# AIR MOBILITY COMMAND

FAMILY SUPPORT CENTER DESIGN GUIDE
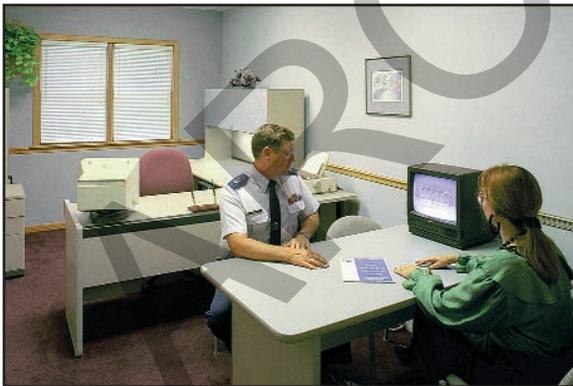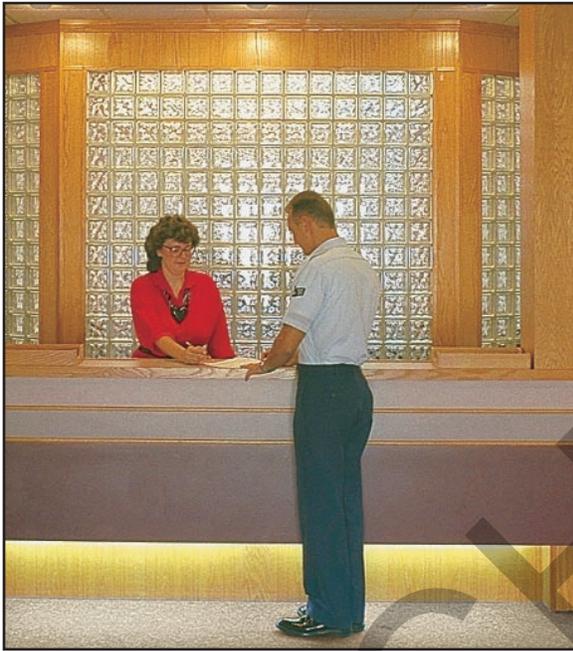
The Air Mobility Team does great work every day, providing Global Reach for America. In large part, we owe this success to the strong support families provide to the active duty and civilian members of the Team.

Family members are key players on the Team, and AMC is absolutely committed to do everything we can to support them. That support includes quality facilities in which AMC can provide first-rate programs to meet the needs of its people.

This guide will help commanders deliver top-notch Family Support Centers. In doing so, AMC will continue to make taking care of its people and their families the top priority in the command.

"The Air Mobility Team…Responsive Global Reach for America…Every Day!"

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Chapter 1
Introduction

A. Purpose

This guide provides the basic criteria to organize, evaluate, plan, program, and design Air Mobility Command (AMC) Family Support Centers (FSCs). The information presented is intended to make commanders and their staffs aware of important design considerations and to aid them in project development. FSCs should maintain a quality environment that offers a full range of support services for our active duty and civilian members and their families. These facilities should provide an atmosphere in which customers feel comfortable while receiving quality assistance. This guide is for use by commanders, base civil engineers, FSC directors, Headquarters AMC staff, design architects and engineers, and others involved in FSC facility design and construction activities. It is intended to help all participants better understand AMC FSC design standards for effective participation in the project development process. Use this guide to supplement other Air Force and Department of Defense (DoD) policies and instructions.

The four functional areas which make up the FSC are Exterior Elements, Administration Areas, Relocation Assistance Areas, and Support Areas.
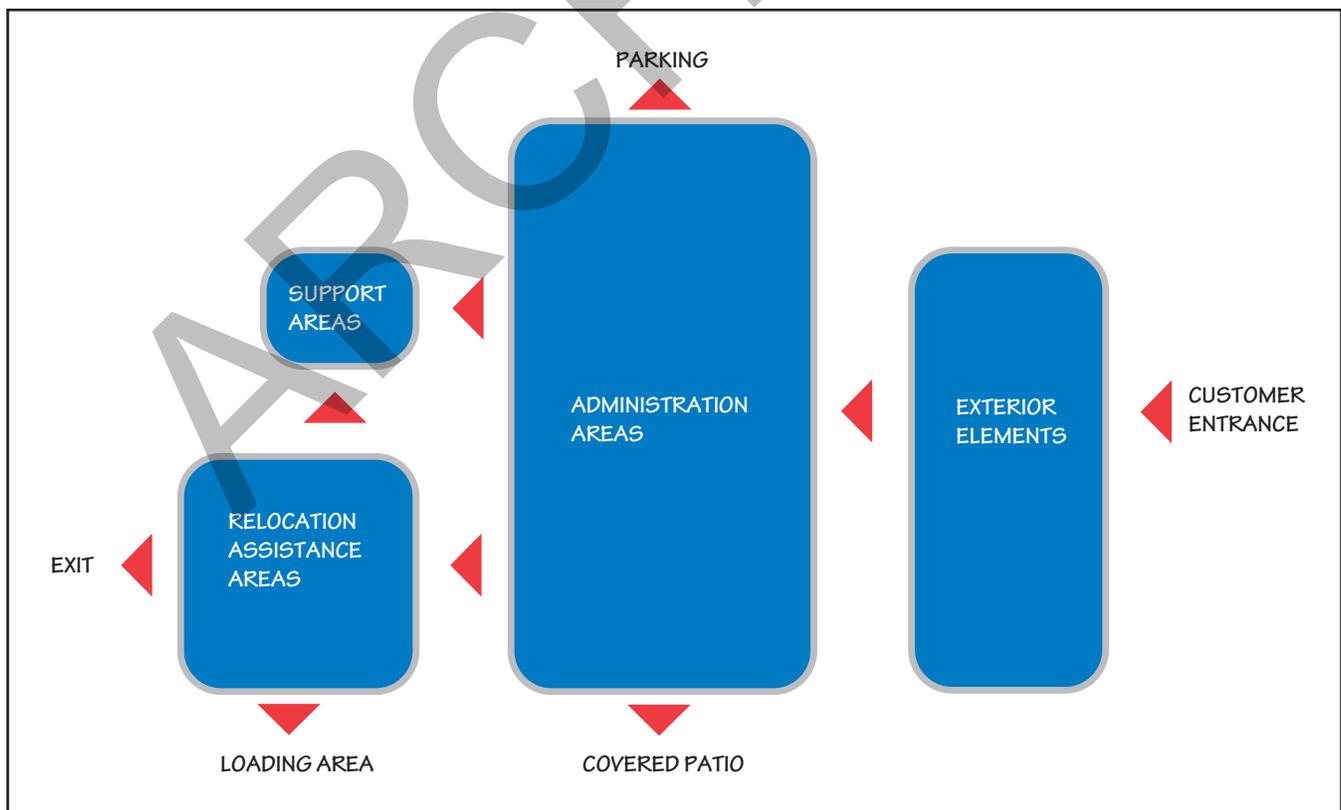

