

**Army Regulation 405-70**

**Real Estate**

# **Utilization of Real Property**

**Headquarters  
Department of the Army  
Washington, DC  
12 May 2006**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 405-70

Utilization of Real Property

This administrative revision, dated 12 May 2006--

- o Changes floor-to-net ratio to a factor of 1.25 (paras D-1c(1) and D-1c(2)).
- o Changes measurements of gross square feet to measurements of net square feet in tables D-1, D-2, D-3, and D-4.
- o Adds the definition for net square footage to glossary.

This major revision, dated 9 December 2005--

- o Defines the responsibilities of the Assistant Chief of Staff for Installation Management (para 1-5).
- o Defines the responsibilities of the Commander, U.S. Army Corps of Engineers (para 1-7).
- o Deletes responsibilities for Commanders of major Army commands within the United States and the Chief, National Guard Bureau (para 1-8).
- o Deletes responsibilities for Commanders of major Army commands with installations in foreign countries (para 1-8).
- o Changes the titles of The Commander, United States Army Reserve Command to The Commander, Army Reserve Command (para 1-8).
- o Defines the responsibilities of The State Adjutants General (para 1-9).
- o Changes the title of the commanders of active component installations and communities to read garrison and garrison equivalent commanders of the Army Reserves and the National Guard Bureau installations and communities, and defines their responsibilities (para 1-10).
- o Changes the titles of commanders of the U.S. Army Reserve installation commanders, all unit commanders, program executive officers, assigned and tenant activities commanders of the Army Reserve and the National Guard Bureau to read commanders of Army Reserve installation commanders, all unit commanders, program executive officers, assigned and tenant activities commanders of the Army Reserve and the National Guard Bureau, and defines their responsibilities (para 1-11).
- o Defines the responsibilities of contractor operators of Government-owned facilities (para 1-12).
- o Defines the responsibilities of the U.S. property and fiscal officer (para 1-13).

- o Changes all references to 41 CFR 101-17 to 41 CFR 102-79 throughout.
- o Changes all references to major commands in the document to read Headquarters, Installation Management Agency.
- o Changes the office symbol DAEN-ZCI-P to DAIM-ZS throughout.




Real Estate

Utilization of Real Property

By Order of the Secretary of the Army:

PETER J. SCHOOMAKER  
General, United States Army  
Chief of Staff

Official:

  
JOYCE E. MORROW  
Administrative Assistant to the  
Secretary of the Army

**History.** This publication is an administrative revision. The portions effected by this administrative revision are listed in the summary of change.

**Summary.** This regulation establishes planning and management procedures to ensure efficient use of Army real property. It covers preparing and maintaining annual reports for the use of land, facilities, and space, and it prescribes periodic installation surveys. It also describes changes to criteria for administrative workspace.

**Applicability.** This regulation applies to

the Active Army, the Army National Guard/Army National Guard of the United States, and the United States Army Reserve, unless otherwise stated.

**Proponent and exception authority.** The proponent of this regulation is the Assistant Chief of Staff for Installation Management. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Army management control process.**

This regulation contains management control provisions and identifies key management controls that must be evaluated.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval by the Assistant Chief of Staff for Installation Management (DAIM-ZS), 600 Army Pentagon, Washington, DC 20310–0600.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Assistant Chief of Staff for Installation Management (DAIM-ZS), 600 Army Pentagon, Washington, DC 20310–0600.

**Distribution.** This publication is available in electronic media only and is intended for command levels C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

**Contents** (Listed by paragraph and page number)

**Chapter 1**

**Introduction, page 1**

*Section I*

*General, page 1*

Purpose • 1–1, *page 1*

References • 1–2, *page 1*

Explanation of abbreviations and terms • 1–3, *page 1*

*Section II*

*Responsibilities, page 1*

Assistant Secretary of the Army Installations and Environment • 1–4, *page 1*

Assistant Chief of Staff for Installation Management • 1–5, *page 1*

\*This regulation supersedes AR 405–70, dated 9 December 2005.

## **Contents—Continued**

Director, Installation Management Agency • 1–6, *page 1*  
Commander, U.S. Army Corps of Engineers • 1–7, *page 2*  
Commander, Army Reserve Command • 1–8, *page 2*  
The State Adjutants General • 1–9, *page 2*  
Garrison and equivalent commanders of the Active Army, Army Reserve base support operations, and the National Guard Bureau, including installations and communities in foreign countries • 1–10, *page 2*  
Unit commanders, program executive officers, heads of assigned and tenant activities, and commanders of Army Reserve and Army National Guard units • 1–11, *page 2*  
Contractor operators of Government-owned facilities • 1–12, *page 2*  
U.S. Property and fiscal officer • 1–13, *page 3*

### **Chapter 2**

#### **Real Property Utilization Policies, *page 3***

Background • 2–1, *page 3*

Policy • 2–2, *page 3*

### **Chapter 3**

#### **Space Utilization Planning and Management, *page 4***

Introduction • 3–1, *page 4*

Procedures • 3–2, *page 4*

Space planning criteria • 3–3, *page 4*

Applicable forms • 3–4, *page 4*

Administrative Space Utilization Report • 3–5, *page 5*

Conversion and diversion of facilities or space • 3–6, *page 5*

Disposal of Army land, facilities, or space • 3–7, *page 6*

### **Chapter 4**

#### **Department of the Army Surveys, *page 6***

Department of the Army installation surveys • 4–1, *page 6*

Utilization surveys and annual reports • 4–2, *page 6*

### **Chapter 5**

#### **Administrative Space Criteria and Assignment Guidelines, *page 7***

Introduction • 5–1, *page 7*

Administrative space criteria • 5–2, *page 8*

Administrative space assignment guidelines • 5–3, *page 8*

Administrative space goals • 5–4, *page 8*

Life safety • 5–5, *page 8*

## **Appendixes**

**A.** References, *page 9*

**B.** Format for Department of the Army Survey Report Recommendation Rebuttal, *page 11*

**C.** Format for Commander's Real Property Utilization Survey, *page 12*

**D.** Administrative space criteria and assignment guidelines, *page 14*

## **Table List**

Table D–1: Private office space allowances for personnel in Army space, *page 16*

Table D–2: Open office space allowances for personnel in Army space, *page 16*

Table D–3: Allowances for unit equipment and furniture, *page 17*

Table D–4: Allowances for special space, *page 17*

**Contents—Continued**

**Figure List**

Figure B-1: Format for sending use data to USACE (rebuttal data), *page 12*

**Glossary**





# Chapter 1 Introduction

## Section I General

### 1-1. Purpose

This regulation prescribes the Army's policies, criteria, responsibilities, and procedures for the use of real property. It identifies rules for the use and survey of real property under the control of the Department of the Army (DA), and establishes integration with the Army's real property master planning process. It does not include—

- a. Real property directly associated with United States Army Corps of Engineers (USACE) civil works projects.
- b. Real property purchased with nonappropriated funds (NAF) and not reflected on installation property books as appropriated fund (APF) property.
- c. Non-Federal real property at State-owned facilities.

### 1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

### 1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are defined in the glossary.

## Section II Responsibilities

### 1-4. Assistant Secretary of the Army Installations and Environment

The Assistant Secretary of the Army Installations and Environment (ASA(I&E)) will provide oversight of the use and survey of Army real property, and will—

- a. Formulate, execute, and review related policies, plans, and programs.
- b. Establish program objectives.
- c. Appraise performance.

### 1-5. Assistant Chief of Staff for Installation Management

The Assistant Chief of Staff for Installation Management (ACSIM), as staff proponent for policies and procedures for the use of real property (including land, facilities, and space), will—

- a. Manage training programs related to real property utilization.
- b. Prepare operational policy and guidance for Army staff (ARSTAF) coordination and approval.
- c. Assist ARSTAF proponents and support program implementation by providing technical and general guidance and procedures to garrison and equivalent commanders of the Active Army, Army Reserve Base Support Organization (ARBSO), and the Army National Guard Bureau installations and communities.
- d. Define reporting requirements and provide automation support to Army-wide real property management functions and missions.
- e. Standardize the real property management program and products and sustain the real property quality assurance/quality control program.
- f. Plan, program, implement, and manage real property utilization and related programs; monitor execution; assist policy development and interpretation.
- g. Establish real property management and utilization liaison with other military, State, and Federal activities/agencies.

### 1-6. Director, Installation Management Agency

Director, Installation Management Agency (IMA) will—

- a. Develop criteria for the effective use of real property at military installations.
- b. Make staff visits to installations to assess real property use and make recommendations for efficient use of existing real property holdings.
- c. Furnish technical assistance and guidance to commanders of military installations regarding real property utilization.
- d. Provide guidance for the conversion and diversion of Army real property.
- e. Ensure underutilized and excess real property is reported annually.

