

Fort Benning Work Request App Instructions



Fort Benning Work Request



 Install App

Choosing this button will display a drop-down list of choices

Login



Choose Logon to Log on to the Fort Benning Work Request app

Home



Choose Home to see the Home page

Contact Us



Choose Contact Us - To contact us about app issues or questions/concerns

FAQ



Choose FAQ or Site Instructions to get details about the Fort Benning Work Request App

Site Instructions

Contact Us

Comments or Questions for Us

Name

Your name

Telephone Number

Extension

Format: 555-555-5555

Email Address

Format: email@example.com

ArMA Case Number

The ArMA Case Number that you were given for your service request

Comments or Questions

Comments or Questions for us

Submit

Clear

Cancel

Users can fill out this form to ask us questions or give us comments

App Home Page

Service Order Request

Emergencies



Choosing this button will display the emergency phone number for service requests

Utility Locates



Choosing this button will display the Utility phone number for Locate service requests

Family Housing



Choosing this button will display The Villages phone number and website for Family Housing service requests

Army Maintenance Application



Choosing this button will display a link to ArMA – the Army Maintenance Application

Service Order

Check Status



Choosing this button will allow users to check the status of a Service Order Request – if they know the Service Order number or their ArMA Number

4283 Request

Download 4283 Forms



Choosing this button will allow users to download a 4283 form in PDF or Excel.

4283s Online



Choosing this button will allow users to submit a 4283 electronically, see a list of previously submitted 4283s, email, view, or download a 4283 that has been submitted and Check 4283 Statuses by entering the Job Order Number or Document Serial Number.

Self Help

Self Help



Choosing this button will allow display information about Self Help

Contractor Customer Feedback

Submit Contractor Customer Feedback



Choosing this button will allow users to submit feedback about the work TIYA Services performed or on the Benning Work Request App where service requests and 4283s were submitted.

TIYA Employee Section

TIYA Employee Information



Choosing this button and logging in will display information for TIYA employees

Service Order Request

Emergencies

Call DPW Work Control Desk at [706-545-2135](tel:706-545-2135) | *For emergencies and issues that need immediate attention.*

Utility Locates

Call the Utilities Protection Center at [800-282-7411](tel:800-282-7411) | *Georgia law mandates that, before beginning any mechanized digging or excavation work, you must contact the Utilities Protection Center at least 48 hours but no more than 10 working days in advance to have utility lines marked.*

Family Housing

Call The Villages at [706-685-3929](tel:706-685-3929) | *Visit their website here:*
www.villagesofbenning.com

Army Maintenance Application

Visit the Army Reporting Maintenance Application (ArMA) website here:
www.armymaintenance.com | *The Army Reporting Maintenance Application (ArMA) will allow Soldiers and their Families to report maintenance requests on a computer or smart phone through a publicly available website. New users can sign up on the ArMA site.*

Self Help

Bldg 69
6811 Wold Ave Fort Benning GA 31905
Bobby McGill
[706-545-8373](tel:706-545-8373) or [706-545-2590](tel:706-545-2590)

Hours of Operation:
Monday - Friday
0800 - 1630 (except for Federal Holidays)
[Click here for PDF with more information!](#)

Service Order

[Check Status](#)

Users can check the status of any Service Order – by entering the ArMA Case Number or the Service Order Number

Service Order Status

Please enter your ArMA Case Number to check the status of your Service Order. If your inquiry does not return a status, please check with the Work Control Desk at 706-545-2135 for your current status.

ArMA Case Number

Submit

Clear

Close

[Download 4283 Forms](#)

Users can download a fillable pdf version of a 4283 or an Excel version as well as instructions and an example

Download 4283 Forms

Downloadable forms and information below:

- [Download Excel Version](#)
- [Download PDF Version](#)
- [Download Manual 4283 Form Instructions](#)
- [Download Example Completed 4283](#)

Note: Return completed form along with any required attachments to the PWO Admin Department in Building 470.

If you have any questions, please contact the PWO Admin Department at [706-545-6010](tel:706-545-6010)

[Close](#)

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.

