

FACILITIES CRITERIA (FC)

NAVY OPERATIONAL SUPPORT CENTER



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FACILITIES CRITERIA (FC)

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NAVAL FACILITIES ENGINEERING COMMAND (Preparing Activity)

Record of Changes (changes are indicated by \1\ ... /1/)

Change No.	Date	Location



FOREWORD

Facilities Criteria (FC) provide functional requirements (i.e., defined by users and operational needs of a particular facility type) for specific DoD Component(s), and are intended for use with unified technical requirements published in DoD Unified Facilities Criteria (UFC). FC are applicable only to the DoD Component(s) indicated in the title, and do not represent unified DoD requirements. Differences in functional requirements between DoD Components may exist due to differences in policies and operational needs.

All construction outside of the United States is also governed by Status of Forces Agreements (SOFA), Host Nation Funded Construction Agreements (HNFA), and in some instances, Bilateral Infrastructure Agreements (BIA.) Therefore, the acquisition team must ensure compliance with the most stringent of the UFC (replace w/ FC), the SOFA, the HNFA, and the BIA, as applicable.

Because FC are coordinated with unified DoD technical requirements, they form an element of the DoD UFC system applicable to specific facility types. The UFC system is prescribed by MIL-STD 3007 and provides planning, design, construction, sustainment, restoration, and modernization criteria, and applicable to the Military Departments, Defense Agencies, and the DoD Field Activities. The UFC System also includes technical requirements and functional requirements for specific facility types, both published as UFC documents and FC documents.

FC are living documents and will be periodically reviewed, updated, and made available to users as part of the Services' responsibility for providing criteria for military construction. Headquarters, U.S. Army Corps of Engineers (HQUSACE), Naval Facilities Engineering Command (NAVFAC), and the Air Force Civil Engineer Center (AFCEC) are responsible for administration of the UFC system. Defense agencies should contact the preparing service for document interpretation and improvements. Technical content is the responsibility of the cognizant DoD working group. Recommended changes with supporting rationale should be sent to the respective service proponent office by the following electronic form: [Criteria Change Request](#). The form is also accessible from the Internet site listed below.

FC are effective upon issuance and are distributed only in electronic media from the following source:

- Whole Building Design Guide web site <http://dod.wbdg.org/>.

Refer to UFC 1-200-01, *General Building Requirements*, for implementation of new issuances on projects.

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FACILITIES CRITERIA (FC)
NEW SUMMARY SHEET

Document: FC 4-171-06N, Navy Operational Support Center

Superseding: None.

Description: This FC provides design criteria for Navy Operational Support Centers in support of the Navy mission. It outlines all of the required functional spaces and optional spaces in the facility, and it provides guidance on key dedicated Navy spaces for Armed Forces Reserve Centers.

Reasons for Document: This FC was developed to provide design requirements for Navy Operational Support Centers to accomplish the following:

- Assist planners to understand the facility requirements to ensure accurate space programs and budgets
- Provide architects, engineers, and construction surveillance personnel with the essential, minimum requirements for the design and construction of Navy Operational Support Centers.
- Assist Navy and Marine Corps Reserve personnel to understand the operational intent of the facility design.

Impact: This FC identifies the basic requirements for Navy Operational Support Centers. This FC will reduce the initial cost of design and reduce costs associated with redesign of facilities that do not meet minimum standards. The design should also streamline facility operations.

Unification Issues: None.

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CHAPTER 1 INTRODUCTION

1-1 PURPOSE AND SCOPE

This FC provides requirements for evaluating, planning, programming, and designing Navy Operational Support Centers (NOSC). The information in this FC applies to the design of all new construction projects, to include additions, alterations, and renovation projects in the continental United States (CONUS) and outside the continental US (OCONUS). It also applies to the procurement of design-build services for the above noted projects. This FC is not intended as a substitution for thorough review during design by individual Program Managers and Operations Staff.

1-2 APPLICABILITY.

This FC applies to all military service elements and contractors involved in the design, and construction of NOSC.

1-3 USERS OF FACILITY.

Users will include both able-bodied and disabled individuals. Design facility in accordance with ABA accessibility guidelines included in UFC 1-200-01, *General Building Requirements*. The following are the typical facility users:

- Commanding officer,
- Executive officer,
- Senior enlisted personnel,
- Full-time support,
- Reserve unit commanders and reservists
- Recruiter, and
- Civilians

1-4 GENERAL BUILDING REQUIREMENTS

Comply with UFC 1-200-01, *General Building Requirements*. UFC 1-200-01 provides applicability of model building codes and government unique criteria for typical design disciplines and building systems, as well as for accessibility, antiterrorism, security, high performance and sustainability requirements, and safety. Use this FC in addition to UFC 1-200-01 and the UFCs and government criteria referenced therein.

1-5 PHYSICAL SECURITY

That part of security concerned with physical measures designed to safeguard personnel; to prevent or delay unauthorized access to equipment, installations, material, and documents; and to safeguard them against espionage, sabotage, damage, and theft.

1-5.1 Physical Security System.

A physical security system is comprised of people, equipment, and operational procedures that control access to critical facilities or assets. Electronic Security Systems and security lighting are two of the elements that comprise the equipment component of a physical security system.

1-5.2 Physical Security Requirements.

NOSC may contain assets that must be protected against damage or theft. The requirement to protect assets such as classified materials or arms are defined in SECNAV and OPNAV Instructions.

1-5.2.1 Defining Requirements.

For assets not defined in policy, the requirements are determined by evaluating the value of the assets and the threats to those assets. Defining the requirements of a physical security system and its components involves an interdisciplinary team. The team should consider all interests relating to a project to determine how security fits into the total project design. The specific membership of the team will be based on local considerations, but in general, the following functions should be represented; facility user, antiterrorism officer, operations, security, logistics, architecture, engineering, life safety, and others as required. This team identifies the design criteria, which includes the assets to be protected, policy based requirements, threats to the identified assets (the Design Basis Threat), and the level of protection to be provided to protect the assets. In addition, the team must identify user constraints such as appearance, operational considerations, manpower requirements or limitations, energy conservation and sustainment costs when establishing the physical security system requirements. For information on Security Engineering Planning, refer to UFC 4-020-01, *DoD Security Engineering Facilities Planning Manual*.

When required, integrate physical measures into the site, building, room(s), or area(s) as applicable. Refer to specific design criteria and functional data sheets (FDS) for specific area requirements.

1-6 REFERENCES.

Appendix A contains a list of references used in this document. The publication date of the code or standard is not included in the reference. In general, the latest available issuance of the reference is used.

1-7 GLOSSARY

Appendix C contains acronyms.

CHAPTER 2 TECHNICAL REQUIREMENTS

2-1 SCOPE OF FACILITY

The NOSC size is determined by the number of units, the number of reservists, the number of full-time staff, and other exclusive spaces as determined by a detailed planning analysis, which, in turn, will define the authorized facility spaces and functions reflected on the 1391 project documentation. In general, administrative, medical and support spaces are either fixed sizes or increase in relatively small increments based on unit size. The primary increase in facility size occurs in the unit areas.

2-2 PROGRAM AREAS

The Program Area headings shown in Table 2-1 are described in the following sections. The individual functional program spaces are listed and described in Table 2-1, and addressed in greater detail in Chapters 2 and 4.

2-2.1 Administrative Support.

These areas accommodate the day-to-day functions of the facility and are occupied during normal facility operating hours by full-time staff.

2-2.2 Medical Suite.

These spaces are provided when a medical unit is assigned. The suite of spaces will vary in scope depending on where the NOSC is located and the availability of other nearby medical facilities. If medical spaces are not included because of an agreement to allow use of medical facilities on base, the agreement must be well documented.

2-2.3 Fitness Spaces.

Before fitness spaces are included, determine if they are allowed by CNIC Instruction 1710.1. If allowed, they must conform to this instruction and the DD1391.

2-2.4 Unit Areas.

The unit areas provide the training, administrative, and storage requirements for the specific reserve units assigned to the NOSC. An individual unit can vary in size from around 15 reservists to over 100 reservists. These spaces are typically only used during drill weekends, and each unit drills once a month. Up to two drill weekends per month can be conducted, so these spaces are typically shared by units drilling on different weekends. The space is designed to accommodate the largest weekend drilling population, not the entire unit population.

2-2.5 Drill Hall.

This area provides a room to accommodate large groups, typically more than one unit at a time, for various activities such as testing, muster, training, drill assessment, team

building, basketball, other physical fitness, messing, and ceremonies. It includes storage, support, and toilet spaces, the latter designed to facilitate urinalysis testing.

Table 2-1. NOSC FUNCTIONAL PROGRAM AREAS

Functional Program Area	Description/Service Exceptions
Administrative Support	
ID Check	Area immediately off the main entry vestibule with a transaction counter to the full-time staff area and an entrance to the recruiting office.
Recruiting office	Small suite for recruiting officer(s) to meet with prospective reservists. Includes administrative, meeting/interview, and display spaces. Provide separate room to accommodate a table and chair for knowledge testing adjacent to the recruiting office.
Quarterdeck	The Quarterdeck is near the main entry and serves multiple functions: Central circulation node, formal gathering area for small staff ceremonies, and display area for flags and unit memorabilia.
Full-time staff spaces	The following full-time staff areas work as a suite of spaces.
Commanding Officer office	Private office adjacent to the open office area with an entrance from a separate, dedicated vestibule that serves the CO office and the family services office. Office includes a private toilet and shower.
Executive Officer office	Private office (optional, only for larger commands).
Senior Enlisted office	Private office.
Open office area	Space for workstations, secure personnel files, other files, printers, and general work space.
Service counter/waiting area	The service counter provides access between the waiting area and the open office area. The waiting area is a vestibule between the service counter and the main entry corridor, typically with a glass storefront/door to the corridor.
ID service area (if required)	Sub-space of the open office area and directly adjacent to the service counter. Includes a digital camera and equipment for creating and issuing ID cards.
Navy family services office	Private office with desk and small three- to four-person conference area off the entry vestibule serving the CO office.
Copier/mail nook	Area off a main corridor and with easy access from the full-time staff spaces with copiers and secure individual mail boxes for units and command staff.
Mail distribution	Sub-space of the open office area located directly adjacent to the copier/mail nook and with a mail sorting table.

Table 2-1. NOSC FUNCTIONAL PROGRAM AREAS

Functional Program Area	Description/Service Exceptions
Mail receiving	In a NOSC located off-base, an additional room must be provided that meets antiterrorism requirements per UFC 4-010-01, <i>DoD Minimum Antiterrorism Standards for Buildings</i> .
Conference room	VTC-capable conference room adjacent to the CO's office and full-time staff area.
Funeral honors office	Space for staff workstations and coffin storage near/adjacent to Drill Hall
Distance learning center	Classroom configured to accommodate remote instruction with computers, microphones and cameras. Can be two equally sized rooms if desired.
Mess	Warming/staging kitchen for catered events with a direct adjacency to the drill hall, and, if possible, an exterior door.
SIPRNET	Secure private office with SIPRNET capability.
Supply storage	Space to store and fit new uniforms and store administrative supplies. Includes a private dressing room, workstation for the supply personnel, and storage shelving.
Fitness room (when allowed)	Space for several cardio and weight machines. If fitness spaces are included in the enacted DD1391, confirm that they are authorized by CNIC Instruction 1710.1.
Public toilets	Male and female toilets with associated janitor's closet(s) sized per code. Located near the distance learning center, service counter and waiting area, and medical suite, if included.
Shower/locker room	Male and female facilities for use by full-time staff and reservists. Includes toilet facilities.
Break room	Space for vending machines, counter with sink, microwave, refrigerator and a small seating area.
Recycling area	Space for the collection and storage of trash and recyclable materials adjacent to the service entrance with an exterior exit. Locate near Mess.
Telecommunications closet	LAN and telecom space per the paragraph in Chapter 3, "Electrical Design".
NMCI closet	NMCI equipment.
Medical Suite	
Medical office/reception	Includes a reception counter with a small waiting area and staff administrative areas.
Check-in/admitting/vision	Private area off of reception where information such as blood pressure, temperature, etc. can be obtained. Also includes vision testing.
Medical exam room	Private exam space. Typically, at least one exam room is provided in the NOSC even if other medical facilities are available.

Table 2-1. NOSC FUNCTIONAL PROGRAM AREAS

Functional Program Area	Description/Service Exceptions
Dental exam room	Similar to medical exam room but with dentist chair and equipment. Dental cleaning is not performed. Typically not included if other medical facilities are available.
Doctor library and transcription room	Open office area for doctor/dentists with medical resource library.
Dental x-ray	Divided space with controls on one-side of a protective screen and the x-ray machine/chair on the other side. Typically not included if other medical facilities are available.
Audio room	Sized for one to two reservists to undergo hearing tests. Enclosed area includes the sound booth with adjacent control area. Typically not included if other medical facilities are available.
Immunization room	Includes area for storing and administering shots. Typically not included if other medical facilities are available.
Blood draw	Area for drawing, initial processing, and storing blood. It is also directly adjacent to the medical toilet to accommodate processing of urine samples. Typically not included if other medical facilities are available. Electrically monitored refrigerator needed.
Medical toilet	Single-use toilet with a carousel to the blood draw room. Typically not included if other medical facilities are available.
Medical file room	Securable room with secure medical and dental file storage.
Medical supply room	Includes shelving for medical supplies. Typically not included if other medical facilities are available.
Medical equipment storage	Storage for larger items such as CPR dummies, back boards and other deployable medical supplies.
Unit Areas	
Unit classrooms	Classroom(s) sized for between 25 and 100 reservists.
Unit administrative area	Mix of private offices and open office area. Each unit gets two private offices (CO and senior enlisted) and three workstations.
Unit storage	One storage area per unit for miscellaneous unit supplies with access from the unit administrative area.
Drill Hall	
Drill hall	Large room for various activities such as testing, muster, messing, and ceremonies. Includes either a permanent or portable stage. Locate with direct access to the mess and urinalysis area.

Table 2-1. NOSC FUNCTIONAL PROGRAM AREAS

Functional Program Area	Description/Service Exceptions
Storage	Storage behind stage for tables, chairs, and AV equipment.
Urinalysis area	Separate male and female toilets directly off of drill hall. Includes enough space for observation for testing.
Support	Dedicated mechanical room.

2-3 SIZE DETERMINANTS.

2-3.1 Navy Operational Support Centers.

The NOSC space program is determined by a detailed planning analysis to be conducted according to UFC 2-000-05N (P-80), *Facility Planning Criteria for Navy/Marine Corps Shore Installations*. Information regarding the use of the interactive Space Planning Spreadsheet for establishing authorized space allowances in NOSC projects can be found in Appendix B to this document. The paragraph entitled, “Layout and Adjacencies” in Chapter 2, provides additional information for how the spaces are broken down and configured and must be reviewed during the planning and design process.

