



Department of Defense INSTRUCTION

NUMBER 5305.5

June 14, 1999

DA&M

SUBJECT: Space Management Procedures, National Capital Region

- References:
- (a) DoD Instruction 5305.5, same subject as above, May 23, 1966 (hereby canceled)
 - (b) DoD Instruction 5305.3, "Department of Defense Space Occupancy Guide for the National Capital Region," May 23, 1966 (hereby canceled)
 - (c) Executive Order 12411, "Government Work Space Management Reforms," March 29, 1983
 - (d) Federal Property Management Regulations (FPMR), General Services Administration, 41 CFR Chapter 101
 - (e) Section 2662 of title 10, United States Code
 - (f) [DoD Directive 5110.4](#), "Washington Headquarters Services WHS," May 10, 1999
 - (g) [DoD Instruction 5305.4](#), "Administrative Space Report, National Capital Region" February 15, 1977

1. PURPOSE

This Instruction:

- 1.1. Reissues reference (a).
- 1.2. Cancels reference (b) and incorporates it into this Instruction.
- 1.3. Establishes and sets forth policies and procedures for the acquisition, assignment, design, construction, allocation and effective use and utilization of Federally owned and Federally leased administrative space and real property occupied

by Department of Defense Components located in the National Capital Region in accordance with the objectives stated in E.O. 12411 and Federal Property Management Regulations (FPMR) (references (c) and (d)).

2. DEFINITIONS

2.1 DoD Components. The Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Unified Combatant Commands, the Inspector General of the Department of Defense, the Uniformed Services University of the Health Sciences, the Defense Agencies, and the DoD Field Activities.

2.2. 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 and Fairfax Counties, plus the cities of Alexandria, Fairfax, and Falls Church in Virginia plus Loudoun and Prince William counties in Virginia.

2.3. Title 10 Report. Report required by statute, 10 U.S.C. 2662 (reference (e)) submitted to the Congress, National Security Committee when the acquisition of new space exceeds \$200,000 in the initial annual lease costs or when a new replacement lease costs exceed \$200,000 in annual rental.

2.4. Prospectus Authority. Authority granted by Congress when the projected annual rent, not inclusive of services, under a new lease exceeds \$1.8 million (inflated annually). The Prospectus process, which often takes up to three (3) years to complete, includes providing a requirements development package/housing plan and a budget estimate to the General Services Administration (GSA) Central Office and the Office of Management and Budget (OMB) for review and coordination prior to submittal to Congress for approval.

2.5. \$500,000 Move Certification. DoD Appropriation Act language prohibiting spending more than \$500,000 for relocating a recurring DoD activity into or within the NCR unless the Secretary of Defense waives the restriction by certifying to the Appropriation Committees that the relocation is in the best interest of the Government.

3. APPLICABILITY AND SCOPE

This Instruction applies to all DoD Components located, or seeking location, in the NCR, regardless of whether the space involved is Federally owned and/or Federally

leased, or whether it is under the control of the Department of Defense, the Office of the Secretary of Defense, or the GSA.

4. RESPONSIBILITIES

4.1. The Director, Washington Headquarters Services (WHS), in accordance with the provisions as set forth in DoD Directive 5110.4 (reference (f)), shall be responsible for overall DoD administrative space planning and management functions, including:

4.1.1. Promoting, enforcing, and establishing efficient space utilization in the NCR on the basis of the policies, standards, and space allocations contained herein including monitoring compliance with references (c) and (d).

4.1.2. Acquiring administrative space through GSA or others and subsequently assigning, withdrawing, and reassigning such space within the DoD.

4.1.3. Regulating and monitoring OSD-owned and controlled administrative space on the Pentagon Reservation (e.g., in the Pentagon and Federal Office Building # 2) and subsequently assigning, withdrawing, and reassigning such space within the DoD.

4.1.4. Coordinating with the Deputy Under Secretary of Defense (Installations) on availability of excess Military Department-controlled space on Installations for possible use by the DoD Components.

4.1.5. Preparing DoD space reports for the NCR, based on information submitted under the provisions of DoD Instruction 5305.4 (reference (g)) for submission to GSA and other external sources as required.

4.1.6. Developing, coordinating and implementing master space planning including facility, consolidation, and other planning initiatives in order to satisfy the short- and long-range space requirements for DoD Components in the NCR.

4.2. NCR Space Coordinators. The Secretaries of the Military Departments; the Chairman, Joint Chiefs of Staff; the Director, Administration and Management for the Office of the Secretary of Defense; the Inspector General of the Department of Defense; the Director, Uniformed Services University of the Health Sciences; the Directors of the Defense Agencies; and, the Directors of the DoD Field Activities will

each designate a NCR Space Coordinator to coordinate and manage internal administrative space matters, including:

4.2.1. 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 DoD Component when Component programs are curtailed or discontinued.

