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UNIFIED FACILITIES CRITERIA (UFC)
FACILITY PLANNING FOR NAVY AND
MARINE CORPS SHORE INSTALLATIONS

Series 600: Administrative Facilities

Record of Changes:

Date	CCN #	CCN Title	Change Description
Sept 2013	61010	ADMINISTRATIVE OFFICE	Phase I of the administrative criteria update includes the interim replacement of the “previous detailed method” for administrative space programming with a standard factor of 162.5 gross square feet per person (162.5 GSF/PN). Status: Complete
Sept 2017	61010	ADMINISTRATIVE OFFICE	Phase II of the administrative criteria update includes developing a “new detailed method” for administrative space programming. In support of this update, proposed criterion is being made available below for field testing and review. An Administrative Facilities BFR Generator is also provided to be used in tandem with the proposed 61010 criteria. To test the Admin BFR Generator , click on the link and refresh your screen (f5). Use the built-in survey to provide review comments on both it and the proposed criteria below. Status: Underway
TBD	61010	ADMINISTRATIVE OFFICE	Phase III of the administrative criteria update will address emergent workplace trends, such as teleworking and ad-hoc desk sharing in order to realize space savings. Status: Initiated

**SERIES 600
ADMINISTRATIVE FACILITIES**

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610 ADMINISTRATIVE BUILDINGS

610-1 These are headquarters and office-type buildings accommodating administrative and professional activities, business and data-processing machines, records, files, and administrative supplies for normal operations. For bulk storage of administrative records and supplies, see the 400 series.

610 10 ADMINISTRATIVE OFFICE (SF)

FAC 6100

BFR Required Y

61010-1 **DEFINITION.** An administrative facility is a building or portion of a building in which the administrative affairs of an organization are conducted. It accommodates the executive and staff functions of an installation or particular organization. Administrative office space provided within non-administrative facilities is planned under the category code of the primary facility. Space allowances for such administrative functions, however, shall conform to the criteria provided herein.

61010-1.1 **BASIC PLANNING FACTORS.** The basic planning factors to be utilized for an administrative office per building occupant engaged in the administrative function are as follows:

- The gross floor area allowance per person shall not exceed 162.5 gross square feet.
- All administrative support spaces (e.g. break rooms, conference rooms, file storage areas, printing/copying areas) are INCLUDED in the gross floor area allowance. It should be noted that additional or excessive administrative support spaces will leave less space available for other administrative uses.

Status Note 1: The guidance above is the current and official method of 61010 BFR development for administrative facilities until further notice.

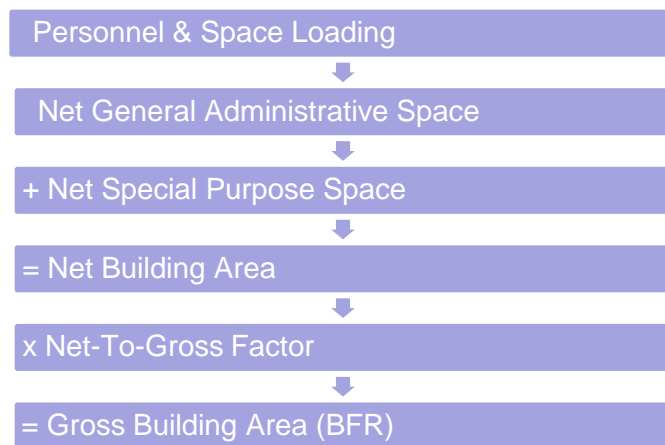
Status Note 2: Proposed criteria for 61010 BFR development, highlighted in red below, is being made available for field testing and review purposes only, not for official use. For anyone interested in testing the [Admin BFR Generator](#), click on the link and refresh your screen (f5). Use the built-in survey to provide review comments on both it and the proposed criteria below.

PROPOSED 610 10 ADMINISTRATIVE OFFICE (SF):

61010-2 Administrative Space Programming. Calculate space requirements for administrative facilities or administrative areas using the process in Figure 61010-1.

This process calculates space requirements based on personnel and space loading requirements and the mix of general administrative space and special purpose space. To this end, an [Administrative Facilities BFR Generator](#) is provided and should be used in conjunction with the criteria contained herein.

Figure 61010-1. Administrative Space Programming Process



61010-3 Personnel Loading. “Personnel Loading” is the sum of all (military, civilian and other) personnel associated with an organization or department of an organization at a particular installation, site, and category code. Base administrative BFRs on an official personnel loading source, projected loading year and associated personnel loading. An activity certified personnel loading document must be included as part of the BFR package, as a separate attachment.

61010-3.1. Official Personnel Loading Sources.

61010-3.1.1. Activity certified personnel loading document

61010-3.1.2. Activity Manning Document (AMD)

61010-3.1.3. Total Force Manpower Management System (TFMMS) report for Navy organizations

61010-3.1.4. Marine Corps Total Force System (MCTFS) report for Marine Corps organizations

61010-3.1.5. Other - If official reports listed above are not available, certification of the personnel loading data used as a basis for BFR development must be provided by a responsible approval authority.

61010-3.2. Personnel Loading Year. Personnel Loading Year refers to a particular fiscal year for which the projected manning applies. Typically, a five-year projection is used.

61010-3.3. Personnel Loading Types. Personnel Loading Types include military, civilian and other personnel.

61010-3.3.1. “Military” includes all active duty officers, enlisted and/or reserve personnel. Reservists require justification when included in personnel loading numbers unless they are already identified in one of the official loading sources listed above.

61010-3.3.2. “Civilian” includes all civilian personnel.

61010-3.3.3. “Other” personnel may include contractors, foreign nationals or other miscellaneous personnel. Other personnel require justification when included in personnel loading numbers unless they are already identified in one of the official loading sources listed above.

61010-4. **Space Loading.** “Space Loading” is the sum of personnel broken down by space type (private office, open office or special purpose space) required for an organization (or department of an organization) associated with a particular installation, site, and category code. The sum of personnel loading and space loading should be equal. An activity certified space loading document must be included as part of the BFR package, as a separate attachment or, preferably, combined with the personnel loading document.

61010-5. **General Administrative Space.** General Administrative Space types are justified to support administrative or similar functions and includes private and open office spaces as well as (secondary) circulation space. For planning purposes, use a 1:4 or higher (e.g. 1:5) ratio of private offices to open offices.

61010-5.1. **Private Offices.** Private offices may be provided for supervisory personnel and for personnel whose job duties require privacy. Note that federal regulations no longer mandate nor stipulate private office space requirements based on pay grade. Over the past decade, the Federal Government has moved away from strict hierarchical space use standards based on pay grade. While this criterion does specify standardized allocation factors for private and open office space, it only provides a space envelope and does not dictate that all offices must be the same size. When the private office to open office ratio exceeds 1:4 or 25%, private office space allocations are reduced. See “Private Office Allocations” in the “Resources” page for more information.

Planning factor: Allocate 130 NSF/PN requiring Private Office space.

Justification: Private offices are justified for supervisory personnel or for those positions whose job duties require privacy such as attorneys.

61010-5.2. **Open Offices.** Open offices are designed to incorporate modular workstations and are typically occupied by general administrative or support staff.

