

November 19, 1993

Directorate of Facilities

**ADMINISTRATION SPACE UTILIZATION CRITERIA FOR
HEADQUARTERS, REGIONS AND DISTRICT OFFICES**

BY ORDER OF THE DIRECTOR



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AUTHORITY: Defense commissary Agency (DeCA) Space Utilization Criteria is established in compliance with Executive Order 11954, dated January 7, 1977.

MANAGEMENT CONTROL SYSTEM: The OPR has determined that this directive does not contain Management control provisions that are subject to evaluations, testing, and other requirements of DeCAD 70-2 and as specified by the Federal Manager's Financial Integrity Act.

APPLICABILITY: This directive applies to the Defense Commissary Agency regions, districts and headquarters.

HOW TO SUPPLEMENT: This directive will not be supplemented without prior authorization from HQ DeCA/DF.

HOW TO ORDER COPIES: If additional copies are needed, they can be obtained as follows: Commissaries will order from region/IM on DeCA Form 30-21.

SUMMARY: This directive establishes standard administrative space criteria and administrative space assignment guidelines for Defense Commissary Agency owned/leased administrative buildings.

OFFICE OF PRIMARY RESPONSIBILITY (OPR): HQ DeCA/DF
COORDINATORS: HQ DeCA/DF/RM/DO/IR/IG/IM/CS
DISTRIBUTION: D

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1-1. **PURPOSE:** This directive establishes guidelines to assist personnel in the design of administration, headquarters, and operations-type facilities, and DeCA-owned/leased buildings. It establishes standards and procedures governing the utilization and control of certain types of floor space that will produce efficiency and economy in space utilization consistent with the requirements of operational responsibility, mobilization, and the public interest. This directive applies to HQ DeCA activities and DeCA regions where they serve as office of primary responsibility (OPR) for DeCA-wide activities.

1-2. **REFERENCES:**

- a. Federal Property Management Regulations GSA.
- b. Executive Order 11512, Planning, Acquisition and Management of Federal Space, February 27, 1972.
- c. Executive Order 11954, Identification of excess Real Property, January 7, 1977.
- d. DoD Directive 7040.2, Program for improvement in Financial management in the area of appropriation for acquisition and construction of Military Real Property, January 18, 1961.

1-3. **POLICY:**

- a. The DeCA will not increase its real property holdings to fulfill space requirements until every effort has been made to provide for such needs through maximum, efficient utilization of available property to include real property under the control of other Federal departments.
- b. The need for space will be justified on the basis of personnel strength, approved programs and actual requirements for adequate, efficient working space. Assignment of excessive space per person or deluxe accommodations is prohibited.

1-4. **RESPONSIBILITIES:**

- a. Responsibility for the proper utilization of real estate is a command function. In the case of DeCA activities, responsibility will follow the command channels which provide resources for the operation and maintenance of the facilities used by DeCA
- b. In carrying out the above responsibilities, region directors/commanders will:
 - (1) Actively supervise compliance with this directive.
 - (2) Require the continuous study and annual survey of space occupied to ensure that efficient and economical use is maintained.

1-5. **PROCEDURES:**

- a. The following administrative space criteria and administrative space assignment procedures will respectively be used for the Defense Commissary Agency (DeCA) owned/leased buildings for:
 - (1) Planning and programming of all administrative space requirements.
 - (2) Assignment of specific space to individuals and equipment within an organization.

b. Administrative Space Criteria: Administrative space requirements are the sum of required office space, storage space and special space.

(1) Office space.

(a) New construction. When planning and programming new construction, administrative space will not exceed 162 gross square feet (GSF) per occupant excluding personnel working in special purpose space. Space for workstation personal computers, computer terminal units with a stand-alone printer, standard typewriters, exclusive use filing cabinets, tables, desks, chairs, or modular office units is included. For planning purposes, net administrative floor area shall not be less than 80 percent of the gross administrative floor area. The 162 gross square feet per person does not include requirements for storage and special space that are addressed in b(1) and b(2) below. Refer to Table 5 for defining office space.

(b) Existing facilities. When planning and programming space in existing facilities, administrative space, excluding personnel working in special space, will not exceed 130 net square feet (NSF) of occupiable area per authorized person or be less than 115 net square feet of occupiable area per authorized person. Space for workstation personal computers, computer terminal units with a stand-alone printer, standard typewriters, exclusive use filing cabinets, tables, desks, chairs, or modular office units is included. The 130 net square feet of occupiable area per authorized person does not include requirements for storage and special space that are addressed in b(1) and b(2) below.