Figure 1-A: Functional Area Relationships.

B. Project Development

The key elements to successful facility delivery are planning, programming, design, and construction.

1. Planning

Good planning establishes the objectives for an effective program and provides the means to help meet the objectives of the FSC organization. It should also lead to a timetable for project completion. Planning must be long-term.

When planning a new facility, complete the site selection prior to preparing a DD Form 1391, Military Construction Project Data, for an individual project.

2. Programming

Programming includes determining user requirements, developing solutions, identifying funding sources, and forwarding programming documents to the appropriate review and approval authorities. Each programmed project should be consistent with the base comprehensive plan for new and existing facilities. Work is classified as maintenance, repair, or minor construction.

Information required during preparation of the DD Form 1391, which initiates project development, is found throughout this guide. Included are considerations of space criteria, overall facility size, and special factors for use in estimating costs.

3. Design

Design includes concept development, design reviews, and construction documents. It is important for civil engineering and the user to actively communicate throughout the design process to bring about a successful project.

Life safety code requirements take precedence over other facility improvement requirements. All areas should be barrier free and accessible to the disabled in accordance with the Americans with Disabilities Act and Uniform Federal Accessibility Standards.

The designer should complete an overall comprehensive interior design (CID) standard for your facility before beginning any major design project. The CID standard addresses interior finishes, artwork, signs, and furnishings. It ensures even small upgrade projects support the design objectives for the entire facility. Refer to the AMC Interior Design Guide for an expanded discussion of interior design. Integration of engineering, architectural, and interior design considerations during project development creates a well-coordinated interior design. Analyze an existing facility's structural, electrical, communications, and mechanical systems before planning interior design upgrades. The designer should include infrastructure improvements concurrently with interior finish work when appropriate.

4. Construction

Quality reviews of the contractors' submittals by project engineers and frequent on-site inspections by civil engineering construction management personnel and the user will help ensure design goals are met. ■

Chapter 2
Exterior Elements

A. General

The FSC exterior elements provide the first impression visitors have of the facility and quality of service. This chapter addresses the concept site plan, signs, landscaping, a covered patio, parking areas, entries, and entry paths. The architectural compatibility guide for each base will help in the design of these elements.

The FSC should be easily identifiable and close to other support activities, such as the chapel and housing office. The facility may be a separate building or built into consolidated structures with other community support activities.
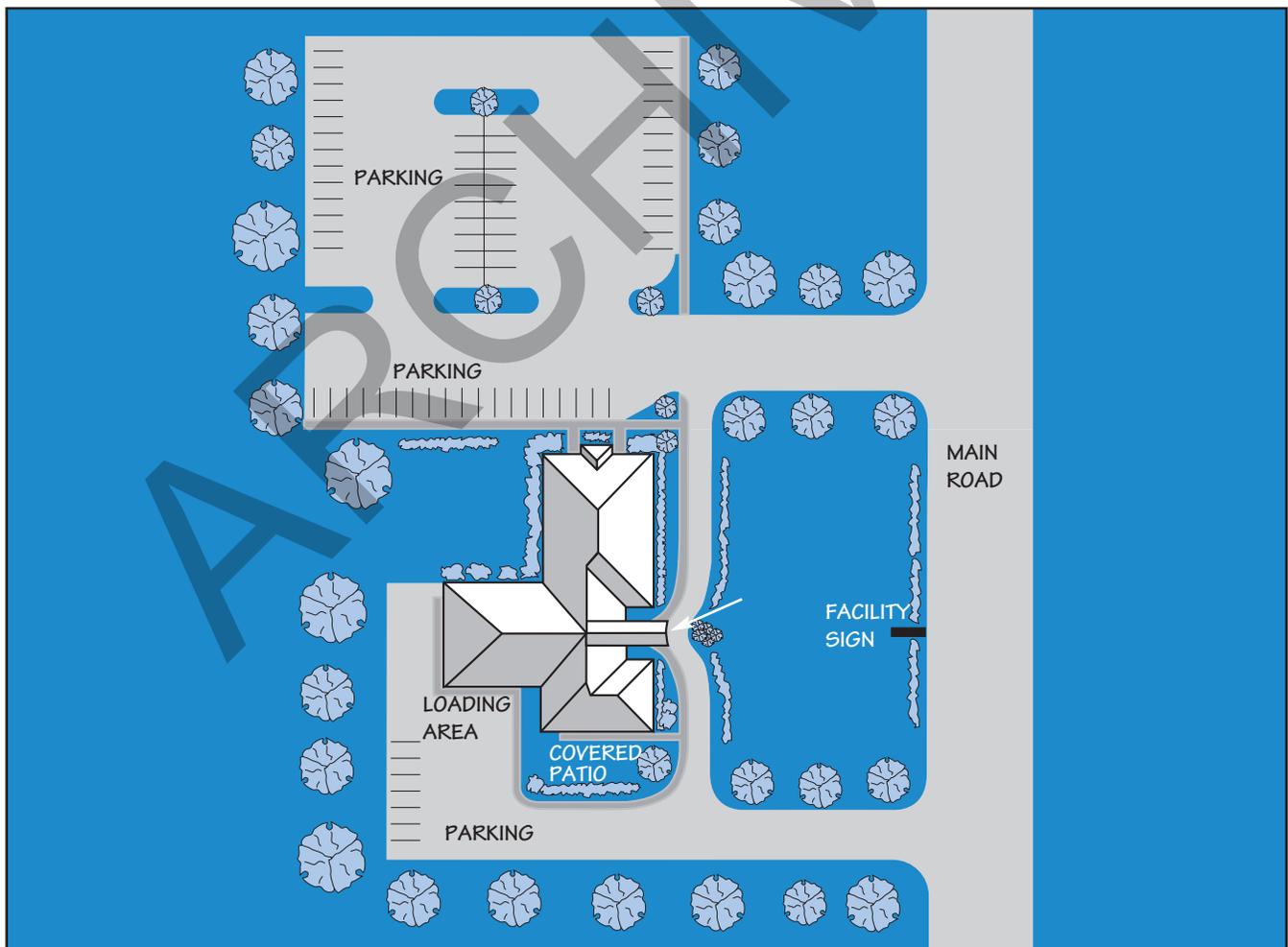
Figure 2-A: Concept Site Plan.

