

**COMMAND AND CONTROL
FACILITIES (C2F)
and OTHER ARMY
HEADQUARTERS (Army HQ)**

**STANDARD
DESIGN**

**Attachment B
Space Program Development**

**UFC 4-140-03
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- 1 **Purpose:** To provide procedures for developing a standard space program for organizations authorized an Army headquarters (Army HQ). This attachment refers to the activity for which a program is being developed hereafter as the using or supported activity. These procedures apply to space programs for C2F or for other organizations authorized these facility types that are not included in Attachments C – E.

- 2 **General Process:** The space program development process has 11 steps:
 - 2.1 Identify the supported population.
 - 2.2 Organize the supported population by directorate and division equivalent level.
 - 2.3 Identify organizational elements authorized special use space.
 - 2.4 Identify admin workspaces by type (private or open) for each individual on the approved personnel document.
 - 2.5 Identify special space allowances by directorate equivalent. In some cases, for very large organizations (1,000 or more) allowances by division may be appropriate. In other cases, for small directorates (fewer than 20 personnel) allowances, groups of compatible small directorates may be appropriate.
 - 2.6 Identify special use space requirements (SCIF, NOC, and OC).
 - 2.7 Identify mission space and add when applicable.
 - 2.8 Aggregate space by admin, special space, and special use space: SCIF, NOC, and OC, to determine total net area required.
 - 2.9 Apply approved support space factors (e.g., electrical, communications, building circulation and support factors, mechanical).
 - 2.10 Divide total gross area by total building population to determine GSF per person.
 - 2.11 Adjust special space allocations in steps 2.5 and 2.6 as needed to reduce total to 230 NSF per person.

- 3 **Definitions**
 - 3.1 **Space related definitions**
 - 3.1.1 Administrative work spaces are areas intended to provide a *private office* or *cubicle (open office)*. They serve as a primary workplace for managers, supervisors, analysts, administrative specialists, instructors and others whose duties require a desk, or similar workstation, with a computer, working files, desk-side printers and / or other peripherals. Administrative workspaces may be located in any security zone. Administrative workspaces in special use areas are included in the calculation of special use spaces when authorized, and not reflected in the total administrative workspace.
 - 3.1.2 Special space, as defined in AR 405-70, includes meeting and collaborative spaces and work support spaces. Meeting and collaborative spaces are areas intended to support meetings, video teleconferences and other collaborative activities. Work support spaces are areas that provide space for files, printers / copiers, break, organizational equipment, storage and supplies. Depending on the size of the organization, they may be distinct areas or rooms or dispersed areas within occupied spaces.
 - 3.1.3 Special use spaces are workspaces and work support areas that are required to conduct operations in restricted areas. They may include an emergency operations center (OC), a sensitive compartmented information facility (SCIF) and a network operations center (NOC) and their associated functional areas.

- 3.1.4 Mission spaces are functional areas other than those in paragraph 3.1.1 – 3.1.3 that an organization requires to perform specific missions. These spaces have characteristics and attributes that contribute directly to the unique functions associated with a facility category other than that of the C2F or Army HQ itself. Mission functional areas are normally distinct workspaces or work support areas in which the intended users carry out specific, mission-related activities. Examples include, in the case of an Army HQ, classroom space in an Army school, or laboratory space in a research lab. They are included in the net area of a building.
- 3.2 **Personnel related definitions.** One factor related to space management is the definition of who receives private office space. The level of an individual within an organization directly affects decisions concerning who may have a private office. Authorization documents use different terms for positions otherwise equivalent. The following definitions apply in space planning without regard to the position title in a TDA or TOE.
 - 3.2.1 Director Equivalent Position: Director equivalent position is a position in a headquarters with a general officer or civilian equivalent commander or director that reports directly to the commander, the chief of staff, or an equivalent position, or an individual in a TDA organization commanded by an O6 who reports to the commander.
 - 3.2.2 Division Equivalent Position: Division equivalent position is a position in a TDA headquarters that reports to a director equivalent position as defined above.
 - 3.2.3 Branch Equivalent Position: Branch equivalent position is a position in a TDA headquarters that reports to a division equivalent position as defined above.
- 4 **Develop the Space Program** (*use of MS-Excel, MS-Access or similar is recommended for this process*)
 - 4.1 **Identify the supported population.** This step requires interaction with the supported activity and may involve interaction with the parent organization or proponent over the using activity. Interviews with the supported activity may help validate data and produce a greater understanding of the organization and their requirements.
 - 4.1.1 Obtain personnel authorization document or documents of the using activity. Sources of information are the Army Stationing and Installation Plan (ASIP), FMS Web or the activity itself. There may be multiple personnel authorization documents that need to be merged.
 - 4.1.2 Obtain at least three years of records from organizations that customarily or habitually employ interns, temp-hires, or budget-based staffing (three continuous years). Merge final calculations with authorized personnel documents.
 - 4.1.2.1 From the monthly number of hires over the three-year period, calculate the nominal average for the number of interns, temp-hires, or budget-based staff. The number of workstations is 35% of the nominal average.
 - 4.1.2.2 If only two years of records, calculate the nominal average for the number of interns, temp-hires, or budget-based staff. The number of workstations is 25% of the nominal average.
 - 4.1.2.3 Include this calculated number of workstations with the number of authorized personnel for final calculations in the appropriate workspace (i.e., admin in admin workspace, lab in lab workspace, and similar.)
 - 4.1.3 Identify planned activity changes in personnel strength, organization, or mission by

