

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

**Series 600: Administrative Facilities**

**Record of Changes:**

<b>Date</b>	<b>CCN #</b>	<b>CCN Title</b>	<b>Change Description</b>
Sept 2013	61010	ADMINISTRATIVE OFFICE	For simple BFRs, a <u>maximum</u> Admin GSF/PN allowance of 162.5 GSF/PN applies. This allowance includes office space, admin support space, break room space, conference/training room space and a net-to-gross factor of 1.25.
July 2019	600 Series	ADMINISTRATIVE FACILITIES	<u>Record of Changes</u> page dated 30 Sept 2017 superseded by current version (600.20190718).
July 2019	61010	ADMINISTRATIVE OFFICE	Continue to use a <u>maximum</u> Admin GSF/PN allowance of 162.5 GSF/PN. For simple BFRs, a net-to-gross factor of 1.40 now applies. For project level BFRs, use the Admin BFR Generator to calculate the actual Admin GSF/PN allowance and Net-To-Gross factor.

## SERIES 600 ADMINISTRATIVE FACILITIES

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## 610 ADMINISTRATIVE BUILDINGS

**610-1 DEFINITION.** A building that contains general office space, administrative support space, break rooms, and conference/training rooms. Other special purpose space types may apply.

### 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 tenant organization. Administrative office space provided within non-administrative facilities under other category codes shall conform to the criteria provided herein.

61010-1.1 **BASIC PLANNING FACTORS.** There are two methods to determine administrative space requirements: Simple BFR Calculation and Project Level BFR Calculation.

- For simple BFR calculations, a maximum administrative (Admin) space allowance of 162.5 gross square feet per person (GSF/PN) applies. An Admin GSF/PN allowance includes office space, administrative support space, break room space, and conference/training room space. Included in the 162.5 GSF/PN factor is a net-to-gross (NTG) factor of 1.40. This method is for rough order of magnitude estimates.
- For all project level BFR calculations, where multiple factors are considered (e.g. circulation, multiple stories, scale of economy, etc.), the maximum Admin GSF/PN allowance of 162.5 GSF/PN still applies, however; all space requirements and the NTG factor shall be calculated. Read sections below and use the online [Admin BFR Generator](#) to simplify this process.

*Note: The Admin BFR Generator has been tested with Chrome and Internet Explorer. If security settings prevent the link above from working, copy and paste following address into your browser:*

*[https://www.wbdg.org/FFC/DOD/UFC/600SERIES/Admin\\_BFR\\_Generator.htm](https://www.wbdg.org/FFC/DOD/UFC/600SERIES/Admin_BFR_Generator.htm)*

61010-2 **Admin BFR Generator Quick Start Process.** Space requirements are calculated for administrative functions using the process below.

**Process:**

1. Begin on 'Activity' tab and input activity data.
2. Input number of personnel that require private office, open office and/or flex office.
  - Note 2a. Private office spaces are justified for supervisory personnel and personnel whose job duties require privacy.
  - Note 2b. Open office spaces are justified for general staff personnel.
  - Note 2c. Flex offices are justified for personnel that require an alternative open office space size such as contractor employees, employees in swing space, employees that predominantly telework or travel, etc.
3. Proceed to 'Space Table' tab and input space table fields if required.
  - Note 3a. Space types within the General Administrative Space and Basic Allocation Groups are used to calculate an 'Admin GSF/PN factor', which has a maximum allowance of 162.5 GSF/PN.
  - Note 3b. Space types within the Functional Support Group, Security Group and User Defined Group are used to calculate a 'Total GSF/PN' factor, which may exceed 162.5 GSF/PN.
4. Proceed to 'Justification' tab and input justification fields if required.
  - Note 4a. Space types within the General Administrative Space Group and Basic Allocation Group do not require justification.
  - Note 4b. Space types within the Functional Support Group, Security Group and User Defined Group do require justification.
5. Proceed to 'Net-To-Gross' tab and input net-to-gross fields if required.
  - Note 5a. If space loading is less than 50 PN, a Net-To-Gross (NTG) factor of 1.40 is automatically applied.
  - Note 5b. If space loading is equal to or greater than 50 PN, the NTG factor is calculated.
6. Proceed to 'Summary' tab, input summary data fields and 'Submit'.
  - Note 6a. The 'Submit' function checks to ensure all required data fields are populated. Once all required data fields are populated, the BFR is converted to PDF format and sent to the user via email.