B. Signs

Signs include the facility, directional, and parking signs. They should follow the AMC sign standards. Provide a building entry sign on the site to clearly direct visitors to the main entrance.

C. Landscaping

Landscaping elements help create a quality appearance for visitors entering the FSC. These elements screen parking areas and define the building entries. Landscaping elements include earth berms, shrubs, trees, and flowers. Refer to the AMC Landscape Design Guide for specific information.

D. Covered Patio

Attach a covered patio with picnic tables and a barbecue grill to the building, adjacent to the training room. This area functions as a break area and a classroom for preparing food on a grill. Provide a lawn around the patio for large outdoor functions.

This is an artist's rendition of a covered patio that provides weather protection during barbecue classes, outdoor functions, and break periods.

E. Parking Areas

Include designated spaces for visitors and employees. Locate handicapped parking near building entries. Parking capacity should be at least 35-visitor and 15-employee spaces, though the actual number of spaces will depend on the size of the FSC program at each base. Provide lighting in the parking areas and at the building entries.

F. Entries and Entry Paths

The facility entries and entry paths should be easily identifiable to first time visitors. Provide a large roof overhang for weather protection at the main entrance for visitor drop-off. All building entries should have vestibules and the main entrance should also have automatic door openers.

The main entrance should be easily identifiable to first-time visitors.

Chapter 3
Functional Areas

A. Administration Areas

1. General

FSCs assist commanders in their responsibility for the health and welfare to all DoD personnel and their families through financial and family counseling/education, relocation information, and employment/transition assistance.

These programs are in the administration areas. Visitors first receive program literature or direction from the secretary at the reception counter. Spacious waiting areas should be available for visitors arriving early for appointments and/or on break from conferences and training sessions. From the reception counter, visitors should have direct access to all FSC program offices.

The reception counter should be the central point of contact for visitors and staff.

2. Offices

The staff is a combination of DoD employees and volunteers. Most employees are specialists in specific programs, but a few key personnel are involved with all FSC programs.

The following personnel are involved with all FSC programs:

◆ Director

◆ Superintendent

◆ Secretary/Administration

◆ Professional Volunteers

All other employees are specialists in one or more of the following programs:

◆ Information and Referral

◆ Personal Financial Management

◆ Air Force Aid Society

◆ Reserve Family Readiness

◆ Family Life Education

◆ Red Cross

◆ Career Focus

◆ Relocation Assistance

Select executive quality furnishings for the director's office.
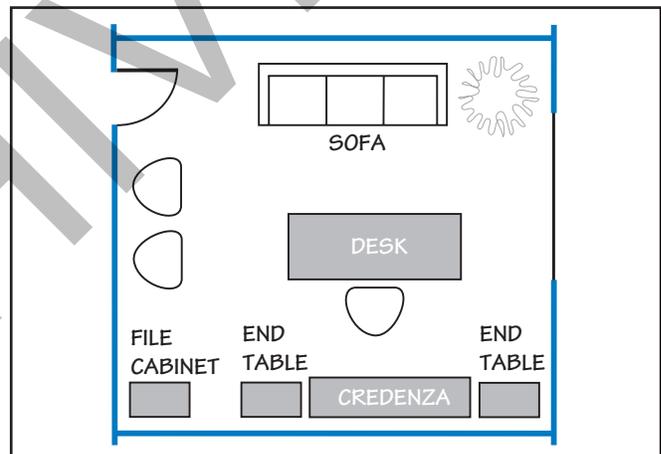
Figure 3-A: Director's Office Floor Plan.

A counseling area with a television and VCR is a requirement in the relocation assistance office.
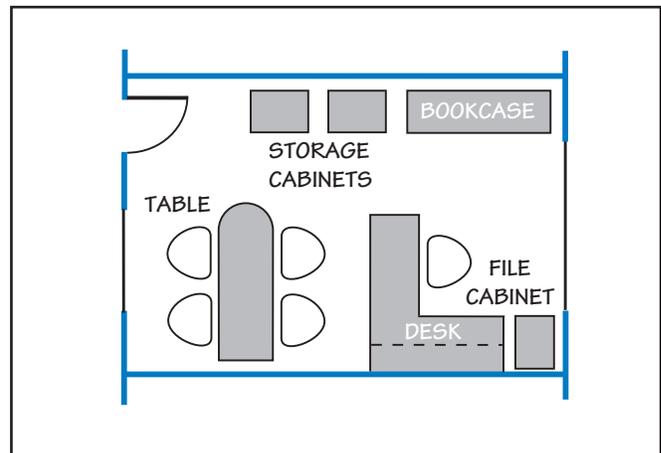
Figure 3-B: Program Office Floor Plan.

