



Public Works Department (PWD) Bahrain
Service Request Development (SRDEV) Form

To be completed for services other than routine, urgent and emergency.

For further guidance, see [instructions](#) page.

1. Building # / Description:	2. Room #:	3. Date:
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4. Request Title:	5. SR#:
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6a. Requesting Command:	6b. UIC:
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7a. Primary POC		7b. Alternate POC	
Name:		Name:	
Email:		Email:	
Phone:	DSN ext:	Phone:	DSN ext:

8. Description of Request / Requirement:

Attachments included: Sketch / Plans / Maps Reports None Other (specify):

9. Project Justification / Constraints / Special Requirements:

10. Required/Requested Completion Date* :	11. Customer Funds Available: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> UNK
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12. Impact if Not Completed

*Note: For service requested 'projects' the program date for planning purposes is FY +2 years (see PWD FYXX Execution Guidance) for completion of design. If you are requesting project execution and your requested completion date (BLOCK 10) is before Present FY+2 years, additional leadership engagement is required. See your FOS for additional info.

13. Customer Signature

14. SRDEV ID:	15. FOS Name:	16. Cross Check: <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Yes; See Comment (Block 26)	
17. Funding Type:	18. JON:	19. MDI:	20. Work Category:
21. ROM Estimate:	22. SPM SR#:	23. Project Title:	
24. Recommended P&S Code(s): <input type="checkbox"/> E-2 Design <input type="checkbox"/> N-20 Study <input type="checkbox"/> G-2 Const <input type="checkbox"/> V-4/68 Space Planning <input type="checkbox"/> V-7/62 DD1391 <input type="checkbox"/> V-7/72 Real Estate <input type="checkbox"/> V-8/56 Site Approval <input type="checkbox"/> H-84 CAT III / IV Proj Support <input type="checkbox"/> J-7 FSC Project Mgmt <input type="checkbox"/> Other (specify) <input type="checkbox"/> Other (specify)		25. Type of Service/Action: <input type="checkbox"/> Scope / Cost Estimate <input type="checkbox"/> Contract Modification <input type="checkbox"/> Repair / Construction <input type="checkbox"/> BOSC <input type="checkbox"/> JOC <input type="checkbox"/> GPC <input type="checkbox"/> Shops <input type="checkbox"/> Work Permit <input type="checkbox"/> No Objection <input type="checkbox"/> Environmental <input type="checkbox"/> Utility Outage <input type="checkbox"/> Other (specify) <input type="checkbox"/> Other (specify)	
26. Date Recommended for Execution: Comments:			
27. Review Required / Requested:			
<input type="checkbox"/> Requirements Branch	<input type="checkbox"/> Asset Management Branch	<input type="checkbox"/> NSA I APWO	
<input type="checkbox"/> Facilities Support Contracting Branch	<input type="checkbox"/> Acquisition Branch	<input type="checkbox"/> NSA Other APWO	
<input type="checkbox"/> Facilities Sustainment Branch	<input type="checkbox"/> Environmental Division	<input type="checkbox"/> PWO	
<input type="checkbox"/> Project Management & Engineering Branch	<input type="checkbox"/> Safety	<input type="checkbox"/> Other	
	<input type="checkbox"/> Utility Services	<input type="checkbox"/> Other	
28. FOS Signature			
29. Reviewer Signatures (as applicable)			
Reviewer #1: Comments		Approval Recommendation: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Undecided / More info needed	
Signature			
Reviewer #2: Comments		Approval Recommendation: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Undecided / More info needed	
Signature			

Reviewer #3:
Comments

Approval Recommendation:
 Yes No N/A Undecided / More info needed

Signature

Reviewer #4:
Comments

Approval Recommendation:
 Yes No N/A Undecided / More info needed

Signature

Reviewer #5:
Comments

Approval Recommendation:
 Yes No N/A Undecided / More info needed

Signature

30. Review completed : Yes No N/A

WIB Date (if required):

Comments:

Requirements Production Controller Signature

SERVICE REQUEST DEVELOPMENT (SRDEV) FORM INSTRUCTIONS

BLOCK 1-13 shall be completed by the Tenant Command Building Manager and submitted to their Public Works Department Representative (Facilities Operations Specialist). All red fields are required to be completed prior to submission. For general inquiries call PWD at x4245.

BLOCK 1 - Building # / Description

Building number(s) or area(s) and facility description(s) in which the service is being requested for. Building(s) listed should be assigned to building manager POC.

BLOCK 2 – Room #

Room(s) or specific location(s) where service is being requested.

BLOCK 3 – Date

Date request is submitted to Public Works Department.

BLOCK 4 – Request Title

Short description summarizing the request using the following format: Command – Description - Location

BLOCK 5 – SR#

Maximo service request number if request has been submitted through.