Planning factor: Allocate 64 NSF/PN requiring Open Office space.

Justification: This space type does not require further justification.

61010-5.3. **Circulation Multiplier.** General administrative space secondary circulation includes the aisles between individual spaces, such as offices and cubicles. An open vs enclosed ratio (based on open offices divided by total offices) is used to lookup the appropriate circulation multiplier.

Planning factor: This factor may range from 0.12 for all private office space to 0.28 for all open office space.

Justification: This space type does not require further justification.

61010-6. **Net General Administrative Space.** This is the sum of all space types listed above including secondary circulation.

61010-7. **Special Purpose Space.** Special purpose space requirements are additive to general administrative space requirements. Special purpose space groupings include:

1. Basic Allowance Group
2. Functional Support Group
3. Security Group
4. User Defined Space Group

61010-7.1. **Special Purpose Space – Basic Allowance Group.** These space types apply to category codes which contain administrative space. As part of the Basic Allowance Group, these space types do not require justification.

61010-7.1.1. **Administrative Support Space.** Admin Support Space includes:

- Group file storage (as opposed to individual file storage provided within modular furniture)
- Conference room equipment storage (AV equipment, chairs, lecterns, tables)
- Day lockers
- Lactation room(s)
- Office equipment and supply storage
- Reception area(s)

Note: The degree to which administrative support spaces listed above may be applied is dependent on the number of personnel. As an example, for small groups, this allocation may only include space for office equipment and supply storage only. For large groups, this allocation may include all of the space types listed above.

Planning factor: Allocate 8 NSF/PN.

61010-7.1.2. **Break Room w/o Kitchen.** A Break Room w/o Kitchen is a staff-only space used for breaks or lunches. It typically includes some or all of the following: coffee bar, microwave oven, MWR drink/snack space, refrigerator and water cooler.

Planning factor: Allocate total NSF space requirement based on 2 NSF/PN assigned.

61010-7.1.3. **Conference/Training Rooms.** Conference/Training Rooms provide space for staff meetings, briefings and training sessions. The total allocation may be adjusted in terms of number and size of conference rooms to suit organizational needs.

Planning factor: Allocate total NSF space requirement based on the Conference Room Table below.

Table 61010-1 Conference/Training Room Table

Personnel Loading Ranges		Conf Rooms	Team Mtg/Mini Conf Room (5-10 PN) 15 NSF/PN			Conf Rooms	Conference Room (10 to 49 PN) 20 NSF/PN			Conf Rooms	Conference Room (50+ Persons) 20 NSF/PN plus 150 NSF spkr area			Total
LOWER	UPPER	QTY	PN	NSF/PN	NSF	QTY	PN	NSF/PN	NSF	QTY	PN	NSF/PN	NSF	NSF
0	9	0	0	0	0	0	0	0	0	0	0	0	0	0
10	24	1	5	15	75	0	0	0	0	0	0	0	0	75
25	49	0	10	15	0	1	12	20	240	0	0	0	0	240
50	99	1	10	15	150	1	15	20	300	0	0	0	0	450
100	149	1	10	15	150	2	15	20	600	0	0	0	0	750
150	249	2	10	15	300	2	25	20	1,000	0	0	0	0	1,300
250	349	4	10	15	600	2	25	20	1,000	0	0	0	0	1,600
350	449	5	10	15	750	1	15	20	300	1	50	20	1,150	2,200
450	549	6	10	15	900	2	15	20	600	1	50	20	1,150	2,650
550	649	7	10	15	1,050	5	10	20	1,000	1	50	20	1,150	3,200
650	749	8	10	15	1,200	6	10	20	1,200	1	50	20	1,150	3,550
750	849	9	10	15	1,350	7	10	20	1,400	1	50	20	1,150	3,900
850	949	10	10	15	1,500	8	10	20	1,600	1	50	20	1,150	4,250
950	1,049	11	10	15	1,650	9	10	20	1,800	1	50	20	1,150	4,600
1,050	1,149	12	10	15	1,800	10	10	20	2,000	1	50	20	1,150	4,950
1,150	1,249	13	10	15	1,950	11	10	20	2,200	1	50	20	1,150	5,300
1,250	1,349	14	10	15	2,100	12	10	20	2,400	1	50	20	1,150	5,650
1,350	1,449	15	10	15	2,250	13	10	20	2,600	1	50	20	1,150	6,000
1,450	1,549	16	10	15	2,400	14	10	20	2,800	1	50	20	1,150	6,350
1,550	1,649	17	10	15	2,550	15	10	20	3,000	1	50	20	1,150	6,700
1,650	1,749	18	10	15	2,700	16	10	20	3,200	1	50	20	1,150	7,050
1,750	1,849	19	10	15	2,850	17	10	20	3,400	1	50	20	1,150	7,400
1,850	1,949	20	10	15	3,000	18	10	20	3,600	1	50	20	1,150	7,750
1,950	2,049	21	10	15	3,150	19	10	20	3,800	1	50	20	1,150	8,100
2,050	2,149	22	10	15	3,300	20	10	20	4,000	1	50	20	1,150	8,450
2,150	2,249	23	10	15	3,450	21	10	20	4,200	1	50	20	1,150	8,800
2,250	2,349	24	10	15	3,600	22	10	20	4,400	1	50	20	1,150	9,150
2,350	2,449	25	10	15	3,750	23	10	20	4,600	1	50	20	1,150	9,500
2,450	2,549	26	10	15	3,900	24	10	20	4,800	1	50	20	1,150	9,850
2,550	2,649	27	10	15	4,050	25	10	20	5,000	1	50	20	1,150	10,200
2,650	2,749	28	10	15	4,200	26	10	20	5,200	1	50	20	1,150	10,550
2,750	2,849	29	10	15	4,350	27	10	20	5,400	1	50	20	1,150	10,900
2,850	2,949	30	10	15	4,500	28	10	20	5,600	1	50	20	1,150	11,250
2,950	3,049	31	10	15	4,650	29	10	20	5,800	1	50	20	1,150	11,600

61010-7.2. Special Purpose Space - Functional Support Group. These space types may apply to various category codes and must be individually justified in support of specific missions or functions.

61010-7.2.1. Archive Storage Room. An Archive Storage Room is space for long-term storage of hardcopy files per record retention requirements of SECNAV M-5210.1, typically five or more years. Storage space may include regular file cabinets, legal file cabinets, map/flat file cabinets, high density filing systems, etc.

Note 1: Archive storage is different from central file storage included within the administrative support space allocations for group working files.

Note 2: Archive storage is different from distributed file storage included within private and open office space allocations for individual working files.

Note 3: No standardized planning factors exist for this space type. Perform space analysis to determine net storage area. Assume file cabinets are open when measuring the net storage area.

Planning factor: Allocate NSF requirement based on specific archive storage needs.

Justification: Address some or all of the following factors as appropriate:

- Mission or functions performed.
- Type(s) of records requiring archive storage (e.g. legal, personnel, real estate, other records)
- Records retention requirements per SECNAV M-5210.1
- Feasibility of converting records to digital format
- Other justification

61010-7.2.2. Command Suite – Private Office. A Command Suite is an office area configuration containing private offices for the command leadership and key staff, open offices for support staff, a waiting area, and administrative support space. A Command Suite - Private Office is allocated at 180 NSF/PN where justified. Because 130 NSF has already been accounted for in the space loading above, this is an additional 50 NSF allocation. This space type applies to Installation Commanding Officers at the O6 level or above, and any flag and/or SES level personnel serving in a supervisory or managerial capacity.

