

Administration

# **Administrative Space Management in the National Capital Region**

Headquarters  
Department of the Army  
Washington, DC  
9 September 2014

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 1-21

Administrative Space Management in the National Capital Region

This major revision, dated 9 September 2014---

- o Defines National Capital Region (applicability).
- o Designates Executive Director, Army Headquarters Services, as Space Coordinator of Army occupied spaces in the Pentagon and leased space in the National Capital Region (para 1-4).
- o Adds guidance about Standard Form 81 (Request for Space), Title 10, and DODI 5305.5 (para 2-3).
- o Identifies major and minor moves, DD Form 419 (Move Request for Transportation and Operations Division) (para 2-4).
- o Adds compliance with Americans with Disabilities Act. Identifies GSA Form 2957 (Reimbursable Work Authorization) and DD Form 2647 (Reimbursable Project Worksheet) (para 2-5).
- o Includes Pentagon Force Protection Agency requirement and role on the protection of Department of Defense-occupied facilities within the National Capital Region (para 2-6).
- o Identifies coordination with Deputy Under-Secretary of Defense (Installations and Environment) on the release of space (para 2-7).
- o Makes administrative changes (throughout).

## Administration

### Administrative Space Management in the National Capital Region

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By Order of the Secretary of the Army:

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*General, United States Army*  
*Chief of Staff*

Official:



**GERALD B. O'KEEFE**  
*Administrative Assistant to the*  
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**History.** This publication is a major revision.

**Summary.** This regulation defines the National Capital Region and directs space allowance criteria for the Army military and civilian personnel in the National Capital Region in the Pentagon and leased space exclusive of military installations. It updates policies, responsibilities, and procedures concerned with the request, acquisition, allocation, utilization, reporting, and release of administrative space located in the National Capital Region. This regulation serves as space management guidance heretofore reflected in DODI 5030.53, DODI 5305.5 and DODD 3100.10.

**Applicability.** This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, the United States Army Reserve and other entities for which Army is the executive agent located within the National Capital Region. The National Capital Region is defined as the District of Columbia; Montgomery and Prince

George's Counties in Maryland; Arlington, Fairfax, Loudon, and Prince William Counties in Virginia; and all cities now or hereafter existing in Maryland or Virginia within the geographic area bounded by the outer boundaries of the combined area of said counties. This definition is set in the National Capital Planning Act of 1952.

**Proponent and exception authority.** The proponent of this regulation is the Administrative Assistant to the Secretary of the Army. 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 members of the Senior Executive Service within the proponent agency. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include a 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 internal control process.** This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix C).

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Administrative Assistant to the Secretary of the Army (SAAA–ZA), 105 Army Pentagon, Washington, DC 20310–0105.

**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 Office of the Administrative Assistant to the Secretary of the Army (SAAA–ZA), 105 Army Pentagon, Washington, DC 20310–0105.

**Committee management.** AR 15–1 requires the proponent to justify establishing/continuing committee(s), coordinate draft publications, and coordinate changes in committee status with the U.S. Army Resources and Programs Agency, Department of the Army Committee Management Office (AARP–ZA), 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060–5527. Further, if it is determined that an established “group” identified within this regulation, later takes on the characteristics of a committee, as found in the AR 15–1, then the proponent will follow all AR 15–1 requirements for establishing and continuing the group as a committee.

**Distribution.** This regulation 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.

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\*This regulation supersedes AR 1–21, dated 8 May 1985.

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**Glossary**

## Chapter 1 Introduction

### 1–1. Purpose

This regulation prescribes policies on the management, use, and reporting of Army administrative space located in the National Capital Region (NCR), except on installations managed by the Department of Defense (DoD).

### 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 explained in the glossary.

### 1–4. Responsibilities

*a.* The Secretary of the Army assigns NCR administrative space allocation responsibility within the Pentagon and leased space to the Administrative Assistant to the Secretary of the Army (AASA).

*b.* The AASA delegates administrative space management responsibilities and the role of Department of the Army (DA) NCR Space Coordinator to the Executive Director, Army Headquarters Services (AHS). The Executive Director, AHS is responsible for supervision of DA administrative space management in the NCR and will —

(1) Allocate all administrative space to DA organizations and activities, Army commands (ACOMs), Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs), and other entities for which Army is the executive manager within the NCR.