4.2.2. Preparing and submitting documentation with justifications and certifications for initial, expansion, and continuing need space requests and requirements to WHS.

4.2.3. Preparing and submitting space reports and program information as required by reference (g) and as directed by WHS.

5. PROCEDURES

5.1. General Guidelines

5.1.1. The Department of Defense will promote and enforce efficient space utilization in the NCR on the basis of the policies and standards contained herein, with due consideration for economy, the National Defense, the need for consolidation, and service to the public and/or Government as a whole.

5.1.2. DoD Components conducting essential operations in the NCR will be provided administrative space in accordance with the space allowance criteria described herein, subject to the availability of space.

5.1.3. DoD Components will not seek new Government-leased space when requirements can be satisfactorily met in Government-owned buildings and facilities or in space presently under lease to the Government.

5.1.4. Layout of assigned space will be in consonance with the space allowances enclosed herein. However, currently occupied space will not be modified solely to meet the criteria outlined in this Instruction.

5.1.5. The DoD Space Allocation Guide - NCR (enclosure 1) allowances are to be considered maximum allocations. As determined by WHS, due to the lack of available space in a geographical area and/or in a DoD-controlled building such as the Pentagon, more restrictive space allocations may be imposed and separate space

allocation guidelines may be established. Additionally, in areas where the space rental rates are in excess of the average geographical market rental rates, more restrictive space allocations may be imposed.

5.2. Space Acquisition, Assignment, and Management

5.2.1. Request for Space. NCR Space Coordinators will submit "Requests for Space" to WHS in accordance with the following guidance. This guidance is applicable to initial, expansion, and continuing need space requests.

5.2.1.1. All "Requests for Space" must be based on application of the criteria set forth in the DoD Space Allocation Guide - NCR (enclosure 1) and accompanied by DD Forms 1450, "DoD Space Requirements Data Part I - Summary" and 1450-1, "DoD Space Requirements Data Part II" (enclosures 2 and 3) and the GSA Standard Form (SF)-81. The SF-81 must be certified by an authorized official and include appropriate symbol(s) indicating funds are available for reimbursement of rent and associated costs for the requested space including the costs for space required for the circulation factor.

5.2.1.2. As requested by WHS, the NCR Space Coordinator will submit required justifications and statements for notifications and certifications required for Congressional and Defense Department reporting including information for Title 10 Reports; Prospectus Authority information; \$500,000 Move Certification; Request for relocating into the NCR, etc.

5.2.1.3. Approved space requirements will be met by assignment of space already allocated to DoD in WHS-controlled buildings and/or Military Department-controlled buildings on installations. If the space requirement cannot be satisfied from current DoD space holdings, efforts will be made to satisfy the space requirement in Government-owned or existing Government-leased buildings. In the event the space requirement cannot be satisfied from these sources, a WHS-approved contracting agent will proceed with the acquisition process.

5.2.1.3.1. Prospectus Authority. In the event the acquisition of space has a projected annual rent, not inclusive of services, exceeding \$1.8 million (inflated annually), WHS will request GSA coordinate and obtain Prospectus Authority from Congress. (See subsection 2.4.) Following approval of the Prospectus by Congress, WHS will proceed with the acquisition process.

5.2.1.3.2. Utilization Survey. When the submitted request for

administrative space is for expansion purposes, WHS, in conjunction with the NCR Coordinator, will conduct an on-site utilization survey of the DoD Component's existing space to ensure efficient utilization of the existing assigned space.

5.2.1.3.3. Continuing Needs. In advance of the expiration of a leasehold agreement for DoD-occupied, Government-leased space, NCR Space Coordinators will coordinate continuing need requirements for the space with WHS. In addition, WHS will provide the NCR Agency Space Coordinators with written notification of expiring leasehold agreements one year in advance of the expiration of the lease.

5.2.1.3.4. Relocation to the NCR. DoD activities seeking to relocate to the NCR must obtain approval from the Secretary of Defense in advance of moving into the NCR. NCR Space Coordinators will forward all "Relocation to the NCR Requests," along with justification statements, to WHS for processing and action.

5.2.2. Release/Return of Space. NCR Space Coordinators will release excess space in the NCR in accordance with the following guidance:

5.2.2.1. Whenever programs are curtailed, merged, modified, or eliminated, resulting in reduced requirements, the NCR Space Coordinators will recover administrative space no longer required by the occupying DoD Component and report all space recovered to WHS.

5.2.2.2. The NCR Coordinator reporting space recovered may request the continued retention of the space to meet new and/or expansion requirements. Any request must be accompanied by DD Forms 1450 and 1450-1, and GSA SF-81.

5.2.2.3. Current requests for space will be evaluated within WHS. Recovered space will be reassigned on a program priority basis, giving first preference to the reporting NCR Space Coordinator whenever possible.