Planning factor: Allocate an additional 50 NSF for each SES/O7 or ICO O6.

Justification: Address some or all of the following factors as appropriate:

- Number of SES (Senior Executive Service) personnel identified in loading reports.
- Number of O7 or higher (Rear Admiral, Brigadier General or higher) personnel identified in loading reports.
- ICO O6 or higher (Installation Commanding Officer – Navy Captain, Full Colonel or higher) as identified in loading reports.
- Other justification

61010-7.2.3. Hazardous Material Storage Room. A Hazardous Material Storage Room may contain flammable, reactive, corrosive and/or toxic materials. This space type is a dedicated room and does not apply to individual free standing or wall-mounted cabinets within other room types. No planning factors exist for this type of space.

Planning Factor: Allocate total NSF requirement based on specific hazardous material storage needs.

Justification: Address some or all of the following factors as appropriate:

- Mission or functions performed.
- Function(s) supported (e.g., mission specific, building operations, other).
Examples of mission specific functions include storage of chemicals associated with water sampling tests, dark rooms, or tissue preservation in formaldehyde.

An example of building operations is the storage of oils and/or lubricants associated with an elevator machine room.

- Type(s) of hazardous material stored (e.g., flammable, reactive, corrosive or toxic materials)
- Other justification

61010-7.2.4. Interview Room. Interview Rooms are used to conduct interviews in a private and professional environment, free of distractions. Plan for up to two interview rooms, located adjacent to an observation room.

Planning Factor: Allocate up to two interview rooms at 120 NSF each.

Justification: Address some or all of the following factors as appropriate:

- Mission or functions performed.
- Applicable to Echelon II (HQ) Inspector General staff functions, NCIS Field Offices and NCIS Resident Units.
- Other justification (e.g. human resource functions, polygraph functions, speech therapy functions, etc.)

61010-7.2.5. Large Format Production Room. A Large Format Production Room provides space for high-quality, large scale copier, printer, and plotter and/or scanner equipment. It should be conducive to computer-based design work and include space for material storage such as large format paper rolls and ink cartridges. This space type is typically required for organizations involved in technical functions such as engineering and architecture, but may apply to operational functions as well. This space type is not intended for small scale equipment such as traditional printers, copiers, etc. which are already accounted for within the “admin support space” allocation.

Planning Factor: Allocate total NSF requirement based on specific large format production equipment.

Justification: Address some or all of the following factors as appropriate:

- Mission or functions performed.
- Technical function(s) supported (e.g., architecture, engineering, other)
- Equipment type(s) to be housed (e.g., large scale copiers, printers, plotters, scanners, other)
- Number of personnel that require access to equipment
- Other justification

61010-7.2.6. Locker Room. A Locker Room provides individual secured storage space for a change in clothing and other personal belongings. Lockers are authorized in support of 24-hour, multiple shift operations. Lockers may also be authorized in support of military physical training requirements at remote locations, without access to fitness centers. When lockers are authorized in support of 24-hour, multiple shift operations, provide one locker per person based on the largest shift. When lockers are authorized in support of physical training requirements for military personnel at remote locations without access to fitness centers, provide one locker for every 10 military personnel assigned. Use the guidance above to determine the number of lockers required.

Planning Factor: Allocate lockers at 8 NSF each.

Justification: Address some or all of the following factors as appropriate:

- Mission or functions performed.
- Type of operations supported (e.g., normal, shift, emergency)
- Physical Training (PT) requirements at remote locations
- Total number of lockers required based on guidance above
- Type of locker space required (e.g., shared, dedicated, other)
- Types of personnel that require locker space (e.g., military, civilian, or contractor personnel). Military personnel may require locker space in support of mandatory physical fitness requirements. Military, civilian and/or contractor personnel may require locker space in support of shift or emergency operations. Other (e.g. security) personnel that do not occupy a dedicated work space, may require locker space.
- Other justification

61010-7.2.7. **Mailroom.** A Mailroom accommodates processing and distribution of the facility's incoming and outgoing mail and parcels. It may accommodate screening requirements as necessary based on security requirements. Ensure adequate storage and work space. The mail room should be adjacent, and provide direct access, to the shipping/receiving area. A mail room must be individually justified for operational, site specific or other reasons such as large size of organization.

Planning Factor: Allocate 40 NSF for every 50 personnel assigned.

Justification: Address some or all of the following factors as appropriate:

- Mission or functions performed.
- Size of organization - Is organization large enough to warrant its own mail room rather than rely on the host installation's centralized postal facility?
- Location of organization - Does geographic separation of the organization from the host installation site warrant a standalone mailroom?
- Security - Do security requirements warrant a mail room?
- Mail room hours of operation (e.g., full-time or part-time)
- Other justification

61010-7.2.8. **Observation Room.** An Observation Room is located between interview rooms and provides sufficient space for a small table, two chairs, and audiovisual recording equipment. One-way glass windows share common walls with the interview rooms for monitoring interviews. If feasible, consideration should be given to using CCTV feeds rather than providing space for an Observation Room.

Planning Factor: Allocate one observation room at 100 NSF.

Justification: Address some or all of the following factors as appropriate:

- Mission or functions performed.
- Applicable to Echelon II (HQ) Inspector General staff functions, NCIS Field Offices and NCIS Resident Units.
- Feasibility of using CCTV feeds instead of providing an observation room.

- Other justification (human resource functions, polygraph functions, speech therapy functions, etc.)

61010-7.2.9. **Secure Storage Room.** A Secure Storage Room provides a separate lockable room for storage of sensitive or high-value equipment.

Planning Factor: Allocate one secure storage room at 100 NSF.

Justification: Address some or all of the following factors as appropriate:

- Mission or functions performed.
- Applicable to NCIS Field Offices and NCIS Resident Units.
- Other justification

61010-7.2.10. **Shipping/Receiving Area.** A Shipping/Receiving area accommodates loading and unloading of a wide variety of supplies and services necessary for the operation of certain facilities. Most items can be stored in racks and stacked up to eight feet in height, while heavy items such as paper supplies remain on pallets. A Shipping/Receiving area typically includes an exterior entrance located for easy access by delivery trucks, but this entrance should not be visible from the building's main entrance. In multi-story structures, shipping/receiving should have direct access to an elevator. Office space for shipping/receiving personnel is already accounted for within the office space loading above.

Planning Factor: Allocate 80 NSF for every 50 personnel assigned.