### **1-7. Commander, U.S. Army Corps of Engineers**

The Commander, U.S. Army Corps of Engineers (USACE) will—

- a.* Issue guidance on procedural and technical implementation of the policies and the general procedures in regulations pertaining to real estate, for which USACE is the proponent.
- b.* Provide training in procedures, policies, authorities, and documents covered by these regulations.

### **1-8. Commander, Army Reserve Command**

The Commander, Army Reserve Command (CAR) will—

- a.* Support responsible ARBSO to ensure efficient use of all land, facilities, and space under CAR control.
- b.* Support compliance and execution by subordinate commanders of responsibilities assigned in paragraph 1-11 below.

### **1-9. The State Adjutants General**

The State Adjutants General (AG), in instances where accountability for Army real property has been transferred to the United States Property and Fiscal Officer (USPFO), will—

- a.* Ensure the efficient use of all Federal land, facilities, and space under their control.
- b.* Ensure that the transfer of accountability to or from the USPFO is accomplished.

### **1-10. Garrison and equivalent commanders of the Active Army, Army Reserve base support operations, and the National Guard Bureau, including installations and communities in foreign countries**

These commanders will—

- a.* Assign land, facilities, and space for which they have real property accountability or control according to applicable approved criteria and the Real Property Master Plan (RPMP).
- b.* Account for and ensure the efficient and effective use of all lands, facilities, and space under their control.
- c.* Maintain accurate and current real property inventory. Ensure inventory data is integrated into the RPMP as appropriate.
- d.* Prepare and submit required real property use reports, including justification for retention of property that is underutilized, not utilized, or not put to optimum economic and spatial use.
- e.* Ensure efficient use of real property assigned to tenant activities, other Department of Defense (DOD) users and the State National Guard.
- f.* Use and occupy barracks and family housing real property according to AR 210-50 (chapters 3, 4, and 5).
- g.* Document, coordinate and submit for approval all required conversion and diversion requests according to paragraph 3-6, below.
- h.* Allocate space among units and activities consistent with the requirements identified in the Real Property Planning and Analysis System (RPLANS) element of the RPMP or as verified demand requirements, when different from projections in the RPMP.
- i.* Determine facility requirements through RPMP planning boards and document them in the RPLANS.
- j.* Minimize DOD rental costs and number of privately owned facilities rented through the execution of the real property master planning process coupled with sound space utilization and management.
- k.* Reduce the number of facilities with higher or above-average operating and maintenance costs and increase the use of any available facilities with low or efficient operating and maintenance costs consistent with the approved RPMP and established space utilization and management principles, as measured against other facilities within the same facility activity code (FAC).

### **1-11. Unit commanders, program executive officers, heads of assigned and tenant activities, and commanders of Army Reserve and Army National Guard units**

All unit commanders, program executive officers (PEOs), heads of assigned and tenant activities, and commanders of Army Reserve and Army National Guard units will—

- a.* Request approval for use of real property from the responsible active component installation or community commander or designated representative.
- b.* Manage assigned space to ensure its efficient use. Space assignment will be via applicable written documentation.
- c.* Provide the garrison commander, ARBSO, or regional readiness command (RRC) representative with utilization data on real property use (for example, office, storage, training ranges, warehousing, and so forth).

### **1-12. Contractor operators of Government-owned facilities**

Contractor operators of Government-owned (GOCO) facilities will—

- a.* Request approval for use of real property from the garrison or equivalent Commander, ARBSO, RRC, or

community commanders or their designated representative. Medical contractors will report real property usage through the senior Army medical officer for the installation or area.

*b.* Manage assigned space according to this regulation to ensure that its efficient use will be in accordance with all appropriate laws, Army regulations, and policies. Space assignment will be applicable through written documentation.

*c.* Provide annually to the garrison or equivalent commander, ARBSO, RRC, or their representative real property use data (for example, utilization of office space, storage areas, other contractor-operated space, and so forth.).

### **1–13. U.S. Property and fiscal officer**

The USPFO, as the accountable office, will take responsibility for all DA real property that has been licensed to the State for National Guard purposes.

## **Chapter 2 Real Property Utilization Policies**

### **2–1. Background**

Executive Orders (EOs) 12411 and 13327, and Part 102–79, Title 41, Code of Federal Regulations (41 CFR 102–79) require the Army to conduct periodic utilization surveys to ensure all Army controlled property is being used effectively. Executive Order 12411 institutes the Government Work Space Management Plan through reforms.

### **2–2. Policy**

*a.* Real property management processes as well as supportive management and information systems will adhere to and comply with DOD approved standards as part of the Business Management Modernization Program (BMMP).

*b.* Utilization of real property will be according to space planning criteria established in paragraph 3–3.

*c.* Land and facilities will be allocated and managed so that requirements are satisfied effectively and economically.

*d.* Units and activities will be allocated space consistent with current Army policy and guidance, and requirements, as documented by the installation or community RPMP.

*e.* The number of facilities with high or above average operating and maintenance costs, as measured against other facilities within the same FAC, will be reduced or altered to become more efficient. New facilities will be designed for low and efficient operating and maintenance costs.

*f.* Concurrent use (that is, agricultural leases, training, and recreation) of land, where possible and practical, will be optimized.

*g.* Maximum use will be made of Government-owned facilities. Rental or lease costs and number of facilities rented or leased will be minimized. Renting or leasing facilities will only be permitted if—

(1) The garrison commander certifies that all existing on-post facilities are fully utilized.

(2) There are no on-post existing facilities, and the requirement is identified and sited (if on-post) on the RPMP according to AR 210–20.

(3) The mission requirements dictate use of non-Government-owned facilities.

*h.* The real property planning board process, as cited in AR 210–20, chapter 4, will be used to determine installation facility requirements.

*i.* The Army Criteria Tracking System (ACTS) (<https://acts.belvoir.army.mil>), is the reference for space allowances not stated in this regulation.

*j.* The Department of the Army will not increase its real property holdings to meet any military need until every effort has been made to efficiently use available property, including real property under the control of other services or Federal agencies.

*k.* The need for real property will be justified, based on the following:

(1) Authorized personnel strength and equipment.

(2) Validated missions and functions.

(3) DA standards for facility space requirement.

*l.* Use of real property in excess of the space planning criteria and assignment guidelines cited in this regulation is prohibited.

*m.* When property is underutilized, not used, or not put to optimum use, the garrison or equivalent commander, consistent with the RPMP will—

(1) Assign joint use of real property to supported units, organizations, and activities having a validated requirement. Exclusive use of facilities is not authorized unless fully justified by current requirements and existing criteria.

(2) Ensure that action is taken, through the supporting USACE District Engineer, RRC, Mission Command, National Guard Bureau (NGB), or Headquarters, Installation Management Agency (HQIMA) as appropriate to cancel off-post

rental agreements or leases when the requirement for real property, and the supported function can be satisfied on the installation or other Government-owned land or facilities.

(3) Lay up (mothball) facilities that will be retained to support validated contingency or mobilization needs. Temporary facilities, to include those constructed during World War II, will not be retained solely for this purpose.

(4) Dispose of real property not required to support peacetime, contingency, or mobilization missions, pursuant to AR 405–90, chapters 6 and 7.

(5) Outgrant for interim use by other military departments or agencies of the DOD, other Federal agencies, State and local governments, or private enterprise, pursuant to AR 405–80 (chapter 3), real property required to support peacetime, contingency, or mobilization missions.

(6) In overseas areas, dispose of excess real property as required by status of forces or other country-to-country agreements and by Part 701–705, Title 40, Code of Federal Regulations.

## **Chapter 3**

### **Space Utilization Planning and Management**

#### **3–1. Introduction**

a. The goal of space utilization planning and management is to maximize the efficient use of all Army controlled land, facilities, and space to support assigned missions.

b. To reach the goal, the objectives of space planning and management are to—

(1) Use existing facilities, property, and space in an efficient manner.

(2) Reduce the need to construct, rent, lease, or otherwise acquire land and facilities by using existing Army controlled facilities.

(3) Determine any shortfalls or excesses of assigned land, facilities, and space consistent with unit and or activity populations in the Army Stationing and Installation Plan (ASIP).

(4) Take action to deal with shortfalls or excesses.

(5) Dispose of land, facilities, or space excess to Army needs.

#### **3–2. Procedures**

a. Executive Order EO 12411 requires the management of work space.

b. The Army will use procedures found in 41 CFR 102–79 and DA Pamphlet 420–10.

#### **3–3. Space planning criteria**

a. For administrative concerns, see chapter 5.

b. Criteria for the planning and assigning of other space are listed below.

(1) See AR 740–1 for storage facilities and warehouse criteria.

(2) See AR 210–50 for Army family housing (AFH) and unaccompanied personnel housing (UPH) criteria.

