Requesting Organization’s Letterhead

Office Symbol Date Stamp

MEMORANDUM FOR Plans, Analysis and Integration Office, (PAI) (IMME-PAI/Mr. Nathaniel O. Whitlaw), 4550 Parade Field Lane, Ft. Meade, MD 20755

SUBJECT:  Space Request for (Enter requesting unit here)

1. Reference: AR 405-70, Utilization of Real Property, dated 12 May 2006.

2. Enter request information here. Include, reason/justification, usage type, time frame space is needed and the amount requested. Include location if known.

3. We request a site visit to determine Fort Meade’s capacity to support either a relocation into existing available space or the approval of a site to support future MILCON.

4. Please see the attached Fort Meade Space Request Form and completed AR 5-10 Stationing Package for your consideration.

5. Enter POC here.

2 Encl~~s~~ SIGNATURE BLOCK

1. Fort Meade Space Request Form of requestor’s Director/Commander

2. AR 5-10 Stationing Summary