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Department of the Army  
Washington, DC  
16 February 2024

**\*Army Regulation 1–21**

**Effective 16 March 2024**

## **Administration**

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

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By Order of the Secretary of the Army:

**RANDY A. GEORGE**  
*General, United States Army*  
*Chief of Staff*

Official:

  
**MARK F. AVERILL**  
*Administrative Assistant to the*  
*Secretary of the Army*

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

**Authorities.** The authorities for this regulation are DoDI 5030.53 and DoDI 5305.05.

**Applicability.** This regulation applies to military, civilian, and contractor personnel associated with the Regular Army, the Army National Guard/Army National Guard of the United States, the U.S. 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 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 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 requirements.

**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).

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

**Distribution.** This regulation is available in electronic media only and is intended for use by military, civilian, and contractor personnel associated with the Regular 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 22 August 2019.

# ***SUMMARY of CHANGE***

AR 1–21

Administrative Space Management in the National Capital Region

This expedited revision, dated 16 February 2024—

- Updates responsibilities (paras 1–4 and 2e(2)).
- Updates administrative space requirements (para 2–2).
- Updates requests for moves process (para 2–4).
- Updates requests for alterations and repairs (para 2–5).
- Updates references (app A).
- Updates space allowance criteria (table B–1).
- Updates internal control test questions (para C–4).
- Changes command name from Army Headquarters Services Agency to Headquarters Support Agency (throughout).
- Change command name from Real Estate & Facilities–Army to Army Space and Facilities Management (throughout).
- Changes Directorate of Mission Assurance to Security, Protection, and Safety Directorate (throughout).
- Changes Assistant Chief of Staff for Installation Management to Deputy Chief of Staff, G–9 (throughout).

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**Glossary of Terms**

## **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, forms, and explanation of abbreviations**

See appendix A. The abbreviations, brevity codes, and acronyms (ABCAs) used in this electronic publication are defined when you hover over them. All ABCAs are listed in the ABCA directory located at <https://armypubs.army.mil/>.

#### **1–3. Associated publications**

This section contains no entries.

#### **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 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 (Financial Management and Comptroller); Chief Information Officer; Deputy Chief of Staff (DCS), G–6, DCS, G–3/5/7; DCS, G–4; DCS, G–8; DCS, G–9; and other Department of the Army (DA) officials and organizations. The ASA (IE&E) will provide a representative to the Master Planning Board (MPB).

c. The AASA delegates administrative space management responsibilities and the role of DA NCR space coordinator to the Executive Director, Headquarters Support Agency (HSA).

(1) The Executive Director, HSA is responsible for supervision of DA administrative space management in the NCR and will—

(a) 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.

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

(c) 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.

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

(e) Coordinate directly with the DCS, G–9 on matters pertaining to Army-owned military installation space.

(2) The Executive Director, HSA and Vice Director of the Army Staff (VDAS) serve as co-chairs for the monthly Headquarters, Department of the Army (HQDA) MPB. The Executive Director, HSA represents Army Secretariat staff equities. The VDAS represents Army staff equities. The Army MPB, established 10 August 2009, provides a senior level forum to make decisions, recommendations, and advice to 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 Reservation, installations, 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 the Executive Director, HSA and VDAS as co-chairs with the following advisors: Deputy Executive Director, HSA; Director, Army Space and Facilities Management (ASFM), Office of the Administrative Assistant to the Secretary of the Army (OAA), HSA; Director, Security, Protection, and Safety Directorate, OAA, HSA; the Deputy General Counsel (Installations,

Environment and Civil Works), Office of the General Counsel; DCS, G-3/5/7 Stationing and Initiatives Division and Manpower, Accounting and Force Structure Division and an HQDA principal official-designated colonel, lieutenant colonel, general schedule (GS)-15, GS-14, or chief warrant officer three or four to represent them at MPB meetings.

d. The DCS, G-9 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.

e. 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 Agency Space Officer (ASO) and submit this designation in writing to the Director, ASFM.
- (3) The ASO will coordinate and report all administrative space matters for activities within their jurisdiction.
- (4) HQDA principal officials will provide representatives to the MPB.

### **1-5. Records management (recordkeeping) requirements**

The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule—Army (RRS-A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS-A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS-A, see DA Pam 25-403 for guidance.

