

**Army Regulation 1–21**

**Administration**

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

**Headquarters  
Department of the Army  
Washington, DC  
22 August 2019**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 1–21

Administrative Space Management in the National Capital Region

This expedited revision, dated 22 August 2019—

- o Designates the Executive Director, Army Headquarters Services as the Army Secretariat co-chair of the Master Planning Board (para 1–4*c*(2)).
- o Updates the list of Master Planning Board advisors (para 1–4*c*(2)).
- o Adds records management (recordkeeping) requirements (para 1–5).
- o Replaces Information Technology Agency with the Defense Information Systems Agency Joint Service Provider (paras 2–4*e* and 2–4*f*).
- o Updates the definition for Master Planning Board (glossary).


**Administration**

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

By Order of the Secretary of the Army:

**JAMES C. MCCONVILLE**  
*General, United States Army*  
*Chief of Staff*

Official:

  
**KATHLEEN S. MILLER**  
*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.

**Summary.** This regulation defines the National Capital Region and directs space allowance criteria for the Army military, civilian, and contractor 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 also reflected in DODI 5030.53 and DODI 5305.5.

**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 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 app C).

**Supplementation.** Supplementation of this regulation and establishment of agency, command, and installation 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 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 Office of the Administrative Assistant to the Secretary of the Army, 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 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.

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

**Chapter 1**

**Introduction**, page 1

Purpose • 1–1, page 1

References and forms • 1–2, page 1

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

Responsibilities • 1–4, page 1

\*This regulation supersedes AR 1–21, dated 9 September 2014.

## **Contents—Continued**

Records management (recordkeeping) requirements • 1–5, *page 2*

### **Chapter 2**

#### **Space Policy, *page 2***

Overview • 2–1, *page 2*

Determining administrative space requirements • 2–2, *page 2*

Requests for space • 2–3, *page 2*

Requests for moves • 2–4, *page 3*

Requests for alterations and repairs • 2–5, *page 3*

Protection • 2–6, *page 4*

Release of space • 2–7, *page 4*

### **Appendixes**

**A.** References, *page 5*

**B.** Space Allowance Criteria for General Services Administration-Controlled Space, *page 8*

**C.** Internal Control Evaluation, *page 11*

### **Table List**

Table B–1: Private office space allowances, *page 8*

Table B–2: Open office space allowances, *page 8*

Table B–3: Unit equipment space allowances, *page 9*

Table B–4: Miscellaneous space allowances, *page 10*

### **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 and forms**

See appendix A.

#### **1–3. Explanation of abbreviations and terms**

See 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 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/G–6; Deputy Chief of Staff (DCS), G–3/5/7; DCS, G–4; DCS, G–8; Assistant Chief of Staff for Installation Management (ACSIM); 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, Army Headquarters Services (AHS).

(1) The Executive Director, AHS 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 ACSIM on matters pertaining to Army-owned military installation space.

(2) The Executive Director, AHS 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, AHS 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, AHS and VDAS as co-chairs with the following advisors: Deputy Executive Director, AHS; Director, Real Estate & Facilities-Army (REF-A), 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; DCS, G–3/5/7 Stationing and Initiatives Division and Manpower, Accounting and Force Structure Division; the Office of the Assistant Chief of Staff for Installation Management Base Realignment and Closure, as needed; 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.* 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.

*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 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.

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

The records management requirement for all record numbers, associated forms and reports required by this regulation are addressed in the Army 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 GSA space allowance criteria (see app B). All GSA criteria. Upon request, the Director, 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 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 SF 81 (Request for Space) (see app B).
- c. Any military department or 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 Section 2662, Title 10, United States Code (10 USC 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 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.

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 Readiness Center (LRC).

(2) The agency's supply coordinator will submit minor moves requiring less than 20 hours of labor to the OAA eServices portal (<https://eoaa.hqda.pentagon.mil/>). The supply coordinator will eliminate possible duplications by coordinating minor move requests with the agency's space management officer.

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 Defense Information Systems Agency Joint Service Provider (JSP). 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 JSP 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 Army-assigned space will comply with space allowance criteria set forth in the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (see Part 1190, Title 36, Code of Federal Regulations (see 36 CFR 1190)).

b. *General Services Administration-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 Repairs).

(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 under which DOD building managers have onsite 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 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, 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 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, 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 (see 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**

###### **DODD 5105.68**

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

###### **DODI 5305.5**

Space Management Procedures for the National Capital Region (NCR) (Cited in title page.)

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

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

###### **36 CFR 1190**

Americans with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities; Architectural Barriers Act (ABA) Accessibility Guidelines (Cited in para 2–5*a*.)

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

Real property transactions: reports to congressional committees (Cited in para 2–3*c*.)

#### **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. Defense Finance and Accounting Service (DFAS) material is available at <https://www.asafm.army.mil/>. DOD publications are available at <http://www.esd.whs.mil/DD/>. USC material is available at <http://uscode.house.gov/>.

