



Civil Engineering

SPACE ALLOCATION AND UTILIZATION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: RMLM (Ms Jane Smith)
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This regulation provides guidance for space allocation and utilization in the Air Reserve Personnel Center (ARPC). It includes procedures for space reconfiguration requests, system furniture repair, and maintenance.

★SUMMARY OF REVISIONS

Changes have been made to this regulation to adjust work station size.

1. Policy. ARPC space is assigned using the established standards in attachment 1.

2. Responsibilities.

2.1. Directors:

2.1.1. Designate one individual to maintain liaison with the Space Management Branch (RMLM) to handle all routine matters relating to the requests.

2.1.2. Coordinate and approve major organization reconfigurations.

2.2. RMLM:

2.2.1. Analyzes organization requests for space and system furniture requirements. Validates space requirements for equipment, storage, and personnel.

2.2.2. Studies work flow, communications, personnel relationships, and functional adjacencies of organizations to develop system furniture designs.

2.2.3. Designs floor plans for requesting organizations.

2.2.4. Coordinates resources supporting design and redesign projects.

2.2.5. Manages space utilization throughout ARPC.

2.2.6. Maintains master ARPC floor and space utilization plans.

2.2.7. Projects space impact of manpower growth, reduction, and realignment of ARPC organizations.

2.2.8. Establishes system furniture reconfiguration priorities based on mission requirements and availability of resources.

2.2.9. Builds designed/redesigned projects.

3. Minor Reconfiguration and Additional System Furniture Requests. Requests for additional system furniture components or minor reconfiguration are forwarded to RMLM on ARPC Form 0-61, System Furniture Request/Assignment. ARPC Form 0-61 is available on PerFORM Pro. Requests for reconfiguration or additional componentry should be approved and coordinated by division chief or higher, and submitted by the appointed liaison.

★4. Repair Requests.

4.1. Minor adjustments, maintenance, or repairs to system furniture components may be telephoned or requested on ARPC Form 0-61, System Furniture Request/Assignment, to RMLM. Give description, quantity, and location of system components with name and extension of person to contact.

4.2. Requests for keys to system furniture components should be submitted on ARPC Form 0-61 to RMLM. Include the location, the number on the lock for which the key is needed, and the name and extension of the person to contact.

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Attachment
System Furniture Work Station Size

★ Attachment 1

SYSTEM FURNITURE WORK STATION SIZE

<u>Duty Title</u>	<u>Work Station Size</u>
Supervisor (below branch level)	8 x 8
Branch Chief	8 x 12
Division Chief	8 x 12
Director/Deputy Director	12 x 14
Standard Work Station	6 x 8

Notes:

1. For design consistency, duty title (for example, supervisor, branch chief, etc.) will prevail over grade.
2. Work stations are designed according to duties, equipment space requirements, and space availability.

SOURCE: DFAS-DE/CC and ARPC/CC Letter, Systems Furniture Work Station Sizes, dated 29 April 1986.