' (3$570(17 2) +20(/$1' 6(&85,7< U.S.Coast Guard ,1' 8675,$/ 6(59,&(25' (5	ISO DOCUMENT NUMBER	PROJECT ORDER ☐
	INDUSTRIAL ACCOUNT	WORK ORDER ☐

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/TCTO ATTACHED ☐ YES ☐ NO

6. MATERIALS STATUS	7. UNIT ASSISTANCE AVAILABLE
☐ ON BOARD ☐ TO BE ORDERED BY _____ ☐ ORDERED, DELIVERED _____	

8. ENCLOSURES/REFERENCES	9. UNIT INSPECTION REQUESTED ☐ YES ☐ 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 PRODUCTION FACILITY USE ONLY

1. COST BREAKDOWN		ESTIMATE	ACTUAL	COST TO UNIT
a. DIRECT LABOR HOURS	(Rows a, b and c are not			
b. DIRECT LABOR COST	charged to Coast Guard			
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 IPF Estimate differ, I certify the Requisitioner has been notified and agrees with obligating the IPF Estimated Amount.	7. DATE APPROVED

SECTION III. - ISO DISPOSITION

1. COMMENTS	2. COMPLETED BY	3. DATE COMPL.
	4. ACCEPTED BY	5. DATE ACCEPTED
		Detailed Cost Report Available Upon Request

Reset

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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 Production Facility.
Industrial Account Provided by Industrial Production Facility.
Project Order/Work Order Provided by Industrial Production Facility.

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 Production Facility 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 7&72 $ttached: Acopy of a properly endorsed CSMP/SSMR/TCTO must be submitted with the ISO when required due to the nature of the work to be performed.
Item 6. Material Status: Notify Industrial Production Facility of the status of materials to be provided by requesting/benefiting unit.
Item 7. Unit Assistance Available: Notify Industrial Production Facility 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 Production Facility.
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 Production Facility.
Item 15. Date Approved: Date requisitioner commits funds for the ISO.

SECTION II. - FOR INDUSTRIAL 352' 8&7,21)$&,/ ,7< 86(21/ <

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 Production Facility 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 Production Facility 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).