

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**



AIR FORCE INSTRUCTION 32-9010

13 MARCH 2002

Civil Engineering

**MANAGEMENT AND REPORTING OF
AIR FORCE SPACE AND BUILDING
SERVICES IN OSD ASSIGNED FACILITIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction explains how to acquire, control, and make effective use of federally-owned and federally-leased facility space by Department of the Air Force offices located in the National Capital Region (NCR); provides guidance for making building alterations and moving offices within HQ, Department of the Air Force (HAF). This instruction implements: DoD Instruction (DoDI) 5305.5, Space Management Procedures, National Capital Region, June 14, 1999; DoD Instruction 5030.60, Reimbursable Work Authorization Procedures for Washington Headquarters Service (WHS) Operated Facilities, September 17, 1993; DoD Instruction 5305.4, Administrative Space Report, National Capital Region (NCR), February 15, 1977; and, the Federal Property Management Regulation (FPMR) Temporary Regulation D-76. This instruction also prescribes guidance and procedures for reporting use of administrative space in the NCR by all headquarters, departmental and field elements, and major commands and agencies of the Air Force residing in the NCR (excluding agencies of the Air National Guard). Ensure that all records created by this AFI are maintained and disposed of IAW AFMAN 37-139, Records Disposition Schedule.

This instruction applies to the Headquarters, Department of the Air Force (Secretariat and Air Staff), and assigned tenant organizations.

SUMMARY OF REVISIONS

Changed the title of the instruction. Revised Purpose paragraph by removing maintenance services and interior furnishing standards. Changed the office symbol SAF/AAOF to SAF/AAF throughout the document. Added the full organizational title of SAF/AAF in paragraph 1. In paragraph 1.3., expanded the NCR Space Coordinator's duties and deleted paragraph 6. In paragraph 1.4., divides Space Matter review authority within SAF/AAF, depending on location. Corrected the name of the Facility Space Executive Oversight Board (EOB) throughout the document, beginning at paragraph 1.5. Added to paragraph 2. procedures for requesting short-term conference space or space for seminars (paragraph 2.2.). Added guidance on when space is transferred and to what organization to paragraphs 4.1. and 4.2. With the deletion of paragraph 6., renumbered subsequent paragraphs. Expanded the qualifying organizations for SCRUB representation to include large FOAs and the 11th Wing and expanded the responsibilities of the SCRUB

representative in paragraph 6.1. Changed the title of paragraph 7., deleting “for Space Allocation and Alterations” and replacing that with “and Standards”, expanded the scope of the EOB to include leased space, and expanded the text to state that “standards” are available from SAF/AAF. Made the Space Allowance ROE a separate sub-paragraph (7.2.). Added space allowance variances (paragraph 7.2.2.). In paragraph 7.4.1., deleted references to specific supply/supply service providers. Deleted paragraph 9., “Construction Coordinator” as a result of expanding the duties of the SCRUB representative in paragraph 6.1. Paragraphs 10. through 13. were renumbered to paragraph 8. through 11., respectively. In paragraph 8., added review and execution process for AF Forms 332, Base Civil Engineer Work Request. Paragraph 14., Building Maintenance, paragraph 15., Furniture and Interior Finishes Standards, paragraph 16, Carpet, and paragraph 17, Bulletin and Director Boards, Hallway Displays, and Exhibits were all deleted. (The information is available from SAF/AAF.) Paragraph 18 was renumbered paragraph 12. Paragraph 19 was renumbered paragraph 13. and sub-paragraph 13.2. was added. In paragraph 13.1., deleted references to specific supply/supply service providers. In paragraph 14., deleted the AFHQ Forms. In **Attachment 1**, added to and removed from the list of “Abbreviations and Acronyms”, added to and expanded the list of “Terms”, and added the delegation authority of the Facility Space Executive Oversight Board (EOB) co-chairs. In **Attachment 2**, changed EOB space allowance for P-4 Deputies to Positions in P-3 category requiring private offices, changed EOB space allowance for contractors and added conditions to earn that allowance, deleted the O-3 space type category, expanded the “Other” space category/types of space, including a space allowance for Full Time Guard and Reservists, expanded the definition of Gross Square Feet, and added a "NOTE: regarding space allowance for HQ USAF/RE personnel". Deleted Attachment 3, Pentagon Alterations Criteria. AF Form 332, Base Civil Engineer Work Request, is prescribed. DD Forms 1450, DoD Space Requirements Data Part I - Summary and DD Form 1450-1, DoD Space Requirements Data Part II - Detailed Space Requirements, are adopted

