



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

THE UNDER SECRETARY OF DEFENSE
3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

MAR 21 2007

MEMORANDUM FOR SERVICE ACQUISITION EXECUTIVES
DIRECTOR, ADMINISTRATION & MANAGEMENT
DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES
DIRECTOR, ACQUISITION, TECHNOLOGY
AND SUPPLY DIRECTORATE (DLA)

SUBJECT: Leasing Office Space

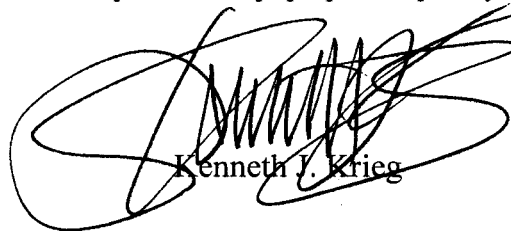
Recent DoD Inspector General reviews have alerted the Department to the potential inappropriate leasing of office space. The purpose of this memo is to restate the Department's policy on leasing office space.

In the National Capital Region (NCR), the leasing of office space may only be accomplished by or through the General Services Administration (GSA) or Washington Headquarters Services (WHS), unless otherwise expressly authorized by statute or delegation. Within the NCR, DoD Directive 5110.4, attachment (1), specifies that WHS is responsible for all administrative space acquisition. In addition, DoD Directive 5305.5, attachment (2), establishes space allocation guidelines for DoD Components within the NCR.

Outside the NCR, DoD Components may acquire leased office space only through GSA or a Military Department as may be expressly authorized by statute or delegation.

Components expressly authorized to lease office space are to use applicable competitive lease acquisition procedures and real property lease provisions applicable to federal leaseholds. Using other types of contracts, such as services contracts, is not proper for entering into a contract for the purpose of acquiring leased office space for DoD operations. The March 2, 2007, DoD policy on "Contracts for Services" provides guidance in this area.

This policy applies to all DoD requirements, regardless of whether they are entered into through a DoD contract or task order or a contract or task order issued by an agency other than DoD. My point of contact is Ms. Melanie Tinsley, ODUSD(I&E), at 703-571-9081 or Melanie.Tinsley@osd.mil. All documents referenced in this memorandum can be found electronically at www.acq.osd.mil/dpap/specificpolicy/index.htm.



Kenneth J. Krieg

Attachments:
As stated



cc:
GSA(Chief Acquisition Officer)



Department of Defense DIRECTIVE

NUMBER 5110.4

October 19, 2001

DA&M

SUBJECT: Washington Headquarters Services (WHS)

- References:
- (a) Title 10 of the United States Code, "Armed Forces"
 - (b) DoD Directive 5110.4, "Washington Headquarters Services," May 10, 1999 (hereby canceled)
 - (c) DoD Directive 5200.1, "DoD Information Security Program," December 13, 1996
 - (d) Executive Order 12958, "Classified National Security Information," April 17, 1995
 - (e) through (dd), see enclosure 1

1. REISSUANCE AND PURPOSE

Pursuant to the authority vested in the Secretary of Defense under reference (a), this Directive revises and reissues reference (b) to reflect the organization's mission, functions, responsibilities, relationships, and authorities.

2. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as "the DoD Components").

3. MISSION

The WHS shall administer assigned operational programs and provide operational support and administrative services to specified DoD Components and non-DoD activities, as required, for their efficient and effective operation.

4. ORGANIZATION AND MANAGEMENT

4.1. The WHS is established as a Field Activity of the Department of Defense. It shall consist of a Director and such subordinate organizational elements as are established by the Director within resources authorized by the Secretary of Defense.

4.2. The Director of Administration and Management, Office of the Secretary of Defense (DA&M, OSD), shall also serve as the Director, WHS.

5. FUNCTIONS AND RESPONSIBILITIES

The Director, Washington Headquarters Services, shall:

5.1. Organize, direct, and manage the WHS and assigned resources.

5.2. Administer the following DoD-wide operational programs:

5.2.1. The Mandatory Declassification Review Program, consistent with DoD Directive 5200.1 and Executive Order (E.O.) 12958 (references (c) and (d)).

5.2.2. The DoD Regulatory Program, consistent with E.O. 12866 (reference (e)).

5.2.3. The Federal Voting Assistance Program, including administration of the Uniformed and Overseas Citizens Absentee Voting Act and the National Voter Registration Act (references (f) and (g)).

