



## UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRMAR  
PO BOX 452000  
SAN DIEGO CA 92145-2000

StaO 11014.1A

G-4

19 OCT 1999

### STATION ORDER 11014.1A

From: Commanding General  
To: Distribution List

Subj: PROCEDURES AND REGULATIONS FOR PUBLIC WORKS SERVICES  
THROUGH THE G-4 INSTALLATIONS AND LOGISTICS PUBLIC WORKS  
DIVISION

Ref: (a) Station Order 11014.2, Building Manager Program  
(b) NAVCOMPT Manual, Vol. 3  
(c) MCO P11000.5F, Real Property Facilities Manual,  
Volume IV, Facilities Projects Manual

Encl: (1) Installations and Logistics Public Works Division  
Services Manual  
(2) Quick Reference Guide to PWD Services  
(3) Work Requests (Maintenance Management) NAVFAC  
9-11014/20 (2-68)  
(4) Key, Lock & Combination Request

1. Purpose. To describe services available through the G-4 Installations and Logistics Public Works Division and the procedures for obtaining these services in accordance with references (a), (b) and (c).

2. Responsibility. The Installations and Logistics Public Works Division (PWD) is responsible for the following:

- a. Facilities Planning and Programming
- b. Tenant Space Utilization and Assignment
- c. Site approvals and NEPA Documentation
- d. Real estate outgrants
- e. Energy management
- f. Construction of facilities
- g. Alterations and improvements to facilities
- h. Self Help program
- i. Maintenance and repair of facilities and roads
- j. Utility services

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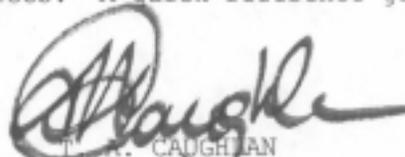
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- k. Refuse collection
- l. Custodial services
- m. Grounds maintenance
- n. Pest control
- o. Installation and maintenance of certain types of equipment
- p. Demolition of buildings

Activities planned in any of these areas must be coordinated with and have prior written approval from PWD. PWD will act as the Station's point of contact for procuring services that are necessary to maintain the real property of MCAS Miramar. To keep Station personnel informed on the status of ongoing projects, PWD will hold a weekly customer meeting. Each department and tenant command is encouraged to send a designated representative.

3. Forms. Work request forms, enclosure (3), are available through the Supply system. The form shown as enclosure (4) is available through PWD.

4. Action. Customers shall use the procedures in enclosure (1) to obtain Public Works services. A quick reference guide is provided as enclosure (2).



T. R. CAUGHLAN  
Chief of Staff

Distribution: A

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INSTALLATIONS AND LOGISTICS  
PUBLIC WORKS DEPARTMENT SERVICES MANUAL

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PUBLIC WORKS DEPARTMENT (PWD) SERVICES MANUAL

I. FACILITIES MAINTENANCE SERVICES

A. Emergencies. An emergency is defined as any casualty that could present a hazard to personnel or property. If the situation warrants, personnel always reserve the right to call the Fire Department at 9-911. Other facilities related emergencies should be reported immediately to the activity Building Manager. Responsibilities of the Building Managers are described in reference (a). In the event the Building Manager is not available, contact the PWD service desk at 7-1609/1619. Statements concerning urgency must be realistic so priority for repair may correctly be assigned. After regular working hours, on holidays and weekends, emergencies should be reported to the Public Works Center (PWC) trouble desk at 556-7341. Any emergency trouble call made after working hours will require the authorization of the Command Duty Officer (CDO). The PWC service desk will contact the CDO to obtain authorization for the overtime work.

The following conditions are examples of typical emergencies that could require immediate attention:

- \* Complete loss of electrical power to a facility.
- \* Total stoppage of the plumbing or sewer system (does not include the case where one toilet is stopped and another is still operating).
- \* The main water supply to the facility is not functioning. (Individual sinks and toilets have shut-off valves beneath the fixture for localized breaks or leaks.)
- \* Broken utility line with water, steam, natural gas, or compressed air leaking through the floors, walls, streets, or other paved areas.

