

**DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY ALASKA
Fort Richardson, Alaska 99505-5000**

United States Army Alaska Regulation 420-2

15 February 2002

Facilities Engineering

Requesting Work-Instructions for Authorized Personnel to Request Work from the Directorate of Public Works

Summary. This regulation concerning works requests has been revised. This regulation provides instructions and defines procedures for requesting work from the United States Army Alaska (USARAK), Directorate of Public Works (DPW). Changes include several new forms and new data.

Applicability. This regulation applies to any unit/activity/organization requesting work from the DPW.

Supplementation. Supplementation of this regulation is prohibited without prior coordination with the DPW, Business Management Department, Management Engineering Systems Branch, APVR-RPW-BMI, 730 Quartermaster Road #6500, Fort Richardson, Alaska 99505-6500.

Interim changes. Interim changes to this regulation are not official unless the Director of Information Management authenticates them. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. This regulation's proponent agency is the DPW, Business Management Division, Management Engineering Systems Branch. The Management Engineering Systems Branch invites users to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to APVR-RPW-BMI.

1. Purpose

This regulation's purpose is to provide instructions and define procedures for authorized personnel to request DPW-performed work.

2. References

a. Related publications. (Related publications are merely sources of further information. The user does not have to read them to understand this regulation.)

(1) Army Regulation (AR) 210-50 (Housing Management).

(2) Army Regulation (AR) 415-15 (Army Military Construction Program Development and Execution).

(3) AR 420-10 (Management of Installation Directorates of Public Works).

(4) USARAK Regulation 405-3 (Real Estate Utilization).

b. Referenced forms.

(1) DA Form 2028 (Recommended Changes to Publications and Blank Forms) is cited in the suggested improvements statement.

USARAK Regulation 420-2

(2) DA Form 4283 (Facilities Engineering Work Request) is cited in paragraphs 5, 6, and 7 and appendix B.

(3) DA Form 4287 (Service Order) is cited in paragraphs 5 and 6a and appendix C.

(4) Defense Department (DD) Form 448 (Military Interdepartmental Purchase Request) is cited in paragraph 6 and appendix D.

(5) DD Form 448-2 (Acceptance of MIPR) is cited in paragraph 6 and appendix D.

(6) DD Form 577 (Signature Card). Cited in paragraphs 4a, 5, and 6 and appendixes A and B.

(7) Engineering and Housing Service Center Form 4283-1 (Work Request) is cited in paragraphs 5, 6, and 7 and appendix B.

3. Explanation of abbreviations and special terms

The abbreviations and special terms used in this regulation are explained in the glossary.

4. Responsibilities

It is the unit/activity director/commander's responsibility to—

a. Designate a primary and alternate signatory, on a Defense Department (DD) Form 577 (Signature Card) (see app A), to sign work requests (reference paras 6c and 6d). Two signature cards with original signatures will be provided to the DPW, Real Property Branch. See paragraph 6c.

b. Ensure that subordinate units/activities and personnel have a copy of this regulation.

c. Appoint primary building managers and alternate building managers (building custodians) per USARAK Regulation 405-3.

d. Establish and maintain a work request log as prescribed in facility manager assignment package issued by DPW when the facility manager signs for his/her facility. See paragraph B-2.

5. General

The initial processing for work orders begins with the requester preparing a DA Form 4283 (Facility Engineering Work Request) (use until the supply is exhausted) or Engineering and Housing Service Center (EHSC) Form 4283-1 (Work Request) (see app B for an example). Submit this work request to the DPW, Real Property Office. All installation organizations may submit work requests. Personnel authorized to submit work requests must have a DD Form 577 current and on file with DPW. DPW personnel also initiate work requests through their respective division chiefs for identified deficiency corrections. Report emergency maintenance and repair requirements telephonically to the DPW, Customer Services Branch (see app C for an example of DA Form 4287 (Service Order) and see the glossary for repair order definitions).

6. Procedures

a. DA Form 4287 requests are usually called in by telephone to the Customer Service Desk and are considered minor repairs. These requests utilize less than 40 hours labor and a materials cost of less than \$1,500.00. If classified as new work and less than \$1500.00, it will initialize a formalized DA Form 4283/EHSC Form 4283-1. See appendix C.

