

DATA ITEM DESCRIPTION

Title: SERVICE/WORK REQUEST REPORT

Number: DI-MGMT-81893

Approval Date: 20130118

AMSC Number: N9315

Limitation: N/A

DTIC Applicable: N/A

GIDEP Applicable: N/A

Office of Primary Responsibility: SH/NSWCDD/K03

Applicable Forms: N/A

Use/relationship:

The Service/Work Requests Report will provide the government with information concerning work to be done; service calls of which required services needed to be provided are reported to the local command Facility Management Office for action.

This DID contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

Requirements:

1. Format. The Service/Work Request Report shall be in contractor's format.

2. Content. The report shall contain the following:

- a. Date of Report
- b. Location of service or work needed
 - (1) Building
 - (2) Room number
- c. Point of Contact for work or service.
- d. Description of work or service requirement to be performed

3. End of DI-MGMT-81893.