



NAVFAC MIDLANT CENTRALIZED WORK RECEPTION SERVICE DESK WORK REQUEST FORM

*****PLEASE PRINT CLEARLY*****

Date: _____

Time: _____

Base: _____

Building Number: _____

EMERGENCY SHOULD BE PHONED IN

Reported By: _____

Government Phone Number: _____

On Site POC: _____

Government Phone Number: _____

POC E-mail Address: _____

Service
Required:

GL Account Code: _____

NNSY MOA 330 Facilities (FOR NORFOLK NAVAL SHIPYARD CODE 2380.5 USE ONLY**)**

Does MOA 330 Apply: YES NO **CODE 2380.5 Representative (Sign & Date)**

SIGNATURE	DATE

REQUEST SHOULD BE SUBMITTED TO THE
NAVFAC MIDLANT SERVICE DESK BY FAX
OR E-MAIL
NAVFAC MIDLANT 11014 (7/09/2015)

TELEPHONE: 1-866-477-7206 (OUTSIDE 757 AREA CODE ONLY)
TELEPHONE FOR MAINE ONLY: 207-438-2777
757 AREA CODE: 341-1700 OPTION 1 0600-1520 EASTERN TIME
FAX:(757)-341-1685
E-MAIL ADDRESS: NAVFACMID-LANTSERVICEDESK@NAVY.MIL