5.2.2.4. Release Notification. WHS shall be notified by the NCR Space Coordinator, whose DoD Component is occupying the space to be released, at least 150 days prior to the date the space, or portion thereof, will no longer be required.

5.2.2.4.1. Within thirty (30) days of notification by the NCR Space Coordinator, WHS will contact the NCR Space Coordinator and appropriate contracting officer personnel to schedule an on-site inspection and survey of the space to be released in order to verify condition of the space.

5.2.2.4.2. Restoration. Restoration and/or alterations may be required to make the space to be released consolidated, marketable and accessible for reassignment. Such cost for restoration will be borne by the NCR Space Coordinator.

5.2.3. Short-Term Space Requests. Space requests for short-term conference or seminar purposes will be submitted to WHS sixty (60) days in advance of the scheduled space requirement. WHS will process and coordinate the request in accordance with the FPMR (reference (d)).

5.2.4. Military-Controlled Space. NCR Space Coordinators of the Military Departments will be the central points of contact for information regarding the availability of administrative space on military installations in the NCR. When suitable, such space will be used by the NCR Space Coordinator as the primary resource for satisfying pending space requirements for their Department. Space in excess of the needs of that Military Department will be screened through Deputy Under Secretary of Defense (Installations) and WHS to satisfy space requirements of other DoD Components.

5.2.5. Space Exchanges Between DoD Components. WHS approval will be required before consummation of any exchanges of space between DoD Components. NCR Space Coordinators are required to submit a "Request for Space" in accordance with the provisions of paragraph 5.2.1.

5.2.6. Parking. NCR Space Coordinators are required to submit "Requests for Parking in Government-leased Buildings/Facilities" to WHS for consideration. Parking space(s) will be acquired for Government-controlled vehicles only.

5.2.7. Moves. When moves of fifty (50) or more DoD personnel are contemplated, either within multi-occupancy buildings or between buildings, written notification must be provided by the NCR Space Coordinator to WHS prior to scheduling the move(s).

5.3. Space Design, Construction, and Alterations

5.3.1. General. Design, construction, rearrangement, and alteration of assigned space will be in consonance with enclosure 1, DoD issuances and guidances concerning interior treatment of space, and standard industry layout practices.

5.3.2. WHS-Controlled Space. To request building alterations in space assigned by WHS to a DoD Component, requesting activities will submit Job Orders,

along with detailed plans and specifications to their NCR Space Coordinators for coordination and approval. The NCR Space Coordinator will forward the proposed work to the DoD Building Management representatives designated by WHS. Requesting activities may not submit Job Orders directly to GSA and/or building lessor representatives. The DoD Building Management representatives will:

5.3.2.1. Review the alteration Job Orders to determine necessity, practicality, and conformance to established policies and standards and transmit approved orders to WHS, GSA or designated contracting officers. All orders estimated to cost over \$25,000, will be forwarded to WHS for review and approval.

5.3.2.2. In the event the requested alterations result in a change to the classification of the space, DoD building management representatives will submit the alteration plans to WHS for review and approval.

5.3.3. Standard Construction. Standard construction methods and materials will be used throughout DoD occupied space except in P-1 category space and in special areas where functional requirements require or justify deviation from the standards.

5.3.4. Temporary, Leased, and Obsolete Buildings. Tenant alterations in temporary, leased, and obsolete buildings will be made on a strictly limited basis. Only minimum necessary alterations will be undertaken consistent with the terms of the leases involved or with the projected life spans of temporary or obsolete buildings. No special facilities will be constructed without the approval of WHS.

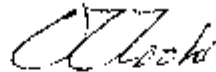
5.3.5. Plumbing and Food Preparation Facilities. No plumbing facilities will be installed in DoD-occupied, Government-leased space except for P-1 category offices. No food preparation areas, kitchens or utilities, or fixtures associated with the preparation and serving of food will be installed except for P-1 offices. Any of the foregoing installations for P-1 Category offices will be subject to the availability of funds authorized for use for such installations and no construction will be initiated until necessary clearance with WHS is obtained.

5.3.6. Cable and Satellite Television Connections and Service. Requests for cable and satellite television connections and service in DoD-occupied, Government-leased space and OSD-occupied space must be submitted to WHS for review and approval. Written justification must be provided including a statement regarding the validated functional requirement for the service. All requests are to be submitted to WHS regardless of the pre-existing availability of the service in the

space. When space with existing service is released for reassignment, the releasing Defense organization is liable for any costs associated with the removal of the service.

6. EFFECTIVE DATE

This Instruction is effective immediately.



D. O. Cooke
Director
Administration and Management

Enclosures - 3

- E1. DoD Space Allocation Guide - NCR
- E2. DD Form 1450, "DoD Space Requirements Data, Part I - Summary"
- E3. DD Form 1450-1, "DoD Space Requirements Data, Part II - Detailed Space Requirements"

E1. ENCLOSURE 1

DEPARTMENT OF DEFENSE SPACE ALLOCATION GUIDE - NATIONAL CAPITAL REGION (NCR)

E1.1. PURPOSE

This enclosure establishes space allocation guidelines for DoD Components occupying space and real property in Federally owned and Federally leased buildings and facilities in the National Capital Region (NCR).