interview and verify through the supported activity's higher headquarters.

- 4.1.4 Identify activities or elements affiliated with the using activity and require space in the building. Examples include other service, DoD, or foreign liaisons.
- 4.1.5 Identify elements of the supported activity that are not collocated with the proposed Army HQ, and elements that by mission or function require specialized workspace (e.g., laboratory, general instruction building).

4.2 Organize the supported population by directorate and division equivalent level.

- 4.2.1 If there are more than one authorization documents associated with the using activity or activities, combine them into a consolidated document.
- 4.2.2 Using the definitions in 3.2 above, identify distinct staff elements (directorates, divisions, and branches). Identify all personnel authorizations that operate as part of a single director equivalent regardless of the authorization document on which the position is listed.
- 4.2.3 Insert approved positions not included on an authorization document into the directorate equivalent with which they are associated.

4.3 Identify organizational elements authorized special use space.

- 4.3.1 Identify intelligence related functions that require a SCIF, if any (remarks code SS in personnel documents, a position labeled "SSO" for special security officer, or reference to "JWICS" may be indicators). Flag positions associated with these functions for exclusion from steps 4.4 and 4.5 and calculate requirements in step 4.6
- 4.3.2 Identify operational functions that require an Operations Center, if any (division or branch labeled "current operations" or positions labeled watch or duty officer may be indicators). Flag positions associated with these functions for exclusion from steps 4.4 and 4.5 and calculate requirements in step 4.6.
- 4.3.3 Identify communications, network, or information systems functions requiring a network operations center, if any (division or branches labeled network operations, database administration may be indicators). Flag positions associated with these functions for exclusion from steps 4.4 and 4.5 and calculate requirements in step 4.6.

4.4 Identify admin workspaces by type for each individual (private or open), authorized admin workspace. Assign each position that requires an admin workspace a type of space based on the following guidelines. Repeat this procedure for personnel identified in paragraph 4.3 to determine the workspaces within security zone 3.

4.4.1 **Determine Private Office Space Requirements:** Private offices are enclosed occupied spaces appropriate for use as a single workstation. Provide private offices for director equivalent positions and for their senior enlisted advisor, deputy directors, one position for the human resources professional at the director level, if present, and division chiefs. Branch chiefs who supervise 10 or more individuals are eligible for a private office as long as the organization does not exceed overall caps on net area. Private offices are also normally appropriate for attorneys; chaplains; reenlistment counselors; Equal Opportunity (EO) / Equal Employment Opportunity (EEO) staff, inspectors on the staff of the Inspector General (IG) and internal review. Private offices may also be appropriate for staff positions that involve recurring discussions of potentially sensitive personal information. The standard defines directors as individuals who report directly to the commander or the chief of staff. Division chiefs are individuals who report to a director. Branch chiefs are individuals who report to a division chief. These definitions take precedence over the position name in the authorizing TDA or other authorization document for the purpose of assigning private office space.

4.4.2 **Determine Open Office Space Requirements.** By default, provide open office

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space to individuals who require a desk to perform their assigned duties unless they meet the criteria in paragraph 4.4.1 of this attachment. The default cubicle is 6 FT x 8 FT with a 100 percent circulation factor (96 NSF). Adjust cubicle size when special circumstances justify a larger space. Examples include analysts or similar positions that require multiple computer workstations and monitors, customer service staff that require desk side meeting areas, engineers or other staff that require room to work with maps and files at their workstations and other similar situations.

