



**DEPARTMENT OF THE ARMY**  
284TH BASE SUPPORT BATTALION  
UNIT 20911  
APO AE 09169-0001

AETV-GSN-ERM

12 Nov 03

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter 6, Facilities Engineering Work Requests

1. References:

- a. DA PAM 420-6, Directorate of Public Works Resource Management System, 15 May 97.
- b. AR 190-51, Security of Unclassified Army Property (Sensitive and Nonsensitive), 30 Sep 93.

2. Purpose: To prescribe procedures to submit a DA Form 4283, Facilities Engineering Work Request, commonly known as a "Work Request".

3. Applicability: All units and activities within the 284th Base Support Battalion Area of Responsibility.

4. Policies:

a. In accordance with Reference 1.a, Work Requests shall be used to request all work in excess of Service Order scope. Work Requests shall also be used to request Self-Help supplies in excess of the authorized issue limit and to request any new construction regardless of cost.

b. Work Requests shall be used to request duplication of more than five keys or replacement of one or more lock cylinders. The applicable Key Control Roster in accordance with reference 1.b. shall be attached to the Work Request. DPW will notify the Military Police Physical Security Inspector of any unit requesting a key or lock change without a Key Control Roster. Duplication of five or fewer keys may be done by service order if accompanied by memorandum from unit First Sergeant, Commander, or civilian office/activity chief.

5. Procedures:

a. All Work Requests shall be submitted using the Automated DA Form 4283 (09 May 00) in Microsoft Excel format. The requestor shall complete all blocks in Section A. The form is available at [www.giessen.army.mil](http://www.giessen.army.mil).

b. The requestor shall fully and specifically identify the work requested and shall attach maps, sketches, and digital photos to the maximum extent possible in order to clarify the scope of the requested work. Incomplete or unclear requests will be returned to the requestor without action.

c. All Work Requests shall be typed. No hand written Work Requests shall be accepted.

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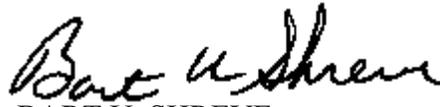
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d. Only Authorized Requestors shall sign Work Requests for submission. Authorized Requestors are defined as the Company First Sergeant, Company Commander, or higher for a military unit or the Chief of a civilian office/activity.

e. The filled-out and signed Work Request shall then be delivered (via distribution or hand carried) to a Directorate of Public Works, Work Reception Office. Work Reception Offices are located at Giessen General Depot, Bldg# 32, Room 111, and in Friedberg Ray Barracks, Bldg# 3636. Upon receipt, the Work Reception Office shall assign a document serial number to the Work Request and forward it for processing in accordance with Reference 1.a. The requestor shall retain a copy of serialized Work Request for his/her records and further reference when inquiring about work status.

6. Responsibilities: DPW shall provide feedback to the requestor on the resolution/status of the Work Request within 60 days of submission. The requestor may contact the Work Reception Office (DSN 343-7272 in Giessen or DSN 324-3480 in Friedberg) at any time to get updated status on a specific Work Request

7. Proponent: The proponent of this policy is the Chief, Engineer Resources Management Division, Directorate of Public Works, DSN 343-1560.



BART U. SHREVE

LTC, SF

Commanding

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