Justification: Address some or all of the following factors as appropriate:

- Mission or functions performed.
- Size of organization - Is organization large enough to warrant its own Shipping/Receiving area rather than rely on the host installation's Shipping/Receiving facility?
- Location of organization - Is organization geographically separated from the host installation, driving the need for a Shipping/Receiving area?
- Security requirements - Do security requirements warrant a separate Shipping/Receiving area?
- Hours of operation (e.g., full time or part time)
- Other justification

61010-7.2.11. **Shower Room.** A Shower Room provides one or more shower stalls and is typically collocated with a locker room and/or bathroom. Showers are authorized in support of critical 24-hour, multiple shift operations. Showers may also be authorized in support of military physical training requirements at remote locations, without access to fitness centers. When showers are authorized in support of 24-hour, multiple shift operations, provide one shower for every 10 PN based on the largest shift. When showers are authorized in support of physical training requirements for military personnel at remote locations without access to fitness centers, provide one shower for every 20 military personnel assigned. In both cases, a ratio of 80 / 20, male / female (ratio may go up as manning structure dictates but not lower than 80 / 20), should be used for planning purposes. Use the guidance above to determine the number of showers required.

Planning Factor: Allocate showers at 20 NSF each.

Justification: Address some or all of the following factors as appropriate:

- Mission or functions performed.
- Type of operations supported (normal, shift, emergency)
- Physical Training (PT) requirements at remote locations
- Total number of showers required based on guidance above
- Types of personnel that require locker space (e.g., military, civilian, or contractor personnel). Military personnel may require showers in support of mandatory physical fitness requirements. Military, civilian and/or contractor personnel may require showers in support of shift or emergency operations.
- Other justification.

61010-7.2.12. Technical Equipment Area. A Technical Equipment Area is used for charging equipment, equipment check-out, network updates, and maintenance of laptops, ELMRS radios, etc. This space type is currently limited to support BFR development for CCN 89051 – ICS Monitoring Station.

Planning Factor: Allocate 100 NSF.

Justification: Address some or all of the following factors as appropriate:

- Mission or functions performed.
- Approved for consolidated ICS Monitoring Station facilities but must be justified for distributed ICSMS facilities.
- Other justification

61010-7.2.13. Technical Publications Library. A Technical Publications Library provides ready access to technical manuals, handbooks, and other guidance. Note that the need for technical/legal/other libraries has diminished as many resources are now readily available online; however, some functions still require access to print publications. As a space saving measure, consider combining technical libraries within other spaces such as small conference/training rooms, rather than providing a separate allocation.

Planning Factor: Allocate total NSF space requirement based on specific technical publications library requirements of organization.

Justification: Address some or all of the following factors as appropriate:

- Mission or functions performed.
- Function(s) supported (e.g., architecture, engineering, legal, other)
- Number and size of technical libraries required.
- Other justification.

61010-7.2.14. Vault Room. A Vault Room is a secured area for handling classified material. It typically includes a work table area and access to one or more SIPRNet kiosk workstations. Assume 64 NSF per workstation plus an additional 20 NSF per workstation to account for a central work table area. The basic allocation factor becomes 84 NSF per workstation. The number of workstations required is provided/verified by the Special Security Officer (SSO) or security manager.

Planning Factor: Allocate 84 NSF per workstation.

Justification: Address some or all of the following factors as appropriate:

- Mission or functions performed.

- Number of workstations required.
- Number and size of vaults required if more than one.
- Other justification.

61010-7.2.15. **Other Functional Support Space.** This is a user-defined, functional support space type and allocation. It is intended for “one-off” space types not included above.

Planning Factor: Allocate NSF requirement for this user-defined space type.

Justification: Enter Justification for this user defined space type.

61010-7.3. **Special Purpose Space - Security Group.** These space types may apply to various category codes but must be individually justified in support of specific missions or functions.

61010-7.3.1. **Entry Control Area.** An Entry Control Area may be authorized for secure (classified) facilities allowing for orderly check-in and check-out. An Entry Control Area provides for one entry and one exit channel adjacent to the security watch station(s). This area includes an additional 20 NSF for every 50 personnel assigned to the organization to accommodate transit of building personnel through the entry control area. Security watch station(s) are a separate allocation (see below).

Planning Factor: Allocate one Entry Control Area at 100 NSF plus 20 NSF for every 50 personnel assigned.

Justification: Address some or all of the following factors as appropriate:

- Mission or functions performed
- Applicable to certain C5ISR/operational functions
- Other justification

61010-7.3.2. **Secure Visitor Waiting Area.** A Secure Visitor Waiting Area may be authorized for secure facilities or secure portions of a facility. This space type primarily applies to NCIS functions and certain Echelon II Inspector General functions. In this capacity, it separates individuals under investigation or awaiting interview from other visitors and ongoing investigations. This separate waiting area helps to maintain security, protect the integrity of investigations, and avoid compromising the facts and circumstances surrounding a criminal inquiry.

Planning Factor: Allocate one secure visitor waiting area at 120 NSF.

Justification: Address some or all of the following factors as appropriate:

- Mission or functions performed
- Applicable to certain C5ISR/operational functions
- Applicable to certain Inspector General and investigative functions (Echelon II Inspector General staff functions, NCIS Field Offices and NCIS Resident Units functions).
- Other justification

61010-7.3.3. Security Watch Station. A Security Watch Station provides space to house a security officer and security system monitoring equipment for a specific site and/or location. Security Watch Stations are typically located adjacent to a lobby or quarterdeck area to control building ingress and egress.

Planning Factor: Allocate NSF based on security office requirements.

Justification: Address some or all of the following factors as appropriate:

- Mission or functions performed. Does the organization's mission require security beyond that provided by the host installation?
- Size of organization- Is organization large enough to warrant its own security rather than rely on the host installation's security force?
- Location of organization- Is organization geographically separated from the host installation site to warrant a separate security force?
- Hours of operation (e.g., normal or shift operations)
- Number of security offices required
- Other justification

Example - The need for Contractor or DoD security forces is a long-term requirement at this satellite site. This site hosts 288 human resources personnel. NAVACTUICCOM does not have access to the host installation's base security. NAVACTUICCOM occupies two separate buildings at this site. One watch station is required at each building entrance for a total of two (2) security watch stations at 64 NSF/each.

61010-7.3.4. Special Security Officer Suite. A Special Security Officer (SSO) Suite is a multifunctional area containing, but not limited to, a reception area, indoctrination area, photography area, vault, and office space for the SSO. A SSO Suite may be required depending on the TS/SCI classification level and where SCIF or SAP facilities are present.

Planning Factor: Allocate NSF based on 131 Series space planning factors.

Justification: Address some or all of the following factors as appropriate:

- Applicable to specific C5ISR, OPS functions
- Refer to 131 Series justification guidelines
- Other justification

61010-7.3.5. Weapons Vestibule and Vault. A Weapons Vestibule and Vault is for the secure storage of weapons. The vestibule and vault are two separate rooms. Equip the vestibule with individual lockers for each issued weapon, a cleaning counter with proper ventilation, and a safety loading/unloading barrel. Include a hazardous materials storage cabinet for solvent and cleaning materials. Equip the vault with racks.

Planning Factor: Allocate one Weapons Vestibule and Vault at 120 NSF/each.

Justification: Address some or all of the following factors as appropriate:

- Mission or functions performed. Does the organization's mission require security beyond that provided by the host installation?
- Size of organization - Is organization large enough to warrant its own security rather than rely on the host installation's security force?

- Location of organization - Is organization geographically separated from the host installation site to warrant a separate security force?
- Hours of operation (e.g., normal or shift operations)
- Other justification

61010-7.3.6. **Other Security Space.** This is a user-defined Security space type and allocation. It is intended for “one-off” space types not included above.