The following are examples of conditions which are not considered to be emergencies:

- \* Dripping faucet.
- \* Leaks under sinks or toilets.
- \* Loss of air conditioning, unless computers or other equipment shutdown will result.

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\* Loss of heat or hot water to a facility other than bachelor quarters.

B. Service Work. Service work includes jobs with a total material cost under \$500.00 requiring less than 16 man-hours to complete. Jobs of this nature are completed only during normal working hours. Requests for service work shall be limited to small jobs requiring adjustments, repair of damage, and other items of general maintenance such as leaking faucets and pipes, faulty light switches and wiring, plugged sewer lines, broken windows, and similar jobs. Work should be reported to the activity Building Manager for implementation. The Building Manager will contact the PWD at 7-1609/1619 to schedule completion of the work by PWC work forces.

C. Minor Maintenance and Repairs. Minor maintenance and repairs are those jobs which require more than 16 man-hours of labor or \$500.00 in material. These services are provided for all MCAS Miramar real property. Items on plant property account and items carried on squadron or tenant inventories (personal property) generally will not be repaired or maintained by PWD. All requests for minor maintenance or repair require submission to the PWD Facilities Maintenance Branch on the Work Request form provided as enclosure (3). See Section II, Work Requests, for information on how to complete and submit this form. Projects that cost more than \$300,000 are major repair and require approval of funding from higher authority.

D. Minor Construction/Alterations and Improvements. An alteration is a change to a facility structure, floor plan, or function which requires some construction activity such as removing or moving partitions, or relocating electrical outlets, lights, etc. An improvement is a change to a facility resulting in the increase of its functional or monetary value. Funding to carry out this type of work is limited. Requests for this type of work must be submitted to the PWD Facilities Maintenance Branch for inclusion in the Minor Construction and Alteration Priority List. A certain number of such projects will be funded each quarter as determined by available resources and approval of the Station Alterations and Improvements Board. Requests shall be prepared by the Building Manager and submitted as described in Section II for work requests and Section VI for Self Help work. Complete written justification for work requested must be included, since alteration and improvement work requests will be prioritized on the basis of the justifications submitted.

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II. WORK REQUESTS (MAINTENANCE MANAGEMENT)

A. Work Request. All requests for major maintenance or repairs and any alterations or improvements to facilities shall be submitted on a Work Request form, or reasonable facsimile shown in enclosure (3), to the PWD Facilities Maintenance Branch. Work requests will only be accepted if signed by an authorized Building Manager or the respective Department Head.

B. Procedure for Completing Work Requests

Block 1 - Originator's title and department.

Block 2 - Originator's request number, including customer code.

Block 3 - To: PWD.

Block 4 - Date of request.

Block 5 - Check applicable block designating performance of work or cost estimate.

Block 5a - Specify a required start date, if applicable. Note: An entry of "ASAP" does not provide sufficient information to schedule the work. Include the date required and provide supporting justification in Block 8.

Block 6 - Provide name and telephone number of point of contact (and alternate) that can further describe the scope of work requested.

Block 7 - Check as appropriate.

Block 8 - Include building number, room number, physical location, and a clear description of the work to be accomplished and why. The requestor may include a recommended priority based on the prioritization information presented in paragraph II-E.

Block 9 - Funds which will pay for the requested work are to be left blank unless special customer funding applies (e.g., non-appropriated funds).

Block 10 - Work requests for alterations and improvements originating in Station departments require signature by the Department Head concerned. Work requests for maintenance or repair should be signed by the Building Manager.

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C. Procedures for Submitting Work Requests. After the work Request is properly completed and signed, department Heads may submit the request to the Facilities Maintenance Branch.

D. Authorization for Submittal of Work Requests and Service Calls. The Building Manager is authorized to submit work requests and service calls. This policy was implemented to eliminate duplicate requests and provides a central point of contact within the requesting organizations.

E. Assignment of Priority. Upon acceptance of a work request by PWD, the Facilities Maintenance Branch will assign a work request number and a priority based upon the following:

1. Work Classification and Justification.

(a) Safety. Work identified primarily for safety, health, or environmental reasons.

(b) Functional. Work primarily required in support of the mission of MCAS Miramar or tenants.