1. Responsibility for Space Matters. The Chief, Leased Facilities Support and Space Management Division, Facilities Support Directorate (SAF/AAF), Office of the Administrative Assistant to the Secretary of the Air Force, is the NCR Space Coordinator for General Services Administration (GSA)-owned and -leased space as well as Pentagon space controlled by OSD and assigned to the Air Force. The coordinator's duties include:

- 1.1. Conducting and coordinating space requirements and utilization surveys and taking necessary action to insure full and efficient use of assigned administrative space including releasing space assigned by WHS to the Air Force when Air Force Programs are curtailed or discontinued.
- 1.2. Preparing and submitting documentation with justification and certification for initial, expansion, and continuing need space requests and requirements to WHS.
- 1.3. Compiling, Consolidating, and submitting the Administrative Space Report, National Capital Region, and program information as required by DoDI 5305.4 and as directed by WHS within 30 days of the end of each reporting period.
- 1.4. Reviewing and making changes to floor plans to adjust interior arrangements or modify the physical layout of an existing facility outside of the Pentagon, so the space may be used more effectively. This includes rearranging or installing interior partitions, air conditioning, heating systems, electrical facilities, etc. The Chief, Facilities Management Division will perform like services for Pentagon spaces.

1.5. Maintaining current floor space Demonstration-Validation (DEM-VAL) sheets on all tenant organizations. DEM-VALs use current, funded manpower billets, floor space allowances, and current floor space occupied to determine whether those organizations are above, below or at their correct space authorization. The Facility Space Executive Oversight Board (EOB) uses the DEM-VAL sheets to formulate sensible and fair solutions to valid requests for Pentagon space.

2. Requesting Space.

2.1. The Major Staff Office Head's Space Coordination, Reallocation and Utilization Board (SCRUB) representative send requests for additional permanent space to SAF/AAF. Each request must be based on the space allowance criteria listed in [Attachment 2](#), and must be accompanied by DD Forms 1450, **DoD Space Requirements Data Part I - Summary** and 1450-1, **DoD Space Requirements Data Part II - Detailed Space Requirements**. Air Force agencies occupying leased space, or space on military installations, may be subject to space allocation criteria established by GSA or that particular installation. Major Staff Offices expanding or modifying existing organizations should review all space assigned to those elements within their organizations and make internal adjustments of office space before requesting additional space. Mutual exchange of space between Major Staff Offices, or between comparable offices, is encouraged. Such exchanges must be coordinated and approved by the EOB.

2.2. Requests for short-term, off-site conference space or space for seminars:

2.2.1. Requests for short-term, off-site conference space or space for seminars are submitted by the SCRUB representative or Military Assistant/Executive Officer to SAF/AAF more than 60 days in advance of the date needed to book/reserve the event. Secretariat offices must coordinate their request through SAF/AA, when requesting SAF/AA funds. All others in the NCR must coordinate their request through AF/CVA. At a minimum include the following information:

2.2.1.1. Location.

2.2.1.2. Date(s) and time(s) of the conference or seminar.

2.2.1.3. Justification (consider whether the conference/seminar is necessary for the effective accomplishment of the organization's mission).

2.2.1.4. Identify who will be paying for this off-site.

2.2.1.5. Who/how many will attend and their title, i.e., contractors, speaker, etc., (limit attendance to the minimum number of individuals required).

2.2.1.6. Identify if it will continue overnight.

2.2.1.7. Include a copy of the Statement of Work used for the Market Survey and a copy of the results of the Market Survey on the bidder's stationery/letter head. A Market Survey is the process of sending the conference/seminar requirements -- the Statement of Work -- to a minimum of three providers for the purpose of obtaining a price quote. For assistance in completing this step, contact your supply/supply services provider.

2.2.1.8. Indicate special needs, i.e., audiovisual equipment/operations, communications-computer systems equipment and operators, Interpreters, ground transportation (shuttle bus), special security needs, proximity requirements (i.e., within walking distance of lodging and restaurants, international or national airports, etc.).

2.2.1.9. Include the “all inclusive” cost, e.g., food, lodging, etc. Do not break out costs...it has to be an “inseparable” charge.

2.2.2. SAF/AAF will validate the “short term” space requirement and forward the request to the Washington Headquarters Services, Real Estate and Facilities Directorate, Space Policy and Acquisition Division (WHS RE&F SPAD) for continued processing IAW Federal Property Management Regulations. Upon receipt of SPAD’s approval, SAF/AAF will forward a copy of the “approved” space request document to the requesting office. The requesting office may then submit their requirement with a copy of the Market Survey results to their supply services provider for continued processing.