Planning Factor: Enter NSF requirement for this user-defined space type.

Justification: Enter justification for this user defined space type.

61010-7.4. **Special Purpose Space – User Defined Space Group.** This is a user-defined space group.

61010-7.4.1. **User Defined Spaces 1-8.** These are user-defined space types and allocations.

Planning Factor: Enter NSF requirement for this user-defined space type.

Justification: Enter justification for this user defined space type.

61010-7.5. **Net Special Purpose Space Subtotal.** Sum of all Special Purpose space types.

61010-7.6. **Circulation Multiplier.** Special purpose space secondary circulation is allocated to facilitate personnel movement within and around special purpose spaces. All special purpose spaces are assumed to be enclosed so a secondary circulation multiplier of 0.12 may be applied.

Planning Factor: Allocate NSF based on a circulation multiplier of 0.12.

Justification: This space type does not require justification.

61010-7.7. **Net Special Purpose Space.** Sum of all Special Purpose space types, *including* secondary circulation.

61010-8. **Net Building Area.** Net Building Area is the sum of Net General Administrative Space and Net Special Purpose Space.

61010-9. **Net-to-Gross Space.** Net-To-Gross space types are used to calculate a Net-To-Gross (NTG) Factor. The NTG Factor is then multiplied by the Net Building Area to calculate the Gross Building Area. An algorithm is used to determine the NTG factor on a case by case basis. The following section identifies Net-To-Gross space components used to calculate the NTG Factor.

61010-9.1. **Adjust Building Height (optional).** By default, this option is not applied (not checked), allowing the Admin BFR Generator to optimize the number of stories. If preparing BFR for an entire organization or project level BFR, use the default option. If preparing BFR for individual components (divisions or departments) of an organization, apply this option and adjust the number of floors to one.

Notes:

1. By default, the Admin BFR Generator optimizes the number of stories using the F/E Ratio Method. Each above ground story is assumed to be 12 feet in height.
2. The F/E Ratio Method maximizes the ratio of the Net Building Area (F) to the sum of above-grade exterior wall and roof surface areas (E). The more compact the form, the higher the F/E ratio, which increases the potential for energy efficiency. See “Building Shape and Energy” in the “Resources” page for more information.
3. The Admin BFR Generator utilizes the F/E Ratio Method as a trial and error algorithm to optimize the number of above ground floors. This calibration process generates a compactness factor by evaluating the various Average Net Floor Area/Enclosure Area (F/E) values, identifies the greatest F/E ratio and returns the associated number of floors where this occurs. See “Above-Ground Floor Allocations” in the “Resources” page for more information.
4. Using the F/E ratio method, the following table shows when the Net Building Area jumps from one story to two stories, two stories to three stories, and so on. Results in table below assume a 12-ft. story height. To be conservative, a vertical adjustment factor of -1 (stories) is applied to the F/E story count. This prevents small buildings from going to more than one story too quickly. These calculations are based on “net building area” and do not consider the additional Net-To-Gross floor space requirements (determined later in the process), further increasing the average floorplate size. The table below is provided for informational purposes only, but can be used to apply this methodology manually.

Table 61010-2 Above Ground Stories Table

Lower Net Bldg. Area (NSF)	Upper Net Bldg. Area (NSF)	Story Count (FE Method)	Vertical Adjustment Factor	Adjusted Stories
1	1,581	1	0	1
1,582	8,379	2	-1	1
8,380	23,820	3	-1	2
23,821	51,359	4	-1	3
51,360	95,450	5	-1	4
95,451	156,549	6	-1	5
156,550	241,113	7	-1	6
241,114	351,596	8	-1	7
351,597	491,456	9	-1	8
491,457	664,148	10	-1	9

5. An “Average Net Floor Area” may now be calculated by dividing the Net Building Area by the number of adjusted stories. Knowing the number of stories and average net floor area allows estimation of additional requirements for elevators, stairwells, bathrooms, janitorial closets, telecom rooms, and vestibules. See “Net-to-Gross Allocations Table” in the “Resources” page for more information.

NTG Basic Allowances Group. These space types may apply to various category codes for manned facilities. By default, these space types are applied.

61010-9.2. Bathrooms. The number of toilet fixtures is driven by UFC 3-420-01, Plumbing Systems. Bathrooms are assumed to be located on each floor. For planning purposes, bathroom allocations are based on standardized modules and the number of persons per floor. See “Bathroom Allocations” in the “Resources” page for more information.

Planning Factor: Allocate total NSF space requirement based on Bathroom Allocations Table.

61010-9.3. Electrical Space. An Electrical Room is a room or space dedicated to electrical equipment and components for the purpose of power distribution to other areas of a building or grounds. The size of the electrical room is usually proportional to the size of the building. Large buildings may have a main electrical room and subsidiary electrical rooms. Multi-story buildings will have at least one subsidiary electrical room per floor. Allocation assumed to be equivalent to 60% of central mechanical room allocation.

Planning Factor: Allocate NSF: $x=(y/69.2)^{1.053} \times (0.6)$, where x = size of electrical spaces (NSF), y=Net Building Area (in NSF).

61010-9.4. Elevator Hoistway. If the elevator will be used for the movement of personnel, it must be designed as a passenger elevator. Passenger elevators may be used for general freight loading and can be designed with a heavy-duty interior to resist damage from hand trucks. For planning purposes, assume either hydraulic or electric elevators are applied and both types must be able to accommodate an ambulance type stretcher (84" X 24") and a 4,000-pound load capacity. For 2 to 4 story buildings, apply hoistway dimensions for a hydraulic elevator. For 5 or more story buildings, apply hoistway dimensions for an electric (traction) elevator. See “Elevator Hoistway and Machine Room Allocations” in the “Resources” page for more information.

Planning Factor: Allocate one hydraulic elevator at 82 NSF EA/Floor/10,000 NSF of Average Net Floor Area for 2 to 4 story buildings. Allocate one electric elevator at 91 NSF EA/Floor/10,000 NSF of Average Net Floor Area for 5 or more story buildings.

61010-9.5. Elevator Machine Room. An elevator machine room contains the elevator machine equipment and elevator controller. One Elevator Machine Room is

allocated for each elevator. See “Elevator Hoistway and Elevator Machine Room Allocations” in the “Resources” page for more information.

Planning Factor: Allocate one Elevator Machine Room at 72 NSF EA/Elevator for 2 to 4 story buildings. Allocate one Elevator Machine Room at 152 NSF EA/Elevator for 5 or more story buildings.

61010-9.6. Janitor’s Closet. A Janitor’s Closet accommodates all equipment and supplies needed to service an Average Net Floor Area of up to 10,000 NSF. As a minimum, the service closet shall have a 24-inch square mop basin, a wall-mounted mop rack, and three feet of 10-inch wide wall shelving. Janitor’s closets should be centrally located on each floor near the toilet facilities and be directly accessed from the corridor, not from the restrooms.

Planning Factor: Allocate one Janitor Closet at 20 NSF EA/Floor/10,000 NSF of Average Net Floor Area.

61010-9.7. Mechanical Space. A Mechanical Room or boiler room is a dedicated room for mechanical equipment used to control the environment in a building. To account for the majority of mechanical spaces in office buildings, we assume a variable air volume (VAV) system with a central mechanical room located on the ground floor and distributed fan rooms located on each floor.