(3) See AR 210–21, Training Circular (TC) 25–8 for training ranges, and Training Circular (TC) 25–1 for training land and range criteria. Where criteria do not exist for unique test ranges, the requirement will be validated by HQIMA.

(4) See DODI 6015.17 for medical facilities planning and acquisition criteria.

(5) See AR 140–483 for Army Reserve criteria.

(6) See National Guard Pam 415–12 for facilities allowances.

(7) Most other space planning criteria are available in ACTS, the Facilities Planning System (FPS), and the Design Criteria Information System (DCIS) available on the Programming, Administration, and Execution System (PAX).

(8) For unique facilities, which do not have readily available Army criteria, sizing will be according to comparable and current practical commercial standards.

#### **3–4. Applicable forms**

a. *Space or facilities provided on Army installations.* When space or facilities are to be acquired on an Army installation, the requesting tenant unit and/or activity commander must justify all requirements to the installation commander. DD Form 1450 (DOD Space Requirements Data Part I- Summary) and DD Form 1450–1 (DOD Space Requirements Data Part II-Detailed Space Requirements) may be used for this action.

b. *Space or facilities provided by the General Services Administration (GSA).* When space or facilities are to be acquired through GSA, they first must be justified in the installation's or community's RPMP. Requests will be forwarded using Standard Form (SF) 81 (Request for Space) as described in 41 CFR 102–79 using allowances cited in this regulation. For Army Reserve facilities or space, the computer generated "Proj Doc Questionnaire" and DA Form

5034-R (Project Documentation Space Allowances Worksheet) will be attached to the SF 81 in lieu of completing the form.

*c. Other space and facilities.* Requirements for Military Construction, Army (MCA) will be justified in the RPMP and will comply with AR 415-15.

### **3-5. Administrative Space Utilization Report**

The purposes of the Administrative Space Utilization Report are to—

- a.* Establish square footage targets.
- b.* Accomplish cost-effective space reductions that will result in long term monetary savings to the Federal Government.
- c.* Design space using modern technologies, such as furniture systems, to increase productivity, reduce the amount of space required, and increase adaptability for future uses to address sustainable design and development (SDD).
- d.* Achieve an average adjusted office utilization rate of 135 net square feet (Army goal is 130) or less in both agency-controlled and GSA-controlled space.

### **3-6. Conversion and diversion of facilities or space**

Conversion and diversion actions are space utilization management tools used to resolve facility shortfalls. These actions are cost effective alternatives derived from the planning process and, accordingly, must reflect the intent of the RPMP.

*a. Conversion.* A conversion will—

- (1) Provide a complete and usable facility, using approved space planning criteria, to totally, or in part, meet a demonstrated shortfall.
- (2) Be permitted only when the facility to be converted exceeds a valid requirement reflected in the current RPLANS tabulation of existing and required facilities (TAB) required by AR 210-20, chapter 3-4a (except as noted in paragraph *d* below).
- (3) Result in a change of the design use (category code) as reflected in the Real Property Inventory (RPI), regardless of whether the structure has been modified. Furthermore, if the facility still meets the requirements of its previous design use, that fact will be reflected in the recommended use (category code). Refer to AR 405-45 for further information on category codes.
- (4) Be consistent and compatible with the existing or future RPMP and inclusive land use plan.
- (5) Be requested by the installation or community commander and approved according to paragraphs *c* and *d* below.
- (6) Be documented as specified in *e* below.

*b. Diversion.* A diversion will—

- (1) Provide a short term temporary solution to a facility deficiency by allowing a facility to be put to another use until an adequate, permanent solution to the deficiency can be provided.
- (2) Involve no alteration that exceeds \$5,000 of new work or that will restrict the return of the facility to its design use within 72 hours.
- (3) Result in change of the facility's current use (category code) as reflected in the RPI, per AR 405-45.
- (4) Require that a facility be returned to its original design use when the diversion expires or within 72 hours on demand of the approving or higher authority.
- (5) Be requested by the installation or community commander and approved, initially for a maximum of three consecutive years with extensions of one year, if required, consistent with the authority stated in paragraph *c*, below.
- (6) Be documented as specified in paragraph *e*, below.

*c. Delegation of conversion or diversion authority.* Except as indicated in paragraph *d*, below, HQIMA may approve facility conversions or diversions. This authority may be further delegated, in writing, to installation or community commanders. Copies of delegations will be provided to ACSIM.

*d. Conversions or diversions requiring specific approval.* If not stated or contained in the appropriate regulation, requests for HQDA approval will be directed to ACSIM.

- (1) *New facilities conversion.* New facilities completed within the last 5 years will not be converted without HQDA approval.
- (2) *Permanent space conversion.* No permanent space will be converted, without HQDA approval, where the same category of space (a three-digit category code) in temporary facilities is in use.
- (3) *Conversion within shortage facility FAC.* Conversion of space from a shortage facility category to another shortage facility category will not be approved without HQDA approval or as authorized herein. Consideration will be given to how future force structure changes, weapon systems developments, and contingency planning will affect the overall facilities' needs.
- (4) *Conversion from shortage to excess facility category.* Conversion from a shortage facility FAC to an excess facility category requires HQDA approval.
- (5) *Unaccompanied personnel housing (UPH) diversion.* Authority to divert adequate UPH or substandard UPH

(upgradeable) buildings or parts of buildings to other UPH use is delegated to the installation or community commander. Authority to divert adequate UPH or substandard UPH for use by activities unrelated to UPH (that is, change the three-digit category code) requires HQDA approval. This authority may not be further delegated.

(6) *UPH conversion*. Conversion of adequate UPH or substandard UPH buildings or parts of buildings to nonUPH use requires HQDA approval.

(7) *Family housing diversion*. Facilities constructed as family housing dwelling units (DU) or permanently converted to such use will not be diverted unless they are excess to family housing needs. Authority to divert family housing to nonfamily housing is delegated to HQDA (DAIM-ZS). See AR 210-50, paragraph 5-5.

(8) *Family housing conversion*. A family housing dwelling unit will not be converted to other uses or combined from two or more dwelling units into a single dwelling unit without HQDA approval.

(9) *Storage and warehouse facilities*. HQIMA is granted authority to divert storage and warehousing facilities not exceeding 40,000 gross square feet. HQDA approval of diversions in excess of 40,000 gross square feet is required. Storage and warehouse facilities in excess of 40,000 gross square feet will not be converted without approval of HQDA, per AR 740-1, paragraph 4-8.

(10) *Health care facilities*. Diversion or conversion of facilities initially constructed or subsequently converted to a medical treatment facility will not be converted or diverted without approval of the U.S. Army Health Services Command (HSC) for U.S.-based facilities or the appropriate medical command, if OCONUS. A copy will be furnished to HQDA (DAIM-ZS).

(11) *Religious facilities*. Chapels will not be converted or diverted for nonreligious use without approval of the Office of the Chief of Chaplains, HQDA (DACH-IML), per AR 165-1, paragraph 13-3j.

(12) *Morale, welfare and recreation (MWR) facilities*. Facilities that have been designated and constructed or converted by major renovation for MWR activities will not be diverted or converted for other purposes without HQDA approval, per AR 215-1, paragraph 10-4h.

*e. Conversion and diversion documentation*. All conversion and diversion requests will be documented. Documentation will be maintained in the installation or community organizational element responsible for the real property records. Conversion documents are permanent, and diversion documents will be maintained for 1 year from termination of the diversion. Documentation will include the following:

- (1) Facility number.
- (2) Existing design use category code.
- (3) Proposed design use category code (conversions only).
- (4) Proposed current use category code (diversions only).
- (5) Justification.
- (6) Statement that the Integrated Facilities System (IFS) and the real property records will reflect the diversion.
- (7) Certification of compliance with the provisions of paragraph *b(4)*, above.
- (8) Date of physical diversion or conversion of space initiated and or accomplished.
- (9) Extract of the RPMP FAC capital investment strategy (CIS).
- (10) Signatures of requesting, reviewing, and approving official.
- (11) Costs incurred.

*f. Conversion and diversion limitation*. A documented and approved conversion or diversion does not constitute a modification project approval or an authorization for funding of the same.

### **3-7. Disposal of Army land, facilities, or space**

Army land, facilities, and space will be disposed of per AR 405-90, chapters 6 and 7.

## **Chapter 4 Department of the Army Surveys**

### **4-1. Department of the Army installation surveys**

- a.* Periodic installation utilization surveys of Army controlled real property will be conducted.
- b.* The survey team will have access to the data maintained according to paragraph 4-2.

