



# DPW INDIVIDUAL JOB ORDER REQUEST PROCESS



FORT JACKSON  
Directorate of Public Works



# Individual Job Orders



- This Presentation will:
  - Define an Individual Job Order (IJO)
  - List information required when submitting an IJO
  - Explain the process for submitting an IJO
  - Provide a list of Points of Contact



# IJO: Defined



- IJOs are used for projects that:
  - Exceed the scope of Service Orders
  - Require more strict control of manpower/other resources
- IJOs are used for maintenance & repair projects that exceed **40 man-hours** of labor
- **All new construction** projects are initiated as IJOs
- All requests for **signs and keys** must be accomplished as IJOs
- All **Self Help** projects
- For any disturbance, demolition, or alteration of buildings, grounds, utilities, or infrastructure such as drilling, boring, digging, scraping, cutting, etc.



# IJO: DA Form 4283



## A Facilities Engineering Work Request DA Form 4283:

- Must be approved by DPW prior to the execution of all construction, renovation, and/or demolition projects
- Includes Self Help, Troop Labor, In-house, Government Purchase Card (Credit Card), and all other contract work
- This policy is applicable to **everyone** on Fort Jackson including all units, directorates, special staff, tenant units, and contractor activities



# IJO: DA Form 4283



1. See appendix A for a list of Customer ID's

2. Doc SN is unit specific and is supplied by the requestor

3. Short Job Description: a.k.a. Project Title

4. Date submitted

FACILITIES ENGINEERING WORK REQUEST													
For use of this form, see DA Pam 420-6; the proponent agency is OACSIM.													
PART A <i>(See requestor instructions)</i>		CUSTOMER ID	DOCUMENT SERIAL NUMBER	FY	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 <b>5. Building Name</b>			2 <b>6. Building Number</b>										
REMARKS													
INSTALLATION NAME				CUSTOMER NAME			POC NAME			POC PHONE NUMBER			
<b>Fort Jackson</b>				<b>7. UNIT</b>			<b>8. PROJECT MANAGER</b>			<b>9. PHONE</b>			
WORK DESCRIPTION <i>(Description and justification of work request)</i>													
<b>10. Complete with enough detail to fully describe your requirements. Attach additional paperwork as needed.</b>													
AUTHORIZED REQUESTOR <i>(Type or print)</i>						AUTHORIZED REQUESTOR SIGNATURE							
<b>11. Battalion Level or Higher</b>						<b>12. Signed</b>							
PART B <i>(Approving Official Only)</i>		APPROVAL ACTION CODE:		SPECIAL INTEREST CODE:		DATE							
						DA MON YR							
		WORK REQUEST PRIORITY:		ESTIMATED WORK START DATE:		DA MON YR							
		PROGRAM INDICATOR CODE:		ESTIMATED WORK COMPLETION DATE:		DA MON YR							
ENVIRONMENTAL IMPACT			WORK TO BE PERFORMED			WORKCLASS		APPROVAL AMOUNTS		SOURCE OF FUNDS			
YES	NO	ENVIRONMENTAL CONSIDERATION	<input type="checkbox"/>	IN-HOUSE	TOTAL	FUNDED	UNFUNDED	DIRECT		ACCOUNT PROCESSING CODE			
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	SELF-HELP		\$	\$	AUTOMATIC REIMBURSEMENT					
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	CONTRACT		\$	\$	FUNDED REIMBURSEMENT					
<input type="checkbox"/>	<input type="checkbox"/>	EIS / EIA COMPLETED	<input type="checkbox"/>	TROOP	\$	\$							
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			

Part B to be completed by DPW

DA FORM 4283, SEP 2003

DA FORM 4283, AUG 1978, IS OBSOLETE.

APD PE v1.02ES

DA Form 4283 can be downloaded at [http://www.apd.army.mil/formrange\\_forms.asp](http://www.apd.army.mil/formrange_forms.asp):



# IJO: Process to Submit



Requestor completes required fields of DA Form 4283

- The WORK DESCRIPTION field must be completed with sufficient detail to completely describe all project requirements and to justify project approval.
- Self Help, Troop Labor, and other special requests must be clearly stated in the WORK DESCRIPTION field.
- AUTHORIZED REQUESTOR must be at the Battalion Level or higher.



# IJO: Process to Submit



Requestor must also submit documentation as needed to completely describe project requirements:

- Drawings (showing dimensions, location, etc.)
- Catalog cut sheets
- Bills of material
- Other pertinent documents



# DPW Points of Contact



- Customer Service:
  - Debra Alexander @ 751-5926, Bldg 2562 (Primary POC)
  - Jazel Cook @ 751-5505
- Chief, Business Operations & Integration Div:
  - Eric Cope @ 751-5048





# Customer Feedback



- DPW is committed to providing you a level of service commensurate with your level of sacrifice for a Nation at war.
- Please take a moment to let us know how this process is working (or not working) by submitting an ICE Comment at:  
<http://www.jackson.army.mil/WellBeing/wellbeing.htm>
- Your contact information is not required, but it is appreciated so we can address your specific concerns.