



DEPARTMENT OF THE ARMY
THE ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT
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DAIM-OD

19 May 2014

MEMORANDUM FOR

Commander, Installation Management Command (IMPW-M), 2405 Gun Shed Road, Joint Base San Antonio, Fort Sam Houston, TX 78234

Commander, United States Army Corps of Engineers (CEMP), 441 G Street NW, Washington, DC 20314

SUBJECT: Revised Army Standard for General Instruction Building (GIB) and Army Continuing Education System (ACES) Facilities

1. The enclosed revision to the Army GIB and ACES facilities is approved and supersedes the GIB/ACES standards signed on 14 December 2004. These standards are effective immediately for all new Military Construction, Army (MCA)-funded GIB/ACES facilities in the FY16 MCA Program and beyond and must be applied at all Army Installations. Only the Assistant Chief of Staff for Installation Management (ACSIM) has authority to approve exceptions to this standard. Waivers from the Army Standard must be approved in accordance with Army Regulation 420-1, Army Facilities Management, 12 February 2008.
2. The Army Standards for GIB/ACES specify the requirements for classrooms and other unique features and criteria. The Facilities Design Team (FDT) for GIB/ACES will issue Standard Design Criteria. These criteria will incorporate mandatory Army Standards and provide the recommended layout for the most efficient configuration of all required elements.
3. Real Property Planning and Analysis System methodologies were updated to reflect the revised standard.
4. The FDT members for GIB/ACES are: Proponent – G-3/5/7, LTC Christopher Smythe, (703) 692-5910, christopher.c.smythe.mil@mail.mil; Co-chair - OACSIM, DAIM-ODC, Ms. Asolde Ford-Gillett (571) 256-3957, asolde.e.fordgillett.civ@mail.mil; and U.S. Army Corps of Engineers Center of Standardization (Norfolk District) - Mr. Matthew Scanlon (757) 201-7114, matthew.c.scanlon@usace.army.mil.

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The Army Standard
for
General Instruction Buildings (GIB) and Army Continuing
Education System (ACES) Facilities

Applicability. These standards apply immediately to all new MCA-funded General Instruction Buildings and Army Continuing Education System facilities in the FY15 Military Construction program and beyond for new construction, and to the extent practicable for revitalization and modernization projects.

Required Spaces: A General Instruction Building includes the following program areas. Requests for additional space types, or exemptions from listed spaces, will require ACSIM approval and must be supported by Program of Instruction (POI) requirements and/or TDA document. These spaces, with space allocations, are later described in more detail.

(100, 200)¹ Classroom spaces,
including one or more of the following subtypes:

- Large Group Lecture classrooms
- General Purpose classrooms
- Small Group Seminar classrooms
- Lab/Applied Instruction (including computer labs, technical labs, applied instruction, etc.)

(300) Staff and Instructor Spaces,
including all of the following:

- Instructor Offices
- Reception/information/control
- Conference/counseling rooms
- Office supply storage
- Work/copy space
- Student Records Storage
- Staff Break Areas

(400,600) Study and General Student Use; *including all of the following:*

- Resource Center or technical library
- Student Break area

(700) Education Support Facilities,
including all of the following

- Central storage
- Computer Maintenance
- Network Operations Center, Digital Training Repository
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(XXX) Building Support Facilities,
including all of the following

- Restroom facilities
- Corridors, stairs, hallways, and other necessary circulation elements.
- Mechanical/Fire protection, electrical and telecommunication spaces

Planning requirement for GIB and ACES Facilities. Space allocations for projected GIB needs is based on “Space Planning for Institutions of Higher Education”, published by the Council of Educational Facility Planners International (CEFPI). Allocations for the GIB required spaces are derived from industry standard data elements which are obtainable from the following sources:

- a) **Approved Program of Instruction(s) (POI).** *Data elements include;*
 - Academic Hours (AH) of Instruction and distribution among various learning settings
 - Student enrollments, e.g. “in-session” average daily load
- b) **Approved TDA.** *Data elements include*
 - Authorized personnel Full-time equivalent (FTE) staff.
 - Lists of Equipment and training aides.

