

REQUEST FOR ALLOCATION OF SPACE

DATE (YYYYMMDD)

FROM: (Organization or Unit Commander)

TO:

REAL ESTATE MANAGEMENT
BASE CIVIL ENGINEER**THE FOLLOWING SPACE ALLOCATION IS REQUIRED****TYPE OF REQUEST**

FACILITY NUMBER(S)	DESCRIPTION	OCCUPANCY	VACATING	CHANGE IN UTILIZATIO	CONVERSION	REDESIG

SUPPLEMENTAL INFORMATION AND JUSTIFICATION

TYPED NAME AND GRADE OF UNIT/ORGANIZATION COMMANDER

SIGNATURE

FACILITIES BOARD

ACTION (Check one)

APPROVED

DISAPPROVED

TYPED NAME AND GRADE OF RECORDER

SIGNATURE

DATE (YYYYMMDD)

FACILITY RECEIPTTYPED NAME AND GRADE OF REAL PROPERTY
ACCOUNTABLE OFFICER

SIGNATURE

DATE (YYYYMMDD)

I HEREBY ASSUME RESPONSIBILITY OF THE ABOVE LISTED SPACE (Buildings/installed property)

PRINTED NAME/GRADE OF RESPONSIBLE BUILDING MANAGER

DATE (YYYYMMDD)

DUTY PHONE

DEROS (YYYYMMDD)

SIGNATURE

LIVING QUARTERS (Bldg)

BARRACKS PHONE

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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).