(c) Preventive. Work primarily required to prevent significant deterioration of plant or equipment due to continued use or aging.

(d) Appearance. Work primarily for preserving or upgrading the appearance of a facility.

2. Prioritization. Each of the work classifications will have three levels of importance:

(a) "A" - Mission essential. Activity or department mission cannot be performed if the work is not completed. Projects required to correct quality of life deficiencies in berthing quarters may also receive this priority.

(b) "1" - Work required is basic facility maintenance. Mission can still be performed but with some inconvenience. Most work will fall into this category.

(c) "2" - Work is required, but has minimal impact to the mission.

3. Alterations and Improvements (A&I). Work requests for A&I efforts will be collected and costed out for prioritization by the A&I Board.

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### III. FACILITIES PLANNING SERVICES

A. Technical Engineering Review. Review of proposed maintenance, repair, equipment installation, alteration, construction, and improvement jobs, as well as all other engineering services are obtained by submitting a work request as explained in Section II. Determination of type and source of services necessary is made by PWD.

B. Facilities Development. All plans for construction of new facilities or alterations to existing facilities, regardless of source of funding or method of accomplishment, shall be submitted to PWD for approval. It is essential that the department or activity considering facility construction or alteration coordinate the project from conception through execution with the Facilities Planning Branch to ensure conformance with the many regulations, codes, and design manuals governing facility work. Considerable expertise and assistance are available to review the project, obtain necessary approvals, and verify that project plans are in accordance with the Station Master Plan, reference (d).

1. Feasibility Studies. Technical assistance is provided in evaluating the suitability of planned facilities, preparation of project descriptions, cost estimates, project justification, inclusion of energy conservation features, and conformance with design criteria.

2. Planning and Design. Assistance is available for planning site location and design development for new facilities. Before any new facility, site grading improvement, temporary structure, or piece of equipment can be placed on MCAS Miramar, a formal "Site Approval" must be authorized by the Facilities Planning Branch. The scope requirements and operational justification shall be furnished by the user of the proposed facility. These requirements will then be used as criteria for planning the proposed facility.

3. Cost Estimates. To assist in planning and resource allocation, a cost estimate may be obtained for proposed work. A cost estimate can be normally obtained within 30 days; however, cost estimates have a "low" level of importance unless operational requirements mandate a higher priority.

#### C. Facilities Special Projects and Military Construction (MILCON) Projects.

1. Responsibility. PWD is responsible for planning and developing all construction projects at MCAS Miramar. Activities/Department Heads are responsible for initiating

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Work requests per section II to satisfy their requirements. This will require an awareness of the limitations and time frames involved for the various project categories. Farsighted planning is required since even well justified projects can take as long as five to ten years from inception to completion.

2. Identification of New Requirements. When a new requirement becomes known, a work request shall be forwarded to the PWD delineating all known aspects of the requirement. PWD will prepare and submit the project for approval and funding in accordance with applicable directives.

3. Policies and Procedures. The following project types and limitations have been established by higher authority:

(a) Construction. This term is applied to projects involving new construction or alteration, conversion, or expansion of existing facilities resulting in changing the facility from its originally designed scope. Project time required from conception to construction varies with urgency (priority), scope and project size, and funding source. However, even the highest priority projects of the smallest size will take a minimum of one year. Two to five years is standard and it is not unusual for routine or low priority projects to never be funded. Projects shall not be incremented to circumvent Congressionally established funding limitations or Marine Corps policies and procedures.

(b) Repair. This term is applied to restoring a facility to its originally designated condition. Repair may not exceed 50 percent of the cost of the new facility unless approved by the Assistant Secretary of the Navy (Installations & Environment). The PWD Facilities Planning Branch will develop and program all Station facility repair projects based on the Long Range Maintenance Plan and the Annual Inspection Summary list of facility deficiencies.

