

## **Base Engineer Administration. FAC: 6100**

CATCODE: 610127

OPR: AFCEC/CFT

OCR: N/A

**1.1. Description.** The Base Civil Engineer (BCE) is responsible for a wide variety of design, construction, operation, maintenance, and environmental planning functions for base facilities and utilities systems. In addition, the BCE is responsible for the EOD (CATCODE 141165), Emergency Management (CATCODE 610913), Military Family Housing (CATCODE 610119), and fire protection (CATCODES 130142 and 730142) functions on an installation. The Base Engineer Administration facility (CATCODE 610127) contains the principal administrative offices of the BCE's organization. In most cases these offices include the command element and supporting staff, CEI Flight, CEN Flight and the CEO Flight Administration, including CEOH, CEOI, CEOU, Ops Engineering, Material Control Administration, Requirements and Services Contracts. Where applicable this CATCODE may also include Missile Engineering (missile facilities) section if included within the Civil Engineer organization.

**1.2. Requirements Determination.** The BCE complex should provide a professional, functionally integrated environment for personnel performing management, training, administrative, design, and planning tasks and for shop personnel (CATCODE 219944) performing functions such as carpentry, metal working, electrical, and other skilled labor tasks, as well as pavements and grounds (CATCODE 219943). Additional information may be obtained from AFCEC/COS and AFCEC/CFT. Space authorization for Base Engineer Administration facilities includes space for the commander's, deputy commander's, Chief Enlisted Manager/Superintendent's, and first sergeant's offices; all squadron administration functions, plus the engineering, and installation management flights, as well as the operations flight administration, ops engineering, material control administration, requirements, and services contracts sections. The facility will also contain meeting spaces and may contain a drafting room, drawing vault, SIPR room, and other specialty spaces if required. If computer rooms are included, adequate net sf may be incorporated to provide computer workbench and secure storage space as needed. **This CATCODE does not include** space to support the Military Family Housing (CATCODE 610119), or any of the other CE aligned activities, such as Fire Protection (CATCODES 130142 and 730142), EOD (CATCODE 141165), Shops (CATCODE 219944), Pavements & Grounds (CATCODE 219943) or Emergency Management (610913).

**1.3. Scope Determination.** See FC-6, CG-61 Admin Overview paragraph 1.1. Table 1.1. below provides general guidelines to the spaces required for the Base Engineer Administration functions.

**1.4. Dimensions.** See Table 1.1 below. Server racks are generally calculated at 2'X2' (4 net sf). Double racks are assessed at 8 net sf. GSA safes are calculated at 6 net sf. Large format plotters are calculated at 60 net sf. Requirements for "office of record" type files (such as Real Property Records and Drawing of Record files) should be calculated in terms of actual storage footprint (i.e, if they are stored in 10 each standard 5 drawer file cabinets, then the sf calculate is 6 sf x 10 = 60 net sf). All storage should be calculated in net sf of floor space in the most efficient storage method, as circulation space and net-to-gross multipliers will be added separately to the totals.

**1.5. Design Considerations.** See FC-6, CG-61 Admin Overview paragraph 1.1.

**Table 1.1. Authorized Spaces for Civil Engineer Administration Facility.**

Offices/Functions	Office Type See FC-6, CG-61 Admin Overview Tables 3.1/3.2	
	m <sup>2</sup>	ft <sup>2</sup>
<b>Private Offices</b>		
Commander	C	
Deputy	C	
First Sgt, Squadron CEM/Superintendent	D	
Flight Chiefs	D	
Ops Flight Deputy	D	
<b>Open Offices</b>		
Branch Chiefs, Supervisors, Superintendents, NCOICs, Flight Deputies other than CEO, Security Manager, Design Engineers, CEN flight construction managers and SABER planners and construction managers, and others working on full size large format drawings most of the time	E	
All other Full Time Staff	F	
IMA/Reservist < 25% of FTE	H	
Drop-in Task Stations/Testing Stations/Kiosks	H	
<b>Special Purpose Spaces</b>		
Unit Meeting Spaces	See FC-6, CG-61 Admin	
Drawings Vault	User Justified	
Computer, Server, Communications	User Justified	
Break Room	See FC-6, CG-61 Admin	
Lockers	User Justified	
Ops Conference Room/UCC (see note 2 below) (Up to 20 personnel at 20 sf each)	Up to 400 sf	
Customer Service	User Justified	
Office of Record Storage (see 1.4 above)	User Justified	
Special Purpose Storage (see 1.4 above)	User Justified	
SIPR room (see note 4 below)	7.43 m	80 sf
Large Format Plotter (EA)	5.57 m	60 sf
Waiting Areas (per person)	1.86 m	20 sf
<p>NOTES:</p> <ol style="list-style-type: none"> <li>See Tables 2 through 8 in FC-6, CG-61 Admin Overview.</li> <li>400 SF Max. This is in addition Unit Meeting Space, and provided to support CEO recurring meetings and double as the unit control center</li> <li>SIPR rooms are shared secure computer SIPR Net rooms (a.k.a., SIPR café) with multiple SIPR stations for unit use. Each SIPR station is authorized 20 sf. A SIPR room is sized at the greater of the total number of SIPR stations x 20 sf or 80 sf minimum. If safes are stored in this room, the net SF is increased by the footprint of the safes (see paragraph 1.4 above).</li> </ol>		