

Office of Special Investigations (OSI). FAC: 6100

CATCODE: 610915

OPR: SAF/IG

OCR: OSI

Updated Aug 24

1.1. Description. There are 3 types of OSI facilities: Regional Offices, Investigative Detachments, and Specialized Detachments.

1.1.1. Regional Offices. The seven numbered regional offices are aligned and function as directorates with their assigned MAJCOM. For example, Region 3 is aligned with AMC and is located on Scott AFB.

In addition to the numbered regional offices, there are three additional regional offices for special missions. These units are Procurement Fraud Investigations (PF), the ICON Center, and Special Projects (PJ). These regional offices are organized to oversee specialized units.

In addition to their mission responsibilities, numbered and specialized regional offices exercise command and control over Field Investigative Squadrons (FIS), Detachments (Det), and Operating Locations (OL). Regional office Commanders perform Wing/CC duties for their assigned units.

The facility size of regional offices varies based upon the number of assigned personnel. The types of offices, admin support, and specialized spaces are generally standard. See **Table 1.1 Authorized Spaces Specific To: OSI Regional Office Facility**

1.1.2. Investigative Detachments. Investigative detachments are aligned under the numbered regional offices. Their primary mission is to support their assigned Wing and Installation. Based upon the size of the unit and organizational alignment, the investigative detachments can be a FIS, Det or OL. The facility size of investigative detachments varies based upon the number of assigned personnel. However, the types of offices, admin support, and specialized spaces are generally standard. See **Table 1.2 Authorized Spaces Specific To: OSI Investigative Detachment Facility**

1.1.3. Specialized Detachments. Specialized detachments are typically aligned under ICON Center, PF, or PJ. Specialized detachment missions are varied, and consequently, their facility requirements vary from one unit to the next. Specialized detachment missions may include cyber operations, anti-terrorism specialty teams, personnel security details, polygraph, forensic sciences, digital forensics, procurement fraud, and special projects. Based upon the size of the unit and the organizational alignment, the specialized detachments can be a FIS, Det or OL. The facility size of specialized detachments varies based upon the number of assigned personnel and missions. Furthermore, the types of offices, admin support and specialized spaces are not standard, and depend heavily upon the unit's specific mission. For example, a personnel security detail detachment will require typical office workspaces, weapons storage, and a garage for the vehicles, but will not require an evidence vault or interview rooms. A cyber detachment will require a SCIF and workspaces to accommodate high volume

computer usage. See **Table 1.3 Authorized Spaces Specific To: OSI Specialized Detachment Facility**

1.2. Requirements Determination. OSI/LG (Logistics Directorate) assists in the planning of OSI facilities and makes final determinants on the requirements of proposed projects in accordance with the *Office of Special Investigations Facilities Design Guide*. Contact OPR for additional information and guidance.

1.3. Scope Determination. See FC-6 CG-61 Admin Overview paragraph 1.7, Table 1.1

Table 1.1 Authorized Spaces Specific To: OSI Regional Office Facility

Office & Admin Support Spaces	Office Type	m²	ft²
Commander	A	27.8	300
Vice or Deputy Commander	A	27.8	300
Branch Chief	C	13	140
Special Agents (see note 1)	E	6	65
Staff Offices	F	3.3	36
Part Time (Reservists) - as needed	H	1.8	20
Visitor Waiting Area - 6 seats		11.1	120
Conference Room		27.8	300
Weapons Vestibule and Storage (see note 2)		16	120
Administrative Support Room - per full-time equivalent (FTE) employee		0.8	8
Secure Storage (see note 3)		18.6	200
Break Room (3sf per full time staff)	See Table 1.3		
Computer Room		14	150
Special Purpose Spaces	Office Type	m²	ft²
SCIF/SAPF (see notes 4, 5 & 6)	E	6	65
SCIF/SAPF (see notes 4, 5 & 6)	H	1.8	20

Notes:

1. Special Agents require additional space for customer service function.
2. Weapons area needs to be sufficient to support storage of weapons in GSA safes, clearing barrel, and clear space in front, back and sides to use clearing barrel. [Refer to *AFMAN 31-129, USAF Small Arms and Light Weapons Handling Procedures, paragraph 1.6. Clearing Zone* (or current AF guidance).]
3. PJ Headquarters requires an additional 200 square feet (400 SF total) of secure storage due to requirement to store additional files.
4. For Regions, the SCIF is for their Counterintelligence (CI) Office. Majority of ICON Center personnel will work in SCIF space, and a minority will work in Secret Open Storage Facility

(SOSF). PJ Headquarters' entire space will be Special Access Program Facility (SAPF). PF does not have a SCIF requirement.

5. For the CI SCIF, require one Type C office, and Type E cubicles for each Counterintelligence Agent authorized position, plus two Type H stations. Additional square footage required for additional equipment and security separation. Cubicles will have minimum of 3 systems (NIPR, SIPR, & JWICS). Type H stations will have minimum of 2 systems (SIPR and JWICS).