(2) Execute space requirements and ensure full and efficient use of assigned administrative space.

(3) Release space controlled by the General Services Administration (GSA) to the Office of the Secretary of Defense, Director, Washington Headquarters Services (WHS) promptly, when programs are curtailed or discontinued.

(4) Prepare and submit requests for additional space to WHS or GSA.

(5) Coordinate directly with the Assistant Chief of Staff for Installation Management (ACSIM) on matters pertaining to Army-owned military installation space.

*c.* The Deputy AASA (DAASA) and Vice Director of the Army Staff (VDAS) serve as co-chairs for the monthly Headquarters, Department of the Army (HQDA) Master Planning Board (MPB). DAASA represents Army Secretariat Staff equities. VDAS represents Army Staff equities. The Army Master Planning Board, established 10 August 2009, provides a senior level forum to make recommendations and advise the AASA regarding physical space requirements, expansions, closures, and major alterations (to both leased and government real estate) to facilitate effective office space management of the Army's assigned footprint in the Pentagon and leased space in the NCR. Additionally, it advises Army leadership to plan, resolve issues, coordinate, integrate and synchronize the Army's efforts to allocate and program Army office space across mission areas and within the interests of multiple organizations. MPB membership includes DAASA and VDAS as co-chairs with the following advisors: Executive Director, AHS; Executive Director, Information Technology Agency; Director, Real Estate & Facilities–Army, Office of the Administrative Assistant to Secretary of the Army (OAA), AHS; Director, Mission Assurance, OAA, AHS; The Deputy General Counsel (Installations, Environment and Civil Works), Office of the General Counsel; and HQDA Principal Official designated colonel, lieutenant colonel, GS–15, GS–14, or chief warrant officer three/four to represent them at MPB meetings.

*d.* The Assistant Secretary of the Army (Installations, Energy and Environment) (ASA (IE&E)) is responsible for setting the strategic direction for Army real estate, establishing strategic direction for aspects of the Programming, Planning, Budget and Execution process of Army real estate and the associated resource allocation decisions and policies, and coordinating and integrating that direction with the Assistant Secretary of the Army for Financial Management and Comptroller; Chief Information Officer/G–6; Deputy Chief of Staff (DCS), G–3/5/7; DCS, G–4; DCS, G–8; ACSIM; and other DA officials and organizations. The ASA (IE&E) will provide a representative to the MPB.

*e.* Headquarters, Department of the Army (HQDA) principal officials, ACOMs, ASCCs, and DRUs will —

(1) Manage the administrative space they occupy.

(2) Designate an appropriate individual within the staff, organization, activity, or command as space management officer and submit this designation in writing to the Executive Director, AHS.

(3) The space management officer will coordinate and report all administrative space matters for activities within their jurisdiction.

(4) HQDA principal officials will provide representatives to the MPB.

*f.* ACSIM develops and executes Army installation strategy; ensures the execution of policies, plans, and programs

consistent with law, regulation, and policy by other DA official organizations; and ensures the execution of approved operational programs for the reorganization, realignment, and closure of Army installations.

## **Chapter 2 Space Policy**

### **2-1. General**

Paragraphs 2-2 through 2-8 prescribe policies relating to allocations, moves, alterations, and repairs involving administrative space managed by DA in the NCR. Office space is limited to one office per position for personnel authorized such space. Although supporting staff for such positions may be dispersed in various locations (such as buildings, towns, or floors within the same building) the position is only authorized one office.

### **2-2. Determining administrative space requirements**

Administrative space requirements will be developed in accordance with GSA space allowance criteria (app B). GSA space allowance criteria shall not be exceeded. Upon request, the Director, Real Estate & Facilities-Army (REF-A) will advise and assist on the layout of offices and will conduct surveys to determine space requirements.

*a.* Use DD Form 1450 (Space Requirements Data, DOD-Part I-Summary) and DD Form 1450-1 (Space Requirements Data, DOD-Part II-Detailed Space Requirements) for—

- (1) Estimating space requirements for new activities.
- (2) Analyzing space use by existing activities.
- (3) Supporting the release of space or space requests.
- (4) Laying out assigned space.

*b.* Review DD Form 1450 and DD Form 1450-1 for instructions on completing these forms.

