

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
SCHOFIELD BARRACKS, HAWAII 96857

USAG-HI Regulation
Number 210-14

JUN 24 2013

Installations
ASSIGNMENT OF REAL PROPERTY FACILITIES

This edition of USAG-HI Regulation 210-14 addresses the functional responsibilities and procedures for the assignment of real property facilities within United States Army Garrison Hawaii (USAG-HI).

1. **PURPOSE.** This regulation establishes standards and procedures for the management, assignment and disposal of all real property facilities space and land areas on Army-controlled installations in the State of Hawaii. The assignment and management of unaccompanied and family housing are not included. They are individually covered in separate regulations.

2. **REFERENCES.**

a. **Required Publications.**

- (1) AR 25-1, Army Knowledge Management and Information Technology, 4 Dec 08.
- (2) AR 420-1, Army Facilities Management, 12 Feb 08 w/RAR issued 24 Aug 12.
- (3) AR 735-5, Policies and Procedures for Property Accountability, 28 Feb 05.

b. **Related Publications.**

- (1) AR 210-14, The Army Installation Status Report Program, 19 Jul 12.
- (2) AR 405-45, Real Property Inventory Management, 1 Nov 04.
- (3) AR 405-70, Utilization of Real Property, 12 May 06.
- (4) AR 405-80, Management of Title and Granting Use of Real Property, 10 Oct 97.
- (5) AR 600-20, Army Command Policy, 18 Mar 2008 w/RAR issued 20 Sep 12.
- (6) DA Pam 415-28, Guide to Army Real Property Category Codes, 11 Apr 06.

c. **Referenced Forms.**

- (1) DD Form 1450, DOD Space Requirements Data, Part I, Summary, Apr 66.

This regulation supersedes USAG-HI Regulation 210-14, Assignment of Real Property Facilities, 7 Feb 11, which is obsolete.

USAG-HI REG 210-14

(2) DD Form 1450-1, DOD Space Requirements Data, Part II, Detailed Space Requirements, Apr 66.

(3) DA Form 4283, Facilities Engineering Work Request, Sep 03.

3. APPLICABILITY. This regulation applies to all organizations and activities occupying or requesting real property facilities, space, and land areas under USAG-HI control in the State of Hawaii.

4. SCOPE. The policies and procedures herein shall apply only to real property assets on and within the recognized boundaries of USAG-HI installations.

5. RESPONSIBILITIES.

a. *Senior Commander.*

(1) Dispenses command responsibilities as they apply within U.S. Army Hawaii. Paragraph 2-5.b.(4)(a) of reference 2.b.(5) above applies.

(2) Appoints the Real Property Accountable Officer. Paragraph 1-16.a. of reference 2.b.(2) above applies.

b. *Commander, United States Army Garrison, Hawaii.* Commands the Garrison, is the Senior Commander's senior executive for installation activities, and is responsible for the day to day operation and management of installation and base support services.

c. *Director of Public Works.*

(1) As an extension of the authority vested in the Commander, USAG-HI, dispenses real property oversight functions as part of the Public Works mission, USAG-HI.

(2) Selects and recommends the DPW employee appointment of a Real Property Accountable Officer to the Commander, USAG-HI.

d. *Real Estate Branch, Directorate of Public Works (DPW).* Accountable to the Director, DPW for, but not limited to, the following functions:

(1) Formulation and administration of real property policy and procedures.

(2) Space utilization planning and management of real property assets on USAG-HI installations.

(3) Generating the command standard for Administrative space criteria and assignment guidelines.

e. *Unit, organization, and activity Commanders/Chiefs.* Comply with the provisions of this regulation.

6. OVERVIEW.

a. The Directorate of Public Works (DPW) acts on behalf of the USAG-HI Commander for the management, assignment and disposal of all facilities space and land areas under the control of the Army in the State of Hawaii. Internal exchanges of assigned space between using activities without DPW's approval are prohibited. The allocation and assignment of Army-controlled space is based on procedures established in this regulation and Army Regulations (ARs) 405-70 and 405-80. The DPW, Planning Division will serve in the capacity of the space utilization manager/approval authority with emphasis on resolving conflicts at the lowest level possible. In cases where space assignment issues cannot be resolved by DPW, the USAG-HI will provide resolution to such conflicts

b. Diversion/Conversion of space. All space within Army facilities has a specific use as determined by its designated facility class and construction category code, per AR 415-28. (For example, administrative space is in the 600 series class, and all warehouse space is in the 400 series class, and community activity spaces are in the 700 series class.)

c. Once assigned a specific space, units/activities may not change the use of the space without written permission from the DPW. Examples are: unaccompanied personnel housing may not be diverted/converted to administrative space; the deployment storage building in the motor pools may not be turned into a communication office or parts storage room. Anyone wishing to divert/convert space must submit appropriate paperwork to DPW. Paragraph 3-6, reference 2.b.(3) applies.