61010-3 **Personnel Loading.** “Personnel Loading” is the sum of all military, civilian and other personnel associated with an organization at a particular planning area and category code. Administrative BFRs shall be based on an official personnel loading source.

61010-3.1. **Official Personnel Loading Sources.**

61010-3.1.1. Activity certified personnel loading document

61010-3.1.2. Activity manning document

61010-3.1.3. Navy Total Force Manpower Management System

61010-3.1.4. Marine Corps Total Force System

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

61010-3.1.6. SIMNavy can provide initial personnel loading reports, but must be certified by the tenant activity for accuracy. Website requires Internet Explorer and user authentication. <https://fres.cnmc.navy.mil/SimNAVY/SimNavy.aspx>

61010-3.2. **Personnel Loading Year.** Personnel Loading Year refers to a particular fiscal year for which the projected staffing applies. For planning purposes, a five-year projection is applied.

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

61010-3.3.1. Military personnel include all active duty personnel. Reserve personnel are justified on a case-by-case basis.

61010-3.3.2. Civilian personnel include all direct hire personnel.

61010-3.3.3. Other personnel include all contractor, foreign national and/or other miscellaneous personnel.

61010-4. **Space Loading.** Space loading is the sum of all personnel requiring private office, open office and/or flex office, associated with an organization at a particular planning area and category code. Personnel loading should be equal to space loading.

**Personnel requiring private office, open office, and/or flex office must be supported by an official personnel loading report as a separate attachment.**

61010-5. **General Administrative Space.** General Administrative Space types are justified to support administrative or similar functions and include: private office spaces, open office spaces, flex offices as well as secondary circulation space. As part of the General Administrative Space group, these space types are based on official personnel loading reports and do not require further justification. Tenant (personnel and/or space) loading reports must be provided as a separate attachment for project level BFRs.

Table 61010-5.1. **General Administrative Group Space Types**

Space Type:	Description:	Planning Factor:	Justification Guidelines:
Private Office	Federal regulations no longer mandate nor stipulate private office space requirements based on pay grade. Private office space allocations typically range from 100-120 NSF/PN.	Allocate 120 NSF/PN requiring private office space	<ul style="list-style-type: none"> <li>• Private offices are justified for supervisory personnel and for those personnel whose job duties require privacy</li> <li>• The number of personnel requiring private office space is supported by an official personnel loading report.</li> </ul>
Open Office	Open offices are designed to incorporate modular workstations and are typically occupied by general administrative or support staff. Open office space allocations typically range from 48-64 NSF/PN.	Allocate 64 NSF/PN requiring open office space	<ul style="list-style-type: none"> <li>• The number of personnel requiring open office space is supported by an official personnel loading report.</li> </ul>
Flex Office	Flex office spaces are an optional space type, similar to open office space in that it incorporates modular workstations but provides an alternate (usually smaller) size. It may serve as contractor space, hoteling space or swing space during renovation projects. Flex office allocations typically range from 36-48 NSF/PN.	Allocate 48 NSF/PN requiring flex office	<ul style="list-style-type: none"> <li>• The number of personnel requiring flex office space is supported by an official personnel loading report.</li> </ul>
Circulation	General administrative space secondary circulation includes the aisles between private, open and/or flex office spaces. The Admin BFR Generator automatically calculates an appropriate circulation multiplier. See "Circulation Allocations" in the "Resources" page for more information.	This factor may range from 0.12 for all enclosed (private office) space to 0.28 for all open office space.	<ul style="list-style-type: none"> <li>• Space type does not require justification</li> </ul>

61010-6. **Net General Administrative Space.** Sum of all space types listed above including secondary circulation.

61010-7. **Special Purpose Space.** Special purpose space types are grouped as follows:

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.** As part of the Basic Allowance Group for administrative functions, these space types are based on official personnel loading reports and do not require further justification.