- 4.4.3 **Assign each position requiring admin space a type work space type** based on Table 1. List the base, circulation and total in separate columns to facilitate developing the program summary.

Table 1: Admin Work Space

WORK STATION SPACE ALLOCATION						
CODE	TYPE	BASE NSF	CIRC RATE	CIRC SF	TOTAL NSF	BASIS
P1	Private 01	400	25%	100	500	Commanders, deputy commanders, heads and deputies of directorates in grades O9 and O10.
P2	Private 02	300	25%	75	375	Commanders, deputy commanders, heads and deputies of directorates and divisions in grades O7 and O8. SES and comparable positions. Deputies of positions in P1 category. Command sergeants major of positions in P1 and P2 categories.
P3	Private 03	200	25%	50	250	Commanders in grade O6 and O5. Deputy commanders in grade O5. Division heads in grades O6 or GS 14-15 who require private offices. Branch heads in grades O6 or GS 14-15 who report to division heads in P2 category. Deputies of positions in P2 category who require private office. Personnel in grades GS-16 or O7 and above who require private office.
P4	Private 04	150	25%	38	188	Commanders in grade O4 Division heads in grade GS-13 or O5 who require private offices Deputies of positions in P3 category who require private offices Branch heads in grades GS 13-15, O5, or O6 who report to division heads in category P3 and require private offices Personnel in grades GS 14-15 OR O6 and below who require private offices. Command sergeants major of positions in P3 category

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WORK STATION SPACE ALLOCATION						
CODE	TYPE	BASE NSF	CIRC RATE	CIRC SF	TOTAL NSF	BASIS
P5	Private 05	110	25%	28	138	Commanders in grade O3
						Branch heads in grade GS-12, O4, and below who require private offices
						Personnel in grade GS-13, O5, and below who require private offices
						Staff sergeants major
						Unit first sergeants in grade E8
OR	Open Regular	48	100 %	48	96	Position requires admin space but does not require a private office
S3	SCIF Private 03	200	25%	50	250	Private office located in SCIF, same as P3 above
S4	SCIF Private 04	150	25%	38	188	Private office located in SCIF, same as P4 above
S5	SCIF Private 05	110	25%	28	138	Private office located in SCIF, same as P5 above
SR	SCIF Open Regular	48	100 %	48	96	Position is authorized workspace within SCIF, space allowance duplication not authorized
N3	NOC Private 03	200	25%	50	250	Private office located in NOC, same as P3 above
N4	NOC Private 04	150	25%	38	188	Private office located in NOC, same as P4 above
N5	NOC Private 05	110	25%	28	138	Private office located in NOC, same as P5 above
NR	NOC Open Regular	48	100 %	48	96	Position located in NOC, space allowance duplication not authorized
A2	OC Private 02	300	25%	75	375	Private office located in AAOC, same as P2 above
A3	OC Private 03	200	25%	50	250	Private office located in AAOC, same as P3 above
A4	OC Private 04	150	25%	38	188	Private office located in AAOC, same as P4 above
A5	OC Private 05	110	25%	28	138	Private office located in AAOC, same as P5 above
AR	OC Open Regular	48	100 %	48	96	Position located in AAOC, space allowance duplication not authorized
AL	OC Open Large	64	60%	38	102	ACOM only, same as AR above

4.5 **Identify special space allowances by directorate equivalent.** In some cases, for very large organizations (1,000 or more), calculating allowances by division may be appropriate. In other cases, for small directorates (fewer than 20 personnel), calculating allowances with adjacent groups of directorates may be appropriate. Special space includes space for files, printers / copiers, break, organizational equipment, directorate or division storage and supplies. It also includes space such as the entry control lobby, distribution space and distributed learning.

4.5.1 Using the information in Table 2, evaluate each directorate for special space using the total number of personnel authorized minus personnel identified in step 4.3.

4.5.2 If a spreadsheet format is used, insert a line for each allowed special space by type and quantity following the listing of directorate personnel.

4.5.3 A general description of each type of special space follows:

4.5.3.1 **Conference Rooms:** Conference rooms are collaborative spaces that provide areas for meetings, internal training, and video teleconferences. Base the size of conference rooms on the required capacity. Base the requirements on organizational structure. However, position and assign conference rooms in a way that promotes shared use when possible.