The projected gross square footage space need is calculated by the summation of the net assignable Square feet (ASF) for each assignable space category numbered 100 to 700, multiplied by the net-to-gross factor which accommodates the “Non-Assignable” and the “Un-usable” square footage (category XXX). At this time, and unless more detailed information is available during planning, the following Net-to-Gross ratios are recommended to be applied:

For net assignable square footage total less than 10,000: **Use 1.67.**

For net assignable square footage total between 10,000 and 20,000: **Use 1.58.**

For net assignable square footage total exceeding 20,000: **Use 1.47.**

Space allocations for the GIB required Assignable are tabularized below and are based upon data elements; FTE (Full Time equivalent), or “per student” stations. Classroom square feet is based upon daily average “in-session” load and weekly hours of scheduled instruction, in accordance with industry standards. For Classrooms spaces, calculate required net assignable square footage as follows (example separately provided):

$$NASF = \frac{WSCH \times \text{Station size}}{\text{Utilization}}$$

Where,

WSCH (Weekly Scheduled Contact Hours) = number of hours of classroom instruction for each classroom subtype (obtained from the POI).

Station Size = square feet per student

Utilization = Product of the Station occupancy rate and the target weekly hours for classroom instruction.

¹ For purposes of spatial classification and definitions, this standard generally follows the “Postsecondary Educational Facilities Inventory and classification manual (FICM) published by the National Center for Education Statistics (NCES) which uses the Higher Education General Information Survey (HEGIS) System

(100) Classroom Facilities

General Purpose (Multi-Purpose) classrooms

Classroom space is defined by CEFPI as a room used by classes that does not require special equipment for student use, and may be used generally across academic disciplines. Included in this category are spaces that directly serve classrooms for instruction related activities such as projection rooms, incidental AV/IM closets, and storage. (It does not include space for training aides, which varies by POI). Classrooms should be sized IAW POI Instructor/Student ratios, and/or to achieve the highest possible utilization. Across the TRADOC POI spectrum, the most common classroom size is 24 to 32 students since I/S ratios are generally denominated by 8 or 12. The three general learning settings and associated allocations are provided below:

Classroom Allowance:

Overall classrooms net square footage need is based upon the scheduled Weekly Student Contact Hours (WSCH) and detailed in the planning procedure provided. Space allowances below are targets applied to individual classrooms which in aggregate must not exceed the total overall classroom allowance.

<p>Large Group lecture</p>	<p>These classrooms are intended for large group lectures IAW the POI up to 150 students. Since these are less frequently used than smaller classrooms in the conduct of the course, it is highly encouraged to provide separability (eg operable partitions) to break up the space into smaller classrooms where the larger proportion of academic instruction often takes place. (E.g.; a 72PN classroom can be subdivided into two 32 PN classrooms.)</p>
	<p>Allowance: <i>72 to 150 students</i> <i>22 to 25 ASF/Student Station</i></p>
<p>General Purpose</p>	<p>These classrooms are intended for general lecture accommodating up to 72 students using moveable tables and chairs permitting flexibility to adapt to different teaching modes, and providing for laptop use. The most common size for these classrooms is from 24 to 32 students. Like the larger group lecture classrooms, these classrooms can be further partitioned in order to increase overall utilization; e.g., a 72 PN classroom can be divided by an operable partition to accommodate two concurrent classes of 24 to 32 students each. Assignable square footage is based on a sliding scale as follows:</p>
	<p>Allowance: <i>Less than 16 students</i> <i>34 ASF/Student Station</i> <i>Up to 32students</i> <i>32 ASF/Student Station</i> <i>32 to 48 students</i> <i>30 ASF/Student Station</i> <i>49 to 72 students</i> <i>28 ASF/Student Station</i></p>
<p>Small Group seminar</p>	<p>These classrooms are small group discussion based and reflect the ALM 2015 and Industry trends for high engagement and “Instructor-facilitated” learning. These classrooms have furniture configured in a conference style or a tight “U”-shape. For courses that require accommodation of training aides or demonstration devices in the classrooms, adjust the Student station size accordingly. An additional allowance of 81 square feet for courses which require a visitor table or 2nd instructor.</p>
	<p>Allowance: <i>Less than 25 students</i> <i>40 ASF/Student Station + Training devices + 2nd Instructor/visitor.</i></p>

(200) Lab (Applied) Instruction facilities (Catcode 1713*)

Lab or applied Instruction

These spaces are not required in a GIB facility and are characterized by special purpose equipment or a specific space configuration that limits instructional activities to a particular discipline. Such uses can vary from maintenance bays, welding or carpentry shops, to dedicated computer labs. Because of its dedicated use and inflexibility to accommodate other instruction, the need for a lab must be justified through the school proponent.

Lab allowance

Determination must be made at the proponent level the suitable allocation of space.

