

FACILITIES ENGINEERING WORK REQUEST

For use of this form, see DA Pam 420-6; the proponent agency is OACSIM.

This project complies with Title 10, USC Section 2461, for maintenance, repair and construction contracts for real property using Operation and Maintenance funds.

PART A <i>(See requestor instructions)</i>	CUSTOMER ID	DOCUMENT SERIAL NUMBER	LY	TYPE	SHORT JOB DESCRIPTION	DATE		
						DA	MON	YR

INSTALLATION ABBREVIATION OF FACILITIES	BUILDING/FACILITY NUMBERS									
	1	2	3	4	5	6	7	8	9	10
1										
2										
3										

REMARKS

INSTALLATION NAME	CUSTOMER NAME	POC NAME	POC PHONE NUMBER

WORK DESCRIPTION *(Description and justification of work request)*

AUTHORIZED REQUESTOR *(Type or print)*

AUTHORIZED REQUESTOR SIGNATURE

PART B <i>(Approving Official Only)</i>	APPROVAL ACTION CODE:		SPECIAL INTEREST CODE:		DATE		
	WORK REQUEST PRIORITY:		ESTIMATED WORK START DATE:		DA	MON	YR
	PROGRAM INDICATOR CODE:		ESTIMATED WORK COMPLETION DATE:				

ENVIRONMENTAL IMPACT		WORK TO BE PERFORMED	WORKCLASS	APPROVAL AMOUNTS		SOURCE OF FUNDS
YES	NO	<input type="checkbox"/> IN-HOUSE		FUNDED	UNFUNDED	<input type="checkbox"/> DIRECT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> SELF-HELP	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/> AUTOMATIC REIMBURSEMENT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> CONTRACT	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/> FUNDED REIMBURSEMENT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> TROOP	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	ACCOUNT PROCESSING CODE
ENVIRONMENTAL CONSIDERATION			TOTAL	\$ <input type="text"/>	\$ <input type="text"/>	
EIS / EIA INITIATED				\$ <input type="text"/>	\$ <input type="text"/>	
EIS / EIA COMPLETED				\$ <input type="text"/>	\$ <input type="text"/>	

DESIGN APPROVAL <i>(Please type or print name)</i>	DATE			APPROVAL AUTHORITY <i>(Please type or print name)</i>	APPROVAL ACTION	DATE		
	DA	MON	YR		<input type="checkbox"/> APPROVED	DA	MON	YR
DESIGN APPROVAL SIGNATURE				APPROVAL AUTHORITY SIGNATURE	<input type="checkbox"/> DISAPPROVED			

COMPLETION INSTRUCTION FOR DA Form 4283 - FACILITIES ENGINEERING WORK REQUEST

(Part "A" completed by requestor per instructions below)

(Part "B" completed by the DPW in accordance with local procedures)

PART "A"

CUSTOMER ID: One to three alpha numeric characters per local DPW policy.

A code used to identify the user, occupant, owner of a facility, or the organizational activity submitting a work request.

DOCUMENT SERIAL NO: Must be five alpha numeric characters. Based on local procedures, this number may be generated and entered by the requestor or computer generated and assigned by DPW. It is a number which indicates a place in a series and when used in conjunction with installation number, customer identification, document type, and fiscal year, it uniquely identifies one document of a particular type.

FISCAL YEAR: The last digit of the fiscal year; i.e., '3' for Fiscal Year 2003.

TYPE: Leave blank; DPW Work Reception will complete

SHORT JOB DESCRIPTION: Up to 30 alpha numeric characters that provide a description with a concise summary statement of the work to be performed.

DATE: The date Work Request was completed (Format - 15 JUL 03).

INSTALLATION ABBREVIATION: Up to eight alpha numeric characters for the locally assigned abbreviation of the installation's officially designated name; e.g., Fort Benjamin Harrison abbreviated as Fort Ben.

FACILITY NUMBER: A code of five alpha numeric characters which represent the unique serial number assigned to a real property facility within an installation for identification through its life cycle, e.g. P0001.

REMARKS: At a minimum, include email address of the Primary POC and an Alternate POC for requested work.

INSTALLATION NAME: The official name of an Army real estate holding and the principal function as defined in the real property inventory, e.g., Fort Lee.

CUSTOMER NAME: The name or description of the user, occupant, owner of a facility, or the organizational activity authorized to submit a request for work consisting of up to 15 alpha numeric characters.

POC NAME: Name of the person responsible for specific work information about requested work consisting of up to 15 alpha numeric characters (Format - Last Name, First Name)

POC PHONE NUMBER: Phone number for POC of this particular work request consisting of up to 12 alpha numeric characters.

WORK DESCRIPTION: Description of work to include impact and justification.

AUTHORIZED REQUESTOR: The name of the individual who is authorized to request work.

SIGNATURE: Signature of Authorized Requestor.