PART A <i>(See requestor instructions)</i>	CUSTOMER ID	DOCUMENT SERIAL NUMBER	FY	TYPE	SHORT JOB DESCRIPTION	DATE				
						DA	MON	YR		
INSTALLATION ABBREVIATION OF FACILITIES	BUILDING/FACILITY NUMBERS									
	1	2	3	4	5	6	7	8	9	10
1										
2										
3										

REMARKS

INSTALLATION NAME	CUSTOMER NAME	POC NAME	POC PHONE NUMBER

WORK DESCRIPTION *(Description and justification of work request)*

AUTHORIZED REQUESTOR <i>(Type or print)</i>	AUTHORIZED REQUESTOR SIGNATURE

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"/>	IN-HOUSE	TOTAL	FUNDED	UNFUNDED	<input type="checkbox"/>	DIRECT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SELF-HELP		\$	\$	<input type="checkbox"/>	AUTOMATIC REIMBURSEMENT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CONTRACT		\$	\$	<input type="checkbox"/>	FUNDED REIMBURSEMENT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TROOP		\$	\$		ACCOUNT PROCESSING CODE
ENVIRONMENTAL CONSIDERATION								
EIS / EIA INITIATED								
EIS / EIA COMPLETED								

DESIGN APPROVAL <i>(Please type or print name)</i>	DATE			APPROVAL AUTHORITY <i>(Please type or print name)</i>	APPROVAL ACTION	DATE		
	DA	MON	YR		<input type="checkbox"/> APPROVED	DA	MON	YR
DESIGN APPROVAL SIGNATURE				APPROVAL AUTHORITY SIGNATURE	<input type="checkbox"/> DISAPPROVED			

COMPLETION INSTRUCTION FOR DA Form 4283 - FACILITIES ENGINEERING WORK REQUEST

(Part "A" completed by requestor per instructions below)

(Part "B" completed by the DPW in accordance with local procedures)

PART "A"

CUSTOMER ID: One to three alpha numeric characters per local DPW policy.

A code used to identify the user, occupant, owner of a facility, or the organizational activity submitting a work request.

DOCUMENT SERIAL NO: Must be five alpha numeric characters. Based on local procedures, this number may be generated and entered by the requestor or computer generated and assigned by DPW. It is a number which indicates a place in a series and when used in conjunction with installation number, customer identification, document type, and fiscal year, it uniquely identifies one document of a particular type.

FISCAL YEAR: The last digit of the fiscal year; i.e., '3' for Fiscal Year 2003.

TYPE: Leave blank; DPW Work Reception will complete

SHORT JOB DESCRIPTION: Up to 30 alpha numeric characters that provide a description with a concise summary statement of the work to be performed.

DATE: The date Work Request was completed (Format - 15 JUL 03).

INSTALLATION ABBREVIATION: Up to eight alpha numeric characters for the locally assigned abbreviation of the installation's officially designated name; e.g., Fort Benjamin Harrison abbreviated as Fort Ben.

FACILITY NUMBER: A code of five alpha numeric characters which represent the unique serial number assigned to a real property facility within an installation for identification through its life cycle, e.g. P0001.

REMARKS: At a minimum, include email address of the Primary POC and an Alternate POC for requested work.

INSTALLATION NAME: The official name of an Army real estate holding and the principal function as defined in the real property inventory, e.g., Fort Lee.

CUSTOMER NAME: The name or description of the user, occupant, owner of a facility, or the organizational activity authorized to submit a request for work consisting of up to 15 alpha numeric characters.

POC NAME: Name of the person responsible for specific work information about requested work consisting of up to 15 alpha numeric characters (Format - Last Name, First Name)

POC PHONE NUMBER: Phone number for POC of this particular work request consisting of up to 12 alpha numeric characters.

WORK DESCRIPTION: Description of work to include impact and justification.

AUTHORIZED REQUESTOR: The name of the individual who is authorized to request work.

SIGNATURE: Signature of Authorized Requestor.

Service Order Request

Emergencies

Utility Locates

Family Housing

Army Maintenance Application

Service Order

Check Status

Submitting 4283 Online requires a Logon – please contact the PWO Admin Department at [706-545-6010](tel:706-545-6010) to request a logon

4283 Request

Download 4283 Forms

4283s Online

Contractor Customer Feedback

Submit Contractor Customer Feedback

[Submit 4283 Request](#)

Users must have a valid Logon and password to submit 4283s online

To receive a Logon and Password contact PWO Admin Department at:
706-545-6010

Log in

Use your account credentials to log in.

Email

The Email field is required.

Password

The Password field is required.

Remember me?