Support spaces identified on Table 2-1 and elsewhere in this FC may not be specifically identified in the final space program if their space allowance is included in the net-to-gross multiplier. However, they are included here to identify required adjacencies or design elements. Note that the shower/locker room is programmed space, but space for the public and unit toilets will come out of the net-to-gross multiplier.

2-4 LOCATION DETERMINANTS.

Determine the most appropriate and cost-effective location for a NOSC based on the following factors. Ensure the availability and capacity of required utilities and the compatibility of the mass/scale of the facility relative to adjacent structures.

2-4.1 Access.

Locate the NOSC to be easily accessible to the users, including potential recruits and active reservists. If the NOSC is located on an Installation, locate it as near the main Installation entrance as possible. Provide adequate parking as close to the facility as possible within antiterrorism (AT) requirements.

2-4.2 Complementary Facilities.

Locate the NOSC near other potentially complementary functions, such as a fitness facility, large parking areas, medical facilities, and a dining facility. Any adjacent parking

facilities that are intended to be shared must be available on weekends when the NOSC parking demand is highest.

2-4.3 Sustainable Design.

The location of a facility can have a significant impact on achieving sustainable design rating points. Consider issues such as brownfield redevelopment, access to public transportation, building orientation, and reuse of existing paving and hardscape when selecting a site.

2-4.4 Cost.

These facilities must be designed with the objective of achieving the lowest life cycle cost over a 40-year period. To do so, the project's design program must adequately define the scope and performance requirements and match those needs against a budget. Conversely, the budget must adequately support an appropriate and high-quality program and the performance requirements outlined and identified in this FC.

Note that additional Navy mission funds may be required for the computers and data outlets in the Distance Learning Center. This additional funding must be budgeted separately and should include IT installation, servers, and terminal connections. Confirm requirements with Region Resfor N6 for each project. Regardless of whether or not the computers and data connections are funded, the Distance Learning Center will be designed and outfitted with the VTC capabilities as indicated in Chapter 4.

2-5 LAYOUT AND ADJACENCIES.

The appropriate layout and adjacencies of the NOSC and key subareas are illustrated in Figures 2.1 through 2.3. These diagrams do not convey a building shape. Required adjacencies may be accommodated vertically. If a multi-story facility is required, unit areas will work most efficiently on the upper levels.

Figure 2-1. NOSC Adjacencies

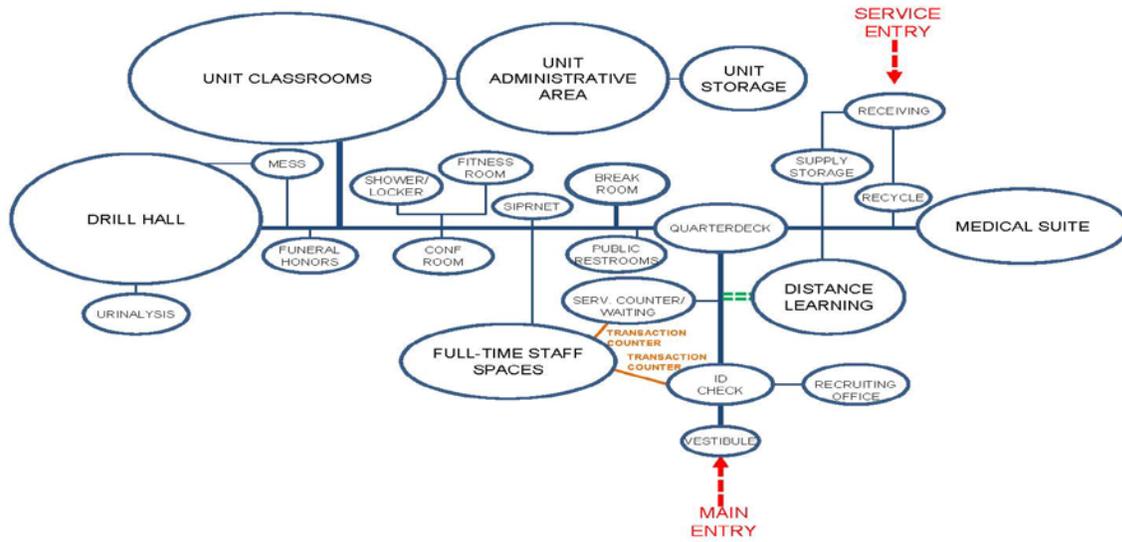


Figure 2-2. Full-Time Staff Spaces Adjacencies

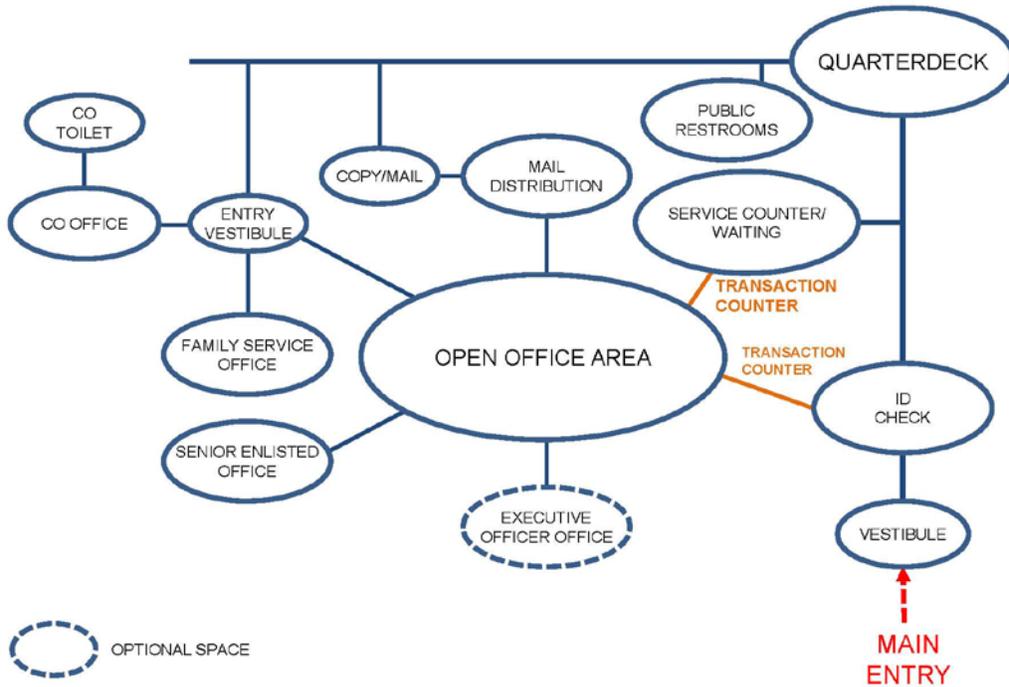
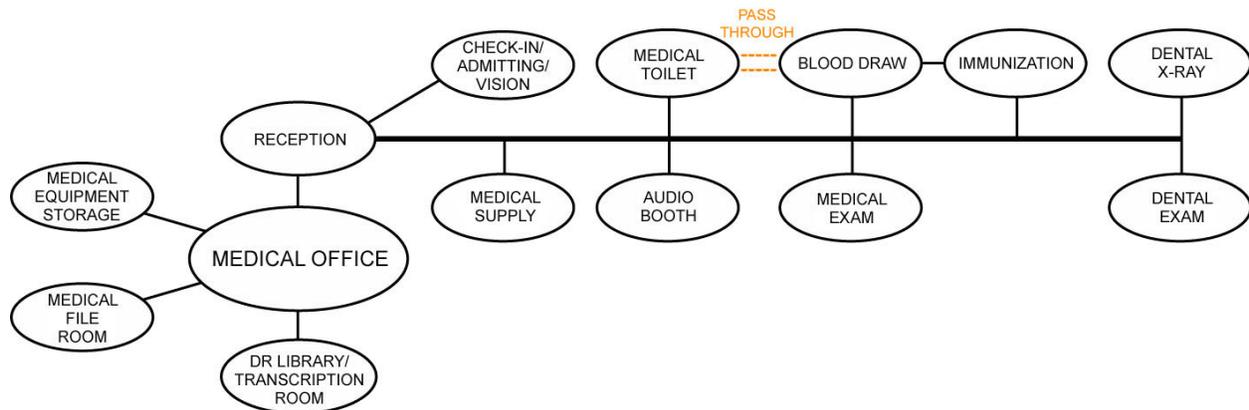


Figure 2-3. Medical Suite Adjacencies



2-5.1 NOSC in an Armed Forces Reserve Center.

When a NOSC is located within an Armed Forces Reserve Center (AFRC), the spaces identified in Table 2-1 must be dedicated Navy spaces, not shared. These spaces have been broken down by those that are required in all AFRCs and those that are optional. Desired adjacencies are also identified. See Table 2-2.

**Table 2-2. Dedicated NOSC Spaces In An
Armed Forces Reserve Center**

NOSC Functional Program Area	Desired Adjacency/Proximity	Required/Optional
ID Check	To main entry and open office area	Only optional if building layout precludes a separate Navy entrance
Recruiting office	To main entry	Required
Quarterdeck	To full-time staff areas and distance learning center	Only optional if building layout precludes a separate Navy entrance
Public restroom	To quarterdeck and break room	Required
CO office	To open office area and quarterdeck (if provided)	Required
Executive Officer office	To CO office and open office area	Based on number of Navy reservists
Senior enlisted office	To CO office and open office area and quarterdeck (if provided)	Required
Navy family service office	To CO office and open office area	Optional based on Navy mission
Open office area (incl. service area, copier/mail nook and mail distribution)	To CO office and quarterdeck (if provided)	Required
Conference room	To CO office and open office area	Required
Funeral honors office	To drill hall	Required
Distance learning center	To quarterdeck (if provided)	Required
Dedicated IT room and SIPRNET	SIPRNET to CO office	Required
Supply storage	None required	Required
Shower/locker room	To full-time staff areas	Space for Navy personnel is required, but dedicated Navy space is optional
Medical Spaces	To other medical spaces	The scope of the medical spaces will depend upon both facility and program factors
Unit administrative areas (incl. private offices and workstations)	To unit classrooms	Required
Unit storage	To unit administrative areas	Required

2-5.2 Unit Classrooms.

Unit classrooms are designed to flexibly accommodate the variable unit sizes as noted in the paragraph in Chapter 2 entitled, "Functional Space Relationships". Total classroom area is based on the number of reservists in the largest weekend drill population as described in Appendix B, but this area must be configured into rooms as follows:

2-5.2.1 Quantity of Rooms.

Round the weekend drilling population up to the closest multiple of 100 and provide one room for every 100 reservists as follows:

- Provide one room for up to 100 reservists.
- Provide two rooms for 101 to 200 reservists.
- Provide three rooms for 201 to 300 reservists.
- Continue as such to accommodate the largest weekend drill population.

2-5.2.2 Sizing of Rooms.

The final sizing of the individual classrooms must conform to the following criteria: Each room is sized to accommodate multiples of 25 reservists, is never larger than needed to accommodate 100 reservists, and is never smaller than needed to accommodate 25 reservists. If only one room is provided, it must accommodate 100 reservists. Any room larger than for 25 reservists must be partitionable into sections sized for 25. Within these parameters, the Activity must select the room size options that result from these criteria. Note the following examples:

- For up to 100 reservists in a weekend drill population, provide one classroom sized for 100 reservists. This classroom must have three operable walls to create four sections, each to accommodate 25 reservists.
- For 101 to 125 reservists, provide two separate classrooms with a total area sized for 125 reservists. Room sizes could be for 75 (with two operable walls) and 50 (one operable wall) or for 100 (three operable walls) and 25 (no operable walls).
- For 125 to 150 reservists, provide two separate classrooms sized for 75 and 75 or for 100 and 50, with the appropriate operable walls.
- For 150 to 175 reservists, provide two separate classrooms sized at 100 and 75, with the appropriate operable walls.
- For 175 to 200 reservists, provide two separate classrooms, each sized for 100 reservists and each with three operable walls.
- Beyond 200 reservists, a third room is added and the same criteria are applied to the individual room sizing.

2-6 FUNCTIONAL SPACE RELATIONSHIPS.

See the Functional Data Sheets in Chapter 4 for additional information on the space types and their relationships to each other.

2-7 ALTERATIONS TO EXISTING FACILITIES.

2-7.1 Navy Regulatory Authorities.

Authorities are contained in OPNAVINST 11010.20G, *Facilities Projects Manuals* and NAVFACINST 11010.45, *Comprehensive Regional Planning Instruction*. Prior to planning alterations to an existing facility to convert it to a NOSC, the activity should consult the following: Military Construction Navy Reserve (MCNR) Program Manager at Commander, Navy Reserve Force Command N5.

2-7.2 Other Considerations.

If other facilities are being considered for conversion to a NOSC, ensure that the structure can accommodate the required functions, such as the Drill Hall and/or unit areas. Also ensure adequate site space for parking. Whether planning a conversion, alteration, addition, or new construction, all the criteria in this FC must be met by the resulting facility.

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CHAPTER 3 DESIGN

3-1 GENERAL.

Use UFC 1-200-01, *General Building Requirements* for Applicability of model building codes and referenced government criteria. UFC 1-200-01 identifies through references key unified facility criteria and requirements including accessibility, antiterrorism, security, sustainability, safety, discipline-specific, and building systems. The design requirements in this FC are to be used in addition to UFC 1-200-01 and referenced UFC's and government criteria.

3-1.1 Medical Facility Requirements.

Design and construct the medical portions of the facility to comply with applicable portions of UFC 4-510-01, *Design: Medical Military Facilities*, particularly in the paragraph in Chapter 4 entitled, "Architectural". UFC 4-510-01 is a multidiscipline UFC; therefore, all architectural/engineering disciplines need to be aware of the requirements.

The medical spaces in a NOSC are not classified as clinical spaces, and treatment and ambulatory services are not provided. The NOSC clinic performs non-therapeutic activities related to the health of the personnel served, such as physical examinations, immunizations, medical administration, preventive medicine services, and health promotion activities to support the military mission. The Navy Bureau of Medicine and Surgery (BUMED) approval is not required for medical spaces in a NOSC.

3-2 STRUCTURE.

The NOSC must comply with UFC 3-301-01, *Structural Engineering*.

Provide clear spans for the drill hall, classrooms and Distance Learning Center.

3-3 ARCHITECTURE.

In addition to UFC 3-101-01, *Architecture*, the following requirements are specific to NOSC.

3-3.1 Stories.

Single-story structures are preferred for NOSCs. Site constraints may drive the need for multi-story structures. If a multi-story structure is required, ensure the appropriate adjacencies are maintained. See the paragraph in Chapter 2 entitled, "Layout and Adjacencies", for more information on the required adjacencies.