### **2-3. Requests for space**

*a.* Submit all requests for administrative space in writing to the Executive Director, AHS for submission to the Master Planning Board. Requests for administrative space in the NCR for new activities will include a copy of the DCS, G-3/5/7 relocation approval package and Secretary of Defense approval to relocate to the NCR. Requests for administrative space for activities relocating to the NCR will include a copy of the Deputy Secretary of Defense approval document.

*b.* Requests will be based on application of the space allowance criteria (appendix B) and will be accompanied by DD Form 1450, DD Form 1450-1, and SF 81 (Request for Space).

*c.* Any DOD agency requesting relocation to the NCR will prepare and send a Title 10 report to the Director, Space Portfolio Management Division (SPMD), WHS, and will comply with DODI 5305.5, and stationing plans in accordance with AR 5-10. The Title 10 Report is required by statute (10 U.S.C. §2662) and must be submitted to Congress. It is required when an acquisition, lease, or license for new space exceeds \$750,000 or when a replacement lease exceeds \$750,000 in annual rent.

*d.* The Executive Director, AHS will submit requests for administrative space in the NCR to WHS. Requests will include the infeasibility of relocating the requesting activity out of the NCR and the non-availability of space to meet the requirement within current DA space holdings in buildings controlled by either GSA or HQDA.

*e.* Requests for assignment of space for short periods of six months or less that cannot be provided within current DA space inventory will be processed in the same manner as long-term space requests. Examples of short-term requests include study groups and temporary organizations that have Secretary of the Army approval.

*f.* All non-operating agency (OA)-22 funded organizations will reimburse AASA for administrative space assigned.

### **2-4. Requests for moves**

*a.* Prepare requests for moves to and within GSA-controlled space assigned to individual DA components and to or from military installations on DD Form 419 (Move Request for Transportation and Operations Division).

(1) The agency's space management officer will submit major moves requiring more than 20 hours of labor to the Director of Logistics Services Washington (LSW).

(2) The agency's supply coordinator will submit minor moves requiring less than 20 hours of labor to the LSW Web site. The supply coordinator will eliminate possible duplications by coordinating minor move requests with the agency's space management officer.

(3) The agency space management officer will initiate a move request at the LSW Web site (<http://eoaa.hqda.pentagon.mil/>).

*b.* Requests for moves within a military installation will be processed in accordance with local command policies and procedures. Requests for moves for non-OA-22 personnel in leased space or the Pentagon will be performed on a reimbursable basis.

c. The Director, REF-A will notify the Director, SPMD, WHS prior to scheduling moves involving 50 or more persons, either within or between GSA-controlled buildings or to or from administrative space on military installations.

d. The tenant agency space coordinator (ASC) will schedule the labor and move in cases when the Director, REF-A orders a space assignment that requires a move. The affected tenant agency will submit a DD Form 419.

e. The tenant ASC will request the transfer of telephone systems through coordination with the Information Technology Agency (ITA) at <http://ita.army.mil/>. The transfer of telephone systems and furniture must occur concurrently. Only authorized personnel may remove telephone instruments and peripheral equipment from desks and cabinets.

f. The relocation of desktop computers, printers, and peripheral equipment such as scanners and fax machines must be coordinated through an agency's security manager, information management officer, space management officer, and the ITA Service Desk. The Installation Coordination (IC) team must submit move requests for computers going from IC to a customer.

g. Only qualified personnel will relocate floor model copiers and printers as stipulated in the manufacturer's service contract in order to avoid violation of the contract.

## **2-5. Requests for alterations and repairs**

a. *General.* Rearrangement and alteration of assigned space will comply with space allowance criteria set forth in the Americans with Disabilities Act Accessibility Guidelines.

b. *GSA-controlled space.* Organizations will prepare all requests for alterations, repairs, improvements, extensions, additions, and major maintenance items pertaining to GSA-controlled space on DA Form 370 (Request for Alteration and Repair).

(1) All requests will include a concise statement of justification and detailed plans and specifications, including fund citations, where applicable. Organizations will submit requests to the designated DOD building manager. Organizations in the Pentagon or without a full time DOD building manager will submit requests directly to the Director, REF-A.