### **4-2. Utilization surveys and annual reports**

*a.* As required by EO 12411 and 41 CFR 102-79, installation commanders will conduct an annual real property utilization survey of each assigned installation, subinstallation, or facility. Data contained in the report will be consistent with that in the RPMP. Installations or facilities which have been reported to HQDA as excess or declared excess according to Public Law 100-526 or Public Law 101-510 or future Base Realignment and Closure rounds will not be surveyed.

b. Surveys of Army Reserve centers and training areas will be accomplished through the CAR and appropriate HQIMA or RRC. Surveys of real property licensed to states for Army National Guard (ARNG) training, where the accountability is held by the USPFO will be accomplished through the Chief, National Guard Bureau (CNGB) and State Adjutant General. Installations that provide areas for reserve component (RC) training will coordinate with the appropriate Army Reserve command or the State Adjutant General to provide for a joint utilization inspection. Garrison and equivalent commanders will assist RRCs in preparing the survey reports by providing copies of outgrants, as built floor plans, and real estate plot plans. The RRC will ensure that the ARBSO is furnished a copy of approved reports.

c. Survey reports will be retained at the installation for DA use as required. The garrison or equivalent commander will advise HQIMA when the survey has been completed. HQIMA will be furnished a copy of each report that contains findings of unused, underutilized, or excess real property. Transmittal will certify that the RPMP has been updated to reflect the corrective action taken, and contain a summary of the pertinent portion of the RPMP with milestones.

d. The survey report will be developed consistent with the format in appendix C. Many items pertaining to the survey report may be found in the RPMP. (See AR 210–20, chapter 3.)

e. When the installation survey reveals underutilization or no use of real property, the garrison and equivalent commander will take action as indicated in appendix C, paragraph 12 and—

(1) Submit a proposed relocation of Army Reserve units for review and approval by the CAR and Army Reserve Command.

(2) Prepare a report of availability for temporary nonmilitary use, according to AR 405–80, chapter 4, of those portions of the installation that are not required for current missions, but for which a known future or mobilization mission exists.

(3) Prepare a report of excess for which no known current or future Army requirement exists. (See AR 405–90, appendix B, for a description of how to prepare the report.)

## **Chapter 5**

### **Administrative Space Criteria and Assignment Guidelines**

#### **5–1. Introduction**

This chapter establishes administrative space planning and programming criteria and assignment guidelines for all Army-controlled space.

a. *Objectives.* Consistent with the intent of EO 12411, the Army will—

(1) Ensure efficient use of office space.

(2) Limit the amount of office space used by each employee to the minimum needed to accomplish the task.

b. *Applicability.* The criteria and assignment guidelines for administrative space contained in this chapter apply to all tenants of Army controlled space, owned or leased, in the continental United States (CONUS) or outside the continental United States (OCONUS) with the following exceptions:

(1) National Capital Region (NCR) requirements for administrative space will comply with AR 1–21, chapter 1.

(2) Army Reserve requirements for administrative space will comply with AR 140–483.

(3) National Guard Pam 415–12 will not exceed criteria set forth in this regulation.

c. *Policy.* The Army's policy is the following:

(1) Space requirements are developed from analysis of an organization or activity, its mission, activities, and authorized (not required) personnel and equipment. This planning process is consistent with that delineated in AR 210–20, chapter 2–4.

(2) ASIP will be the primary personnel baseline for administrative space requirements supplemented with information contained in the Army's structure and manpower allocation system, and the Army authorization documentation system (modification tables of organization and equipment (MTOE), and tables of distribution and allowances (TDA)).

(3) Criteria addressed in paragraph 5–2, below, will be used for planning and programming. These criteria are used for determining administrative space requirements for organizational units. They are not to be interpreted as space authorizations for individuals.

(4) Requirements for existing or new administrative space will be documented on DD Form 1450 and DD Form 1450–1 for Government-owned facilities, and General Services Administration (GSA) SF 81 (Request for Space) for Government-controlled lease space. These requirements will be reflected in the RPMP.

(5) Assignment guidelines addressed in paragraph 5–3, below, will be used for the allocation of space to individuals or equipment within an organizational unit or activity.

(6) Open office space will be used to the maximum extent possible.

(7) The provision of a private office is a function of duties, rather than grade or rank.

(8) Unit equipment is considered to be any item within the office that is used by more than one person.

(9) Space acquired from GSA will follow Army criteria and assignment guidelines outlined, respectively, in paragraphs 5-2 and 5-3, and will be justified using SF 81.

(10) The number of workstations will not exceed the number of authorized administrative personnel. For regularly scheduled multiple shift operations, the number of workstations shall not exceed the maximum number of authorized personnel on duty during any 8 hour shift.

(11) Personnel working in special space will not be allowed/assigned office space. Their workstation will be provided for within the special space requirement.

(12) Space for temporary or over hire personnel is not allowed.

(13) Allocation of space above the criteria or assignment standards set forth in this chapter is prohibited. The provision of deluxe accommodations (for example, private kitchens, dining areas, rest rooms) is also prohibited.

(14) Efficient interior design will be used for effective layout and conservation of administrative space. The use of systems or modular furniture is encouraged when it supports this objective.

(15) Contractor personnel will be provided space only as stipulated by contract. Space provided for contractor personnel will be according to the criteria and assignment guidelines outlined, respectively, in paragraphs 5-2 and 5-3.

### **5-2. Administrative space criteria**

Administrative space requirements are the sum of required office space, storage space, and special space. Administrative space criteria in appendix D will be used in planning and programming all administrative space requirements.

### **5-3. Administrative space assignment guidelines**

The administrative space assignment guidelines in appendix D will be used in the assignment of specific space to individuals and equipment within an organization.

### **5-4. Administrative space goals**

The criteria addressed in paragraph 5-2 are also goals for all administrative space. These criteria will be used to determine the utilization efficiency of an organization. Organizational assignments, particularly new space assignments, are expected to average 130 net square feet or less per authorized person. Office layout methods, open office plans, and modular or systems furniture are encouraged to help reduce the occupiable area to an average of 122 net square feet, but not less than 110 net square feet per authorized person. These goals assume that the space being assigned is adequately designed and constructed and that there are minimal, if any, special purpose space requirements. If activities occupy space in facilities that were not originally designed or cannot be modified for efficient use as administrative space, the standard space allowance of 130 net square feet per authorized person may be increased, subject to HQDA review, by up to 10 percent, when justified, documented, and approved by the installation Director of Public Works (DPW).

### **5-5. Life safety**

Assignment of administrative space will comply with National Fire Protection Association standards for life safety, building construction, warm air heating and air conditioning systems, and electrical code.



## **Appendix A References**

### **Section I Required Publications**

#### **AR 1-21**

Administrative Space Management. (Cited in para 5-1.)

#### **AR 140-483**

Army Reserve Land and Facilities Management. (Cited in para 5-1.)

#### **AR 165-1**

Chaplain Activities in the United States Army. (Cited in para 3-6.)

#### **AR 210-20**

Master Planning for Army Installations. (Cited in paras 2-2, 3-6, 4-2, 5-1, C-7, C-6.)

#### **AR 210-50**

Housing Management. (Cited in paras 1-10, 3-3, 3-6, C-14.)

#### **AR 215-1**

Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities. (Cited in para 3-6.)

#### **AR 405-45**

Real Property Inventory Management. (Cited in paras 2-2, 4-2.)

#### **AR 405-80**

Management of Title and Granting Use of Real Property. (Cited in paras 2-2, 4-2.)

#### **AR 405-90**

Disposal of Real Estate. (Cited in paras 3-7, 4-2.)

#### **AR 415-15**

Army Military Construction, Program Development, and Execution. (Cited in para 3-4.)

#### **AR 740-1**

Storage and Supply Activity Operations. (Cited in paras 3-3, 3-6, C-13.)

#### **DA Pam 420-10**

Space Management Guide. (Cited in para 3-2*b*.)

#### **DODI 6015.17**

Planning and Acquisition of Military Health Facilities. (Cited in para 3-3*b*(4).) (Available at <http://www.dtic.mil/whs/directives/>.)

#### **EO 12411**

Government Work Space Management Reforms. (Cited in paras 2-1, 3-2*a*, 4-2*a*, 5-1*b*.) (Available at <http://www.archives.gov/federal-register/executive-orders/>.)

#### **EO 13327**

Federal Real Property Asset Management. (Cited in para 2-1.) (Available at <http://www.archives.gov/federal-register/executive-orders/>.)

#### **NG Pam 415-12**

Army National Guard Facilities Allowances. (Cited in paras 3-3*b*(6), 5-1*c*(3).) (Available at <http://www.ngbpdc.ngb.army.mil.arngfiles.asp/>.)

#### **TC 25-1**

Training Land. (Cited in para 3-3.)

**TC 25–8**

Training Ranges. (Cited in para 3–3.)

**Section II**

**Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this publication. United States Code is available at [www.gpoaccess.gov/uscode](http://www.gpoaccess.gov/uscode).

**AR 71–32**

Force Development and Documentation-Consolidated Policies

**AR 140–1**

Mission, Organization, and Training

**AR 350–19**

Army Sustainable Range Program.