The following equation estimates the central mechanical room area for an office building:

- $x=(y/69.2)^{1.053}$, where x = size of mechanical room (in NSF) and y = Net Building Area (in NSF).

The following equation estimates the area for all fan rooms:

- $x=(y/58)^{1.087}$, where x = size of fan rooms (in NSF) and y = Net Building Area (in NSF).

Adding these two areas together provides a rough estimate of the total mechanical space required for an office building. See “Mechanical Room Allocations” in the “Resources” page for more information.

Planning Factor: $x = (y/69.2)^{1.053} + (y/58)^{1.087}$, where x = sum of mechanical spaces (in NSF) and y = Net Building Area (in NSF).

61010-9.8. Primary Circulation Multiplier. Primary circulation consists of the main circulation routes (hallways) connecting to the building core and common spaces, such as elevators and exit stairs. This multiplier also accounts for lobby / quarterdeck areas, but not the Entry Control Area, Security Watch Stations or Secure Visitor Waiting Areas listed above. Primary circulation is separate from secondary circulation space associated with “net building area”.

Planning Factor: Allocate NSF: (net building area - secondary circulation areas) x (primary circulation multiplier).

61010-9.9. A Stairwell is a vertical penetration in a multi-floor building for personnel egress. For planning purposes, one story is assumed to be 12 feet in height.

Planning Factor: Allocate one Stairwell at 200 NSF EA/Floor/10,000 NSF of Average Net Floor Area.

61010-9.10. A **Telecom Room** (short for Telecommunications Room) provides telephone and computer connectivity within a building. It typically includes an area for telephone switches and computer equipment mounted in a rack.

Planning Factor: Allocate one Telecom Room at 110 NSF EA/Floor/10,000 NSF of Average Net Floor Area.

61010-9.11. A **Vestibule** provides an area where people entering the building can wipe their feet on an appropriate surface prior to entering the lobby.

Planning Factor: Allocate one Vestibule at 60 NSF EA/10,000 NSF of Ground Floor Area. Ground Floor Area is equal to Average Floor Net Area but applies to the ground floor only.

NTG Justified Allowances Group. By default, these space types are not applied (checked). If any of these optional allowances are applied, justification must be provided.

61010-9.16. **Other NTG Space1.** This is a user-defined NTG space type and allocation. It is intended for “one-off” space types not included above.

Planning Factor: Allocate NSF requirement for this user-defined space type.

Justification: Enter justification for this user defined space type.

Example: Due to site location, a Fire Pump Room, 500 NSF in size, is required to provide adequate water pressure to this proposed 3-story building. Assessment of the existing water mains to this site location and impacts of facilities upstream have been considered. PWO agrees with assessment and has approved this requirement.

61010-9.17. **Other NTG Space2.** This is a second user-defined NTG space type and allocation. It is intended for “one-off” space types not included above.

Planning Factor: Allocate NSF requirement for this user-defined space type.

Justification: Enter justification for this user defined space type.

Example: A Unisex Bathroom, 60 NSF in size, is required within the entry control area.

61010-9.18. **Adjust Building Width.** By default, the Admin BFR Generator assumes a square footprint. Using the checkbox option allows the user to adjust the width of the building. This is an optional field that may be used if site specific requirements are known. The building width slider ranges from 30 feet wide to 210 feet wide, but the ideal width is about 60 feet. It affects the building perimeter and is used to calculate the area associated with exterior walls. This width measurement applies to the gross building footprint with the exception of exterior walls, which are assumed to be one foot – four inches (1'-4") thick, therefore; the actual building width will be 2'-8" feet longer than this value as shown in the “Summary” tab. Adjusting the building width can also support daylighting for energy conservation purposes.

Notes:

1. In general, well-daylit buildings in the United States and Europe are 50 to 80 feet wide. A 60-ft. wide building width with high ceilings can allow virtually continuous daylight and a central space that benefits from all exposures. Source: Architectural Graphic Standards 12th Edition
2. Daylighting and natural ventilation cooling can be important energy-saving strategies, and both require one dimension of the building to be relatively narrow, in the order of 45 to 60 ft. (14 to 18 m). Source: The Function of Form: Building Shape and Energy. <https://buildingscience.com/documents/insights/bsi-061-function-form-building-shape-and-energy>

61010-9.19. **Exterior Wall Thickness Area** accounts for the square footage associated with exterior walls. Exterior wall thickness is assumed to be 16 inches (1.33 feet) thick. By default, the Admin BFR Generator applies this space type. Planning Factor: Allocate NSF: (average net floor area perimeter) x (wall thickness) x (no. of floors).

61010-9.20. **NTG Space Total**. The NTG Space Total is the sum of all NTG space types.

61010-9.21. **NTG Factor**. The NTG factor is calculated as follows:
(Net Building Area + NTG Space Total / Net Building Area).

61010-9.22. **NTG Factor Override**. A NTG Override function is provided within the Administrative Facilities BFR Generator for situations in which an alternative NTG gross factor is required. By default, this function is not applied (not checked). Specific justification must be provided when the override function is applied. Example 1: The Admin BFR Generator is designed to accommodate administrative facilities and other category codes that have an administrative space component. It is intended to standardize allowances for admin support space, break rooms and conference rooms where possible, including other category codes. These other category codes may utilize a higher (or sometimes lower) NTG factor than those calculated in the Admin BFR Generator. The NTG Factor Override may be applied under such circumstances.

Example 2: Facilities in Italy conform to host nation construction standards and utilize a Net-To-Gross factor of 1.5 for administrative facilities; therefore, the NTG Factor Override may be applied under such circumstances.

Example 3: When an existing building or space is repurposed and may be inefficiently configured with features that cannot be changed. In such cases, in order to apply an alternative NTG factor using the override function, calculations showing the target building's actual NTG factor must be provided as part of BFR package.

61010-10 **Gross Building Area**. Gross Building Area accounts for a building's above-ground stories measured to the outside wall surfaces. Gross Building Area is calculated

by multiplying the Net Building Area by the Net-To-Gross Factor (or NTG Factor Override). Gross Building Area provides the overall Basic Facilities Requirement (BFR).

610 30 CLASSIFIED MATTER INCINERATOR/SHREDDER AND BLDG. (SF)

FAC 6100
BFR Required Y

61030-1 No planning factors are available. Provide facilities as required.

610 40 LEGAL SERVICES FACILITY (SF)

FAC 6100
BFR Required Y

61040-1 **DESCRIPTION.** Defense Service Offices (DSO), Regional Legal Service Offices (RLSO), Judiciary Offices, and Claims Centers provide comprehensive legal services to command and individual clients. These services include safe and secure trials by court-martial, administrative discharge proceedings and other personnel actions, adjudication of claims, legal assistance, and command advice. Properly designed and constructed, DSO/RLSO/Judiciary/Claims facilities emphasize the Navy's commitment to the administration of local, state, federal, and international law, improve the client's perception of the services provided by Navy legal personnel and allow for the most efficient provision of legal services.