7. PROCEDURES.

a. Tenants and prospective tenants requiring USAG-HI controlled space will initiate space actions by preparing and submitting DD Forms 1450, Space Requirements Data, Part I and 1450-1, Space Requirements Data, Part II, through channels to Headquarters (HQ), USAG-HI, ATTN: IMHW-PWM, Schofield Barracks HI, 96857-5013. All requests must be reviewed, for compliance with this regulation, and validated by the major subordinate command prior to submittal.

b. Requests for space must be supported by the unit/activity authorization documents, such as a Modification Table of Organization and Equipment (MTOE), Table of Distributions and Allowances (TDA), or man-year authorization. Include the authorization document number on the face of DA Form 1450 as shown in appendix A. All requests for space must contain the following information:

(1) Justification for increased space; e.g., new or expanded mission requirements accompanying authority, etc., substantiating that existing facilities are no longer adequate.

(2) Functional usage of space requirements; i.e., official-type/special-type storage, to include the square footage allocated by AR 405-70, Appendix D for each authorized person for workstations and furniture.

(3) Special equipment or facilities requirements which necessitate DPW installation; e.g., utilities, connections, repair, new construction, alteration, renovation, or upgrade, communications, automatic data processing, fire protection equipment, intrusion detection systems, or other support.

(4) Air-conditioning requirements with justification if applicable, for notification purposes only, not for purchase approval.

(5) Where storage space is requested, specify the type and volume of materials to be stored. The request will indicate whether basement space is acceptable. Furnish detailed descriptions on any special storage requirements.

8. COORDINATION AND ANALYSIS OF REQUESTS.

a. DPW has the final approval authority on all space assignments IAW coordination with other installation activities. The Commander, USAG-HI, has final approval authority where conflicts exist.

b. The DPW will coordinate assignment of troop training facilities with the Directorate of Plans, Training, Mobilization and Security, USAG-HI.

c. Assignment of active ammunition storage facilities is coordinated by DPW with the Directorate of Logistics.

d. The DPW will validate space requirements of the activity requesting assignment of facilities, and consider the following factors in the evaluation of all space requests:

(1) Personnel authorized, and if applicable, forecast staffing figures.

(2) Justification for the amount of space requested is based on space allocation standards or other applicable standards and criteria. Consideration is given to information provided about USAG-HI Reg 210-14 circulation and layout factors. The DPW will make final determination of the amount of space required.

(3) Potential for improved space utilization by eliminating unnecessary partitioning, thereby creating open space. Private offices are discouraged when not authorized.

(4) The need for additional space by realigning present space with the use of systems or modular furniture. If realignment of existing space could meet the requirement of the agency and funds are available, the requester will prepare a redesign of the space with assistance from DPW. Action to satisfy the request will commence only after the redesign and realignment attempts fail to produce the most economical results. When there is a plan to redesign assigned space on a "troop self-help project," and the redesign of the space requires construction, a DA Form 4283, Facilities Engineering Work Request is required.

(5) Other assignments in the vicinity of the requested location can satisfy the requirement.

(6) Possible realignment or relocation of other tenants in adjacent space or elsewhere in Army-controlled space.

(7) The proposed assignment is in compliance with the Military Construction, Army (MCA) program and master plan for the installation.

(8) The source and availability of funds for facilities alterations and services.

(9) Compliance with all fire protection/prevention requirements for type of occupancy.

e. If space is unavailable or nonexistent within the current real property assets, consider alternative solutions such as use of inter-service facilities; leasing of commercial space; rental of temporary, re-locatable buildings in accordance with AR 420-1.

9. ASSIGNMENT. The assignment of all buildings in this command is as follows:

a. Upon notification of approval of the space requirement(s), the Major Subordinate Command/major activity will provide in writing to DPW Real Estate the name and telephone number of the building custodian in the grade of E-7/GS-7 or above.

b. The DPW representative will arrange for a joint inspection of the facility. During that inspection, all damaged or missing property plus the overall condition of the facility is noted. When these conditions are properly noted, the building custodian will assume responsibility for the building by accepting the keys and signing the assignment document and key control register. The building custodian will receive one copy of the assignment document and DPW will keep the other on file. The tenants will provide padlocks where required. Upon change of building custodian, or return of the space to DPW, a final clearance inspection is conducted in accordance with paragraph 10a-f below.

c. Upon assignment of space, the building custodian will comply with the following and is responsible for:

(1) Submitting appropriate design, technical, cost, and administrative information through channels to obtain written approval from DPW for repair, alteration, removal, or minor construction work to any assigned Real Property Facility.

