurred as a result of the permit holder's fault or negligence.

4. PROPONENT. The Directorate of Public Works is the proponent for this policy at 703-806-3925.

GREGORY D. GADSON
Colonel, FA
Commanding