3-3.2 Exterior Design.

The building design must comply with Command and Installation architectural standards and incorporate the local geographical and cultural environment.

3-3.2.1 Entrance.

The main entrance serves as the architectural focal point of the exterior design for a standalone NOSC. Provide a vestibule at the main entrance. Provide flooring features for cleaning of footwear. In climate appropriate areas, the vestibule must incorporate an airlock to act as a buffer from the exterior weather.

Provide a canopy (or a recess) at required egress doors to ensure that doors can open completely without obstruction.

3-3.2.2 Exterior Finishes.

Exterior finishes must be durable and low-maintenance. Coordinate exterior finishes with the interior design standards noted in the paragraph in Chapter 3 entitled, "Interior Design".

3-3.2.3 Windows/Natural Light.

Provide for the admission of natural light in the design of the facility window systems and in the design of the overall footprint and floor depth. Select furniture systems that maximize the admission of natural light into the facility. The goal should be to achieve the LEED® "Daylight & Views" points.

In designing for natural light admission, coordinate with the paragraph in Chapter 3 entitled, "Electrical Design".

3-3.3 Interior Design.

In addition to UFC 3-120-10, *Interior Design*, the following requirements are specific to NOSC.

3-3.3.1 Countertop and Casework Design.

Counters, casework, and cabinets must be of high-quality and durable construction. Specify Architectural Woodwork Institute (AWI) Premium or Custom for finishes per *AWI Quality Standards Illustrated, Current Edition*. Casework, cabinet doors, and drawer faces must be veneer panel core. Doors, drawers, and casework faces must be plastic laminate at a minimum. Where no water source is present, countertops must be plastic laminate as a minimum with self-edging. Where a water source is present, countertops must be solid surface/solid composite plastics only. Specify .75-in. (20-mm) minimum thickness for plywood, plywood backing, and solid wood panels.

3-3.3.2 Finishes.

Finishes should take into account the intended uses and be highly durable and require low maintenance. They must meet the requirements listed in NFPA 101, *Life Safety Code* and UFC 3-120-10, *Interior Design*.

3-3.3.2.1 Moist Climate Considerations

In moist climates, do not cover the inside of exterior walls with impervious materials such as mirrors or vinyl wall coverings to help preclude mold development in the wall.

3-3.3.2.2 Finish Criteria

For finish criteria in specific areas, see the Functional Data Sheets in Chapter 4.

3-3.3.2.3 Vinyl Composition Tile

Vinyl composition tile (VCT) is not permitted in a NOSC.

3-3.4 Acoustics.

Provide acoustical design to prevent sound from noisy spaces such as corridors, toilets, elevator machine rooms, and mechanical rooms from having negative impact on the adjacent spaces.

At a minimum, provide the required sound transmission coefficient (STC) ratings identified in Chapter 4 Functional Data Sheets, for individual spaces. Use the “Suggested Design Values” STC ratings in UFC 3-450-01, *Noise and Vibration Control* as the basis for the sound design of partition, door and window assemblies. Utilize gypsum board wall “improvements” to increase the STC of gypsum board “Stud Type” partitions to achieve the project sound requirements. Unless noted otherwise extend the room partitions and seal to the structure above for rooms that have a noise source such as, but not limited to, corridors, toilets, classrooms, training rooms, maintenance rooms, and mechanical rooms. Unless indicated in Chapter 4 STC ratings do not need to be field verified.

3-4 PLUMBING.

Design domestic hot and cold water, sanitary and storm drainage, propane, fuel oil, or natural gas systems to meet the requirements of local Installation standards, and UFC 3-420-01, *Plumbing Systems*.

To calculate fixture counts, use a population split of 70% male and 30% female. While the shower/locker room is programmed space and does not come out of the net-to-gross multiplier, include the shower/locker room fixtures in the overall facility fixture count when performing code calculations.

3-5 HEATING, VENTILATING, AND AIR CONDITIONING (HVAC).

Design the HVAC system to meet the requirements of UFC 3-410-01, *Heating, Ventilating, and Air Conditioning Systems*.

Zone the system to allow for separate operation of the administrative support (including medical) areas, the unit areas, and the drill hall. Only the administrative support areas are occupied during a normal work week.

3-6 FIRE PROTECTION.

Design fire protection and life safety to comply with UFC 3-600-01, *Fire Protection Engineering for Facilities*.

3-7 ELECTRICAL DESIGN.

In addition to UFC 3-501-01, *Electrical Engineering*, comply with the following NOSC-specific requirements:

3-7.1 Lighting.

See Chapter 4, Functional Data Sheets, for light level and control requirements that are exceptions or in addition to the requirements referenced above.

3-7.2 Power.

Provide a minimum of six outlets (one quad and one duplex receptacle) at each workstation throughout the facility.

3-7.3 Electronic Security System (ESS).

ESS is the integrated electronic system that encompasses one or more of the following subsystems; access control system (ACS), intrusion detection system (IDS), and closed circuit television (CCTV) systems for assessment of alarm conditions.

ESS must meet the policy based requirements for assets being protected and designed in accordance with UFC 4-021-02NF, *Security Engineering: Electronic Security Systems*. See Chapter 4, Functional Data Sheets, for locations.

3-7.3.1 Intrusion Detection System (IDS).

Provide an Intrusion Detection System (IDS) unless there is a documented exception. IDS must include:

- Point sensors on perimeter doors and other "accessible" openings.
- Line supervision on transmission lines. If line supervision is unavailable, two independent means of alarm signal transmission is required.
- Reporting to a central monitoring station where alarms will sound and from which a response force can be dispatched. An alarm bell located only at the protected location is not acceptable.

3-7.3.1.1 Motion Detection Sensors.

Must be UL 639 listed.

3-7.3.1.2 Point Sensors.

Must be UL 634 high security switches (HSS) level 1 or 2. HSS Level 2 is preferred. Balanced Magnetic Switches meet HSS Level 2. Level 2 rated switches include only Balanced Magnetic Switches that pass additional performance testing.

3-7.3.1.3 IDS Local Processor or Intrusion Panel.

Provide an IDS local processor or intrusion panel within the protected area. System must be configured to only allow cleared personnel located within the protected area to initiate changes in access modes or alarm conditions.

3-7.3.1.4 Sensor Cabling.

Cabling between all sensors and the IDS local processor or intrusion panel must be dedicated to the system and contained within the protected area. If the wiring cannot be contained within the protected area, provide tamper protection in accordance with UFC 4-021-02NF.

3-7.3.1.5 Backup power.

Provide eight hours of uninterruptible backup power. This may be provided by internal batteries, uninterruptible power supply (UPS), generators, or any combination. Emergency backup power for IDS must not generate the requirement for a UPS or generator. If a generator or UPS is not available for backup, provide backup with internal batteries.

In the event of primary power failure, the IDS must:

- Automatically transfer to the emergency electrical power source without causing alarm activation.
- Initiate an audible or visual indicator at the IDS local processor or intrusion panel to provide an indication of the primary or backup electrical power source in use.
- Initiate an audible or visual indicator at the monitoring station indicating a failure in a power source or a change in power source.

3-7.3.2 Access Control System (ACS).

Provide card reader with keypads at entry to building to ensure only authorized personnel are permitted ingress. The ACS must log and archive all transactions and alert authorities of unauthorized entry attempts. When provided, the ACS may be interfaced with the CCTV system to initiate event activated recording of unauthorized access attempts. Unless otherwise directed, the default ACS identifier credential must be the Common Access Card (CAC).

3-7.3.3 CCTV.

Provide the infrastructure for a CCTV system when the need for a CCTV system has been established.. Currently, there is no policy based requirement for a complete and useable CCTV system. Therefore, the decision to provide a CCTV system must be determined based on the value of the asset being protected, designs basis threat, and the desired capability to record events for evidentiary archiving. The program manager will determine if design and construction funds will be provided. See the paragraph below entitled, "Camera Locations" and Chapter 4, Functional Data Sheets for workstation and camera locations.

3-7.3.3.1 CCTV Workstation

Provide a minimum of one workstation for the CCTV system if provided by local command. Multiple workstations may be required for a large distributed system. Video management software must be compatible with all cameras, encoders, and recording devices.

3-7.3.3.2 Video Recording

System must have the capability to digitally record and store all cameras images for a minimum of seven days.

- Event activated recording and on-demand recording must be 30 frames per second (fps).
- Routine recording must be not less than 5 fps.
- Resolution must be no less than 720 X 480 pixels.

3-7.3.3.3 Camera Locations

In addition to the locations indicated in Chapter 4, a camera outlet should be provided at each emergency exit and the building entrance.

3-7.4 Telecommunication Systems.

See Chapter 4, Functional Data Sheets, for outlet locations.

3-7.5 Television Systems.

See Chapter 4, Functional Data Sheets, for outlet locations.

3-7.6 Intercommunication Systems.

See Chapter 4, Functional Data Sheets, for locations.

3-8 FURNISHINGS.

All windows and other glazed openings to the exterior of the building must be provided with horizontal blinds or solar shading systems and are considered part of the

construction project. Soft window treatments such as draperies are considered collateral equipment and must be included in the FF&E package as required.

Additional furnishing and equipment criteria for specific spaces within a NOSC are provided in Chapter 4.

3-9 SITE WORK.

Comply with UFC 3-201-01, *Civil Engineering*. Organize the site to be compatible with the site planning and style of adjacent existing structures. Locate the building to reflect local climatic conditions. For example, provide protection from prevailing winds and glare and orient operable windows to take advantage of summer breezes. Orient the building, to the maximum extent possible, to take advantage of passive solar heating and day lighting.

3-9.1 Landscaping.

Comply with UFC 3-201-02, *Landscape Architecture*.

3-9.1.1 Plants

The plant selection must be easy to maintain and enhance the visual quality of the facility in all seasons. Indigenous species are preferred. Comply with local Installation landscape standards.

Address sustainable design issues when designing the landscape. Select plants that require little to no additional water beyond normal rainfall. Avoid plants that require an irrigation system or consider a gray water or storm water irrigation system.

3-9.1.2 Site Furnishings and Amenities

Site furnishings and related amenities must address issues of vandal resistance, durability, and handicapped accessibility, and should be coordinated in a manner that reflects the architecture and context in which the facility is situated. While not all-inclusive, the following site components may be considered to complement landscaping when designing outdoor spaces: facility signage, flagpoles, tables and chairs for outdoor dining, benches, trash receptacles, ash urns, bike racks, bollards, fencing, trash dumpster enclosures, and specialty paving surfaces for accent and focus. Consider the need in the landscaping plan for a large flat area for physical training (PT).

The following are required:

- Provide a facility sign for all NOSC. Match the style of other signs on the base or the Installation Appearance Plan of the base.
- Provide a screen wall around three sides of the trash dumpster pad with an exterior surface that matches the exterior walls of the facility. Provide a gate on the open side for access to the dumpster.

- Provide a flagpole for NOSC that are located off-base.
- Provide hard surfaces with covered roof at the building entry, adjacent to Drill Hall, and adjacent to Mess.

3-9.2 Site Circulation and Parking.

Comply with UFC 3-201-01, *Civil Engineering*. Locate parking areas so they do not dominate the main entrance and public image of the facility. Provide the following:

- Government vehicle parking. Provide two large, van-sized, paved parking spaces. If climate dictates and budget allows, provide enclosed or covered spaces. Accommodate any additional vehicle requirements associated with exclusive spaces, as required.
- Staff and reservist privately-owned vehicle (POV) parking. For a NOSC located on an Installation, provide paved parking spaces for 80% of reservist and full-time-staff population. If site space and budget permits, provide unpaved spaces for the remaining 20% of the population. For a NOSC located off Installation, provide paved parking spaces for 100% of reservist and full-time staff population. For both on- and off-Installation NOSCs, reservist population must be calculated based on the largest single drill weekend, not on total NOSC capacity.

CHAPTER 4 SPECIFIC DESIGN CRITERIA

4-1 INTRODUCTION.

This chapter identifies the specific design needs for each functional area outlined in this FC. Tables 4-1 through 4-40 provide this data in a standard Functional Data Sheet format.

- The interior construction specialties, equipment and furnishings criteria provided in these tables are broken down as follows:
- Casework/Built-in Equipment. This includes anything physically attached or plumbed to the building such as counters, cabinets, casework, toilet accessories, window treatments, laundry machines, and retractable overhead screens.
- Furnishings, Fixtures, and Equipment (FF&E). This includes contractor-furnished, contractor-installed loose items such as desks, tables, chairs, and bookshelves.
- User-provided FF&E. This includes all government-furnished, government-installed items, which are typically limited to office equipment such as computers, printers, copiers, projectors and flat screen monitors (if mounted, the projector and/or flat screen monitors mount is part of construction).

Table 4-1. ID Check

Description/ Usage	The ID check is a small space directly off the main entry that provides a transaction window to the security desk and access points to the NOSC and the recruiting office.
Ceiling Ht.	10 ft. (3.0 m).
Finishes	<p>Walls. Provide a durable, impact resistant wainscot such as split-faced/ground-faced CMU, acrylic molded wainscot, etc.</p> <p>Floor. Provide a low-maintenance, durable finish suitable for this high-traffic area such as stone, terrazzo, or quarry tile. Provide a recessed walk-off mat/area at the entrance door. Provide a base that matches the flooring.</p> <p>Ceiling. Acoustical ceiling panel (ACP).</p>
Plumbing	None required.
HVAC	Provide a system per the paragraph in Chapter 3 entitled, "HVAC".
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design".
Lighting	Provide system per the paragraph in Chapter 3 entitled, "Electrical Design".
Communication	<p>CCTV. Provide one outlet for monitor location, if required.</p> <p>CATV/Internal Video. Provide a CATV outlet.</p> <p>PA/Audio. Provide a speaker.</p> <p>Telephone. Provide one line with internal two-way communication. If a security gate is provided for NOSC located off-base, provide telephone at exterior gate for communication with ID Check.</p> <p>Data. None required.</p> <p>Security. Provide an electronically locked door from the ID check to the NOSC with controls at the security desk. Provide door buzzer at main entrance door. For NOSC located off-base, provide electronically locked gate at the site perimeter that can be unlocked from ID Check.</p>
Acoustics	No special provisions required.
Casework/Built-in Equipment	Provide a secure transaction counter to the full-time staff area security desk that serves as a security check-in point.
Furnishings Fixtures & Equipment (FF&E)	
User-provided FF&E	CCTV cameras at all building perimeter doors, at entry gates on site, and monitor and computer in ID Check room, if required.
Special Requirements	Where climate conditions dictate, provide an airlock at the exterior doors, and provide double doors leading into the NOSC. Provide door buzzer at main entrance door.