[Log in](#)

[Forgot your password?](#)

4283 Request

Once logged in, users can choose 4283 Form Submission to enter the form online and to see a list of previously submitted 4283s



4283 Form Submission

Users will also be able to check statuses of 4283s



Check 4283 Status

Close

4283 Form Submission

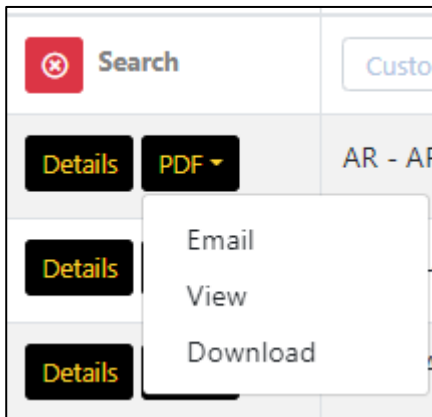
Users can choose Create and Submit 4283 Form to enter the 4283

Users will see a list of their previous 4283 submissions with searchable and sortable fields

If the user is a non-admin user, they can select the Include all submissions from my customer list checkbox to see all 4283s submitted

The details button will show the details for that particular 4283.

The Search button will clear the filters.



The PDF button will allow users to Email, View, or Download a printable 4283.

Fort Moore Work Request

4283 Online Form Submission

Create and Submit 4283 Form Close

Previous Submissions

Include all submissions from my Customer List

Show 150 entries Excel

Action	Customer	Document Serial No	FY	Type	Short Job Description	Request Date	POC Name	Requested By
Clear Search	Customer	Docume	FY	Type	Short Job Description	Request Date	POC Name	Requested By
Details PDF	A1 - US ARMOR SCHOOL	12130	23	J	WQWEQDWEQD	08/08/2023	QCp	QCUser@aptim.com
Details PDF	A1 - US ARMOR SCHOOL	12129	23	J	HELP ME!	08/08/2023	QCp	QCUser@aptim.com
Details PDF	A3 - 316 CAV BDE	23423	21	J	This is a short job desc1	02/23/2021	QCp	QCUser@aptim.com
Details PDF	A2 - 194TH ARMOR BDE	14223	21	J	Short Job Desc A	02/17/2021	QCp	QCUser@aptim.com
Details PDF	A3 - 316 CAV BDE	14223	21	J	Short Job Desc A	02/17/2021	QCp	QCUser@aptim.com
Details PDF	A25 - 2/15 CAV REGT	12346	21	J	This is a short job desc2	02/17/2021	QCp	QCUser@aptim.com
Details PDF	A25 - 2/15 CAV REGT	12345	21	J	This is a short job desc1	02/17/2021	QCp	QCUser@aptim.com

The Excel button will download the list into Excel

Details

4283 Request Details

Customer	UC - UNITED CITIES
Document Serial No	00000
FY	21
Type	J
Short Job Description	TESTING
Request Date	03/17/2021
Installation	01022 FORT BENNING AL
Building or Facility Numbers	00004 RECREATION CTR UCHEE CREEK - COMFORT STN 3
Remarks	TESTING REMARKS
POC Name	Lisa Johnson
POC Phone Number	865-300-6622
Extension	911
POC Email Address	lisa.johnson@aptim.com
Alt POC Name	
Alt POC Phone Number	
Alt POC Extension	
Alt POC Email Address	
Work Description	TESTING WORK DESC

Close

Attachments

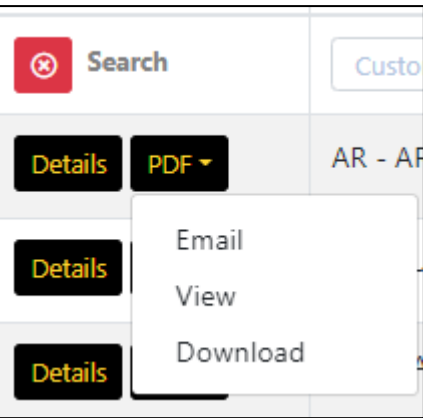
Download Selected



Photos

Select All Photos





The PDF button will allow users to Email, View, or Download a printable 4283.

Printed 4283 pdf will look like this example. Last name and First name of the logged in user and the submittal date and time will serve as the Authorized Requester Signature.

