*GARRISON POLICY No. 210-7

08 DEC 2011

TO: All Potential Tenants Requesting Space on Redstone Arsenal

FROM: Commander, US Army Garrison - Redstone

SUBJECT: Issuance of Real Property, Physical Space, or Real Estate on Redstone Arsenal, Alabama

POLICY: All requests for space on Redstone Arsenal will be coordinated with the Directorate of Public Works, Real Property Office by filling out a space request package in its entirety and submitting it with a space request work order.

DISCUSSION: To comply with current space management laws and regulations, all organizations requesting space on Redstone Arsenal must complete a space request package. All space packages will be validated against Army real property standards to insure efficient and effective use of our resources. To that end, packages must be signed by the requesting organization's local Director/Commander to validate the requirement. If there is no existing space available, the requesting organization has the opportunity to propose new construction or lease space off post.

It is the goal of the US Army Garrison - Redstone to provide exemplary service to all customers; therefore, all necessary measures will be taken to provide each and every organization with space as it is available.

JOHN S. HAMILTON
COL, LG
Garrison Commander