61040-2 Generally, the space requirements for a DSO/RLSO/Judiciary Office/Claims Office relate to the following six functions:

1. Military Justice
2. Command Services
3. Claims
4. Legal Assistance
5. Unit Administration
6. Law Library

61040-3 Some of the space requirements can be derived from administrative space criteria, Category Code 610-10. DSOs/RLSOs/Judiciary Offices/Claims Offices, however, present a unique set of spatial constraints that must be recognized during the facility planning and design stages. These constraints include:

61040-3.1 The physical separation of the RLSO/trial counsel (prosecution, including appellate counsel), DSO/defense counsel (including appellate counsel), and judiciary (judge) spaces;

61040-3.2 Separate waiting areas for individuals waiting to be interviewed by trial and defense counsel and other clients not involved in military justice matters;

61040-3.3 Private offices for attorneys who must form attorney-client relationships that involve protected communications;

61040-3.4 Safe and secure courtrooms/courthouses where highly charged military justice proceedings routinely occur, the potential for violence is great, and the deterrence, detection and limitation of risk are paramount. Courtroom spaces must be designed to include metal detection equipment, private points of entry for various personnel, and other security measures addressed in COMNAVLEGSVCCOMINST 5530.2;

61040-3.3 Sufficient library space to allow for the continuous expansion of bound legal precedents and other legal materials.

61040-4 Table 61040-1 below delineates the functional elements of a DSO/RLSO/Judiciary Office/Claims Office, provides planning factors, and comments on special requirements applicable to the individual elements. For the convenience of facility planners, Table 61040-1 has been designed to reflect the entire DSO/RLSO/Judiciary Office/Claims Office operation. It may be used to calculate space requirements for the entire operation or for any of the individual components. DSO/RLSO/Judiciary Office/Claims Office facilities are planned and reported under Category Code 610 40.

Table 61040-1. Space Allowance for Legal Services Facilities

Type of Space	Allowances in NET SF (NSF)	Note
1. Unit Administration		
CO, XO, Senior Enlisted Advisor		1
Secretarial Staff	Use 610-10 Criteria	
Administrative Staff		2
Conference/Training Room	Small Activity-----1 ea 500 NSF Medium Activity----2 ea 500 NSF Large Activity-----1 ea 500 NSF + 1 ea 900 NSF	
Data Processing Space	Based upon equipment sizes	
2. Legal Assistance		
Legal Officers	150 NSF per counsel	1
Paralegals	64 NSF per person	
Staff	Use 610-10 Criteria	2
Waiting Room	9 NSF per occupant	3
Will Execution Room	100 NSF	8
3. Claims		
Legal Officers	150 NSF per counsel	1

Type of Space	Allowances in NET SF (NSF)	Note
Paralegals	64 NSF per person	
Staff	Use 610-10 Criteria	
Files	7 NSF per legal cabinet	
Archives	Small Activity-----150 NSF Medium Activity----200 NSF Large Activity-----400 NSF	
4. Law Library		
Stack Area	6.6 NSF per 100 volumes	
Work Area	25 NSF per person	
Staff	10% of stack plus reading areas	
Expansion	120 NSF	
5. Military Justice		
Courtrooms		
Trial by Court Members	1,500 NSF	4
Trial by Judge	900 NSF	4
6. Support Spaces		
Judges Chamber	250 NSF (one per judge)	
Deliberation Room	300 NSF	5
Witness Room	100 NSF (two per courtroom)	
Trial Counsel Spaces	150 NSF per Counsel	1, 6
Trial Counsel Waiting Area	9 NSF per Occupant	6
Defense Counsel Spaces	150 NSF per Counsel	1,6
Defense Counsel Waiting Area	9 NSF per Occupant	6
Detention Room	48 NSF (with W/C and Lavatory)	6
Court Reporter	150 NSF	1, 7
Paralegals	64 NSF	
Clerks	60 NSF	
ACDUTRA Counsel/IMC Spaces	64 NSF per Counsel	
Secure Storage	100 NSF	

NOTES:

1. Private offices required
2. Private offices for staff must be individually justified.
3. Locate waiting room to serve both legal assistance and claims sections
4. Provide one courtroom for each judge, if only one courtroom is required, plan for trial by court member. If two or more are required, plan for a 1 to 1 mix of courtroom types. Provide space for 40 to 50 spectators for trial by court member type courtroom and 20 to 25 spectators for trail by judge type.
5. Provide one deliberation room with separate and integral toilet facilities for each trail by court member courtroom.

6. Plan for a minimum of two defense and trail counsel offices with separate waiting rooms and detention room as part of defense counsel spaces. It is mandatory that defense and trail counsel spaces are separated to insure confidentiality of internal proceedings.
7. If space for more than one recorder or transcriber is required, plan for general office space with acoustically treated partitioning.
8. Provide for medium and large facility.

61040-5 To obtain gross floor area, add net areas and multiply by 1.50.

61040-6 As a general rule, legal service facilities will be categorized in one of three types: small facility (with approximately 30 personnel), medium facility (approximately 45 personnel), or large facility (approximately 135 personnel).

MARINE CORPS FACILITIES

61040-7 The Marine Corps has specific requirements for courtroom facilities at certain locations. This facility provides space for the courtroom and immediately adjacent space for trial proceedings. The basic allowance provides for the following: courtroom proper, prosecution counsel, prosecution witness, defense counsel, defense witness, court reporter, judge's office, holding room, lobby, janitor, men's toilet, women's toilet and a single occupancy toilet.

61040-8 There are two facility types:

- **Type A** (large facility) - 4,440 gross sq. ft. (60' x 74'). The courtroom proper is 1,512 net sq. ft. (42' x 36') with provisions for trial by trial board members. In addition to the basic functional elements it includes a deliberation room.
- **Type B** (small facility) - 3,213 gross sq. ft. (51' x 63'). The courtroom proper is 825 net sq. ft. (30' x 27.5') with the basic functional elements as described above.

Table 61040-2. Marine Corps Requirements

Type of Function	Number of Type A Facilities	Number of Type B Facilities	Remarks
M.C.B.	1	1	Camp Pendleton requires two Type B facilities.
M.C.R.D.	1	1	
M.C.L.B.	1	1	
M.C.A.S.	1	0	New River requires a Type A facility. None at Tustin. 1 st Mar Brig is serviced by M.C.A.S. Kaneohe.

COMCABS EAST/WEST	1	1	3 rd Div. Requires 3 type A and 3 type B facilities
FMF (Div.)	1	2	
FMF (Wing)	1	1	
Force Troops	1	1	Force Service Support Group (F55G) is serviced by the Marine Corps air Ground Combat Center (MCAGCC).

610 50 AUSTERE ADMINISTRATIVE FACILITY (SF)

Facility planning criteria related to Austere Administrative Facilities can be found in UFC 2-000-05N - Appendix F “Austere Facilities (Navy)”.

610 70 DIVISION/WING HEADQUARTERS, MARINE CORPS (SF)**FAC 6100****BFR Required Y**

61070-1 This category code is for a Fleet Marine Force (FMF) facility and provides the necessary administrative space to conduct the day-to-day operations of a Marine Division Headquarters or a Marine Aircraft Wing Headquarters. Determine requirements using the criteria for Category Code 610-10.