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.																
PART A <small>(See requestor instructions)</small>	CUSTOMER ID	DOCUMENT SERIAL NUMBER	FY	TYPE	SHORT JOB DESCRIPTION	DATE										
						DA	MON	YR								
	A1	00000	21	J	TESTING	1	4	21								
INSTALLATION ABBREVIATION OF FACILITIES	BUILDING/FACILITY NUMBERS															
	1	2	3	4	5	6	7	8	9	10						
13025	00012															
REMARKS Alternate POC:																
TESTING																
INSTALLATION NAME			CUSTOMER NAME			POC NAME			POC PHONE NUMBER							
01022 FORT MOORE AL			US ARMOR SCHOOL			Lisa Johnson			865-300-6622 lisa.johnson@aptim.com							
WORK DESCRIPTION <small>(Description and justification of work request)</small>																
TESTING																
AUTHORIZED REQUESTOR <small>(Type or print)</small>						AUTHORIZED REQUESTOR SIGNATURE										
Johnson, Lisa						Johnson, Lisa 04/01/2021 09:37:39										
PART B <small>(Approving Official Only)</small>	APPROVAL ACTION CODE:		SPECIAL INTEREST CODE:			DATE										
	WORK REQUEST PRIORITY:					DA	MON	YR								
	PROGRAM INDICATOR:		ESTIMATED WORK START DATE													
			ESTIMATED WORK COMPLETION DATE:													
ENVIRONMENTAL IMPACT			WORK TO BE PERFORMED			WORKCLASS			APPROVAL AMOUNTS			SOURCE OF FUNDS				
YES	NO															
<input type="checkbox"/>	<input type="checkbox"/>	ENVIRONMENTAL CONSIDERATION	<input type="checkbox"/>	IN-HOUSE	<input type="checkbox"/>	\$		\$		<input type="checkbox"/>	DIRECT	<input type="checkbox"/>	AUTOMATIC REIMBURSEMENT	<input type="checkbox"/>	FUNDED REIMBURSEMENT	
<input type="checkbox"/>	<input type="checkbox"/>	EIS / EIA INITIATED	<input type="checkbox"/>	SELF-HELP	<input type="checkbox"/>	\$		\$								
<input type="checkbox"/>	<input type="checkbox"/>	EIS / EIA COMPLETED	<input type="checkbox"/>	CONTRACT	<input type="checkbox"/>	\$		\$								
			<input type="checkbox"/>	TROOP	<input type="checkbox"/>	TOTAL										
DESIGN APPROVAL <small>(Please type or print name)</small>						APPROVAL AUTHORITY <small>(Please type or print name)</small>			APPROVAL ACTION			DATE				
									<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED			DA MON YR				
DESIGN APPROVAL SIGNATURE						APPROVAL AUTHORITY SIGNATURE										

Create and Submit 4283 Form

Customer: One to three alpha numeric characters

Document Serial No: Autogenerated by system

FY: Last two digits of the Fiscal Year

Type: One-digit request type

Short Job Description: Provide a short but SPECIFIC job description. Maximum length is 30 characters.

Request Date: Defaults to today's date - Format: MM/DD/YYYY

Facility Fields Information

Users input their installation and the building or facility number – the list of facilities will be narrowed down as users type in the facility number or facility description – more than one facility can be entered

Remarks Fields Information

Additional information about the work requested

Point of Contact Field Information

Name, Phone Number, and Email Address

Alternate Point of Contact information – Name, Phone Number, and Email Address

Create 4283 Request

This project complies with Title 10, USC Section 2461, for maintenance, repair and construction contracts for real property using Operation and Maintenance funds.

Customer	Document Serial No	FY	Type	Short Job Description	Request Date
<input type="text"/>	AUTOGENERATED	23	J	ENTER SHORT JOB DESCRIPTION...	8/15/2023

Field Help +

Work Locations - Installations and Buildings/Facilities

Installation

Select Installation

The installation where the work requested is to be performed – must be selected before selecting the Building or Facility Number

Building or Facility Numbers

Search Buildings or Facilities...

Provide the Building/Facility numbers of Real Property facilities within the selected installation that will be affected by the work requested

Remarks

Enter Remarks...

Remarks, notes, and comments about the request

Point of Contact

POC Name

POC Lisa Johnson

Provide a good POC name of someone who will be able to answer any questions about the work request

POC Phone Number

865-300-6622

Phone number of POC

Extension

Extension...

POC Email Address

Enter POC email...

Format: email@example.com

Alternate Point of Contact +

Work Description

Description of work to include impact and justification as well as requested completion date

Confirmation

Uploads

Users can upload any images, pictures, pdfs, excel spreadsheets, or any document needed for this work

Work Description

Enter Work Description...

Specific description of work to include impact and justification. Include a thorough description of the work required and a complete description of the location (i.e. back wall of the kitchen on the left near the kitchen sink). The more specific you are the better maintenance understands what you want and where you want it. For justification, please explain why the work is required. How does not having it affect your mission? If you reference security or safety – please attach a security or safety inspection. A good justification will determine whether the work request is processed or returned to the submitter.