(1) Storage space. Storage space refers to the space required or used to support the day-to-day functions of an office. Included in storage space would be such items as office supplies, copier paper storage, and building maintenance supplies. Storage in this context, does not refer to requirements for warehouse space, where the mission of the organization is to provide warehousing support, or where the mission of the organization requires a significant amount of warehouse space. Storage space will be fully justified and will be determined by application of the allowances (Table 3) where standard storage equipment (file cabinets, shelving, and safes) is used. Storage space will only be provided for 30 days or less of supplies. Net square footage figures derived by using Table 3 will be multiplied by a factor of 1.25, when required, to convert to a gross square feet requirement. Refer to Table 6 for defining storage space.

(2) Special space. Special space includes areas required for common functions such as conferences, meetings, duplicating, mail rooms, staging area, vendors area, classrooms, exhibit and reception areas, or space that has unique architectural features. Special space will be fully justified. Common function needs will be consolidated wherever possible; exclusive use of conference, meeting and training rooms is discouraged. Special space will be fully justified and will be determined by application of the allowances in Table 4. Net square footage figures derived by using Table 4 will be multiplied by a factor of 1.25, when required, to convert to a gross square feet requirement. Refer to Table 7 for defining special space.

(3) Algorithms. Algorithms for GSF includes spaces for mechanical room, walls, etc. The algorithms for determining authorized administrative space are as follows:

(a) New construction. $\text{NUMBER OF AUTHORIZED PERSONNEL} \times 162 \text{ GSF} + 1.25 (\text{NSF OF STORAGE AND SPECIAL SPACE}) = \text{TOTAL GROSS SQUARE FEET AUTHORIZED.}$

(b) Existing facilities. $\text{NUMBER OF AUTHORIZED PERSONNEL} 130 \text{ NSF} + \text{NSF OF STORAGE AND SPECIAL SPACE} = \text{TOTAL NET SQUARE FEET AUTHORIZED.}$

c. Assignment Guidelines: The private office space guidelines shown in Table 1 include the furniture and equipment normally associated with the office position and a circulation or layout factor in

the case of open office space. These allowances are not in addition to the maximum allowance of 90 NSF of office area per building occupant but merely establish maximum limits for certain administrative spaces within the total allowances. Within the total facility, space is usually assigned by the director using the following as guidelines:

(1) Private office space. Where privacy is required, private offices should be no larger than necessary for the occupant to conduct normal business efficiently. The maximum allowance for private offices is 400 net square feet. This figure should be considered only when the occupant confers frequently with large groups of people, and a conference room is not convenient. Table 1 contains specific authorized space for private offices.

(2) Open office space. Normally all non-supervisory personnel will be accommodated in open office space unless individual duties clearly require the provision of a private office. The use of systems or modular furniture is encouraged to achieve better utilization of space and to provide individuals semi-private workstations in lieu of private offices. Table 2 contains specific individual assignment standards.

(3) Unit equipment. Any piece of furniture or equipment, which is used by only one person, e.g., bookshelves, filing cabinet, safe, personal computer, computer terminal with stand-alone printer, typewriters, must fit into the individual's work station space and is not to be included in unit equipment. Furniture in a private office, even if it is common use, should not be included in unit equipment. Furniture for reception area, conference rooms, etc. is included in the space calculations in Table 4 and should not be considered unit furniture. Table 3 contains specific authorized space for unit equipment.

(4) Special space. Assignment of special space will be in accordance with the criteria set forth in paragraph b(2) above.

1-6. **DEFINITIONS:**

a. Gross floor area is all floor area (including all openings in floor slabs) measured to the outer surface of exterior or inclosing walls and includes all floors, mezzanines, halls, vestibules, stair wells, service and equipment rooms, penthouses, enclosed passages and walks, finished usable space with sloping ceilings (such as attic space) having 5 feet or more headroom, and appended covered shipping and receiving platforms at truck or railroad car height. Also included in the gross floor area, but figured on one-half of actual floor area are covered open porches, passages, and walks, and appended uncovered receiving and shipping platforms at truck or railroad care heights.

b. Net building floor area is the gross floor area less space taken by outside walls, interior partitions, stair towers, elevator shafts and machinery, toilets, basements unsuitable for office use, permanent hallways and corridors, and rooms housing machinery or equipment for heating or ventilating and for furnishing light, power, and water supply for the building.

c. Net administrative floor area is the net building floor area less central files and storage rooms and special purpose, conference, and miscellaneous rooms not used as administrative space.

d. Authorized Personnel – Those authorizations as outlined in the DeCA manning document plus Region Director approved overhires.

