

45 SW SPACE ALLOCATION REQUEST FORM

Date:

Email request to 45ces_sa or deliver to 45 CES/CEAO
 Provide attachments as needed to continue explanation in blocks 9 through 16.
 Requester shall arrange and fund for move, furniture and communications support.

1. Requester Name (POC)	2. Organization/Office Symbol	3. Phone Number
4. Email	5. Need Date	6. JON
7. 45 CES/CEAO Signature of Receipt (CES Use)	7a. Date Received	7b. Completion Date
8. CES Authorization of Resources (CES Use)	8a. WON	8b. WON Date

REQUIREMENTS

9. Requirements. Detail operational and/or mission requirements necessitating facility space and duration of request. Identify number of occupants, equipment and square footage request.

Estimated number of occupants	Existing support agreement (NA for 45 SW units)	YES <input type="checkbox"/> NO <input type="checkbox"/>
Square footage requested	Support Agreement Number	
Specific facility dimensions	Anticipated duration of space request	

10. Type of space needed: e.g., administrative, warehouse, shop, lab, etc.

11. Special purpose space: Detail requirements for special purpose space such as conference rooms, auditorium, classroom, library, server/comm room, reproduction centers, security requirements, tool crib, etc

12. Special requirements: Detail any special requirements and associated facility or infrastructure needs such as HVAC, accessibility, communications, security, utilities, etc.

45 SW Space Allocation Request Form Instructions

This form provides the requester a mechanism to detail the requirements necessitating facility space and document coordination with the appropriate government organizations and officials. This form shall accompany all requests for facility space at the 45 SW. Additional documentation, such as organizational charts, floor plans, mission requirements and staffing requirements may be included with this form to further clarify requirements.

Lines 1 – 6

Provide requestor contact information, need date for space allocation request and a JON number.

Lines 7, 7a and 7b

For internal CES use.

Lines 8, 8a and 8b

For internal CES use.

Line 9

Detail operational and/or mission requirements necessitating facility space and duration of request. Identify number of occupants, hardware and estimated square footage request.

Line 10

Detail the type of needed facility space, such as administrative, warehouse, industrial shop, hazardous materials, spacecraft processing, etc.

Line 11

Detail any requirements for special purpose space. This is space which is required to meet special needs in a building or by an occupant such as a libraries, drafting rooms, training rooms, conference rooms, etc.

Line 12

Detail any special requirements and associated facility or infrastructure needs such as HVAC, accessibility, communications, security, utilities, etc.

Line 13

Detail any hazardous or constraints. Examples include explosive materials, QDs, hazardous operations, etc.

Line 14

Indicate if the facility space requirements associated with this request will exceed the amount of space currently allocated to your organization.

Line 15

Justify your need for additional space.

Line 16

Detail any consolidation, demolition or space to be vacated associated with this request.

Line 17

Obtain the signature of the Unit Commander or equivalent of the requesting organization. For tenant units, obtain the signature of the tenant commander. Note: Initial Submittals should be UNSIGNED.

Line 18

Obtain the signature/coordination from the appropriate government validation official. The intent is to obtain approval from a senior government representative with oversight responsibility over the requesting organization. For 45 SW organizations, this is the Group CC, CD or Wing Staff equivalent. For commercial launch or spacecraft organizations, this may be the 45 SW Launch Control Group or Space and Missile Systems Center (SMC).

Line 19

Space allocation requirements for new Government contracts, contract re-competitions or modifications to existing Government contractors shall be submitted through the respective Program Management Office (PMO) and the 45 SW Contracting Squadron (45 CONS) for validation and compliance with the contract and the provisions of the Federal Acquisition Regulation, Section 45. For contracts external to the 45 SW the requests must then be forwarded to 45 SW/XP for a Strategic Review prior to entering the space allocation process.

Line 20

Tenant organizations such as other federal agencies or organizations, commercial companies, state agencies or organizations that require a beddown must obtain the signature of the 45 SW Plans and Programs office (45 SW/XP).