## **Chapter 2 Space Policy**

### **2-1. Overview**

This chapter prescribes policies relating to allocations, moves, alterations, and repairs involving administrative space managed by DA in the NCR. Army-assigned Pentagon and leased space in the NCR is overseen by WHS and DoD; as such, DoD procedures apply as indicated in this regulation. 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 WHS and DoDI 5305.05 space allowance criteria (see app B). Upon request, ASFM will advise and assist on the layout of offices and will conduct surveys to determine space requirements.

a. Use DD Form 1450 (DoD Space Requirements Data Part I - Summary) and DD Form 1450-1 (DoD Space Requirements Data 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, HSA for submission to the MPB. Requests for administrative space in the NCR for brand 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 existing activities relocating to the NCR will include a copy of the Deputy Secretary of Defense approval document and appropriate stationing approvals.

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

c. Any military department or DoD agency requesting relocation to or space within the NCR will comply with DoDI 5305.05, AR 5–10 and 10 USC 2662. A Title 10 report 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; if required, the Director, Space Portfolio Division, WHS, prepares the submission to Congress.

d. The Executive Director, HSA 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 6 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.

## **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 using a move request submitted through ASFM. (The move request is available at <https://armyeitaas.sharepoint-mil.us/sites/hqda-oaa-mr/sitemap/home.aspx?env=webview>).

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 funded by the moving agency.

c. The Director, ASFM will notify the Director, Space Portfolio Division, 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 ASO will schedule the labor and move in cases when the Director, ASFM orders a space assignment that requires a move. The affected tenant agency will submit a move request.

e. The tenant ASO will request the transfer of telephone systems through coordination with the Defense Information Systems Agency Joint Service Provider (JSP) or appropriate U.S. Army Network Enterprise Technology Command Network Enterprise Center. 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, ASO, and the JSP Service Desk.

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 Army-assigned space will comply with space allowance criteria set forth in the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (see 28 CFR Part 36).

b. *Army-occupied Pentagon space.* ASOs will prepare all requests for alterations, repairs, improvements, extensions, additions, and major maintenance items using a DA Form 370 (Request for Alteration and Repairs) and submit to ASFM.

(1) All requests will include a concise statement of justification and detailed plans and specifications, including fund citations, where applicable.

(2) ASFM will prepare and submit approved job orders on GSA Form 2957 (Reimbursable Work Authorization) to WHS and oversee project management to completion.

c. *Army-occupied installation space.* Requests for tenant alterations will be processed in accordance with AR 420–1, AR 405–70, and submitted on a DA Form 4283 (Facilities Engineering Work Request).

d. *Temporary or leased buildings.* Tenant alterations in temporary or leased buildings will be funded by the agency. Alterations will be undertaken consistent with the terms of the lease involved or with the projected lifespans 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, ASFM is responsible for obtaining necessary approval from 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. Funding.* Organizations will fund their requested 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 in accordance with the GSA Leasing Desk Guide and The Risk Management Process for Federal Facilities: 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 antiterrorism program is extended to all DoD-occupied, Government-owned and Government-leased buildings in the NCR per DoDI 2000.12 and DoDI O-2000.16, Volume 1.

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

*a.* Organizations will notify the Director, ASFM within 90 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, ASFM 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 (see app B).

*b.* The Director, ASFM will report all delegated (DoD tenants only) and non-delegated space (DoD and other tenants) recovered in GSA buildings to the Assistant Secretary of Defense for Energy, Installations, and Environment for reassignment within DoD or release to the GSA. The Director, ASFM 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**

Unless otherwise indicated, all Army publications are available on the Army Publishing Directorate web-site available at <https://armypubs.army.mil/>. DoD publications are available at <https://www.esd.whs.mil/>.

##### **AR 420–1**

Army Facilities Management (Cited in para 2–5c.)

##### **DoDD 5105.68**

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

##### **DoDI 5305.05**

Space Management Procedures for the National Capital Region and Washington Headquarters Services-Serviced Components (Cited in title page.)

##### **GSA Leasing Desk Guide**

GSA Leasing Desk Guide (Available at <https://www.gsa.gov/>) (Cited in para 2–6a.)

##### **28 CFR Part 36**

Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities (Available at <https://www.ecfr.gov/>)(Cited in para 2–5a.)

##### **10 USC 2662**

Real property transactions: reports to congressional committees (Available at <https://uscode.house.gov/>) (Cited in para 2–3c.)

#### **Section II**

##### **Prescribed Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate web site available at <https://armypubs.army.mil/>. DD forms are available on the Executive Services Directorate (ESD) web-site <https://www.esd.whs.mil/directives/forms>); Standard Forms (SFs) are available on GSA website (<https://www.gsa.gov/>).

##### **DA Form 370**

Request for Alteration and Repairs (Prescribed in para 2–5b.)