3. Activities Relocating To, or Within, the NCR:

3.1. Congressional and Air Force Limitations. In the NCR, Congress closely scrutinizes the size of the Service population, the amount of leased space and space availability on military installations. Since 1991, Department of Defense Appropriations Acts have limited the use of funds to relocate an organization, unit, or activity into or within the NCR. Currently, the limitation is \$500,000. For waivers to this restriction, the Secretary of Defense (SECDEF) must certify to the House and Senate Appropriations Committee chairs that the relocation is in the best interest of the Government. Since the Air Force has a limited supply of administrative space in the NCR, allocation of that space must be performed judiciously according to mission needs. The Air Force will limit the number of organizations and manpower authorizations assigned within the NCR to the absolute minimum. Air Force activities reside in the NCR when they:

3.1.1. Have been so directed to meet the needs of the President, the Congress, or agency heads.

3.1.2. Establish national policies or develop programs for nationwide application.

3.1.3. Coordinate, work or communicate with other headquarters agencies, the Congress, or other Government organizations located in the NCR.

3.1.4. Provide direct support to the HQ, Department of the Air Force (HAF).

3.2. Relocation Requirements. Air Force activities proposing to relocate into the NCR or change their manpower authorizations within the NCR must coordinate their request through command channels. Submit requests to the appropriate HAF office. Include the following:

3.2.1. Level of the organization, such as, flight, squadron, or office.

3.2.2. Extent of adverse impacts experienced at present locations.

3.2.3. Reason for relocating into the NCR.

3.2.4. Savings anticipated by relocation.

3.2.5. Estimated cost of the move and source of funds. If the cost exceeds the \$500,000 limitation, the HAF office is responsible for obtaining the certification from the SECDEF to the House and Senate Appropriations Committee chairs that the move is in the best interest of the Government. SAF/LL and SAF/FML can provide assistance in this process.

3.2.6. Amount of square feet the activity needs.

3.2.7. Number of manpower authorizations and Air Force Specialty Code (AFSC).

3.2.8. Number of people relocating with their grades and AFSCs. (For the Air Reserve Component, estimate the number of people relocating, excluding grades and specialty codes.)

3.3. Responsibilities:

3.3.1. The sponsoring HAF office:

3.3.1.1. Prepares all documentation/requests to relocate Air Force activities to the NCR and requests to change manpower authorizations to activities currently located in the NCR.

3.3.1.2. Coordinate requests with the appropriate HAF offices prior to Air Force Chief of Staff and Secretary of the Air Force approval. Coordination MUST include SAF/AA, SAF/LL, SAF/FM, and HQ 11WG/XPM.

3.3.2. The Office of the Administrative Assistant to the Secretary of the Air Force, Facilities Support Directorate (SAF/AAF):

3.3.2.1. Advises in the preparation of requests to relocate Air Force activities into or within the NCR on floor space issues.

3.3.2.2. Coordinates requests with the Facility Space Executive Oversight Board (EOB). The EOB is the Air Force forum to review and resolve floor space issues in the NCR.

3.3.3. The Headquarters 11th Wing, Directorate of Plans and Programs, Manpower Division (HQ 11 WG/XPM) advises on manpower authorization issues in the preparation of requests to relocate Air Force activities to the NCR.

4. Reorganization, Downsizing or Elimination of Air Force Programs:

4.1. When reorganization of a program results in the reallocation of personnel from one organization to another, the losing organization must transfer to the gaining unit the required amount of space to properly house personnel and associated equipment and notify SAF/AAF when a space transfer has occurred. The Facility Space Executive Oversight Board (EOB) will indicate the amount of space to be transferred and when.

4.2. When Air Force programs are merged, modified, or eliminated, the Chief, Leased Facilities Support and Space Management Division must recover, reassign, or turn-in administrative space no longer required. The Facility Space Executive Oversight Board (EOB) will indicate the amount of space to be returned and when.

5. Surveying Space. The NCR Space Coordinator, SAF/AAF, periodically surveys all space to ensure space is properly used according to current DoDI 5305.5 and GSA standards (FPMR 101-17).

6. Space Coordination, Reallocation and Utilization Board (SCRUB). This board was established in March 1991 by joint order of SAF/US and AF/CV. The SCRUB is chaired by SAF/AAF.

6.1. Each Major Staff Office must appoint an individual to serve as a SCRUB representative. Provide names of appointees to SAF/AAF. (For large FOAs {e.g., AFPCA and AFSAA} and the 11th Wing, the organizations' commander may appoint a SCRUB representative.) In addition to the responsibilities listed below, the SCRUB representative also reviews and approves requests for alterations within their organization, and submits them to SAF/AAF for action.

