

FORT GEORGE G. MEADE

SPACE REQUEST



UNIT INFORMATION

UNIT: _____ UIC: _____

POC: _____

POC CONTACT INFO: PHONE NUMBER: _____

EMAIL: _____

SPACE REQUEST INFORMATION

1. Are you currently occupying space on Fort Meade? *Check one:* Yes No

2. If answered yes to # 1, list the building(s) you currently occupy with the type, amount and number of personnel, otherwise skip to question 3.

Building	Type (CATCODE)	Amount of SF Occupied	Number of Personnel
_____	_____	_____	_____
_____	_____	_____	_____

**(if additional entries are needed, please enter them in the additional information space at the end of this form, start continuation with "2.")*

3. Why does your unit need space on Fort Meade? *(Enter justification for new and additional space)*

**(if additional space is needed, enter it in the additional information space at the end of the form, start continuation with "3.")*

UIC: _____

4. Enter the number of personnel requesting space for: _____

5. Enter number of open space cubicles needed: _____

6. Enter number of offices needed: _____

7. Do you require SCIF space? Check one: Yes No

8. If answered yes to #7, list information below, otherwise skip to question 9.

Number of Personnel	cubicles	offices	other
_____	_____	_____	_____

9. Do you require storage? Circle one: Yes No

10. Does the storage need to be temperature controlled? Check one: Yes No

11. Does the storage need to be co-located with office space? Check one: Yes No

12. List any special requirements for storage (i.e. chemicals):

**(if additional space is needed, enter it in the additional information space at the end of the form, start continuation with "12.")*

13. Can your unit share space with another unit? Check one: Yes No

14. If no, explain: _____

**(if additional space is needed, enter it in the additional information space at the end of the form, start continuation with "14.")*

15. Date space is needed: _____

ADDITIONAL INFORMATION

**(enter any additional space requirements not listed above here such as parking, formation area, physical training area, vehicle maintenance shop, firing range, visitor control, etc.)*