**AR 415–28**

Real Property Category Codes

**AR 420–70**

Buildings and Structures.

**AR 570–4**

Manpower Management

**AR 735–5**

Policies and Procedures for Property Accountability

**DA Pam 25–30**

Consolidated Index of Army Publications and Blank Forms

**DA Pam 415–28**

Real Property Category Codes

**41 CFR 102–79**

Assignment and Utilization of Space

**PL 100–526**

Base Closure and Realignment Act of 1988 (Available at <http://thomas.loc.gov>.)

**PL 101–510**

Defense Authorization Act (Available at <http://thomas.loc.gov>.)

**16 USC 431**

National Monuments; Reservation of Lands; Relinquishment of Private Claims

**16 USC 461**

Declaration of National Policy

**16 USC 469**

Preservation of Historical and Archeological Data Threatened by Dam Construction or Alterations of Terrain

**16 USC 470**

Congressional Findings and Declaration of Policy

**40 USC 701–705**

Foreign Excess Property

## **42 USC 4321**

Congressional Declaration of Purpose

### **Section III**

#### **Prescribed Forms**

This section contains no entries.

### **Section IV**

#### **Referenced Forms**

The following forms are available on the APD Web site ([www.apd.army.mil](http://www.apd.army.mil)) unless otherwise stated. DD forms are available at ([www.dtic.mil/whs/directives](http://www.dtic.mil/whs/directives)).

#### **DA Form 2028**

Recommended Changes to Publications and Blank Forms

#### **DA Form 5034-R**

Project Documentation Space Allowances Worksheet

#### **DD Form 805**

Storage Space Management Report

#### **DD Form 1354**

Transfer and Acceptance of Military Real Property

#### **DD Form 1450**

Space Requirements Data, DOD Part I - Summary

#### **DD Form 1450-1**

Space Requirements Data, DOD Part II - Detailed Space Requirements

#### **GSA Form 3530**

Work Space Management Plan and Budget Justification (Available at <http://www.gsa.gov>.)

#### **SF 81**

Request for Space (Available at <http://www.gsa.gov>.)

## **Appendix B**

### **Format for Department of the Army Survey Report Recommendation Rebuttal**

The commander's rebuttal to a GSA and DA survey report recommendation will include, in narrative form and in the tabular format shown in Table B-1, the following:

#### **B-1. Commander's Real Property Utilization Survey**

A copy of the current report. The format for this report is cited in appendix C.

#### **B-2. Impacts**

Impact of recommended action on—

- a.* Current or known future of the installation.
- b.* RC training.
- c.* Mobilization and contingency plans.

#### **B-3. Relocation requirements**

- a.* Number of military and civilian personnel to be relocated.
- b.* Suggested location (that is, Government-owned or leased space).
- c.* Acreage/square footage required at new location.
- d.* New construction required.

e. Detailed cost analyses of the above to include one time costs, annual operation and maintenance, Army (OMA) costs at the new location, and prior year OMA costs at the old location.

**B-4. Utilization data**

Utilization data for the prior, current, and the next fiscal year in the format shown in Figure B-1, where property is used for Active or RC training. This format is used primarily to present data to the HQDA. Data contained therein may be furnished to GSA survey team representatives.

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Dates (1)	Service/ Component Designation (2)	Type of Training Conducted (3)	No. of Personnel (4)	Acreage Used (5)
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*Note:*

1. Column 1. Show inclusive dates.
  2. Column 2. Indicate the Service or Component using the property (Army, Navy, Air Force, Marines, Army National Guard, U.S. Army Reserve, contractor)
  3. Column 3. Indicate the type of training conducted by using a term such as infantry tactics, compass course, river crossing, dozer operations, contractor requirements.
  4. Column 4. Self-explanatory.
  5. Column 5. Self-explanatory.
  6. List available alternative sites with a summary of advantages and disadvantages of each site. Include miles from home station to site, travel time, facilities required, and cost.
- 

Figure B-1. Format for sending use data to USACE (rebuttal data)

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**Appendix C**

**Format for Commander’s Real Property Utilization Survey**

The Commander’s Real Property Utilization Survey is a summation of the existing, as well as, planned use of land and facilities for an installation. The content will be as follows:

**C-1. Cover page**

A report cover page identifying the preparer and the approving official. The report will be approved and signed by the installation commander to ensure the accuracy of the report.

**C-2. Installation development history**

A brief historical summary of the development of the installation.

**C-3. Mission**

A brief consolidated statement of the missions of all tenants and other using services or agencies.

**C-4. Installation demographics**

A list of the number of military, civilians, students, and transient personnel for each organization, separate activity, and agency. The numbers in this list will have an audit trail to the ASIP. Also include the number of family members living on the installation.

**C-5. Land use**

A statement indicating land uses, development of oil, gas, and mineral resources, civilian encroachment, or conflict

with operations, and missions, highways, and railroad network, national and state parks within a 100 mile radius, and general climatic conditions for all areas adjacent to the installation.

#### **C-6. Land data**

*a.* A statement providing total land data (fees, whether leased, number of easements, whether in the public domain, and permits). Include annual rent for leased property. Identify on-post and off-post holdings separately as follows:

*b. Date acquired and cost.* Provide the date and cost of the initial land acquisition.

*c. Existing land uses.* Show acreage by functional area (for example, airfield, troop/family housing, industry, recreational areas, ranges, and field training). Safety areas such as range fans, quantity distances and petroleum products storage are specific land uses. Show known and suspected areas of unexploded ordnance. Note where buffer zones are required to keep an installation operational to accommodate objectionable noise levels (check noise contour maps and plans), known and suspected areas of contamination including migration, aircraft safety areas, objectionable smell from sewage disposal plants, demolition areas, or where other similar conditions exist. These zones will be discussed and depicted in the survey report. Show areas of open and closed landfills. Areas containing historical and archeological sites are protected by 16 USC 431, 461, 469, 470, and also 42 USC 4321. These sites must be shown on drawings. Buffer zones will be preserved or maintained. If dual use is to be made of buffer zones, land use must be compatible with military operations and functions. Also show environmentally, archaeologically, and historically sensitive land areas such as wet lands, endangered species habitats, and registered historical sites and districts.

*d. Proposed land uses.* Show all proposed land uses contained in approved Real Property Master Plans (RPMPs) according to AR 210-20.

*e. Management uses of property.* Show management uses of property such as forestry programs, natural resources management, recreation (indicate user), agricultural out leases, and contaminated areas.

*f. Summary of outgrants.* Show summary of outgrants (out leases, easements, licenses, and permits), to include grantees, types of uses granted, and annual rent.

*g. Identification of areas that are not used, underutilized, or not being put to optimum use.* Specify by functional area the acreage of land that is not used, underutilized, or not put to optimum use.

*h. Proposed acquisitions.* Indicate the proposed real property acquisitions.

*i. Proposed disposals.* Indicate the proposed real property disposals.

*j. Significant real property disposals.* Indicate significant real property disposals that have been made since the installation was established and all property exceded during the past 10 years.

*k. Authorized and funded construction projects.* Provide a list of all authorized and funded construction projects and those proposed in the Five Year Defense Program (FYDP).

*l. Overall cost to Government summary.* Provide an overall cost to Government summary, by construction facility class, of existing structures and improvements.

*m. Identification of unaccompanied personnel and family housing.* Provide identification of unaccompanied personnel and family housing, temporary lodging, recreation, welfare, religious facilities designed for the assembly of groups of individuals, and medical facilities sited within 3,000 feet of the center line of an active runway or approach zone. Indicate distance in feet for each improvement.

#### **C-7. Land use plans**

Separate reservation land use maps if not in electronic format, then of a size to allow ease in handling, according to instructions contained in AR 210-20, Table 3-2. For Army Reserve centers and other off-post facilities, use a general site map of a scale that shows the entire facility.

#### **C-8. Aerial photographs**

Provide aerial photographs of the installation, if available.

#### **C-9. Operation and Maintenance, Army costs**

Installation OMA costs for the preceding fiscal year.

#### **C-10. Reserve Component utilization data**

RC facilities utilization data to include unit designation, assigned and authorized strength, unit identification code (UIC), type of facility, training conducted, and acreage.

#### **C-11. Real property utilization report**

A report including the following questions with answers that identify unneeded real property or real property that is unused, under utilized, or not being put to optimum use based on criteria discussed in chapter 5.

*a.* Is the property being put to its highest and best use? Consider the following: surrounding neighborhood, zoning, and other environmental factors. Also consider whether the present use is compatible with state, regional, local

development plans and programs or if Federal use of the property would be justified if rental charges equivalent to commercial rates were added to the program cost for the function it is serving.

*b.* Are OMA costs excessive in comparison to those of other similar facilities (same facilities activity codes (FAC))? Justify or explain.

*c.* Will contemplated program changes alter property requirements?

