



# NAVFAC PUBLIC WORKS WORK REQUEST

Local Form: 1 Nov. 2010  
PWD Okinawa, FOUO

Facility Work Request Complete section A,B, and D

Ship Support Complete section A,C, and D (use section B for detailed info.)

A: Organization

Date of Request  Site POC

Expected Start Date  Expected Time  POC Phone #

B: Location/Building #  Short Title / Description

Detailed Description

Justification

Building Manager  Priority  Priority Between 1 and 10  
1 is High and 10 is Low

1: Is this an existing Facility, System, Equipment, or Service Contract?  YES  NO

Note: New Requirements and Special Unit Requests will require funding by the requesting organization..

2: Will the problem cause Injury, Death, or Continued Damage to Government property?  YES  NO

3: Is this a Self Help, Permission Only work request?  YES  NO

4: Is this a Site Approval?  YES  NO 5: Is this a Digging Permit?  Yes  NO

6: Is this a Space Request?  YES  NO

C: Activity/Ship Name Hull #   CHT  Oil Waste  Solid Waste  
 Indst. Waste

ELIN  Location Pier/Anchorage  Est. Quantity gal/Bin

Estimated Cost \$  Remarks

Funding DOC #

D: Responsible Officer  Signature

E-mail all Work Requests to OKTroubledesk@fe.navy.mil Customer Service is DSN: 315-634-9628  
MSC (Only) send Work Request and Funding DOC for Ship Support "cc" E-mail request to OKACQ@fe.navy.mil  
For multiple Ship Service contract line items, each service must be on a separate work request