USARAK Regulation 420-2

b. Submit requests for work on DA Form 4283/EHSC Form 4283-1. Work requests are requests that have exceeded the service order limitation and have become a work request. This includes maintenance and repair work that exceeds 40 hours labor or a total cost of \$2,500.00. Work requests must be turned in to DPW with original signatures. All new construction must be requested on the DA Form 4283/EHSC Form 4283-1 for capitalization to Real Property records in compliance with DA guidelines. Detailed instructions are on the back of each form. The forms are available from the USARAK Publications and Blank Forms Stockroom (Building 800, 384-2900), the DPW, Customer Service Desk, or the DPW web page (under Work Requests). The requester must complete the form, providing as much information as possible, so that the DPW can correctly determine the requirement's scope. The requester coordinates with the appropriate agency and submits the DA Form 4283/EHSC Form 4283-1 for facility deficiencies pertaining to fire, safety, security, environmental, health, and military police traffic.

c. Personnel authorized to request work and sign the work request are limited by the DA Form 577 to—

(1) Directors and staff office chiefs/alternates.

(2) Major subordinate commanders/alternates.

(3) Battalion commanders and their primary and secondary alternates. During deployment, an authorized alternate must be available.

(4) Separate support organization commanders and their primary and secondary alternates.

(5) Commanders or directors of tenant units and activities and their primary and secondary alternates.

(6) Special Troops supply officer and the alternate.

(7) USARAK Headquarters and separate companies.

d. In each case, a secondary alternate may sign the DA Form 4283/EHSC Form 4283-1 instead of the primary signatory or the commanding officer or director. Only the primary's or alternate's signature is acceptable. Work requests not bearing the correct signature will be rejected for proper signature. The requesting unit/activity is responsible for providing the DPW with: 1) the unit's/activity's name and unit indicator codes, 2) a copy of the unit assignment orders, 3) the names of personnel authorized to request work, 4) the authorization date, and 5) two copies of the primary's and alternate's original signatures (using DA Form 577). The requesting unit/activity is also responsible for DA Form 577 updates. Forward DA Forms 577 to the appropriate agency as listed below:

(1) Fort Richardson DPW, APVR-RPW-BMI, Real Property Office (Building 700).

(2) Fort Wainwright DPW, APVR-WPW-BM, Real Property Office (Building 3015).

(3) Fort Greely DPW, APVR-WPW-BM (Fort Wainwright DPW, Building 3015).

e. Use the customer identifier code (CID) assigned to each organization or branch activity in the first two or three columns of the document number on DA Form 4283/EHSC Form 4283-1 (Part A).

f. All requests for work must use the unit, activity, or branch CID.

g. It is the responsibility of the customer's office to maintain a logbook of serial numbers in conjunction with the unit's/activity's CID (see example at fig B-2) At the beginning of each fiscal year, the serial number will begin at 00001. The second work request for the fiscal year using the unit's/activity's CID would use serial number 00002. The DPW, Customer Services Branch will fill in the fiscal year and type

USARAK Regulation 420-2

of request (TYPE) columns to complete the document number. All inquiries and actions will reference the work request document number.

h. The customer retains a copy of the work request as a receipt of work requested. The same person maintaining the logbook files the customer's copy, in document number sequence.

i. The customer will not submit duplicate work requests (for the same work), as long as there is a valid work request in the system. Should a project become more urgent, the customer justifies why the priority should be moved up and requests the original project is upgraded with a documented memorandum. Do not request the same work as a separate job. The person listed as the contact point or requester on the DA Form 4283/EHSC Form 4283-1 makes all job status inquiries.

j. The customer receives a copy of the Integrated Facilities System-Micro computer printout, which identifies all work currently in the system. Each quarter, the facility manager or his/her alternate(s) will review the status of all identified work requests. By appointment with the DPW, Customer Service Desk, the facility manager, and the Customer Service Desk personnel will jointly review status of work requests. The facility manager or his/her alternate(s) are responsible each quarter to identify, in writing, work requests that no longer have work required. This provides the Customer Service Desk the information to close the work request. The customer provides a written memorandum report or signs and notes on the Integrated Facilities System-Micro computer printout provided by DPW verifying the validity of all jobs to the DPW. Screen the project listing for duplicate requests. Nonappearance on the computer listing indicates that the DPW has not received the job request.

k. Self-help is work to be accomplished on a real property facility (Army installation) that has received the approval of the Director of Public Works, Real Property Office. All self-help work must be requested on DA Form 4283/EHSC Form 4283-1 and is subject to the same approvals, priorities, classification, etc., as any other work request. All requesters of materials will take their request first to the Real Property Office to ensure materials are not issued for tenant construction on buildings scheduled for contract repair, demolition, or occupant usage change. Work requests for self-help materials in support of unit training, crating, loading operations, equipment installation, and other functions that do include construction, alteration, or real property facility modifications will include the following:

