



FACILITY WORK REQUEST GUIDE, DPW, FORT CAVAZOS, TEXAS

DIRECTORATE OF PUBLIC WORKS, FORT CAVAZOS TEXAS

Work Management Branch

01 JUNE 2023



Facility Work Request Guide



Table of Contents

Demand Maintenance Order (DMO) Requests.....	2
Work Management Branch	3
Facilities Work Request POC's by Unit	3
Facilities Engineering Work Request DA 4283	4
DA 4283 categories (self-help, approval only, reimbursable	4
How to fill out a DA 4283	5
DA 4283 process chart.....	6
Miscellaneous	7
Paint Survey self-help requests	7
Dig Permits	7
Repair and Utilities (R&U) information	7
Window and blinds replacement requests.....	7
Sign requests.....	8



Demand Maintenance Order (DMO) Requests

IF YOUR REQUEST IS AN EMERGENCY (IMMEDIATE SAFETY/HEALTH RISK)

PLEASE CALL 287-2113

For all NON-EMERGENCY DMO requests,

login to ARMA using the provided link <https://dpw.armymaintenance.com>

Or please submit an email to the link below

usarmy.cavazos.id-readiness.list.dpw-demand-maint-order-desk@army.mil

With the following information (Please submit only one deficiency per email):

POC NAME

POC EMAIL ADDRESS

POC DUTY PHONE

UNIT

FACILITY NUMBER REQUIRING SERVICE

LOCATION WITHIN THAT FACILITY (example: Rm 23 or 1st floor Female Latrine, etc.)

A DETAILED DESCRIPTION OF THE PROBLEM. BE AS SPECIFIC AS POSSIBLE.

Note: Incomplete requests will be returned to sender.



Work Management Branch

Point of Contact's by Unit

For questions and submission of Facility Work Requests (DA 4283) please contact your corresponding Facilities Manager/ Work Reception Technician as outlined below. Or visit us at building 4612 Engineer Drive, Fort Cavazos, Texas.

[USARMY Ft Cavazos ID-Readiness List](#)
[DPW DA4283 Requests](#)
usarmy.cavazos.id-readiness.list.dpw-da4283-requests@army.mil

Phone - 254-287-2113

DPW	AD
4th SUS BDE	134
1ST CAV DIV	1C
1BCT	1C1
2BCT	1C2
3BCT	1C3
5BCT	1C5
1ST MED BDE	1MB
3RD CAV Reg	3A
48TH CHEMICAL BDE	48A
DIRECTORATE OF HUMAN RESOURCES	AG, HRE
RESOURCE MANAGEMENT	BHC
CENTRALIZED BARRACKS MANGEMENT	CBM



FACILITY WORK REQUEST GUIDE, DPW, FORT CAVAZOS, TEXAS

CHAPLAIN	CH
CID	CI
Fort Cavazos Fire Department	FEC
RED CROSS	MSC
Provost Marshal	PM
DPW ENVIRONMENTAL	EV
FORCE INTEGRATION	F21
DPW-NR	FEE
DPW - MPRP	FEJ
DPW-Recycle	RC
FAMILY HOUSING	FH
III CORPS / UTF	HC / G3I
89TH MP BDE	MP
Security Forces Assistance Brigade (SFAB)	SFA
AMCOM	AMC
CECOM	CM
NETCOM	US
WTB BDE HQ	WTU
15TH MI BN	15M
470 MI BDE	2MI
306TH MI BN	3MI
504TH MI BDE	MG
OPERATIONAL TEST COMMAND	TC
DFMWR	CA
DLADS	RM



FACILITY WORK REQUEST GUIDE, DPW, FORT CAVAZOS, TEXAS

[USARMY Ft Cavazos ID-Readiness List DPW DA4283 Requests](#)
usarmy.cavazos.id-readiness.list.dpw-da4283-requests@army.mil
 Phone - 254-287-2113