##### **DD Form 1450**

DoD Space Requirements Data Part I - Summary (Prescribed in para 2–2a.)

##### **DD Form 1450–1**

DoD Space Requirements Data Part II - Detailed Space Requirements (Prescribed in para 2–2a.)

##### **SF 81**

Request for Space (Prescribed in para 2–3b.)



## **Appendix B**

### **Space Allowance Criteria for Pentagon and Leased Space**

The following space allowances prescribed by Office of the Secretary of Defense will be used as the Army space occupancy guide for the NCR. Hoteling workspaces should be utilized by teleworking employees in accordance with applicable allocation standards, which are outlined in Enclosure 4 of DoDI 5305.05.

#### **B-1. P Space categories**

a. Secretaries of Military Departments; Chairman of the Joint Chiefs of Staff; Under Secretaries of Defense; Vice Chairman of the Joint Chiefs of Staff; Chiefs of the Military Services; Chief, National Guard Bureau; Under Secretaries of the Military Departments; General Counsel of the Department of Defense; Inspector General of the Department of Defense; Director of Operational Test and Evaluation; Director of Cost Assessment and Program Evaluation; Deputy Under Secretaries of Defense; Assistant Secretaries of Defense; Vice Chiefs of the Military Services; Vice Chief of the National Guard Bureau; and the Assistant Secretaries and General Counsels of the Military Departments.

b. The Chief of Staff, to the Secretary of Defense; Chief of Staff, to the Deputy Secretary of Defense; Deputy Chief of Staff, to the Deputy Secretary of Defense; Assistants to the Secretary of Defense; DA&M; Department of Defense Chief Information Officer; Director of Net Assessment; Directors of the Defense Agencies and DoD Field Activities (if headquartered in the Pentagon); Combatant Commanders, Chiefs of Bureaus, and officials reporting directly to positions in the P-1 category; 3-star and 4-star generals and flag officers, and Tier III senior executive service (SES) or equivalent.

c. Members of the SES, general and flag officers not listed in in this paragraph, and deputies to positions in the P-2 category, and senior enlisted advisors to chiefs of the military services.

d. Division heads in grades General Schedule (GS)/General Management (GM)-15/14, officer O-6, or comparable levels requiring private offices; branch heads in grades GS/GM-15/14, officer O-6, or comparable levels reporting to positions in the P-3 category and requiring private offices; and deputies to positions in the P-3 category requiring private offices.

e. Division heads in grade GS/GM-13, officer O-5, or comparable requiring private offices; branch heads, deputies to positions in the P-4 category, in grades GS/GM-15/14/13, officer O-6, officer O-5, or comparable reporting to positions in the P-4 category and requiring private offices; and professional or administrative personnel in grades GS/GM-15/14, or officer O-6 requiring private offices.

f. Branch heads in grade GS-12, Officer O-4, or comparable requiring private offices; professional, administrative personnel in grade GS/GM-13, officer O-5, or comparable requiring private offices.

#### **B-2. Open space categories**

a. Division heads in grade GS/GM-13, officer O-5 or comparable; branch heads in grades GS/GM-15/14/13, officer O-6, officer O-5 or comparable; and professional or administrative personnel in grades GS/GM-15/14, or officer O-6.

b. Branch heads in grade GS-12, officer O-4 and below, or comparable; professional or administrative personnel in grade GS/GM-13, or officer O-5; unit supervisors in grade GS-9, enlisted E-8, warrant officer, officer O-1, or above who supervise six or more employees; professional and administrative personnel in grade GS-7, enlisted E-9/8, warrant officer, officer O-1 or above; unit supervisors in grade GS-8, enlisted E-7, or below, who supervise six or more employees; and clerical, administrative, and other personnel.

c. GS employees in grades 1-6, enlisted ranks 1-7, and contractor support personnel.

#### **B-3. Hoteling workspaces**

a. For category 1 hoteling workspace allocation, offices that have employees teleworking between 30 and 60 percent of the time will be allocated one hoteling workspace for every two employees.

b. For category 2 hoteling workspace allocation, offices that have employees teleworking more than 60 percent of the time will be allocated one hoteling workspace for every four employees.

c. Hoteling workspaces will not exceed space allocations outlined as an O-2 in the open space category and a P-6 in the private office space category. The requesting official will certify all individuals

identified to establish a hoteling allocation will not also be authorized an individual, permanently assigned workspace.

d. Space allocations for all contractors within each organization will be counted as category 2 hoteling workspaces and will not be assigned an individual, permanently assigned workspace unless the requesting official provides Director, WHS a justification approved by the respective Principal Staff Assistant.

