



USAID
FROM THE AMERICAN PEOPLE

Request for Space Change Template

A Mandatory Reference for ADS Chapter 517

New Edition Date: 03/24/2016
Responsible Office: M/MS
File Name: 517mab_032416



USAID
FROM THE AMERICAN PEOPLE

[Date]

**ACTION MEMO FOR THE DIRECTOR, OFFICE OF MANAGEMENT SERVICES,
BUREAU FOR MANAGEMENT**

THROUGH: M/MS/HMD, Taro Jones

FROM: B/IO [Bureau Acronym] – Assistant Administrator, Deputy Assistant
Administrator or Independent Office Director [Full Name and Signature]

SUBJECT: Work Space Change Request

Recommendation

That you approve the [be specific about the action requested, e.g., modification of work station 5.4-113 to accommodate hoteling].

Approve _____ Disapprove _____ Date _____

Background

Provide the essential request information, including a concise statement of the requirement, justification, location, quantities, timeline limitations, and any previous discussions or actions related to the issue.

Resource Implications

Provide the estimated cost (if known) and the funding source.