Table 4-2. Recruiting Office

Description/ Usage	This small suite is directly off the ID check/main entry and provides an environment for a recruiting officer to meet with prospective reservists. It includes a display area with brochure racks, table, two workstations with facing chairs for prospects, and storage. Provide a separate room to accommodate a table and chair for knowledge testing adjacent to the recruiting office. For larger NOSC with three recruiters or more, a small conference or meeting area for briefings must be provided. A small waiting area may be desired.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board. Floor. Carpet tile with rubber base. Ceiling. Acoustical ceiling panels (ACP).
Plumbing	None required.
HVAC	Provide system per the paragraph in Chapter 3 entitled, "HVAC".
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design" and for all dedicated equipment. Provide at least one quad outlet per workstation.
Lighting	Provide system per the paragraph in Chapter 3, entitled "Electrical Design".
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. Provide a speaker. Telephone. Provide one line with internal two-way communication at each workstation. Data. Provide data outlets to support each workstation and other required equipment. Security. None required.
Acoustics	Provide wall and door construction with a factory STC rating of 40. Rating does not need to be field verified.
Casework/Built-in Equipment	Provide marker board and bulletin board.
Furnishings Fixtures & Equipment (FF&E)	2 ft. (.61 m) diameter round table for display material, brochure racks, and display space. Workstations—systems furniture for 48 ft. ² (4.5 m ²) workstation: desk chair and side chair. Workstation systems furniture must provide adequate space for filing and overhead storage.
User-provided FF&E	Computers and printer.
Special Requirements	Ensure this suite is well marked with signage and clearly visible from the facility entrance. Provide lockable door.

Table 4-3. Quarterdeck

Description/ Usage	The quarterdeck is directly off a corridor from the main entry and acts as an internal “lobby” of the facility. It provides for the main facility signage, the display of the flag, and display of Navy or unit memorabilia. It will also be used for staff gatherings of up to 15 people and as a ceremonial space.
Ceiling Ht.	10 ft. (3.0 m).
Finishes	Walls. Architectural Feature Wall Panel System using material such as acrylic, wood, metal or polished ground faced block. Floor. Provide a low-maintenance, durable finish such as stone, terrazzo, or quarry tile. Provide a base that matches the flooring. Provide recessed walk-off mat at entrance as an extension of the entrance vestibule. Ceiling. Provide a decorative acoustical ceiling.
Plumbing	None required.
HVAC	Provide system per the paragraph in Chapter 3 entitled, “HVAC”.
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, “Fire Protection”.
Power	Provide outlets per the paragraph in Chapter 3 entitled, “Electrical Design”.
Lighting	Provide system per the paragraph in Chapter 3 entitled, “Electrical Design”. Provide decorative and task lighting.
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. Provide speaker. Telephone. Provide one line with internal two-way communication. Data. Provide one outlet. Security. None required.
Acoustics	No special provisions required.
Casework/Built-in Equipment	Main facility signage
Furnishings Fixtures & Equipment (FF&E)	Cases to display Navy/unit memorabilia (display cases can be built-in). Provide chain of command board, with high quality finish, to include four 8 by 10 inch frames that can be easily changed.
User-provided FF&E	
Special Requirements	Consider a skylight or clerestory.

Table 4-4. Commanding Officer Office

Description/ Usage	This private office includes typical office accommodations and an adjacent private toilet.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board in office and reception areas. In toilet, provide moisture and mildew resistant gypsum wall board with ceramic tile wainscot, and semi-gloss or better industrial latex-based paint. Floor. Carpet tile with rubber base in office and reception areas. Provide porcelain tile with flush cove base in toilet. Ceiling. Provide ACP in office and reception areas. Provide moisture resistant gypsum board ceiling in the toilet.
Plumbing	Provide water closet, shower, and lavatory.
HVAC	Provide system per the paragraph in Chapter 3 entitled, "HVAC". Provide independent thermostat.
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design". Ensure an adequate number of circuits to power all equipment. Provide a minimum of one quad outlet in office area on at least three walls. Gang outlets with data and telephone. Provide outlets per code in the toilet.
Lighting	Provide system per the paragraph in Chapter 3 entitled, "Electrical Design".
Communication	CCTV. None required. CATV/Internal Video. Provide one outlet. PA/Audio. None required. Telephone. Provide one line with internal two-way communication. Data. Provide data outlets to support required equipment. Security. None required.
Acoustics	Provide wall and door construction with a factory STC rating of 49. Rating does not need to be field verified.
Casework/Built-in Equipment	Provide vanity cabinet with lavatory and solid surface top in toilet.
Furnishings Fixtures & Equipment (FF&E)	Office desk, office chair, file cabinet, bookshelf, desk lamp, and two side chairs. Small conference table and four chairs, or sofa, two lounge chairs and two end tables.
User-provided FF&E	Computer and printer.
Special Requirements	Provide lockable door.

Table 4-5. Executive Officer and Senior Enlisted Offices.

Description/ Usage	These are one or two private offices adjacent to the CO office/command suite. Every NOSC has a Senior Enlisted office. NOSCs that accommodate over 500 reservists add the XO office.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board. Floor. Carpet tile with rubber base. Ceiling. ACP.
Plumbing	None required.
HVAC	Provide system per the paragraph in Chapter 3 entitled, "HVAC".
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design". Ensure an adequate number of circuits to power all equipment. Provide a minimum of one quad outlet on at least three walls. Gang outlets with data and telephone.
Lighting	Provide system per the paragraph in Chapter 3 entitled, "Electrical".
Communication	CCTV. None required. CATV/Internal Video. Provide one outlet in the XO office. PA/Audio. None required. Telephone. Provide one line with internal two-way communication. Data. Provide data outlets to support required equipment. Security. None required.
Acoustics	Provide wall and door construction with a factory STC rating of 49. Rating does not need to be field verified.
Casework/Built-in Equipment	Provide markerboards.
Furnishings Fixtures & Equipment (FF&E)	Office desk, office chair, file cabinet, bookshelf, desk lamp, and two side chairs.
User-provided FF&E	Computers.
Special Requirements	Provide lockable doors.

Table 4-6. Open Office Area

Description/ Usage	The office area for the full-time staff includes workstations arranged in an open office plan with systems furniture. The offices should be free from frequent distraction, have a professional appearance, and provide a sense of work place. The square footage of this space may be divided into at least six different areas; Personnel Management, Mobilization, Career Counseling, Operations, Supply, and Command Services.
Ceiling Ht.	9 ft. (2.74 m) minimum.
Finishes	Walls. Painted gypsum wall board. Floor. Carpet tile with rubber base. Ceiling. ACP.
Plumbing	None required.
HVAC	Provide system per the paragraph in Chapter 3 entitled, "HVAC".
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design". Ensure an adequate number of circuits to power all equipment. Provide at least one quad outlet per workstation. Provide additional outlets as necessary to operate shared equipment such as printers, fax, etc.
Lighting	Provide system per the paragraph in Chapter 3 entitled, "Electrical Design".
Communication	CCTV. None required. CATV/Internal Video: None required. PA/Audio: Provide speaker and PA controls. Telephone. Provide one line per staff plus additional lines for fax and copier. Data. Provide one outlet per staff plus outlets for each printer, copier, scanner, etc. Security. None required.
Acoustics	Partition and floor materials must have a high Noise Reduction Coefficient (NRC) and be manufactured specifically for open office environments. Provide ceiling materials that have a high Articulation Class (AC) rating.
Casework/Built-in Equipment	Provide built-in cabinets under the transaction counters. Workcounter with under-counter storage in printer area. All countertops to be solid surface material.
Furnishings Fixtures & Equipment (FF&E)	Workstations—systems furniture for 64 ft. ² (5.9 m ²) workstation: desk chair and side chair for open offices. Workstation systems furniture must provide adequate space for filing and overhead storage. Counters for work surfaces and equipment such as printers and cabinets for storage of administrative supplies. Provide lockable lateral file cabinets for secure personnel files.
User-provided FF&E	Computers, printers, and other office equipment as needed.
Special Requirements	Mail Handling. Provide a direct entrance into the mail distribution area. If the NOSC is located off Installation, provide a separate mail room that meets the requirements in UFC 4-010-01, <i>DoD Minimum Antiterrorism Standards for Buildings</i> . Telecom Closet. Near or adjacent to the administrative offices, provide a telecommunications room in compliance with the paragraph in Chapter 3 entitled, "Electrical Design".

Table 4-7. Service Counter/Waiting Area

Description/ Usage	This area provides space for reservists or other customers to interact with the full-time staff through the service/transaction counter. It includes a small waiting area and accommodates ID photography.
Ceiling Ht.	8 ft. (2.44 m) minimum.
Finishes	Walls. Painted gypsum wall board with durable acrylic wall system. Floor. Carpet tile with rubber base. Ceiling. ACP.
Plumbing	None required.
HVAC	Provide system per the paragraph in Chapter 3 entitled, "HVAC".
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design".
Lighting	Provide system per the paragraph in Chapter 3 entitled, "Electrical Design". Coordinate lighting with ID photography area.
Communication	CCTV. None required. CATV/Internal Video: Provide one outlet. PA/Audio: Provide speaker and PA controls. Telephone. Provide one line. Data. Provide one line. Security. None required.
Acoustics	No special provisions required.
Casework/Built-in Equipment	Provide work desk/service/transaction counter with ABA section. Include file and pencil drawer storage. Provide bulletin boards and/or tack surfaces for display of facility information.
Furnishings Fixtures & Equipment (FF&E)	Provide comfortable seating in waiting area. Provide child-sized tables and chairs for children waiting. Provide magazine and brochure racks.
User-provided FF&E	
Special Requirements	The entrance to this area should be directly off the corridor that runs from the main entrance to the quarterdeck and be easily visible to anyone who has entered the facility. Provide glass storefront walls between the waiting area and the corridor with glass entrance doors. A person standing in the corridor should be able to see the service counter and the staff administrative area behind it when looking through the storefront. Provide a lockable door from the waiting area into the open office area. Provide a photographic backdrop opposite the side of the service/transaction counter that includes the digital camera for ID issue.

Table 4-8. Navy Family Services Office

Description/ Usage	Family services offer a variety of private counseling functions such as financial planning or clinical counseling. Between sessions, staff will work on files and research cases.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board. Floor. Carpet tile with rubber base. Ceiling. ACP.
Plumbing	None required.
HVAC	Provide a system per the paragraph in Chapter 3 entitled, "HVAC".
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design".
Lighting	Provide system per the paragraph in Chapter 3 entitled, "Electrical Design".
Communication	CCTV. Provide one outlet. CATV/Internal Video. None required PA/Audio. Provide a speaker. Telephone. Provide one line Data. Provide one outlet for each piece of equipment.
Acoustics	Provide wall and door construction with a factory STC rating of 49. Rating does not need to be field verified.
Casework/Built-in Equipment	Provide marker board and bulletin board.
Furnishings Fixtures & Equipment (FF&E)	Modular office furniture consisting of a desk or workstation, credenza with overhead storage, secure file cabinet, and desk chair. Provide an upholstered love seat, an upholstered arm chair, and a side table (see layout). As an option, the room can be utilized as a small conference room as needed.
User-provided FF&E	Computer and printer.
Special Requirements	Lockable door with a vision panel.
Special Requirements	The furniture configuration allows the staff member to meet with customers in a more intimate, less threatening setting. The desk should not divide the staff member from the customer. See illustration below.

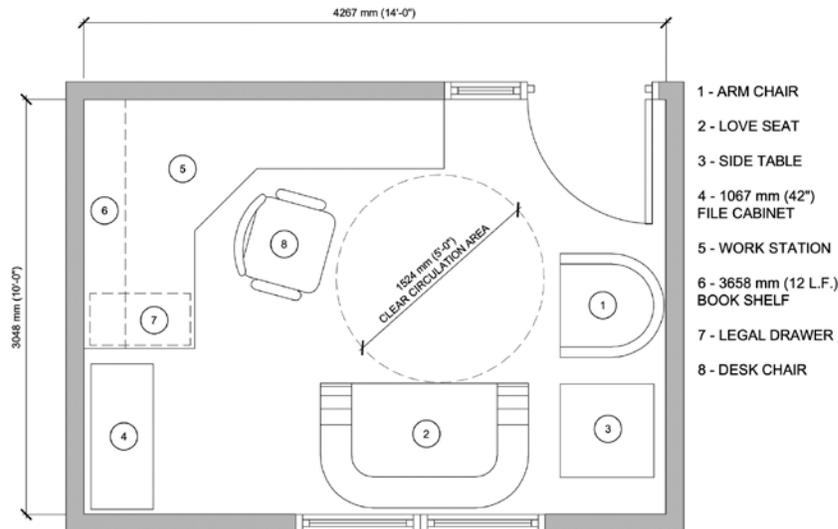


Table 4-9. Copier/Mail Nook and Mail Distribution

Description/ Usage	The copier/mail nook is directly off a main corridor and directly adjacent to the mail distribution area. It includes one or more copiers and office equipment for staff and reservists use and double-sided, lockable mailboxes for staff and reserve units. It should be easily accessible by both the full-time staff and the reservists. The mail distribution area is directly off the full-time staff open office area and includes a mail sorting table and access to the back of the mail boxes in the copier/mail nook.
Ceiling Ht.	8 ft. (2.44 m) minimum.
Finishes	Walls. Painted gypsum wall board. Floor. Resilient flooring with rubber base. Ceiling. ACP.
Plumbing	None required.
HVAC	Provide a system per the paragraph in Chapter 3 entitled, "HVAC".
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design".
Lighting	Provide system per the paragraph in Chapter 3 entitled, "Electrical Design".
Communication	CCTV. Provide one outlet. CATV/Internal Video. None required. PA/Audio. Provide a speaker. Telephone. Provide one line for a facsimile machine. Data. Provide outlets for each piece of equipment. Security. None required.
Acoustics	No special provisions required.
Casework/Built-in Equipment	Provide base and wall cabinets. Provide 4-in. x 10-in. (100-mm x 255-mm) double-sided, lockable mailboxes for each reserve unit plus 13 additional for full-time staff and operational divisions.
Furnishings Fixtures & Equipment (FF&E)	Provide sorting table and chairs in distribution area. Provide mail sorter and counter for large mail machine, if required by the size of the facility.
User-provided FF&E	Copiers and office equipment.
Special Requirements	If the NOSC is located off-base, provide a separate mail room in addition to the mail distribution area. This mail room must comply with the requirements in UFC 4-010-01, <i>DoD Minimum Antiterrorism Standards for Buildings</i> .

Table 4-10. Conference Room.