TABLE 1Private Office Space Allowances for Personnel in DeCA Space

<u>Maximum Space Allowance Category</u>	<u>Assignment</u>	<u>(Net Sq Ft)</u>
P-1	Commanders and Deputy Commanders in Grades 0-10 and 09. Heads and Deputies of Directorates, Offices, Bureaus, and Agencies in Grades O-10 and 09; comparable positions.	400
P-2	Commanders and Deputy/Assistant Commanders in Grades 08 and 07. Heads and Deputies of Directorates, Offices, Bureaus, Agencies, and Divisions in Grades 08, 07, SES, and GS/GM 18 - 16; comparable positions. Deputies of positions in P-1 Category.	300
P-3	Commanders and Deputy Commanders in Grade 06. Commanders in Grade 05. Division Heads in Grades GS/GM 15 - 14 or O-6 Commissioned Officers who requires private offices, comparable positions. Branch Heads in Grades GS/GM 15 – 14 who report to Division Heads in P-2 Category and require private offices; comparable positions. Deputies of positions in P-2 category who require private offices. Professional or Administrative Personnel in Grade GS 16 or O-7 Commissioned Officers and above who require private offices. Command Sergeants Major or comparable E-9s in positions under P-1 and P-2 Categories.	200

TABLE 1 (Continued)Private Office Space Allowances for Personnel in DeCA Space

<u>Maximum Space Allowance Category</u>	<u>Assignment</u>	<u>(Net Sq Ft)</u>
P-4	<p>Commanders in Grade 04</p> <p>Division Heads in Grade GS 13 or O-5 Commissioned Officers who require private offices.</p> <p>Deputies of positions in P-3 Category who require private offices.</p> <p>Branch Heads in Grades GS/GM 15 - 13 or O-5 Commissioned Officers who report to Division Heads in Category P-3 and require private offices; comparable positions.</p> <p>Professional and Administrative Personnel in Grade GS 15/14 or O-6 Commissioned Officers, and below who require private offices.</p> <p>Command Sergeants Major or comparable E-9s in positions under P-3 Category.</p>	150
P-5	<p>Commanders in Grade of 03</p> <p>Branch Heads in Grade GS 12, O-4 Commissioned Officers, and below who require private offices; comparable positions.</p> <p>Professional and Administrative Personnel in Grade GS 13, O-5 Commissioned Officers, and below who require private offices.</p> <p>Unit First Sergeants or comparable in Grade E-8.</p>	110

TABLE 2

Open Office Space Allowances for Personnel in DeCA Space

<u>Maximum Allowance</u>	<u>Assignment</u>	<u>(Net Sq Ft)¹</u>
0-1	Unit Supervisors in Grade GS-9, E-8, WO-, 01 or above, who supervise six or more employees.	110
0-2	Professional and administrative personnel in Grade GS-7, E-8, WO, 01, or above. Unit Supervisors in Grade GS-8, E-7, or below, who supervise six or more employees.	100
0-3	Clerical, Stenographic, and all other personnel.	60 ²

¹ Space allowances include sufficient space for furniture and equipment, to include personal computers and terminals, normally associated with the position. In addition, open office space allowances include a circulation or layout factor.

² Work stations in this category may be increased up to five net square feet when the workstation requires all three of the following: (1) a standard typewriter; (2) a personal computer or computer terminal unit with; (3) a stand-alone printer.

TABLE 3Allowances for Unit Equipment and Furniture ¹

Item	Size (Inches)	Allowance (Net Sq Ft)
Bookcase	13 x 33	6
Bookcase, utilized	22 x 18	4
Cabinet, storage, wardrobe	18 x 24	6
Cabinet, storage, wardrobe	18 x 36	9
Cabinet, storage, wardrobe	24 x 36	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, plan)	36 x 48	20
Cabinet, filing, (map, plan)	36 x 60	25
Cabinet, filing (lateral)	18 x 42	11
Chair, side		4 to 6
Chair, lounge		10
Customer (hat tree)		4
Credenza (not part of a workstation)	18 x 66	9
Locker, clothing	18 x 21	5
Locker, clothing	36 x 21	9
Safe (1-door)	21 x 23	8
Safe (1-door)	27 x 27	10
Safe (2-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	20 x 30	6
Valet rack	20 x 51	8

¹The space requirements for item not listed may be calculated from actual measurements plus 50% for circulation or by using the items above as a guide.

TABLE 4

Allowances for Special Space

Item	Allowance								
File areas	<p>An allowance of 6 net square feet will be made per letter file cabinet, and per letter file cabinet, and 7 net square feet per legal file cabinet (Table 3). This will provide 4-foot aisles where rows of filing cabinets face one another, furnishing ample room for working the files and for normal traffic. A cross aisle of 3 feet should be planned every 25 feet, if the row of files is that long.</p>								
Conference and meeting rooms	<p>There are no established standards for calculating the total net square footage requirement for conference and meeting space for an organization. Consequently, conference and meeting requirements must be carefully tailored to DeCA's mission and experience, and then adjusted to take into consideration the availability of building conference and meeting facilities which can be shared. Shared use of conference and meeting facilities is the primary intent of this allowance with exclusive use being exception. Further, fixed tiered type seating is discouraged because it limits flexibility for alternative use of the space. Based on the number of conferees, the following allowances are made:</p> <table border="0" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;">Number of Persons</th> <th style="text-align: left;">Net Square Feet</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>150</td> </tr> <tr> <td>Up to 14</td> <td>375</td> </tr> <tr> <td>Up to 24</td> <td>500</td> </tr> </tbody> </table> <p>For larger conference and meeting rooms, with row type seating, an allowance of 150 square feet, plus 10 square feet per person to be seated is authorized.</p>	Number of Persons	Net Square Feet	8	150	Up to 14	375	Up to 24	500
Number of Persons	Net Square Feet								
8	150								
Up to 14	375								
Up to 24	500								
Vendor Demonstration Area	<p>One hundred sixty-eight (168) net square feet is allowed for vendor demonstration areas. An additional 24 net square feet is allowed for a unit kitchen (stove, range, sink and cabinets manufactured as a single unit. A refrigerator may be part of the manufactured unit or free standing)</p>								

