Redstone Arsenal
Directorate of Public Works
Space Request Package

USAG-Redstone DPW
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Redstone Arsenal Directorate of Public Works
Space Package Request Guidelines
Issuance of Real Property, Physical Space, or Real Estate
Note: To be used in conjunction with the Supplemental Form, DD Form 1450, DD Form 1450-1,Standard Form 81, and submitted with a DPW work order.

In accordance with Garrison Policy 210-7, this form will provide guidance for completing Space Requirement Data and a Space Request.

1. This space request package includes the following:

   Garrison Policy 210-7 (Issuance of Real Property, Physical Space, or Real Estate on Redstone Arsenal, AL)

   Space Request Guidelines (Current Page)

   Space Justification (Page 1)

   Land Justification (Page 2)

   New Construction (Page 3)

   Lease Justification (Page 4)

   DD Form 1450-1 (DOD Space Requirements Data, Part II)

   DD Form 1450 (DOD Space Requirements Data, Part I)

   SF 81 (Request for Space)

2. It is MANDATORY that each required form within this space request package with a signature approval, be approved/signed by the organization's local Director/Commander. **NO EXCEPTIONS**!

3. If your organization is requesting RDT&E or Storage space, fill out Space Justification (page 1). If requesting land or lay down areas fill out Land Justification (page 2). If you are requesting Administrative space you must fill out Space Justification (page 1) in coordination with DD1450-1, DD1450, and SF 81.

4. If your organization is requesting an off-post lease, fill out Lease Justification (page 4), DD Form 1450-1, DD Form 1450, and SF 81.

5. Once the entire Space Request Package is completed, please submit by attaching to a DPW work order.

6. If your mission involves the use or release of any hazardous equipment, chemicals, procedures, etc. please provide this information under the General section labeled "additional factors" of DD Form 1450. Please confirm that you have coordinated this information with the RSA Fire Department, Safety Office, and the Garrison Environmental Office.

7. If it is determined that no existing space is available you will be given a Statement of Non-Availability and your organization will have the option of funding new construction or leasing space. Both a New Construction Justification and a Lease Space Justification are provided within this space package. These justifications must be filled out entirely and submitted as an attachment within a DPW work order.

8. It is required to complete a separate DD Form 1450-1 for each Unit Identification Code (UIC).

9. Refer to the instructions sheet attached to DD Form 1450, which will be used to complete both DD Form 1450 **AND** 1450-1. This instruction sheet provides a general overview of determining new space requirements or to analyze present space utilization, definitions of each type of space, and a listing of common items of unit furniture and equipment and their required spare footage of floor space. You may also refer to AR 405-70, Utilization of Real Property, 12 May 2006, pgs. 16-18, Tables D-1-D-4, for private and open office space allowances for personnel in Army space, allowances for unit equipment and furniture, and allowances for special space.

10. List your organization's missions to be supported on the General section labeled "mission" of the DD Form 1450.

11. If you have any questions regarding this Space Request Package, please contact
Mr. Roger Hare, Space Manager, Master Planning Division, Directorate of Public Works, 256-955-8577, or email roger.d.hare.civ@mail.mil.