5.2.4. The DoD Freedom of Information Act (FOIA) Program, consistent with DoD Directive 5400.7 and DoD 5400.7-R (references (h) and (i)).

5.2.5. The DoD Privacy Program, consistent with DoD Directive 5400.11 and DoD 5400.11-R (references (j) and (k)).

5.2.6. The DoD Security Review Program, consistent with E.O. 12958, DoD Directives 5230.9, 5400.4, and DoD Instruction 5230.29 (references (d), (l), (m), and (n)).

5.2.7. The DoD Information Requirements Program, consistent with DoD Directive 8910.1 (reference (o)).

5.2.8. The DoD Directives System and Federal Register System Programs, consistent with DoD Directive 5025.1, DoD 5025.1-M, and Administrative Instruction 102 (references (p) through (r)).

5.2.9. The DoD Administrative Space Management Program for the National Capital Region (NCR), consistent with DoD Instruction 5305.5 (reference (s)). The NCR includes: the District of Columbia; Montgomery and Prince Georges Counties in Maryland; and Arlington, Fairfax, Loudoun and Prince William Counties and the cities of Alexandria and Falls Church in Virginia.

5.2.10. The DoD Data Collection and Reports Program for procurement, logistics, workforce, casualty, economic information, and other DoD reports as assigned.

5.2.11. The DoD Forms Management Program, consistent with DoD Instruction 7750.7 (reference (t)).

5.2.12. The detail of DoD personnel to duty outside of the Department of Defense, consistent with DoD Directive 1000.17 (reference (u)).

5.2.13. Other DoD-wide operational programs, as required.

5.3. Provide the following operational support and administrative services, as required, to specified DoD Components and non-DoD activities.

5.3.1. Financial management services, including: budget formulation, presentation and execution; accounting and reporting; financial systems design, operation and maintenance; and implementation of audit trails and internal controls.

5.3.2. Correspondence control, records management, systematic declassification review, Privacy Act implementation, reference and electronic message services.

5.3.3. Civilian and military human resource management and related activities.

5.3.4. Voluntary programs, such as the Combined Federal Campaign, U.S. Savings Bond, and the Blood Donor Programs (references (v) through (z)).

5.3.5. Personnel security clearances, adjudications, and appeals processes (reference (aa)).

5.3.6. Information technology and data systems support.

5.3.7. Facilities management and associated support services for all DoD-occupied administrative space in the NCR and other locations as required, to include: real property and building management; administrative space acquisition and management; maintenance, repair, alteration, design and construction; safety and environmental management; renovation program planning and execution; concessions, childcare, parking management, office services, administrative telephone service, graphics and presentations services; and transportation matters, to include the mass transportation subsidy program (reference (bb)) and scheduled DoD bus services.

5.3.8. Physical, technical, and information security, law enforcement, traffic control, force protection, and anti-terrorism and passive counter-espionage programs for the Pentagon and other DoD-occupied administrative facilities in the NCR and for designated DoD officials at non-DoD facilities in the NCR, as required.

5.3.9. Other operational support and administrative services as may be required.

5.4. Provide personnel resources and associated organizational support, as required, for:

5.4.1. Specified White House functions;

5.4.2. Assigned Departmental activities (including, but not limited to, DoD temporary boards and commissions and the Pentagon Renovation Program);

5.4.3. Legal services provided to the WHS and organizations supported by the WHS, in accordance with DoD Directive 5145.4 (reference (cc)); and

5.4.4. Other DoD or non-DoD activities, as designated.

6. RELATIONSHIPS

In the performance of assigned functions and responsibilities, the Director, WHS, shall:

6.1. Coordinate and exchange information and advice with the DoD Components and other Governmental and non-Government agencies having collateral or related responsibilities.

6.2. Make use of established facilities and services in the Department of Defense and other Government Agencies, whenever practical, to avoid duplication and to achieve maximum efficiency and economy.

7. AUTHORITIES

The Director, WHS, or designee, is specifically delegated authority to:

7.1. Obtain such information, consistent with the policies and criteria of DoD Directive 8910.1 (reference (o)), advice, and assistance from the DoD Components, as necessary, to carry out assigned responsibilities and functions.

7.2. Communicate directly with the Heads of DoD Components and other Executive Departments and Agencies, representatives of the Legislative Branch, and members of the public, as necessary, in carrying out assigned responsibilities and functions. Communications to the Commanders-in-Chief of the Combatant Commands shall be coordinated with the Chairman of the Joint Chiefs of Staff. Direct communication with the Commanders-in-Chief of the Combatant Commands is authorized in matters dealing with the administration of the Freedom of Information Act (reference (dd)) and the Mandatory Declassification Review Programs.