Table 61010-7.1. **Basic Allowance Group Space Types**

Space Type:	Description:	Planning Factor:	Justification Guidelines:
Administrative Support Space	Admin support space includes: <ul style="list-style-type: none"> <li>• Group file storage (as opposed to individual file storage provided within modular furniture)</li> <li>• Conference room equipment storage (audio/visual equipment, chairs, lecterns, and room dividers)</li> <li>• Day locker storage (cell phones and other small personnel items)</li> <li>• Lactation room(s)</li> <li>• Office equipment and supply storage</li> <li>• Reception area(s)</li> </ul>	Allocate 8 NSF/PN	<ul style="list-style-type: none"> <li>• Basic Allowance Group space types are based on personnel loading and do not require further justification.</li> <li>• Note: The degree to which administrative support spaces may be applied is dependent on the number of personnel. For small groups (&lt;50 PN), this allocation may only include space for office equipment and supply storage only. For large groups (&gt;100 PN), this allocation may include all of the space types listed in the description.</li> </ul>
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.	Allocate 2 NSF/PN	<ul style="list-style-type: none"> <li>• Basic Allowance Group space types are based on personnel loading and do not require further justification.</li> </ul>
Conference/Trng Rooms	Conference/training rooms provide space for meetings, briefings and training.	Allocate NSF based on: Conf/Trng Room Table below	<ul style="list-style-type: none"> <li>• Basic Allowance Group space types are based on personnel loading and do not require further justification.</li> </ul>

Table 61010-7.1A. 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

61010-7.1.1. **Admin GSF/PN.** The sum of all space types identified above (private offices, open offices, flex offices, admin support space, break rooms, conference/training rooms and secondary circulation space) multiplied by the NTG factor, make-up the Admin GSF/PN factor. This factor shall not exceed 162.5 GSF/PN.

61010-7.2. **Special Purpose Space - Functional Support Group.** These space types may apply to various category codes. These space types are additive to the 162.5 GSF/PN threshold factor and must be individually justified. The Admin BFR Generator accounts for these space types by calculating a “Total GSF/PN factor”. The Total GSF/PN factor may exceed 162.5 GSF/PN where justified.

Table 61010-7.2. **Functional Support Group Space Types**

Space Type:	Description:	Planning Factor:	Justification Guidelines:
<p>Archive Storage Room</p>	<p>An archive storage room provides space for long-term (5+ years) storage of hardcopy files. Storage space may include letter file cabinets, legal file cabinets, flat file cabinets, high density filing systems, etc.</p> <p>Note 1: Archive storage is different from central file storage included within the administrative support space allocations for group working files.</p> <p>Note 2: Archive storage is different from distributed file storage included within private and open office space allocations for individual working files.</p> <p>No planning factors exist for this space type. A space analysis is required.</p>	<p>Allocate NSF requirement based on specific archive storage needs</p>	<ul style="list-style-type: none"> <li>• Mission or functions performed</li> <li>• Records retention requirements per SECNAV M-5210.1 apply</li> <li>• Records types (legal, personnel, real estate, other)</li> <li>• Other justification</li> </ul>
<p>Command Suite, Private Office</p>	<p>A command suite is an office area configuration containing private offices for the command leadership and key staff. Since private offices have already been accounted for in the space loading, this is an additional 50 NSF allocation for Installation Commanding Officers at the O6 level or above, and all flag and/or SES level personnel serving in a supervisory capacity.</p>	<p>Allocate an additional 50 NSF for each SES/O7 or ICO O6.</p>	<ul style="list-style-type: none"> <li>• Number of SES (Senior Executive Service) personnel identified in loading reports</li> <li>• Number of O7 or higher (Rear Admiral, Brigadier General or higher) personnel identified in loading reports</li> <li>• ICO O6 or higher (Installation Commanding Officer – Navy Captain, Full Colonel or higher) identified in loading reports</li> </ul>