13TH SC	13
57 ESB	57
120TH IN BDE	120
11TH SIGNAL BATTALION	13F
407TH ASFB (LRC)	LRC
166 AVN BDE	166
36TH Engineer BDE	36E
1st ARMY (DIV WEST) 479TH	1A
3RD WEATHER SQDRN	3WS
9TH ASOS-3RD ASOG	5W
11TH ASOS-3RD ASOG	
712TH ASOS-3RD ASOG	MSF
63RD RD, 64TH ESC (NFH AND REGINAL TRAINNG FACILITY 33010)	R90
DIRECTORATE OF AVIATION	AFA, AFB
APACHE FIELDING TEAM	AFT
69TH ADA	AMD
RGAF - USAF SUPPORT	ASF
DPTMS-RANGE CONTROL	DP1
DPTMS-VISUAL INFORMATION	DP2
DPTMS-Material Fielding	DP3
DPTMS-Theaters	DP4
DPTMS-Training	DP5
DPTMS-Security	DP6
79TH EOD	EOD
MEDDAC	MD
North Fort Cavazos	NH
POST EXCHANGE	PX
7/158TH AVN (RESERVES)	RE7
Texas National Guard (10006/08)	TNG
Material Fielding Team	MFT



Facilities Engineering Work Request (DA 4283)

DA 4283 categories

Submission of facilities engineering work requests (DA 4283) are always required, whenever real property assets are modified (ex. buildings, roads, and any other horizontal and vertical structure). For detailed information, refer to [FH 420-27](#)

Self-Help: Small projects that are performed by the customer.

Approval Only: Projects that are funded by the customer and executed through a third party contractor. This applies only to certain organizations that have Engineers on staff, CORPS, and or other contracting capabilities other than Fort Cavazos Mission Installation Contracting Command (MICC). DA 4283 has to be submitted along with scope of work/drawings and contractors cost estimate.

Reimbursable: Non sustainment (nice to have) projects are reimbursable in nature, meaning the customer funds the project and DPW executes. **NOTE: Customer funded projects must be submitted to DPW no later than 01 February with funding commitment in order to be executed in the same fiscal year.**

DPW/IMCOM funded: DPW's responsibility is to fund sustainment projects to real property assets and IMCOM's responsibility is to fund the restoration of such.

All DA 4283 requests shall include (if applicable) floorplan/site map/pictures, reports, specs etc.

DPW GIS Web map

To obtain aerial view maps and building floorplans visit the links below (only available to users that are on the Fort Cavazos network)

