

Region Telephone Office TELEPHONE/WIRELESS WORK REQUEST

****Attach this form to a digitally signed email and send to the CNIC NW N65 RTO Mailbox at "rto.cnrnw@navy.mil". Requests will not be accepted unless the e-mail is Digitally Signed.****

PART I – To Be Filled Out By Requestor – All Blocks Mandatory

1. Request Date: <input type="text"/>	2. Requestor Name: <input type="text"/>	3. Command/Department <input type="text"/>	4. Code: <input type="text"/>
5. Site/Bldg/Floor/Room <input type="text"/>	6. Requestor's Email Address: <input type="text"/>		7. Requestor's Phone # <input type="text"/>
8. For Further Info Call: <i>(Must be different than requestor)</i> Name/Phone <input type="text"/>			9. Desired Completion Date: <input type="text"/>

10. Approved by: (Must be CNRNW Dept. Program Director or CO/XO/OIC if not CNRNW for all except repair requests) Supervisors can approve repair requests for broken equipment or nonfunctional lines. A typed name is acceptable.

The name typed above certifies that the work requested below is mission critical/essential, justification has been provided below, and the employee requiring service cannot perform their daily duties without the new or additional telephone service.

11. What work or services are you requesting?

continue on page 2 if necessary

Line number(s) involved:

Location of work (Site/bldg/flr/room):

CNRNW Department/Code or Tenant Command:

If requesting an install or move, is a vacant jack available? YES NO

Mission Critical justification (required for all requests except repairs of broken equipment or nonfunctioning lines)

PART II – For Region Telephone Office (CNRNW N651) Use Only

1. Funds Chargeable: <input style="width: 95%;" type="text"/>		
2. Approval Requirement Validation (CNRNW N6 Signature & Date) <input style="width: 95%;" type="text"/>		3. Telephone Work Request Number: 16TWR <input style="width: 15%;" type="text"/>
Trouble Ticket Labor \$ <input style="width: 80%;" type="text"/>	Contracted Labor \$ <input style="width: 80%;" type="text"/>	RTO Phone/Hardware \$ <input style="width: 80%;" type="text"/>
Contracted Hardware \$ <input style="width: 80%;" type="text"/>	Programming Fee \$ <input style="width: 80%;" type="text"/>	Installation Fee \$ <input style="width: 80%;" type="text"/>
Other Cost(s) \$ <input style="width: 80%;" type="text"/>	Total Non-recurring \$ <input style="width: 80%;" type="text"/>	Total Recurring for 12 Months \$ <input style="width: 80%;" type="text"/>