Description/ Usage	This conference room serves the CO and his/her staff and the Unit COs and senior enlisted personnel. It includes video teleconference (VTC) capability and is near the CO office and full-time staff area. (Note: NMCI does not support VTCs in NOSCs.)
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board. Provide durable wainscot with chair rail. Floor. Carpet tile with rubber base. Ceiling. ACP.
Plumbing	None required.
HVAC	Provide system per the paragraph in Chapter 3 entitled, "HVAC".
Fire Protection	Provide system per the paragraph in Chapter 3, entitled, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design". Ensure an adequate number of circuits to power all equipment. Provide a minimum of one quad outlet at table and on at least three walls. Gang outlets with data and telephone. Provide outlet above ceiling for projector.
Lighting	Provide system per the paragraph in Chapter 3 entitled, "Electrical Design". Provide dimmable lighting.
Communication	CCTV. None required. CATV/Internal Video. Provide one outlet. PA/Audio. None required. Telephone. Provide one line with internal two-way communication. Data. Provide data outlets to support required equipment. Security. None required.
Acoustics	Provide wall and door construction with a factory STC rating of 49. Rating does not need to be field verified.
Casework/Built-in Equipment	A retractable overhead screen and ceiling mounted projector mount can be provided as an option to a 50 inch (1.27 m) video monitor/TV if desired. Provide two large marker boards and a bulletin board.
Furnishings Fixtures & Equipment (FF&E)	Conference table and chairs. Lectern.
User-provided FF&E	VTC equipment, including 50 inch (1.27 m) minimum video monitor/TV. (Note: NMCI does not support VTCs in NOSCs.)
Special Requirements	Consider the viewing angle when planning the location of the conference table, VTC camera, screen, and microphone.

Table 4-11. Funeral Honors Office

Description/ Usage	This office accommodates staff administrative functions for the oversight of military funeral honors and storage of coffins and other ceremonial equipment.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board. Floor. Carpet tile with rubber base. Ceiling. ACP.
Plumbing	None required.
HVAC	Provide a system per the paragraph in Chapter 3 entitled, "HVAC".
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design".
Lighting	Provide system per the paragraph in Chapter 3 entitled, "Electrical Design".
Communication	CCTV. Provide one outlet. CATV/Internal Video. None required. PA/Audio. Provide a speaker. Telephone. Provide two lines. Data. Provide one outlet for each piece of equipment. Security. None required.
Acoustics	Provide wall and door construction with a factory STC rating of 49. Rating does not need to be field verified.
Casework/Built-in Equipment	Provide a storage closet with shelving for items such as uniform accessories, bugles, and other ceremonial equipment.
Furnishings Fixtures & Equipment (FF&E)	Two workstations—systems furniture for 64 ft. ² (5.9 m ²) workstation: desk chair and side chair for open offices. Workstation systems furniture must provide adequate space for filing and overhead storage. Coffin dolly.
User-provided FF&E	
Special Requirements	

Table 4-12. Distance Learning Center

Description/ Usage	The distance learning center is an advanced classroom environment that supports synchronous or asynchronous learning where the student and the instructor may be in physically separate locations. It is designed to accommodate a minimum of 20 students. Space can be divided into two equally spaced separate rooms if desired.
Ceiling Ht.	10ft. (3.0 m) minimum.
Finishes	Walls. Painted gypsum wall board. Floor. Match ID Check area flooring. Ceiling. ACP.
Plumbing	None required.
HVAC	Provide system per the paragraph in Chapter 3 entitled, "HVAC".
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design". Ensure adequate number of circuits to power all equipment. Provide utility AC outlets on separate circuits from the media equipment inside the room for portable media equipment and laptop computers. Provide at least one duplex outlet every 10 ft. (3.05 m) along the front wall of the classroom, on the underside of any teaching tables and on any fixed lecterns. Provide power outlet in ceiling for projector.
Lighting	Provide a minimum of three lighting zones: 1. One zone should control the classroom's general-use fluorescent lights that provide full brightness for general activities up to 50 ft. candles (540 Lux). 2. One zone should control low level, fully dimmable lights for note taking that provide 2 ft. candles (20 Lux) at the desktops. These lights must not shine on the screens and the eyes of the audience. 3. One zone should control presentation area lights (either incandescent or fluorescent) that illuminate the writing/display surface at the front of the room and provide 50 ft. candles (540 Lux).
Communication	CCTV. None required. CATV/Internal Video. Provide one outlet at the front of the room. PA/Audio. Provide speakers. Telephone. Provide one outlet at the front of the room near the lighting and media equipment controls. Data. Provide dual duplex data outlets at each of the following locations: the front of the classroom, the video monitor, and the media equipment rack. Provide one outlet for each student and coordinate location with selected furniture. Provide WIFI infrastructure and boosters. Security. None required.
Acoustics	Provide wall and door construction with a factory STC rating of 49. Rating does not need to be field verified. Provide ceiling materials that have a high Articulation Class (AC) rating.
Casework/Built-in Equipment	A retractable overhead screen and ceiling mounted projector mount can be provided as an option to a 50 inch (1.27 m) video monitor/TV if desired. Provide two large marker boards and bulletin board.
Furnishings Fixtures & Equipment (FF&E)	Provide tables that have C-legs on castors and wire management baskets. Tables must be 30 in. (762 mm) deep and long enough to accommodate two computers with 3-ring-binder space between. Provide mid-back upholstered task chairs with adjustable arms for each student and instructor. Provide a combination lectern to hold computer, monitor and keyboard connected to video monitor and camera control.

Table 4-12. Distance Learning Center

User-provided FF&E	Computers and projector.
Special Requirements	<p>Provide two 1.25-in. (32-mm) conduits from each video projector location to the podium and to the location of the media equipment rack for low voltage projector control and signal cables.</p> <p>The distance learning center serves as a focal point of the facility. Provide an interior window to the corridor that runs from the main entrance to the quarterdeck. This window should be easily visible to anyone who has entered the facility.</p>

Table 4-13. Mess

Description/ Usage	This space serves as a warming kitchen/staging area for catered events in the drill hall.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Provide a low maintenance, durable finish such as an epoxy based paint. Floor. Resilient sheet or tile such as linoleum, rubber or solid vinyl with rubber base. Do not use VCT. Ceiling. Gypsum wall board, semi-gloss latex paint.
Plumbing	Provide hot and cold water supply to a double-tub, stainless steel, commercial-grade kitchen sink. Provide cold water supply for refrigerator and coffee maker.
HVAC	Provide system per the paragraph in Chapter 3 entitled, "HVAC".
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design" and for all dedicated equipment.
Lighting	Provide system per the paragraph in Chapter 3 entitled, "Electrical Design".
Communication	CCTV. None required. CATV/Internal Video. Provide one outlet. PA/Audio. Provide speaker. Telephone. Provide one line. Data. None required. Security. None required.
Acoustics	No special provisions required.
Casework/Built-in Equipment	Double-tub, stainless steel, commercial-grade kitchen sink, solid surface countertop, base cabinets with doors and drawers, and upper cabinets with doors. Provide a 6-ft. (1.83 m) wide pass-through window to drill hall.
Furnishings Fixtures & Equipment (FF&E)	One commercial microwave, one residential-style refrigerator, and commercial coffee maker.
User-provided FF&E	Provide warming cabinet if required by the size of the facility.
Special Requirements	A covered outdoor dining area may be considered.

Table 4-14. SIPRNET Room

Description/ Usage	Secure room housing equipment for secure Internet access.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board. Floor. Resilient sheet or tile such as linoleum, rubber or solid vinyl with rubber base. Do not use VCT. Ceiling. ACP or none required.
Plumbing	None required.
HVAC	Provide system per the paragraph in Chapter 3 entitled, "HVAC". Mechanical or other openings greater than 96 in. ² (0.06 m ²) must have bars in accordance with MIL HDBK 1013/1A, <i>Design Guidelines for Physical Security of Facilities</i> . Do not route other utilities through this space.
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design" and for all dedicated equipment.
Lighting	Provide system per the paragraph in Chapter 3 entitled, "Electrical Design".
Communication	CCTV. Provide outlet outside of room in corridor for surveillance of this room, if required. CCTV is not allowed inside the room, CATV/Internal Video. None required. PA/Audio. None required. Telephone. Navy to provide/install classified equipment. Provide one outlet for Secure Telephone Equipment. Data. Navy to provide/install classified equipment. Security. Navy to provide/install classified equipment.
Acoustics	Provide acoustical attenuation that meets SIPRNET requirements.
Casework/Built-in Equipment	Equipment racks.
Furnishings Fixtures & Equipment (FF&E)	Navy to provide computer racks. Provide desk, chair and class 5 safe.
User-provided FF&E	CCTV camera, if required.
Special Requirements	Navy to provide final fit-out of room based on "Technical Guide for the Integration of Secret Internet Protocol Router Network (SIPRNET)," latest version. Provide solid core wood or hollow metal door with a GSA-approved combination lock and an Intrusion Detection System (IDS).

Table 4-15. Supply Storage

Description/ Usage	The supply storage provides space for the storage of administrative supplies and new uniforms, a uniform fitting area for taking measurements, a workstation for supply staff, and a small receiving area directly off a service entrance.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board. Floor. Resilient sheet or tile such as linoleum, rubber or solid vinyl with rubber base. Do not use VCT. Ceiling. ACP.
Plumbing	None required.
HVAC	Provide system per the paragraph in Chapter 3 entitled, "HVAC".
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design" and one additional quad outlet for the workstation.
Lighting	Provide system per the paragraph in Chapter 3 entitled, "Electrical Design".
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. Provide speaker. Telephone. Provide one line at workstation. Data. Provide one outlet at the workstation. Security. None required.
Acoustics	No special provisions required.
Casework/Built-in Equipment	Provide a department-store style dressing room with minimum 6-ft. (1830 mm) high walls and a lockable door. Provide hooks in the dressing room. Provide a minimum 10 ft. (3.05 m) length of countertop/work surface for organizing/inventory of supplies.
Furnishings Fixtures & Equipment (FF&E)	Storage shelving for boxed uniforms and administrative supplies. Measuring platform and three-panel adjustable mirror at the fitting area. Workstation systems furniture for 64 ft. ² (5.9 m ²) workstation, desk chair and side chair. Workstation systems furniture must provide adequate space for filing and overhead storage.
User-provided FF&E	Computer, printer and copier.
Special Requirements	Provide a transaction counter open to the corridor with a coiling door or grille at the counter to serve as a security screen. The receiving area comprises open floor space for stacking of larger boxes until they can be unpacked and distributed appropriately. Provide lockable door.

Table 4-16. Fitness Room

Description/ Usage	The Fitness Room should accommodate the latest in fitness machines, as well as more traditional equipment. Design and size the room to provide free circulation between equipment while in use. Must conform to CNIC Instruction 1710.1.
Ceiling Ht.	10 ft. (3.0 m) minimum.
Finishes	Walls. Provide a low-maintenance, durable finish such as epoxy-based paint with wall graphics. Floor. Provide low-maintenance rubber sheet athletic flooring with rubber base. Ceiling. Provide acoustical ACP or gypsum board ceiling with a finish such as industrial egg-shell latex paint for gypsum board ceiling.
Plumbing	None required.
HVAC	Provide a system per the paragraph in Chapter 3 entitled, "HVAC". In addition, provide 68° F (20° C) minimum, 74° F (23° C) maximum, less than 60% relative humidity, 20 CFM (0.566 CMM) / person outside air and use CO ₂ sensors to control outside air. Provide multi-speed ceiling fans.
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design" and provide wall or floor outlets to accommodate fitness machines such as treadmills, bikes, and stair-step machines.
Lighting	Provide system per the paragraph in Chapter 3 entitled, "Electrical".
Communication	CCTV. None required. CATV/Internal Video. Provide at least one outlet for a wall-mounted unit. PA/Audio. Provide a speaker. Telephone. Provide one line with internal two-way communication. Data. None required. Security. None required.
Acoustics	Provide partition and door construction with a minimum STC rating of 52 per the paragraph in Chapter 3 entitled, "Acoustics".
Casework/Built-in Equipment	Provide full-wall-height mirrors on at least one wall.
Furnishings Fixtures & Equipment (FF&E)	Provide fitness machines, treadmill, stationary bicycle, elliptical machine, weights, and mats.
User-provided FF&E	Provide a wall mounted flat screen video monitor.
Special Requirements	Determine if space is allowable in accordance with CNIC Instruction 1710.1. Consider an outdoor flat area for physical training (PT).

Table 4-17. Public Toilets

Description/ Usage	Male and female toilets for staff, reservists, and visitor use. Provide multiple toilet rooms for staff and units dispersed throughout building.
Ceiling Ht.	8 ft. (2.44 m) minimum.
Finishes	Walls. Epoxy painted, moisture-resistant, gypsum wall board with accent color and with a ceramic tile wainscot. Floor. Porcelain tile with flush cove base. Ceiling. Painted, moisture-resistant gypsum board.
Plumbing	Water closets, urinals, and lavatories. Floor drain.
HVAC	Provide system per the paragraph in Chapter 3 entitled, "HVAC".
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design". Provide power to the air hand dryers.
Lighting	Provide system per the paragraph in Chapter 3 entitled, "Electrical Design".
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. None required. Telephone. None required. Data. None required.
Acoustics	No special provisions required.
Casework/Built-in Equipment	Solid-surface countertop supported at both ends with either underhung or integral sinks. Wall-hung lavatories are also acceptable. Water closet and urinal partitions. Toilet accessories: air hand dryers, toilet paper dispensers, robe hooks, grab bars, soap dispensers and recessed waste receptacles. Mirror.
Furnishings Fixtures & Equipment (FF&E)	
User-provided FF&E	
Special Requirements	Provide a Janitor's closet associated with or in proximity of these toilets. This closet includes a floor mop sink with hot and cold water and a hose connection, a floor drain, and storage for pails, mops, vacuums, and related cleaning supplies and equipment. Include a lockable door (which can be opened from the inside) with a vision panel. Provide lockable cabinets for cleaning supplies. Provide exhaust ventilation directly to the outside.