<https://igis.hood.army.mil/phantomwarriormap/>



FACILITY WORK REQUEST GUIDE, DPW, FORT CAVAZOS, TEXAS

How to fill out DA 4283 form

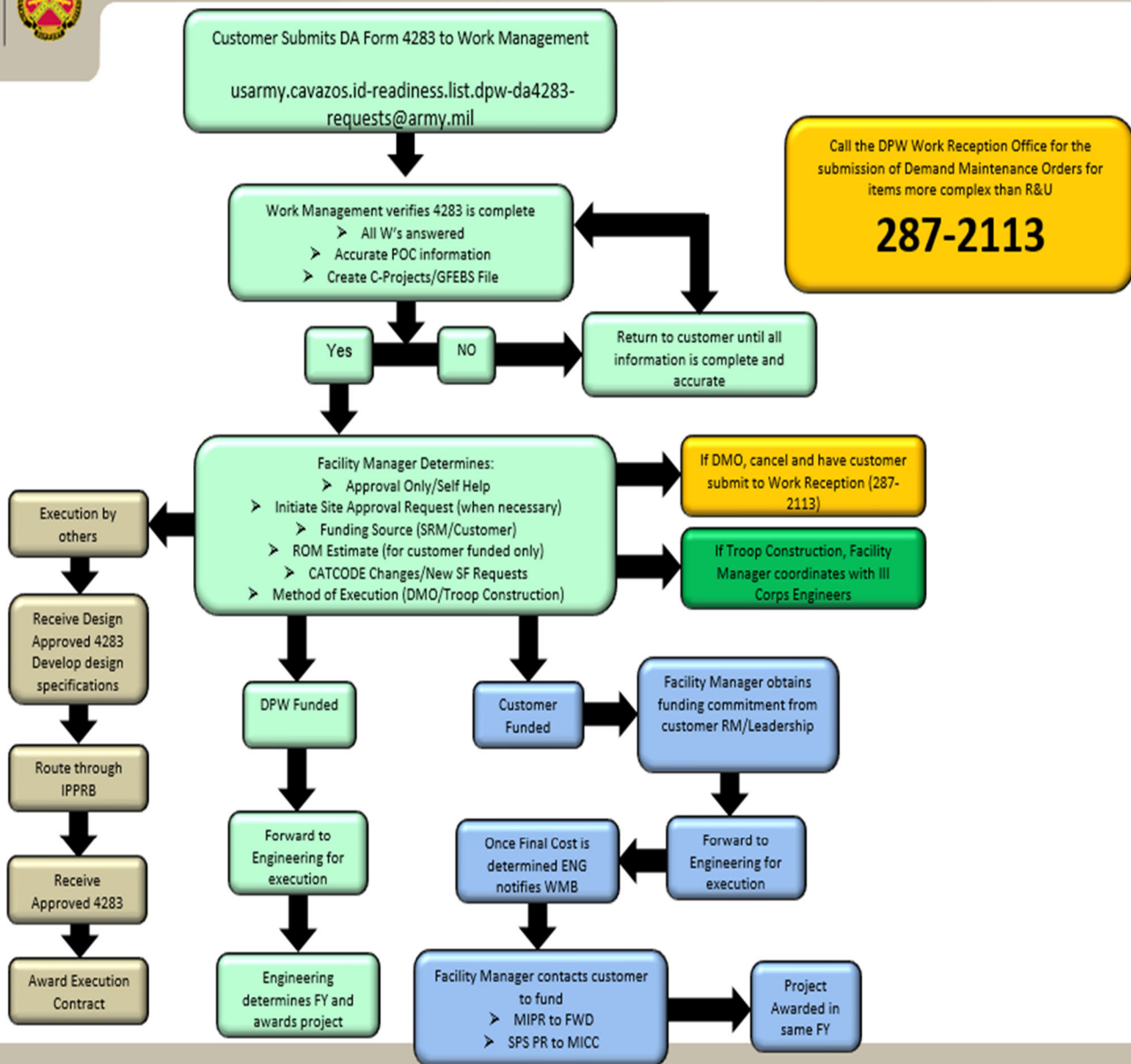
FACILITIES ENGINEERING WORK REQUEST												
For use of this form, see DA Pam 420-11; the proponent agency is ACSIM.												
This project complies with Title 10, USC Section 2461, for maintenance, repair and construction contracts for real property using Operation and Maintenance funds										Enter submission date		
PART A (See requestor instructions)		CUSTOMER	DOCUMENT NUMBER	FY	TYPE	SHORT JOB DESCRIPTION					DATE	
		AFB	00111	5	P	repair erosion on Southeast ramp RGAAF					DA 02	
		INSTALLATION ABBREVIATION OF FACILITIES					FACILITY NUMBERS					MON 02
		1	2	3	4	5	6	7	8	9	10	
		FORT CAVAZOS		90029								
		REMARKS		Provide detailed information about the work requested. Attach supporting documents, maps, specs, floorplans, etc.					Provide Unit POC Information			
INSTALLATION NAME		CUSTOMER NAME			POC NAME			POC PHONE NUMBER				
FORT CAVAZOS, TEXAS		AVIATION OPERATIONS			JOHN DOE			254-222-1111				
WORK DESCRIPTION (Description and justification of work request)												
REQUEST THE REPAIR OF AN AREA OF SEVERE EROSION THAT IS DEGRADING THE PAVED SHOULDER ON THE WEST SIDE OF THE SOUTHEAST RAMP AT ROBERT GRAY AAF. END STATE THE PAVED SHOULDER MUST BE REPAIRED AND MITIGATION MEASURES IN PLACE TO NEGATE FUTURE EROSION IN THIS AREA. IF NOT REPAIRED, EROSION WILL CONTINUE TO DEGRADE THE PAVED SHOULDER OF THE SOUTHEAST RAMP.												
AUTHORIZED REQUESTOR (Type or print)					AUTHORIZED REQUESTOR SIGNATURE							
CSM SMITH, JANE					ALL DA 4283 MUST BE SIGNED							
PART B (Approving Official Only)		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		WORK CLASS		APPROVAL AUTHORITY		SOURCE OF FUNDS				
YES	NO	ENVIRONMENTAL CONSIDERATION	IN-HOUSE	SELF-HELP				DIRECT				
<input type="checkbox"/>	<input type="checkbox"/>	EIS / EIA INITIATED	<input type="checkbox"/>	CONTRACT				AUTOMATIC REIMBURSEMENT				
<input type="checkbox"/>	<input type="checkbox"/>	EIS / EIA COMPLETED	<input type="checkbox"/>	TROOP				FUNDED REIMBURSEMENT				
				TOTAL	\$	\$	\$	ACCOUNT PROCESSING CODE				
DESIGN APPROVAL (Please type or print name)			DATE		APPROVAL AUTHORITY (Please type or print name)			APPROVAL ACTION		DATE		
DESIGN APPROVAL SIGNATURE			DA	MON	YR	APPROVAL AUTHORITY SIGNATURE		<input type="checkbox"/> APPROVED	DA	MON		
								<input type="checkbox"/> DISAPPROVED		YR		