(1) The requester signs the DA Form 4283/EHSC Form 4283-1 and puts in the description and justification block the following statement "Supplies used in the work will effect the real property square footage use or occupancy of the facility of the installation and changes will be reported to the DPW, Real Property Office upon completion of work." Any work performed on a facility that changes square-foot usage or user occupant(s) must be immediately reported to the installation landlord, DPW, Real Property Office. Square-footage changes or occupant changes that are not reported immediately, directly impact the installation funding received for property services and maintenance.

(2) The customer furnishes the correct account processing code or fund certification, so that work expenses for transfer-of-cost work are billed to the customer. The unit's/activity's/organization's budget analyst must sign the document. Transfer-of-cost requests not signed by the budget analyst will be returned for fund certification. Failure to certify funds will result in project cancellation. Tenant organizations are authorized to provide funding by using DD Form 448 (Military Interdepartmental Purchase Request) or DD Form 448-2 (Acceptance of MIPR) (see figs D-1 and D-2).

l. Work requests for materials in support of training, crating, loading operations, equipment installation, and other functions that do not include construction, alteration, or real property facility modifications will include the following:

(1) When applicable, the requester signs the DA Form 4283/EHSC Form 4283-1 and inputs the statement "Supplies will not be used in work that will effect the real property square-footage use or occupancy of the facility(ies) of the installation" in the description and justification block. Square-footage

USARAK Regulation 420-2

changes or occupant changes directly impact the installation funding received by DPW for property services and maintenance.

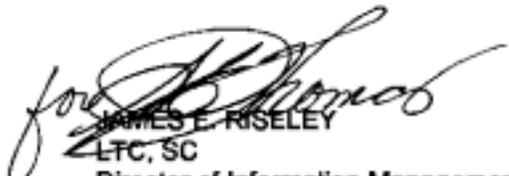
(2) The customer furnishes the correct account processing code or fund certification so that work expenses for transfer-of-cost work are billed to the customer. The unit's, activity's, organization's budget analyst must sign the document. Transfer-of-cost requests not signed by the budget analyst will be returned for fund certification. Failure to certify funds will result in project cancellation. Tenant organizations are authorized to provide funding by using DD Form 448 or DD Form 448-2 (see figs D-1 and D-2).

7. Alterations and minor construction

Consolidate requirements for new work (such as alterations, modifications, and minor construction for a single project) under one work request. Forward all requests for new work to the DPW through the respective unit's/activity's budget analyst. Documented approval will be in the lower section of the remarks block on the DA Form 4283/EHSC Form 4283-1. For definitions of work see the glossary. The Real Property Planning Board sets priority for all requests for new work exceeding \$15,000.00 and only work within current funding limitations will be done. Unfunded work will be deferred or disapproved.

FOR THE COMMANDER:

OFFICIAL:


JAMES E. RISELEY
LTC, SC
Director of Information Management

RICHARD C. NICKERSON
COL, GS
Chief of Staff

DISTRIBUTION:

A Plus

25 - APVR-RIM-ASD-PB

20 - APVR-RPW-BM

20 - APVR-WPW-BM

5 - MOS Library (Building 658, Fort Richardson)

5 - MOS Library (Army Education Center, Building 21-10 (Fort Wainwright))

3 - APVR-RIM-ASD-WB

1 - APVR-GPA-AE (MOS Library, Assistant Directorate of Personnel and Community Activities, Education Branch, Attention: Mr. Mauer)

1 - Commander, United States Army Pacific Command, Attention: APIM-OIR
Fort Shafter, Hawaii 96858-5100

Appendix A
Defense Department Form 577

A-1. Figure A-1 shows an example of DD Form 577 for requesting work from DPW.

1. NAME <i>(Type or print)</i> Doe, John	2. PAY GRADE GS12	3. DATE 3 Dec 02
4. OFFICIAL ADDRESS COMMANDER 561ST ENGR BN 600 RICHARDSON DRIVE # 3333 FORT RICHARDSON ALASKA 99505-3333		
5. SIGNATURE		
6. TYPE OF DOCUMENT OR PURPOSE FOR WHICH AUTHORIZED		
THE ABOVE IS THE SIGNATURE OF THE AUTHORIZED INDIVIDUAL		
7. NAME OF COMMANDING OFFICER <i>(Type or print)</i>	8. PAY GRADE	
9. SIGNATURE OF COMMANDING OFFICER		

DD Form 577, MAY 88 *Previous edition may be used until exhausted* **SIGNATURE CARD**

Individuals authorized to sign work requests must have a current DD Form 577 on file with DPW, Real Property Branch.