Private consultation is an important consideration when designing FSC offices. Each program office should include a small counseling area for approximately four people where the staff can interact directly with the customers. Program offices should also include interior windows to corridors, enabling a person outside the office to monitor a counseling session. All offices, except for the director's office, should be furnished with systems furniture.

◆ Professional volunteers are subject matter experts from the local community who volunteer their time throughout the year. They help people with things such as taxes, resumes, and job interviews. These volunteers share offices with one another.

◆ Each program should have a sufficient number of offices to accommodate additional staff for temporary expansions.

◆ The director, superintendent, and secretary should be adjacent to each other.

◆ Locate the relocation assistance offices near the loan closet, food pantry, and Airmen's Attic.

◆ Relocation assistance offices should have a door between them because they have frequent interaction.
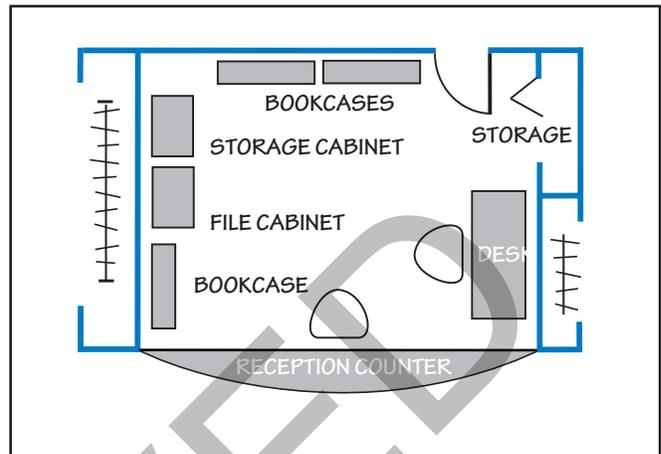
Figure 3-C: Secretary/Administration Office Floor Plan.
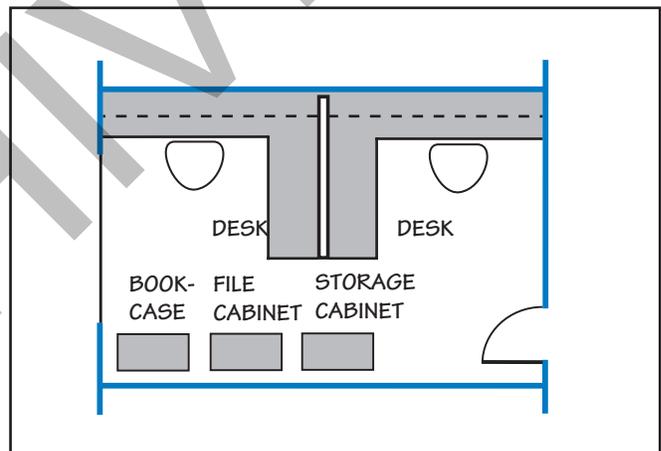
Figure 3-D: Professional Volunteers Office Floor Plan.

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3. Reference Room

This is a centralized work room with pamphlets, televisions, VCRs, and computer equipment for customers. The reference room should be easily accessible from the reception counter and all program offices. Customers should check in at one of the program offices before using the reference room resources. Frequent users of the room may only check in at the reception counter. Locating program managers near the reference room is also beneficial to customers requiring assistance.

Relocating families can view their next destination on videotape recordings. Family members can also view documentaries on adapting to current and future changes in their lives. Each videotape viewing station should accommodate a family of four. Provide multiple headphone jacks to allow private viewing of videotapes.

Customers can use computers to review job opportunities or work on their resumes with the help of the transition assistance management program manager, do financial planning with the personal financial management program manager, or access information for relocation assistance.

◆ Provide individual computer workstations for customers. Separate the computer stations from the videotape viewing stations with a sound-absorbent room divider.

◆ Include a literature review area in this room.

4. Conference Room

This room is for staff meetings, small training sessions, and special meetings with commanders, first sergeants, and spouses. Other base organizations will frequently use this room. Locate the room near the waiting areas and offices so it is convenient to all users.

◆ Provide one conference table and chairs for up to 20 people.
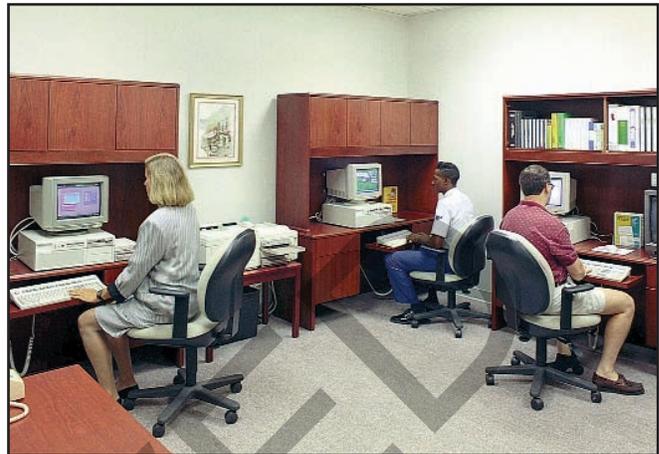
Provide individual workstations for customers using the reference room.
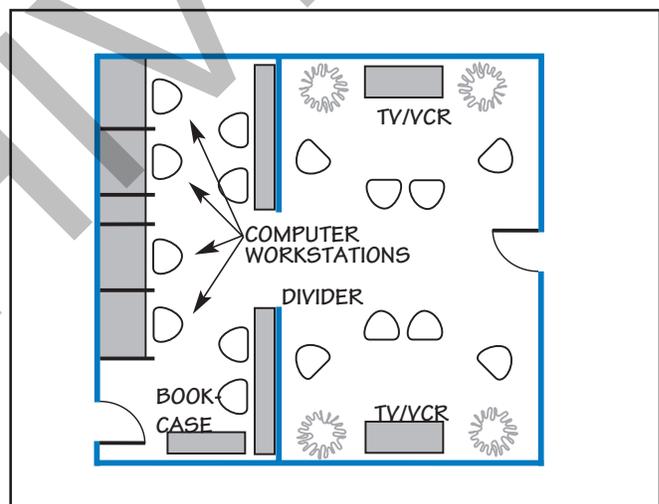
Figure 3-E: Reference Room Floor Plan.

