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| **서비스 요청서** |

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| 유지관리 | |  | ${DEPARTMENT\_NAME} |
| 담당자 | PM |  | 담당주무관 |
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| **요청번호** | REQ-${REQ\_CODE} | **요 청 자** | ${USER} |
| **요청부서** | 국가기후데이터센터 | **연 락 처** | ${USER\_TEL} |
| **요청일시** | ${REQ\_DT} | **요청완료예정일** | ${SCHEDULE\_DT} |

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| **접수번호** | ACC-${REQ\_CODE} | **접수자** | ${PROC\_USER} | **접수일자** | ${RECEIPT\_DT} |
| **긴급도** | ${EMERGENCY\_CODE} | | | | |
| **요청 유형** | ${INFRA\_TYPE} | | | | |
| **관련구성항목** | ${INFRA\_NM} | | | | |
| **서비스**  **카테고리** | ${CATEGORY\_NM} | | | | |
| **요청내용** | ${REQ\_TITLE} | | | | |
| **첨부 파일** | ${REQ\_FILE} | | | | |

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| **처리자** | **연락처** | **예정일시** | **예정소요시간** |
| ${PROC\_USER} | ${PROC\_TEL} | ${SCHEDULE\_DT} | ${EXPECT\_TIME} |

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| **서비스 결과 보고서** |

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| 유지관리 | |  | ${DEPARTMENT\_NAME} | |
| 담당자 | PM |  | 담당주무관 | 담당사무관 |
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| **요청번호** | REQ-${REQ\_CODE} | **요 청 자** | ${USER} |
| **요청부서** | 국가기후데이터센터 | **연 락 처** | ${USER\_TEL} |
| **요청일시** | ${REQ\_DT} | **요청완료예정일** | ${SCHEDULE\_DT} |

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| **접수번호** | ACC-${REQ\_CODE} | | **접수자** | ${PROC\_USER} | | | **접수일자** | ${RECEIPT\_DT} |
| **긴급도** | ${EMERGENCY\_CODE} | | | | | | | |
| **요청 유형** | ${INFRA\_TYPE} | | | | | | | |
| **관련구성항목** | ${INFRA\_NM} | | | | | | | |
| **서비스**  **카테고리** | ${CATEGORY\_NM} | | | | | | | |
| **요청내용** | ${REQ\_TITLE} | | | | | | | |
| **처리상태** | 완료 | **처리담당자** | | | ${PROC\_USER} | **연락처** | | ${PROC\_TEL} |

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| **처리자** | **완료일** | **소요시간** | **처리현황** |
| ${PROC\_USER} | ${COMPLETE\_DT} | ${SPEND\_TIME} | 완료 |

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| **처리내용**  **요약** | ${PROCESS\_RT} |
| **첨부파일** | ${FILE\_NAME} |