DEPARTMENT OF HOMELAND SECURITY

U.S. Coast Guard

INDUSTRIAL SERVICE ORDER

ISO DOCUMENT NUMBER	INDUSTRIAL ACCOUNT NUMBER	PROJECT ORDER ☐	WORK ORDER ☐

SECTION I - TO BE COMPLETED BY REQUISITIONER

1. UNIT RECEIVING SERVICES OR PRODUCT	2. UNIT OPFAC	3. UNIT POC/TITLE/PHONE NUMBER
4. DESCRIPTION OF WORK TO BE PERFORMED	5. ISO TITLE:	

6. REQUESTED PERFORMANCE PERIODS PRIMARY		SECONDARY		7. FUNDING TYPE (AFC-30/42/43/45, AC&I, etc.)	8. CASREP/EAL REQUEST ATTACHED ☐ YES ☐ NO

9. STATUS OF GOVERNMENT FURNISHED PROPERTY (GFP) TO BE ORDERED BY REQUISITIONER

☐ ON BOARD UNIT ☐ DATE TO BE ORDERED: ☐ ORDERED, EXPECTED DELIVERY DATE- - - >

10. SITE INSPECTION OR A-TEAM PARTICIPATION REQUESTED ☐ YES ☐ NO TARGETED DATE FOR VISIT/A-TEAM MTG:

11. TYPE OF UNIT ASSISTANCE AVAILABLE:

12. ENCLOSURES & ATTACHMENTS: SOW/REFERENCES/DWGS/TCTO/SPECS/CSMP/SSMR/GFP LIST

13. REQUISITIONER NAME/TITLE/PHONE NUMBER	14. REQUISITIONING UNIT	15. OPFAC	16. REQUISITIONER'S ESTIMATE

17. TECHNICAL AUTHORITY (LC/SC/PL) CONCURRENCE

SECTION II - FOR INDUSTRIAL OPERATIONS DIVISION AND INDUSTRIAL PRODUCTION FACILITY USE ONLY

1. COST SUMMARY (a, b, & c are not charged to USCG units unless AC&I funded)	ESTIMATE	ACTUAL	COST TO UNIT
a. DIRECT LABOR HOURS			
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 (ISO SURCHARGE)			
i. TOTAL COST			

2. IPF START DATE:	3. IPF COMPLETION DATE:	4. PLANNER/ESTIMATOR:

SECTION III - REQUISITIONER FUNDING AND APPROVAL OF ESTIMATE AND PERFORMANCE PERIOD

1. ACCOUNTING DATA (ACCOUNTING STRING INCLUDING OBJECT CLASS CODE)	2. FUNDING APPROVAL AUTHORITY (AUTHORIZATION TO OBLIGATE FUNDS)

SECTION IV - INDUSTRIAL PRODUCTION FACILITY ACCEPTANCE OF ISO

1. INDUSTRIAL ACTION	2. WORK CATEGORY	3. IPF INDUSTRIAL MANAGER ACCEPTANCE OF ISO

This order is placed in accordance with provisions of 14USC 151 or 31USC1535. Work to be performed and material to be procured pursuant by this order are properly chargeable to the appropriation or other accounts indicated.

SECTION V - ISO COMPLETION AND CUSTOMER ACCEPTANCE

1. COMMENTS (may be continued on additional pages)	2. COMPLETED BY (IM)	3. DATE COMPLETED
	4. ACCEPTED BY (Customer)	5. DATE ACCEPTED
	DETAILED COST REPORT AVAILABLE UPON REQUEST	

SECTION VI - ISO CLOSEOUT

1. FMS ISO CLOSEOUT COMPLETED & SENT TO FINCEN & P/E		2. DATE ISO CLOSED	3. ISO DEOBLIGATION AMOUNT	4. CLOSEOUT REPORT SENT TO REQUISITIONER BY IND MGR	

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DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard
INDUSTRIAL SERVICE ORDER

Procedures for Completing Industrial Service Order Form

Definitions

Requisitioner: Unit responsible for obligating funds to complete an ISO. May also be the Benefiting Unit.
Benefiting Unit: Unit which will benefit directly from services provided; the customer.

General

ISO Document Number: Entered by IOD Project Management Branch.
Industrial Account Number: Entered by IOD Project Management Branch.
Project/Work Order: Determined by IOD Project Management Branch based on both the fiscal requirements and the nature of the requested work. See ISO Process Guide Section 4.1 for additional information.

