

NDCSW ENGRAVING REQUEST

Date: _____

REQUESTER'S NAME: _____ CLINIC: _____

DIVISION: _____ EXTENSION: _____

- Please **fill in all areas above and below** so we may provide the service you are requesting.

- | | | | |
|----------------------|---------|----------------|------------------------------------|
| 1. Command Name Tags | _____ * | Door plates ** | _____ 2"x 8" (most BDC's) |
| Smock Name Tags | _____ * | | _____ 1 1/4" x 10" (PT HUE, PT MU) |
| Door Plates | _____ * | | _____ 1" x 9" (BDC, NASNI) |

*(1 per person 1 per item only)

1. Information to be engraved on Smock name tags: _____

2. Information to be engraved on Command Name tags: _____

3. Information to be engraved on **Door Plates**: _____

4. Information to be engraved on **Special Projects**: _____

(use additional paper if project information will not fit on this form.)

- Please allow 5-7 days for completion of command nametags, smock nametags, and doorplates.
- Special projects, brass plates, etc may take up to 30 days.

OPMAN will call when it is ready.

*****Please note***** According to NAVDENCENS DIEGO INST 1020.2G a **one-time replacement of lost or damaged nametags or nameplates is authorized.** All request are logged so subsequent replacement shall be at the OWNER'S EXPENSE.

1st Replacement _____ ***2nd Replacement _____

REQUESTER'S SIGNATURE

_____ Date expected to be completed. (OPMAN will fill this in)
 _____ Date received (OPMAN) _____ (OPMAN'S Engraving PO)
 _____ Date department notified _____ By

