

NAVFAC User Authorization Form

You may apply for this special access permission if you are a Housing Manager or other individual who is authorized by a NAVFAC contracting officer to order facilities services from contracts established to service your installation. You will be required to obtain your contracting officer's signature and submit a copy of the letter delegating ordering authority to you.

Instructions

1. Specific instructions for completing this form:
Mail or electronically send this form with a copy of your "Designation to Order Against a NAVFAC Contract". Complete the form as instructed.
2. Sign the form.
3. Receive all the signatures that the form requires.
4. Electronically send this form to the FEDMALL Registration Authority below.

j64csaccessmanagement@dla.mil

After your request has been processed, you will receive an email confirmation that your authorization has been activated. If you have questions, please call FEDMALL Support at Tel. 1-877-352-2255.

USER INFORMATION	
Name:	
Email:	
DSN Phone:	
Commercial Phone:	
User ID:	
Department:	
Service/Agency of Assignment:	
Major Command:	Naval Facilities Engineering Command
Unit of Assignment:	
Duty Station/City:	
State/Province:	
Postal Code:	
Country:	
CONTRACTING OFFICER INFORMATION	
Contracting Officer's Name*:	
Contracting Officer's Phone*:	
Contracting Officer's Email*:	
SIGNATURE/CERTIFICATION SIGNATURE BLOCK	
Requester's Signature:	
Contracting Officer's Signature:	