610 71 REGIMENTAL/GROUP HEADQUARTERS, MARINE CORPS (SF)**FAC 6102****BFR Required Y**

61071-1 This category code is for a Fleet Marine Force (FMF) facility and provides the necessary administrative space to conduct the day-to-day operations of a Marine Regimental Headquarters or a Marine Aircraft Group Headquarters. Determine requirements using the criteria for Category Code 610-10.

610 72 BATTALION/SQUADRON HEADQUARTERS, MARINE CORPS (SF)**FAC 6102****BFR Required Y**

61072-1 This category code is for a Fleet Marine Force (FMF) facility and provides the necessary administrative space to conduct the day-to-day operations of a Marine Battalion or a Squadron Headquarters. Squadron administrative facilities are often provided within the organizational maintenance hangar (Category Code 211 05) and in such cases, are not authorized under this category code. Determine requirements using the criteria for Category Code 610-10.

610 73 COMPANY/BATTERY HEADQUARTERS, MARINE CORPS (SF)**FAC 6101****BFR Required Y**

61073-1 The category code is for a Fleet Marine Force (FMF) facility and is intended for those FMF units of company or battery size which require separate administrative facilities. Requirements for company or battery administrative functions are often included as part of other facilities such as bachelor enlisted quarters. Determine requirements using the criteria for Category Code 610-10.

610 74 GARRISON AID STATION, MARINE CORPS (SF)**FAC 6102****BFR Required Y**

61074-1 DEFINITION. A Garrison Aid Station provides medical care at the local level for the Marine Corps and will generally be collocated with the Battalion and Regimental Headquarters facilities. The functions performed in this facility are both administrative and clinical in nature, which requires work space for the medical personnel assigned at the battalion, squadron, group, and regimental levels and space for medical file storage. Due to the functions performed at a Garrison Aid Station, it is vital to distinguish these areas from the rest of the Battalion/Squadron and Regimental/Group Headquarters facilities. This will allow for proper reporting and oversight of these facilities.

It should be noted that Garrison Aid Stations do not take the place of clinics maintained by BUMED, but rather provide the first echelon of basic medical care in a fixed facility. Access to higher echelons of care (including laboratory, radiological, or surgical services) shall be provided at BUMED facilities rather than the facility detailed here.

The Garrison Aid Station spaces may be divided up into four basic categories:

- Reception Area/Admin Area/Medical Records & Medical History Area
- Patient Areas
- Clinic Support
- Deployment Storage

61074-2 REQUIREMENTS COMPUTATION. Table 61074-1 provides space allowances or other planning guidance to calculate the facility requirements for the above components of a Garrison Aid Station.

Table 61074-1. Space Allowances for Garrison Aid Stations

Type of Space	Allowances	Notes
<i>Reception Area/Admin Area/Medical Records & Medical History Area</i>		
Reception Desk	64 NSF per workspace	
Waiting & Form Writing	10 NSF per patient	
History Station	40 NSF per station	
Medical Officer (MO) Office	100 NSF per workspace	1
Independent Duty Corpsman Office (IDC)	65 NSF per workspace	
Administrative Support Space:		
Office Equipment (Xerox, Fax, etc.)	45 NSF average	2
Computer Support	60 NSF average	2

Type of Space	Allowances	Notes
Records Storage, Movable	25 NSF average	2
Records Workroom	<ul style="list-style-type: none"> • 200 NSF for up to a battalion of 800 Marines • 25 NSF for up to an additional 100 Marines 	
Reference Bookshelves	8 NSF per bookshelf	
Restrooms	25 NSF per Exam Room	3
<i>Patient Areas</i>		
Exam Room	100 NSF per physician	4
Treatment Room	150 NSF	5
Nourishment Center	100 NSF	5
<i>Clinic Support</i>		
Clean Utility	120 NSF	
Soiled Utility	90 NSF	
Equipment Storage (blood pressure cuffs, carts, monitors, spare exam items, sterilizer, open boxes of supplies, etc.)	100 NSF average	2
Janitor closet	50 NSF	
Low Volume Pharmacy	50 NSF	6
<i>Deployment Storage</i>		
Deployment Storage	1,000 NSF	

NOTES:

1. The MO office should be a private office. The IDC workspaces should be shared semiprivate office spaces.
2. The NSF given is an average. If the actual equipment or amount of space required is known and approved for use within the General Administrative Space, then use the actual space requirements. Medical records must be stored in locked containers and the record room must be secured by lock. Computer access to the network is required; use network support spaces of 60 NSF when needed.
3. A minimum of two private restrooms (25 NSF each) to include toilet, sink, with an additional 25 NSF restroom space for each exam room above two. Sinks shall have hot and cold running water.
4. An exam room is built for privacy and consists of an exam table, exam table paper, wall mounted ophthalmoscope, exam light, supply cabinet, exam stool, exam room desk, and access to an additional sink with hot & cold running water. The additional sink is needed to provide the clinic staff with proper hand cleansing facilities following exposure to "dirty" procedures.
5. A treatment room is used for first aid performed by support staff. A Nourishment Center provides treatment for dehydration or blood-sugar treatment.
6. The low volume pharmacy includes both dispensing and storage functions. Controlled substances must be stored within a locked storage container and the pharmacy room must be secured by a lock.

61074-3 GROSS FLOOR AREA. To compute gross floor area, the net floor area should be multiplied by an adjustment factor to compensate for common circulation, Americans with Disabilities Act (ADA) requirements, mechanical equipment spaces, NMCI equipment racks, and wall thicknesses. Apply a Net-To-Gross adjustment factor of 1.35 to determine gross floor area. Floors shall be durable and easily cleaned to maintain sanitary conditions—do not use carpeting in patient areas.

610 77 ADMIN STORAGE (READY ISSUE/SHOP STORES/MISC.) (SF)

FAC 6100
BFR Required Y

61077-1 Storage facilities for miscellaneous equipment or goods related to administrative facility support will be provided only where it can be individually justified. There are no criteria for this type of facility. General information on normal stacking heights, SF per measurement ton requirements, and other parameters are provided in Category Code 440 series.

620 ADMINISTRATIVE FACILITIES – UNDERGROUND

Criteria for the 620 series category codes are identical to Category Codes 61010 and 61077, respectively. Plan only where authorized by higher headquarters.

620 10 UNDERGROUND ADMINISTRATIVE FACILITY (SF)

FAC 6200
BFR Required Y

~~**620 20 UNDERGROUND DATA PROCESSING CENTER (SF) – Deleted Oct 2011**~~

~~**FAC 6200**~~
~~**BFR Required Y**~~

620 77 UNDERGROUND ADMIN STORAGE (READY ISSUE/SHOP STORES/MISC.) (SF)

FAC 6200
BFR Required Y

690 OTHER ADMINISTRATIVE FACILITIES

No planning factors are available for the 690 series. Provide facilities as required.

690 10 FLAGPOLE / MARKER (EA)

FAC 6900

BFR Required N

690 15 SALUTING BATTERY GUN MOUNT (EA)

FAC 6900

BFR Required N

690 25 REVIEWING STAND (EA)

FAC 6900

BFR Required N

690 30 CLASSIFIED MATERIAL INCINERATOR / SHREDDER (NO BUILDING) (EA)

FAC 6900

BFR Required N