Provide dedicated conference rooms only when there is a strong justification. Command elements, contracting activities that conduct bidder debriefings for private companies, public affairs offices, inspectors general, and internal review are examples of activities that may warrant a dedicated conference room.

- 4.5.3.2 **A team room** is a collaborative space general functional area. It should be an austere enclosed space within an open office area. It may be either a hard walled room or an enclosed modular-walled room. It provides a space for impromptu internal collaboration, counseling, and other activities that require privacy or sound separation. It should provide space for up to eight people around a small table. Provide not more than 120 NSF plus circulation for this space.
- 4.5.3.3 **A break area** is an area where individuals may prepare beverages, store and heat food, and obtain items from vending machines. Break areas normally do not provide seating. For a secure area, such as Security Zone 3 (SZ3) provide the break area immediately adjacent to, but outside, the secure area. Use the combined staffing of the largest shift of permanent staff to determine the size. Provide seating capacity for up to 25% of the largest shift, not to exceed 15 seats.
- 4.5.3.4 **A lactation room** is a room where nursing mothers retreat to a quiet, closed area to collect expressed milk. A typical pumping session includes changing clothes, sitting at a desk in front of a pump for 15 to 30 minutes, placing milk in storage bottles, washing bottles and pump parts and packing them away until the next pumping session, and redressing and returning to work. At the end of the session, the pumped milk must be stored in a refrigerator or cooler. Other considerations for lactation rooms, or mothers' rooms, include the need for actual and perceived privacy. Pumps can be noisy so sound dampening is important to achieve auditory comfort in and around the space. Walls, doors, and locks must be substantial and provide a good sense of security.
- 4.5.3.5 **Assembly spaces** are areas near the main entrance to a building that facilitate access control and can accommodate small ceremonial gatherings such as promotion and award ceremonies or receptions. This type of space is distinct from large meeting rooms because it does not provide seating and cannot readily accommodate meetings or conferences. These areas are frequently open multi-story spaces or atriums. Base the size and capacity of assembly areas on the total capacity of the building. As a planning factor, allow 2,000 NSF for buildings with a capacity of 2,000 PN or more. For smaller buildings, allow 500 NSF plus one (1) NSF per person over 500 PN, rounded up in increments of 25 NSF. For buildings with a capacity of more than 2,500 PN, add one (1) NSF per person over 2,500 PN, rounded up in increments of 25 NSF. Do not confuse this space with vestibules or foyers, which are support functional areas that provide a transition between exterior spaces and interior spaces for limiting infiltration of heat or cold into conditioned spaces.
- 4.5.3.6 **A Distributed Training / Computer-Based Training (DT / CBT) room** is a dedicated computer-enabled digital training room. Provide one room for organizations with more than 500 PN authorized if the organization has training requirements and does not meet the criteria for facilities in facility category 17119, 17120, or 17136. Provide a maximum of two (2) six (6)-person stations equipped with Classroom XXI Technology for Soldier skills or

small group training. The workstations require linkage with training and knowledge centers across the Global Information Grid (GIG). The DT / CBT Room shall not exceed 572 NSF. Report DT / CBT rooms using the same category code as their parent admin space.

- 4.5.3.7 **A distribution room** is a general functional area that provides a central location for processing incoming and outgoing correspondence, staff papers, packages, and other similar items. Echelons Above Corps (EAC) level have a base allowance of 260 NSF. Other organizations have a base allowance of 200 NSF. If the distribution room has a full-time staff, provide one regular open office space of 96 NSF for each full-time worker. Exclude these personnel positions from calculations for other admin workspaces. This room is not a postal facility unless the using activity or facility has been designated as an alternate postal facility.
- 4.5.3.8 **File storage areas** are a general functional area for shared or organizational files. The allowances for occupied areas include individual files. The file storage area will normally be part of the open office area rather than a separate room, unless security considerations apply. Adjust the requirement upwards for organizations that have a mission to retain records for extended periods. An example of this is a contracting organization, which has both large files and the need to keep files for a long period of time, or Corps of Engineers districts that maintain maps, plans and other engineering documents. Reduce the requirement for organizations that do not have the number of files per capita as the basis of allowance assumes.
- 4.5.3.9 **General-purpose storage rooms** refer to the space an activity needs to store routine administrative supplies, spare parts for computers and peripherals, shared small hand tools and devices and consumables. General-purpose storage is associated with the people and functions in the supported general functional area. Provide space in a lockable room. Storage for authorized organizational items or specialized mission related equipment is additive to this storage function.
- 4.5.3.10 **Printer / copier spaces** are general functional areas that provide shared printers and copiers and associated functions. Associated functions include, but are not limited to scanners, paper punches, binding equipment, and shredders. The printer / copier area may be part of the open office area rather than a separate room, unless security considerations apply.
- 4.5.3.11 Allow **reception areas** based on position and function. Commanders, heads of directorates, offices, bureaus, agencies, and comparable positions in Grades O7–O10 and SES, are authorized reception areas. Research laboratories, test and evaluation facilities, contracting activities and organizations that have frequent interactions with commercial or private sector agencies or individuals often require space for visitors for security or confidentiality reasons.