Your commander or director designates a primary and alternate facility manager on the signature card to sign work requests. Provide two DD Forms 577, with original signatures to DPW, Real Property Branch.

Figure A-1. Defense Department Form 577

**Appendix B
Engineering and Housing Service Center Form 4283-1**

B-1. Figure B-1 shows an example of EHSC Form 4283-1 prepared for requesting work from the DPW.

WORK REQUEST (IFS-M)
(For use of R & U only, see AM 420.17 and DA FORM 4283-1. The requesting agency is USARAK.)

PART A <small>(See instructions)</small>	CUSTOMER ID CODE DPW	DOCUMENT SERIAL NUMBER 2K00010	PT J	TYPE J	SHORT JOB DESCRIPTION REPAIR FIRE DOORS IN HALLWAY	DATE DA: 01 MCN: JAN YR: 00
INSTALLATION ABREVIATION OF FACILITIES						
BUILDING / FACILITY NUMBERS						
	1	2	3	4	5	6
1	BKS	00640	00650			
2						
3						
REMARKS: See attached fire prevention report.						
INSTALLATION NAME Fort Richardson, Alaska		CUSTOMER NAME 1st Spt		ECG NAME JACK FROST		ECG NUMBER 3848000
WORK DESCRIPTION (Description and justification of work requested) Please see attached Fire Hazard Report. All fire doors in Barracks 640 & 650 do not meet fire codes. Fire doors must be modified to meet new codes with a fuseable link and a melting factor of 186%. Fire doors must be installed to meet current requirements.						
Typed or Printed Name of R & U Personnel or Commander: _____ Authorized Signature: _____						
<small>APPROVED REQUESTOR (Type or Print)</small>						
PART B <small>(Approving Official Only)</small>	APPROVAL ACTION CODE: <input type="checkbox"/>	SPECIAL INTEREST CODE: _____			DATE DA: _____ MCN: _____ YR: _____	
	WORK REQUEST PRIORITY: _____	ESTIMATED WORK START DATE: _____				
	PROGRAM INDICATOR CODE: _____	ESTIMATED WORK COMPLETION DATE: _____				
ENVIRONMENTAL IMPACT: YES <input type="checkbox"/> NO <input type="checkbox"/> 13 ENVIRONMENTAL CONSIDERATION <input type="checkbox"/> 13 EIS / EIA INITIATED <input type="checkbox"/> 13 EIS / EIA COMPLETED	WORK TO BE PERFORMED: <input type="checkbox"/> IN-HOUSE <input type="checkbox"/> SELF-HELP <input type="checkbox"/> CONTRACT <input type="checkbox"/> TROOP		WORK CLASSIFICATION: FUNDED: _____ UNFUNDED: _____ TOTAL: _____		APPROVAL AMOUNTS: FUNDED: _____ UNFUNDED: _____ TOTAL: _____	
					SOURCE OF FUNDS: <input type="checkbox"/> DIRECT <input type="checkbox"/> AUTOMATIC REIMBURSEMENT <input type="checkbox"/> FUNDED REIMBURSEMENT OTHER FUND CITATION: _____	
DESIGN APPROVAL: <small>(Please type or print name)</small>		DATE DA: _____ MCN: _____ YR: _____		APPROVAL AUTHORITY: <small>(Please type or print name)</small>		APPROVAL ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED

Your job as the requester of work to be performed:

- a. Your ESHC Form 4283-1, filled out with a good description of the work requested, points of contact, and signed by the authorized budget person for funding approval, and—
- b. Signed by the requester’s accountable real property building custodian or supply officer for troop units. (As the commander designates on DA Form 577.)
- c. The original work request must be hand carried to the Customer Service Desk at each post.

DPW’S job as the provider of work to be performed:

- a. Review for regulatory compliance.
- b. Classify for type of work to be performed.
- c. Confirm urgency and priority of request. The post commander sets priority at Property Planning Board meetings.
- d. Funding availability with proper signature, and then processed through: 1) work scheduling, 2) an estimating and facility inspection, 3) material coordination to order materials, and 4) an estimate when the work is will be finished.