(2) The DOD building manager or the Director, REF-A will prepare and submit approved job orders on GSA Form 2957 (Reimbursable Work Authorization) to GSA. The DOD building manager or the Director, REF-A will prepare and submit approved job orders on DD Form 2647 (Reimbursable Project Worksheet) to WHS.

(3) A dollar threshold (\$25,000) has been established per DODI 5305.5, para 5.3.2.1 below which DOD building managers have on site authority to submit job orders directly to GSA or WHS, as applicable. Job orders prepared by the Director, REF-A will be submitted to GSA through the appropriate WHS or DOD building manager, where applicable, so that the latter can monitor work completion. The Director, REF-A will submit requests estimated to cost more than \$25,000 to the Office of the Secretary of Defense, Director of Administration and Management for approval.

c. *Army-controlled space.* Requests for tenant alterations and building additions will be processed in accordance with AR 420-1 and for conversions and diversions in accordance with AR 405-70.

d. *Temporary or leased buildings.* Tenant alterations in temporary or leased buildings will be performed on a reimbursable basis. Alterations will be undertaken consistent with the terms of the lease involved or with the projected life spans of temporary buildings. Prior approval is required for construction or installation of special facilities including auditoriums, briefing or conference rooms, network operations center, and communications facilities. The Director, REF-A is responsible for obtaining necessary approval from the WHS. Activities requiring special space will, to the maximum extent possible, be located either in permanent DOD buildings or where such facilities already exist.

e. *Plumbing facilities.* No plumbing facilities will be installed in DOD occupied space except for offices in the P-1 category listed in appendix B. No kitchens or utilities or fixtures associated with the preparation and serving of food will be installed except for P-1 offices. Any of the foregoing installations for P-1 category offices will be subject to the availability of funds authorized for use for such installations and, because it may be necessary to run utility lines through offices occupied by other Defense organizations, no construction will be initiated until necessary clearance is obtained. This does not preclude the use in DOD-occupied space of employee-provided coffee pots, which meet all applicable fire and safety regulations where adequate electrical power and outlets are already available.

f. *Standard construction.* Standard construction methods and materials will be used throughout DOD occupied space except in P-1 category spaces listed in appendix B and in special areas where functional requirements justify deviation from the standards.

g. *Other.* Non-OA-22 funded organizations will pay for alterations.

## **2-6. Protection**

a. Adequate and economical security protection is extended to all DOD-occupied, government-owned, and government-leased buildings through GSA in the NCR per GSA Public Building Service Leasing Department of Services (DES) Guide, and Risk Management Process: An Interagency Security Committee Standard.

b. The Pentagon Force Protection Agency will safeguard personnel, facilities, infrastructure, and other resources on the Pentagon Reservation and at assigned DOD activities and DOD-occupied facilities within the NCR per DODD 5105.68.

*c.* A comprehensive anti-terrorism program is extended to all DOD-occupied, government-owned and government-leased buildings in the NCR per DODI 2000.12 and DODI 2000.16.

## **2-7. Release of space**

*a.* Organizations will notify the Director, REF-A within 30 days following an organization's determination that the administrative space is no longer needed. The notice will include the anticipated date of availability. The Director, REF-A will determine the amount of space to be relinquished by deducting the residual requirements from the total space involved. Residual requirements will be calculated on DD Form 1450 and DD Form 1450-1 in accordance with the space allowance criteria (app B).

*b.* The Director, REF-A will report all delegated (DOD tenants only) and non-delegated space (DOD and other tenants) recovered in GSA buildings to the Deputy Under-Secretary of Defense (Installations and Environment) for reassignment within DOD or release to the GSA. The Director, REF-A may concurrently request retention of the space to meet new requirements. The retention request must include a DD Form 1450 and DD Form 1450-1.

## **Appendix A References**

### **Section I Required Publications**

#### **Americans with Disabilities Act**

Accessibility Guidelines (Cited in para 2–5a.)

#### **DODD 5105.68**

Pentagon Force Protection Agency (PFPA) (Cited in para 2–6b.)

#### **DODI 5305.5**

Space Management Procedures, National Capital Region (Cited in para 2–3c.)

#### **GSA Public Building Service Leasing Department of Services (DES) Guide**

Chapter 19 (Cited in para 2–6a.)

