

| BASE CIVIL ENGINEER WORK REQUEST <i>(See Reverse for Instructions)</i> | | | | | | Form Approved OMB No. 0704-0188 | | | |
|---|--|------------------------------------|------------------|--|--------------------|--|--|--|--|
| Public reporting burden for this collection of information is estimated to average .3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project 0704-0188, Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send your completed form to HQ AFESC/DEMG. | | | | | | | | | |
| SECTION I - TO BE COMPLETED BY REQUESTER | | | | | | | | | |
| 1. FROM <i>(Organization)</i> | | | 2. OFFICE SYMBOL | | 3. DATE OF REQUEST | | 4. WORK REQUEST NO. <i>(For BCE Use)</i> | | |
| 5. NAME AND PHONE NO. OF REQUESTER | | | | 6. REQUIRED COMPLETION DATE | | 7. BUILDING, FACILITY OR STREET ADDRESS WHERE WORK IS TO BE ACCOMPLISHED | | | |
| 8. DESCRIPTION OF WORK TO BE ACCOMPLISHED <i>(Include Sketch or Plan, when appropriate)</i> | | | | | | | | | |
| 9. BRIEF JUSTIFICATION FOR WORK TO BE ACCOMPLISHED <i>(Not required for maintenance and repair)</i> | | | | | | | | | |
| 10. DONATED RESOURCES | | | | | | | | | |
| <input type="checkbox"/> FUNDS | | <input type="checkbox"/> LABOR | | <input type="checkbox"/> MATERIAL | | <input type="checkbox"/> CONTRACT BY REQUESTER | | <input type="checkbox"/> NONE | |
| 11. NAME OF REQUESTER | | | | 12. GRADE OF REQUESTER | | 13. SIGNATURE OF REQUESTER <i>(See Reverse of Form)</i> | | | |
| | | | | | | Click to sign | | | |
| 14. COORDINATION | | | | | | | | | |
| | | | | | | | | | |
| SECTION II - FOR BASE CIVIL ENGINEER USE | | | | | | | | | |
| 15. WORK ORDER <i>(Place an "X" in the appropriate box.)</i> | | | | | | | | | |
| <input type="checkbox"/> IN-SERVICE | | <input type="checkbox"/> SELF-HELP | | <input type="checkbox"/> CONTRACT | | <input type="checkbox"/> SABER | | | |
| 16. DIRECT SCHEDULED WORK <i>(Place an "X" in the appropriate box.)</i> | | | | | | | | | |
| <input type="checkbox"/> EMERGENCY | | <input type="checkbox"/> URGENT | | <input type="checkbox"/> ROUTINE | | <input type="checkbox"/> SELF-HELP | | <input type="checkbox"/> M/C | |
| 17. SELF-HELP <i>(Place an "X" in the appropriate box.)</i> | | | | | | | | | |
| <input type="checkbox"/> BRIEFING REQUIRED | | | | <input type="checkbox"/> ADEQUATE COORDINATION | | | | <input type="checkbox"/> INSPECTION REQUIRED | |
| SECTION III - COMPLETE ONLY IF WORK IS TO BE ACCOMPLISHED BY WORK ORDER | | | | | | | | | |
| 18. WORK CLASS | | 19. PRIORITY | | 20. ESTIMATED HOURS | | 21. ESTIMATED FUNDED COST | | 22. ESTIMATED TOTAL COST | |
| 23. THERE IS NO NEED FOR AN ENVIRONMENTAL ASSESSMENT (AFR 19-2) | | <input type="checkbox"/> | | 24. A WRITTEN ASSESSMENT IS BEING/HAS BEEN PROCESSED | | <input type="checkbox"/> | | 25. APPROVED | |
| <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | | 26. DISAPPROVED | |
| 27. REMARKS | | | | | | | | | |
| | | | | | | | | | |
| SECTION IV - APPROVING AUTHORITY | | | | | | | | | |
| 28. NAME AND GRADE <i>(Please Type or Print)</i> | | | | | 29. SIGNATURE | | | 30. DATE | |
| | | | | | Click to sign | | | | |