Figure B-1. Engineering and Housing Service Center Form 4283-1

The work requester submits:

1. Document identification number.
2. Short job description.
3. Post abbreviation and facility number.
4. Description of work (clearly written) to be done with justification for work requested.
5. Add supporting documents for clarification, drawing of requested work if possible, floor plans provided, etc.
6. Name and telephone number of authorized person who provides additional details of requested work (your point of contact for DPW for this work request).
7. Name and signature of your authorized budget personnel if you know your unit will be paying for the work. If not, wait until that is determined later in the process.

WORK REQUEST (IFS-M)
(For use of the Army, see AR 420-17 and DA FORM 420-8; the proper agency is (DAAC2-))

PART A <small>(For Reference)</small>	CUSTOMER ID CODE 1.	DOCUMENT SERIAL NUMBER 2.	BY	TYPE	SHORT JOB DESCRIPTION: (Can take 30 spaces)	DATE DA MCN YR
INSTALLATION ABBREVIATION OF FACILITIES 3.		BUILDING / FACILITY NUMBERS				
1		1	2	3	4	5
2						
3						
REMARKS: 3. (Remarks can take 70 spaces)						
INSTALLATION NAME 3.		CUSTOMER NAME		FOC NAME 5.		FOC PHONE NUMBER
WORK DESCRIPTION (Description and justification of work requested) 4. (Description can take unlimited spaces)						
AUTHORIZED REQUESTOR: (Type or Print) 6.				SIGNATURE		DATE
PART B <small>(Approving Official Only)</small>		APPROVAL ACTION CODE:				
		WORKREQUEST PRIORITY:				
		PROGRAM INDICATOR CODE:				
ENVIRONMENTAL IMPACT YES <input type="checkbox"/> NO <input type="checkbox"/> ENVIRONMENTAL CONSIDERATION <input type="checkbox"/> INITIATED <input type="checkbox"/> EIS / EIA <input type="checkbox"/> COMPLETED		WORK TO BE PERFORMED <input type="checkbox"/> IN-HOUSE <input type="checkbox"/> SELF-HELP <input type="checkbox"/> CONTRACT <input type="checkbox"/> TROOP		WORKCLASS FUNDED UNFUNDED TOTAL \$		APPROVAL AMOUNTS FUNDED UNFUNDED OTHER FUND CITATION 7.
DESIGN APPROVAL <small>(Please type or print name)</small>		DATE DA MCN YR		APPROVAL AUTHORITY <small>(Please type or print name)</small>		APPROVAL ACTION <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED

Fill out all areas highlighted

Figure B-1. Engineering and Housing Service Center Form 4283-1—Continued

INSTRUCTIONS FOR PART A, EHSC FORM 4283-1

NOTE: Information requested in items 1 thru 3 and 6 thru 15 apply to all users. The Directorate of Engineering and Housing will provide the information in items 4 and 5.

REQUESTING OFFICIAL: Prepare and forward original.

1. **CUSTOMER ID CODE:** Enter the ID assigned to the Requesting Office or Agency.
2. **DOCUMENT SERIAL NUMBER:** Enter the sequential Number assigned by the Requesting Agency.
3. **FY:** Enter the last digit of the Fiscal Year.
4. **TYPE:** Enter the Document Type Code: J = Routine Individual Job Order; M = Preventive Maintenance Order; P = Special Project; S = Standing Operations Order.
5. **SHORT JOB DESCRIPTION:** Enter Short Job Description based on description of work.
6. **DATE:** Enter the Day, Month, and Year that this request is being submitted. (Example: 01 Jan 90)
7. **INSTALLATION ABBREVIATION:** Enter the Official Abbreviation of the Installation where the facility is located.
8. **BUILDING / FACILITY NUMBER:** Enter the number of the facility.
9. **INSTALLATION NAME:** Name of the Installation where the customer is located.
10. **CUSTOMER NAME:** Name of Requesting Agency authorized to request work.
11. **POC NAME:** Name of the Individual directly interested in and familiar with the work requested.
12. **POC PHONE NUMBER:** Self explanatory.
13. **WORK DESCRIPTION:** Describe and justify the Requested Work in sufficient detail that its scope and nature can be fully recognized. Briefly mention associated environmental considerations (Reference AR 200-1). Include sketches and any other supporting documentation as appropriate.
14. **AUTHORIZED REQUESTOR:** Name of Individual authorized to request work.
15. **SIGNATURE:** Authorized Requestor.

