

**HSA-0018 DFAS Non-Personnel Admin Space Requirements
as of 29 April 2005**

TYPE OF SPACE REQUIREMENT (USF)	COLUMBUS	DENVER	INDIANAPOLIS
Note 1			
Vault(s) Note 2	18,701	2,744	2,744
Safe(s) Note 3	200	180	0
SCIF(s) Note 4	0	1,575	1,575
Secure Room(s) Note 5	1,575	0	0
Training Room(s) Note 6	10,625	8,570	17,580
VTC Room(s) Note 7	1,250	1,250	4,020
Records Room Note 8	54,500	53,500	53,400
Total	86,851	67,819	79,319

Note 1:

- a. Inputs are a combination of estimates provided by DFAS and analyst (military/SME) judgment.
- b. DFAS is currently working to reduce paper files by increasing electronic media and archiving records at the appropriate federal records center.

Note 2: Vaults

Columbus: Requirement is two vaults at 18,701 USF based on DFAS estimate.

Denver: Requirement is one vault at 2,744 USF based on DFAS estimate.

Indianapolis: Requirement is one vault at 2,744 USF based on DFAS estimate reported for Denver and SME judgment. DFAS reported zero, but analyst judgment favored amount similar to Denver, as a conservative approach, and because of the similar nature of Mil/Civ Pay business line elements at Denver and Indianapolis.

Note 3: Safes

Columbus: Requirement is 200 USF based on reported estimate of 240 USF and analyst judgment to adjust downward because of the size of estimated vault space for this location. See note 2 for Columbus.

Denver: Requirement 180 USF based on reported estimate of 103 USF and analyst judgment to adjust upward because of the estimated vault space for this location. See note 2 for Denver.

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Indianapolis: Requirement included with vault space, based on reported estimate of 60 USF, analyst judgment to adjust requirement such that it is included in vault requirement for this location. See note 2 for Indianapolis.

Note 4: SCIF

Columbus: Requirement 0. DFAS response zero, analyst agreement based on Secure Room requirement, see note 5.

Denver: Requirement is one SCIF at 1,575 USF based on DFAS estimate.

Indianapolis: Requirement is one SCIF at 1,575 USF based DFAS estimate.

Note 5: Secure Rooms

Columbus: Requirement is one secure room at 1,575 USF (DFAS estimate is 1,550 USF), based on estimates for SCIF space for two other gaining locations and analyst judgment.

Denver: No requirement reported by DFAS. Analyst agrees, based on SCIF requirement for this location, note 4.

Indianapolis: No requirement reported by DFAS. Analyst agrees, based on SCIF requirement for this location, note 4.

Note 6: Training Rooms Space

Columbus: Requirement 10,625 USF, based on reported 10,197 USF and analyst judgment to increase training room space slightly because of personnel growth.

Denver: Requirement 8,570 USF based on DFAS estimate of 8,568 USF.

Indianapolis: Requirement 17,580 USF based on DFAS estimate.

Requirements based on # of rooms reported times average square foot of the rooms reported.

Notes: 7 VTC Rooms

Columbus: Requirement is 1,250 USF, based on reported estimate of 1,150 USF and analyst judgment to increase slightly to accommodate additional business line elements, creating a business operations standard requirement of 1,250 USF.

Denver: Requirement is 1,250 USF, based on reported estimate of 1,164 USF and SME analyst judgment to increase slightly to accommodate additional business line elements creating a business operations standard requirement of 1,250 USF.

Indianapolis: Requirement is 4,025 USF based on: a. SME judgement of a standardized 1,250 USF per location, adjusted from reported estimate of 851 USF (from business line element located at Indianapolis) and b. estimate of 2,775 USF (from HQ element/Arlington).

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Requirements based on # of rooms reported times average square foot reported.

Notes 8: Records Room

Columbus: Requirement is 54,500 USF. Requirement is based DFAS current record room space estimate (20,114 USF) and DFAS estimated total records room space (185,692 USF) from losing sites. Since a hard and fast % reduction of files could not be determined, analyst assumed a total 25-30% reduction in record room space and settled on 54,500 USF for the Columbus location.

Denver: Requirement is 53,500 USF. Requirement is based DFAS current record room space estimate (8,752 USF) and DFAS estimated total records room space (185,692 USF) from losing sites. Since a hard and fast % reduction of files could not be determined, analyst assumed a total 25-30% reduction in record room space and settled on 53,500 for the Denver location.

Indianapolis: Requirement is 53,400 USF. Requirement is based on DFAS current record room space estimate (6,192 USF) and DFAS estimated total records room space (185,692 USF) from losing sites. Since a hard and fast % reduction of files could not be determined, analyst assumed a total 25-30% reduction in record room space and settled on 53,500 USF for the Indianapolis location.

Note 9: DoD Questions

Safes 3 Locations: 6040,6045,6050,6055

Vaults, SCIFS, Secure Rooms - 3 Locations: 6062,6067,6072, 6077

Training Rooms: 6096

VTC Rooms: 6097, 6098

Active Records: 6099

Location 1 = Columbus, OH

Location 2 = Denver, CO

Location 3 = Indianapolis, IN