Table 61010-7.2. **Functional Support Group Space Types**

Space Type:	Description:	Planning Factor:	Justification Guidelines:
<p>Hazardous Material Storage Room</p>	<p>A hazardous material storage room provides storage for flammable, reactive, corrosive 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. A space analysis is required.</p>	<p>Allocate NSF requirement based on specific hazardous material storage needs</p>	<ul style="list-style-type: none"> <li>• Mission or functions performed</li> <li>• Type of hazardous material storage (corrosive, flammable, reactive or toxic)</li> <li>• Supported by space analysis</li> <li>• Other justification</li> </ul>
<p>Interview Room</p>	<p>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.</p>	<p>Allocate up to two interview rooms at 120 NSF each</p>	<ul style="list-style-type: none"> <li>• Mission or functions performed</li> <li>• Applicable to certain Echelon II IG functions</li> <li>• Applicable to certain NCIS functions</li> <li>• Address feasibility of using CCTV feeds instead of providing an observation room</li> <li>• Other justification (human resource functions, polygraph functions, speech therapy functions, etc.)</li> </ul>
<p>Lg Format Production Room</p>	<p>A large format production room provides space for high-quality, large scale copier, printer, plotter and/or scanner equipment. It should include space for material storage such as large format paper rolls and ink cartridges. This space type typically applies to technical or operational functions. It is not intended for traditional office equipment, which is already accounted for in the admin support space allocation. No planning factors exist for this type of space. A space analysis is required.</p>	<p>Allocate NSF requirement based on specific large format production equipment</p>	<ul style="list-style-type: none"> <li>• Mission or functions performed</li> <li>• Function(s) supported (e.g., architecture, engineering, operational)</li> <li>• Equipment type(s) to be housed (e.g., large scale copiers, printers, plotters, scanners, other)</li> <li>• Other justification</li> </ul>

Table 61010-7.2. **Functional Support Group Space Types**

Space Type:	Description:	Planning Factor:	Justification Guidelines:
Locker Room	<p>A locker room provides temporary storage space for a change in clothing and other personal belongings.</p> <ul style="list-style-type: none"> <li>• Lockers authorized in support of personnel performing 24-7 operations. Provide one locker per person based on the largest shift.</li> <li>• Lockers 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.</li> <li>• Lockers authorized in support of security personnel. Provide one locker per person based on the largest shift.</li> </ul> <p>Use the guidance above to determine the number of lockers required.</p>	Allocate lockers at 8 NSF each	<ul style="list-style-type: none"> <li>• Mission or functions performed</li> <li>• Access to a fitness center is greater than a 15-minute drive time</li> <li>• Military, civilian and/or contractor personnel may require lockers in support of 24-7 shift or emergency operations</li> <li>• Military personnel may require lockers in support of mandatory physical training requirements</li> <li>• The number of military personnel contributing to this space requirement is supported by an official personnel loading report</li> <li>• Other justification</li> </ul>
Mailroom	<p>A mailroom accommodates processing and distribution of a facility's incoming and outgoing mail and parcels. A mailroom must be individually justified for operational, site specific or other reasons such as large size of organization. Office space for mailroom personnel is already accounted for within the office space loading above.</p>	Allocate 40 NSF for every 50 personnel assigned	<ul style="list-style-type: none"> <li>• Mission or functions performed</li> <li>• Organization has 200 or more personnel</li> <li>• Access to the central postal facility is greater than a 15-minute drive time.</li> <li>• Security requirements warrant a standalone mailroom</li> <li>• Hours of operation</li> <li>• Other justification</li> </ul>

Table 61010-7.2. **Functional Support Group Space Types**

Space Type:	Description:	Planning Factor:	Justification Guidelines:
Observation Room	An observation room is for monitoring interviews. Located adjacent to one or two interview rooms, it provides sufficient space for a small table, two chairs, and audiovisual recording equipment. One-way glass windows share common walls with the interview room(s). If feasible, consider using CCTV feeds rather than providing space for an observation room.	Allocate one observation room at 100 NSF	<ul style="list-style-type: none"> <li>• Mission or functions performed</li> <li>• Applicable to certain Echelon II IG functions</li> <li>• Applicable to certain NCIS functions</li> <li>• Address feasibility of using CCTV feeds instead of providing an observation room</li> <li>• Other justification (human resource functions, polygraph functions, speech therapy functions, etc.)</li> </ul>
Secure Storage Room	A Secure Storage Room provides a separate lockable room for storage of sensitive or high-value equipment.	Allocate one secure storage room at 100 NSF	<ul style="list-style-type: none"> <li>• Mission or functions performed</li> <li>• Applicable to certain NCIS functions</li> <li>• Other justification</li> </ul>
Shipping / Receiving Area	A shipping/receiving area accommodates loading and unloading of a wide variety of supplies and services necessary for operations. Most items can be stored in racks and stacked up to eight feet in height, while heavy items such as bulk paper supplies must remain on pallets. A shipping/receiving area must be individually justified for operational, site specific or other reasons such as large size of organization.	Allocate 80 NSF for every 50 personnel assigned	<ul style="list-style-type: none"> <li>• Mission or functions performed</li> <li>• Organization has 200 or more personnel</li> <li>• Access to a central shipping/receiving facility is greater than a 15-minute drive time</li> <li>• Security requirements warrant a standalone shipping/receiving area</li> <li>• Hours of operation</li> <li>• Other justification</li> </ul>