The conference room should be suitable for various meetings and small training sessions.

5. Training Room

A variety of base personnel, in addition to the facility customers and staff, will use this room during the day and evening hours. With this in mind, the rest rooms, kitchen, and folding table storage room should be nearby and available during evening hours. Activities in this room include workshops, seminars, classes, volunteer recognition ceremonies, and newcomers' orientations.

A column-free space for up to 50 people allows variable seating arrangements for these activities. Provide a sound absorbent, movable wall to divide the room in half for separate, smaller group uses. Flexibility enables this room to serve many program needs.

- Folding tables with wheels (in their folded position) are easy to rearrange.
- The room should also be adjacent to the waiting areas and covered patio.

The training room should accommodate different table arrangements.

6. Waiting Areas

These are waiting areas for customers and their families, and an overflow for training room functions. Provide spaces large enough to handle separate seating areas for adults and children, display space for pamphlets, and include corridor space to the other areas.

◆ Size areas to accommodate at least 10 adults and 3 children.

◆ Locate a reception counter at the main entrance between the waiting areas and the secretary/administration office.

◆ Include a child-size table with chairs in addition to adult furnishings.

◆ Wall-mount a literature display rack and staff directory.

◆ Use light-weight seating to allow the staff to change the furniture arrangement.

7. Administration Support Room

Centrally locate the room near all administration areas. Provide staff distribution boxes in this room. Common use of a copy machine, fax machine, and laser printer in this room frees space in individual offices.
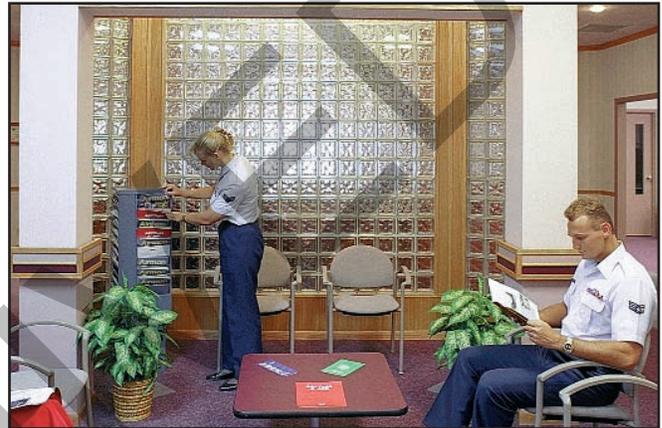
Provide light-weight seating that can be easily moved to make room for a large reception.
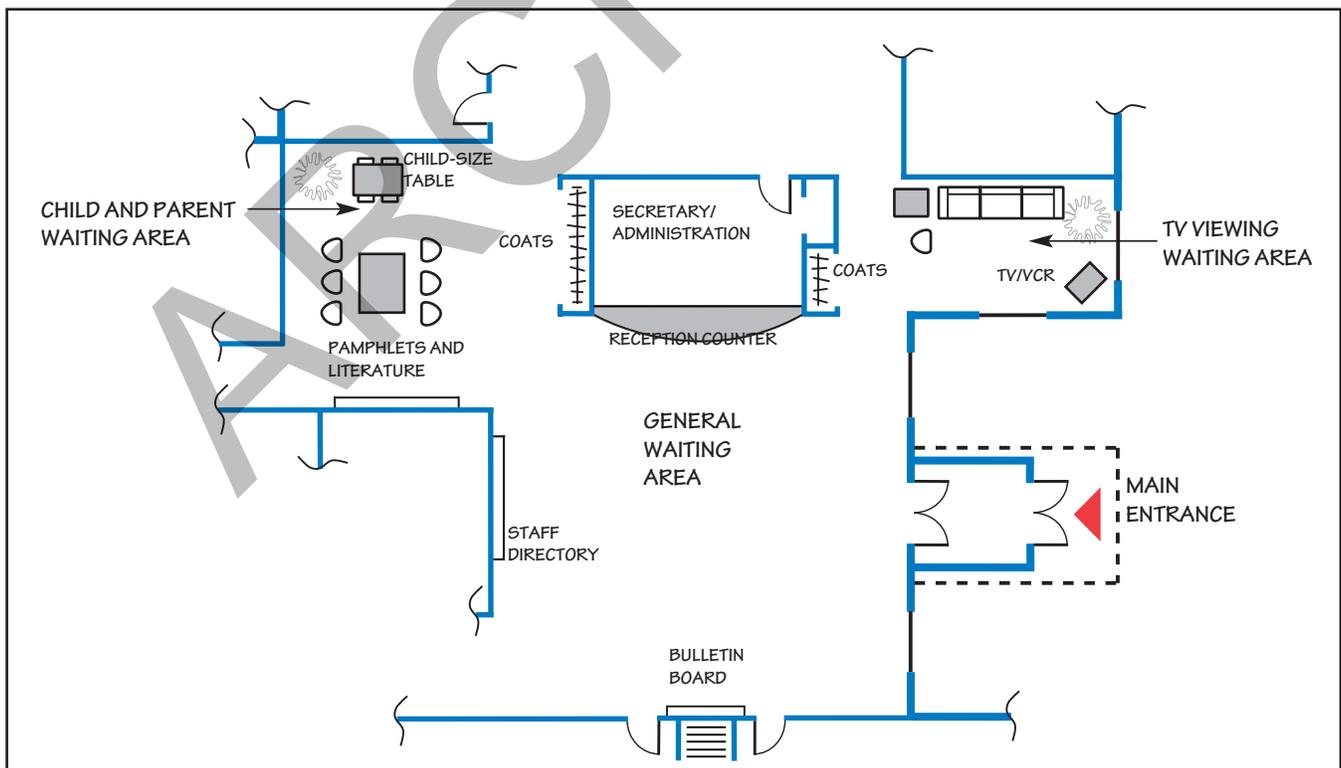
Figure 3-F: Typical Waiting Areas Floor Plan.