E1.2. DEFINITIONS

E1.2.1. Administrative Space. Space in facilities/buildings or portions of facilities/buildings that is suitable for conducting the Agencies' assigned programs and/or stated mission. The physical characteristics of the spaces are Office, Storage, or Special Type, or a combination thereof.

E1.2.2. Administrative Support Space. Space that supports office operations (e.g., conference rooms, mail rooms, training rooms, file rooms, reception rooms, duplication rooms, supply rooms, libraries, and similar facilities).

E1.2.3. Circulation Factor. Space required, in addition to the space allocated under this enclosure, for the efficient movement and flow of personnel through the assigned administrative space. The Circulation Factor is based on, but not limited to, the following factors: Federal, State, and local building, fire safety, and American Disabilities Act (ADA) codes and regulations; total number of private offices and work station spaces; and, total amount of space assigned, facility/building layout and design considerations and other related factors.

E1.2.4. DD Forms 1450, "DoD Space Requirements Data Part I" and 1450-1, "DoD Space Requirements Data Part II." Forms used to document space requirements, programming and planning in accordance with this enclosure.

E1.2.5. Office Space. Space that provides an environment for an office operation. This includes, but is not limited to: suitable and adequate lighting, heating, ventilating and air conditioning, appearance, accessibility, circulation, floor covering, and sound control. The space may consist of large open area(s) or may be

partitioned into private and/or semi-private offices and rooms. Examples include: private and open offices and administrative support and storage spaces.

E1.2.6. Open Office Area. Open space occupied by 2 or more personnel including all necessary furnishings and equipment.

E1.2.7. Open Office Space. Semi-private space, also referred to as "Open Workstation," devised using moveable partitioning and/or systems-type furniture panels, typically occupied by one occupant.

E1.2.8. Private Office Space. Private space, also referred to as a "Private Workstation," devised using floor-to-ceiling partitioning, typically occupied by one principal occupant.

E1.2.9. Special Purpose Space. Space constructed for the special purposes not generally suitable for use by other Agencies (e.g., laboratories, manufacturing plants, hospitals, quarters, barracks, mess halls, service clubs, post exchanges, and similar facilities).

E1.2.10. Special Space. Space which, by reason of installed fixed facilities or utilities, is adapted for special use. Space types include: laboratories, dark rooms, electronic data processing rooms (e.g., computer rooms, with special air conditioning, industrial type operations with installed equipment, etc.).

E1.2.11. Storage Space. Space suitable for storage of supplies, equipment, records, material, etc., but does not provide an environment suitable for an office operation. This type of space would include, but not be limited to: vaults, closets, unconverted attic and basement areas, as well as space built for warehousing and records storage.

E1.2.12. Unit Equipment. Items of furniture and equipment housed in Open Office Area space that are not assigned to any one workstation and used by more than one personnel.

E1.2.13. Workstation. That portion of office space allocated to an individual in order to accommodate the furniture and equipment necessary for the individual's work. A workstation can be either private, semi-private, or open.

E1.3. SPACE ALLOCATIONS

E1.3.1. General. This prescribes the general requirements and guidelines for all DoD Components in the assignment and utilization of DoD-occupied space. For the Pentagon building, in space renovated and reconstructed under the Pentagon Renovation Program, space allocations are set under the Pentagon User's Representative Data (PURDI) operating guidelines and standards.

E1.3.2. Workstation Allowances. Workstation allowances, measured in net occupiable square feet without an internal circulation factor (section E1.6.), shall be utilized to determine the basic amount of space allowed for a typical office workstation. Any deviation that increases the allocation must be approved in advance by the Director, WHS.

E1.3.2.1. Open space planning is encouraged and the use of private offices is limited to executive-level and management positions. Only those functions requiring confidentiality should be considered for assignment of private office space in the P-5 and P-6 categories.

E1.3.2.2. In buildings with nonconforming modules, adjustments in planning and layouts, including reduction in the size of private and open office allowances, will be made.

E1.3.2.3. Space allowances do not include external circulation and/or a circulation factor. Allowance is net usable space to be used for planning and layout purposes.

E1.3.2.4. Private Office Space Categories. Due to the variations in position titles and organizational structure within the Department of Defense, the position titles shown are not directly applicable in all cases. In assigning space categories, consideration will be given to the entire organizational structure involved and the relative relationship of positions within the organization.