Table 4-18. Showers/Locker Room

Description/ Usage	The shower/locker room includes private water closets, lavatories, shower stalls with private changing area, and lockers for temporary storage of personal items for regular use by full-time staff and periodic use by reserve units during scheduled periods on drill weekends.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Provide a low-maintenance, durable finish such as epoxy paint. Provide full-height ceramic tile in showers. Floor. Provide slip resistant porcelain tile with flush cove base. Ceiling. Provide skim-coated cementitious backerboard ceiling.
Plumbing	Water closets, urinals, lavatories, and shower stalls. Provide a floor drain.
HVAC	Provide system per the paragraph in Chapter 3 entitled, "HVAC". In addition, provide 70° F (21° C) minimum, 78° F (26° C) maximum. Provide for air flow from the dry side (locker/dressing area) to the exhaust intakes in the wet (toilet/shower) area. Provide 0.50 CFM/ft. ² (0.154 CMM/m ²) of outside air and a minimum of 12 air changes per hour. Provide air supply as necessary to minimize air velocities while providing negative pressure. Limit relative humidity to under 50% through the use of humidistats. Humidistats may also be used to throttle back air changes as long as temperature and humidity remain within limits.
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design". Provide counter-height outlets at the vanity area.
Lighting	Provide system per the paragraph in Chapter 3 entitled, "Electrical Design". Lighting fixtures should have translucent, moisture resistant, non-breakable, protective covers. Minimize shadowing at face of lockers. Provide recessed fixtures with sealed lenses that are rated for wet applications in the shower areas. Provide lighting over lavatories.
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. Provide a speaker. Telephone. None required. Data. None required. Security. None required.
Acoustics	No special provisions required.
Casework/Built-in Equipment	Provide 24 in. (610 mm) deep minimum solid surface materials for countertops and shower and toilet partitions. Provide half-sized Z-shaped lockers and full-size lockers. Provide integral benches (usually part of the locker system) or free-standing benches at least 16 in. (406 mm) wide. Solid composite plastic lockers are strongly preferred. Provide wall-to-wall mirror over lavatories, and one full-length mirror in locker area..
Furnishings Fixtures & Equipment (FF&E)	
User-provided FF&E	
Special Requirements	Lockers should be configured as two half-sized lockers per one full-sized locker. Distribute the lockers throughout the area to prevent congestion during periods of heavy use. Provide a privacy screen at the entrance to this area.

Table 4-19. Break Room

Description/ Usage	The break room accommodates vending machines for snacks and drinks and a small seating area.
Ceiling Ht.	8 ft. (2.4 m).
Finishes	Walls. Provide acrylic wall panel system. Floor. Provide low-maintenance sheet vinyl flooring material with rubber base. Ceiling. Provide ACP or painted gypsum ceiling.
Plumbing	Provide a stainless steel sink in the counter.
HVAC	Provide system per the paragraph in Chapter 3 entitled, "HVAC".
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design". Provide outlets and power required by equipment and vending machines.
Lighting	Provide system per the paragraph in Chapter 3 entitled, "Electrical".
Communication	CCTV. None required. CATV/Internal Video. Provide one outlet PA/Audio. Provide speaker. Telephone. None required. Data. None required. Security. None required.
Acoustics	No special provisions required.
Casework/Built-in Equipment	Counter with base and upper cabinets.
Furnishings Fixtures & Equipment (FF&E)	Refrigerator, microwave, two four-top tables, eight chairs, and trash receptacles.
User-provided FF&E	Vending machines. Anchor vending machines to floor or walls.
Special Requirements	

Table 4-20. Recycling Area

Description/ Usage	This room is used for the collection, short-term storage, and separation of recyclables. Provide a direct access to receiving/service entrance.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Provide an acrylic wall panel system. Floor. Resilient sheet or tile such as rubber or solid vinyl with rubber base. Do not use VCT. Ceiling. ACP.
Plumbing	Provide a floor drain and a hose bibb.
HVAC	Provide system per the paragraph in Chapter 3 entitled, "HVAC".
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design".
Lighting	Provide system per the paragraph in Chapter 3 entitled, "Electrical Design".
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. None required. Telephone. None required. Data. None required. Security. None required.
Acoustics	No special provisions required.
Casework/Built-in Equipment	None required.
Furnishings Fixtures & Equipment (FF&E)	Receptacles for the separation of various products: glass, plastic, paper, etc. Heavy-duty, commercial shredder.
User-provided FF&E	
Special Requirements	Consider a location near the outdoor trash dumpster enclosure, if feasible.

Table 4-21. Medical Waiting/Check-In/Reception

Description/ Usage	The medical office and reception area accommodate medical staff general administrative work and the receiving and processing of personnel receiving medical examinations. The space includes a small waiting area, a transaction/reception counter and workstations.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board. Floor. Resilient sheet such as rubber or homogeneous vinyl with rubber base. Do not use VCT. Ceiling. ACP.
Plumbing	None required.
HVAC	Provide system per the paragraph in Chapter 3 entitled, "HVAC".
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design" and for all dedicated equipment.
Lighting	Provide system per the paragraph in Chapter 3 entitled, "Electrical Design".
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. Provide a speaker. Provide controls at the reception desk. Telephone. Provide one line with internal two-way communication at each workstation. Data. Provide one outlet at each workstation and additional outlets to support other required equipment. Security. None required.
Acoustics	No special provisions required.
Casework/Built-in Equipment	Provide transaction reception counter with solid surface top and desk. Provide file and pencil drawer storage.
Furnishings Fixtures & Equipment (FF&E)	Workstations—system furniture for 64 ft. ² (5.9 m ²) workstations: desk chair and side chair for open offices. Workstation systems furniture must provide adequate space for filing and overhead storage. Seating for waiting area.
User-provided FF&E	
Special Requirements	Visually separate the transaction/reception counter from the workstations and the exam rooms to enhance staff, patient, and doctor privacy. Ensure privacy of workspaces for receipt of HIPAA protected information.

Table 4-22. Admitting/Vision

Description/ Usage	This area is directly adjacent to the reception/waiting area and accommodates private rooms or workstations for patient interviews and taking of vitals such as blood pressure, temperature, etc. It also includes an area with a vision chart and the proper stand-off distances for vision exams.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board. Floor. Resilient sheet such as rubber or homogeneous vinyl with rubber base. Do not use VCT. Ceiling. ACP.
Plumbing	None required.
HVAC	Provide system per the paragraph in Chapter 3 entitled, "Medical Facility Requirements", and the paragraph in Chapter 3 entitled, "HVAC".
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design" and for all dedicated equipment.
Lighting	Provide system per the paragraph in Chapter 3 entitled, "Electrical Design".
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. None required. Telephone. Provide one line with internal two-way communication at each workstation. Data. Provide one outlet at each workstation.
Acoustics	Provide wall and door construction with a factory STC rating of 49. Rating does not need to be field verified.
Casework/Built-in Equipment	None required.
Furnishings Fixtures & Equipment (FF&E)	Provide partitions (or constructed walls) to accommodate privacy requirements for interviews. Provide tables and chairs. Provide lockable cabinets for supplies.
User-provided FF&E	
Special Requirements	Interview areas must accommodate Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rules. Finishes must comply with the requirements in the paragraph in Chapter 3 entitled, "Medical Facility Requirements", to meet the need for an aseptic environment.

Table 4-23. Medical Exam Room

Description/ Usage	Private room used to conduct routine medical examinations.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board. Floor. Resilient sheet such as rubber or homogeneous vinyl with rubber base. Do not use VCT. Ceiling. ACP.
Plumbing	Provide one hand-washing sink with hot and cold water connections and health-care-style butterfly fittings on faucet.
HVAC	Provide system per the paragraph in Chapter 3 entitled, "Medical Facility Requirements", and the paragraph in Chapter 3, "HVAC".
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design" and for all dedicated equipment.
Lighting	Provide system per the paragraph in Chapter 3 entitled, "Electrical Design".
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. None required. Telephone. Provide one line with internal two-way communication. Data. Provide one outlet.
Acoustics	Provide wall and door construction with a factory STC rating of 49. Rating does not need to be field verified.
Casework/Built-in Equipment	Provide a solid-surface counter top with under-mount sink on floor-mounted storage cabinet. Paper towel dispenser, soap dispenser, and robe hook. Provide countertop surface with knee-space for computer and note taking.
Furnishings Fixtures & Equipment (FF&E)	Examination table, wheeled chair or stool for the doctor, and trash receptacle. Provide lockable cabinets for supplies/medications.
User-provided FF&E	
Special Requirements	Accommodate Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rules. Finishes must comply with the requirements in the paragraph in Chapter 3 entitled, "Medical Facility Requirements", to meet the need for an aseptic environment.

Table 4-24. Dental Exam Room

Description/ Usage	Private room used to conduct routine dental examinations. Dental cleanings are not performed.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board. Floor. Resilient sheet such as rubber or homogeneous vinyl with rubber base. Do not use VCT. Ceiling. ACP.
Plumbing	Provide one hand-washing sink with hot and cold water connections and health-care-style butterfly fittings on faucet.
HVAC	Provide system per the paragraph in Chapter 3 entitled, "Medical Facility Requirements", and the paragraph in Chapter 3 entitled, HVAC.
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design" and for all dedicated equipment.
Lighting	Provide system per the paragraph in Chapter 3 entitled, "Electrical Design". Provide power for X-ray light box and freestanding exam light.
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. None required. Telephone. Provide one line with internal two-way communication. Data. Provide one outlet.
Acoustics	Provide wall and door construction with a factory STC rating of 49. Rating does not need to be field verified.
Casework/Built-in Equipment	Provide a solid-surface counter top with under-mount sink on floor-mounted storage cabinet. Paper towel dispenser, soap dispenser, and robe hook. Provide a wall-mounted, flip-down writing table for note taking.
Furnishings Fixtures & Equipment (FF&E)	Dental exam chair and associated equipment, a wheeled chair or stool for the dentist, and trash receptacle. Wall mounted X-ray light box. Provide lockable cabinets for supplies/medications.
User-provided FF&E	
Special Requirements	Finishes must comply with the requirements in the paragraph in Chapter 3 entitled, "Medical Facility Requirements", to meet the need for an aseptic environment.

Table 4-25. Doctor Library and Transcription Room

Description/ Usage	This office accommodates doctor and dentist administrative functions and includes a medical resource library.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board. Floor. Carpet tile with rubber base. Ceiling. ACP.
Plumbing	None required.
HVAC	Provide a system per the paragraph in Chapter 3 entitled, "HVAC".
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design".
Lighting	Provide system per the paragraph in Chapter 3 entitled, "Electrical Design".
Communication	CCTV. Provide one outlet. CATV/Internal Video. None required. PA/Audio. Provide a speaker. Telephone. Provide one line at each workstation. Data. Provide one outlet at each workstation. Security. None required.
Acoustics	Provide wall and door construction with a factory STC rating of 49. Rating does not need to be field verified.
Casework/Built-in Equipment	
Furnishings Fixtures & Equipment (FF&E)	Provide workstation systems furniture for 64 ft. ² (5.9 m ²) workstations: desk chair and side chair for open offices. Workstation systems furniture must provide adequate space for filing and overhead storage. Provide bookshelves for medical resources.
User-provided FF&E	
Special Requirements	Note this is an administrative work area only; medical files are not stored here and patients will not occupy this space. Accommodate Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rules.

Table 4-26. Dental X-Ray

Description/ Usage	Area to provide dental x-rays for all training reservists. Room is typically divided by shielding with the x-ray controls on one side and the chair for the reservist on the other side. Changes in equipment technology may alter the design of this room; coordinate the design with the planned equipment.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board. Floor. Resilient sheet such as rubber or homogeneous vinyl with rubber base. Ceiling. ACP.
Plumbing	None required.
HVAC	Provide system per the paragraph in Chapter 3 entitled, "Medical Facility Requirements", and the paragraph in Chapter 3, "HVAC."
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Medical Facility Requirements", and the paragraph in Chapter 3, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Medical Facility Requirements", and the paragraph in Chapter 3, "Electrical Design".
Lighting	Provide system per the paragraph in Chapter 3 entitled, "Electrical Design".
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. Provide speaker. Telephone. Provide one line at x-ray control station. Data. Provide one outlet at x-ray control station. Security. None required.
Acoustics	No special provisions required.
Casework/Built-in Equipment	Counter with base and wall cabinets.
Furnishings Fixtures & Equipment (FF&E)	Dental chair.
User-provided FF&E	X-ray machine and control station and image developing equipment.
Special Requirements	Provide x-ray shielding as required in the paragraph in Chapter 3 entitled, "Medical Facility Requirements", for the application. Finishes must comply with the requirements in the paragraph in Chapter 3 entitled, "Medical Facility Requirements", to meet the need for an aseptic environment.

Table 4-27. Audio Room

Description/ Usage	Room to provide hearing tests for all training reservists. The booth may be set-up for testing of one or two reservists. If the booth is configured for two tests, the control station portion of the booth must be configured for a single technician to administer two tests simultaneously. The reservists are in a sound-proof booth with the technician at a control console with visual control of both reservists while the reservists do not have visual contact with each other.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board. Floor. Carpet tile with rubber base. Ceiling. ACP.
Plumbing	None required.
HVAC	Provide system per the paragraph in Chapter 3 entitled, "Medical Facility Requirements", and the paragraph in Chapter 3 entitled, "HVAC". Provide connection to pre-fabricated audio booth.
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Fire Protection". Provide connection to pre-fabricated audio booth.
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design" and electrical service designed specifically for the audio equipment.
Lighting	Provide system per the paragraph in Chapter 3 entitled, "Electrical Design".
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. Provide speaker. Telephone. Provide one line at the audio control station. Data. Provide one line at the audio control station. Security. None required.
Acoustics	Provide an acoustically-sealed environment specifically designed for audio testing. Doors, windows and partitions must all have acoustical sealing.
Casework/Built-in Equipment	Sound-proof partition with a vision panel to the control station.
Furnishings Fixtures & Equipment (FF&E)	One or two chairs for the reservists taking the exam. Workstation/control station for the technician and associated testing equipment.
User-provided FF&E	Pre-fabricated audio booth with ducted connection to building-wide HVAC, power, communications. Audio booth must conform to UFC 4-510-01, <i>Design: Medical Military Facilities</i> .
Special Requirements	Finishes must comply with the requirements in the paragraph in Chapter 3 entitled, "Medical Facility Requirements" to meet the need for an aseptic environment.

Table 4-28. Immunization Room

Description/ Usage	This area is for providing immunization shots to all training reservists. It may not be a fully-enclosed room.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board. Floor. Resilient sheet such as rubber or homogeneous vinyl with rubber base. Do not use VCT. Ceiling. ACP.
Plumbing	Provide one hand-washing sink with hot and cold water connections and health-care-style butterfly fittings on faucet.
HVAC	Provide system per the paragraph in Chapter 3 entitled, "Medical Facility Requirements", and the paragraph in Chapter 3 entitled, "HVAC".
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design" and dedicated electrical outlets for all the equipment.
Lighting	Provide system per the paragraph in Chapter 3 entitled, "Electrical Design".
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. Provide speaker. Telephone. None required. Data. Provide one outlet. Security. None required.
Acoustics	No special provisions required.
Casework/Built-in Equipment	Solid-surface counter with base and wall cabinets.
Furnishings Fixtures & Equipment (FF&E)	Provide one medical grade refrigerator and freezer with lock and temperature alarm connected to remote monitor in accordance with UFC 4-510-01 for immunizations. Provide chairs designed for administering immunizations.
User-provided FF&E	
Special Requirements	Accommodate Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rules. Finishes must comply with the requirements in the paragraph in Chapter 3 entitled, "Medical Facility Requirements", to meet the need for an aseptic environment.

