



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT JACKSON  
4325 JACKSON BOULEVARD  
FORT JACKSON SC 29207-5015

IMSE-JAC-PW

15 October 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum– Facilities Engineering Work Request Procedures

1. A Facilities Engineering Work Request DA Form 4283 must be approved by the Directorate of Public Works (DPW) prior to the execution of all construction, renovation, and/or demolition projects on Fort Jackson; including Self Help, Troop Labor, In-House, Government Purchase Card (Credit Card) and all other contract work to be performed. This policy is applicable to everyone on Fort Jackson (all units, directorates, special staff, tenant units, and contractor activities) and provides guidance on how to obtain approval of a work request.
2. Requestor Activity: The steps to obtaining approval of a DA Form 4283 are:
  - a. Requestor completes required fields per instruction on page 2 of DA Form 4283.
    - (1) The Work Description field must be completed with sufficient detail to completely describe all project requirements and to justify project approval.
    - (2) Self-Help, Troop Labor, and other special requests must be clearly stated in the Work Description field.
    - (3) Authorized Requestor must be at the Battalion Level or higher.
  - b. Requestor must submit drawings (showing dimensions, location, et al), catalog cut sheets, bills of material, and other pertinent documents as needed to completely describe project requirements.
  - c. Requestor submits DA Form 4283 and all other documents to the DPW Work Order Lead. The DPW Work Order Lead can be reached at 751-5926.
3. DPW Activity. Project is reviewed by:
  - a. DPW Environmental Division (DPW ENV) to ensure personnel safety related to exposure to asbestos, lead based paint, and other toxic substances as well as compliance with the National Environmental Policy Act (NEPA) and other environmental laws and regulations.
  - b. DPW Engineering Services Division (DPW ESD) to ensure compliance with applicable Unified Facilities Codes (UFC) and other codes and regulations.

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c. DPW Operations and Maintenance Division (DPW O&M) to determine if a Digging Permit is required for personnel safety and to protect government assets.

d. Others, on a case by case basis, including Directorate of Emergency Services (DES) Physical Security and/or Fire Prevention; Directorate of Plans, Training, and Mobilization (DPTMS) Force Protection; and Garrison Safety Office.

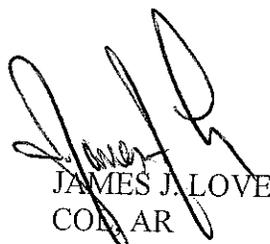
4. Requestor Activity: A Record of Environmental Consideration (REC) may be required on a case by case basis. The DPW Work Order Lead will contact the Requestor if a REC is required. If so, the Requestor is required to submit a REC to the DPW Environmental Division along with clear site layout drawings. A copy of the REC form can be obtained at <http://www.jackson.army.mil/enrd/emb/nepa.htm>. The Environmental Management Office will return a Memorandum of Environmental Consideration (MOEC) detailing any modifications to the project that must be made to be in compliance with Environmental regulations. The DPW REC Coordinator can be reached at 751-4078.

5. Requestor Activity: A Digging Permit may be required on a case by case basis. If so, the Requestor is required to submit a request for a Digging Permit and obtain approval, as needed. The DPW Work Order Lead will contact the Requestor if a Digging Permit is required. The project cannot be approved without an approved Digging Permit. The DPW Digging Permit Coordinator can be reached at 751-1602

6. DPW Activity: Once the above requirements have been met and adequate funding is available, the DA Form 4283 can be approved by the Directorate of Public Works.

7. DOC Activity: The Directorate of Contracting (DOC) will ensure that the applicable construction contract will not be awarded nor notice to proceed issued without a DA Form 4283.

8. The proponent for this Policy Memorandum is the Director of Public Works. Questions regarding this policy may be directed to DPW Chief of Business Operations & Integration Division at 751-5048.

  
JAMES J. LOVE  
COL AR  
Commanding

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