(c) Equipment Installation. These projects cover installation of personal property in existing facilities. Personal property, sometimes called "plant equipment" or "equipment in place," is defined as necessary equipment and furnishings movable in nature and not affixed as an integral part of the facility. This equipment includes all types of production, processing, technical, and research and development equipment; galley food preparation equipment; machine tools; training devices; landing aids; photographic laboratory; communications, automatic data processing, and other electronic equipment. Per reference (c), PWD is not authorized to purchase personal property; however, funds may be allocated to facilitate the installation of this equipment. Many equipment installation projects require a combination of both

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equipment installation and construction funds. Determining proper funding of various items can be involved and requires in-depth knowledge of references (a) and (c). The PWD will determine which items are construction and which are equipment installation.

(d) Project Funding Limits. The following limitations of authority apply to each project category:

(1) Construction

COMMANDING GENERAL. . . . . up to \$100K

HQMC (SPECIAL PROJECT) . . . . . \$100K - 500K

CONGRESS (MILCON) . . . . . \$500K and up

(2) Repair

COMMANDING GENERAL . . . . . up to \$300K

HQMC (SPECIAL PROJECT) . . . . . \$300K and up

(3) Equipment Installation

COMMANDING OFFICER . . . . . up to \$100K

SPONSOR AGENCY (SPECIAL PROJECT) . . . \$100K to 500K

(4) Maintenance

COMMANDING GENERAL . . . . . up to \$1M

HQMC (SPECIAL PROJECT). . . . . \$1M and up

4. Collateral Equipment Procurement. The PWD Facilities Planning Branch will, during planning and design, assist the prospective occupant in developing a list of collateral equipment required to place a new facility in operation. During design development, the Facilities Planning Branch validates the collateral equipment and forwards the prospective occupant or using activity any pertinent findings. However, the user is responsible for procuring all required plant property tags, and arranging for storage of the equipment pending facility completion. Funding for procurement of collateral equipment will be provided by the NAVFAC Program Manager for MILCON projects or from the using activity's Operating Target (OPTAR) for all other projects.

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D. Other Services/Special Situations.

1. Station Real Property and Other Plant Property Account Improvements Financed with Non-Appropriated Funds.

Alterations/improvements funded and accomplished outside PWD require prior approval of PWD by submitting enclosure (5). Improvements financed from non-appropriated funds that subsequently require maintenance support from appropriated funds are often made without the prior knowledge and approval of PWD. When this happens, it is impossible to assure that construction conforms to Marine Corps standards, that maintenance funding requirements are programmed in a timely manner, and that equipment installation and connections conform with all required codes.

(a) Reference (b) requires that all USMC-owned buildings and capital improvements be recorded on plant account records, regardless of source of funding. PWD is responsible for ensuring plant account records are kept current.

(b) PWD shall review all work involving alterations, improvements, or any type of construction to be financed from non-appropriated funds for purposes of:

(1) Assuring conformity with USMC design standards and structural criteria.

(2) Sustaining architectural compatibility with other Station facilities.

(3) Determining maintenance funding responsibility as defined by the applicable directives and manuals.

(4) Conducting all required inspections.

(5) Recording all construction and improvements in the Station's real property plant account records.

(c) The following procedures shall be followed for accomplishment of improvements by activities financed from non-appropriated funds:

(1) Submit preliminary and final detailed plans for alterations, improvements, or any type of construction work involving Station facilities to the PWD for review and approval prior to the accomplishment of any work. Site approval will be obtained by PWD, as required.

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(2) All work shall be subject to the inspection of PWD or its authorized representative. All deficiencies shall be corrected at the expense of the non-appropriated fund activity.

(3) Contact PWD prior to installation and connection of machines or equipment. Existing facilities may require modifications to electrical, air conditioning, or fire protection systems to support new machines and/or equipment.

(4) Contact PWD subsequent to connection of machines or equipment for acceptance inspection.

(5) Upon completion of work, submit the total cost of each project or installation, along with the name and telephone number of the individual having financial knowledge of the work to PWD for addition to the Station plant property account.

2. Maps and Plans. PWD files include numerous station maps and plans at various scales and with different types of information. Prior to ordering maps or plans, it is advisable to visit the PWD Facilities Planning Branch to determine which sheet will best serve the intended purpose. In preparing any large drawing or map that is to be reproduced, it is advisable to check with the Facilities Planning Branch concerning the types of paper and drawing techniques most conducive for reproduction.

