

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-3103/A	FACILITIES SERVICE ORDER			WORK ORDER NO.		
				SHOP		
SECTION I. – FOR COMPLETION BY REQUESTOR						
1. UNIT RECEIVING SERVICES OR PRODUCTS/OPFAC				2. DATE SERVICE REQUIRED		
3. DESCRIPTION OF WORK TO BE PERFORMED						
REQUISITIONER (NAME, TITLE, PHONE NO.)				DATE		REQUISITIONER'S SUPERVISOR
SECTION II. – FOR ENGINEERING FACILITIES DEPARTMENT						
CUSTOMER NO.	FACILITY NO.	FEMER NO.	PROGRESS CODE	COMMENTS	APPROVED	DISAPPROVED
PRIORITY: 1 <input type="checkbox"/> , 2 <input type="checkbox"/> , 3 <input type="checkbox"/> , 4 <input type="checkbox"/> , 5 <input type="checkbox"/>		FACILITIES GENERAL FOREMAN SIGNATURE			15. DATE AUTHORIZED	
SECTION III. – FOR FACILITY SUPPORT ACTIVITY USE ONLY						
1. COST BREAKDOWN				ESIMATE	ACTUAL	COST TO UNIT
a. DIRECT LABOR HOURS (Rows a, b, and c are not charged to Coast Guard units)						
b. DIRECT LABOR COST						
c. OVERHEAD COST						
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. COMPLETE 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 CATERGORY		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 Estimate Amount.			7. DATE APPR.	
Section IV. – SHOP'S USE						
1. COMMENTS				2. COMPLETED BY		3. DATE COMPL.
				4. ACCEPTED BY		5. DATE ACCEPTED

PREVIOUS EDITION IS OBSOLETE