

Instructions for Funding NAVFAC Northwest NWCF Services

Please note, documents should be addressed, **but not mailed** to NAVFAC Southwest. Please submit the documents to NAVFAC Northwest electronically to the email address listed below. If you lack the capabilities to forward electronically, you may fax.

Please be sure to provide the location of work as well as the roll-over job order number(s) in the description block of the funding document, or as an attachment. (Refer to the FUN68A that you responded to recently for the roll-over JON.)

A separate funding document is required for each type of work or service; e.g., facility emergency/service work, utilities, transportation, refuse, HW disposal, or any other predetermined rate or recurring service.

New Services: Funding must be submitted at least one week prior to the date that the service is requested to start. This allows time for documents to be processed and new Job Order Numbers created.

Funds for Continuation of Recurring Services (Roll-Over JONs): A funding document must be submitted **prior to 1 October 2008** unless you have already forwarded your written "letter of intent" and completed FUN68A Report. In that case, funds must be received **prior to 21 October 2008**.

Services will be discontinued if funds are not received in accordance with Financial Regulations governing Working Capital Funds.

e-mail address:	FAX:
Meni.ramos@navy.mil	(360) 396-5850
NAVFAC Southwest address:	(address to Southwest only, send to Northwest)
Naval Facilities Engineering Command, Southwest Attn: NWCF FM 1220 Pacific Highway San Diego, CA 92132-5190	

Rates available at:

https://portal.navfac.navy.mil/portal/page?_pageid=181_3454756,181_3454808:181_5352344&_dad=portal&_schema=PORTAL and then click on the FY09 Rates tab.