

## INSTRUCTIONS

### **Submitting the CSFS Form 4342-E-R, Request for Space.**

Fill out Section 1, blocks 1a – 19, only. The Base Transformation Office (BTO) using U.S. Army authorization and stationing documents will validate all space requests. Non-Army organizations may be required to provide additional information to ascertain appropriate space need. Be as detailed and specific as possible. Failure to provide accurate and complete information will delay processing and may result in return of the CSFS Form 4342-E-R for correction, update and resubmission.

The office that has the authority to obligate funds to reimburse Fort Sam Houston Garrison for all applicable costs associated with maintenance and operation of the assigned facility, submits the CSFS Form 4342-E-R. Agency field components that do not have delegated authority to obligate funds, must coordinate submissions and approvals of the CSFS Form 4342-E-R from offices that have that authority. For existing tenants on Fort Sam Houston who have a higher command on the installation, submission and approval of the CSFS Form 4342-E-R will come from that command.

After completion of the form, *click on the “Submit” button at the bottom of the page, once. There is no automated acknowledgement of your submission.* An Action Officer (AO) from the BTO will contact you within five (5) working days to discuss your request.

**Item 1a:** Name of the organization that will occupy the space.

**Item 1b:** Self-Explanatory.

**Item 2:** Self-Explanatory.

**Item 3:** Enter a brief, concise statement of the organization’s operational duties.

**Item 4a:** Enter the organization’s unit identification code (UIC). If none, leave blank.

**Item 4b:** Omit.

**Item 5a:** Enter number when at full strength. If an addition to an existing workforce, list only the additional personnel. Omit if for warehouse space.

**Item 5b:** Enter number when at full strength. If an addition to an existing workforce, list only the additional personnel. Omit if for warehouse space.

**Item 6:** Enter the organization and type of relationship.

**Item 7:** Date of form submission.

**Item 8:** Earliest date required for occupancy. “ASAP” or “immediately”, is not an acceptable response.

**Item 9a:** Self-Explanatory.

**Item 9b:** Self-Explanatory.

**Item 9c:** Self-Explanatory.

**Item 9d:** Provide a detailed, accurate and concise reason for requiring the space. Indicate if the request for space is an initial, expansion or reduction. An initial request is one that is not associated to any other assignment. An expansion request is one that is associated to another assignment. When a reduction or reassignment provides “right-sizing” of the facility for a tenant that has decreased in population or size, submit a reduction request. If the request is for a temporary assignment, list the number of months or years.

**Item 10a – 12e:** Self-Explanatory. The primary POC should be the person the BTO AO can work with daily to fulfill the request. The secondary POC should be the within the primary POC’s change-of-command. The Final Decision maker should be the commander or OIC of the office that has the authority to obligate funds or in the case of the higher headquarters being on the installation, an appropriate Director or agency head.

**Item 13a:** Do you have funds to move to the new facility?

**Item 13b:** Self-Explanatory.

**Item 14a:** Usually the answer will be yes.

**Item 15:** Usually the answer will be no.

**Item 16:** Provide a general description that gives a good idea of what your previous facilities included. This gives the AO a basis from which to work to fulfill an appropriate assignment.

**Item 17:** If there is a special need or storage requirement, list it here detailing what it is and how much of it you require. If the request is for storage space, list approximate square footage required. Be specific as possible.

**Item 18:** Enter the type and amount of your Information Technology (IT) needs. Be specific. Be sure you cover your complete NIPR and SIPR requirements to include how many workstations, if you need VTC capability and number of SIPR drops co-located with NIPR drops or SIPR “stand-alone” capability.

**Item 19:** Self explanatory. Use this block to provide information applicable to your request not addressed elsewhere in CSFS Form 4342-E-R.

**NOTE:** Usually, furniture is in the facility and provided for use. If the new tenant decides that they do not want any or all of the furniture, the new tenant bares the cost of the new furniture and disposal of the unwanted furniture after getting proper disposal instructions from the Garrison. That new furniture then becomes installation property, once installed in the facility. An exception may occur depending on the situation.

If you have questions concerning this form or the space request process, call 210-221-0424, or 210-221-2880.