

**DOCUMENT NAME: Industrial Service Order -
Non-IMS Users**
DAFIS DOCUMENT TYPE: 31

1. Description: Industrial units that do not have a standard Job Cost Accounting System (IMS) approved by Commandant (G-S) may not issue Project Orders. An ISO, marked as a work order, is a method to obligate funds for services rendered by an ISA not using the IMS system. All Orders obligated will be closed out at the end of the Fiscal Year. See Chapter 8 for further details.

2. Primary Forms: CG-3103, Work Order

3. Related Forms: None.

4. Document Number: Nonstandard Number - unit assigned. (For further information, see Chapter 8)

SAMPLE: 310270052942

<u>Document Type</u>	<u>FY Funded</u>	<u>Funding Source</u>	<u>Sequential ID Number</u>	<u>FY Last Digit</u>	<u>Industrial Indicator</u>	<u>Location Designator</u>
31	02	7	005	2	9	42

5. Accounting Line: See Industrial Section Chapter 8 for explanation.

a. Industrial Line.

SAMPLE: 2/J/201/117/30/0/BD/31261/2625

b. Customer Line.

SAMPLE: 2/3/201/132/45/0/FA/75130/3140

6. FINCEN Critical Processing Requirements:

a. Document number noted on form CG-3103.

b. Industrial line of accounting noted on form CG-3103.

c. Customers line of accounting noted on form CG-3103.

7. Other Information: In emergency situations, a CASREP, E-mail, or phone conversation will be sufficient to initiate response from an ISA. In these instances, the initial request should be funded on a "not to exceed" basis, with the ISA being

7. (cont'd) reimbursed by the customer. The ISA will take the information provided and generate an ISO. This ISO will be used to document the authority to proceed with emergency services and will be signed by the customer as soon as the situation allows. The customer must state in the emergency request that funds are available, the ISA is authorized to proceed, and the operational commander deems that the services be completed expeditiously. In the cases where telephonic or E-mail requests are made they will be subsequently documented with a CASREP or Message Request. Examples of a CASREP and Message Request are included in Chapter 8. In FY89, the labor and overhead for the Industrial Divisions were bought out by OG-30, OG-42, OG-43, and OG-45. However, AC&I and OG-80 work did not contribute any recurring funding for this buyout. For further instructions see Chapter 8.

8. LUFS-NT Information.

a. Standard generic input is made through the Simplified Acquisitions Module.

b. Obligation will transmit electronically via LUFS-NT.

9. **Document Flow:** See Chapter 8, Figure 8-1.

10. **Sample Forms:** See Figure 12D-51, and 12D-52.

11. PES Report Sample:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
310220054742	051	02025F111	13411	2625	0.00	2650.00	0.00	0.00
310220054742	102F	02065F111	13411	2625	0.00	2650.00-	0.00	2650.00

12. **References:** COMDTINST M5240.1 Industrial Management Manual.