Figure B-1. Engineering and Housing Service Center Form 4283-1—Continued

Appendix C
Department of the Army Form 4287

C-1. Figure C-1 shows example of DA Form 4287 requesting service order work from the DPW.

Integrated Facilities System - [S0001]
 05-APR-2000 **SERVICE ORDER** SCREEN ID: S0001

POC NAME: LYONS POC PHONE: 4-0929 ***** DOCUMENT NUMBER ***** WKCL CD: K
 CUST ID: 501 SER NO: 01691 FY: 0 TYPE: R

STREET ADDRESS: FACILITY NUMBER: 00626 FH QTR NO: RPF INSTL ABBR: RICH EQUIP Y/N: N EQUIP ID: PARTITION NO:
 SHOP CD: 820 SO PRI: 3 REIMB CUST ID: HOUSING CL CD: COMP CD: TDAC: APC: FLLT: PROG IND CD: SPEC INT CD:

TASK UNIT: 1 TASK CD: 55 TASK DESC: INTERIOR FIRE PROTECTION CONTRACT NO: WORK STATUS CD: SHP

REMARK:

Reprint Shop Report

Save	Delete	Enter Qry	Prv Serm	A
Clear All	Close	Exec Qry	Nxt Serm	V

LOCALLY ASSIGNED ABBREVIATION FOR THE OFFICIAL INSTALLATION NAME.
 Count: 1

Figure C-1. Department of the Army Form 4287

Appendix D
Defense Department Form 448

D-1. Figure D-1 shows example of DD Form 448 for funding work from the DPW.

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST					1 PAGE 1 OF 1 PAGES	
2. FSC	3. CONTROL SYMBOL NO. MIPR6FMEDP2032	4. DATE PREPARED 2 MARCH 1996	5. MIPR NUMBER MED-2032		6. AMEND NO. BASIC	
7. TO: DIRECTORATE OF PUBLIC WORKS ATTN: APVR-RPW-BM FORT RICHARDSON, ALASKA 99505-6500			8. FROM: (Agency, name, telephone number of originator) USA MEDDAC-AK ATTN: MCUC-RM-P (MS. DOE) FORT WAINWRIGHT, ALASKA 99703-7410			
9. ITEMS <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN ACCOMPLISHED.						
ITEM NO. a	DESCRIPTION (Federal stock number, nomenclature, specification and/or drawing No., etc.) b		QTY. c	UNIT d	ESTIMATED UNIT PRICE e	ESTIMATED TOTAL PRICE f
	PROJECT: FORT RICHARDSON, ALASKA USA MEDDAC-AK WORK ORDER #UD50002-I REPLACE THE DENTAL WASHDOWN SYSTEM AND ONE DENTAL TURBINE IN BLDG 634 AT FORT RICHARDSON "K" ACCOUNT FUNDS MEDDAC APC: MH17 DPW APC: DPW CUST #:				23,053.00	23,053.00
10. SEE ATTACHED PAGE FOR DELIVERY SCHEDULES, PRESERVATION AND PACKING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.					11. GRAND TOTAL 23,053.00	
12. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)			13. MAIL INVOICES TO (Payment will be made by) PAY OFFICE DODAAD			
14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW. THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.						
ACRN	APPROPRIATION	LIMIT/SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION		ACCTG STA DODAAD	AMOUNT
	9760130	1881	76-7457 F84 25GZ MHT7		595523	23,053.00
15. AUTHORIZING OFFICER (Type name and title) JOHN Q. PUBLIC, CPT, MS, COMPTROLLER			16. SIGNATURE <i>JQP Public</i>		17. DATE 3 Mar 96	

DD FORM 448
1 JUN 72

PREVIOUS EDITION IS OBSOLETE.

Figure D-1. Defense Department Form 448

D-2. Figure shows example of DD Form 448-2 prepared by the DPW to accept funding from the requester.