#### **10 USC 2662**

Real Property Transactions: Reports to Congressional Committees (Cited in para 2–3c.)

### **Section II Related Publications**

#### **AR 5–10**

Stationing

#### **AR 11–2**

Managers' Internal Control Program

#### **AR 25–30**

The Army Publishing Program

#### **AR 405–70**

Utilization of Real Property

#### **AR 420–1**

Army Facilities Management

#### **AR 525–13**

Antiterrorism

#### **AR 710–1**

Centralized Inventory Management of the Army Supply System

#### **AR 710–2**

Supply Policy Below the National Level

#### **AR 735–5**

Property Accountability Policies

#### **DA General Order 2012–01**

Assignment of Functions and Responsibilities Within Headquarters, Department of the Army

#### **DA Pam 710–2–2**

Supply Support Activity Supply System: Manual Procedures

#### **DA General Order 2012–01**

Assignment of Functions and Responsibilities Within Headquarters, Department of the Army

**DFAS-IN Manual 37-100**

Budget

**DFAS-IN Regulation 37-1**

Finance and Accounting Policy Implementation

**DOD 7000.14-R**

DOD Financial Management Regulations (FMRS)

**DODD 3100.10**

Space Policy

**DODI 2000.12**

DOD Antiterrorism (AT) Program

**DODI 2000.16**

DOD Antiterrorism (AT) Standards

**DODI 5030.53**

Reimbursement for General Services Administration (GSA) Space, Services, and Facilities; and Department of Homeland Security (DHS), Washington Headquarters Services (WHS), and Pentagon Force Protection Agency (PFPA) Services

**DODI 5220.22-M**

National Industrial Security Program (NISP)

**31 USC 1341**

Limitations on Expending and Obligating Amounts

**31 USC 1342**

Limitation on Voluntary Services

**31 USC 1517**

Prohibited Obligations and Expenditures

**Section III**

**Prescribed Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate (APD) Web site ([www.apd.army.mil/](http://www.apd.army.mil/)); DD forms are available on the Office of the Secretary of Defense (OSD) Web site ([www.dtic.mil/whs/directives/infomgt/forms/index.htm/](http://www.dtic.mil/whs/directives/infomgt/forms/index.htm/)); and Standard Forms (SF) are available on the U.S. General Services Administration (GSA) Web site ([www.gsa.gov/](http://www.gsa.gov/)).

**DA Form 370**

Request for Alteration and Repair (Prescribed in para 2-5.)

**DD Form 1450**

DOD Space Requirements Data, Part 1 - Summary (Prescribed in paras 2-2, 2-3, 2-7.)

**DD Form 1450-1**

DOD Space Requirements Data, Part 2 - Details Space Requirements (Prescribed in paras 2-2, 2-3, 2-7.)

**Standard Form 81**

Request for Space (Prescribed in para 2-3.)

**Section IV**

**Referenced Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate (APD) Web site ([www.apd.army.mil/](http://www.apd.army.mil/)); DD forms are available on the Office of the Secretary of Defense (OSD) Web site ([www.dtic.mil/whs/directives/infomgt/forms/index.htm/](http://www.dtic.mil/whs/directives/infomgt/forms/index.htm/)); and GSA forms are available on the U.S. General Services Administration (GSA) Web site ([www.gsa.gov/](http://www.gsa.gov/)).

**DA Form 11-2**

Internal Control Evaluation Certification

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

**DD Form 419**

Move Request for Transportation and Operations Division

**DD Form 2647**

Reimbursable Project Worksheet

**GSA Form 2957**

Reimbursable Work Authorization

**Appendix B  
Space Allowance Criteria for GSA-Controlled Space**

The following space allowances prescribed by Office of the Secretary of Defense will be used as the Army space occupancy guide for the National Capital Region:

**B-1. Private office space allowances**

- a. In view of the variation in position titles and organizational structures in the Department of the Army, consideration will be given to the overall structure of the major organization involved and the relative relationship of position within that organization when determining the space category for a position. Assignment of private offices in the P-4, P-5, and P-6 categories will be based on actual functional need, as well as the combination of rank or grade and the position title.
- b. In building with nonconforming modules, minimum necessary adjustments in private office size may be made.
- c. Private office space allowances are—