6.2. The original purpose of the board was to advise the EOB on space allocation proposals. The role of the forum and the individual members has expanded significantly due to the Pentagon Renovation Program. A summary of the duties and responsibilities of board members follows:

- 6.2.1. Represents their Major Staff Office in all negotiations for space adjustments--maintain space inventory sheets.
- 6.2.2. Serves as primary conduit of Pentagon Renovation information to and from their organization.
- 6.2.3. Collects and provides Pentagon Renovation planning data upon request.
- 6.2.4. Coordinates Pentagon Renovation Program related move planning and execution for their organization.
- 6.2.5. Serves on Pentagon Renovation planning and problem solving teams (e.g., Process Action Teams) with other SCRUB members.

7. Rules of Engagement (ROE) and Standards. The EOB establishes rules of engagement and standards for space allocation and alterations for use by tenant organizations in the Pentagon and in leased space, and the ROE and standards are revalidated at the call of the EOB. Some standards include furniture, systems furniture, interior finishes, conference rooms, carpeting, bulletin and directory boards, and hallway displays and exhibits. Standards are currently available via the HAFDASH1 Web Page under AO Support, Facilities/Supplies/Phones, by phone at (703) 697-8222, or by fax. ROE topics include:

7.1. Office Space Assignment Priority ROE:

7.1.1. High Priority:

7.1.1.1. HAF.

7.1.1.2. Direct support organizations to the HAF: Air Force Operations Group, Air Force Intelligence Analysis Agency, Air Force Pentagon Communications Agency, HQ 11th Wing, etc.

7.1.1.3. Other mission requirements (mail/dining rooms).

7.1.2. No Priority (unless validated otherwise).

7.1.2.1. Loaned authorizations.

7.1.2.2. Short term study groups.

7.1.2.3. FOAs, DRUs, Names Agencies, etc., that do not fall into the category above.

7.1.2.4. Others (interns, contract personnel, Foreign Exchange Officers, Career Broadeners, etc.).

7.2. Space Allowances.

7.2.1. Rules of Engagement (ROE). Air Force-specific space allowances are shown in the Space Allowance Table at [Attachment 2](#). Depending upon where the space requirement exists will determine which space allowance numbers are used. The allowances specified in DoDI 5305.5 apply to space in the NCR, outside of the Pentagon. The EOB allowances apply to existing Air

Force space in the "unrenovated" Pentagon and the PURDI (Pentagon Users Requirements Database) column applies to Renovated Pentagon space.

7.2.2. Space Allowance Variances:

7.2.2.1. Contractor Space. Office space will be allocated only to those contracted individuals who work an 8-hour, five days per week shift in the Pentagon and in Air Force-assigned leased space. Prior to issuing a request for proposal (RFP), the office initiating the contract must:

7.2.2.1.1. Include provisions for cost alternatives for the vendor to provide based on the Air Force providing space and not providing space.

7.2.2.1.2. Estimate the number of contractors required to complete the task.

7.2.2.1.3. Coordinate with their SCRUB representative to identify the requirement for additional office space.

7.2.2.1.4. The SCRUB representative will identify space within the organization's current space allocation.

7.2.2.1.5. If space cannot be identified within existing allocated space, the organization requesting the space will prepare DD Forms 1450, **DoD Space Requirements Data Part I - Summary** and 1450-1, **DoD Space Requirements Data Part II - Detailed Space Requirements** for the entire organization and submit it through their SCRUB representative to SAF/AAF.

7.2.2.1.6. If the organization determines the additional contractors must reside in the Pentagon and space there is not available, then the organization must identify a group(s) that can move out of the building and into leased space.

7.2.2.1.7. Validated contractor personnel will be allocated 40 SF (gross). Validation requirements include providing SAF/AAF a copy of the cover sheet of the contract showing the contract number and contract life, and the page in the contract that obligates the Government to provide the contractor with space.

7.2.2.2. Non-Permanent Party Space Allocations. DLamp personnel, Career Broadeners, Stay-in-Schools, SCEP/STEP personnel, InterGovernmental Exchange personnel, Foreign Exchange Officers, Interns (military and civilian), et al., will be allocated 40 SF (gross).

7.2.2.3. Full time Guard or Reserve personnel including personnel assigned to HQ USAF/RE, funded on the most current Extended Unit Manpower Document (UMD) will be allocated the same amount of space as all other HAF positions.