7.3. In the absence of a known DoD originator of classified information, declassify official DoD information submitted for mandatory declassification review, and in response to Freedom of Information Act actions.

7.4. Act as the principal DoD Liaison with the General Services Administration for all administrative services and real property matters, including lease administration and enforcement in the NCR, and other locations, as required.

7.5. Exercise the delegations of authority contained in enclosure 2.

8. EFFECTIVE DATE

This Directive is effective immediately.



Paul Wolfowitz
Deputy Secretary of Defense

Enclosures - 2

- E1. References, continued
- E2. Delegations of Authority

E1. ENCLOSURE 1

REFERENCES, continued

- (e) Executive Order 12866, "Regulatory Planning and Review," September 30, 1993
- (f) Section 1973ff et seq. of title 42, United States Code, "Uniformed and Overseas Citizens Absentee Voting Act"
- (g) Section 1973gg et seq. of title 42 United States Code, "National Voter Registration Act"
- (h) DoD Directive 5400.7, "DoD Freedom of Information Act (FOIA) Program," September 29, 1997
- (i) DoD 5400.7-R, "Freedom of Information Act (FOIA) Program," September 4, 1998
- (j) DoD Directive 5400.11, "DoD Privacy Program," December 13, 1999
- (k) DoD 5400.11-R, "DoD Privacy Program," August 31, 1983
- (l) DoD Directive 5230.9, "Clearance of DoD Information for Public Release," April 9, 1996
- (m) DoD Directive 5400.4, "Provision of Information to Congress," January 30, 1978
- (n) DoD Instruction 5230.29, "Security and Policy Review of DoD Information for Public Release," August 6, 1999
- (o) DoD Directive 8910.1, "Management and Control of Information Requirements," June 11, 1993
- (p) DoD Directive 5025.1, "DoD Directives System," July 27, 2000
- (q) DoD 5025.1-M, "DoD Directives System Procedures," August 1994
- (r) Administrative Instruction 102, "Office of the Secretary of Defense (OSD) Federal Register System," August 6, 1999
- (s) DoD Instruction 5305.5, "Space Management Procedures, National Capital Region," June 14, 1999
- (t) DoD Instruction 7750.7, "DoD Forms Management Program," May 31, 1990
- (u) DoD Directive 1000.17, "Detail of DoD Personnel to Duty Outside the Department of Defense," February 24, 1997
- (v) Part 950 of title 5 of the Code of Federal Regulations, "Solicitation of Federal Civilian and Uniformed Service Personnel for Contributions to Private Voluntary Organizations," November 24, 1995
- (w) DoD Instruction 5035.5, "DoD Combined Federal Campaign - Overseas (CFC-O)," October 12, 1999
- (x) DoD Directive 5035.1, "Combined Federal Campaign (CFC) Fund-Raising Within the Department of Defense," May 7, 1999
- (y) DoD Directive 5035.6, "Purchase of United States Savings Bonds by DoD Personnel," February 9, 1979

- (z) DoD Directive 6000.12, "Health Services Operations and Readiness," April 29, 1996
- (aa) Executive Order 12968, "Access to Classified Information," August 4, 1995
- (bb) Executive Order 13150, "Federal Workforce Transportation," April 21, 2000
- (cc) DoD Directive 5145.4, "Defense Legal Services Agency," December 15, 1989
- (dd) Section 552 of title 5, United States Code, "Freedom of Information Act"

E2. ENCLOSURE 2

DELEGATIONS OF AUTHORITY

E2.1.1. Pursuant to the authority vested in the Secretary of Defense, and subject to the direction, authority, and control of the Secretary of Defense, and in accordance with DoD policies, Directives, and Instructions, the Director, WHS, or in the absence of the Director, the person acting for the Director, is hereby delegated authority as required in the administration and operation of the WHS to:

E2.1.1.1. Exercise the powers vested in the Secretary of Defense by 5 U.S.C. 301, 302(b), 3101, 4103, 4302 and 5107 on the employment, direction, and general administration of civilian personnel.

E2.1.1.2. Fix rates of pay for wage-rate employees exempted from the Classification Act of 1949 by 5 U.S.C. 5102 on the basis of rates established under the Federal Wage System. In fixing such rates, the Director, WHS, shall follow the wage schedule established by the DoD Wage Fixing Authority.

