DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY GARRISON VICENZA
UNIT 31401, BOX 80
APO AE 09630

REPLY TO
ATTENTION OF

SEP 16 2005

IMEU-VIC-PWO

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Vicenza Policy Memorandum 06-19, Excavation Permits

1. PURPOSE: The purpose of this memorandum is to establish policy for the coordination and approval of excavation activities with the U.S. Army Garrison to include the Vicenza and Livorno Military Communities.

2. REFERENCE:

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

b. AR-25-1, Army Knowledge Management and Information Technology Management, 15 July 2005.

3. GENERAL: The policy letter applies to all elements of the Garrison and any tenant units receiving support from this headquarters.

4. RESPONSIBILITIES:

a. The Director of Public Works (DPW) is responsible for the installation, maintenance and repair of all utilities (e.g., water, sewer, heat, electric) systems within the Garrison.

b. The 509th Signal Battalion is responsible for the installation, maintenance and repair of the telephone and data communications system with the Garrison.

c. Excavators are responsible for ensuring that the excavation activities of their organization do not damage, destroy, or in any way interrupt the buried utilities and communications systems with the Garrison. Excavation will not be initiated with the Garrison unless an excavation permit has been obtained. Excavation conducted without an authorized permit, or excavation not conducted within the area designated on the permit, will result in financial reimbursement by excavator to the U.S. Army for any damage caused by the excavation. Additionally, authorized excavation in an area known to contain utilities or communication lines damaged by negligent excavation, (i.e., not hand excavation) will also be subject to reimbursement to the U.S. Army for damages incurred. The DPW Operations & Maintenance Division or Engineering Plans &

Services Division and 509th Signal Battalion will generate cost estimates for incurred damages. The DPW Excavation Officer will ensure procedures are carried out to collect reimbursement.

d. Excavation permits required by tenant units for training purposes will be obtained through their respective Facility Work Coordinator (FWC). An excavation permit obtained for an area by FWC will be issued for one year and have a depth restriction

e. The requesting excavator will submit two copies of a site plan highlighting the location of the proposed excavation. The site plan must be annotated with depth and width dimensions using the metric system.

f. The request for an excavation permit will be delivered by the requestor to the DPW Excavation Officer (i.e., Chief, Operations & Maintenance Division, for excavation in the Vicenza Community Area or to the Director of Public Works for excavation in the Livorno Community area) for further processing.

g. Upon receipt of a request for an excavation permit by the DPW Excavation Officer, seven (7) working days for processing will be required. The 509th Signal Battalion will be allotted three (3) of the seven (7) days for their action.

h. The DPW Excavation Officer will maintain a copy of each Excavation Permit (with a copy of the plan) until the permit expires.

i. The DPW Excavation Officer will submit with each excavation request, a set of Utility As-Built Drawings of the area in question. These drawings will be annotated with any changes, signed and dated by the DPW Excavation Officer and returned with the approved excavation permit for use by the requestor during excavation. The 509th Signal Battalion will attach to each request, an updated As-Built Drawing signed and dated by their representative for use by the requestor during excavation.

5. PROCEDURES:

a. Excavators requesting permission to excavate will submit an AESE-V Form 420-10A, Excavation Permit, Jun 2001, appropriately filled out, to the DPW Excavation Officer.

b. Organizations assigned responsibility to supervise civilian contractors awarded construction contracts in the case of the DPW, ROICC, or Corps of Engineers, will ensure that an approved excavation permit is provided before beginning work. The responsible organization is also responsible for ensuring that the excavator is knowledgeable of the provisions set forth in this document.

c. Troop Construction units will coordinate excavation permits with DPW Operations & Maintenance Division.

d. Civilian contractors will coordinate with excavation permits with DPW EP&S Division.

e. Any inadvertent breach of a utilities system should be reported promptly to the DPW Work Reception Desk at Vicenza 634-7628 and Livorno at 115. For any inadvertent breach of communication lines notify the DCO at Vicenza 634-7514 and Livorno 633-7299.

f. Any excavation project for which an Excavation Permit has not been approved and which results in damage to any utilities system will require initiation of a Report of Survey and Statement of Charges by the DPW.

VIRGIL S.L. WILLIAMS
COL, QM
Commanding

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