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Table 2: Special and Special Use Space Allowances

The purpose of this table is to inform the individual programming the Army HQ how special spaces are calculated in the preparing space. No more than 25% of the building can be devoted to collaborative workspaces (e.g. conference rooms, classrooms and team rooms).

TYPE	CODE	NAME	CAPACITY	NSF	CIRC RATE	CIRC SF	TOTAL NSF	C2F ADMIN Use Code	Army HQ ADMIN Use Code	EOC / OC Use Code	NOC Use Code	SCIF Use Code	BASIS
ADMIN	P1	Private 01	1	400	25%	100	500	A	A	O	N	S	Commanders, deputy commanders, heads and deputies of directorates in grades O9 and O10.
ADMIN	P2	Private 02	1	300	25%	75	375	A	A	O	N	S	Commanders, deputy commanders, heads and deputies of directorates and divisions in grades O7 and O8. SES and comparable positions. Deputies of positions in P1 category. Command sergeants major of positions in P1 and P2 categories.
ADMIN	P3	Private 03	1	200	25%	50	250	A	A	O	N	S	Commanders in grade O6 and O5. Deputy commanders in grade O5. Division heads in grades O6 or GS 14-15 who require private offices. Branch heads in grades O6 or GS 14-15 who report to division heads in P2 category. Deputies of positions in P2 category who require private office. Personnel in grades GS-16 or O7 and above who require private office.
ADMIN	P4	Private 04	1	150	25%	38	188	A	A	O	N	S	Commanders in grade O4 Division heads in grade GS-13 or O5 who require private offices Deputies of positions in P3 category who require private offices Branch heads in grades GS 13-15, O5, or O6 who report to division heads in category P3 and require private offices Personnel in grades GS 14-15 OR O6 and below who require private offices. Command sergeants major of positions in P3 category
ADMIN	P5	Private 05	1	110	25%	28	138	A	A	O	N	S	Commanders in grade O3 Branch heads in grade GS-12, O4, and below who require private offices Personnel in grade GS-13, O5, and below who require private offices Staff sergeants major Unit first sergeants in grade E8
ADMIN	OR	Open Regular	1	48	100%	48	96	A	A	O	N	S	Position requires admin space but does not require a private office
ADMIN	OL	Open Large	1	64	60%	38	102	A		O	N	S	ACOM only, same as OR above
EOC / OC	CG	Ops area CG jump station	1	36	50%	18	54			O			One per OC
EOC / OC	DS	Ops area shift console	1	16	50%	8	24			O			NMT 70% of PN within special use operations area are seated in the OC. Provide at rate of 1:2 of total authorized PN by mission task or function
EOC / OC	LP	Senior leader planning room	12	600	25%	150	750			O			One per C2F OC
EOC / OC	OP	OC planning room	15	500	25%	125	625			O			NTE three per OC
EOC / OC	SA	Situational Awareness Room	12	414	25%	104	518			O			One per C2F OC
MEETING	CL	35 pers CONF/VTC	35	805	25%	201	1,006	A		O	N	S	One per directorate with 70 or more PN. Conference room capacity of directorate NTE 50% of authorized strength
MEETING	CLL	Classroom		1,600	25%	400	2,000						NTE one per building
MEETING	CM	24 PERS CONF/ VTC	24	572	25%	143	715	A	A	O	N	S	One per division with 48 or more PN. Conference room capacity of division NTE 50% of authorized strength
MEETING	CS	12 PERS CONF/ VTC	12	255	25%	64	319	A	A	O	N	S	NMT one per directorate, division, or special staff equivalent with more than 24 PN
MEETING	CB	150 PERS Briefing CONF / VTC	150	2,250	25%	563	2813	A					One per C2F provided near building entrance
MEETING	HB	50 PERS Briefing Room CONF / VTC	50	1000	25%	250	1250		A				One per Army HQ
MEETING	EC	Executive CONF	35	805	25%	201	1,006	A					One per command suite
MEETING	CC	Command CONF	60	1,600	25%	400	2,000	A					One per command suite, ACOM only
SCIF	SP	SCIF Secure Planning Room	20	500	25%	125	625					S	NTE two per SCIF
SCIF	SP	SCIF Secure Planning Room	10	330	25%	85	415					S	NTE two per SCIF

