N65236-CORP-FRM-009

EMAIL FORM

SPACE REQUEST OR FACILITIES WORK REQUEST

NOTE: For space moves, this form must be submitted to Facilities first. Once Facilities has allocated space and provided the seat assignment to you, you must submit the SPAWARSYSCENLANT 5230/8 before moving.
Complete this form and email it to the SSC LANT Facility Help Desk at SSCLant_Fac_HDesk.fct@navy.mil for Administrative Space Requests (moves) or Facilities Work Requests. For Lab Space Requests, email completed form to the Lab WIPT for approval and routing. For Warehouse Space Requests, email completed form to the Warehouse WIPT for approval and routing.

FACILITIES TRACKING NUMBER (Leave blank. Facilities will assign.)	TYPE OF REQUEST ☐ Space ☐ Facilities Work Request (Complete Sections 1 & 3)

SECTION 1 - COMPETENCY/IPT INFORMATION

SUPERVISOR/GOVERNMENT LEAD (Last name, First, MI)	COMPETENCY	PHONE NUMBER	EMAIL
POINT OF CONTACT FOR QUESTIONS (Last name, First, MI)	COMPETENCY	PHONE NUMBER	EMAIL
ADMINISTRATIVE ASSISTANT (Last name, First, MI)	COMPETENCY	PHONE NUMBER	EMAIL

SECTION 2 - SPACE REQUEST INFORMATION

TYPE OF SPACE ☐ Administrative ☐ Lab ☐ Warehouse	SITE LOCATION		
CURRENT BUILDING #	REQUESTED BUILDING #	NMCI CONNECTIVITY REQUIRED ☐ Yes ☐ No	# OF GOVT PERSONNEL MOVING
# OF CONTRACTOR PERSONNEL	# OF OFFICES REQUIRED	# OF CUBICLES REQUIRED	SQUARE FOOTAGE (Lab/Warehouse)

JUSTIFICATION/DESCRIPTION (Include name(s) of people moving. If office(s) are requested, provide pay band next to name(s). Continue on separate page as needed.)

COLOCATION REQUESTS (Provide competency or name of individual to be placed with or near)

SECTION 3 - FACILITIES WORK REQUEST INFORMATION

SITE LOCATION	BUILDING NUMBER	ROOM NUMBER	DRAWING/SKETCH ATTACHED ☐ Yes ☐ No

JUSTIFICATION/DESCRIPTION (Continue on separate page as needed.)

SECTION 4 - TIMELINE AND APPROVAL

DESIRED COMPLETION DATE	JUSTIFICATION FOR DATE (Continue on separate page as needed.)

APPROVAL

For individual/small group moves (fewer than 10 people) or minor modifications, Supervisor/Government Lead may approve. For group moves (10 or more people) or major modifications, Tier 1 or Tier 2 must approve. For lab space/major modifications in labs, the Lab WIPT must approve. For Warehouse space/major modifications in warehouse, the Whse WIPT must approve.

ORIGINATOR (Printed name)	DATE	SIGNATURE
APPROVER (Printed name)	DATE	SIGNATURE