7.2.2.4. Directors/Division Chiefs that do not supervise six or more permanent Government personnel will earn the same amount of space as a non-supervisory action officer. No supervisory space is earned for overseeing contractors. On an exception basis, supervisory space is earned if the Chief serves as the Quality Assurance Evaluator/Contracting Officer's Technical Representative (QAE/COTR) for the contract/contractors.

7.3. Facility Alterations ROE. Because alterations to the "unrenovated" Pentagon will only be in place a short time before the phased Pentagon Renovation begins, the cost effectiveness of alterations must be considered. Therefore, requests for alterations will be reviewed by SAF/AAF and validated by the EOB on an exception basis. The Pentagon Renovation Office (PRO) will also review these

alteration requests, after Air Force endorsement, to ensure upcoming work will not be undone by the Pentagon Renovation shortly thereafter. Some of these restrictions are:

- 7.3.1. No hallway upgrades.
- 7.3.2. No wall-mounted acoustical panels (such as sound soak).
- 7.3.3. Minimize interior wall construction.
- 7.3.4. Use systems furniture in lieu of traditional freestanding furnishings.
- 7.3.5. Minimize costs/impacts on Sensitive Compartmented Information Facilities (SCIFs) and communications-computer systems.

7.4. Cable Television ROE:

7.4.1. General Officers and equivalent civilians are automatically approved for installation of cable television service. All other requests not endorsed by a General Officer or equivalent civilian must be justified on a case-by-case basis. Submit all requests to 11 CS/SCU for processing (e.g., site surveys, scheduling installation, etc.). 11 CS/SCU will send the "not endorsed" requests to the EOB for review and approval/disapproval. 11 CS/SCU forwards approved requests to the Network Infrastructure Services Agency - Pentagon (NISA-P) for cable installations in the Pentagon and other NISA-P-supported facilities. The 11 CS/SCU will return approved requests to the requesting office for other leased space facilities for follow-on action. This includes ordering service from a local cable service provider through their supply/supply services provider.

7.4.2. Any office that currently has service and is relocating, to include renovation-related forced moves, is required to re-justify cable service.

8. Requesting Alterations. SAF/AAF acts as a liaison between Air Force organizations and the Washington Headquarters Services, Real Estate and Facilities Directorate, Federal Facilities Division, Leased Facilities Division and/or Space Policy and Acquisition Division (WHS RE&F FFD, LFD, and/or SPAD). SAF/AAF is the focal point for all requests for facility alterations, and systems furniture, carpeting and draperies installations of Air Force office space in the Pentagon and in leased office space in the NCR. Submit requests for alterations via an AF Form 332, to SAF/AAF. If assistance is required, contact SAF/AAF at (703) 697-8222. All requests will be evaluated and valid requirements will be met, if possible.

8.1. GSA Standard Construction. For leased space, standard GSA construction methods and materials must be used throughout DoD-occupied space, except in special areas where functional needs justify deviation from these standards.

8.2. Pentagon Space Alterations. Alterations will comply with the current version of the Pentagon Alterations Policy set forth by WHS and the Pentagon Renovation Office.

8.3. Temporary, Leased, and Obsolete Buildings. Only minimum essential alterations are made in temporary, leased, and obsolete buildings, consistent with terms of the leases or with the projected life span of these buildings. Special facilities, such as auditoriums, briefing rooms, communications-computer systems facilities, must not be constructed or installed without WHS approval.

8.4. Special Use Areas. Construction requirements for mailrooms, copy centers, server rooms, etc., will be coordinated individually through SAF/AAF.

9. Funding of Office Space Alterations and Other Reimbursable Services. Funding for office space alterations and other reimbursable services is provided by SAF/AAF as the current year budget allows. Organizations not falling under Operating Agency Code (OAC) 43 (e.g., AFPCA and AFFMA) are responsible for providing funds for costs in the Pentagon and in leased space in the NCR. Agencies WILL NOT split work requests for the purpose of meeting the minor construction cost ceiling criteria.

10. Appeals. Requests for alterations not meeting the criteria in this instruction will be disapproved. Your focal point may appeal a decision if justified as mission essential. Appeals must include a detailed description of the proposed alteration and the rationale for requesting an appeal. The Major Staff Office Head must sign all appeal requests. Submit the appeal to SAF/AAF for presentation to the EOB. In those instances where Air Force leadership believes the project is valid, but approval authority does not rest with the Air Force, the EOB will forward the request to the final appeal authority, Office of the Secretary of Defense, Director, Administration and Management, for reconsideration.

