



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY

280 BASE SUPPORT BATTALION
DIRECTORATE OF PUBLIC WORKS
CMR 457
APO AE 09033

AETV-WG-SMW

21 Nov 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy for Requesting Work using DA Form 4283 (SEP 2003),
Facilities Engineering Work Request or Online Equivalent

1. References:

a. Army Regulation 420-10, Facilities Engineering, Management of Installation Directorates of Public Works, dated 15 April 1997.

b. DA Pamphlet 420-6, Facilities Engineering, Directorate of Public Works Resource Management System, dated 15 May 1997.

c. Memorandum, AETV-WG-SM, Subject: Revised Customer Identification Codes for DA Form 4283 (Facilities Engineering Work Request), dated 21 Nov 2003.

d. DPW Standing Operating Procedure (SOP) for Real Property Accountability, dated 21 Nov 2003.

2. Purpose: To outline the Directorate of Public Work's (DPW) policy for requesting work using DA Form 4283 or the web site equivalent and to provide guidance on how to properly complete and submit the new paper version of this form. The old version (1 AUG 78) will no longer be accepted after 31 December 2003. The new version of this form is available for use with FormFlow and can be downloaded from the U.S. Army Publications Directorate at <http://www.usapa.army.mil>.

3. Policy: The Director of Public Works is the Accountable Officer (AO) for all real property assets in the 280th BSB and is the proponent for all Real Property maintenance, repair, and construction work within the Schweinfurt Military Community. Each tenant unit and organization has a Responsible Officer (RO) that is signed for that organization's real property. The RO is responsible for the real property and ensures it is properly used and maintained. The RO of tenant units and organizations submits a DA Form 4283 to the DPW to request repair, maintenance or minor construction work for assigned facilities when the scope of work exceeds that of a service order (SO). The RO reviews, validates, and signs each DA Form 4283 before it is accepted by the DPW. Within 2 weeks of receipt of the DA Form 4283, DPW screens and validates the work requests through a board process. Once approved by the board, the labor, material, and equipment requirements are calculated to develop a cost estimate for the work. If the request is not a normal maintenance or repair request for real property, a request for reimbursement is forwarded to the requesting unit for payment prior to work being performed. If it

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is a standard request it is then prioritized based on the actual requirement and available DPW funding.

4. Procedure: For the automated online version of the work request follow the instructions provided on the DPW website. For the manual version of the DA Form 4283 (Sep 2003) please provide the following information when preparing the form (These instructions are also found on page 2 of the form):

a. CUST ID: Enter the ID assigned to your unit or organization as listed in reference 1c above. Upon receipt of the DA Form 4283, the Work Receptionist confirms the CUST ID.

b. DOCUMENT SERIAL NUMBER: Enter the sequential number assigned by your unit or agency. This number starts with 00001 each fiscal year (1 October through 30 September). DPW recommends each unit and organization maintain a logbook to assist in assigning serial numbers and tracking the status of open Work Requests. If you don't know this number then it is assigned for you by the DPW upon receipt

c. FISCAL YEAR: The last digit of the current fiscal year.

d. TYPE: Leave blank.

e. SHORT JOB DESCRIPTION: Enter a short job description using descriptive words such as renovate, repair, repaint, or construct.

f. DATE: Enter the date in the format listed on the form.

g. BUILDING/FACILITY NUMBER: Enter the building number for which the work is requested in column 1. Additional facility numbers can be entered in columns 2 through 10.

h. REMARKS: Enter any pertinent remarks concerning the request. Also include e-mail addresses for the POCs listed.

i. INSTALLATION NAME: Enter the name of the installation, i.e. Conn Barracks or Ledward Barracks.

j. CUSTOMER NAME: Enter the unit or agency submitting the request.

k. POC NAME: Enter the name of the primary point of contact concerning the request.

l. POC PHONE NUMBER: Enter the POCs phone number.

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m. WORK DESCRIPTION: Describe the requested work in sufficient detail that its scope and nature can be fully understood. Briefly mention supporting environmental, mission essential, or other considerations. Include or attach sketches, drawings or other documentation as appropriate. The more detailed or descriptive the information provided the better the DPW can review, assess, and process the request.

n. AUTHORIZED REQUESTOR: Provide the name and telephone number of the organization's real property responsible officer (RO).

o. SIGNATURE: The Authorized Requestor's signature.

6. Automated online work request. The web based system allows anyone to submit a work request to DPW. However, the RO must still validate these requests. Therefore, if the RO is not the initiator of the request the DPW will return the request via e-mail to the requestor asking that they forward it through their RO for validation and approval.

7. For further information, please contact Chief, Engineering Work Management Division at DSN 354-6477, Fax 354-6664, or e-mail address: 280dpw-ermd@cmtymail.98asg.army.mil.



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Director, Public Works

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