E1.3.3. Private (P) Space Categories:

E1.3.3.1. P-1. Secretaries of Military Departments; Chairman of the Joint Chiefs of Staff; Commandant of the Marine Corps; Under Secretaries of Defense; Chief Financial Officer; Principal Deputy Under Secretaries of Defense; Director of Defense Research and Engineering; Assistant Secretaries of Defense, General Counsel of the Department of Defense, Inspector General of the Department of Defense, Director of Operational Test and Evaluation; Principal Deputy Director of Defense Research and Engineering; Under Secretaries of the Military Departments; Vice Chiefs

of Military Services; Assistant Secretaries and General Counsels of the of Military Departments; Assistant Commandant of the Marine Corps; Directors of Defense Agencies; and, Director, Joint Staff.

E1.3.3.2. P-2. The Special Assistants to the Secretary and Deputy Secretary of Defense; Assistants to the Secretary of Defense; Deputy Directors, Defense Research and Engineering; Deputy General Counsel; General Counsels of the Military Departments; Assistants to the Secretaries of Military Departments; Deputy Assistant Secretaries of Defense; Deputy Under Secretaries of Military Departments; Joint Staff Directors; Deputy and Assistant Chiefs of Military Services; Heads of Directorates, Agencies, Commands, Bureaus, and Offices reporting directly to positions in P-1 category; and, Executive Assistants, SES-level, or equivalent.

E1.3.3.3. P-3. Senior Executives Service (SES) positions not previously listed; Brigadier General positions and above, or comparable positions; and, Deputies to positions in P-2 category.

E1.3.3.4. P-4. Division Heads in Grades GS/GM-15/14, Colonel, or comparable requiring private offices; Branch Heads in Grades GS/GM-15/14, Colonel, or comparable reporting to positions in P-3 category and require private offices; and, Deputies to positions in P-3 category requiring private offices.

E1.3.3.5. P-5. Division Heads in Grade GS/GM-13, Lt. Colonel, or comparable requiring private offices; 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; and, Professional or administrative personnel in Grades GS/GM-15/14 or Colonel requiring private offices.

E1.3.3.6. P-6. Branch Heads in Grade GS-12, Major, or comparable requiring private offices; Professional, administrative personnel in Grade GS/GM-13, Lt. Colonel, or comparable requiring private offices.

E1.3.4. Open Office Space Categories.

E1.3.5. Open (O) Space Categories

E1.3.5.1. O-1. Division Heads in Grade GS/GM-13 or Lt. Colonel or comparable; Branch Heads in Grades GS/GM-15/14/13, Colonel, Lt. Colonel or comparable; and, Professional or administrative personnel in Grades GS/GM-15/14 or Colonel.

E1.3.5.2. O-2. Branch Heads in Grade GS-12, Major and below or comparable; Professional or administrative personnel in Grade GS/GM-13, Lt. Colonel; Unit Supervisors in Grade GS-9, E8, WO-01, or above who supervise six or more employees; Professional and administrative personnel in Grade GS-7, E8, WO-01, or above; Unit Supervisors in Grade GS-8, E7, or below, who supervise six or more employees; Clerical, stenographic, and all other personnel; and, Contractor support personnel.

E1.4. UNIT EQUIPMENT SPACE ALLOWANCES.

Common items of unit furniture and equipment are noted under section E1.7. - Space Allocations Guide. The space requirements for items not listed may be calculated using the actual measurements of the unit furniture and/or equipment or by using a similar item listed. The space allowance is measured in occupiable square feet and includes an internal circulation factor for the item.

E1.5. ADMINISTRATIVE SUPPORT SPACE ALLOWANCES

E1.5.1. File Areas. An allowance of seven (7) square feet will be made per letter file cabinet, and seven (7) square feet per legal file cabinet. Provide four (4) foot aisles where rows of filing cabinets face one another. A cross-aisle should be planned every twenty-five (25) feet.

E1.5.2. Conference Rooms. Common conference room sizes are noted under section E1.7. - Space Allocations Guide. For larger meeting rooms, with row-type seating, an allowance of 150 square feet, plus 10 square feet per person is recommended for planning.

E1.5.3. Reception Areas. Common reception area sizes are noted under section E1.7. Written justification for a reception area must be provided. For planning purposes, use fifteen (15) square feet per person.

E1.5.4. Miscellaneous Support Areas. An actual architectural layout must be made to determine the space requirements for miscellaneous support and special areas such as mail rooms, reproduction areas, libraries, etc. Written justification for the space must be provided.

E1.6. CIRCULATION FACTOR ALLOWANCES.

Space for circulation will be required for the efficient movement and flow of personnel through the office type space and is addition to the square footage requested by the DoD Component in the initial Request for Space. WHS will calculate and assign a circulation factor (definition - subsection E1.2.3.). For budgetary planning purposes only, a circulation factor of about twenty percent (20%) of the total space requested by the DoD Component should be used and added to the total space requested.