[+ Add Documents and Photos](#)

Confirmation

By checking this box you are confirming that the contents of this form are correct

[Submit 4283 Request](#) [Clear](#) [Cancel](#)

Document and Photo Attachments

Click a document or photo in the list to remove from upload

Job Order Status

Please enter your Job Order Number or Document Serial Number to check the status of your requested Work Order. If your inquiry does not return a status, please check with the Work Control Desk at 706-545-6010 for your current status.

Job Order or Document Serial Number

Submit

Clear

Close

Users enter the Job Number or the Document Serial Number to check Job status

Contractor Customer Feedback

Submit Contractor Customer Feedback

Customer feedback is welcome and encouraged. It will help us serve you better!

Users can provide customer feedback on the work that TIYA services performed

Users can provide customer feedback on the Fort Benning Work Request Application

Contractor Customer Feedback

We welcome feedback on our work performance and on our application.

Choose the type of feedback you wish to submit

Type of Feedback ▾

Close

Type of Feedback ▾

Feedback on work performed

Feedback on this application

Contractor Customer Feedback

Please complete this form to provide feedback to TIYA MANAGEMENT. This is a separate reporting tool from the Interactive Customer Evaluation (ICE) provided by Fort Benning.

Work Order Number

Quality Control Work Order Number (Maximo) if applicable

Employee Name

Name of the employee providing the service (if known)

Date of Visit

Date the service was performed

Installation

The installation where service was performed

Functional area in which service was performed

- Building Maintenance
- Ground Maintenance
- Range Maintenance (DPW)
- Remote Camps (Camp Merrill)
- Surface Area Maintenance
- Water & Sewer Systems (Camp Merrill Only)
- HVAC Maintenance Services
- Cemetery Services

**Contractor Customer
Feedback on work
performed**

**Contractor Customer
Feedback performance
questions on work
performed**

How would you rate your service?

Employee Knowledge

- Excellent
- Good
- Fair
- Poor
- Unacceptable

Courtesy/Attitude

- Excellent
- Good
- Fair
- Poor
- Unacceptable

Promptness of Service

- Excellent
- Good
- Fair
- Poor
- Unacceptable

Quality of Service

- Excellent
- Good
- Fair
- Poor
- Unacceptable

Overall Evaluation

- Excellent
- Good
- Fair
- Poor
- Unacceptable

**Contractor Customer Feedback
final comments and information**

Comments & Recommendations for Improvement

Comments

Enter Comments...

Up to 250 characters

For service rating less than Fair, you will be contacted within one week if you provide contact information. If you would like a response, please check the Response Requested checkbox and enter your name, phone number, and/or e-mail address below. Unless a response is requested, name, phone and e-mail are optional.

Response Requested

Name

Enter your name...

Required for Poor/Unacceptable service ratings

Telephone Number

Enter Phone...

Extension

Ext

Format: 555-555-5555 - Required for Poor/Unacceptable service ratings

Email Address

Enter email...

Format: email@example.com - Required for Poor/Unacceptable service ratings

Your comments will allow us to better serve you. Thank you for your time! For situations that need immediate attention, please do not hesitate to call our Quality Control Satisfaction line at 706-545-6231.

Send Feedback

Clear

Cancel

Other Methods of Delivery

If you don't have access to a computer and would like to send this form via mail, please use the mailing address below.

Fort Benning:

Ken Hester

Bldg 326, 6501 10th Division Road

Fort Benning, Georgia 31905

Privacy Advisory: The information you provide will be used to improve our service. The contact information, if you provide any, will only be used to respond to your request for information. If you do not provide any contact information, your identity will remain unknown. However, all comments will be reviewed whether or not you identify yourself.

**Contractor Customer Feedback on
the Fort Benning Work Request
Application**

How would you rate this application?

Buttons and links are easily interpreted

- Excellent
- Good
- Fair
- Poor
- Unacceptable

Service Request submittal time

- Excellent
- Good
- Fair
- Poor
- Unacceptable

Website/application was easy to install

- Excellent
- Good
- Fair
- Poor
- Unacceptable

Website/application was easy to use

- Excellent
- Good
- Fair
- Poor
- Unacceptable

Overall website/application evaluation

- Excellent
- Good
- Fair
- Poor
- Unacceptable

Comments & Recommendations for Improvement

Comments

Enter Comments...

Let us know how to improve the site

Send Feedback

Clear

Cancel