DA 4283 Process

[USARMY Ft Cavazos ID-Readiness List DPW DA4283 Requests <usarmy.cavazos.id-readiness.list.dpw-da4283-requests@army.mil>](mailto:usarmy.cavazos.id-readiness.list.dpw-da4283-requests@army.mil)

DA Form 4283 Work Flow





Miscellaneous Requests

Paint Survey requests

Customers can request paint for self-help paint projects by submitting a self-help DA 4283 for painting interior building surfaces. Once DPW completes a paint-survey, the customer receives approved DA 4283 with type and amount of paint, which the customer can acquire at HAZMART free of charge. Note: Self-help exterior painting projects are **prohibited**. All painting will align with FH 420-27

Dig Permits

Dig permits are required through DPW prior to **ANY** excavation. Permits can be initiated by emailing usarmy.cavazos.id-readiness.mbx.dpw-env-dig-permits@army.mil or visiting the environmental building 4622.

Repair and Utilities (R&U)

Repair and utilities (R&U) classes are conducted in Building 4636, across from the EPA classroom, near Building 4622 (79th and Engineer Drive).

If further information is required, call the Troop School at 254-287-1771 or 254-287-4191 or visit [III Armored Corps Troop School](#)

Window screen and blinds replacements

Customer submits DA 4283 and DPW Work Management Branch POC verifies the requirements and measurements. DA 4283 is returned to the customer with measurements. Customer prepares DA 3161 with verified measurements and sends it to DPW Supply Branch (located on Santa Fe Ave, Bldg. 4408) to order screens/blinds accordingly. Customer is responsible to pick up and install screens/blinds.



FACILITY WORK REQUEST GUIDE, DPW, FORT CAVAZOS, TEXAS

For comments and suggestions, visit our Interactive Customer Evaluation (ICE) site

https://ice.disa.mil/index.cfm?fa=card&sp=106387&s=73&dep=*DoD&sc=5

Sign requests

DPW provides limited sign fabrication and installation services. Customers submit a memorandum for record (MFR), with detailed information to DPW Work reception for the following signs: unit/facility signs, traffic signs, building numbers, restricted area signs, intrusion detection system, fire symbol 4, and handicapped parking. The MFR must include the location, type and quantity of the requested sign along with point of contact information.

All other signs require a self- help DA 4283 for the customer to purchase and install.

Refer to [FH 420-5](#) for detailed information on sign-requests.



Sign Funding Responsibilities