###### **AR 5–10**

Stationing

###### **AR 11–2**

Managers' Internal Control Program

###### **AR 15–1**

Department of the Army Federal Advisory Committee Management Program

###### **AR 25–30**

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 2019–01**

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

###### **DA Pam 25–403**

Guide to Recordkeeping in the Army

**DA Pam 710–2–2**

Supply Support Activity Supply System: Manual Procedures

**DFAS–IN Manual 37–100**

The Army Management Structure

**DFAS–IN 37–1 Regulation**

Finance and Accounting Policy Implementation

**DOD 7000.14–R**

DOD Financial Management Regulations (FMR)

**DODI O–2000.16, Volume 1**

DOD Antiterrorism (AT) Program Implementation: DOD AT Standards

**DODI 2000.12**

DOD Antiterrorism (AT) Program

**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**

National Industrial Security Program (NISP)

**The Risk Management Process for Federal Facilities: An Interagency Security Committee Standard**

(Available at <https://www.dhs.gov/>.)

**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) website (<https://armypubs.army.mil/>); DD forms are available on the Office of the Secretary of Defense (OSD) website (<https://www.esd.whs.mil/directives/forms/>); and Standard Forms (SF) are available on the U.S. General Services Administration (GSA) website ([www.gsa.gov/](http://www.gsa.gov/)).

**DA Form 370**

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

**DD Form 1450**

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

**DD Form 1450–1**

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

**SF 81**

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

**Section IV****Referenced Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate (APD) website (<https://armypubs.army.mil/>); DD forms are available on the Office of the Secretary of Defense (OSD) website (<https://www.esd.whs.mil/directives/forms/>); and GSA forms are available on the U.S. General Services Administration (GSA) website ([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 General Services Administration-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 NCR:

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

a. In view of the variation in position titles and organizational structures in the DA, 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 buildings with nonconforming modules, minimum necessary adjustments in private office size may be made.

c. Private office space allowances are listed in table B-1.

**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 senior executive service (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

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 for open office space allowances.

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

Space category	Assignment	Allowance
----------------	------------	-----------

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

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

Note. 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.* Common items of unit furniture and equipment and the square footage of floor space they require are listed in table B-3. Working area is included where appropriate. The space requirements for items not listed may be calculated from actual measurements or by using the items in table B-3 as a guide.

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

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
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

<b>Table B-3 Unit equipment space allowances</b>	
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. Table B-4 outlines space allowances based on the number of conferees.

<b>Table B-4 Miscellaneous space allowances</b>	
<b>Number of persons</b>	<b>Square feet</b>
Up to 8	150
Up to 14	375
Up to 24	500

*Note.* 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, automatic data processing (ADP) and electronic accounting 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 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 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, 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?
- b.* Have ASCs fully completed and submitted the requests for allocation of administrative space to the Director, REF–A for submission to the MPB including all appropriate supporting materials and documentation as outlined in paragraph 2–3 of this regulation?
- 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 LRC as detailed in paragraph 2–4 of this regulation?
- 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?
- e.* Have the ASCs 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 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?
- g.* Have the ASCs 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**

### **Section I**

#### **Abbreviations**

**AASA**

Administrative Assistant to the Secretary of the Army

**ACOM**

Army command

**ACSIM**

Assistant Chief of Staff for Installation Management

**ADP**

automatic data processing

**AHS**

Army Headquarters Services

**AR**

Army regulation

**ARIMS**

Army Records Information Management System

**ASA (IE&E)**

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

**ASC**

agency space coordinator

**ASCC**

Army service component command

**CFR**

Code of Federal Regulations

**DA**

Department of the Army

**DA Pam**

Department of the Army pamphlet

**DCS**

Deputy Chief of Staff

**DD**

Department of Defense (forms)

**DFAS**

Defense Finance and Accounting Service

**DOD**

Department of Defense

**DODD**

Department of Defense directive

**DODI**

Department of Defense instruction

**DRU**

direct reporting unit

**EDP**

electronic data processing



**GS**

general schedule

**GSA**

General Services Administration

**HQDA**

Headquarters, Department of the Army

**IC**

installation coordination

**JSP**

Joint Service Provider

**LRC**

Logistics Readiness Center

**MPB**

Master Planning Board

**NCR**

National Capital Region

**OA**

operating agency

**OAA**

Office of the Administrative Assistant to the Secretary of the Army

**REF-A**

Real Estate & Facilities-Army

**RRS-A**

Records Retention Schedule—Army

**SES**

senior executive service

**SF**

standard form

**SPMD**

Space Portfolio Management Division

**USC**

United States Code

**VDAS**

Vice Director of the Army Staff

**WHS**

Washington Headquarters Services

**Section II****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, AHS 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.

**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; 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.

**Storage space**

Space which is suitable for storage of supplies, equipment, records, materiel, and so forth, 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.

**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.

**UNCLASSIFIED**

**PIN 000218-000**