11. Duration. This alteration review process shall remain in effect until the Pentagon Renovation Program is completed.

12. Pentagon Renovation Plan. The goal of the Pentagon Renovation Program is to: correct health, fire, and life safety deficiencies; remove hazardous materials like asbestos and lead-base paint; replace severely defective basement floor slabs; construct a Mezzanine; meet Americans with Disabilities Act (ADA) requirements and life safety codes; and, transform the Pentagon Reservation, including the site and building into a modern, efficient facility for the 21st century. The construction of a new Heating and Refrigeration Plant and the renovation of the existing Pentagon building will accomplish this. The building renovation will demolish the building systems and partitions in phased construction increments. The Pentagon Renovation Program will be accomplished in phases over a multiple year period. SAF/AAF is the Air Force focal point for coordinating day-to-day Pentagon Renovation matters.

13. Moving Offices.

13.1. Once located within the Pentagon or leased space within the NCR, there may be an instance where the organization would be required to relocate either permanently or temporarily. Organizations shall work with their supply/supply services providers to arrange for office moves. If systems furniture is being moved, the organization will submit their requirement on an AF Form 332, **Base Civil Engineer Work Request**, to SAF/AAF.

13.2. When moves of 50 or more Government employees are contemplated, notify SAF/AAF for purposes of notifying the WHS NCR space coordinator prior to scheduling the move(s).

14. Form Prescribed:

AF Form 332, **Base Civil Engineer Work Request**.

15. Forms Adopted:

DD Form 1450, DoD Space Requirements Data Part I - Summary

DD Form 1450-1, DoD Space Requirements Data Part II - Detailed Space Requirements

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DCS/Installations & Logistics

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoD Instruction 5030.60, Reimbursable Work Authorization Procedures for the Washington Headquarters Service (WHS) Operated Facilities

DoD Instruction 5305.4, Administrative Space Report, National Capital Region

DoD Instruction 5305.5, Space Management Procedures, National Capital Region

Federal Property Management Regulation, Temporary Regulation D-76

Abbreviations and Acronyms

ADA—Americans with Disabilities Act

AF—Air Force

AFHQ—Air Force Headquarters

AFI—Air Force Instruction

AFSC—Air Force Specialty Code

CFR—Code of Federal Regulations

COTR—Contracting Officer's Technical Representative

DLAMP—Defense Leadership and Management Program (DoDD 1430.16)

DCS—Deputy Chief of Staff

DD—Defense Department

DEM-VAL—Demonstration-Validation of Space

DoD—Department of Defense

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

DRU—Direct Reporting Unit

EOB—Executive Oversight Board

FFD—Federal Facilities Division

FOA—Field Operating Activity

FPMR—Federal Property Management Regulation

GSA—General Services Administration

HAF—Headquarters, Department of the Air Force

HQ—Headquarters

IMA—Individual Mobilization Augmentee

LF—Linear Feet

NCR—National Capital Region

OSAF—Office of the Secretary of the Air Force

OSD—Office of the Secretary of Defense

PRO—Pentagon Renovation Office

PURDI—Pentagon Users Requirements DataBase

QAE—Quality Assurance Evaluator

RFP—Request for Proposal

ROE—Rules of Engagement

SCIFs—Sensitive Compartmented Information Facilities

SCRUB—Space Coordination, Reallocation and Utilization Board

SECDEF—Secretary of Defense

SF—Square Feet

SPAD—Space Policy and Acquisition Division

UMD—Extended Unit Manpower Document

USAF—United States Air Force

WHS—Washington Headquarters Services

Terms

Administrative Support Space—All office areas not classified either as a private or an open workstation. Examples include rooms used for conference, mail distribution, training, file storage, reception, duplication, supply, libraries (except fixed stacks), etc.

Alterations—Modifications of space to include walls demolition and installations electrical work, lighting changes, painting, carpeting, etc.

Communication Systems—Systems that consist of senders (such as telephones, facsimile machines, etc.), physical channels (such as switches and wires), and receivers of data communications (such as telephones, facsimile machines, etc.).

Computer Systems—Systems that include computer hardware, software, and people used to process data into useful information.

Facility Space Executive Oversight Board (EOB)—The EOB was established March 1991 by joint order of the Under Secretary of the Air Force (SAF/US) and the Vice Chief of Staff of the Air Force (AF/CV) to centrally plan and manage office space for Air Staff and Secretariat functions. It is co-chaired by the Administrative Assistant to the Secretary of the Air Force (SAF/AA) and the HQ USAF Deputy Chief of Staff, Air and Space Operations (AF/XO), or by their delegated representatives.