(2) Ensuring that the facility is properly secured and that the immediate area surrounding the building or the structure, up to 50 feet, is policed.

(3) Establishing and maintaining a key control system for all assigned facilities and for proper return of the assigned key(s) when use of the facility is terminated.

(4) Posting placards on assigned facilities that are not occupied after normal duty hours. The cards must provide emergency telephone numbers including the responsible officer or senior noncommissioned officer and the staff duty officer.

(5) All damage to government property, due to negligence and not attributable to fair wear and tear, is accounted for under the provisions of AR 735-5.

d. The commanders, directors and department chiefs of each activity utilizing space are responsible for ensuring that responsibilities detailed in 7.b.(1)-(5) above are fulfilled.

e. Upon request, each MSC, separate battalion, separate company and other major activities will submit a written revalidation of space and an updated listing of designated building custodians for the assigned space to the DPW Real Estate Section.

10. SPACE UTILIZATION STANDARDS.

a. **Space Management Goal.** The Army goal for space management is to maximize the efficient and safe use of all Army-controlled land, facilities, and space to support the assigned mission. In order to meet this goal, all USAG-HI facilities on all Army installations in Hawaii are assigned a space efficiency rating (utilization rate) by the DPW space manager. The efficiency rating is converted to a facility's utilization standard that will appear as a colored designation of green, amber or red as shown on Table 1 below. Management will use these colored designations as a tool to achieve maximum effective space utilization.

b. **Administrative/Operational Space.** The percent of utilization is determined by comparing the amount of space occupied (measured in net square feet (NSF) to the amount of allocated space (measured in NSF). The allocated space is provided in AR 405-70, appendix D. The following utilization standards are established for all Army administrative/operational facilities in Hawaii.

Table 1. UTILIZATION STANDARDS

STANDARDS	%OF SPACE OCCUPIED (by NSF)	DEFINITION	ACTION REQUIRED
GREEN	85- 100	Good utilization	None
AMBER	75-84	Fair utilization	Seek ways to improve utilization- no required relocation
RED	74 and below	Poor utilization	Seek ways to improve utilization - relocation/collocation as required.

11. **RELEASE OF SPACE.** It is the responsibility of the tenant to assist and cooperate in the assignment and utilization of space as deemed necessary by DPW, including the furnishing of data relative to the use of space occupied and personnel housed or to be housed. It is the responsibility of the MSC/major activity or tenant to continuously evaluate the space occupied under assignment, to ensure efficient and economical utilization, and tenants who occupy Army controlled space to notify DPW through channels of any space that is excess of needs.

12. TERMINATION OF ASSIGNMENT.

a. The incoming and outgoing appointed representatives will conduct a final joint inspection with the DPW representative for completeness of installed property to include hand-held fire extinguishers, cleanliness, and condition of the space. Do not remove installed shelves, cabinets, and wooden partitions constructed by the unit or activity if damage to the structure of the facility would occur without prior approval from DPW.

b. The outgoing, appointed representative will sign keys over to the incoming appointed representative only after coordinating with the DPW Real Estate Section. If the facility is unassigned or will remain vacant, keys are signed over to the DPW Real Estate Section representative.

c. The outgoing appointed representative will have in his/her possession at the time of clearance, copies of the DA Form 4283 submitted to cover shortages and damages to building(s) not considered fair wear and tear. The DPW will take action as prescribed by AR 735-5 for other than fair wear and tear before final clearance is completed.

d. The user must request the termination of telephone services when termination of assigned space is planned and will submit all local service requests as prescribed in AR 25-1 to the Network Enterprise Center.

e. Where contract custodial services are provided, the occupant must notify DPW, Services Contract Inspection Branch. The appointed representative of the MSC/major activity will obtain final clearance by coordinating with the DPW Real Estate Section, a minimum of 2 weeks prior to the desired clearance date.

f. The terminating representative will sign a joint clearance statement with the DPW representative when conditions outlined in subparagraphs 10.a. thru 10. b. above are met.

13. UNASSIGNED AND INACTIVE SPACE. The DPW is the custodian of all unassigned and inactive space in real property facilities under its control.

