



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09005-9623

IMWB-ZA

15 AUG 2019

MEMORANDUM FOR All Members of the United States Army Garrison (USAG)
Wiesbaden Community

SUBJECT: USAG Wiesbaden Command Policy Letter #47, Procedure for Submission of Facility Engineering Work Request (DA Form 4283) and Environmental Review (AEF200-1A)

1. Reference: Army Regulation (AR) 420-1, Army Facilities Management, 12 February 2008.
2. Purpose: To assign Unit or Organization Point of Contacts (POC's) and to update standardized procedures for a Facility Engineering Work Request DA Form 4283, in order to improve and engage the programming and execution of work orders as well as to prevent duplication work.
3. Applicability: This policy applies to all Military, Civilian, and Local National (LN), who work at USAG Wiesbaden Installations.
4. Background: The DA Form 4283 is accessible over the Garrison Homepage online. Therefore all community members, no matter their function or technical knowledge are able to submit the DA Form 4283 to the Department of Public Works, Business Operation and Integration Division, Customer Service. This procedure creates unnecessary work requests. This policy is established to ensure that only authorized personnel is able to submit the DA Form 4283 and Environmental Review to prevent waste to Garrisons limited Resources.
5. Definition of the DA Form 4283: A Facility Engineering Work Request DA Form 4283 and AEF200-1A is required for Projects, such as a new installation or renovation. Mandatory for both forms are a detailed work description as well as a justification of the scope of work. In case of a proprietary approval, a plan, cost estimate and specification has to be submitted with the DA Form 4283 and AEF200-1A.
6. Policy:
 - a. Each Unit Commander (by Customer ID) or Organization is required to assign two (2) individuals who will be authorized to submit a Facility Engineering Work request DA Form 4283. Only work requests with the signature of the assigned POC's can be processed. Units or the Organization will submit a signature card for their designated

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POC's to the DPW BOID Customer Service. The POC should be the facility manager of the Building.

b. In the event of a change in personnel, a new individual has to be appointed and DPW BOID need to be informed right away.

c. Units should publish these procedures throughout their area of responsibility. DA Form 4283, AE-Form 200-1A can be found on the Garrison Homepage. All forms will be submitted via email, usarmy.wiesbaden.imcom-europe.list.dpw-customer-rep@mail.mil

7. Summary: All individuals within this military community are responsible for adhering to and enforcing this policy.

8. Point of contact is Mr. Martin Hallbauer Chief BOID, at DSN 548-4100 or email martin.hallbauer.ln@mail.mil


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