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TYPE	CODE	NAME	CAPACITY	NSF	CIRC RATE	CIRC SF	TOTAL NSF	C2F ADMIN Use Code	Army HQ ADMIN Use Code	EOC / OC Use Code	NOC Use Code	SCIF Use Code	BASIS
SCIF	SS	SCIF temporary work space	1	16	50%	8	24					S	Provide at a ratio of 1:25 PN authorized to work in a SCIF but not having their normal duty station within the SCIF. Provide at least one SCIF shift staff.
SCIF	SF	STO facility (C2F only)	8	1,000	25%	250	1,250					S	NTE one per SCIF.
SCIF	AI	Automated information systems		480	25%	120	600					S	One per SCIF
SCIF	SO	SCIF security office		385	25%	96	481					S	One per SCIF
NOC	COM	COMSEC room		210	25%	52	262				N		One per NOC
SPECIAL	SR	Server room		600	25%	150	750				N	S	Provide NLT two server rooms, NTE one within the SCIF to house G2/ SCIF-related equipment. Provide NLT one within the NOC to house equipment for the remainder of the building plus VTC equipment. Presence of additional server room space must be justified by the existence of equipment requiring space above what is provided in one server room.
SPECIAL	BR	Break		108	25%	27	135	A	A	O	N	S	Provide at ratio of 1:100 staff positions. Provide one consolidated break area for SZ3 outside of SZ3. Provide at least one break area on each floor
SPECIAL	LC	Lactation Room	1	80	25%	20	100	A	A				One per building
SPECIAL	DC	Distribution / Mail room		200	25%	50	250	A	A				One per building
SPECIAL	CE	Ceremonial / Screening		2,000	25%	500	2,500	A					One per building
SPECIAL	CE	Lobby Area with Access Control		600	25%	150	750		A				One per building
SPECIAL	CT	CMD toilet	1	108	25%	27	135	A	A				One each for commanding general, deputy commanding general, command sergeant major, and executive officer.
SPECIAL	DT	Distrib/ PC-Based Training RM	16	572	25%	143	715	A	A				NTE one per building, Army HQ: TOEs only.
SPECIAL	FC	Files		88	25%	22	110	A		O	N	S	1:30 PN within open office space of a division work area. NTL 2 but NMT 4 for each special use operations area. Provide one additional for PAO, contracting, legal, and IG. 12 filing cabinets per area.
SPECIAL	KT	Kitchen (CMD GRP)	1	96	25%	24	120	A					One per command suite. One per command briefing room; not provided for executive conference room
SPECIAL	P6	Visiting GO office	1	300	25%	75	375	A					One per command suite, ACOM only.
SPECIAL	PC	Printer/ Copier area		96	25%	24	120	A		O	N	S	NLT one per division work area, NTE 96 NSF for every 25 PN. NLT one per special use operations area.
SPECIAL	RA	C2F Reception	25	250	25%	63	313	A					One per command suite
SPECIAL	RA	Army HQ Reception	10	100	25%	25	125		A				One per command suite
SPECIAL	PS	Public Restrooms/Showers											Provide ABA accessible restroom(s) on each floor for each sex. In a three-story building, this amounts to minimum of six restrooms: minimum of two on each floor. Each restroom requires one accessible shower. In addition to accessible showers, provide standard showers on first floor to fill out total number of required showers in ratio of 4:1, men : women. Provide a ratio of one (1) shower per 25 PPL or persons.
SPECIAL	ST	General purpose storage		96	25%	24	120	A	A	O	N	S	NTE 96 NSF for every 100 PN within open office space of a division work area. Not provided for work areas with fewer than 20 PN. NLT one GP storage area per special use operations area.
SPECIAL	TE	Team room	8	120	25%	30	150	A	A	O	N	S	Provide at rate of 1:50 PN within open office space of a division work area. Authorized for a division with fewer than 24 people in lieu of conference room.
SPECIAL	WA	Waiting area	4	200	25%	50	250	A	A				Provide one each for commanding general, deputy commanding general, and chief of staff; provide one for reenlistment.