E1.7. SPACE ALLOCATIONS GUIDE - NCR

| Space Category / Type of Space | Space Allowance (net SQ FT) |
|-----------------------------------|--------------------------------|
| <u>Private Office</u> | |
| P-1 | 600 |
| P-2 | 400 |
| P-3 | 300 |
| P-4 | 200 |
| P-5 | 150 |
| P-6 | 100 |
| <u>Open Office</u> | |
| O-1 | 90 |
| O-2 | 60 |
| <u>Unit Equipment</u> | <u>inches</u> |
| Bookcase | 13x33 6 |
| Bookcase, unit | 18x22 6 |
| Cabinet, Storage | 18x24 8 |
| Cabinet, Storage | 18x36 9 |
| Cabinet, Storage | 24x36 11 |
| Cabinet, Stationary | 18x36 9 |
| Cabinet, filing – letter | 15x25 7 |
| Cabinet, filing – legal | 18x25 7 |
| Cabinet, filing – safe | 19x28 9 |
| Cabinet, filing – plan | 36x48 32 |
| Cabinet, filing – plan | 36x60 45 |
| Copier, freestanding | 60 |
| ¹ Copier, high volume | 100 |
| Fax machine | 8 |
| Printer, laserjet | 8 |
| <u>Administrative Support</u> | |
| Conference Room - 8 personnel | 150 |
| Conference Room - 10 personnel | 200 |
| Conference Room - 14 personnel | 375 |
| Conference Room - 24 personnel | 500 |
| Reception Area - 2 personnel | 30 |
| Reception Area - 4 personnel | 60 |
| Reception Area - 6 personnel | 90 |
| Reception Area - 8 personnel | 120 |

¹ Or minimum requirements specified by the manufacturer

E2. ENCLOSURE 2

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

| DOD SPACE REQUIREMENTS DATA PART I - SUMMARY <i>(SEE INSTRUCTIONS ON REVERSE SIDE)</i> | | | | | DATE | PAGE NO. 1 | NO. OF PAGES 2 |
|---|----------|---|----------|---------------------------|--------------------------------|---------------------|----------------------|
| DEPARTMENT OR AGENCY X | | FIRST SUBDIVISION XY | | PREPARED BY Jim Smythe | | | |
| SECOND SUBDIVISION XYZ | | THIRD SUBDIVISION | | APPROVED Jim Johnson | | | |
| A - SUMMARY | | | | | | | |
| 1. PERSONNEL | | | | | 2. SPACE | | |
| <i>a</i> | <i>b</i> | <i>c</i> | <i>d</i> | <i>e</i> | <i>a</i> | <i>b</i> | <i>c</i> |
| AUTHORIZED | 11 | TOTAL IN PRIVATE AND OPEN OFFICE TYPE SPACE | 10 | | TYPE OF SPACE | PRESENT SQUARE FEET | REQUIRED SQUARE FEET |
| VACANT BILLETS | (6) | E 1-7, GS 1-6 | () | | OFFICE TYPE SPACE | | 1,451 |
| ON BOARD, PAYROLL | (5) | E 8 AND 9, WO, O 1 AND 2, GS 7-11, SUPERVISORY | () | | PRIVATE WORK STATIONS | () | (700) |
| ON BOARD NON-PAYROLL | 0 | E 8 AND 9, WO, O 1 AND 2, GS 7-11, NONSUPERVISORY | (2) | | OPEN WORK STATIONS | () | (480) |
| TOTAL | 11 | O 3 AND 4, GS 12-13 SUPERVISORY | () | | UNIT EQUIPMENT | () | (271) |
| <i>INDEXES (For OSD Use Only)</i> | | O 3 AND 4, GS 12-13 NONSUPERVISORY | (2) | | ADMINISTRATIVE SUPPORT | () | (870) |
| PRESENT OFFICE USE INDEX | | O 5 AND 6, GS 14-15 SUPERVISORY | (3) | | STORAGE AND SPECIAL TYPE SPACE | () | (500) |
| OFFICE USE INDEX, GSA SCHEDULE | | O 5 AND 6, GS 14-15 NONSUPERVISORY | (2) | | TOTAL | | 2,821 |
| OFFICE USE INDEX, DOD ALLOWANCE | | O 7 AND 8 GS 16-18, P.L. | (1) | | | | |
| ADMINISTRATIVE SUPPORT INDEX | | TOTAL IN ADMINISTRATIVE SUPPORT SPACE | 1 | | | | |
| STORAGE INDEX | | TOTAL IN STORAGE AND SPECIAL TYPE SPACE | | | | | |
| SPECIAL TYPE INDEX | | TOTAL PERSONNEL | 11 | | | | |
| B - GENERAL | | | | | | | |
| 1. MISSION - THIS UNIT IS GENERALLY RESPONSIBLE FOR: | | | | | | | |
| 2. STATEMENT ON FEASIBILITY OF RELOCATION (DOD Directive 5305.2): | | | | | | | |
| 3. ADDITIONAL FACTORS - THE FOLLOWING ADDITIONAL FACTORS SHOULD BE CONSIDERED IN DETERMINING THE SPACE REQUIREMENTS OF THIS UNIT: | | | | | | | |

