



REQUEST for ADMINISTRATIVE CHANGE

1

Date Activity UIC

Requestor Information

Requestor Code
 Telephone/DSN Email address
 Point of Contact Telephone

2

Service Information

Type of Service:
Location of Area Being Served:
NAVFAC Utility Contract Number:
Utility Account Number:

3

Billing Information

FROM
Billing Address:
 Command
 Street City State Zip

TO
Billing Address:
 Command
 Street City State Zip

FROM
Paying Address:
 Command
 Street City State Zip

TO
Paying Address:
 Command
 Street City State Zip

4

Remarks

- PROVIDE CONNECTION POINT DRAWING/ EQUIPMENT SCHEDULE & SITE UTILITY DRAWINGS
- SUBMIT ELECTRONICALLY TO NFECL_utilitiesacquisition@navy.mil .