Federal Property Management Regulation (FPMR, Title 41, CFR), Temporary Regulation D-76—

Established by General Services Administration (GSA), it pertains to the management of space and how the space delivery process occurs between GSA and all Federal agencies. It focuses on space assignment and utilization emphasizing the development of agency space requirements, GSA-agency communications and calculation of the utilization rate based on the number of personnel authorized rather than the number of workstations in assigned space.

Leased Space—Any space used by, but not held “in fee” by the Air Force (for example, General Services Administration-controlled space), space permitted to the Air Force by another federal agency, or space directly leased by the Air Force.

Major Staff Office—As used in this instruction, this term applies to all HAF two-letter organizations and comparable offices.

National Capital Region (NCR)—The geographic area located within the boundaries of the District of Columbia; Montgomery and Prince Georges Counties in Maryland; and Arlington, Fairfax, Loudoun and Prince William Counties, plus the cities of Alexandria, Fairfax, and Falls Church in Virginia. For the Administrative Space Report only, the National Capital Region also includes Quantico Marine Base, Fort George G. Meade, and DoD-occupied facilities at Baltimore-Washington International Airport. Defined in DoDI 5305.5.

Net Usable Square Feet—The area measurement is generally shown on floor plans available from GSA sources for leased space, SAF/AAF for Pentagon space, or from the Civil Engineering Drafting Section at a military installation. Net usable square footage is the measurement from the inside finish of the exterior wall to the office side of the corridor wall or permanent partition (or to the center of the partition that separates the area from the next one). Make no adjustments for columns or for projections. Do not include as usable square footage building facilities such as employees’ restrooms, stairwells, public corridors, elevator shafts, janitor closets, space for mechanical or telephone equipment, etc.

Occupiable Area—Buildings or portions of buildings that are suitable for federal agencies to carry out their assigned duties. This space may be used for offices, storage, specialized use, or a combination of any of these.

Open Work Station—That portion of an open office space area allocated to an individual to accommodate the furniture and equipment needed for performing his or her work, plus a share of the adjacent aisle.

Primary Office Area—Space suitable for office operation. The space may include a large open area or may be partitioned into rooms. Examples of office space include: conventional offices, meeting rooms, training rooms, private corridors, closets, and similar areas that have internal office partitions, and supply rooms when used for office space. Excluded are sub-areas, such as public corridors, stairwells, and restrooms. For the purpose of listing space requirements on DD Form 1450, **DoD Space Requirements Data--Part I-Summary** and DD Form 1450-1, **DoD Space Requirements Data--Part II-Detailed Space Requirements**, an office is subdivided into “private workstations,” “open workstations,” “unit equipment” and “administrative support space.”

Private Work Station—A room occupied by one principal, or in some instances, by a principal and secretary.

Relocation Costs—All costs associated with relocating the activity; for example, permanent change of station cost, moving cost of furniture and equipment, cost of necessary construction, communications-computer systems, and local area network connectivity.

Pentagon Renovation—An OSD undertaking to refurbish the Pentagon Building and remove all hazardous construction materials from within.

Special Purpose Space—Space that is completely or predominantly tailored to a specific function and is not generally suitable for functions of other agencies. Examples are laboratories, medical facilities, dining halls, dark rooms, communications-computer systems rooms with special air conditioning, conference rooms and classrooms with special architectural features or equipment needs, industrial operations with installed equipment (printing plant), etc.

Storage Type Space—Suitable space for storing supplies, equipment, records, materials, etc. Storage space does not provide a suitable environment for an office operation. It includes (but is not limited to) closets, unconverted attic and basement areas, sheds, unimproved lofts and building cores, areas with minimal heating and lighting, inside parking, and space built for warehousing and record storage. (In GSA buildings, GSA assigns storage space according to FPMR Temporary Regulation D-76.) At base level, this category should coincide with data shown on the AF Form 7115, **USAF Real Property Inventory Detail List**. Storage space in the Pentagon is identified on a case-by-case basis.

Unit Equipment—Items of furniture and equipment housed in office space that are not assigned to any one workstation; for example, bookcases, coat racks, office machines, safes, file cabinets, tables, etc., not used exclusively by one person.

Washington Metropolitan Area—Includes the NCR and the cities of Rockville, Takoma Park, Bowie, Gaithersburg, and Greenbelt in Maryland.