DD FORM 1450, APR 66 (EG)

REPLACES EDITION OF 1 OCT 63 WHICH MAY BE USED. Designed using Perform Pro, WHS/DIOR, May

INSTRUCTIONS

A. GENERAL. This form is designed for use with the DoD Space Occupancy Guide for the National Capital Region (DoD Instruction 5305.3) to determine new space requirements or to analyze present space utilization. Parts I and II should be completed for each division or comparable unit. In larger organizations, both Parts I and II should be completed for the office(s) at the next supervisory level(s), and a Part I completed to summarize the total requirements listed on all of the Part II's.

B. DEFINITIONS

1. OFFICE TYPE SPACE: This is space which provides an environment suitable for an office operation. This includes, but is not limited to suitable and adequate lighting, heat and ventilation, appearance, accessibility, circulation, floor covering, and sound control. The space may consist of a large open area or may be partitioned into rooms. Examples of office type space include conventional offices, conference rooms, classrooms, credit unions, and supply rooms (when in office space). For the purpose of detailing space requirements on DD Forms 1450 and 1450-1, Office Type Space is subdivided into "private work stations", "open work stations", "unit equipment", and "administrative support space", defined below.

2. PRIVATE WORK STATION: A room occupied by one principal, or, in some instances, by a principal and his secretary.

3. OPEN OFFICE SPACE: Office space occupied by two or more individuals (other than a principal and his secretary), the furnishings and equipment required for their work, plus circulation space.

4. OPEN WORK STATION: That portion of an open office space area allocated to an individual to accommodate the furniture and equipment necessary for performing his work, plus a share of the adjacent aisle.

5. UNIT EQUIPMENT: Those items of furniture and equipment housed in Open Office Type Space which are not assigned to any one work station, i.e., bookcases, costumers, office machines, safes, files, table, etc., not used exclusively by one individual.

6. ADMINISTRATIVE SUPPORT SPACE: All office type space not classified either as private or open office space, e.g., conference rooms, supply rooms, training rooms, file rooms, reception rooms, duplication rooms, supply rooms, libraries (except fixed stacks), etc.

7. STORAGE TYPE SPACE: This is space which is suitable for storage of supplies, equipment, records, materials, etc., and which does not provide an environment suitable for an office operation. This type would include but not be limited to vaults, closets, and unconverted attic and basement areas, as well as space built for warehousing and records storage. Its interior treatment is such that it cannot be classified as suitable for office space.

8. SPECIAL TYPE SPACE: This is space which by reason of installed fixed facilities or utilities is adapted for special use. Included would be laboratories, dark rooms, electronic data processing rooms (computer rooms) with special air conditioning, industrial type operations with installed equipment, etc.

C. PART I

1. HEADING. Indicate the activity, e.g., Navy Department, Bureau of Naval Personnel, Assistant Chief for Plans, Policy Division, and the names of the persons who prepared and approved the report. Pages should be numbered consecutively to include all DD Forms 1450 and 1450-1 submitted.

2. SUMMARY.

a. Personnel. Complete columns b and d, leaving column e blank. In column b, the sum of "Vacant Bilets" and "On Board, Payroll" should equal the "Authorized" figure. In Column d, the "Total in Private and Open Office Type Space", which is the sum of the figures to be entered in parentheses, when added to the "Total in Administrative Support Space" and the "Total in Storage and Special Type Space" should equal the sum of Authorized" and "On Board, Non-Payroll" personnel shown in column b.

b. Space. Enter present square feet occupied in column b. Enter totals from Part II, columns e, f, g, l, and p on appropriate lines in column c.

3. GENERAL. Under "Additional Factors", enter requirements for special construction, security, adjacency, etc. Attach pertinent organization charts.

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D. PART II

1. COLUMNS a, b, c, & d. Do not include personnel whose work stations are located in administrative support, special, or storage space. In column d, when the grade or rank of an incumbent differs from what is authorized, list the authorized grade or rank and indicate in remarks the grade or rank of the incumbent.

2. COLUMNS e AND f. Use allowances shown in the current DoD Space Occupancy Guide for the National Capital Region (DoD Instruction 5305.3). Any departure from the guide will be justified in remarks or on the reverse side of the form.

3. COLUMNS g AND h. Do not list furniture or equipment included in private offices or open work stations, or in administrative support, storage, or special type space.