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG 3103 (REV.7-83)	INDUSTRIAL SERVICE ORDER	ISO DOCUMENT NUMBER INDUSTRIAL ACCOUNT	PROJECT ORDER <input type="checkbox"/> WORK ORDER <input type="checkbox"/>
SECTION I. - FOR COMPLETION BY REQUISITIONER			
1. UNIT RECEIVING SERVICES OR PRODUCTS / OPFAC		2. DATE SERVICES REQUIRED	
3. DESCRIPTION OF WORK TO BE PERFORMED		4. ISO TITLE (limited to 20 Characters)	
6. MATERIALS STATUS <input type="checkbox"/> ON BOARD <input type="checkbox"/> TO BE ORDERED BY _____ <input type="checkbox"/> ORDERED, DELIVERY BY _____		7. UNIT ASSISTANCE AVAILABLE	
8. ENCLOSURES/REFERENCES		9. UNIT INSPECTION REQUESTED <input type="checkbox"/> YES <input type="checkbox"/> NO	
10. REQUISITIONER (NAME/TITLE/PHONE NUMBER)		11. REQUISITIONING UNIT NAME/OPFAC	12. REQUISITIONER'S ESTIMATE
13. FUNDING AUTHORIZATION TO COMMIT FUNDS		14. ACCOUNTING DATA	15. DATE AUTHORIZED
SECTION II. - FOR INDUSTRIAL SUPPORT ACTIVITY USE ONLY			
1. COST BREAKDOWN		ESTIMATE	ACTUAL
			COST TO UNIT
a. DIRECT LABOR HOURS (Rows a, b and c are not charged to Coast Guard units)			
b. DIRECT LABOR COST			
c. OVERHEAD COST			
d. DIRECT LABOR OVERTIME HOURS			
e. DIRECT LABOR OVERTIME COST			
f. MATERIAL COST			
g. TRAVEL COST			
h. OTHER COST			
i. TOTAL COST			
2. EST START DATE	3. EST COMPLETION DATE	4. INDUSTRIAL ACTION <input type="checkbox"/> ACCEPT <input type="checkbox"/> REJECT (SEE COMMENTS)	This order is placed in accordance with provisions of 14 U.S.C. 1511 or 31 U.S.C. 1535. Work to be performed and material to be procured pursuant to this order are properly chargeable to the appropriation or other accounts indicated. If the Requisitioner Estimate and the ISA Estimate differ, I certify the Requisitioner has been notified and agrees with obligating the ISA Estimated Amount.
5. WORK CATEGORY	6. OBLIGATION APPROVED BY		
SECTION III. - ISO DISPOSITION			
1. COMMENTS		2. COMPLETED BY	3. DATE COMPLETED
		4. ACCEPTED BY	5. DATE ACCEPTED
		Detailed Cost Report Available Upon Request	

PREVIOUS EDITION IS OBSOLETE

Figure 12D-51 CG-3103, Industrial Service Order (Blank)

Industrial Service Order Instructions.a. Glossary of Terms.

- (1) Requisitioner. Unit responsible for obligating funds to complete the ISO. May also be the Benefiting Unit.
- (2) Benefiting Unit. Unit which will benefit directly from services provided.

b. General Instructions. The below listed form items are mandatory, unless otherwise stated.

Top of form - Information filled in by the ISA after the ISO is received from the requisitioner.

- (1) Industrial Service Order (ISO) Document Number. The ISA assigns this number. The number tracks each ISO within the Industrial Management Information System (IMIS) and documents the transaction within the Coast Guard's Large Unit Financial System (LUFSS). The criteria for creating ISO Numbers is in the Accounting Chapter of this manual.

- (2) Industrial Account. The ISA assigns this account. It represents the ISA Program Element within LUFSS that is credited by the obligation of the ISO.

- (3) Project Order/Work Order. This block shows whether the ISO is a Project Order or a Work Order.

Section I - Information filled in by the Requisitioner prior to forwarding to the servicing ISA.

- (4) Item 1 - Unit Receiving Services or Products/OPFAC. Official U.S. Coast Guard Long-Title and OPFAC of benefiting unit.
- (5) Item 2 - Date Services Required. Date by which the requisitioner needs the service(s) accomplished by.
- (6) Item 3 - Description of Work to be Performed. Complete, detailed description of the tasks necessary to complete the requested service(s). Provide sufficient detail for ISA staff to prepare estimate and complete service(s) with little or no additional clarification.
- (7) Item 4 - ISO Title. Provide a title that is unique and will easily identify this ISO; limited to 20 characters.
- (8) Item 5 - CSMP/SSMR Attached. A copy of a properly approved CSMP/SSMR is submitted with the ISO when required by naval engineering/civil engineering directives.
- (9) Item 6 - Material Status. Tell the ISA of the status of materials to be provided by requesting/benefiting unit. If material is being provided, specific amounts and types of material are listed on an attached sheet.
- (10) Item 7 - Unit Assistance Available. If unit assistance is available, describe the specific portions of work that will be completed by the unit. Include trades/ratings of personnel available.
- (11) Item 8 - Enclosures/References. A listing of enclosures or attachments accompanying the ISO.
- (12) Item 9 - Unit Inspection Requested. Notification by the requisitioner that the benefiting unit will be responsible for inspecting work in progress and completed Work.
- (13) Item 10 - Requisitioner (Name/Phone Number). Representative of requisitioner available to answer specific questions about the work.
- (14) Item 11 - Requisitioning Unit Name/OPFAC. Official U.S. Coast Guard Long-Title and OPFAC of requisitioning unit.
- (15) Item 12 - Requisitioners Estimate. Total cost estimated by the requisitioner committed for accomplishment of the work to be performed.
- (16) Item 13 - Funding Authorization To Commit Funds. Signature of individual authorized to commit requisitioner's funds.
- (17) Item 14 - Unit Accounting Data. Requisitioner's accounting string.
- (18) Item 15 - Date Approved. Date requisitioner authorizes funds committed for the ISO.

