



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON STUTTGART
UNIT 30401
APO AE 09154-0401

AMIM-SGP-M

21 July 2023

MEMORANDUM FOR All USAG Stuttgart Mission Partners

SUBJECT: USAG Stuttgart Command Policy Letter #24, Office Space in Basements and Attics

1. **PURPOSE:** USAG Stuttgart intends to minimize administrative office space in basements and attics. These spaces were not constructed as administrative space and have caused systemic problems with health concerns, lack of air circulation, excessive moisture, and promotes the growth of mold. USAG Stuttgart is currently over capacity and continues to grow. There are some opportunities to renovate basement or attic spaces into administrative space. However, requests for these renovations need to follow the below business rules.

2. **BUSINESS RULES:**

a. Use basements and attics for non-administrative space or functions that do not have full time occupancy: storage, conference rooms, training rooms, data centers, technical rooms, mechanical rooms.

b. No new high security administrative spaces in basements or attics. If a renovation has been funded for design through DPW, then that work may continue.

c. New office space in basements or attics must be approved on a case by case basis by the Director, DPW. Requests shall be routed through the DPW Master Planning Division.

d. Office space as part of a new facility may be located in basements and attics, provided that those spaces are designed and constructed for full time occupancy.

3. **DEFINITIONS:**

a. Basement is defined as a room with than half of the exterior wall height below ground level.

b. Attic is defined as a room where the entire exterior wall is a sloped roof.

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