### 3. Management of Real Property.

(a) Licenses and Leases. Licenses and leases for use of land or facilities are normally issued and administered by the Commander, Southwest Division, Naval Facilities Engineering Command (SWDIV), the Marine Corps real estate agent for Southern California. PWD acts as coordinator with SWDIV and provides local coordination for matters concerning licenses and leases. Licenses of less than one year duration and involving no fees can be issued by the Commanding General, MCAS Miramar.

(b) Interservice and Intraservice Support Agreements (ISSAs). PWD provides technical assistance as requested by the Comptroller in the preparation of ISSAs.

(c) Land Management and Planning. The Commanding General is responsible for continuous study and survey of all MCAS Miramar real property to ensure efficient and economic utilization. The Public Works Officer performs necessary studies and provides coordination among interested Department Heads and tenant activities. Recommendations for acquisition and disposal of land are transmitted to SWDIV for action.

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E. Utility/Energy Conservation. The Commanding General is responsible for establishing a viable energy management program. The Public Works Officer is designated as the Energy Conservation Officer. The PWD will establish conservation goals and develop an overall program to maximize conservation.

#### IV. FACILITIES CONTRACTS

##### A. Contract Types.

1. Construction contracts are generally used to accomplish construction, alteration, and repair of facilities. The result is a complete and useable facility.

2. Facility Support Contracts are generally used to provide services, such as grounds maintenance, custodial service, trash collection, and other work involving the provision of a service rather than a finite end product.

B. Contract Agencies. SWDIV awards MILCON (new construction exceeding \$500,000) special project, and locally funded repair, construction, equipment installation contracts. The Resident Officer in Charge of Construction (ROICC) Miramar administers all contract types. Other contracting agencies exist and will be utilized as appropriate.

C. Procedures. PWD is the single point of contact for all facilities contract work performed on board the Station. Requirements for MILCON or Special Project scope work should be referred to the Facilities Engineering Branch. Requirements for construction or facilities support type work to be funded by the Station should be submitted as a work request in accordance with Section II. The Facilities Engineering Branch is responsible for arranging for development of contract plans and specifications for all special projects contracts and the Facilities Maintenance Branch is responsible for plans and specifications for Station funded Facility Support Contracts (FSC). Tenant activities are responsible for developing specifications and cost estimates for their FSC requirements and forwarding the appropriate request directly to PWC San Diego.

#### V. MISCELLANEOUS SERVICES

A. Locksmith Services. To preclude security violations, locksmith services are only authorized upon submission of a Key Lock and Combination Request, enclosure (4), to Facilities Management Division. **No telephone requests for locksmith services will be**

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**accepted.** Locksmith services include duplicate keys, new keys, lock changes, new locks, lock re-key, and safe combination changes.

1. Key Lock and Combination Requests. Requests shall include name of originator, telephone extension, date, and appropriate boxes marked for services needed and number requirement. Designate, as applicable, the building, door, safe and/or key number. Requests must be signed by the Building Manager and submitted to the PWD Facilities Maintenance Branch.

2. Safes. Safes without Station property numbers will not be repaired or serviced. Complete justification for service is required. The following are guidelines which must be adhered to in order to ensure control of safes, their contents, and lock combinations:

(a) Do not change combinations locally. Submit a Key Lock and Combination Request.

(b) Do not destroy Part 1 of the Standard Form 700 (8-85). This form is to remain attached to the inside of the container to provide the identity of the custodians to anyone finding the container open.

(c) When a unit is leaving the area, or when a safe is no longer needed, leave combination drawer in OPEN position with the combination lock in the LOCKED position. DO NOT put the combination on the safe. Make sure all contents have been removed from the safe and that the safe is prominently marked "OPEN AND EMPTY".

(d) DO NOT PAINT OVER PROPERTY TAGS. Combinations are filed by property tag numbers. Safes are issued from MCAS Miramar Supply Department, Plant Property Branch only.