Attachment 2

SPACE ALLOWANCE TABLE

Space Category/ Types of Space	Assignment	Space Allowances (Square Feet (SF))			
		DoDI	EOB+	PURDI*	
		5305.5*			
P-1	Secretaries of Military Departments	600	600	600	
	Chiefs of Military Departments	600	600	600	
	Under Secretaries of the Military Departments	600	600	600	
	Vice Chiefs of Military Departments	600	600	600	
	Assistant Secretaries of Military Departments	600	600	600	
	General Counsels of the Military Departments	600	600	400**	
	Directors of Defense Agencies	600	600	600	
	P-2	Deputy General Counsels of the Military Departments	400	400	300**
		Assistants to the Secretaries of Military Departments	400	400	400
Deputy Under Secretaries of Military Departments		400	400	400	
Deputy and Assistant Chiefs of Military Services		400	400	400	
Heads of Directorates, Agencies, Com- mands, Bureaus, and Offices reporting directly to positions in P-1 Category		400	400	400	
P-3		Senior Executives Service (SES) posi- tions not previously listed	300	300	300
		Brigadier General positions and above, or comparable positions	300	300	300
	Deputies to positions in P-2 category	300	N/A	300	

Space Category/ Types of Space	Assignment	Space Allowances (Square Feet (SF))		
		DoDI	EOB+	PURDI*
		5305.5*		
P-4	Directors in Grades GS/GM-15/14, Colonel, Lt Colonel, or comparable requiring private offices	N/A	200	N/A
	Division Heads in Grades GS/GM-15/14, Colonel, or comparable requiring private offices	200	200	175
	Division Heads in Grade Lt Colonel	N/A	200	N/A
	Branch Heads in Grades GS/GM-15/14, Colonel, or comparable reporting to positions in P-3 category and require private offices	200	N/A	175
	Deputies to Positions in P-3 category requiring private offices	200	200	175
	P-5	Division Heads in Grade GS/GM-13, Lt Colonel, or comparable requiring Private offices	150	N/A
Branch Heads, Deputies to positions in P-4 category, in Grades GS/GM-15/14/ 13, Colonel, Lt Colonel, or comparable reporting to positions in P-4 category and requiring private offices		150	N/A	128
Professional or administrative personnel in Grades GS/GM-15/14 or Colonel requiring private offices		150	N/A	128
Lawyers in the Grade GM-15		N/A	150	N/A
P-6		Branch Heads in Grade GS-12, Major, or comparable requiring private offices	100	N/A
	Professional, administrative personnel in Grades GS/GM-13, Lt Colonel, or comparable requiring private offices	100	N/A	161

Space Category/ Types of Space	Assignment	Space Allowances (Square Feet (SF))		
		DoDI 5305.5*	EOB+	PURDI*
O-1	Division Heads in Grade GS/GM-13 or Lt Colonel or comparable	90	N/A	250
	Branch Heads in Grades GS/GM-15/14/ 13, Colonel, Lt Colonel or comparable	90	N/A	183
	Professional or administrative personnel in Grades GS/GM-15/14 or Colonel	90	100	161
O-2	Branch Heads in Grade GS-12, Major and below, or comparable	60	100	161
	Professional or administrative personnel in Grade GS/GM-13, Lt Colonel	60	100	183
	Unit Supervisors in Grade GS-9, E8, WO-01, or above, who supervise six or more employees	60	100	110
	Professional and administrative person- nel in Grade GS-7, E8, WO-01, or above	60	100	84
	Unit Supervisors in Grade GS-8, E7, or below, who supervise six or more employees	60	100	84
	Clerical, stenographic, and all other personnel	60	100	66
	Contractor support personnel ++	60	40	66
Other	IMA (Regardless of Rank , Part Time)	N/A	10	N/A
	Non-Permanent Party (see paragraph 8.2.2.3)	N/A	40	N/A

Space Category/ Types of Space		Assignment	Space Allowances (Square Feet (SF))		
			DoDI	EOB+	PURDI*
			5305.5*		
Conference Room - 1 per Major Staff Office Head			N/A	350	N/A
	8 People		150	N/A	Need
	10 People		200	N/A	Need
	14 People		375	N/A	Need
	24 People		500	N/A	Need
	25 People or more		500	N/A	Need
			(plus 10 SF per person)		
Staff & Reception (Major Staff Office Head)			N/A	600	N/A
Reception	2 People		30	N/A	Need
	4 People		60	N/A	&
	6 People		90	N/A	Availability
	8 People		120	N/A	” ”

Based upon average number of people that would normally be in the reception area at any one time

* Net Square Feet (Circulation, up to 20%, is later added to total)

+ Gross Square Feet (Includes Circulation)

** PURDI figures must be changed using the variance field.

++ Office space will be allocated only to those contractors who work an 8-hour shift, five days a week.

NOTE: HQ USAF/RE personnel and other Full Time Guard or Reserve personnel earn space like any other HAF, UMD-funded position (see paragraph 8.2.2.3).