E2.1.1.3. Administer oaths of office to those entering the Executive Branch of the Federal Government or any other oath required by law in connection with employment therein, in accordance with 5 U.S.C. 2903, and designate in writing, as may be necessary, appropriate employees of WHS to perform this function.

E2.1.1.4. Establish an Incentive Awards Board, and pay cash awards to, and incur necessary expenses for the honorary recognition of, civilian members of the Government whose suggestions, inventions, superior accomplishments, or other personal efforts, including special acts or service, benefit or affect organizations serviced by WHS, in accordance with 5 U.S.C. 4503, OPM regulations, and DoD 1400.25-M, subchapter 451. Incur necessary expenses for the honorary recognition of Military employees of Defense Components in accordance with 10 U.S.C. 1124 and 1125.

E2.1.1.5. Establish advisory committees and employ temporary or intermittent experts or consultants for the performance of functions consistent with 10 U.S.C. 173, 5 U.S.C. 3109(b), and DoD Directive 5105.4.

E2.1.1.6. In accordance with 5 U.S.C. 7532; Executive Orders 10450, 12333, and 12968; and DoD Directive 5200.2, as appropriate:

E2.1.1.6.1. Designate the sensitivity of positions.

E2.1.1.6.2. Authorize, in case of an emergency, the appointment to a sensitive position, for a limited period of time, of a person for whom a full field investigation or other appropriate investigation, including the National Agency Check, has not been completed.

E2.1.1.6.3. Request investigations, issue personnel security clearances and, if necessary, in the interest of national security, suspend, revoke, or deny a security clearance for personnel assigned, detailed to, or employed by those organizations serviced by WHS.

E2.1.1.6.4. Operate a Clearance Appeals Board, which shall decide appeals from denials or revocations of security clearances.

E2.1.1.7. Promulgate financial management policy, practices and procedures for the effective control over and accountability for all funds, property, and other assets of assigned components.

E2.1.1.7.1. Authorize and approve allocations and allotments of apportioned obligation authority.

E2.1.1.7.2. Develop and execute plans, programs and budgets for assigned components within the framework and process of the Department's planning, programming, and budgeting system.

E2.1.1.8. Authorize and approve:

E2.1.1.8.1. Temporary duty travel for WHS military personnel in accordance with the DoD Joint Federal Travel Regulations, Volume 1.

E2.1.1.8.2. All travel for WHS civilian personnel and Permanent Change of Station for OSD civilian personnel in accordance with the DoD Joint Travel Regulations, Volume 2.

E2.1.1.8.3. Invitational travel to non-DoD employees whose consultative, advisory, or other highly specialized technical services are required in a capacity that is directly related to, or in connection with, WHS activities, in accordance with Volume 2, Joint Travel Regulations.

E2.1.1.8.4. Overtime work for civilian personnel in accordance with 5 U.S.C., chapter 55, subchapter V, and applicable OPM regulations.

E2.1.1.9. Approve the expenditure of funds available for travel by military personnel for expenses incidental to attendance at meetings of technical, scientific, professional, or other similar organizations in such instances when the approval of the Secretary of Defense, or designee, is required by law (37 U.S.C. 412), 5 U.S.C. 4110 and 4111.

E2.1.1.10. Implement and maintain an active and continuing records disposition program pursuant to Chapters 29, 31, and 33 of title 44, U.S.C. and DoD Directive 5015.2.

E2.1.1.11. Utilize the Government purchase card for making micropurchases of material and services, other than personal services, in compliance with DoD policy.

E2.1.1.12. Authorize the publication of advertisements, notices, or proposals in newspapers, magazines, or other public periodicals, as required for effective administration and operation, consistent with 44 U.S.C. 3702.

E2.1.1.13. Establish and maintain, for the functions assigned, an appropriate publications system for the promulgation of common supply and Services regulations, and procedures documents prescribed in DoD 5025.1-M.

E2.1.1.14. Implement and maintain the Privacy Program pursuant to 5 U.S.C. 552a.

E2.1.1.15. Implement and maintain the Freedom of Information Act Program pursuant to 5 U.S.C. 552.

E2.1.1.16. Enter into support and service agreements with the Military Departments, other DoD Components, or other Government Agencies, as required for the effective performance of assigned responsibilities and functions.

E2.1.1.17. Enter into and administer contracts, directly or through a Military Department, a DoD contracting organization, or other Government Department or Agency, as appropriate, for supplies, equipment, and services required to accomplish assigned responsibilities and functions. To the extent that any law or Executive order specifically limits the exercise of such authorities to persons at the Secretariat level of a Military Department, such authorities shall be exercised by the appropriate Under Secretary or Assistant Secretary of Defense.