*d.* Is all of the property essential to program requirements?

*e.* Will local zoning provide sufficient protection for necessary buffer zones if a portion of the property is released?

*f.* Are buffer zones kept to a minimum?

*g.* Is the present property inadequate for approved future programs?

*h.* Can a net savings to the Government be realized through relocation, considering property prices for rentals, costs of moving, occupancy, and an increase in efficiency of operations?

*i.* Have developments on adjoining non-Federally-owned land or public access or road right-of-ways granted across the Government-owned land, rendered the property or any portion thereof unsuitable or unnecessary to program requirements?

*j.* If Federal employees are housed in Government-owned family housing, is the local market willing to acquire Government-owned housing, or can it provide the necessary housing and other related services that will permit the Government-owned housing area to be released? (Provide statistical data on cost and availability of housing in the local market.)

*k.* Can the land be disposed of and program requirements satisfied through reserving the rights and interests of the Government in the property, if the land is released?

*l.* Is a portion of any property being retained primarily because the present boundaries are marked by the existence of fences, hedges, roads, or utility systems?

*m.* Is any land being retained merely because it is considered undesirable property due to topographical features, encumbrances to rights-of-way, or because it is believed to be not disposable?

*n.* Is land being retained merely because it is landlocked?

*o.* Is there land or space in Government-owned buildings that can be made available for utilization by others inside or outside Government on a temporary basis?

### **C-12. Unused and underutilized buildings**

A list of unused and underutilized buildings by facility classes and construction category code. For each building, indicate the building number, total gross square feet, gross square feet available, type of construction (permanent, semi-permanent, temporary), and disposition. (See AR 405-45.)

### **C-13. Storage and warehouse utilization report**

The most recent utilization report for storage and warehouses (DD Form 805, Storage Space Management Report) according to AR 740-1, chapter 6.

### **C-14. Administration space utilization report**

An administration space utilization report derived from information recorded on GSA Form 3530.

### **C-15. Utilization improvement statement**

A statement indicating what actions besides new construction could be taken to improve utilization of existing facilities if funding were provided.

### **C-16. Findings and recommendations**

Summarize findings and provide recommendations.

## **Appendix D**

### **Administrative space criteria and assignment guidelines**

As cited in paragraphs 5-2 and 5-3, respectively, the administrative space criteria and assignment guidelines described below will be used to plan and program all administrative space requirements and assign specific space to individuals and equipment within an organization.

#### **D-1. Administrative space criteria**

Administrative space requirements are the sum of required office space, storage space, and special space.

*a. Office space.*

*b. New construction.* When planning and programming new construction, administrative space will not exceed 162 gross square feet per occupant, excluding personnel working in special purpose space. Space for work station personal

computers, computer terminal units with a standalone printer, standard typewriters, exclusive-use filing cabinets, tables, desks, chairs, or modular office units are 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 (1) and (2) below.

*c. 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 per authorized person or be less than 115 net square feet per authorized person. Space for work station personal computers, computer terminal units with a standalone printer, standard typewriters, exclusive use filing cabinets, tables, desks, chairs, or modular office units is included. The 130 net square feet per authorized person does not include requirements for storage and special space that are addressed in (1) and (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 or copier paper storage. 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 D-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 D-3 will be multiplied by a factor of 1.25, when required, to convert to a gross square feet requirement.

(2) *Special space.* Special space includes areas required for common functions such as conference, meeting, automatic data processing rooms, building maintenance facility, duplicating and mail rooms, 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 and exclusive use of conference, meeting, and training rooms are discouraged. Net square footage figures derived by using Table D-4 will be multiplied by a factor of 1.25, when required, to convert to a gross square feet requirement.

(3) *Algorithms.* The algorithms for determining allowed administrative space are as follows:

(a) *New construction.* NUMBER OF AUTHORIZED PERSONNEL X 162 GSF + (1.25 X NSF OF STORAGE AND SPECIAL SPACE) = TOTAL GROSS SQUARE FEET ALLOWED.

(b) *Existing facilities.* NUMBER OF AUTHORIZED PERSONNEL X 130 NSF + NSF OF STORAGE AND SPECIAL SPACE = TOTAL NET SQUARE FEET ALLOWED.

## **D-2. Assignment guidelines**

The following guidelines will be used in the assignment of specific space to individuals and equipment within an organization:

*a. 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 D-1 contains specific authorized space for private offices.

*b. Open office space.* Normally, administrative space requirements 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 semiprivate workstations in lieu of private offices. Table D-2 contains specific individual assignment standards.

*c. Unit Equipment.* Any piece of furniture or equipment, which is used by only one person, for example, bookshelves, filing cabinet, safe, personal computer, computer terminal with standalone printer, or 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 in common use, should not be included in unit equipment. Table D-3 contains specific authorized space for unit equipment. Furniture for reception areas, conference rooms, and so forth, is included in the space calculations in Table D-4 and should not be considered unit furniture.

*d. Special space.* Assignment of special space will be according to the criteria set forth in paragraph D-1b(2), above.

## **D-3. Interior design**

A critical aspect of effective administrative space utilization is the quality of the interior design. To the maximum extent possible for all new construction or renovation projects, interior design professionals will be used to integrate the furnishings for an area into an overall space plan coordinated with the building, its systems, and fire protection features. Color schemes, lighting, furnishings, and finishes should be blended to create a unified design. Moreover, use of this approach will result in a more efficient use of space while at the same time providing a more pleasing and productive work environment.

**Table D-1  
Private office space allowances for personnel in Army space**

Allowance Category	Assignment	Space Maximum (net sq. ft.)
P-1	Commanders and Deputy Commanders in Grades O9 and O10. Heads and Deputies of Directorates, Offices, Bureaus, and Agencies in Grades O9, O10 and comparable positions.	400
P-2	Commanders and Deputy/Assistant Commanders in Grades O8 and O7. Heads and Deputies of Directorates, Offices, Bureaus, Agencies and Divisions in Grades O7, O8, SES, and comparable positions. Deputies of positions in P-1 Category.	300
P-3	Commanders in Grade O6/O5. Deputy Commanders in Grade O5. Division Heads in Grades GS/GM 14-15 or Colonel who require private offices, comparable positions. Branch Heads in Grades GS/GM 14-15 or Colonel 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 Brigadier General and above who require private offices. Command Sergeants Major of positions in P-1 and P-2 Categories.	200
P-4	Commanders in Grade O4. Division Heads in Grade GS-13 or Lieutenant Colonel who require private offices. Deputies of positions in P-3 Category who require private offices. Branch Heads in Grades GS/GM 15-13 or Colonels and Lieutenant Colonels who report to Division Heads in Category P-3 and require private offices; and comparable positions. Professional and Administrative Personnel in Grade GS-15/14 or Colonels and below who require private offices. Command Sergeants Major of positions in P-3 Category or above.	150
P-5	Commanders in Grade of O3. Branch Heads in Grade GS-12, Major, and below who require private offices; comparable positions. Professional and Administrative Personnel in Grade GS-13, Lieutenant Colonel, and below who require private offices. Staff Sergeants Major. Unit First Sergeants in Grade E8.	110

Notes:

<sup>1</sup> Although this table is constructed to reflect rank and duties, it is not to be interpreted that these positions or grades must have private offices. The same square footage allowances apply if open space is determined to meet operational needs.

<sup>2</sup> Private offices that fall below the maximum allowances will not be considered inadequate based solely on square footage. Further, building alterations are not authorized for the primary purpose of achieving the maximum authorized square footage.

**Table D-2  
Open office space allowances for personnel in Army space**

Space Category	Assignment	Maximum Allowance <sup>1,2</sup> (net sq. ft.)
0-1	Unit Supervisors in Grade GS-8, E9, WO, O1, or above, who supervise six or more employees.	110
0-2	Professional and administrative personnel in Grade GS-7, E8, WO, O1, or above. Unit Supervisors in Grade GS-7, E8, or below, who supervise six or more employees.	100
0-3	Clerical, stenographic, and all other personnel.	60

Notes:

<sup>1</sup> 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.

<sup>2</sup> Open office space that falls below the maximum allowances will not be considered inadequate based solely on square footage.

<sup>3</sup> Workstations in this category may be increased up to 5 net square feet when the workstation requires all three of the following: (1) a standard typewriter; (2) a personal computer or computer terminal unit; and (3) a standalone printer.



**Table D-3**  
**Allowances for unit equipment and furniture**

Item	Size (inches)	Allowance <sup>2</sup> (net sq. ft.)
Bookcase	13 x 33	6
Bookcase, unitized	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
Desk	34 x 60	15
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

Notes:

<sup>1</sup> The space requirements for items not listed may be calculated from actual measurements plus 50 percent for circulation or by using the items above as a guide.

<sup>2</sup> Includes a circulation factor.