Table 61010-7.2. **Functional Support Group Space Types**

Space Type:	Description:	Planning Factor:	Justification Guidelines:
<p>Shower Room</p>	<p>A shower room provides one or more shower stalls and is typically collocated with a bathroom and/or locker room.</p> <ul style="list-style-type: none"> <li>• Showers authorized in support of personnel performing 24-7 operations, without access to fitness centers. Provide one shower for every 10 persons of largest shift.</li> <li>• Showers authorized in support of military personnel physical training requirements, without access to fitness centers. Provide one shower for every 20 military personnel assigned.</li> </ul> <p>In both cases, a ratio of 80 / 20, male / female (ratio may go up as staffing 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.</p>	<p>Allocate showers at 20 NSF each</p>	<ul style="list-style-type: none"> <li>• Mission or functions performed</li> <li>• Access to fitness center is greater than a 15-minute drive time.</li> <li>• Military, civilian and/or contractor personnel may require showers in support of 24-7 shift or emergency operations</li> <li>• Military personnel may require showers in support of mandatory physical fitness requirements</li> <li>• The number of military personnel contributing to this space requirement is supported by an official personnel loading report.</li> <li>• Other justification</li> </ul>
<p>Technical Equipment Area</p>	<p>A technical equipment area is used for check-in /check-out and charging of government issued equipment (cell phones, ELMRS radios, laptops, etc.)</p>	<p>Allocate one technical equipment area at 100 NSF</p>	<ul style="list-style-type: none"> <li>• Mission or functions performed</li> <li>• Applies to CCN 89051</li> <li>• Other justification</li> </ul>

Table 61010-7.2. **Functional Support Group Space Types**

Space Type:	Description:	Planning Factor:	Justification Guidelines:
<p>Technical Publications Library</p>	<p>A technical publications library provides ready access to technical manuals, handbooks, and other guidance. Note that the need for this space type has diminished, as many resources are now readily available online. As a space saving measure, consider combining technical libraries within other spaces such as small conference/training rooms, rather than providing a separate allocation. No planning factors exist for this type of space. A space analysis is required.</p>	<p>Allocate NSF space requirement based on specific technical publications library needs of organization</p>	<ul style="list-style-type: none"> <li>• Mission or functions performed</li> <li>• Function(s) supported (e.g., architecture, engineering, legal, other)</li> <li>• Number and size of technical libraries required.</li> <li>• Other justification</li> </ul>
<p>Vault Room</p>	<p>A vault room is a secured area for handling classified material. It typically includes a worktable area and access to one or more shared SIPRNet workstations. Assume 64 NSF per workstation plus an additional 20 NSF per workstation to account for a central worktable 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.</p>	<p>Allocate 84 NSF per workstation</p>	<ul style="list-style-type: none"> <li>• Mission or functions performed</li> <li>• Number of workstations required.</li> <li>• Number and size of vaults required if more than one.</li> <li>• Other justification</li> </ul>
<p>Other Functional Support Space</p>	<p>This is a user-defined, functional support space type and allocation. It is intended for "one-off" space types not included above.</p>	<p>Allocate NSF for this user-defined space type</p>	<p>Provide justification for this user defined space requirement</p>

61010-7.3. **Special Purpose Space - Security Group.** These space types must be individually justified in support of specific missions or functions.

Table 61010-7.3. **Security Group Space Types**

Space Type:	Description:	Planning Factor:	Justification Guidelines:
Entry Control Area	An entry control area may be authorized for secure facilities allowing for orderly check-in and checkout. The entry control area provides for one entry and one exit channel adjacent to one or more security watch stations. 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).	Allocate one entry control area at 100 NSF plus 20 NSF for every 50 personnel assigned	<ul style="list-style-type: none"> <li>• Mission or functions performed.</li> <li>• Applicable to certain operational functions. See 131 series justification guidelines.</li> <li>• Other justification</li> </ul>
Secure Visitor Waiting Area	A secure visitor waiting area may be authorized for secure facilities. This space type may also apply 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.	Allocate one secure visitor waiting area at 120 NSF	<ul style="list-style-type: none"> <li>• Mission or functions performed</li> <li>• Applicable to certain operational functions. See 131 series justification guidelines.</li> <li>• Applicable to certain Echelon II IG functions and NCIS functions</li> <li>• Other justification</li> </ul>
Security Watch Station	A security watch station provides space to house a security officer and security system monitoring equipment. A security watch station is typically located adjacent to a lobby or quarterdeck area to control building ingress and egress.	Allocate NSF based on specific security office requirements	<ul style="list-style-type: none"> <li>• Mission - Organization's mission requires security beyond that provided by the host installation</li> <li>• Size - Organization's size requires security beyond that provided by the host installation</li> <li>• Location - Organization's location is geographically separated from the host installation</li> <li>• Other justification</li> </ul>