4.6 Identify special use space requirements.

4.6.1 Repeat the steps in 4.5.1 and 4.5.2 for each of the applicable special use spaces as identified in step 4.3.

4.7 When applicable, identify mission space and add.

4.7.1 Analyze the authorization document for personnel requiring space other than administrative type space, e.g. instructors in Army schools, laboratory scientists.

4.7.2 Identify by paragraph activities that require mission space.

4.7.3 Exclude personnel in mission space from Army HQ administrative space.

4.7.4 Calculate mission space in a planning charrette using approved mission statements and validated planning assumptions. Validation may come from the parent ACOM, ASCC or the HQDA proponent. Personnel support space integrated into mission space (e.g., instructor workstations, scientist / researcher workstations, conference rooms) are governed by the same criteria as the supported C2F or Army HQ.

STATEMENT OF WORK

- 4.8 **Determine total net area required.** Aggregate space by admin, special space, special use space (SCIF, NOC and OC) and mission space to determine total net area required by programming area requirements and Intra-Office circulation.

<ORGANIZATION NAME>						
ARMY HEADQUARTERS (HQ) PROGRAM						
VERSION 1_0 <DATE> 6x8 Cubicles with 100% Circulation						
PERSONNEL REQUIREMENTS SUMMARY						
Command						Personnel
ACC_ECC Standard Total Personnel						525
Total Admin Personnel						491
Grand Total HQ Facility Personnel						525
AREA REQUIREMENTS SUMMARY						
DESCRIPTION	ADMIN SPACE		SPECIAL PURPOSE SPACE			PROGRAMMED NSF
	ADMIN SPACES NSF	SPECIAL SPACES NSF	SCIF	NOC	OC	
Total Programmed Area Requirements	31,604	18,725	1,680	900	2,715	55,624
Total Intra - Office Circulation	22,443	5,072	601	225	1,607	29,948
AREA TOTAL	54,047	23,797	2,281	1,125	4,322	
Subtotal 1 (All Programmed Area Requirements)						85,572
PART 2						
Electrical (1% of Subtotal 1)						856
Telecommunications (4% of Subtotal 1)						3,423
Subtotal 2 (Subtotal 1 Plus, Elec, Telecom)						89,851
PART 3						
Primary Egress and Inter-Organizational Circulation (25%)						22,463
(General Building Circulation Includes: Primary Egress, Locker/Shower Area, Building Toilets, Janitor Area, Space For AAFES, Recycle Closet)						
Subtotal 3 (Subtotal 2 Plus General Building Circulation)						112,313
PART 4						
Mechanical (7% of Subtotal 1)						7,862
Grand Total HQ Facility Area Requirements						120,175
BUILDING AREA PER PERSON						
Total Administrative NSF Per Person						64
Total GSF Per Person						229

Figure 1 is an example of a summary program. The “Area Requirements Summary” provides the programming area and the associated circulation area for Admin spaces, special space and special use space (SCIF, NOC, and OC). Adapt as necessary when mission space is required.

STATEMENT OF WORK

- 4.9 **Apply approved support space factors.** Apply approved support space factors (e.g., electrical, communications, building circulation and support factors, mechanical). Use 1% of subtotal 1 for electrical, 4% of subtotal 1 for telecommunications, 25% of subtotal 2 for building circulation inclusive of the items listed in part 3, and 7% of subtotal 3 for mechanical as a rule of thumb. Consider climate, OCONUS building codes, and other factors that may increase the requirement. Any increases must be validated by the COS on a project by project basis.
- 4.10 **Determine GSF per person.** Divide total gross area by total building population to determine GSF per person. Mission space and personnel allocated primary workspaces in mission space are excluded from this calculation.
- 4.11 **Adjust allocations.** Adjust allocations in steps 4.5 and 4.6 as needed to reduce total to 230 GSF per person or less.