**Table D-4**  
**Allowances for special space**

Item	Allowance
File Areas	An allowance of 6 net square feet will be made per letter file cabinet, and 7 net square feet per legal file cabinet (Table D-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.
Conference and meeting rooms	<p>There are no established standards for calculating the total gross square footage requirements for conference and meeting space for an organization. Consequently, conference and meeting requirements must be carefully tailored to an organization'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 the exception. Further, fixed tiered type seating is discouraged because it limits flexibility for alternative use of the space. Allowances made are shown below:</p> <p>Number of persons (net square feet):  8 (150)  Up to 14 (375)  Up to 24 (500)</p> <p>For larger conference and meeting rooms, with row type seating, an allowance of 150 net square feet, plus 10 net square feet per person to be seated is authorized.</p>

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**Table D-4**  
**Allowances for special space—Continued**

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Item	Allowance
Classrooms and training rooms	For desks/arm chairs an allowance of 15 net square feet per person will be made. Desks and chairs will be made allowances of 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 O7–O10, SES, are authorized reception areas. Transportation and finance offices are examples of functions that are authorized reception areas. An allowance of 10 net square feet is authorized based on the average number of visitors who are received for a single appointment.
Exhibit areas, copier rooms, and mail rooms	Actual measurement of equipment plus a factor of 50 per cent for circulation.
Miscellaneous	To the extent possible, special use space not covered in this regulation shall be established on the basis of specialized standards, such as those for laboratory or computer equipment. Distributors of specialized equipment can provide information on space required to house particular items of equipment.

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## **Glossary**

### **Section I Abbreviations**

#### **AA**

Active Army

#### **ACSIM**

Assistant Chief of Staff for Installation Management

#### **ACTS**

Army criteria tracking system

#### **AFH**

Army family housing

#### **AG**

Adjutants General

#### **AMC**

U.S. Army Materiel Command

#### **APF**

appropriated fund

#### **AR**

Army regulation

#### **ARBSO**

Army Reserve Base Support Organization

#### **ARNG**

Army National Guard

#### **ARSTAF**

Army staff

#### **ASA(I&E)**

Assistant Secretary of the Army (Installations and Environment)

#### **ASIP**

Army stationing and installation plan

#### **BMMP**

business management modernization program

#### **CAR**

Chief, Army Reserve

#### **CATCODE**

category code

#### **CFR**

Code of Federal Regulations

#### **CIS**

capital investment strategy

#### **CNGB**

Chief, National Guard Bureau

**COE**

chief of engineers

**CONUS**

Continental United States

**CONUSA**

Continental United States Army

**DA**

Department of the Army

**DCIS**

design criteria information system

**DOD**

Department of Defense

**DPW**

Director of Public Works

**DU**

dwelling unit

**EO**

Executive Order

**FAC**

facility activity code

**FM**

field manual

**FPS**

facilities planning system

**FY**

fiscal year

**GOCO**

Government-owned, contractor-operated

**GSA**

General Services Administration

**GSF**

gross square feet

**HQDA**

Headquarters, Department of the Army

**HQIMA**

Headquarters, Installation Management Agency

**HSC**

U.S. Army Health Services Command

**IMA**

Installation Management Agency

**IFS**

integrated facilities system

**MCA**

military construction, Army

**MTOE**

modification table of organization and equipment

**MWR**

morale, welfare, recreation

**NAF**

nonappropriated funds

**NCR**

National Capital Region

**NGB**

National Guard Bureau

**NSF**

net square feet

**OCAR**

Office of the Chief of Army Reserve

**OCE**

Office of the Chief of Engineers

**OCONUS**

Outside Continental United States

**OMA**

operation and maintenance, Army

**PAX**

programming, administration, and execution system

**PEO**

program executive officers

**PL**

Public Law

**RC**

Reserve Components

**RPF**

real property facility

**RPI**

real property inventory

**RPLANS**

real property planning and analysis system

**RPMP**

real property master plan

**RRC**

Regional Readiness Command

**SDD**

sustainable design and development

**SES**

Senior Executive Service

**SF**

square feet

**SF**

standard form

**TC**

training circular

**TDA**

table of distribution and allowance

**TM**

technical manual

**TPU**

troop program unit

**UIC**

unit identification code

**UPH**

unaccompanied personnel housing

**USACE**

U.S. Army Corps of Engineers

**USC**

United States Code

**USPFO**

United States Property and Fiscal Officer

**Section II****Terms****Adequate UPH**

Multiple definitions available:

- a.* Government-controlled housing that meets or exceeds minimum adequacy standards set forth in AR 210–50 paragraph 4–4.
- b.* Privately-owned rental housing that meets or exceeds minimum adequacy standards set forth in AR 210–50, paragraph 4–5.

**Administrative space**

Federally-controlled space in facilities and structures (permanent, semipermanent, or temporary) that provides an acceptable environment for the performance of agency administrative mission requirements by employees or by other persons occupying it. It is further classified as office space, storage space, or special space.

**Army-controlled**

All land, facilities, and space owned, leased, assigned to, permitted to, or regulated by the Army. This includes public domain lands withdrawn for Army use.

### **Army Stationing and Installation Plan**

An official document that gives the projected force structure at installation level planning and programming, including real properties required to support personnel and activities (Army and other Services).

### **Allocated personnel**

Multiple definitions available:

*a.* The bulk of Active Army military and civilian personnel spaces by identity and category contained in the HQDA Program Budget Guidance to HQIMA and separate agencies. The term also may be used to describe the spaces suballocated by HQIMA and to subordinate echelons.

*b.* The number of officer, warrant officer, and enlisted personnel that an Army Reserve Troop Program Unit (TPU) may have assigned in a paid drill status as cited by the CAR.

*c.* The number of officer, warrant officer, and enlisted personnel that an ARNG TPU may have assigned in a paid drill status as cited by the CNGB.

### **Authorized personnel**

That portion of required personnel that—

*a.* Can be supported by allocated personnel.

*b.* Is reflected in the authorized columns of current or projected authorization documents.

### **Automatic data processing areas**

Areas having special features such as humidity and temperature control raised flooring, and special wiring. It includes computer rooms, telecommunication and office automation facilities, support areas (with special flooring and wiring), and tape vaults.

### **Buffer zones**

An area required to be left vacant for safety or zoning reasons. Although vacant, it is considered fully used.

### **Capital Investment Strategy (CIS)**

A component of the RPMP described in detail in AR 210–20. The capital investment strategy is the commander's overall plan for investing in real property to revitalize and develop the installation into the desired end state.

### **Category code**

Facility or land classification found in AR 415–28 and DA Pam 415–28.

### **Conference and training areas**

Areas used for conferences, training, and hearings with special equipment that may have supplemental heating, ventilation, and air conditioning (conference rooms, hearing rooms, training rooms, exhibit areas, and small courtrooms (no structural changes)).

### **Construction**

Multiple definitions available:

*a.* The erection, installation, or assembly of a new facility.

*b.* The acquisition, expansion, extension, alteration, conversion, or replacement of an existing facility.

*c.* The relocation of a facility from one installation to another.

*d.* Installed equipment made a part of the facility, related site preparation, excavation, filling, landscaping, or other land improvements.

### **Conversion**

Definitions available are:

*a.* Work required to adjust interior arrangements or other physical features of an existing facility so that it may be used for a new function, including installed equipment made a part of the existing facility.

*b.* A permanent change in use from an existing facility category code to another facility category code.

### **District Engineer**

Functions as the operating arm of a Division Engineer and is responsible for supervision of major construction programs for multiple projects within an assigned geographical area.

**Diversion**

A temporary change in the use of a facility not to exceed 36 months. Diversion requires a real property inventory record annotation of the applicable temporary facility construction category code (AR 415–28).

**Division Engineer**

One of several Division Engineers, U.S. Army Corps of Engineers, who supervises the activities of certain District Engineers and is the intervening management level between the Commander, U.S. Army Corps of Engineers and District Engineers (for example, U.S. Army Engineer Division, North Atlantic).

**Dwelling Unit**

The real property space used by one family; for an extended definition see AR 210–50.

**Effectiveness**

Use of land or facilities for their best and most suitable use.

**Efficiency**

Actual rate of use of land or facilities relative to the maximum possible. Rates may be expressed in a variety of units of measure, depending on type of facility or method for determining maximum possible use.

**Excessing**

The process of determining the real property not needed by the Army, when used as a noun. Reporting excess real property to the disposal agency for disposal, when used as a verb.

**Excess real property**

Any real property under the control of any Federal agency that is not needed for the discharge of agency responsibilities.

**Facility**

A facility in this regulation is a real property facility (RPF). An RPF is a separate and individual building, structure, utility system or tract of land, or other real property improvement. A facility includes the occupiable space it contains.

**Facility activity code**

An aggregation of one or more real property assets that have like functional purpose and the same unit of measure. Each FAC is defined by the makeup of category codes it contains.