TABLE 4 (Continued)Allowances for Special Space

Item	Allowance
Classrooms and training rooms	Desk/arm chair at 10 net square feet per person. Desk and chair at 30 net square feet per person.
Reception areas	Reception areas will be allotted on the basis of position and function. Commanders, Heads of Directorates, Offices, Bureaus, Agencies, and comparable positions in Grades 010 - 07, SES, and GS/GM 18 - 16 are authorized reception areas. Transportation and Finance Offices are examples of functions that are authorized reception areas. The allowance will be the average load at 10 net square feet per person.
Exhibit areas, copier and mail rooms	Actual measurement of equipment plus a factor of 50% for circulation.
Miscellaneous	To the extent possible, special use space not covered in this regulation shall be estimated on the basis of specialized standards, such as those for laboratory or computer equipment and/or contractor support requirements. Distributors of specialized equipment can provide information on space required to house particular items of equipment.

TABLE 5

Office Space

The following represents uses of office space:

1. General purpose office space
2. Private corridors
3. Conference rooms (with out special equipment and additional heating, ventilation and air conditioning [HVAC])
4. Training rooms (without special equipment and HVAC)
5. Individual, directorate, branch, section, or office libraries represent the use of office space
6. Dry laboratories
7. Storage in office space
8. Lounges (other than toilet areas)
9. Reception areas
10. Telephone switchboard rooms
11. Mail rooms

TABLE 6

Storage space

All storage space will be classified under subsets of: general storage area, or warehouse area, as follows:

1. General storage areas (storage in general purpose buildings) includes:
 - a. Basements
 - b. Attics
 - c. Closets (not finished to office standards)
 - d. Supply rooms (not finished to office standards)
 - e. File rooms (not finished to office standards)
2. Warehouse areas (entire buildings with warehouse features, including minor amounts of supporting office space).

TABLE 7

Special Space

Special Space is further defined as follows:

1. Food service areas (space in the building devoted to the preparation and dispensing of foodstuffs) including:
 - a. Cafeterias (kitchens, related storage and service areas)
 - b. Snack bars
 - c. Mechanical vending areas
 - d. Private kitchens
 - e. Vendor demonstration areas
2. Structurally changed areas (areas having architectural features differing from normal office or storage areas, such as sloped floors, high ceilings, and increased floor loading) including:
 - a. Libraries (with special; stacks and floor loading)
 - b. Security vaults
3. Automatic data processing areas (areas having special features such as humidity and temperature control, raised flooring, and special wiring) including:
 - a. Computer rooms, telecommunication and office automation facilities
 - b. Support areas (with special flooring and wiring)
 - c. Tape vaults
4. Conference and training areas (areas used for conference, training, and hearings with special equipment and supplemental HVAC) including:
 - a. Conference rooms
 - b. Training rooms
 - c. Exhibit areas
 - d. Multi-purpose rooms (TDY team work area, contractor support, small conference room, etc.)

TABLE 7 (Continued)

5. Light industrial areas including:
 - a. Records storage (with humidity control)
 - b. Storage type space with air conditioning
 - c. Loading docks and shipping platforms
 - d. Canopy areas
 - e. Vertical improved mail systems areas

TABLE 8
LAB/PRACTICUM

GRADE	TYPE OF ASSIGNMENT ¹	OFFICE SPACE ²
GS I TO 6		60
GS 7 TO 11	NONSUPERVISORY	75
GS 7 TO 11	SUPERVISORY	100
GS 12 TO 13	NONSUPERVISORY	100
GS 12 TO 13	SUPERVISORY	150
GS 14 TO 15	NONSUPERVISORY	150
GS 14 TO 15	SUPERVISORY	225
GS 16, 17 AND 18	NONSUPERVISORY	225
GS 16	SUPERVISORY	300
GS 17	SUPERVISORY	350
GS 18	SUPERVISORY	400

¹ Supervisory means supervision of frequent meetings with 3 or more employees within the office's confines

² Allowance in square feet per person