ACCEPTANCE OF MIPR					
1. TO / Requiring Activity Address (Include ZIP Code) LEA MEDICO-RC ATTN: KELC-HH-P (MS. DDE) POFF RICHARDSON, ALASKA 99703-5410			2. MIPR NUMBER MED-3032		3. AMENDMENT NO. BASIC
			4. DATE (MIPR Signature Date) 25 MARCH 1996	5. AMOUNT (As Listed on the MIPR) \$23,053.00	
6. The MIPR identified above is accepted and the items requested will be provided as follows: (Check as Applicable)					
a. <input checked="" type="checkbox"/> ALL ITEMS WILL BE PROVIDED THROUGH REIMBURSEMENT (Category I)					
b. <input type="checkbox"/> ALL ITEMS WILL BE PROCURED BY THE DIRECT CITATION OF FUNDS (Category II)					
c. <input type="checkbox"/> ITEM WILL BE PROVIDED BY BOTH CATEGORY I AND CATEGORY II AS INDICATED BELOW					
d. <input type="checkbox"/> THIS ACCEPTANCE, FOR CATEGORY I ITEMS, IS QUALIFIED BECAUSE OF ANTICIPATED CONTINGENCIES AS TO FINAL PRICE. CHANGES IN THIS ACCEPTANCE FIGURE WILL BE FURNISHED PERIODICALLY UPON DETERMINATION OF DEFINITIZED PRICES, BUT PRIOR TO SUBMISSION OF BILLINGS.					
7. <input type="checkbox"/> MIPR ITEM NUMBER(S) IDENTIFIED IN BLOCK 13, "REMARKS" IS NOT ACCEPTED (IS REJECTED) FOR THE REASONS INDICATED					
8. TO BE PROVIDED THROUGH REIMBURSEMENT CATEGORY I			9. TO BE PROCURED BY DIRECT CITATION OF FUNDS CATEGORY II		
ITEM NO. a	QUANTITY b	ESTIMATED PRICE c	ITEM NO. m	QUANTITY n	ESTIMATED PRICE o
REPLACES DENTAL WARDEN SYSTEM AND DENTAL TUBING IN BLDG 534 POFF RICHARDSON, ALASKA					
NO # UD0002-67					
DPW REQ#R A/C:		DPW			\$23,053.00
DPW CUSTOMER NO:		11M176			
CROSS REF A/C:		MD7			
POFF: LINDA H. RYCE, 3M-3054					
d. TOTAL ESTIMATED PRICE		23,053.00	4. TOTAL ESTIMATED PRICE		
10. ANTICIPATED D&P/OF OBLIGATION FOR CATEGORY I ITEMS			11. GRAND TOTAL ESTIMATED PRICE OF ALL ITEMS \$23,053.00		
12. FUNDS DATA (Check if Applicable)					
a. <input type="checkbox"/> ADDITIONAL FUNDS IN THE AMOUNT OF \$ _____ ARE REQUIRED (See Justification in Block 13)					
b. <input type="checkbox"/> FUNDS IN THE AMOUNT OF \$ _____ ARE NOT REQUIRED AND MAY BE WITHDRAWN					
13. REMARKS					
14. ACCEPTING ACTIVITY (Complete Address) CDR, USNRAK 600 RICHARDSON DRIVE # 6515 POFF RICHARDSON, ALASKA 99605-5515			15. TYPED NAME AND TITLE OF AUTHORIZED OFFICIAL MARIE J. BOND, DDE, RN, DEW		
			16. SIGNATURE <i>Marie J. Bond</i>		17. DATE 27 Mar 96

Figure D-2. Defense Department Form 448-2

Glossary

**Section I
Abbreviations**

- app..... appendix
- AR..... Army regulation
- CID..... customer identification code
- DA..... Department of the Army
- DD..... Defense Department
- DPW Directorate of Public Works
- EHSC..... Engineering and Housing Service Center
- fig..... figure
- MIPR..... Military Interdepartmental Purchase Request
- para..... paragraph
- USARAK..... United States Army Alaska

**Section II
Terms**

Note: Officially reporting changes to real property has a large impact on whether funding is received from DA for installation DPW maintenance and construction dollars for real property facilities.

Addition-expansion-extension

A change to a real property facility that adds square footage to its overall external dimension. Must be reported upon completion to the Real Property Office to update the master Integrated Facilities System-Micro Real Property records. Note: This has large impact on whether funding is received from DA for installation DPW maintenance and construction for real property facilities.

Alteration

A change to interior or exterior facility arrangements to improve the use of the facility for its current purpose. This includes installed equipment made a part of the existing facility. Additions, expansions, and extensions are not alterations. If alteration results in a change in facility, category code, usage, occupant, or square footage, that change must be reported upon completion to the Real Property Office to update the master Integrated Facilities System-Micro Real Property records.