B. Relocation Assistance Areas

1. General

The relocation assistance areas are different from other FSC program areas because they provide food and household items instead of program consultation. Volunteers make up the majority of the staff. Only families transitioning to or from the base or experiencing financial problems use the relocation assistance areas. Keeping these areas adjacent allows volunteers to work in them simultaneously. The food pantry and the Airmen's Attic should have double doors to the exterior for loading supplies into vehicles.

Include a coordinator's office, volunteer staff office, loan closet, food pantry, and Airmen's Attic. The coordinator's office should be similar to the superintendent's office, and the volunteer staff office should be an open work area. The relocation assistance offices should be adjacent to the loan closet, food pantry, and Airmen's Attic.

2. Loan Closet

DoD personnel and their families can borrow common household items while their household goods are in transit to or from the base. An open storage area with a high-density shelving system is the most efficient method of storage for small items such as dishes, toasters, and coffee makers. However, provide floor space for storage of large items such as futons, cribs, and ironing boards. A customer service counter is an essential feature for issuing items and completing loan forms. Provide a sink for cleaning returned items.

High-density shelving in the loan closet organizes many small items into convenient compartments.

3. Food Pantry

Relocation assistance, Women and Infants Nutrition, and USDA Food Supplement programs issue free food to those with monetary problems. The volunteer staff may use folding tables for loading food into grocery bags or boxes. Include a refrigerator for perishable items.

4. Airmen's Attic

Many military families donate clothing, furniture, kitchen items, toys, etc. to other military families. The Airmen's Attic provides a link as a collection/distribution center which controls the movement of donations to be sure they are given to people who need them the most. A large open area for shelving, clothing racks, and furniture display is the only requirement, but a small dedicated area for sorting and cleaning items is desirable, if space allows.
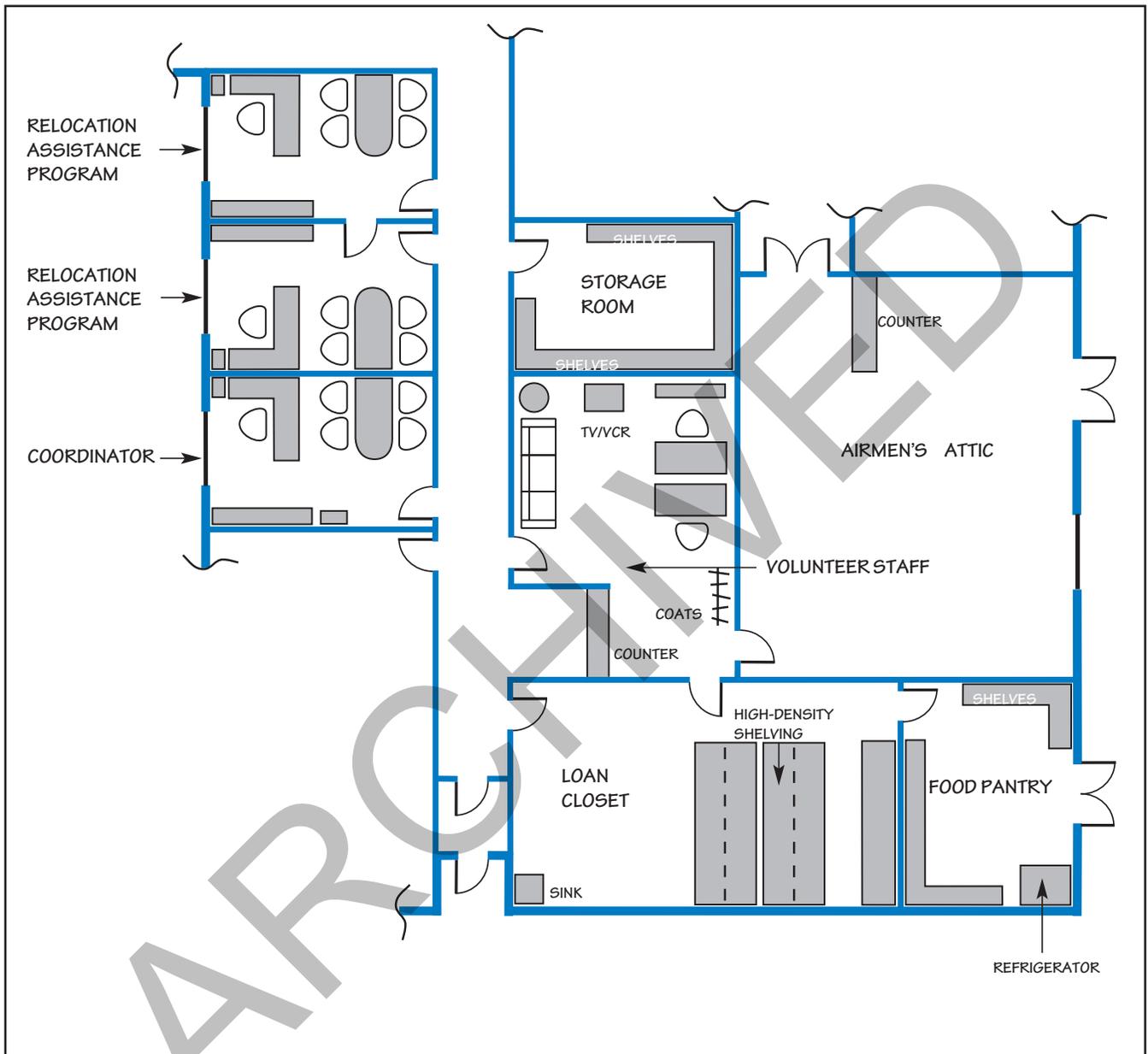
Figure 3-G: Relocation Assistance Areas Floor Plan.