**Food service areas**

Space in buildings devoted to the preparation and dispensing of foodstuffs including: cafeterias (kitchens, related storage, and service areas), snack bars, and mechanical vending areas.

**Garrison and equivalent Commander**

The individual responsible for the daily operations of the garrison and installation property and providing for the health, safety, and welfare of the people living and working there. He/she directs comprehensive planning activities necessary to achieve and maintain excellent infrastructure and services.

**General purpose space**

Space that is determined by GSA to be suitable for the general use of agencies. General purpose space is categorized by GSA as office, storage, or special. It is synonymous with the term, administrative space. The physical characteristics are the basis for determining the proper space category.

**General storage areas**

Storage in administrative facilities including: basements, attics, closets (not finished to office standards), supply rooms (not finished to office standards), and storerooms (not finished to office standards).

**Gross square footage**

All floor area (including all openings in floor slabs) measured to the outer surface of exterior or enclosing walls. It includes full areas of all basements, ongrade and above grade floors, service and equipment rooms, boiler plant and heater rooms, mezzanines, penthouses, halls, vestibules, stairwells, enclosed passages and walks, finished usable space with sloping ceilings (such as attic space) having 7 feet or more headroom, and appended covered shipping or receiving platforms at truck or railroad car height. Also included in gross floor area, but calculated on one-half of



actual floor area, are covered open porches, passages and walks, with appended uncovered receiving and shipping platforms at truck or railroad car height.

### **Improvement**

Alteration, conversions, modernization, renewals, additions, expansions, and extensions that are for the purpose of enhancing rather than repairing a facility or system associated with Army real property.

### **Inside parking areas**

Garage space that is used for the parking of motor vehicles including garages, parking areas, and motor pool parking areas.

### **Installation**

An aggregation of contiguous or near contiguous, common mission supporting real property holdings under the jurisdiction of the Department of Defense or a state, the District of Columbia, territory, commonwealth, or possession, controlled by and at which an Army unit or activity (Active, Army Reserve, or ARNG) is permanently assigned.

### **Joint-use space**

Occupiable space (such as cafeterias, conference rooms, credit unions, and snack bars) that is available for common use by personnel of any Federal agency.

### **Laboratory and clinic areas**

Space containing built-in equipment and utilities required for the qualitative or quantitative analysis of matter, experimentation, the processing of materials, and or the physical welfare of employees or the public, including wet, clean and photographic laboratories; clinics, health units and rooms (with special equipment); and evidence and polygraph rooms.

### **Light industrial areas**

Areas that provide for light industrial functions not normally directly associated with office space and attendant storage requirements including: records storage (with humidity control), storage type space (with air conditioning), printing plants, product classifying laboratories, motor pool service areas, swing rooms, locker rooms, mailing vestibules and platforms, lock box lobbies, shops other than base operations, loading docks and shipping platforms, and canopy areas.

### **Net usable area**

The usable space in a room, or, summed, the usable space on a floor or in a building.

### **Net square footage**

That area defined as gross square footage, less space occupied by outside walls, interior partitions, stair towers, elevator shafts and machinery, toilets, telephone and communications closets, basement and attic space unsuitable for use, permanent hallways and corridors, and rooms (mechanical) housing machinery or equipment for heating, ventilating or air conditioning, and for furnishing light, power, and water supply for the building.

### **Not being put to optimum use**

An entire property or portion thereof, with or without improvements, that—

*a.* Even though used for current program purposes of the accountable executive agency, is of such nature or value, or is in such a location that it could be used for a different, significantly higher and better purpose.

*b.* The costs of occupying are substantially higher than would be applicable for other suitable properties that could be made available to the accountable executive agency through transfer, purchase, or lease with total net savings to the Government after consideration of property values as well as costs of moving, occupancy, efficiency of operations, environmental effects, regional planning, and employee morale.

### **Not utilized**

An entire property or portion thereof, with or without improvements, not occupied for current program purposes of the accountable executive agency, or occupied in caretaker status only.

### **Occupiable area**

The portion of the area that is available for use by personnel or furnishings. Occupiable area does not include space in the building that is devoted to its operations and maintenance, including craft shops, gear rooms, and building supply, storage, and issue rooms. Ceiling-high corridors solely serving a single space assignment are occupiable. Occupiable area is computed by measuring from the occupant's side of ceiling-high corridor partitions or partitions enclosing mechanical, toilet, and or custodial space to the inside finish of permanent exterior building walls or to the face of the convector if the convector (ventilation duct, radiator, heating pipe, and so forth) occupies at least 50 percent of the

length of the exterior wall. When computing occupiable areas separated by partitions, measurements are taken from the center line of the partitions.

### **Office space**

This space, which is a component of administrative space, provides an environment suitable in its present state for an office operation with the major functional area being a workstation.

### **Outgrants**

Government property granted to others for temporary use to include leases (outleases), easements, licenses, and permits.

### **Real property facility**

A separate and individual building, structure, utility system, or other real property improvement identifiable in the CATCODES listed in AR 415–28.

### **Real property records**

Real property records consist of DD Form 1354 (Transfer and Acceptance of Military Real Property) and an engineering data file consisting of maps, plans and specifications that relate to real property.

### **Space**

An area or volume of a building, facility, or land incidental to the use thereof, that is under the custody and control of a Federal agency.

### **Special space**

This space, which is a component of administrative space, has unique architectural features, requires the installation of special equipment, and is not sized based on normal administrative personnel and equipment requirements. It is space that is required for special functions within the general construct of administrative space (for example, laboratory and clinic areas, food service areas, structurally changed areas, automatic data processing areas, conference and training areas, light industrial areas; see inclusive definitions within glossary).

### **Storage space**

This space, which is a component of administrative space, generally consisting of concrete, wood block, or unfinished floors, bare block or brick interior walls, unfinished ceilings, and similar construction containing minimal lighting and heating. It includes attics, basements, sheds, parking structures, and other unimproved building areas. Storage space will be classified under subparts of general storage areas and inside parking areas.

### **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: auditoriums, gymnasiums, libraries (with special stacks and floor loading), target ranges, security vaults, courtrooms, U.S. Postal Service workrooms, and arms rooms.

### **Substandard unaccompanied personnel housing (not upgradable)**

All temporary unaccompanied personnel housing and permanent (UPH) that does not meet minimum adequacy standards as set forth in AR 210–50, paragraph 4–4, and cannot be upgraded to these standards for 75 percent or less of the cost of new construction for a facility of equal capacity to include converted space.

### **Substandard unaccompanied personnel housing (upgradable)**

Permanent UPH that does not meet minimum adequacy standards as set forth in AR 210–50, paragraph 4–4, but can be upgraded to these standards for 75 percent or less of the cost of new construction for a facility of equal capacity to include converted space.

### **Unaccompanied personnel housing**

Housing used to house personnel not residing with family members. UPH includes—

- a. Unaccompanied enlisted personnel housing (UEPH), also called enlisted quarters (EQ)/senior enlisted quarters (SEQ), and formerly known as bachelor enlisted quarters (BEQ)/senior enlisted bachelor quarters (SEBQ).
- b. Unaccompanied officer personnel housing (UOPH), also called officer quarters (OQ)/senior officer quarters (SOQ), and formerly known as bachelor officer quarters (BOQ).
- c. Barracks, dormitories, and transient UPH.
- d. May include private-leased housing.

**Under control of the commander**

All real property listed on the Real Property Inventory (RPI) of an installation commander.

**Underutilized**

An entire property or portion thereof, with or without improvements, that is used—

- a.* Only at irregular periods or intermittently by the accountable executive agency for current program purposes of that agency.
- b.* For current program purposes that can be satisfied with only a portion of the property.

**Vacant space**

Space that is—

- a.* Not currently occupied or used to perform an agency's mission, but is retained for future use.
- b.* In a condition presently suitable for occupancy, or can be made suitable at minimum expense.
- c.* Of a character and in a geographical location such that it would be suitable for use by a Federal agency other than the agency that presently controls it.

**Workspace**

Federally-controlled space in facilities and structures (permanent, semipermanent, or temporary) that provides an acceptable environment for the performance of agency mission requirements by employees or by other persons occupying it. It is further classified as office space, storage space, or special space.

**Workstation**

A location within an office space assignment that provides a working area for one or more persons during a single 8-hour shift. The number of workstations in an office space assignment is the number of such locations that must be provided to support the maximum number of authorized personnel housed in that office space during any 8-hour shift. In general, the number of workstations in an office space assignment should not exceed the number of authorized personnel housed in that assignment. Agencies that require more workstations than personnel must attach a justification for this requirement to their work space management plans.

**Section III****Special Abbreviations and Terms**

This section contains no entries.

**UNCLASSIFIED**

**PIN 003253-000**