

# E-MAIL ORDER FORMAT – I ROUTINE SYSTEM MAINTENANCE

**From:** [your E-mail address@xxxxx.xxxx.mil](mailto:your E-mail address@xxxxx.xxxx.mil)

**To:** 18774cadpad@ih.navy.mil

**Copy:** (Others as required)

**Subject:** ORDER FOR ROUTINE SYSTEM MAINTENANCE

**AUTHORIZED ORDERER:** \_\_\_\_\_

**AUTHORIZATION CODE:** \_\_\_\_\_

**UNIT NAME:**

**UNIT UIC:**

**TELEPHONE NUMBER (DSN and Commercial)**

**LOCATION NAME:**

**LOCATION UIC (Weapons Dept):**

**COMPLETE THE FOLLOWING INFORMATION FOR EACH BUNO REQUIRING CAD/PADS:**

**ORDER #1**

**REASON FOR ORDER:**

**BUNO:**

**MAINTENANCE DATE:**

**TMS:**

**MAINTENANCE CYCLE:**

**LIST OF ITEMS REQUIRING REPLACEMENT:**

DODIC	LOT NO.	SERIAL NO.	OPEN DATE	EXP DATE	QUANTITY
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1)  
2)  
3)  
etc...

**ORDER #2**

**REASON FOR ORDER:**

**BUNO:**

**MAINTENANCE DATE:**

**TMS:**

**MAINTENANCE CYCLE:**

**LIST OF ITEMS REQUIRING REPLACEMENT:**

DODIC	LOT NO.	SERIAL NO.	OPEN DATE	EXP DATE	QUANTITY
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1)  
2)  
3)  
etc...

**ORDER # 3 (etc.)**