



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON SCHWEINFURT
UNIT 25850, BOX 10
APO AE 09033

IMEU-SWF-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standing Operating Procedure (SOP) for Requesting Work using DA Form 4283 (Sep 2003), Facilities Engineering Work Request or Online Equivalent

1. References:

- a. Army Regulation 420-1, Army Facilities Management, 12 February 2008.
- b. DA Pamphlet 420-6, Directorate of Public Works Resource Management System, 15 May 1997.
- c. Standing Operating Procedure (SOP) for Real Property Accountability, dated 01 November 2009.

2. Purpose: To outline the Directorate of Public Works (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. The new version of this form is available for use with Form Flow 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 USAG Schweinfurt and is the proponent for all Real Property maintenance, repair, and construction work within the USAG Schweinfurt Garrison. 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. This includes the cost of design and planning brought up in advance by the DPW. If the requesting unit fail to provide the funding within the period of 90 days the work request will automatically be cancelled. In case the requested work is still required it must be re-submitted

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

4. Procedure: For the automated online version of the work request follow the instruction provided on the DPW website. For the manual version of the DA Form 4283 (SEP 2003), 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 POC's listed. **Requests will not be accepted without a valid email address.**

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

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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 POC's phone number.


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. **Insufficient descriptions of work will cause the request to be delayed or cancelled.**

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.

5. Automated online work request. The web based system allows anyone to submit a work request to DPW. However, the RO must still validate this request. 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.

6. For further information, please contact DPW, C/BO&I Division at DSN 354-6477, Fax 354-6664, or e-mail address: boi-usag-schweinfurt-dpw@eur.army.mil.


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Commanding

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