

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

- IJO's 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 minor construction** projects are executed as IJO
- All requests for **signs and keys** must be accomplished as an IJO

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
- including 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

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

4. Date submitted

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

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
INSTALLATION ABBREVIATION OF FACILITIES		BUILDING/FACILITY NUMBERS										
1	2	3	4	5	6	7	8	9	10			
5. Building Name		6. Building Number										
REMARKS												
INSTALLATION NAME Fort Jackson				CUSTOMER NAME 7. UNIT				POC NAME 8. PROJECT MANAGER		POC PHONE NUMBER 9. PHONE		
WORK DESCRIPTION <i>(Description and justification of work request)</i>												
10. Complete with enough detail to fully describe your requirements. Attach additional paperwork as needed.												
AUTHORIZED REQUESTOR <i>(Type or print)</i> 11. Battalion Level or Higher						AUTHORIZED REQUESTOR SIGNATURE 12. Signed						
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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DIRECT			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AUTOMATIC REIMBURSEMENT			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FUNDED REIMBURSEMENT			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ACCOUNT PROCESSING CODE			
DESIGN APPROVAL <i>(Please type or print name)</i>			DATE		APPROVAL AUTHORITY <i>(Please type or print name)</i>			APPROVAL ACTION		DATE		
DESIGN APPROVAL SIGNATURE			DA	MON	YR	APPROVAL AUTHORITY SIGNATURE		<input type="checkbox"/>	APPROVED	DA	MON	YR
								<input type="checkbox"/>	DISAPPROVED			

Part B to be completed by DPW

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 (former 2601) (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.