

ENGINEERING SERVICE REQUEST (ESR)
NAVFAC 11000/7 (4-78)
 Supersedes NAVDOCKS 2038
 S/N 0105-LF-010-0035

Instructions on Reverse

Copy No.

SECTION A
FOR USE BY REQUESTER

1. FROM <i>(Activity and location)</i>		
2. TO		
3. REFERENCE(S)		4. ESR IDENTIFICATION NUMBER <i>(if applicable)</i>
5. ENCLOSURE(S) <i>(check)</i> <input type="checkbox"/> NAVCOMPT 140 <input type="checkbox"/> OTHER <i>(specify)</i> _____ <input type="checkbox"/> NAVCOMPT 2038 <input type="checkbox"/> NAVCOMPT 372		6. TYPE OF FUNDING <i>(check)</i> <input type="checkbox"/> O&MN <input type="checkbox"/> OTHER <i>(specify)</i> _____ <input type="checkbox"/> NIF <input type="checkbox"/> NAF
7. TYPE OF SERVICES REQUESTED		8. DESIRED COMPLETION DATE
9. DESCRIPTION OF WORK		
10. FOR INFORMATION CONSULT <i>(Name and phone)</i>	11. OFFICIAL REPRESENTATIVE <i>(Signature)</i>	12. DATE

SECTION B
FOR USE BY EFD

1. SCOPE OF SERVICES		2. DATE RECEIVED
		3. ESR NUMBER

SECTION C
INTERIM ENDORSEMENT

1. REMARKS		
2. EST. COMPLETION DATE	3. AUTHORIZED REPRESENTATIVE <i>(Signature)</i>	4. DATE

SECTION D
FINAL ENDORSEMENT

1. ENCLOSURE(S) <input type="checkbox"/> DRAWINGS AND MAPS <input type="checkbox"/> SPECIFICATIONS <input type="checkbox"/> REPORT <input type="checkbox"/> OTHERS <i>(specify)</i> _____		
2. EST. COST <i>(if applicable)</i> \$	3. AUTHORIZED REPRESENTATIVE <i>(Signature)</i>	4. DATE OF COMPLETION

COPY TO

**INSTRUCTIONS FOR PREPARATION OF ENGINEERING SERVICE REQUEST (ESR)
NAVFAC 11000/7 (4-78)**

SUBMIT IN QUADRUPLICATE

SECTION A - FOR USE BY REQUESTED

ITEM

1. Title of head of requesting activity, activity title, and location.
2. Cognizant Engineering Field Division (EFD).
3. Any applicable correspondence, reports, preliminary plans, estimates, etc. that are available in the EFD.
4. Control/identification number assigned the ESR by the requesting activity, if applicable.
5. Check financial documents not available in the EFD.
6. Check type of funding used.
7. Specific services requested, with reference to structures and facilities and the location of the work; e.g., prepare designs and overhaul boiler feedwater systems at Naval Base, San Diego.
8. If work must be completed by a specified date, enter desired completion date.
9. Enter detailed description of work to be performed (use additional sheets if needed).
10. Enter name and phone (indicate AUTOVON, FTS or commercial) of requesting activity's representative to whom questions may be addressed concerning the work to be performed.
11. Signature of head of activity indicated in item (1) or his officially designated representative.
12. Enter date ESR is forwarded.

SECTION B - FOR USE BY EFD

1. Enter brief summary of scope of services. When services requested cover more than the total request, reference other ESRs where remainder of work is requested. Attach supplementary remarks if necessary.
2. Self-explanatory.
3. Enter ESR number assigned.

SECTION C - INTERIM ENDORSEMENT

1. Completion of this endorsement indicates that the EFD is able to perform services requested, and pertinent remarks as applicable to the ESR.
2. Enter target date for completion of work by EFD.
3. Signature of Commander/Commanding Officer or his officially designated representative.
4. Self-explanatory.

SECTION D - FINAL ENDORSEMENT

1. Check appropriate documents prepared for this ESR.
2. Enter estimated cost if requested by activity.
3. Signature of Commander/Commanding Officer or his officially authorized representative.
4. Self-explanatory.