**Table B-1  
Private office space allowances**

P-1: 600 net square feet Secretary of the Army Chief of Staff of the Army Under Secretary of the Army Assistant Secretaries of the Army Vice Chief of Staff of the Army
P-2: 400 net square feet Administrative Assistant to the Secretary of the Army General Counsel of the Army Deputy Under Secretaries of the Army Deputy and Assistant Chiefs of Staff of the Army Heads of Directorates, Commands, Offices, Bureaus, and Agencies reporting directly to positions in P-1 Executive Assistants in SES Tier 3 or equivalent
P-3: 300 net square feet Division Heads, Brigadier General and above, and comparable Deputies in P-2 category positions Executive Assistants in SES Tiers 1 and 2
P-4: 200-225 net square feet Division Heads in Grades GS-14/15 or Colonel who require private offices, and comparable positions Branch Heads in Grades GS-14/15 or Colonel who report to Division Heads in P-3 category and require private offices, and comparable positions Deputies to positions in P-3 category who require private offices Professional or administrative personnel in SES Tier 1 or Brigadier General and above who require private offices
P-5: 150 net square feet Division Heads in Grade GS-13 or Lieutenant Colonel who require private offices, and comparable positions Branch Heads in Grades GS-13/14/15 or Lieutenant Colonel and Colonel who report to Division Heads in P-4 category and require private offices, and comparable positions Professional or administrative personnel in Grades GS-14/15 or Colonel who require private offices

**Table B-1**  
**Private office space allowances—Continued**

P-6: 100 net square feet  
 Branch Heads in Grade GS-12, Major and below who require private offices, and comparable positions  
 Professional or administrative personnel in Grade GS-13, Lieutenant Colonel and below who require private offices

**B-2. Open office space allowances**

See table B-2.

<b>Table B-2</b> <b>Open office space allowances</b>		
Space category	Assignment	Allowance
0-1	Unit supervisors in Grade GS-9, E-8, WO, O1 or above who supervise six or more employees.	110 square feet
0-2	Professional and administrative personnel in Grade GS-7, E-8, WO, O1 or above. Unit supervisors in Grade GS-8, E-7, or below who supervise six or more employees.	90 square feet
0-3	Clerical, stenographic, and all other personnel.	60 square feet
Notes: <sup>1</sup> Space allowances include sufficient space for furniture and equipment normally associated with the position. In addition, open office space allowances include a circulation or layout factor.		

**B-3. Unit equipment space allowances**

*a.* The term “unit equipment” refers to those items of furniture and equipment housed in Open Office Type Space which are not assigned to any one open workstation, but are used by a number of individuals.

*b.* Listed below are common items of unit furniture and equipment and the square footage of floor space they require. Working area is included where appropriate. The space requirements for items not listed may be calculated from actual measurements or by using the items below as a guide.

<b>Table B-3</b> <b>Unit equipment space allowances</b>	
Item	Square Feet
Bookcase, open, 13 x 33	6
Cabinet, storage and wardrobe, 18 x 24	6
Cabinet, storage and wardrobe, 18 x 36	9
Cabinet, storage and wardrobe, 24 x 36	11
Cabinet, stationery, 18 x 36	9
Cabinet, filing, letter size, 15 x 25	6
Cabinet, filing, legal size, 18 x 25	7
Cabinet, filing, safe, 19 x 28	8
Cabinet, filing, map and plan, 36 x 48	20
Cabinet, filing, map and plan, 36 x 60	25
Chair, side	4-6
Chair, lounge	10
Costumer	10
Coat rack	4
Credenza, 18 x 66	9

**Table B-3**  
**Unit equipment space allowances—Continued**

Locker, clothing, 18 x 21	5
Locker, clothing, 36 x 21	19
Safe, two door, 42 x 36	18
Sofa	30
Stand, Dictionary	4
Stand, office machine, 18 x 18	3
Stand, office machine, 18 x 34	5
Stand, office machine, 24 x 36	6
Table, 14 x 26	3
Table, 24 x 36	6
Table, 34 x 45	12
Table, 34 x 60	15
Table, 36 x 72	18
Valet Rack, 30 x 20	6
Valet Rack, 51 x 20	8

**B-4. Miscellaneous space allowances**

*a. File areas.* An allowance of six square feet will be made per letter file cabinet, and seven square feet per legal file cabinet. 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.