2. Lock and Key Control. Due to the security issue involved in the loss or unauthorized transfer of keys and lock combinations, and the high cost of rekeying locks, strict accountability measures will be enforced. After an initial rekeying, keys for all building spaces will be issued to the Commanding Officer/Executive Officer or designated representative of the respective unit. This individual will ensure all keys are accounted for at all times and ensure keys are collected when individuals depart, the unit deploys, spaces are reassigned, or other appropriate situation. The unit may be charged for labor and material costs associated with subsequent rekeying or lock replacement. Funding will be provided to the Station on a DD-2275 or other suitable document.

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These procedures will also apply to individuals housed in bachelor quarters. Reimbursement will be accepted by Money Order made payable to US Treasury.

B. Office Equipment Service Contracts. PWD is not responsible for miscellaneous services for office equipment, furniture, and labor saving devices.

C. Fabrication of Office Furniture, Furnishings and Decorative Items. Past experience has shown that it is more economical to buy furnishings and decorative items than to fabricate them. These types of items will not be fabricated nor will material for their fabrication be provided by PWD. Requests for furniture and furnishings or other decorative items should be forwarded to the S-4.

D. Refuse Collection. Dumpsters are emptied on a scheduled basis; however, unusually high use occasionally requires unscheduled extra pick-up. For pick up of items too large to fit in dumpsters or to request an extra pick-up, contact the Facilities Maintenance Branch.

E. Signs. Color, size, and style of exterior signs are established by the Base Exterior Architecture Plan. Requests for exterior signs or changes to existing signs should be submitted on a Work Request as described in Section II. Interior building signs are the responsibility of the building occupant.

F. Pest Control. Pest control for rodents, insects, weeds, etc. is provided on a regularly scheduled basis for appropriately designated buildings/areas. Specific problems should be reported via service calls as described in paragraph I.B, Service Work.

#### VI. SELF HELP PROGRAM

A. Background. The Self Help Program assists Station and activity personnel in performing maintenance, repair and alterations to facilities at MCAS Miramar. The goal is to improve working conditions, enhance living conditions, and provide a wide range of recreational alternatives in order to contribute to morale and retention. Funding limitations and acquisition priorities have historically diminished resources available for personnel support. The Self Help Program allows the Marine Corps to use its own manpower and expertise to pursue these goals in a positive and cost effective manner.

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B. Scope. Self Help projects include minor construction, alterations, repair, recurring and nonrecurring maintenance. Projects range in size from small painting jobs to floor retiling.

C. Procedures. To request materials under the Self Help Program, submit a standard Work Request to Facilities Maintenance Branch. Strike the words "Maintenance Management" and insert "Self Help." Included in the comments should be an explanation of the maintenance, repairs, or improvements desired and should fully demonstrate the purpose and benefits of the work. Any sketches, drawings, maps, etc. should be attached. Urgency or priority should also be included.

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QUICK REFERENCE GUIDE TO PWD SERVICES

FACILITIES MAINTENANCE SERVICES

EMERGENCIES \*PWD -(0630-1500, Monday through Friday) . . . . 7-1609/1619  
(After Hours, Weekends, Holidays) . . . . . 556-7341

PWD Service Work (Bldg. Manager designated in writing) . . . 7-1609/1619

Status of Work Requests . . . . . 7-1619

Production Control Supervisor/clerk . . . . . 7-1619/1609

PWD Facilities Maintenance Branch Head . . . . . 7-1026

PWD Facilities Maintenance Branch Secretary . . . . . 7-1104

ENGINEERING SERVICES

Facilities Requirement Development, Planning, Military Construction  
(MILCON) and Special Projects. . . . . 7-1098

Designs for Facilities Contracts . . . . . 7-1103

Surveys, and Maps . . . . . 7-6407

Real Estate Licenses, Leases . . . . . 7-1111

FACILITIES SUPPORT CONTRACTS

Contract Specialist . . . . . 7-6889

MISCELLANEOUS SERVICES

Trash Pick-up (Full Dumpster, Large Items) . . . . . 7-6889

Assignment of Station Spaces, Site Approvals . . . . . 7-6052

Utilities Information/Energy Conservation . . . . . 7-1107

Self Help Program. . . . . 7-1097

**WORK REQUEST (MAINTENANCE MANAGEMENT)**  
 NAVFAC 9-11014/22 REV. 3-80 1/4 9105-L1-002-7510  
 Supersedes NAVFAC 2221

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 (PW Department use Instructions  
 in NAVFAC MO-22)