Table 4-29. Blood Draw

Description/ Usage	This room is for drawing, initial processing through a centrifuge, and storing blood samples. It is directly adjacent to the medical toilet to also allow processing of urine samples.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board. Floor. Resilient sheet such as rubber or homogeneous vinyl with rubber base. Do not use VCT. Ceiling. ACP.
Plumbing	Provide one hand-washing sink with hot and cold water connections and health-care-style butterfly fittings on faucet.
HVAC	Provide system per the paragraph in Chapter 3 entitled, "Medical Facility Requirements", and the paragraph in Chapter 3 entitled, "HVAC".
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design" and dedicated electrical outlets for all the equipment.
Lighting	Provide system per the paragraph in Chapter 3 entitled, "Electrical Design".
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. Provide speaker. Telephone. None required. Data. Provide one outlet. Security. None required.
Acoustics	No special provisions required.
Casework/Built-in Equipment	Solid-surface counter with base and wall cabinets.
Furnishings Fixtures & Equipment (FF&E)	One refrigerator for blood samples. Refrigerator must be on alarm and kept at a constant temperature. Blood draw chairs.
User-provided FF&E	Centrifuge (counter or floor model).
Special Requirements	Provide a carousel from the medical toilet for transfer of urine samples. Locate carousel near the sink. Accommodate Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rules. Finishes must comply with the requirements in the paragraph in Chapter 3 entitled, "Medical Facility Requirements", to meet the need for an aseptic environment.

Table 4-30. Medical Toilet

Description/ Usage	Single-use, unisex toilet for patient use that is directly adjacent to the Blood Draw.
Ceiling Ht.	8 ft. (2.44 m) minimum.
Finishes	Walls. Epoxy painted moisture-resistant gypsum wall board with a ceramic tile wainscot with accent tiles and a flush cove base. Provide full-height ceramic tile on wet walls. Floor. Porcelain tile. Ceiling. Painted, moisture-resistant gypsum board.
Plumbing	One water closet and one wall-hung lavatory. Provide a floor drain.
HVAC	Provide system per the paragraph in Chapter 3 entitled, "Medical Facility Requirements", and the paragraph in Chapter 3 entitled, "HVAC".
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design". Provide power to the air hand dryer.
Lighting	Provide system per the paragraph in Chapter 3 entitled, "Electrical Design".
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. None required. Telephone. None required. Data. None required. Security. Lockable door.
Acoustics	No special provisions required.
Casework/Built-in Equipment	Toilet accessories: air hand dryer, toilet paper dispenser, robe hook, grab bars, and soap dispenser. Mirror.
Furnishings Fixtures & Equipment (FF&E)	
User-provided FF&E	
Special Requirements	Provide a carousel to the blood draw area for transfer of urine samples. Finishes must comply with the requirements in the paragraph in Chapter 3 entitled, "Medical Facility Requirements", to meet the need for an aseptic environment.

Table 4-31. Medical File Room

Description/ Usage	This room provides secure medical file storage. May include space for one to three personnel.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board. Floor. Carpet tile with rubber base. Ceiling. ACP.
Plumbing	None required.
HVAC	Provide system per the paragraph in Chapter 3 entitled, "HVAC".
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design".
Lighting	Provide system per the paragraph in Chapter 3 entitled, "Electrical Design".
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. None required. Telephone. Provide one line with internal two-way communication per occupant. Data. Provide one outlet/line per occupant. Security. None required.
Acoustics	No special provisions required.
Casework/Built-in Equipment	Secure, high-density automated filing system with rotary or rolling units with base/track recessed into slab construction, if required. Must accommodate separate dental and medical records for each reserivist.
Furnishings Fixtures & Equipment (FF&E)	If the secure, high-density, automated medical file storage system is not required, will include filing system of free-standing file units to accommodate separate dental and medical records for each reserivist. May include workspace for one to three personnel. Smaller NOSC prefer rotary high-density (X2) filing.
User-provided FF&E	
Special Requirements	Accommodate Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rules. Provide lockable door.

Table 4-32. Medical Supply Room

Description/ Usage	This room provides secure medical supply storage for non-perishable items such as gloves and needles.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board. Floor. Resilient sheet such as rubber or homogeneous vinyl with rubber base. Do not use VCT. Ceiling. ACP.
Plumbing	None required.
HVAC	Provide system per the paragraph in Chapter 3 entitled, "Medical Facility Requirements", and the paragraph in Chapter 3 entitled, "HVAC".
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design".
Lighting	Provide system per the paragraph in Chapter 3 entitled, "Electrical Design".
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. None required. Telephone. None required. Data. Provide one outlet/line. Security. Lockable door.
Acoustics	No special provisions required.
Casework/Built-in Equipment	None required.
Furnishings Fixtures & Equipment (FF&E)	Provide 18-in (455-mm) deep, adjustable shelving in lockable cabinets for medical supplies.
User-provided FF&E	
Special Requirements	Finishes must comply with the requirements in the paragraph in Chapter 3 entitled, "Medical Facility Requirements", to meet the need for an aseptic environment. Provide lockable door.

Table 4-33. Medical Equipment Storage

Description/ Usage	This room provides storage for larger items such as CPR dummies, back boards and other deployable medical supplies.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board. Floor. Resilient sheet such as rubber or homogeneous vinyl with rubber base. Ceiling. None required.
Plumbing	None required.
HVAC	Provide system per the paragraph in Chapter 3 entitled, "HVAC".
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design".
Lighting	Provide system per the paragraph in Chapter 3 entitled, "Electrical Design".
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. None required. Telephone. None required. Data. None required.
Acoustics	No special provisions required.
Casework/Built-in Equipment	Provide wall-to-wall 36-in (915-mm) deep adjustable metal shelving mounted to wall and floor for safety..
Furnishings Fixtures & Equipment (FF&E)	Provide 36-in (915-mm) deep, adjustable shelving for medical equipment.
User-provided FF&E	
Special Requirements	Provide lockable door.

Table 4-34. Unit Classrooms

Description/ Usage	Unit classrooms are used for meetings, training, testing, muster, etc. Rooms are sized to accommodate from 25 to 100 students at 20 ft. ² (1.86 m ²) per student, and any room larger than for 25 includes movable partitions to divide the space into 25-student sections. See the paragraph in Chapter 2 entitled, "Layout and Adjacencies" for more information on sizing of individual rooms. The classrooms are directly adjacent to the unit administrative area.
Ceiling Ht.	10 ft. (3.0 m) minimum.
Finishes	Walls. Painted gypsum wallboard. Floor. Carpet tile with rubber base. Ceiling. ACP.
Plumbing	None required.
HVAC	Provide system per the paragraph in Chapter 3 entitled, "HVAC".
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design" and for all dedicated equipment. Provide power outlet above ceiling for projector, if provided.
Lighting	Provide system per the paragraph in Chapter 3 entitled, "Electrical Design".
Communication	CCTV. None required. CATV/Internal Video. Provide one outlet per room division. PA/Audio. Provide a speaker in each divided space. Telephone. Provide one line with two-way communication in each divided space. Data. Provide outlets for all dedicated equipment. Security. None required.
Acoustics	Provide wall and door construction with a factory STC rating of 49. Rating does not need to be field verified. Floors materials must have a high NRC and be manufactured specifically for open office environments. Provide ceiling materials that have a high AC rating. See Casework/built-in equipment for partition acoustics.
Casework/Built-in Equipment	A retractable overhead screen and ceiling mounted projector mount can be provided as an option to a 50 inch (1.27 m) video monitor/TV if desired. Provide heavy-duty, highly durable, operable walls with a 55 STC rating for the room dividers. To achieve the required STC, operable walls must extend above the dropped ceiling tiles and insulation provided in the ceiling around the operable wall openings. Powered operable walls are preferred, but the durability and acoustical criteria take precedence. One marker board and tack board per 25-student section.
Furnishings Fixtures & Equipment (FF&E)	Lectern; two-person, leg-powered activity tables; and stackable chairs.
User-provided FF&E	Provide 50 inch (1.27 m) minimum video monitor/TV in each room division.
Special Requirements	Permanent partitions and openings must be designed in accordance with ANSI/ASA S12.60.

Table 4-35. Unit Administrative Area

Description/ Usage	The unit administrative area groups all of the unit offices and workstations into a consolidated area. Each unit gets two private offices and three workstations that will be shared. Directly adjacent to the unit classrooms and the unit storage.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board. Floor. Carpet tile with rubber base. Ceiling. ACP.
Plumbing	None required.
HVAC	Provide system per the paragraph in Chapter 3 entitled, "HVAC".
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design". Ensure an adequate number of circuits to power all equipment.
Lighting	Provide system per the paragraph in Chapter 3 entitled, "Electrical Design".
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. None required. Telephone. Provide one line with internal two-way communication for each office and one line in the open office area, plus as needed to accommodate required equipment. Data. Provide data outlets for each office and workstation and to support required equipment. Security. None required.
Acoustics	Private offices. Provide wall and door construction with a factory STC rating of 49. Rating does not need to be field verified. Open offices. Partition and floor materials must have a high Noise Reduction Coefficient (NRC) and be manufactured specifically for open office environments. Provide ceiling materials that have a high Articulation Class (AC) rating.
Casework/Built-in Equipment	Minimum 8 ft. (4.4 m) length of solid surface countertop for work surfaces and equipment such as printers and cabinets for storage of administrative supplies.
Furnishings Fixtures & Equipment (FF&E)	Private offices. Provide office desk, office chair, file cabinet, bookshelf, desk lamp, and one side chair. Open offices. Provide systems furniture for 48 ft. ² (4.5 m ²) workstations: desk chair and side chair for open offices. Workstation systems furniture must provide adequate space for filing and overhead storage.
User-provided FF&E	Computers and other equipment.
Special Requirements	

Table 4-36. Unit Storage

Description/ Usage	A room for storage of equipment and unit supplies, directly off the unit administrative area.
Ceiling Ht.	12 ft. (3.7 m).
Finishes	Walls. CMU or painted gypsum wall board. Floor. Sealed concrete. Ceiling. None required.
Plumbing	None required.
HVAC	Provide system per the paragraph in Chapter 3 entitled, "HVAC".
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design".
Lighting	Provide system per the paragraph in Chapter 3 entitled, "Electrical Design".
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. None required. Telephone. None required. Data. None required. Security. None required.
Acoustics	No special provisions required.
Casework/Built-in Equipment	None required.
Furnishings Fixtures & Equipment (FF&E)	Freestanding shelving.
User-provided FF&E	
Special Requirements	Provide lockable door.

Table 4-37. Drill Hall

Description/ Usage	This is a multipurpose space that provides a large, open auditorium-like space for musters, training, drill assessment, team building scenarios, physical fitness, lectures, and ceremonies or presentations.
Ceiling Ht.	25 ft. (7.62 m).
Finishes	Walls. Painted CMU. Floor. Cushion underlayment and poured synthetic multi-purpose flooring system with rubber base. Provide game lines to include main court basketball and volleyball lines in different colors, if required by User. Ceiling. Exposed painted structure, except provide NRC (Average Sound Absorption Coefficient) of not less than 0.70).
Plumbing	None required.
HVAC	Provide system per the paragraph in Chapter 3 entitled, "HVAC".
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design". Provide additional outlets in the stage floor.
Lighting	Provide Lighting System per the paragraph in Chapter 3 entitled, "Electrical Design".
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. Provide speakers and PA controls. Telephone. Provide four outlets. One on each wall. Data. Provide four outlets/lines. One on each wall. Security. None required.
Acoustics	Reverberation time must equal 1.0 second. Provide additional acoustical control with sound baffles, banners, and acoustical materials. Provide noise attenuation measures to mitigate acoustical problems resulting from mechanical systems, plumbing systems, and vibration transmitted through the facility structure. Design walls and openings to have an STC in accordance with ANSI/ASA S12.60.
Casework/Built-in Equipment	Provide a pass-through window to the mess room. Provide projector mount and electrical operated screen for presentations.
Furnishings Fixtures & Equipment (FF&E)	Folding chairs and tables on rolling carts for seating 200 people. Optional portable stage.
User-provided FF&E	
Special Requirements	Provide a stage (raised platform) at the end opposite the entrance from the mess. As budget and mission requirements dictate, design this space to accommodate large-audience audio-visual presentations, which may require items such as a built-in screen, built-in wiring, and additional controls. Provide a pair of 3'-6" (1.07 m) x 7'-0" (2.13 m) (7'-0" (2.13 m) clear width) hollow metal doors to exterior.

Table 4-38. Drill Hall Storage

Description/ Usage	Space behind the drill hall stage for storage of folding tables and chairs on rolling carts and other miscellaneous items such as flag poles and podiums.
Ceiling Ht.	25 ft. (7.62 m).
Finishes	Walls. Painted CMU. Floor. Sealed concrete. Ceiling. Exposed painted structure.
Plumbing	None required.
HVAC	Provide system per the paragraph in Chapter 3 entitled, "HVAC".
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design".
Lighting	Provide system per the paragraph in Chapter 3 entitled, "Electrical Design".
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. None required. Telephone. None required. Data. None required. Security. None required.
Acoustics	No special provisions required.
Casework/Built-in Equipment	
Furnishings Fixtures & Equipment (FF&E)	
User-provided FF&E	
Special Requirements	

Table 4-39. Mechanical Room

Description/ Usage	Space behind the drill hall stage for storage of folding tables and chairs on rolling carts and other miscellaneous items such as flag poles and podiums.
Ceiling Ht.	25 ft. (7.62 m).
Finishes	Walls. Painted CMU. Floor. Sealed concrete. Ceiling. Exposed painted structure.
Plumbing	None required.
HVAC	Provide system per the paragraph in Chapter 3 entitled, "HVAC".
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design".
Lighting	Provide system per the paragraph in Chapter 3 entitled, "Electrical Design".
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. None required. Telephone. None required. Data. None required. Security. None required.
Acoustics	Provide wall and door construction with a factory STC rating of 49. STC rating does not need to be field verified.
Casework/Built-in Equipment	
Furnishings Fixtures & Equipment (FF&E)	
User-provided FF&E	
Special Requirements	

Table 4-40. Urinalysis Area

Description/ Usage	Separate male and female toilets directly off the drill hall and designed to facilitate supervision during urinalysis testing.
Ceiling Ht.	8 ft. (2.44 m).
Finishes	Walls. Epoxy painted, moisture-resistant gypsum wall board with a ceramic tile wainscot. Provide full-height ceramic tile on wet walls. Floor. Porcelain tile with flush cove base. Ceiling. Painted, moisture-resistant gypsum board.
Plumbing	Male. One water closet, two urinals, and one wall-hung lavatory. Female. Two water closets and one wall-hung lavatory. Provide a floor drain in each toilet.
HVAC	Provide system per the paragraph in Chapter 3 entitled, "HVAC".
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design". Provide power to the air hand dryers. Provide at least one duplex outlet in the drill hall wall to one side of the entrance to the urinalysis area to accommodate a registration table and equipment.
Lighting	Provide system per the paragraph in Chapter 3 entitled, "Electrical Design".
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. None required. Telephone. None required. Data. Provide at least one outlet in the drill hall wall to one side of the entrance to the urinalysis area. Security. None required.
Acoustics	No special provisions required.
Casework/Built-in Equipment	Water closet and urinal partitions must not impede direct vision supervision during urinalysis testing. Water closet partitions must have doors for when the toilet is used at other times, but these doors must be securable in a fully-open position. Toilet accessories: air hand dryers, toilet paper dispensers, robe hooks, grab bars, and soap dispensers. Mirror.
Furnishings Fixtures & Equipment (FF&E)	
User-provided FF&E	
Special Requirements	Ensure the layout of the room provides adequate space behind each water closet and urinal for a supervisor to stand during urinalysis testing.