*b. Conference rooms.* There are no established standards for calculating the total square footage requirement for conference space for an organization. Consequently, conference requirements must be carefully tailored to an organization's mission and experience, and then adjusted to take into consideration the availability of building conference facilities which can be shared. Based on the number of conferees, the following allowances are made:

**Table B-4**  
**Miscellaneous space allowances**

Number of Persons	Square Feet
Up to 8	150
Up to 14	375
Up to 24	500

Notes:

<sup>1</sup> For larger meeting rooms, with row type seating, an allowance of 150 square feet, plus 10 square feet per person to be seated is authorized.

*c. Reception areas.* Size will depend largely on the functional need and volume of visitor traffic. For planning purposes, 10 square feet per person usually served may be used as a guide.

*d. Other areas.* For other administrative support and special areas such as mailrooms, copier rooms, ADP and EAM machine rooms, libraries, and so forth, there are no established standards or guidelines. To determine space requirements for these areas, an actual templated layout must be made.

**Appendix C**  
**Internal Control Evaluation**

### **C-1. Function**

The function covered by this evaluation is the administration/management of the Army's administrative space located in the NCR.

### **C-2. Purpose**

The purpose of this evaluation is to assist commanders, managers and ASCs in evaluating the key internal controls outlined below. It is not intended to cover all controls.

### **C-3. Instructions**

Answers must be based upon the actual testing of controls (for example, document analysis, direct observation, sampling, simulation, and/or others). Answers that indicate deficiencies must be explained and the corrective action indicated in the supporting documentation. These internal controls must be evaluated at least once every five years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification).

### **C-4. Test Questions**

*a.* Have ASCs fully documented and completed the space requirements data on the DD Form 1450 and DD Form 1450-1 forms as described in paragraph 2-2 of this regulation? (All ASCs)

*b.* Have ASCs fully completed and submitted the requests for allocation of administrative space to the Director, REF-A for submission to the Master Planning Board - including all appropriate supporting materials and documentation - as outlined in paragraph 2-3 of this regulation? (All ASCs)

*c.* Have the ASCs completed and submitted any requests for moves of personnel, furniture, office support systems, computer and telecommunications equipment, and personal effects to Logistics Services Washington (LSW) - as detailed in paragraph 2-4 of this regulation? (All ASCs)

*d.* Have the ASCs properly notified the Director, REF-A within 30 days following an organization's determination that the administrative space is no longer needed and can be released - as mandated in paragraph 2-7 of this regulation? (All ASCs)

*e.* Have the ASCs determined administrative space requirements based on the criteria indicated in Appendix A of this regulation - as described in paragraph 2-2 of this regulation? (All ASCs)

*f.* Have the ASCs reviewed and complied with all DOD, GSA, and WHS Directives and Regulations pertaining to alterations and repairs inside administrative space as outlined in paragraph 2-5 of this regulation? (All ASCs)

*g.* Have the ASCs ensured that in use of administrative space that the appropriate Anti-terrorism force protection DOD and PFFA NCR Directives and Regulations have been reviewed and complied with? (All ASCs)

### **C-5. Supersession**

This is a new checklist and is to be used for internal control evaluation.

### **C-6. Comments**

To make this checklist a more useful tool for evaluating internal controls, submit comments to: Office of the Administrative Assistant to the Secretary of the Army (SAAA-ZA), 105 Army Pentagon, Washington, DC 20310-0105.

## **Glossary**

### **Section I Abbreviations**

#### **AASA**

Administrative Assistant to the Secretary of the Army

#### **ACOM**

Army command

#### **ACSIM**

Assistant Chief of Staff for Installation Management

#### **AHS**

Army Headquarters Services

#### **AR**

Army Regulation

#### **ASA (IE&E)**

Assistant Secretary of the Army (Installations, Energy and Environment)