(300) Office Facilities

Offices and Conference Rooms

Provide the following Office facilities to include individual or multi-person stations or seats, and the required administrative support areas. required Subcategories include reception space, individual or group office space, conference/counseling rooms, media/copy rooms, records storage, and break rooms.

Administrative Allowance:

Overall net square feet should not exceed **155 ASF** per Full Time Equivalent (FTE) staff.

Instructor Offices	Provide instructor offices based on quantity of TDA FTE. Open collaborative-type workstations are highly encouraged similar to contemporary office environments.		
	Allowance:	<i>TDA Instructor Others</i>	<i>64 ASF/TDA Instructor IAW AR 405-70, appendix D</i>
Information/Reception	Provide information reception area to accommodate average expected average load of visitors in a single meeting.		
	Allowance:	<i>10 ASF per visitor IAW AR 405-70</i>	
Conference/Counseling Rooms	Conference and Counseling rooms support the POI requirement for student formal and informal counseling, evaluations, etc, as well as supporting the internal meeting needs of staff and instructors.		
	guidelines :	<i>1 conf Rm per 15 FTE; 2/3 of these should be for 8 to 10, and 1/3 for 5 to 7. Consider one large (20 to 30 PN) to be subdividable.</i>	
Office Supply storage	Provide Office supply storage for consumables to be stored for less than 30 days.		
	Allowance:	<i>4 ASF/FTE staff</i>	
Work/Copy Space	Provide copy/work space for staff and instructor use. May be consolidated or distributed.		
	Allowance:	<i>3 ASF/FTE staff, but no less than 100 ASF total</i>	
Student Records Storage	Provide Student records storage		

	<i>Allowance:</i>		<i>3 ASF/FTE staff</i>
Staff Break Area	Provide staff break area separate from student break area, within or directly adjacent to the staff area.		
	<i>Allowance:</i>		<i>4 ASF/FTE staff, but not less than 120 ASF.</i>
(400) Study Facilities			
Provide the student support spaces. These include resource centers, which are a study-related space that can accommodate bound print material, computers, and other resources to support student research.			
Resource Center	Resource centers provide quiet study areas with sufficient resources to support academic study in the program of instruction. Industry standard allowance is based on FTE students.		
	<i>Allowance</i>		<i>30 ASF * 20% of FTE Students.</i>
(600) General Use			
These spaces support the occupants of the building with general services. For GIBs, this is limited to the student break areas.			
Student Break area	This space may be distributed or centralized, and provides for seating and incidental cooking/preparation, as well as vending and recycling areas.		
	<i>Allowance</i>		<i>4 ASF per FTE student</i>
(700) Support Facilities			
These spaces support the central storage and building maintenance services of the facility, as well as accommodating the continued operation of the digital course architecture. These spaces are separate from the building mechanical/electrical spaces which are part of the net-to-gross factor. Note that loading dock, if required, must be accounted for in the net-to-gross factor.			
Central Storage	This space supports the building storage needs of the facility including furniture, TOE equipment, training aides, etc.		
	<i>Allowance</i>		<i>4 ASF pre FTE student</i>
Computer maintenance	This space supports the ongoing and periodic refresh, repair, and maintenance of school IM/IS assets		
	<i>Allowance</i>		<i>3 ASF pre FTE student</i>
Network Ops Center/Digital Training repository	This space supports the digital educational infrastructure accommodating only the school-owned assets such as servers and network switches. Outside plant and telecommunications closets to support the building are not included here but in the net-to-gross factor.		
	<i>Allowance</i>		<i>1 ASF pre FTE student</i>

Additional Guidance:

Joint Use: Inclusion of other educational and training functions within the GIB facility can greatly increase Army efficiencies through the use of shared resources. ACES generally operate after hours, allowing dual use of classrooms and support facilities. Inclusion of Applied Instruction that is directly related to the GIB aids communication and logistic operations by having students and staff perform both types of training concurrently. NCO training can share many of the same support functions with GIB. A GIB/ACES facility will include a combination of the classroom subtypes depending on the type of general instruction required.

Technical Criteria: Refer to the Standard Design Criteria for basic technical requirements. Generally provide architectural/engineering systems and materials commensurate with a facility in a public institution of higher learning while achieving an Army mandated facility service life of 50 years. Innovative solutions which maximize flexibility (such as modular classrooms equipped with operable partitions) to adapt to changing pedagogical requirements and multi-modal learning settings are encouraged.

Furniture Guidance: Technical Furniture guidance is provided under separate cover by the USACE Center of Standardization and is updated periodically.