BY ORDER OF THE COMMANDER,
SPACE AND MISSILE SYSTEMS CENTER

SPACE AND MISSILE SYSTEMS CENTER
INSTRUCTION 32-102

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Civil engineering

SPACE ALLOCATION PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes the process for ensuring optimum use of building space and facilities at Los Angeles AFB (LAAFB) to include all satellite properties under LAAFB jurisdiction. This instruction provides for:

1. Procedures and guidance for customers requesting office space (new requirements or expansion of existing requirements).

2. Definition of approval authority for requests.

3. Policy for identification and turn-in of unoccupied space.

SUMMARY OF REVISIONS

Office of Primary Responsibility was changed, 1 Dec 2000, from 61st ABG/CE to SMC/DS. This publication reflects the changes in the procedures, processing, and approval authority of space allocation requests.

1. Exemptions

1.1. This instruction does not cover requests that require Facility Review Board (FRB) validation such as MILCON, NAF, Military Family Housing, or special project programs (Air Staff Quality of Life, Dormitory, etc). In addition, space allocation requests for Fort MacArthur will be processed and handled by the Base Civil Engineer.

1.2. Space allocation requests for Fort MacArthur will only be submitted on an AF Form 332 to the Base Civil Engineer Customer Service Desk. All other requests for space will follow the procedures identified below.

1.3. Space Allocation Manager will coordinate all requests for space for Area A and B and the Lawndale Annex with the Base Civil Engineer prior to approval.

2. Customer

2.1. Submit a request (letter signed out at the two letter level) to 61st ABG/RO (Redevelopment Office). Clearly identify the amount of space requested to include: Number of personnel, number of offices, any special requirements, and total square footage (SF). The space allocation manager can provide guidance on SF/person standards. Provide justification for the requirement and mission impact if disapproved.

2.2. Upon notification that space is available the customer will accompany the space allocation manager for an on-site visit to validate suitability of the proposed area. If the customer concurs that the area identified is acceptable, the space allocation manager will forward the request for coordination and approval/disapproval. If the space identified meets the AF criteria for space allocation and the customer does not accept the location it will be documented and staffed to SMC/DS and 61st ABG/CC for resolution.

2.3. Approved requests: Customer will be notified upon approval and be responsible for any tenant improvements required. Customer will submit AF Form 332 (Civil Engineer Work Request) to the base Civil Engineer in accordance with established procedures. The requesting agency is responsible for obtaining approval and funding of any alterations to existing space (construction of walls, additional electrical outlets, changing door locks, etc.) and the cost of moving in. The requesting agency may also incur communications costs. The customer's Telephone Control Officer should submit all telephone work requests with at least 30 days lead-time to 61CS.

2.4. Each customer/using agency is responsible to coordinate and report all changes to their work area to the building manager. Areas that become vacant as a result of reduction in workload or reduced manning will be reported to the building manager and space allocation manager (61st ABG/RO).

3. Space Allocation Manager (61st ABG/RO)

3.1. Evaluate and review requests for new or additional space requirements.

3.2. If unoccupied space is available: Identify and locate possible locations to facilitate customer requirements. Coordinate with current facility manager for possible impacts. Conduct site visit with facility manager and customer to determine suitability and appropriate utilization. Prepare impact statement and recommendation for SMC/DS approval/disapproval (AF Form 1768).

3.3. If unoccupied space is not available and the justification warrants consideration to displace/consolidate another organization or function: Identify and provide options with consideration to mitigate/minimize disruption to the existing tenants mission. Coordinate with facility manager, customer, and current tenant to determine impact to all parties. Prepare impact statement and recommendation for SMC/DS approval/disapproval (AF Form 1768).

3.4. Establish and maintain record of existing SMC vacant space: Establish database of existing and projected vacancies for future use.

3.5. Provide updated briefing to Facilities Review Board (FRB) on all actions pending/approved/disapproved by SMC/DS or 61st ABG/CC.

4. Directorate of Plans and Programs (SMC/DS)

4.1. Provide comprehensive analysis and options provided by the space allocation manager. In conjunction with 61st ABG/CC, approve/disapprove all requests for space allocation for Areas A and B

and Lawndale of LAAFB. When required, serves as mediator to resolve all space allocation issues at the lowest possible level. Meet with affected parties on controversial or adverse actions and negotiate viable alternatives.

5. Civil Engineer (CE)

5.1. Base Civil Engineer: Coordinate on all space allocation requests to assure compliance with Civil Engineer directives and requirements.

5.2. Process AF Form 332 and provide planning estimate of any costs that might be associated with the request (alterations/modifications of real property) to the customer. Assure 61st ABG/RO coordinates on all AF Form 332s regarding allocation of space.

5.3. Real Property Manager: Coordinate with 61st ABG/RO in identification of available space and validate that projected utilization meets with established CE policies and Air Force Instructions.

5.4. Prepare appropriate documentation to update real property records and drawings to reflect approved changes.

5.5. Maintain the Base Comprehensive Plan (BCP) with input from tenant units. A copy of the BCP will be provided to all tenant units, and their annual updates will be submitted to the BCE during 2nd quarter of FY for annual update, as applicable.

5.6. Maintain short, 5-, 10- and 20-year plans with input from tenant units, and in coordination and cooperation with SMC's mission requirements.

6. Building Managers

6.1. Building managers are required to report all unoccupied areas as they become available. A functional review of assigned areas will be accomplished on a quarterly basis to assure optimization of resources. The resulting available space will be reported to 61st ABG/RO.

6.2. Facility managers requiring expansion into a projected vacant area within their assigned areas are not exempt and must follow the procedures outlined in para.2

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