

**PART I - SUBMISSION**

1. FROM <i>(Activity name and location)</i>		2. ACTIVITY NO.
3. TO		
4. PROJECT NO.	TITLE	
5. TYPE		
a. <input type="checkbox"/> MAINT./REPAIR	b. <input type="checkbox"/> MINOR CONSTRUCTION/ ALTERATION	c. <input type="checkbox"/> AIR CONDITIONING
		d. <input type="checkbox"/> EQUIPMENT INSTALLATION
6. DESCRIPTION AND FUNCTION OF FACILITY		a. PROPERTY RECORD CARD NO.
		b. NAVY CATEGORY CODE
		c. BLDG. OR STRUCTURE NO.
7. THE REQUIREMENT FOR THE FACILITY IS BASED ON:		
a. <input type="checkbox"/> A CHANGE IN MISSION	b. <input type="checkbox"/> FULL-TIME CONTINUING NEED	c. <input type="checkbox"/> 3 TO 5 YEAR NEED
		d. <input type="checkbox"/> LESS THAN 3 YEARS' NEED
		e. <input type="checkbox"/> CURRENTLY REQUIRED LESS THAN 50% OF TIME
		f. <input type="checkbox"/> RESERVED FOR FUTURE REQUIREMENTS
8. ESTIMATED PROJECT COST		9. ESTIMATED PLANNING COST
\$ _____		\$ _____
10. DESCRIPTION OF CONDITION TO BE CORRECTED, OR PROBLEM TO BE SOLVED WITH PROPOSED SOLUTION. <i>Attach additional description if necessary, ONE PAGE ONLY.</i>		

\*11. CAN PROJECT BE FUNDED IN PHASES? *How? How many?*

YES       NO

12. SIGNATURE OF OFFICIAL WHO CAN CERTIFY THAT THE DATA PROVIDED IS VALID	TITLE	DATE
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**PART II - MAJOR CLAIMANT ACTION**

1. FROM <i>(Major claimant)</i>		
2. TO <i>(Activity name and location)</i>		
3. ACTION TO BE TAKEN		
a. <input type="checkbox"/> APPROVED FOR SECOND STEP SUBMISSION AND CONSIDERATION. FOR FUNDING IN FY _____ OR FY _____		
b. <input type="checkbox"/> DEFERRED PENDING FURTHER STUDY. RECOMMEND UPDATE AND RESUBMISSION IN _____ MONTHS.		
c. <input type="checkbox"/> OTHER: _____		
SIGNATURE OF APPROVING OFFICIAL	TITLE	DATE

*\*NOT applicable to Minor Construction, Alterations, or Equipment Installation.*