Section I - TO BE COMPLETED BY REQUISITIONER

1. UNIT RECEIVING SERVICES OR PRODUCT: Enter official U.S. Coast Guard Long Title of the Unit including hull number.
2. UNIT OPFAC: Enter 5 digit OPFAC of benefiting unit.
3. UNIT POC/TITLE/PHONE NUMBER: Enter Name, Title and Phone Number for POC at unit who can provide input on scope of work.
4. DESCRIPTION OF WORK TO BE PERFORMED: Provide complete detailed description of the work requested. Sufficient detail must be provided to develop an accurate estimate (hours, materials, travel, etc) and project duration. The attachment of additional files to the ISO is highly encouraged including specification, pictures, drawings, references, etc. Ensure these items are mentioned in block #4 and listed in block #12. Block should also list the unit POC. If more space is required than what is available in block 4, use an attachment to convey additional information.
5. ISO TITLE: Enter a title that is unique and will easily identify the ISO; limited to 20 characters.
6. REQUESTED PERFORMANCE PERIOD: Enter primary and secondary performance periods for the work.
7. FUNDING TYPE: Enter funding type (AFC-30/42/43/45, AC&I etc). Note: Only one funding type can be used per ISO.
8. CASREP/EAL REQUEST ATTACHED: Mark YES if a CASREP or EAL request is being attached to the ISO and provide the CASREP or EAL request as an attachment.
9. STATUS OF GOVERNMENT FURNISHED PROPERTY (GFP) TO BE ORDERED BY THE REQUISITIONER:
*If there is no GFP, mark nothing.
*If GFP is readily available at benefiting unit, mark ON BOARD UNIT.
*If GFP is to be ordered by the requisitioner, mark DATE TO BE ORDERED and enter the order date.
*If GFP is already ordered, mark ORDER, EXPECTED DELIVERY DATE and enter the expected delivery date.
NOTE: More than one category may be applicable and all applicable should be marked.
NOTE: The GFP list shall be provided as an attachment and/or be part of the specification provided.
10. SITE INSPECTION OR A-TEAM PARTICIPATION REQUESTED: Mark YES is desired and enter date. Provide details of requested inspection in #4.
11. TYPES OF UNIT ASSISTANCE AVAILABLE: Enter type(s) of support available from the unit: fire watch, labor support (hours available), technical support, rigging, onload/offload of material, etc. If none, enter NONE.
12. ENCLOSURES & ATTACHMENTS: List all applicable documents to execute the requested work, such as: scope of work, references, drawings, specifications, CSMPs, SSMRs, GFP List, pictures, etc.
13. REQUISITIONER NAME/TITLE/PHONE NUMBER: Enter Name, Title and Phone Number of Requisitioner.
14. REQUISITIONING UNIT: Enter name of requisitioning unit.
15. OPFAC: Enter five digit OPFAC of requisitioning unit.
16. REQUISITIONER'S ESTIMATE: Enter requisitions estimate to perform the work requested in #4. This is the Government Estimate.
17. TECHNICAL AUTHORITY (LC/SC/PL) CONCURRENCE: Enter Name of PL approver, Digitally Sign and enter date.

Section II - FOR INDUSTRIAL OPERATIONS DIVISION AND INDUSTRIAL PRODUCTION FACILITY USE ONLY

Section III - REQUISITIONER'S FUNDING AND APPROVAL OF ESTIMATE AND PERFORMANCE PERIOD

1. ACCOUNTING DATE: Enter complete accounting string including object class code.
2. FUNDING APPROVAL AUTHORITY: Digital signature of individual authorized to obligate requisitioner's funds.

Section IV - INDUSTRIAL PRODUCTION FACILITY ACCEPTANCE OF ISO

1. INDUSTRIAL ACTION: Enter ACCEPT or DECLINE.
2. WORK CATEGORY: Enter EMERGENT WORK or ROUTINE.
3. IPF INDUSTRIAL MANAGER ACCEPTANCE OF ISO: Digital signature of Industrial Manager or Designee.

Section V - ISO COMPLETION AND CUSTOMER ACCEPTANCE

1. COMMENTS: IPF Comments at work completion and customer acceptance.
2. COMPLETED BY: Digital signature of Industrial Manager or designee.
3. DATE COMPLETED: Enter date completed.
4. ACCEPTED BY: Digital signature of customer accepting the service or product requested.
5. DATE ACCEPTED: Enter date accepted.

Section VI - ISO CLOSEOUT

1. FMS ISO CLOSEOUT COMPLETED: Digital signature of Financial Management Specialist that ISO has been closed and sent to FINCEN.
2. DATE ISO CLOED: Enter date ISO closed.
3. ISO DEOBLIGATION AMOUNT: Automatically calculated as the difference between the total estimated cost and cost to unit.
4. CLOSEOUT REPORT SENT TO REQUISITIONER BY IND MGR: Digital signature of Industrial Manager or designee when ISO closeout package has been sent to the requisitioner.

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