(IMHW-PWO)

Enclosures:

Appendix A. Sample DD Form 1450
Appendix B. Sample DD Form 1450-1

DANIEL W. WHITNEY
COL, SF
Commanding

OFFICIAL:



ROBERT M. STEPHENS, PhD.
Director of Human Resources

DISTRIBUTION

APPENDIX A: Sample DD Form 1450

DOD SPACE REQUIREMENTS DATA PART 1 - SUMMARY (SEE INSTRUCTIONS ON REVERSE SIDE)					DATE	PAGE NO.	NO. OF PAGES
DEPARTMENT OR AGENCY		FIRST SUBDIVISION		PREPARED BY			
SECOND SUBDIVISION		THIRD SUBDIVISION		APPROVED			
A - SUMMARY							
1. PERSONNEL					2. SPACE		
a	b	c	d	e	f	g	h
AUTHORIZED		TOTAL IN PRIVATE AND OPEN OFFICE TYPE SPACE			TYPE OF SPACE	PRESENT SQUARE FEET	REQUIRED SQUARE FEET
VACANT BILLET	()	6 1-7, GS 1-6	()	()	OFFICE TYPE SPACE		
ON BOARD, PAYROLL	()	6 8 AND 9, WO, O 1 AND 2, GS 7-11, SUPERVISORY	()	()	PRIVATE WORK STATIONS	()	()
ON BOARD NON-PAYROLL		6 8 AND 9, WO, O 1 AND 2, GS 7-11, NONSUPERVISORY	()	()	OPEN WORK STATIONS	()	()
TOTAL	0	O 3 AND 4, GS 12-13 SUPERVISORY	()	()	UNIT EQUIPMENT	()	()
INDEXES (FOR O&D USE ONLY)		O 3 AND 4, GS 12-13 NONSUPERVISORY	()	()	ADMINISTRATIVE SUPPORT	()	()
PRESENT OFFICE USE INDEX		O 3 AND 6, GS 14-19 SUPERVISORY	()	()	STORAGE AND SPECIAL TYPE SPACE	()	()
OFFICE USE INDEX, O&A SCHEDULE		O 3 AND 6, GS 14-19 NONSUPERVISORY	()	()	TOTAL	0	0
OFFICE USE INDEX, DOD ALLOWANCE		O 7 AND 8, GS 18-19, P.L.	()	()			
ADMINISTRATIVE SUPPORT INDEX		TOTAL IN ADMINISTRATIVE SUPPORT SPACE					
STORAGE INDEX		TOTAL IN STORAGE AND SPECIAL TYPE SPACE					
SPECIAL TYPE INDEX		TOTAL PERSONNEL	0	0			
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:							

APPENDIX A: Sample DD Form 1450

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.

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 36	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

APPENDIX A: Sample DD Form 1450

DOD SPACE REQUIREMENTS DATA PART I - SUMMARY (SEE INSTRUCTIONS ON REVERSE SIDE)					DATE	PAGE NO.	NO. OF PAGES
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SECOND SUBDIVISION		THIRD SUBDIVISION		APPROVED			
A - SUMMARY							
1. PERSONNEL					2. SPACE		
a	b	c	d	e	a	b	c
AUTHORIZED		TOTAL IN PRIVATE AND OPEN OFFICE TYPE SPACE			TYPE OF SPACE	PRESENT SQUARE FEET	REQUIRED SQUARE FEET
VACANT BILLETS		6 7-7, GS 1-6			OFFICE TYPE SPACE		
ON BOARD, PAYROLL		6 8 AND 9, WO, 10 1 AND 2, GS 7-11, SUPERVISORY			PRIVATE WORK STATIONS		
ON BOARD NON-PAYROLL		6 8 AND 9, WO, 10 1 AND 2, GS 7-11, NONSUPERVISORY			OPEN WORK STATIONS		
TOTAL	0	10 2 AND 4, GS 12-12 SUPERVISORY			UNIT EQUIPMENT		
INDEXES (For OSD Use Only)		10 2 AND 4, GS 12-12 NONSUPERVISORY			ADMINISTRATIVE SUPPORT		
PRESENT OFFICE USE INDEX		10 3 AND 5, GS 14-15 SUPERVISORY			STORAGE AND SPECIAL TYPE SPACE		
OFFICE USE INDEX, OSA SCHEDULE		10 3 AND 5, GS 14-15 NONSUPERVISORY			TOTAL	0	0
OFFICE USE INDEX, DOD ALLOWANCE		10 7 AND 8, GS 16-18, P.L.					
ADMINISTRATIVE SUPPORT INDEX		TOTAL IN ADMINISTRATIVE SUPPORT SPACE					
STORAGE INDEX		TOTAL IN STORAGE AND SPECIAL TYPE SPACE					
SPECIAL TYPE INDEX		TOTAL PERSONNEL	0	0			
B - GENERAL							
1. MISSION - THE UNIT IS GENERALLY RESPONSIBLE FOR:							
2. STATEMENT ON FEASIBILITY OF RELOCATION (OSD Form # 5306.3)							
3. ADDITIONAL FACTORS - THE FOLLOWING ADDITIONAL FACTORS SHOULD BE CONSIDERED IN DETERMINING THE SPACE REQUIREMENTS OF THIS UNIT:							

APPENDIX A: Sample DD Form 1450

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, costumer, 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.

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.

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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