C. Support Areas

1. General

These areas include the kitchen, storage rooms, rest rooms, mechanical room, electrical/communications room, and janitor's closet.

2. Kitchen

This room functions as a break area for employees and a cooking classroom for spouses moving to the U.S. from other countries. Staff members prepare meals at the countertop peninsula facing the audience. It is important to provide space around the counter for audience observation. Staff members may use the kitchen during lunch. The kitchen facilities should also serve as a catering station for events in the training room.

◆ Provide a built-in refrigerator, stove with exhaust fan, dishwasher, microwave oven, coffee maker, cabinets, a double sink with garbage disposal, vending machines, tables, and chairs.

3. Storage Rooms

FSCs receive large shipments of pamphlets, booklets, and maps for distribution to customers throughout the year. Provide walk-in storage rooms near the offices to support bulk storage of these essential documents.

Locate several storage rooms throughout the facility for audio-visual equipment, office supplies, reference books, and videotapes.

FSCs need a full service kitchen.

4. Rest Rooms

Locate rest rooms for men and women in the administration area for the FSC staff. Provide rest rooms near the training room large enough to meet the needs of a full training class.

◆ Men's rest rooms should include toilets, urinals, sinks, partitions, mirrors, soap dispensers, toilet paper dispensers, paper towel dispensers, a diaper-changing station, a shelf for caps and small items, and waste receptacles.

◆ Women's rest rooms should include the same rest room accessories as the men's, excluding urinals, but including appropriate seating and sanitary napkin dispensers and disposal.

5. Mechanical Room

FSCs contain many areas that require quiet consultation. Provide sound insulation in this room to prevent the noises of the equipment from disrupting the FSC staff and customers. This room should be in an area away from administration areas, especially the training, conference, and reference rooms. Include a double service door to the exterior and a concrete ramp for the convenient moving of large equipment and parts into the room.

6. Electrical/Communications Room

Wall-mount the power and telephone distribution equipment, and floor-mount the Local Area Network (LAN) computer file server in this room. Locate this room adjacent to the mechanical room with a connecting door to allow for outside access when repairing or replacing equipment. Separate this room from the mechanical equipment because the humidity and steam (depending on the type of heating system) are detrimental to the electrical equipment.

7. Janitor's Closet

In addition to a sink and storage space for cleaning supplies, this room should also have a stainless steel counter large enough to allow Red Cross volunteers to chemically clean the cardiopulmonary resuscitation (CPR) training mannequins. ■

Separate the diaper-changing station from the lavatory area for privacy.

Functional Space Requirements

Functions	Square Footage	Square Meters[1]
Administration Areas		
Director	200	19
Superintendent	150	14
Information and Referral Program	150	14
Personal Financial Management Program	150	14
Air Force Aid Society Program	150	14
Reserve Family Readiness Program	150	14
Family Life Education Program	150	14
Red Cross Program	400	37
Professional Volunteers	150	14
Career Focus Program	150	14
Transition Assistance Management Program[2]	150	14
Volunteer Resource Program	150	14
Relocation Assistance Program[2]	150	14
Conference Room	300	28
Secretary/Administration	150	14
Administration Support Room	100	9
Reference Room	360	33
Training Room	800	74
Waiting Areas	500	47
Folding Table Storage Room	100	9
Relocation Assistance Areas		
Loan Closet	400	37
Food Pantry	200	19
Airmen's Attic	400	37
Volunteer Staff	200	19
Coordinator	120	11
Support Areas		
Kitchen	400	37
Storage Rooms	As Required	As Required
Rest Rooms	As Required	As Required
Mechanical Room	As Required	As Required
Electrical/Communications Room	As Required	As Required
Janitor's Closet	As Required	As Required

Table 3-A: Functional Space Requirements.

Legend for Table 3-A.