Table 61010-7.3. **Security Group Space Types**

<b>Space Type:</b>	<b>Description:</b>	<b>Planning Factor:</b>	<b>Justification Guidelines:</b>
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 space, and office space for the SSO. An SSO suite may be required depending on the TS/SCI classification level and where SCIF or SAP facilities are present.	Allocate NSF based on 131 series space planning factors	<ul style="list-style-type: none"> <li>• Mission or functions performed</li> <li>• See 131 series justification guidelines</li> <li>• Other justification</li> </ul>
Weapons Vestibule and Vault	A weapons vestibule and vault are for the secure storage of weapons. The vestibule and vault are actually two separate rooms. The vestibule is equipped 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. The vault is equipped with racks.	Allocate one weapons vestibule and vault at 120 NSF	<ul style="list-style-type: none"> <li>• Mission or functions performed</li> <li>• Applicable to certain operational functions</li> <li>• Applicable to certain NCIS functions</li> <li>• Applicable to certain security functions</li> <li>• Other justification</li> </ul>
Other Security Space	This is a user-defined, security space type and allocation. It is intended for "one-off" space types not included above.	Allocate NSF for this user-defined space type	<ul style="list-style-type: none"> <li>• Provide justification for this user defined space requirement</li> </ul>

61010-7.4. **Net Special Purpose Space Subtotal.** Sum of all special purpose space types.

61010-7.5. **Special Purpose Space Secondary Circulation.**

Circulation	All special purpose spaces are assumed to be enclosed. A circulation multiplier of 0.12 is multiplied by the net special purpose space subtotal.	Allocate NSF based on: (0.12) (net special purpose space subtotal)	<ul style="list-style-type: none"> <li>• Space type does not require justification</li> </ul>
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61010-7.6. **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 (NTG) space types are used to calculate an overall NTG area and NTG factor on a case-by-case basis.

Table 61010-9. **Net-To-Gross Space Types**

Space Type:	Description:	Planning Factor:	Justification Guidelines:
Adjust Building Height (option)	<p>By default, the “Adjust Building Height” option is not applied (not checked), allowing the Admin BFR Generator to optimize the number of above ground floors (stories).</p> <p>If preparing BFR for an entire organization, use the default option.</p> <p>If preparing project level BFR and the number of stories is known, apply this option and adjust the number of floors accordingly.</p> <p>If preparing BFR for an individual component of an organization with less than 100 personnel, apply this option and adjust the number of floors to one.</p>	Number of above ground floors is variable	<ul style="list-style-type: none"> <li>• Space type does not require justification</li> </ul> <p>Note: Once the number of above ground floors is established, a “net average floor area” can be calculated for use in follow-on calculations.</p>
Bathrooms	The number of toilet fixtures is based on UFC 3-420-01, Plumbing Systems. Bathrooms are assumed to be located on each floor. For planning purposes, bathrooms allocations are based on standardized modules and the number of persons per floor.	Allocate NSF based on: See Bathroom Allocations table	<ul style="list-style-type: none"> <li>• Space type does not require justification</li> </ul>

Table 61010-9. **Net-To-Gross Space Types**

Space Type:	Description:	Planning Factor:	Justification Guidelines:
Electrical Space	An electrical room houses electrical equipment for power distribution to other areas of a building. Multi-story buildings will have at least one electrical room per floor. The total allocation is equivalent to 60% of central mechanical room allocation.	Allocate NSF based on: $x = (y/69.2)^{1.053}$ (0.6), where x = electrical space, y= net bldg area	<ul style="list-style-type: none"> <li>• Space type does not require justification</li> </ul>
Elevator Hoistway	<p>An elevator used for the movement of personnel must be designed as a passenger elevator. Passenger elevators may be used for general freight loading by using a heavy-duty interior to resist damage from hand trucks.</p> <p>For planning purposes, assume elevator must be able to accommodate an ambulance type stretcher (84" X 24") and a 4,000-pound load capacity.</p>	<p>For 2 to 4 stories, allocate one hydraulic elevator per 10,000 NSF of avg floor area at 82 NSF each x no. of floors</p> <p>For 5 to 10 stories, allocate one traction elevator per 10,000 NSF of avg floor area at 91 NSF each x no. of floors</p>	<ul style="list-style-type: none"> <li>• Space type does not require justification</li> </ul>