E2.1.1.18. Establish and maintain appropriate property accounts and appoint Boards of Survey, approve reports of survey, relieve personal liability, and drop

accountability for property contained in the authorized property accounts that have been lost, damaged, stolen, destroyed, or otherwise rendered unserviceable, in accordance with applicable laws and regulations.

E2.1.1.19. Promulgate the necessary security regulations for the protection of property and places under the jurisdiction of the Director, WHS, pursuant to DoD Directive 5200.8.

E2.1.1.20. Lease or out-lease property under terms that will promote the national defense or that will be in the public interest, pursuant to those authorities in 10 U.S.C. and those authorities delegated to the Secretary of Defense under title 40 U.S.C.

E2.1.1.21. Implement and maintain the Information Security Program as prescribed by E.O. 12958, DoD Directive 5200.1 and DoD 5200.1-R.

E2.1.1.22. Implement and maintain the security requirements for Information Technology systems as prescribed by E.O. 12958, DoD Directive 5200.28, and DoD 5200.28-M.

E2.1.1.23. Approve contractual instruments for commercial-type concessions, and maintain general supervision over commercial-type concessions operated by or through the Department of Defense in the NCR, in accordance with DoD Directive 5120.18.

E2.1.1.24. Act as custodian of the seal of the Department of Defense and attest to the authenticity of official records of the Department of Defense under said seal (10 U.S.C. 112).

E2.1.1.25. Exercise the authorities vested in the Secretary of Defense by 10 U.S.C. 2674.

E2.1.1.26. Exercise with respect to the Pentagon Reservation those authorities vested in the Secretary of Defense, or delegated to the Secretary of Defense by the Administrator of the General Services, under title 40 U.S.C.

E2.1.1.27. Exercise with respect to the Pentagon Reservation those authorities specifically granted to the Secretary of Defense in chapter 159 of title 10.

E2.1.1.28. Implement policy, assign responsibilities, and prescribe procedures in order to carry out a Civilian Employees' Occupational Health and Medical Services Program in the NCR in accordance with DoD Instruction 1438.5.

E2.1.2. The Director, WHS, may redelegate these authorities, as appropriate, and in writing, except as otherwise provided by law or regulation.



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.

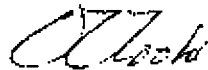
5.3.5. Plumbing and Food Preparation Facilities. No plumbing facilities will be installed in DoD-occupied, Government-leased space except for P-1 category offices. No food preparation areas, kitchens or utilities, or fixtures associated with the preparation and serving of food will be installed except 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 (SEE INSTRUCTIONS ON REVERSE SIDE)					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		
a	b	c	d	e	a	b	c
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)
INDEXES (For OSD Use Only)		O 3 AND 4, GS 12-13 NONSUPERVISORY	(2)		ADMINISTRATIVE SUPPORT	()	(870)
PRESENT OFFICE USE INDEX		O 8 AND 6, GS 14-15 SUPERVISORY	(3)		STORAGE AND SPECIAL TYPE SPACE	()	(500)
OFFICE USE INDEX, GSA SCHEDULE		O 8 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/DI/D. 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, counters, 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 Billets" 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.

DD FORM 1450 REVERSE, APR 66

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, stationary, 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
Counter	4
Credezza, 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	JOB TITLE <small>(Including Vacancies)</small>	NAME OF EMPLOYEE	GRADE OR RANK	SQUARE FEET REQUIRED		SQUARE FEET RE- QUIRED	DESCRIPTION	DESCRIPTION	PERSON- NEL	PRESENT SQUARE FEET	SQUARE FEET RE- QUIRED		
				PRIVATE	OPEN								
a	b	c	d	e	f	g	h	i	j	k	l		
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 letter 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	PERSON- NEL	PRESENT SQUARE FEET	SQUARE FEET RE- QUIRED		
11	Action Officer	Vacant	GS-11		60			"	"	"	"		
								XYZ Conference Room w/teleconferencing equipment	24		500		
				TOTALS	700	480	271						
REMARKS (if message on reverse) *Receptionist w/s located in reception area. **Files Room layout sketch is attached										TOTALS	24		500

DD FORM 1450-1, APR 86 (EG)

REPLACES EDITION OF 1 OCT 83 WHICH MAY BE USED.

Designed using Perform Pro, Wh/SIDIOR, May 94