Construction

The erection, installation, or assembly of a new facility. The addition, expansion, extension, alteration, conversion, or complete replacement of an existing facility. The relocation of a facility from one post to another. Installed equipment made a part of the facility, related site preparation, excavation, filling, landscaping, or other land improvement. Construction that results in a change in facility category code, usage. Occupant or square footage must be reported upon completion to the Real Property Office to update the master Integrated Facilities System-Micro Real Property records.

Conversion

The work required to adjust interior arrangements or other physical characteristics of an existing facility or part thereof so that it may be used for a new purpose. This includes equipment installed in, and made a part of, the existing facility. Repair work required because the conversion is classified as construction. A conversion always results in a change in facility category code that must be reported upon completion to the Real Property Office to update the master Integrated Facilities System-Micro Real Property records.

Maintenance

The work required to preserve and maintain a real property facility in such condition that it may be effectively used for its designated functional purpose. Maintenance includes cyclic work done to prevent damage that would be more costly to restore than to prevent. It also includes work to sustain components (painting done in connection with repair work (that is, as a result of the repairs) is properly classified as repair). Examples include:

- a. Disposal filter renewals.
- b. Painting.
- c. Caulking.
- d. Refastening loose siding.
- e. Sealing bituminous pavements.

Repair

Real property facility restoration to such condition that it may effectively be used for its designated functional purpose. Repair may include overhaul, reprocessing, or replacement of deteriorated component parts or materials. Repair includes correction of deficiencies in failed or failing components of existing facilities or systems to meet current Army standards and codes where such work, for reasons of economy, should be done concurrently with failed or failing component restoration. Corrective work may involve incidental increases in quantities or capacities. Material replacement parts that are more durable and provide longer life may be substituted for original parts and materials. The intent is to provide the most durable, energy efficient, low maintenance, cost effective repairs. Complete replacement of a real property facility is construction; partial replacement is repair. AR 210-50 and AR 420-10 define maintenance and repair. AR 415-35 defines minor construction.

Repair order priorities

The priority categories assigned to repair orders are—

a. Priority 1—Emergency. What is an emergency? An unexpected, serious occurrence or situation that could cause injury or harm to personnel or serious damage to government facilities. During the duty day calls go to the customer service desk on the respective post. After and before duty hours, the dispatcher at the fire department receives calls and determines which calls are emergencies in the following priority order: 1) physical harm to personnel, 2) structural damage to facilities, and 3) potential property loss or damage. Emergency work takes priority over all other work and requires immediate action, including overtime or diverting craftworkers from other jobs, if necessary, to cover the emergency. Usually work is classified as emergency when it consists of correcting failures/problems constituting an immediate danger to life, health, mission, security, or property. **Normal response time for emergency work is within 1 hour.** Once started, work will continue at least until the emergency is ended and the priority can be downgraded. Then, if the remaining work is uncomplicated and close to completion, the job will be completed. If it requires detailed planning or special materials, the remaining work will be rescheduled. Examples include:

- (1) Overflowing drains.

- (2) Broken water or steam pipes.
- (3) Gas leaks.
- (4) Major utilities service failures.
- (5) Broken electrical components that may cause fire or shock.
- (6) Stopped-up commodes when occupants only have one commode available to use. Only then is a plugged commode an emergency priority.
- (7) Hazardous or toxic substance spills.
- (8) Accidental lock-ins of small children.

b. Priority 2—Urgent. Work required to correct a condition that could become an emergency that could seriously affect morale or that has command emphasis and priority. Urgent work response can vary from 2 to 72 hours, depending upon worker availability and relative urgency. Once begun, work will be continued until complete, unless the need for specific materials causes a temporary job stoppage. For example, target response times might be 2 hours for a heating outage, 12 hours for inoperative refrigerator, or 72 hours for a partially inoperative stove. Urgent work includes:

- (1) Heating and warm-water supply outages.
- (2) Air-conditioning system failure on automatic data processing equipment.
- (3) Complete functional failure of ranges and refrigerators.

c) Priority 3—Routine. Work that does not meet the criteria for emergency or urgent categories. The majority of service orders are routine work. Routine covers required work that if not accomplished would continue to be an inconvenience or unsightly. Orders in the routine category are usually grouped by geographical area so they can be done in the most economical manner on a first-come, first-served basis. Some of the work requirements may be combined into work orders. The **one exception** is: minor service orders requiring less than 4 approximate man hours that pertain to housing, dining halls, barracks, or operational facilities will be done within 5 working days.