Table 61010-9. **Net-To-Gross Space Types**

Space Type:	Description:	Planning Factor:	Justification Guidelines:
Elevator Machine Room	An elevator machine room contains the elevator machine equipment and controller. One elevator machine room is allocated for each elevator.	<p>For 2 to 4 story buildings, allocate one machine room per elevator per 10,000 NSF of ground floor area at 72 NSF each.</p> <p>For 5 to 10 story buildings, allocate one machine room per elevator per 10,000 NSF of ground floor area at 152 NSF each.</p>	<ul style="list-style-type: none"> <li>• Space type does not require justification</li> </ul> <p>Note: Net ground floor area is equal to net average floor area.</p>
Janitor's Closet	A janitor's closet accommodates all equipment and supplies to include a 24-inch square mop basin, a wall-mounted mop rack, and three feet of 10-inch wide wall shelving.	Allocate NSF based on: (one per 10,000 NSF of avg floor area) (20 NSF/each) (# floors)	<ul style="list-style-type: none"> <li>• Space type does not require justification</li> </ul>

Table 61010-9. **Net-To-Gross Space Types**

Space Type:	Description:	Planning Factor:	Justification Guidelines:
Mechanical Space	<p>For planning purposes, assume a variable air volume system is used with a central (primary) mechanical room located on the ground floor and one or more distributed (secondary) fan rooms located on each floor.</p> <p>The following equation estimates the central mechanical room area for an office building:  <ul style="list-style-type: none"> <li>• <math>x=(y/69.2)^{1.053}</math>, where x = size of mechanical room (NSF) and y = net building area (NSF)</li> </ul> </p> <p>The following equation estimates the area for all fan rooms:  <ul style="list-style-type: none"> <li>• <math>x=(y/58)^{1.087}</math>, where x = size of fan rooms (NSF) and y = net building area (NSF).</li> </ul> </p>	<p>Allocate NSF based on:  <math>x = (y/69.2)^{1.053} + (y/58)^{1.087}</math>                      where x = sum of mechanical spaces and y = net building area</p>	<ul style="list-style-type: none"> <li>• Space type does not require justification</li> </ul>
Primary Circulation Multiplier	<p>Primary circulation consists of the main circulation routes (hallways) connecting to the building core and common spaces (elevators, stairwells). This multiplier accounts for lobby / quarterdeck areas, but not the entry control area, security watch stations or secure visitor waiting areas listed above. Primary circulation is associated with net-to-gross space, unlike secondary circulation space, which is associated with the “net building area”.</p>	<p>Allocate NSF based on: (primary circulation multiplier) (net building area - secondary circulation areas)</p>	<ul style="list-style-type: none"> <li>• Space type does not require justification</li> </ul>
Stairwell	<p>A vertical penetration in a multi-floor building for personnel egress. For planning purposes, one story is assumed to be 12 feet in height.</p>	<p>Allocate NSF based on: (one per 10,000 NSF of avg floor area) (200 NSF/each) (# floors)</p>	<ul style="list-style-type: none"> <li>• Space type does not require justification</li> </ul>