Table 4-41. Communications Room(s)

Description/ Usage	Secure room housing equipment for NMCI equipment. Additional rooms may be required for a multi-story building.
Ceiling Ht.	8 ft. (2.4 m) minimum.
Finishes	Walls. Painted gypsum wall board. Floor. Resilient sheet or tile such as rubber or vinyl with rubber base. Do not use VCT. Ceiling. ACP or none required.
Plumbing	None required.
HVAC	Provide system per the paragraph in Chapter 3 entitled, "HVAC".
Fire Protection	Provide system per the paragraph in Chapter 3 entitled, "Fire Protection".
Power	Provide outlets per the paragraph in Chapter 3 entitled, "Electrical Design" and for all dedicated equipment.
Lighting	Provide system per the paragraph in Chapter 3 entitled, "Electrical Design".
Communication	CCTV. None required. CATV/Internal Video. None required. PA/Audio. None required. Telephone. Navy to provide/install equipment. Data. Navy to provide/install equipment. Security. Navy to provide/install equipment.
Acoustics	No requirement.
Casework/Built-in Equipment	Equipment racks. Provide 4 ft. (1.2 m) x 8 ft. (2.4 m) painted plywood panel on wall.
Furnishings Fixtures & Equipment (FF&E)	
User-provided FF&E	Computer servers and equipment.
Special Requirements	Provide lockable door.

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APPENDIX A REFERENCES

ACOUSTICAL SOCIETY OF AMERICA

<http://acousticalsociety.org/>

ANSI/ASA S12.60, *Part I, American National Standard Acoustical Performance Criteria, Design Requirements and Guidelines for Schools, Part 1: Permanent Schools.*

ARCHITECTURAL WOODWORK INSTITUTE

<http://www.awinet.org>

AWI Quality Standards Illustrated

DEPARTMENT OF DEFENSE

Technical Guide for the Integration of Secret Internet Protocol Router Network (SIPRNET)

DEPARTMENT OF DEFENSE, UNIFIED FACILITIES CRITERIA PROGRAM

[http://dod.wbdg.org/.](http://dod.wbdg.org/)

UFC 1-200-01, *General Building Requirements*

UFC 2-000-05N (P-80), *Facility Planning Criteria for Navy/Marine Corps Shore Installations*

UFC 3-101-01, *Architecture*

UFC 3-120-10, *Interior Design*

UFC 3-201-01, *Civil Engineering*

UFC 3-201-02, *Landscape Architecture*

UFC 3-301-01, *Structural Engineering*

UFC 3-410-01, *Heating, Ventilating, and Air Conditioning Systems*

UFC 3-420-01, *Plumbing Systems*

UFC 3-450-01, *Noise and Vibration Control*

UFC 3-501-01, *Electrical Engineering*

UFC 3-600-01, *Fire Protection Engineering For Facilities*

UFC 4-010-01, *DoD Minimum Antiterrorism Standards for Buildings.*

UFC 4-020-01, *DoD Security Engineering Facilities Planning Manual*

UFC 4-021-02NF, *Security Engineering: Electronic Security Systems*

UFC 4-510-01, *Design: Medical Military Facilities*

NATIONAL FIRE PROTECTION ASSOCIATION

<http://www.nfpa.org>

NFPA 101, *Life Safety Code*

UNITED STATES NAVY

CNIC Instruction 1710.1, *Operation of Unmanned Fitness Spaces,*

http://www.navyfitness.org/fitness/Policy_and_Directives/unmanned_fitness_space_policy/

MIL HDBK 1013/1A, *Design Guidelines for Physical Security of Facilities,*

http://www.wbdg.org/ccb/NAVFAC/DMMHNAV/1013_1a.pdf

NAVFACINST 11010.45, *Comprehensive Regional Planning Instruction,* Naval Facilities Engineering Command,

[https://portal.navfac.navy.mil/portal/page/portal/docs/doc_store_pub/11010.45\(3\)_2.pdf](https://portal.navfac.navy.mil/portal/page/portal/docs/doc_store_pub/11010.45(3)_2.pdf)

OPNAVINST 11010.20G, *Facilities Projects Manual,* SECNAV/OPNAV Directives Control Office, N09B15,

<http://doni.daps.dla.mil/Directives/11000%20Facilities%20and%20Land%20Management%20Ashore/11-00%20Facilities%20and%20Activities%20Ashore%20Support/11010.20G%20w%20CH-1.pdf>

UL LLC

<http://www.ul.com/usa/>

UL 634, *Connectors and Switches for Use with Burglar-Alarm Systems*

UL 639, *Standard of Safety for Intrusion Detection Units*

APPENDIX B SPACE PLANNING

B-1 SPACE PLANNING GUIDELINES.

The NOSC space program is determined by a detailed planning analysis to be conducted according to UFC 2-000-05N (P-80), *Facility Planning Criteria for Navy/Marine Corps Shore Installations*. Figures B-1.1 through B-1.2 illustrate sample interactive spreadsheets completed for hypothetical Navy facilities and programs that are defined by their respective Form DD1391.

Figure B-1.1 Example for 400 PN NOSC

NOSC - Navy Space Program Worksheet			
FOR MOST MONITORS (1024x768) VIEW AT 100 to 110%.		Click Here to Reset Sheet	ENTER PROJECT NAME AND INFORMATION: 400 PN Example NOSC Somewhere, USA
400 PN Example NOSC		Somewhere, USA	
Enter Number of Drill Personnel		400	
			ft ² m ²
Administrative Support			
ID Check	Standard for all facilities		96 8.92
Recruiting Office	Enter Number of Recruiters (2-4)	2	250 23.23
Quarterdeck	Standard for all facilities		500 46.45
Full Time Staff (FTS)	Enter Number of FTS	12	1,560 144.92
Service Counter/Waiting Area			260 24.15
ID Service Area			60 5.57
Navy Family Services Office	Select Yes or No	Yes	140 13.01
Copier/mail nook			17 1.56
Mail Distribution			60 5.57
Mail Receiving	Select Yes or No	No	- -
Conference Room			500 46.45
Funeral Honors Office	Standard for all facilities, includes coffin storage		400 37.16
Distance Learning Center			1,000 92.90
Mess	Standard for all facilities		160 14.86
SIPRNET	Standard for all facilities		100 9.29
Supply Storage			340 31.59
Fitness Room	Standard for all facilities		450 41.81
Public Toilets	Included in Multiplier		- -
Shower/Locker Room			1,006 93.48
Showers			110 10.24
Locker Room			896 83.24
Break/Waiting Room			300 27.87
Recycling Area	Standard for all facilities		76 7.06
Telecommunications Closet	Included in Multiplier		- -
NMCI Closet	Standard for all facilities		90 8.36
Medical Suite			
	Select Medical Suite - Yes or No	Yes	
Medical Office and Reception	Enter no. of Medical Staff:	2 (2 is min)	430 39.95
Check-in/Admitting/Vision			64 5.95
Medical Exam Rooms			180 16.72
Dental Exam Room	Enter no. of Dentists:	1	80 7.43
Doctor Library and Transcription R	Standard Size if Included		200 18.58
Dental X-Ray	Standard Size if Included		100 9.29
Audio Booth	Standard Size if Included		216 20.07
Immunization Room	Standard Size if Included		60 5.57
Blood Draw	Standard Size if Included		120 11.15
Medical Toilet	Standard Size if Included		50 4.65
Medical File Room			96 8.92
Medical Supply Closet			240 22.30
Medical Equipment Storage	Standard Size if Included		300 27.87
Unit Areas			
Unit Classrooms			8,000 743.20
Unit Administrative Area	Enter no. of Units:	15	
Private Offices			2,700 250.83
Workstations			2,925 271.73
Unit Toilets	Included in Multiplier		- -
Unit Storage			750 69.68
Drill Hall			
Drill Hall			5,250 487.73
Drill Hall Storage			420 39.02
Urinalysis Area	Standard for all facilities		180 16.72
Support Space	Included in Multiplier		- -
Subtotal - Total Net Building Area			29,726 2,761.55
Net-to-Gross factor at 0.35	Use default or select from range:		10,404 966.54
* The net-to-gross factor accounts for circulation space, mechanical and electrical spaces, toilets, and wall thicknesses. The net-to-gross multiplier for Navy Operational Support Centers, as set by UFC 2-000-05N, is 35%.			
TOTAL GROSS BUILDING			40,130 3,728.09
TOTAL PROJECT SCOPE			40,130 3,728.09

Figure B-1.2 Example for 800 PN NOSC

NOSC - Navy Space Program Worksheet			
FOR MOST MONITORS (1024x768) VIEW AT 100 to 110%.		Click Here to Reset Sheet	ENTER PROJECT NAME AND INFORMATION: 800 PN Example NOSC Somewhere, USA
800 PN Example NOSC		Somewhere, USA	
Enter Number of Drill Personnel		800	
			ft ² m ²
Administrative Support			
ID Check	Standard for all facilities		96 8.92
Recruiting Office	Enter Number of Recruiters (2-4)	4	480 44.59
Quarterdeck	Standard for all facilities		500 46.45
Full Time Staff (FTS)	Enter Number of FTS	20	2,600 241.54
Service Counter/Waiting Area			260 24.15
ID Service Area			60 5.57
Navy Family Services Office	Select Yes or No	Yes	140 13.01
Copier/mail nook			31 2.84
Mail Distribution			60 5.57
Mail Receiving	Select Yes or No	Yes	100 9.29
Conference Room			550 51.10
Funeral Honors Office	Standard for all facilities, includes coffin storage		400 37.16
Distance Learning Center			1,180 109.62
Mess	Standard for all facilities		160 14.86
SIPRNET	Standard for all facilities		100 9.29
Supply Storage			440 40.88
Fitness Room	Standard for all facilities		450 41.81
Public Toilets	Included in Multiplier		-
Shower/Locker Room			1,119 103.98
Showers			159 14.79
Locker Room			960 89.18
Break/Waiting Room			450 41.81
Recycling Area	Standard for all facilities		76 7.06
Telecommunications Closet	Included in Multiplier		-
NMCI Closet	Standard for all facilities		90 8.36
Medical Suite			
	Select Medical Suite - Yes or No	Yes	
Medical Office and Reception	Enter no. of Medical Staff:	4 (2 is min)	710 65.96
Check-in/Admitting/Vision			128 11.89
Medical Exam Rooms			270 25.08
Dental Exam Room	Enter no. of Dentists:	2	160 14.86
Doctor Library and Transcription R	Standard Size if Included		200 18.58
Dental X-Ray	Standard Size if Included		100 9.29
Audio Booth	Standard Size if Included		216 20.07
Immunization Room	Standard Size if Included		60 5.57
Blood Draw	Standard Size if Included		120 11.15
Medical Toilet	Standard Size if Included		50 4.65
Medical File Room			192 17.84
Medical Supply Closet			480 44.59
Medical Equipment Storage	Standard Size if Included		300 27.87
Unit Areas			
Unit Classrooms			16,000 1,486.40
Unit Administrative Area	Enter no. of Units:	30	
Private Offices			5,400 501.66
Workstations			5,850 543.47
Unit Toilets	Included in Multiplier		-
Unit Storage			1,500 139.35
Drill Hall			
Drill Hall			6,000 557.40
Drill Hall Storage			740 68.75
Urinalysis Area	Standard for all facilities		180 16.72
Support Space	Included in Multiplier		-
Subtotal - Total Net Building Area			47,998 4,459.00
Net-to-Gross factor at 0.33	Use default or select from range:	0.33	15,839 1,471.47
TOTAL GROSS BUILDING			63,837 5,930.47
TOTAL PROJECT SCOPE			63,837 5,930.47

* The net-to-gross factor accounts for circulation space, mechanical and electrical spaces, toilets, and wall thicknesses. The net-to-gross multiplier for Navy Operational Support Centers, as set by UFC 2-000-05N, is 35%.

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APPENDIX C GLOSSARY

ACRONYMS

ABA	Architectural Barriers Act
ACP	Acoustic Ceiling Panel
ACS	Access Control System
AFCEE	Air Force Center for Engineering and the Environment
AFRC	Armed Forces Reserve Center
AWI	American Woodwork Institute
BIA	Bilateral Infrastructure Agreement
CAC	Common Access Card
CCTV	Closed Circuit Television
CNIC	Commander, Naval Installations Command
CONUS	Continental United States
DoD	Department of Defense
ESS	Electronic Security System
FC	Facilities Criteria
FDS	Functional Data Sheets
FF&E	Furniture, Fixtures & Equipment
fps	frames per second
HQUSACE	Headquarters, U.S. Army Corps of Engineers
HNFA	Host Nation Funded Construction Agreements
HSS	High Security Switches
HVAC	Heating, Ventilation, and Air Conditioning
IDS	Intrusion Detection System
LEED®	Leadership in Energy and Environmental Design

MCNR	Military Construction Navy Reserve
NAVFAC	Naval Facilities Engineering Command
NAVFACINST	NAVFAC Instruction
NMCI	Navy Marine Corps Intranet
NOSC	Navy Operational Support Center
OCONUS	Outside continental United States
OPNAV	Office of the Chief of Naval Operations
OPNAVINST	OPNAV Instruction
POV	Privately Owned Vehicle
SECNAV	Secretary of the Navy
SOFA	Status of Forces Agreements
STC	Sound Transmission Coefficient
UFC	Unified Facilities Criteria
UPS	Uninterruptable Power Supply
U.S.	United States
VTC	Video Teleconferencing