



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEONARD WOOD  
14000 MSCOE LOOP, SUITE 120  
FORT LEONARD WOOD, MO 65473-8929

IMLD-ZA

1 AUG 2016

MEMORANDUM FOR All U.S. Army Garrison Personnel

SUBJECT: Garrison Policy 08, Sustainment of the Pulaski County E-911 System

1. The Pulaski County (Missouri) E-911 System provides emergency notification coverage on Fort Leonard Wood. This policy outlines the sustainment process for future additions due to the continued growth and development of Fort Leonard Wood.

a. Assigning building numbers – the Directorate of Public Works (DPW) is responsible for assigning facility identification to all DoD buildings and training areas on Fort Leonard Wood and for phone numbers starting with 563 or 596 to ensure they are accounted for in the E-911 System. The street address will be annotated in the Master Street Address Guide (MSAG). Street Addresses shall be generated utilizing the following method:

(1) The unique Integrated Facility System – Facility ID, less the prefixing zeros and then the closet named or numbered street which the main building entrance faces.

(2) Once the MSAG is updated, DPW will send those updates to Centurylink, Directorate of Human Resources (DHR) and Network Enterprise Center (NEC).

(3) The DPW shall process requests for Street Addresses within two business days of receiving a request.

(4) The DPW shall provide updates for the Geographic Information System portion of the E-911 to Pulaski County via the Garrison Quarterly.

b. Government telephone numbers – Communication Section, NEC is responsible for ensuring all future government phone numbers and locations are uploaded and sent (via customer record exports) to Centurylink. These uploads include all moves, deletions, and reinstallations of government and barracks phones.

c. Addresses of housing units – DPW, Directorate of Emergency Services (DES) Fire & Emergency Services, and Balfour Beatty Communities are responsible for deconflicting and assigning addresses to the new quarters and buildings. Coordination is then conducted with the Postmaster General, US Postal Service on FLW. The Postmaster General reviews for any potential conflicts, i.e. homes on street corners are

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addressed properly. The Postmaster General then suggests placement of mailbox kiosks to insure efficient delivery to the project. The final list of E-911 addresses (with maps) is forwarded by the Postmaster General to the E-911 Pulaski County System for incorporation into their overall response system. Tenants can obtain phone numbers through the local Centurylink office which automatically updates with the E-911 system.

d. Contractor structures and phone numbers – Contractors must go through the Real Property Section, DPW to obtain a structure number. The building numbers assigned are only for reference during construction. The numbers are not a unique identifier for an inventory, i.e. Bldg # is only for construction management. The project is not required to assign permanent building numbers to residential homes. If requested, Centurylink will assign the contractor a phone number for the site office.

e. Communication with Pulaski County E-911 – the U.S. Army Garrison Administrative Officer will be the sole communicator with the Pulaski County E-911 office for non-emergency administrative matters. Confirmation of quarterly updates will be submitted to the U.S. Army Garrison by the 5<sup>th</sup> of the first month following each quarter (i.e. 5 January, 5 April, 5 July, and 5 October).

2. This policy supersedes any previous policies and is in effect until superseded or rescinded.

3. The point of contact for this memorandum is the Administrative Officer, HQ, U.S. Army Garrison at (573) 563-4004.

  
TRACY L. LANIER  
COL, LG  
Commanding