Table 61010-9. **Net-To-Gross Space Types**

Space Type:	Description:	Planning Factor:	Justification Guidelines:
Telecom Room	Telecommunication rooms enable telephone and computer connectivity throughout a building, providing space for telephone switches and rack-mounted computer equipment.	Allocate NSF based on: (one per 10,000 NSF of avg floor area) (110 NSF/each) (# floors)	<ul style="list-style-type: none"> <li>• Space type does not require justification</li> </ul>
Vestibule	A building entrance vestibule serves a dual purpose. First, it helps mitigate temperature differences between the indoor and outdoor environment and secondly, provides an area where people entering the building can wipe their feet on an appropriate surface.	Allocate NSF based on: (one per 10,000 NSF of ground floor area) (60 NSF/each)	<ul style="list-style-type: none"> <li>• Space type does not require justification</li> </ul> <p>Note: Net ground floor area is equal to net average floor area.</p>
Other NTG Space1	This is a user-defined NTG space type and allocation. It is intended for “one-off” space types not included above.	Allocate NSF requirement for this user-defined space type.	<ul style="list-style-type: none"> <li>• Provide justification for this user defined space type</li> </ul>
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.	Allocate NSF requirement for this user-defined space type.	<ul style="list-style-type: none"> <li>• Provide justification for this user defined space type</li> </ul>
Adjust Building Width (option)	By default, this option is not applied (not checked) and the Admin BFR Generator assumes a square footprint. Using the checkbox option allows the user to adjust the width of the building. The building width slider ranges from 30 feet wide to 210 feet wide. Building width affects the building perimeter and is used to calculate the area associated with exterior walls.	Building width and length are variable	<ul style="list-style-type: none"> <li>• Space type does not require justification but should only be applied if site specific project requirements are known.</li> <li>• Note: 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.</li> </ul>

Table 61010-9. **Net-To-Gross Space Types**

Space Type:	Description:	Planning Factor:	Justification Guidelines:
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.	Allocate NSF based on: (average net floor area perimeter) (wall thickness) (# floors)	<ul style="list-style-type: none"> <li>• Space type does not require justification</li> </ul>

61010-9.1. **NTG Space Total.** The NTG Space Total is the sum of all NTG space types above.

61010-9.2. **NTG Factor and NTG Factor Override.**

NTG Factor	Once the net building area and net-to-gross space total have been established, the Net-To-Gross (NTG) factor can be calculated.	NTG factor = (net bldg area + NTG space total) / (net bldg area)	Justification Guidelines: <ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
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61010-9.3. **NTG Factor Override.**

NTG Factor Override	The NTG Factor Override function is provided within the Admin BFR Generator for situations in which an alternative NTG gross factor is required. By default, this function is not applied (not checked).	NTG factor is variable	Justification Guidelines: <ul style="list-style-type: none"> <li>• Admin space within another category code that has a higher or lower NTG factor</li> <li>• Admin buildings must conform to host nation construction standards, which may dictate a higher NTG factor</li> <li>• Other justification</li> </ul>
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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 represents the overall Basic Facility 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
<b>1. Unit Administration</b>		
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	
<b>2. Legal Assistance</b>		
Legal Officers	120 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
<b>3. Claims</b>		
Legal Officers	120 NSF per counsel	1
Paralegals	64 NSF per person	
Staff	Use 610-10 Criteria	
Files	7 NSF per legal cabinet	

Type of Space	Allowances in NET SF (NSF)	Note
Archives	Small Activity-----150 NSF Medium Activity----200 NSF Large Activity-----400 NSF	
<b>4. Law Library</b>		
Stack Area	6.6 NSF per 100 volumes	
Work Area	25 NSF per person	
Staff	10% of stack plus reading areas	
Expansion	120 NSF	
<b>5. Military Justice</b>		
Courtrooms		
Trial by Court Members	1,500 NSF	4
Trial by Judge	900 NSF	4
<b>6. Support Spaces</b>		
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 trial by judge type.
5. Provide one deliberation room with separate and integral toilet facilities for each trial by court member courtroom.
6. Plan for a minimum of two defense and trial counsel offices with separate waiting rooms and detention room as part of defense counsel spaces. It is mandatory that defense and trial 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 <sup>st</sup> Mar Brig is serviced by M.C.A.S. Kaneohe.
COMCABS EAST/WEST	1	1	3 <sup>rd</sup> 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**

<b>Type of Space</b>	<b>Allowances</b>	<b>Notes</b>
<b><i>Reception Area/Admin Area/Medical Records &amp; Medical History Area</i></b>		
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"> <li>• 200 NSF for up to a battalion of 800 Marines</li> <li>• 25 NSF for up to an additional 100 Marines</li> </ul>	
Reference Bookshelves	8 NSF per bookshelf	
Restrooms	25 NSF per Exam Room	3
<b>Patient Areas</b>		
Exam Room	100 NSF per physician	4
Treatment Room	150 NSF	5
Nourishment Center	100 NSF	5
<b>Clinic Support</b>		
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
<b>Deployment Storage</b>		
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 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**