BLOCK 7 – Primary / Alternate POC

Point of contact that requested service can be coordinated with (i.e. scheduling, building access, specific details on service, etc.). Designated building manager or alternate must be listed as either primary or alternate POC. Provide contact info for each POC.

***BLOCK 8 – Description of Request / Requirement**

Completed description of issue. Requestor should be as descriptive as possible so that the proper classification and routing for a response team can be provided for resolution (i.e. temperature of space, number of toilets available to use, what you are painting and why, can leak be contained, etc.).

Check the corresponding box of included attachments.

--FOR WORK PERMITS--

(For customer requested renovations, alterations, construction, installations, repairs, maintenance, replacements, etc.)

Description of proposed work (inclusive of sketches, job plans, or contractor proposals) must be attached for this type of request.

Requesting activity may be required to coordinate and obtain additional signatures from other base organizations (see attached Work Permit Signature Form) prior to routing the PWD request.

Note: Design documents and specifications from a professional engineer (PE) and/or registered architect (RA) may be required. Projects with moderate or greater safety or performance risk may require construction oversight by the Public Works Department (PWD). The requesting activity is responsible to fund NAVFAC EURAFCENT design review, construction oversight, and other support stipulated by the approval authority.

***BLOCK 9 – Project Justification / Constraints / Special Requirements**

Provide the reason for the required project or service. Identify any working constraints and or special requirements (special access coordination, periods that project or service may be limited).

BLOCK 10 – Required/ Requested Completion Date

Date project or service is being requested for completion. If actual date is not known indicate timeframe by inputting the first day of the earliest month that project or service is requested (i.e. May-July 20XX would indicate a requested completion of 1 May XX).

For projects, completion of design and contract award shall be taken into account prior to project execution. The program date for the completion of the design and contract award shall be in accordance with the PWD FYXX Execution Guidance.

***BLOCK 11 – Customer Funds Available**

Are funds available at the time of request? N/A for CNIC funded projects.

***BLOCK 12 – Impact if Not Completed**

List any impacts to mission, organization, NSA Bahrain in the event the project is not executed.

***BLOCK 13 – Signature**

Digitally sign document without locking.

*Information is used to prioritize and request approvals. It is important that requestor provide accurate detailed information in these fields in order to avoid execution delays.

Upon completion of this section, submit form (with attachments as appropriate) to tenant command assigned FOS.

SERVICE REQUEST DEVELOPMENT (SRDEV) FORM INSTRUCTIONS

BLOCK 14 shall be completed by the Production Control Representative after BLOCKS 15-28 is completed by FOS. Form and deadlines will then be provided to appropriate reviewers by the production control representative.

BLOCK 15-28 shall be completed by the corresponding Facilities Operations Specialist assigned to the tenant command submitting the request. FOS shall verify the scope of work is clear, understandable, and detailed enough to continue processing the work requirement; If not, coordinate with the originator to refine or clarify scope as required.

BLOCK 16 – Cross Check

Has requested project or service been cross checked with the IPL and current contracts to identify:

1. Work is not related to a facility or asset that is slated to be replaced or renovated.
2. Work can not be combined with similar work efforts.

If both of the above questions are true, click the 'yes' box. If one of the questions above is false, click the 'yes; see comment' box and add amplifying information to block 26.

BLOCK 20 ROM Estimate

Rough Order of Magnitude (non-detailed) Estimate.

BLOCK 21 COW

Assign Category of Work in accordance with [NAVFAC Business Line COW Descriptions](#).

BLOCK 26 – Date Recommended for Execution

Review of customer requested date (BLOCK 10), consideration of service(s) requested and execution should be taken into account.

Date project or service is recommended for completion. If actual date is not known indicate timeframe by inputting the first day of the earliest month that project or service is recommended (i.e. May-July 20XX would indicate a recommended completion of 1 May XX).

For projects, completion of design and contract award shall be taken into account prior to project execution. The program date for the completion of the design and contract award shall be in accordance with the PWD FYXX Execution Guidance.

Insert any comments supporting the recommendation (i.e. per execution guidance..., APWO/PWO endorsed..., etc.). Also add any comments supporting block 16 false response.

BLOCK 27 Review Required / Requested by Branch / REP:

Check (all that apply) for recommended Branch/Representative to request/require review.

BLOCK 28 FOS SIGNATURE

Digitally sign document without locking.

Upon completion of this section, form (with attachments as appropriate) should be submitted to Production Controller for distribution and tracking.

BLOCK 14 shall be completed by the Requirements Production Controller after BLOCKS 15-27 is completed by FOS. Form and deadlines shall then be forwarded/made available to appropriate reviewers by the production controller.

BLOCK 28 shall be completed by Branch Head or designated representatives as appropriate to accept work.

BLOCK 29 Reviewer Signatures

Identified reviewers from Block 26 should review, add their review title to the next open block, provide comments, digitally sign (without locking), and save document for further processing.

BLOCK 30 shall be completed and signed by the Requirements Production Controller.