6. For ICON Center and PJ, refer to HQ OSI/LG for number of personnel and office types.

Table 1.2 Authorized Spaces Specific To: OSI Investigative Detachment Facility

Office & Admin Support Spaces	Office Type	m²	ft²
Commander	B	14.9	160
Superintendent	D	9.3	100
Special Agents (see note 1)	E	6	65
Staff Offices	F	3.3	36
Part Time (Reservists) - as needed	H	1.8	20
Visitor Waiting Area - 6 seats		11.1	120
Conference Room		27.9	300
Break Room See Table 1.3 per FTE		0.27	3
Administrative Support Storage - per FTE		0.8	8
Special Purpose Spaces (see note 4)	Office Type	m²	ft²
Entry Control Point		3.7	40
SCIF (see note 2)	E	6	65
SCIF/SAPF (see note 2)	H	1.8	20
		m²	ft²
Secure Visitor Waiting Area		11.1	100
Polygraph/Interview Rooms (2x)		11.1	120
Soft Interview Room		16.7	180
Observation Room		9.3	100
Indexing Area		5.9	64
Evidence Vault		37.1	400
Weapons Vestibule and Storage (see note 3)		16.3	175
Secure Storage Room		37.1	400
Operation/Training		20	220
Computer Server Room		11.1	120
Computer Crime Lab		16.7	180
Equipment Storage Rooms		51	500
Garage (one vehicle)		23.2	250
Showers and Locker Room (2x)		9.3	100
Evidence Dehydrator		5.5	60

Notes:

1. Special Agents includes additional space for customer service function.
2. For the SCIF, require Type E cubicles for each Counterintelligence Agent authorized position, plus two Type H stations. Additional square footage required for additional equipment and security separation. Cubicles will have minimum of 3 systems (NIPR, SIPR, & JWICS). Task stations will have minimum of 2 systems (SIPR and JWICS). Type H stations will have minimum of 2 systems (SIPR and JWICS).
3. Some Dets may require an alarmed vault based upon the number and types of weapons stored. Installation Security Office will determine if vault or storage in GSA safes is sufficient. Weapons area needs to be sufficient to support storage of weapons in GSA safes, clearing barrel, and clear space in front, back and sides to use clearing barrel. [Refer to *AFMAN 31-129, USAF Small Arms and Light Weapons Handling Procedures, paragraph 1.6. Clearing Zone* (or current AF guidance).]
4. OSI Dets have higher than standard of square footage to authorized positions due to large number of special purpose spaces.

Table 1.3 Authorized Spaces Specific To: OSI Specialized Detachment Facility

Office & Admin Support Spaces	Office Type	m²	ft²
Commander	B	14.9	160
Superintendent	D	9.3	100
Special Agents (see note 1)	E	6	65
Staff Offices	F	3.3	36
Part Time (Reservists) - as needed	H	1.8	20
Visitor Waiting Area - 6 seats		11.1	120
Conference Room		27.9	300
Lactation Room		9.3	100
Administrative Support Room - per FTE		0.8	8
Break Room	3 per workstation		
Special Purpose Spaces (see note 9)	Office Type	m²	ft²
SCIF/SAPF (see notes 2 & 3)	E	6	65
SCIF/SAPF (see notes 2 & 3)	H	1.8	20
	m²		ft²
Secure Visitor Waiting Area - as required (see note 4)	11.1		100
Polygraph/Interview Rooms - required dependent upon mission (see note 5)	11		120
Observation Room (see note 5)	5.6		100
Evidence Vault	37.1		300
Weapons Vestibule and Storage (see note 6)	16		175
Secure Storage Room	37.1		400
Computer Room	16.7		180
Computer Crime Lab	11.1		120
Forensic Science Lab - if required (see note 7)	11.1		120

Electrical Lab - if required (see note 7)	18.6	200
Special Purpose Spaces (see note 9)	m²	ft²
Fabrication Lab - if required (see note 7)	27.9	300
Garage - per assigned Personnel Security Detail (PSD) vehicle (see note 8)	23.2	250

Notes:

1. Special Agents require additional space for customer service function.
2. The requirement for SCIFs in a Specialized Det is highly dependent upon the mission. A Det with a Cyber mission will require a large SCIF as most members work full-time inside a SCIF. A PJ Det will work entirely in a Special Access Program Facility (SAPF). A PF Det does not require a SCIF. HQ OSI/LG and IP can validate the requirement and size.
3. For the SCIF/SAPF, Type E cubicles for each Agent authorized position, plus two Type H stations. Additional square footage required for additional equipment and security separation. Cubicles will have minimum of 3 systems (NIPR, SIPR, & JWICS). Type H stations will have minimum of 2 systems (SIPR and JWICS). Workspaces for OSI Cyber Missions may have 4-5 systems at one desk.
4. Most Specialized Dets will not require a secure waiting area. Those with Polygraph mission require a secure waiting area.
5. The number of interview rooms is based upon each Det's mission. Some will require no interview rooms, some 1-2, and those with Polygraph mission may require 6. An observation room is only needed when an interview room is required.
6. Some Dets may require an alarmed vault based upon the number and types of weapons stored. Installation Security Office will determine if vault or storage in GSA safes is sufficient. Weapons area needs to be sufficient to support storage of weapons in GSA safes, clearing barrel, and clear space in front, back and sides to use clearing barrel. [Refer to *AFMAN 31-129, USAF Small Arms and Light Weapons Handling Procedures, paragraph 1.6. Clearing Zone* (or current AF guidance).]
7. Some Dets will have labs for Forensic and Technical Service Offices. HQ OSI/LG and/or the Det UMD can validate lab requirements based upon manning.
8. Most Specialized Dets do not require a garage; however, Dets with PSDs require a garage for each of the PSD vehicles.
9. OSI Dets have higher than standard of square footage to authorized positions due to large number of special purpose spaces.