#### **ASC**

agency space coordinator

#### **ASCC**

Army Service Component Command

#### **DA**

Department of the Army

#### **DAASA**

Deputy Administrative Assistant to the Secretary of the Army

#### **DCS**

Deputy Chief of Staff

#### **DOD**

Department of Defense

#### **DODD**

Department of Defense Directive

#### **DODI**

Department of Defense Instruction

#### **DRU**

Direct Reporting Unit

#### **GSA**

General Services Administration

#### **HQDA**

Headquarters, Department of the Army

#### **IC**

Installation Coordination

#### **ITA**

Information Technology Agency

**LSW**

Logistics Services Washington

**NCR**

National Capital Region

**OA**

Operating Agency

**OAA**

Office of the Administrative Assistant to the Secretary of the Army

**PFFA**

Pentagon Force Protection Agency

**REF-A**

Real Estate & Facilities-Army

**SPMD**

Space Portfolio Management Division

**VDAS**

Vice Director of the Army Staff

**WHS**

Washington Headquarters Services

**Section II****Terms****Antiterrorism (AT)**

Defensive measures used to reduce the vulnerability of individuals and property to terrorist acts, to include limited response and containment by local military and civilian forces.

**Master Planning Board (MPB)**

The MPB will assist the Deputy AASA and the Vice Director of the Army Staff, as co-chairs, in making recommendations and advising the AASA on space management and renovation issues. The MPB will review HQDA space requirements and assist in the coordination, integration, and synchronization of HQDA efforts to allocate and program Army office space across mission areas and within the interests of multiple organizations.

**National Capital Region (NCR)**

The NCR is defined as the District of Columbia; Montgomery and Prince George's Counties in Maryland; Arlington, Fairfax, Loudon, and Prince William Counties in Virginia; and all cities now or hereafter existing in Maryland or Virginia within the geographic area bounded by the outer boundaries of the combined area of said counties. This definition is set in the National Capital Planning Act of 1952.

**Net useable square feet**

The number of usable square feet computed by measuring from the inside finish of the exterior walls to the office side of corridor walls or other permanent partitions, or to the center line of partitions which separate the area being measured from an adjoining area, with no adjustment for columns or projections. (Area measurement normally is secured from floor plans available from the Director, REF-A for GSA-controlled space, or from the installation headquarters for space on military installations). All building spaces, except office space, storage space, and special space, are excluded from reporting net usable square feet. Examples of building space excluded from reporting include restrooms, stairwells, elevator shafts, janitor closets, and maintenance shops.

**Office space**

Space which provides an environment suitable for an office operation which includes, but is not limited to, suitable and adequate lighting, heat, air conditioning and ventilation, appearance, accessibility including wheelchairs, circulation, floor covering, and sound control. The space may consist of a large open area or be partitioned into rooms. Office space is classified for reporting purposes into one of the following three categories: Private and open: Space devoted primarily to a conventional office operation. Conference and training: Space devoted primarily to conference and

training facilities. Miscellaneous: Space meeting the office space type criteria which is unaccounted for in the above categories such as supply and file rooms or other administrative support facilities.

#### **Storage space**

Space which is suitable for storage of supplies, equipment, records, and materiel, etc., and which does not provide an environment suitable for an office operation. This type of space would include but is not limited to vaults, closets, and unconverted attic and basement areas, as well as space built for warehousing and records storage. Its interior treatment is such that it cannot be classified as suitable for office space.

#### **Special space**

Space, which by reason of installed fixed facilities, utilities, or special construction is adapted for specific use. This includes, but is not limited to laboratories, darkrooms, electronic data processing rooms, computer or server rooms, communications facilities including television and radio broadcasting studios, weapons clearing rooms, industrial type operations with installed equipment, etc. Special space is classified for reporting purposes into one of the following categories: Reproduction: Space primarily devoted to reproduction operations and occupied by reproduction equipment. Electronic data processing (EDP): Space primarily devoted to electronic or automated data processing (ADP) operations and occupied by EDP or ADP equipment. Other special space: Any space meeting the special-type criteria which is unaccounted for in the above two categories such as laboratories, communications facilities, darkrooms, and sensitive compartmented information facilities.

#### **Vacant space**

Space managed by the reporting element, which meets the criteria for office, storage, or special space but is not being used. Do not report under this category any space which is temporarily vacant but committed for a specific use in the near future or which is vacant while undergoing alterations. Space, which is vacant under these circumstances, should be reported under the appropriate category.

### **Section III**

#### **Special Abbreviations and Terms**

This section contains no entries.

**UNCLASSIFIED**

**PIN 000218-000**