Section II - Information filled in by the ISA after the ISO is received from the requisitioner and the estimate is completed, and after the ISO is completed.

- (19) Item 1 - Cost Breakdown. Estimate - ISA's estimated cost breakdown for items (d) through (i) for the ISO. Actual - ISA's actual cost breakdown for items (a) through (i) for completed ISO. Cost to Unit - ISA's actual cost breakdown for items (d) through (i) for the completed ISO. These items are chargeable to the requisitioner.
- (20) Item 1.a - Direct Labor Hours. Total Direct Labor Hours to complete the ISO. *
- (21) Item 1.b - Direct Labor Cost. Total Direct Labor Cost to complete the ISO.
- (22) Item 1.c - Overhead Cost. Total cost to fund the ISA's overhead expenses incurred during completion of the ISO. *

* **Cost to Unit:** These costs are not charged to Coast Guard Units, however they are charged to other government agencies that request services.

- (23) Item 1.d - Direct Labor Overtime Hours. Total Direct Labor Overtime Hours to complete the ISO.
- (24) Item 1.e - Direct Labor Overtime Cost. Total Direct Labor Overtime Cost to complete the ISO.
- (25) Item 1.f - Material Cost. Total cost to fund direct materials necessary to complete the ISO.
- (26) Item 1.g - Travel Cost. Travel costs to complete the ISO.
- (27) Item 1.h - Other Cost. Additional costs to complete the ISO.
- (28) Item 1.i - Total Cost. For the **Estimate Column** add items 1.e through 1.h (1.e+1.f+1.g+1.h) to indicate the amount obligated on the service order. For the **Actual Column** add items 1.b, 1.c, and 1.e through 1.h (1.b+1.c+1.e+1.f+ 1.g+1.h). For the **Cost to Unit Column** add items 1.e through 1.h (1.e+1.f+1.g+1.h) to indicate the amount billed to the requisitioner to complete the service order.
- (29) Item 2 - Estimated Start Date. Estimated date ISA will start work.
- (30) Item 3 - Estimated Completion Date. Date ISA will complete all services requested in block 3 (Description of Work to be Performed).
- (31) Item 4 - Industrial Action. Notification by the ISA that they will accept the ISO. Comments are required on rejected ISO's.
- (32) Item 5 - Work Category. Work is categorized as emergency, or routing. Emergency services must be deemed by an operational commander to be completed quickly. A CASREP or a message stating the nature of emergency assistance required are attached to the ISO. Routine services are scheduled at the end of the current backlog.
- (33) Item 6 - Obligation Approved By. Industrial Manager's Signature signifying that the ISO has been accepted. If the requisitioner's estimate and the ISA's estimate differ, then the Industrial Manager certifies the requisitioner has been notified of the difference and the requisitioner agrees to obligating the ISA estimated amount.
- (34) Item 7 - Date Approved. Date ISA accepts the ISO and approves the ISO.

Section III - ISO Disposition (Used by Requisitioner, Benefiting Unit, and ISA). Information is filled in by the Requisitioner, Benefiting Unit, and the ISA after the ISO is received from the requisitioner and the estimate is completed, or after the ISO is completed.

- (35) Item 1 - Comments. Comments are required from the Industrial Manager whenever an ISO is rejected. Customers use this section to make comments at acceptance of services.
- (36) Item 2 - Completed By. Signature of ISA representative authorized to report a complete ISO signifying that all work is finished and subject to inspection.
- (37) Item 3 - Date Completed. Date ISO reported complete by an authorized representative of the ISA organization.
- (38) Item 4 - Accepted By. Signature of the requisitioner (or a representative) accepting that the ISO is complete in accordance with the requirements under "Description of Work to be Performed."
- (39) Item 5 - Date Accepted. Date the requisitioner accepts that the services have been performed satisfactorily.

Figure 12D-52, Glossary of Terms (CG-3103, cont'd)