





Date request submitted for review

(MM/DD/YYYY):

## NBC PUBLIC WORKS LAYDOWN REQUEST – ADMIN ROUTE SHEET

Originator Name / Phone Number: (Originator must be Navy/gov rep)

Subject: (include location &	DATE RANGE LAYDOWN TO BE ACTIVE:				
		T			
Action Required: PWO's Signature			NOTE: Form must be submitted 30 days prior to commencement of staging & laydown activities.		
in order (top to bottom). Once you sig	gn, please send directly	to the pers	son following ye	ou for review, wit	nd begin routing process. Signatures must occur th CC only to Shawndra.  g the desired laydown location. *****
		Rout	ing Control:		
To:	Signature:	Ac	tion:		Remarks:
ORIGINATOR Bill Personius	Some	SEL	ECT:		
FMS				Check her	re to confirm that tenants are aware & in support
Other(s):					
АМ					
EV					
FMD					
APWO					
DPWO					
PWO					
PWO Admin			e file and Originator		

## NBC Public Works Office Laydown Request

Please include all details - the who/what/where/when/why/how of the request.

SUBJECT: One-line description of the request. Include project/effort name, project # if available, and location/bldg.
BLUF: Bottom Line Up Front - Why the laydown is necessary
NEPA NUMBER:  BACKGROUND: Provide reasoning for request & location. Any concurrence received? Any conflict?
<u>DISCUSSION</u> : Include job/project info, Service Request and/or Work Order #s, laydown materials/sizing, command function, etc.
RECOMMENDATION:
REQUIRED ACTION:  Return to Shawndra Wilhelm for processing – shawndra.l.wilhelm.civ@us.navy.mil – (619) 572-1379  Obtain PWO approval & signature on the Laydown Request
POINTS OF CONTACT: (name, phone number, email)  Primary: (Navy/gov rep)

Secondary: (Navy/gov or KTR)

## NAVAL BASE CORONADO TEMPORARY LAYDOWN PLACARD1

Container / Item Description <sup>2</sup> :	Command: UIC:			
Laydown Location:	Command Point-Of-Contact Name:			
Subcontractor Name/Company:	Command Point-Of-Contact Phone:			
Subcontractor Phone:	Command Point-Of-Contact e-Mail:			
Prime Contractor Name/Company:	Command Requestor Name:			
Prime Contractor Phone:	Command Requestor Signature:			
Dates Valid (DD-MMM-YYYY)	Naval Base Coronado <sup>3</sup>			
Start	Approved: Notes:			
	Disapproved:			
Expires	Signature:			
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- NOTE 1: Placard must be placed in a clear protective sleeve, directly on the front/door of the container to which it applies. Accompanying schematic must be printed on the reverse side for any inspection. Requesting Command is solely responsible for ensuring placards remain secured and visible on the applicable container/item. See NBCINST 11000.7.
- NOTE 2: Requests may cover multiple like containers/items. However each container/item must be serialized when placed, with the total count provided in the description, e.g. "37 ISU-90's" with "1 of 37" added when placed on the container. Changes must be resubmitted.
- NOTE 3: NBC Commanding Officer has delegated approval as follows:

Applicable Area:	Duration:	Delegated To:
Non-Construction Regardless of Location	365-days and Less	NBC Public Works Officer
All Construction Regardless of Location	730-days and Less	NBC Public Works Officer

NOTE 4: OPNAVINST 11010.33C limits duration of temporary structures to 3-years without an approved waiver from CNIC. Temporary structures include wood frame and rigid wall construction, Southeast Asia (SEA) Huts, Southwest Asia (SWA) Huts, hardback tents, ISO and CONEX containers, redeployable pre-engineered buildings, trailers, stress tensioned shelters, Expandable Shelter Containers (ESC) and Aircraft Hangars (ACH). All temporary laydown requests with an enduring requirement shall include the permanent solution in the justification.

## NAVAL BASE CORONADO TEMPORARY LAYDOWN PLACARD (Reverse) 1

Provide aerial map/figure indicating desired laydown location and size. Label bldg #s and cross-streets where necessary/helpful.

Map should be on this page, or as an additional page of same document (not submitted as a separate document).