Requester see Instructions on Reverse Side

**PART I—REQUEST (Filled out by Requestor)**

1. FROM	2. REQUEST NO.
3. TO	4. DATE OF REQUEST
5. REQUEST FOR <input type="checkbox"/> COST ESTIMATE <input type="checkbox"/> PERFORMANCE OF WORK	6. REQUEST WORK START
8. FOR FURTHER INFORMATION CALL	7. SKETCH/PLAN ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO
6. DESCRIPTION OF WORK AND JUSTIFICATION (Including location, type, size, quantity, etc.)	

9. FUNDS CHARGEABLE	10. SIGNATURE (Requesting Official)
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**PART II—COST ESTIMATE**  
 (Filled out by Maintenance Control Division if estimate requested)

11. TO	12. ESTIMATE NO.
13. COST ESTIMATE	14. SKETCH/PLAN ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO
a. Labor \$	15. <input type="checkbox"/> APPROVED. PROGRAMMING TO START BY _____ <input type="checkbox"/> APPROVED. BASED ON PRESENT WORKLOAD, THIS JOB CAN BE PROGRAMMED TO START BY _____ IF AUTHORIZED BY 25TH OF _____ AND FUNDS ARE MADE AVAILABLE. <input type="checkbox"/> DISAPPROVED. (See Reverse Side)
b. Material \$	
c. Overhead and/or Surcharge \$	
d. Equipment Rental/Usage \$	
e. Contingency \$	
f. TOTAL \$	16. SIGNATURE
	17. DATE

**PART III—ACTION (Filled out by Requestor)**

18. TO	20. WORK REQUESTED <input type="checkbox"/> HAS BEEN CANCELLED <input type="checkbox"/> HAS BEEN DEFERRED <input type="checkbox"/> WILL BE PERFORMED BY OTHER
19. AUTHORIZATION TO PROCEED IS ATTACHED (Check one if other than PW funds are involved) <input type="checkbox"/> NAVYCHART 140 <input type="checkbox"/> OTHER	22. DATE
21. SIGNATURE	

(See Part IV on Reverse Side)

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**KEY, LOCK & COMBINATION REQUEST**  
**PRINT LEGIBLY**

REQUESTING COMMAND &amp; DEPT

NAME & PHONE # OF SAFE/KEY CUSTODIAN  
(CIRCLE ONE)

CHECK SERVICE REQUESTED BELOW AND PROVIDE KEY SERIES NUMBER AND/OR SAFE MCAS MIRAMAR PLANT PROPERTY NUMBER AS APPROPRIATE

NEW KEY		NEW LOCK	
DUPLICATE KEY		REKEY LOCK	
CHANGE LOCK		SAFE COMBINATION CHANGE	
REPAIR DOOR LOCK		REPAIR SAFE	
*KEY & SERIES NUMBER:			
AUTHORIZED SIGNATURE ONLY			
WING ENDORSEMENT FOR SQUADRONS/CAGS			
PUBLIC WORKS DEPARTMENT APPROVAL BY			

**KEY, LOCK & COMBINATION REQUEST**  
**PRINT LEGIBLY**

REQUESTING COMMAND &amp; DEPT

NAME & PHONE # OF SAFE/KEY CUSTODIAN  
(CIRCLE ONE)

CHECK SERVICE REQUESTED BELOW AND PROVIDE KEY SERIES NUMBER AND/OR SAFE MCAS MIRAMAR PLANT PROPERTY NUMBER AS APPROPRIATE

NEW KEY		NEW LOCK	
DUPLICATE KEY		REKEY LOCK	
CHANGE LOCK		SAFE COMBINATION CHANGE	
REPAIR DOOR LOCK		REPAIR SAFE	
*KEY & SERIES NUMBER:			
AUTHORIZED SIGNATURE ONLY			
WING ENDORSEMENT FOR SQUADRON/CAGS			
PUBLIC WORKS DEPARTMENT APPROVAL BY			

Enclosure (4)