

<b>U.S. DEPARTMENT OF HOMELAND SECURITY</b> <b>U.S. COAST GUARD</b> <b>CG-3103 (REV. 6-04)</b>	<b>INDUSTRIAL SERVICE ORDER</b>	ISO DOCUMENT NUMBER	PROJECT ORDER <input type="checkbox"/>
		INDUSTRIAL ACCOUNT	WORK ORDER <input type="checkbox"/>

**SECTION I. - FOR COMPLETION BY REQUISITIONER**

1. UNIT RECEIVING SERVICES OR PRODUCTS/OPFAC		2. DATE SERVICES REQUIRED	
3. DESCRIPTION OF WORK TO BE PERFORMED		4. ISO TITLE (Limited to 20 Characters)	
		5. CSMP/SSMR ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO	
6. MATERIALS STATUS <input type="checkbox"/> ON BOARD <input type="checkbox"/> TO BE ORDERED BY _____ <input type="checkbox"/> ORDERED, DELIVERED _____		7. UNIT ASSISTANCE AVAILABLE	
8. ENCLOSURES/REFERENCES		9. UNIT INSPECTION REQUESTED <input type="checkbox"/> YES <input type="checkbox"/> NO	
10. REQUISITIONER (NAME/TITLE/PHONE NUMBER)	11. REQUISITIONING UNIT NAME/OPFAC	12. REQUISITIONER'S ESTIMATE	
13. FUNDING AUTHORIZATION TO COMMIT FUNDS	14. ACCOUNTING DATA	15. DATE AUTHORIZED	

**SECTION II. - FOR INDUSTRIAL SUPPORT ACTIVITY USE ONLY**

1. COST BREAKDOWN	ESTIMATE	ACTUAL	COST TO UNIT
a. DIRECT LABOR HOURS (Rows a, b and c are not charged to Coast Guard			
b. DIRECT LABOR COST			
c. OVERHEAD COST (units)			
d. DIRECT LABOR OVERTIME HOURS			
e. DIRECT LABOR OVERTIME COST			
f. MATERIAL COST			
g. TRAVEL COST			
h. OTHER COST			
i. TOTAL COST			

2. EST START DATE	3. EST COMPLETION DATE	4. INDUSTRIAL ACTION	This order is placed in accordance with provisions of 14 U.S.C. 151 or 31 U.S.C. 1535. Work to be performed and material to be procured pursuant by this order are properly chargeable to the appropriation or other accounts indicated.
5. WORK CATEGORY	6. OBLIGATION APPROVED BY		
If the Requisitioner Estimate and the ISA Estimate differ, I certify the Requisitioner has been notified and agrees with obligating the ISA Estimated Amount.			

**SECTION III. - ISO DISPOSITION**

1. COMMENTS	2. COMPLETED BY	3. DATE COMPL.
	4. ACCEPTED BY	5. DATE ACCEPTED

**Detailed Cost Report  
Available Upon Request**

## Procedures for Completing Industrial Service Order (ISO) Form

### GLOSSARY OF TERMS:

**Project Order:** A specific, definite, and certain order issued under the authority of 14 U.S.C. 151 for the manufacture of materials, supplies, and equipment, or for other work or services which when placed with and accepted by a separately managed and financed Government-owned and operated establishment, serves to obligate appropriations in the same manner as orders of contracts placed with commercial enterprises. Project Order funds remain available throughout the life of the Project (i.e., do not expire at the end of the current Fiscal Year). The life of the project will not exceed two years.

**Work Order:** Issued for requesting work or services involving day-to-day operations of the requisitioner. Such work or services are usually of a recurring nature and are performed on an incremental basis. Work Orders are used to request routine, recurring services and are similar to Basic Ordering Agreements placed with commercial contractors. Work Order funds must be used within the current Fiscal Year.

**Requisitioner:** Unit responsible for obligating funds to complete an ISO. May also be the Benefiting Unit.

**Benefiting Unit:** Unit (Cutter or Shore Command) which will benefit directly from services provided. The Customer.

### INSTRUCTIONS:

**Industrial Service Order Document Number** Provided by Industrial Support Activity.

**Industrial Account** Provided by Industrial Support Activity.

**Project Order/Work Order** Provided by Industrial Support Activity.

### SECTION I. - TO BE COMPLETED BY REQUISITIONER

**Item 1. Unit Receiving Services or Products/OPFAC:** Official U.S. Coast Guard Long-Title and OPFAC of benefiting unit.

**Item 2. Date Services Required:** Date that the requisitioner needs the service(s) accomplished by.

**Item 3. Description of Work to be Performed:** Complete, detailed description of the tasks necessary to complete the requested service(s). Provide sufficient detail for Industrial Support Activity staff to prepare estimate and complete service(s) with little or no additional clarification.

**Item 4. ISO Title:** Provide a title that is unique and will easily identify this ISO; limited to 20 characters.

**Item 5. CSMP/SSMR Attached:** A copy of a properly endorsed CSMP/SSMR must be submitted with the ISO when required due to the nature of the work to be performed.

**Item 6. Material Status:** Notify Industrial Support Activity of the status of materials to be provided by requesting/benefiting unit.

**Item 7. Unit Assistance Available:** Notify Industrial Support Activity if unit is able to assist and list trades/ratings of personnel available.

**Item 8. Enclosures/References:** A listing of enclosures or attachments accompanying the ISO.

**Item 9. Unit Inspection Requested:** Notification that the benefiting unit will be responsible for inspecting work in progress and completed Work.

**Item 10. Requisitioner (Name/Title/Phone Number):** Representative of requisitioner available to answer specific questions regarding Work.

**Item 11. Requisitioning Unit Name/OPFAC:** Official U.S. Coast Guard Long- Title and OPFAC of unit requisitioning.

**Item 12. Requisitioner's Estimate:** Requisitioner's estimate of total cost to be obligated to complete ISO. Required for authorization to obligate ISO funds to servicing Industrial Support Activity.

**Item 13. Funding Approval Authority.** Signature of individual authorized to obligate requisitioner's funds.

**Item 14. Accounting Data:** Requisitioner's accounting string. Necessary to obligate funds to Industrial Support Activity facility.

**Item 15. Date Approved:** Date requisitioner commits funds for the ISO.

### SECTION II. - FOR INDUSTRIAL SUPPORT ACTIVITY USE ONLY

### SECTION III. - INDUSTRIAL SERVICE ORDER DISPOSITION

**Item 1. Comments:** Required whenever an ISO is rejected by Industrial Manager.

**Item 2. Completed By:** Signature of Industrial Support Activity representative authorized to report completion of ISO. Signifies all work is finished and subject to inspection.

**Item 3. Date Completed:** Date ISO reported to be complete by an authorized representative of the Industrial Support Activity organization.

**Item 4. Accepted By:** Signature of person accepting that the ISO has been completed in accordance with the requirements listed under section 6 (Description of Work to be Performed).

**Item 5. Date Accepted:** Date accepted.

Additional information on completing this form (CG-3103) is contained in the Industrial Management Manual (COMDTINST M5240.1A).