#### **B-4. Unit equipment space allowances**

Common items of unit furniture and equipment are noted in table B-1. The space requirements for items not listed may be calculated using the actual measurements of the unit furniture and equipment or by using a similar item listed. The space allowance is measured in occupiable square feet and includes an internal circulation factor for the item.

#### **B-5. Administrative support space allowances**

a. *File areas.* Allow 7 square feet for each letter file cabinet, and 7 square feet for each legal file cabinet. Provide 4-foot aisles where rows of filing cabinets face one another. Plan a cross aisle every 25 feet.

b. *Conference rooms.* Common conference room sizes are noted in table B-1. Provide written justification for a conference room. For larger meeting rooms with row type seating plan for 150 square feet, plus 10 square feet per person.

c. *Reception areas.* Common reception area sizes are noted in table B-1. Reception areas must be justified in writing. For planning, use 15 square feet per person.

d. *Storage and special type space.* This includes information technology equipment, communications equipment, and other mission support space. This type of space will be evaluated on a case-by-case basis for space requirements.

e. *Miscellaneous support areas.* Make an actual architectural layout to determine the space requirements for miscellaneous support and special areas, such as mail rooms, reproduction areas, graphic and illustration production areas, collaborative spaces, and libraries. Provide written justification for these spaces.

#### **B-6. Circulation factor allowances**

Space for circulation will be required for the efficient movement and flow of personnel through the office space and is in addition to the square footage requested by the DoD Component in the initial Request for Space. The WHS, FSD, SPD will calculate and assign a circulation factor. For budget purposes only, add a circulation factor of 30 percent of the total space requested by the DoD Component. See table B-1 for information about space allocation guidelines.

**Table B-1**

**Space allocation guidelines**

Space category and type of space	Space allowance (net square feet)
<b>Private office</b>	
P-1	600
P-2	363
P-3	270
P-4	135
P-5	107-113
P-6	100
<b>Open office</b>	
O-1	77
O-2	59
O-3	45

**Table B-1**  
**Space allocation guidelines—Continued**

<b>Unit equipment (inches)</b>	
Bookcase – 13x33	6
Bookcase, unit – 18x22	6
Cabinet, storage – 18x24	8
Cabinet, storage – 18x36	9
Cabinet, storage – 24x36	11
Cabinet, stationary – 18x36	9
Cabinet, filing – letter – 15x25	7
Cabinet, filing – legal – 18x25	7
Cabinet, filing – safe – 19x28	9
Cabinet, filing – plan – 36x48	32
Cabinet, filing – plan – 36x60	45
Copier, freestanding	60
Copier, high volume	100
Fax machine	8
Printer, laserjet	8
<b>Administrative support</b>	
Conference room – 8 personnel	150
Conference room – 10 personnel	200
Conference room – 14 personnel	200
Conference room – 24 personnel	500
Reception area – 2 personnel	30
Reception area – 4 personnel	60
Reception area – 6 personnel	90
Reception area – 8 personnel	120

## **Appendix C**

### **Internal Control Evaluation**

#### **C–1. Function**

The function covered by this evaluation is the administration and 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 ASO 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, 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 ASOs 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?
- b. Have ASOs fully completed and submitted the requests for allocation of administrative space to the Director, ASFM for submission to the MPB including all appropriate supporting materials and documentation as outlined in paragraph 2–3 of this regulation?
- c. Have the ASOs completed and submitted any requests for moves of personnel, furniture, office support systems, computer and telecommunications equipment, and personal effects to Logistics Readiness Center as detailed in paragraph 2–4 of this regulation?
- d. Have the ASOs properly notified the Director, ASFM within 180 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?
- e. Have the ASOs determined administrative space requirements based on the criteria indicated in appendix B of this regulation as described in paragraph 2–2 of this regulation?
- f. Have the ASOs 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?
- g. Have the ASOs ensured that in use of administrative space that the appropriate antiterrorism force protection DoD and Pentagon Force Protection Agency NCR directives and regulations have been reviewed and complied with?

#### **C–5. Supersession**

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

#### **C–6. Comments**

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

## **Glossary of Terms**

### **Antiterrorism**

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**

Assists the Executive Director, HSA and the VDAS, 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**

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.

### **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; and 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.

### **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 (EDP) rooms, computer or server rooms, communications facilities including television and radio broadcasting studios, weapons clearing rooms, industrial type operations with installed equipment, and so forth. 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; EDP: space primarily devoted to electronic or 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.

**UNCLASSIFIED**

**PIN 000218-000**