E. SPACE REQUIREMENTS FOR UNIT FURNITURE AND EQUIPMENT

Listed below are common items of unit furniture and equipment and the square footage of floor space they require. Working area is included where appropriate. The space requirements for items not listed may be calculated from actual measurements or by using the items below as a guide.

| ITEM | SQUARE FEET |
|--|-------------|
| Bookcase, 13 x 33 | 6 |
| Bookcase, unitized, 22 x 18 | 4 |
| Cabinet, storage and wardrobe, 18 x 24 | 6 |
| Cabinet, storage and wardrobe, 18 x 36 | 9 |
| Cabinet, storage and wardrobe, 24 x 26 | 11 |
| Cabinet, stationery, 18 x 36 | 9 |
| Cabinet, filing, letter size, 15 x 25 | 6 |
| Cabinet, filing, legal size, 18 x 25 | 7 |
| Cabinet, filing, safe, 19 x 28 | 8 |
| Cabinet, filing, map and plan, 36 x 48 | 20 |
| Cabinet, filing, map and plan, 36 x 60 | 25 |
| Chair, side | 4-6 |
| Chair, lounge | 10 |
| Costumer | 4 |
| Credenza, 18 x 66 | 9 |
| Locker, clothing, 18 x 21 | 5 |
| Locker, clothing, 36 x 21 | 9 |
| Safe, one door, 21 x 23 | 8 |
| Safe, one door, 27 x 27 | 10 |
| Safe, two door, 42 x 36 | 18 |
| Sofa | 30 |
| Stand, Dictionary | 4 |
| Stand, office machine, 18 x 18 | 3 |
| Stand, office machine, 18 x 34 | 5 |
| Stand, office machine, 24 x 36 | 6 |
| Table, 14 x 26 | 3 |
| Table, 24 x 36 | 6 |
| Table, 34 x 45 | 12 |
| Table, 34 x 60 | 15 |
| Table, 36 x 72 | 18 |
| Valet rack, 30 x 20 | 6 |
| Valet rack, 51 x 20 | 8 |

E3. ENCLOSURE 3

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

| DOD SPACE REQUIREMENTS DATA PART II - DETAILED SPACE REQUIREMENTS <small>(SEE INSTRUCTIONS ON REVERSE OF DD FORM 1450)</small> | | | | | | | | DATE | PAGE NO. | NO. OF PAGES | |
|--|---|--------------------------|--------------------------|-------------------------|-----------|--------------------------------------|-----------------------------------|--|---------------------|--------------------------------|--------------------------------------|
| OFFICE TYPE SPACE | | | | | | | | | | | |
| PRIVATE AND OPEN WORK STATIONS | | | | | | UNIT EQUIPMENT | | ADMINISTRATIVE SUPPORT SPACE | | | |
| LINE ITEM a | JOB TITLE (Including Vacancies) b | NAME OF EMPLOYEE c | GRADE OR RANK d | SQUARE FEET REQUIRED | | SQUARE FEET RE- QUIRED g | DESCRIPTION h | DESCRIPTION i | PERSON- NEL j | PRESENT SQUARE FEET k | SQUARE FEET RE- QUIRED l |
| | | | | PRIVATE e | OPEN f | | | | | | |
| 1 | Director, XYZ | Jane Doe | SES | 300 | | 36 | 6ea - Bookcases 13x33 | XYZ Reception Area | 6 | | 90 |
| 2 | Deputy Director, XYZ | John Smith | COL | 200 | | 8 | Fax Machine | Division A Reception Area | 2 | | 30 |
| 3 | Director's Secretary | Jean Jones | GS-11 | | 60 | 21 | 3ea - Cabinet, filing leter 15x25 | Division A Conference Room | 8 | | 150 |
| 4 | *Receptionist | Vacant | GS-5 | | 60 | 60 | Copier, free standing | **Files Room | | | 500 |
| 5 | Director, Division A | Jim Johnson | GM-15 | 200 | | 6 | Mail/distribution table | LAN/Telecommunication Room | | | 100 |
| 6 | Deputy Director, Division A | Vacant | GM-14 | | 90 | 16 | 2ea - Printer, laserjet | | | | |
| 7 | Chief, Branch A1 | Vacant | GS-14 | | 90 | 8 | Fax Machine (Division A) | | | | |
| | | | | | | | | | TOTALS | 16 | 870 |
| 9 | Action Officer | Vacant | GS-13 | | 60 | 100 | Copier | STORAGE AND SPECIAL TYPE SPACE | | | |
| 10 | Action Officer | Vacant | GS-12 | | 60 | 16 | 2ea - Printers, laserjets | DESCRIPTION m | PERSON- NEL n | PRESENT SQUARE FEET o | SQUARE FEET RE- QUIRED p |
| 11 | Action Officer | Vacant | GS-11 | | 60 | | | XYZ Conference Room w/teleconferencing equipment | 24 | | 500 |
| | | | | TOTALS | 700 | 480 | 271 | | | | |
| REMARKS (Continue on reverse) *Receptionist w/s located in reception area. **Files Room layout sketch is attached | | | | | | | | TOTALS | 24 | 500 | |

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REPLACES EDITION OF 1 OCT 63 WHICH MAY BE USED.

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