(1) SM = .0929 x SF (All Measurements are Rounded)   (2) Area Requirement Per Staff Member
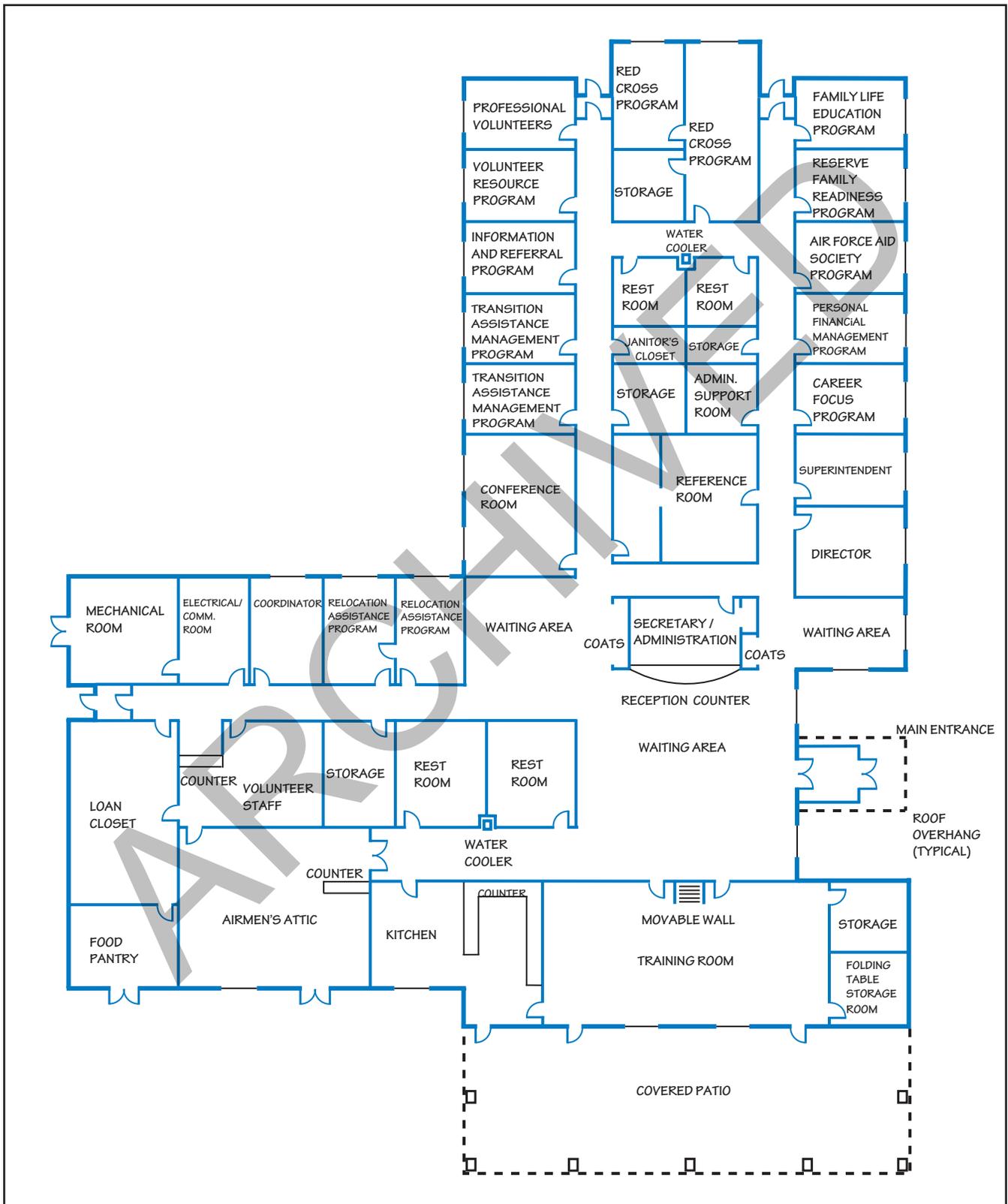
Figure 3-H: Concept Floor Plan.

Chapter 4
Interior Standards

A. General

A quality FSC reflects the AMC standard of "understated excellence" and creates an environment where professionals can provide quality services in a comfortable setting. Select facility finishes for cost-effectiveness, life cycle maintenance, as well as appearance. Interior finishes that are durable and easy to maintain are essential to user satisfaction. Quality interiors provide an environment which improves job performance and customer satisfaction. In this chapter, Tables 4-A, 4-B, and 4-C offer guidance for finishing and furnishing each room of the FSC.

B. Color Concepts

Designers should give special attention to color selection. The facility designer should provide a timeless color scheme. Use accent colors sparingly to complement a neutral color scheme.

Select accent colors for carpets, wallcoverings, upholstery, and systems furniture wall panels that are subject to periodic change. Incorporate accent colors in graphics, borders, accessories, and artwork for design scheme consistency.

C. Floor Coverings

Consider patterned carpet tile for high-use areas such as hallways, waiting areas, and training rooms. Avoid stripes and linear designs that are hard to line up with walls in corridors, vestibules, or irregularly shaped areas. Select neutral colored carpet for offices. Use vinyl composition tile in the kitchen, Airmen's Attic, loan closet, and food pantry, where cleanup of food and dirt is a daily task. Provide ceramic tile in rest rooms, where frequent water spills occur. Select a sealed concrete finish in storage rooms, the janitor's closet, and mechanical/electrical/communications rooms for durability.
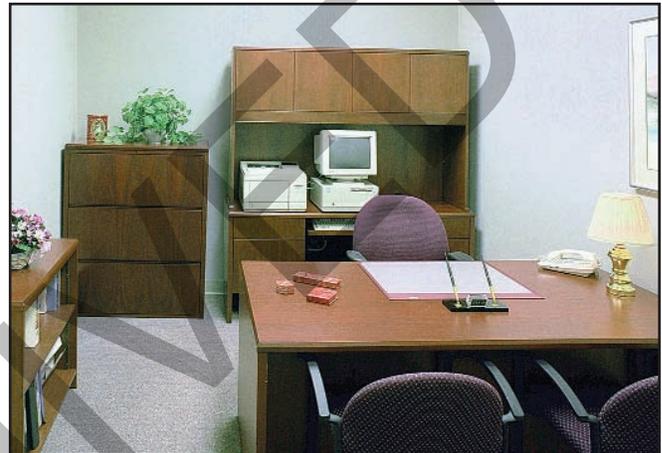
Office storage systems keep desk clutter to a minimum and enhance a professional appearance.

D. Wallcoverings

Use vinyl wallcovering, acoustic wallcovering, ceramic tile, and paint finishes for ease of maintenance and to present a less institutional appearance.

E. Ceilings

Use suspended acoustical ceiling tile with a revealed edge finish. A standardized 2' x 2' tile is recommended as the consistent module throughout the facility. A gypsum board ceiling with water resistant paint works well in rest rooms and the janitor's closet.

F. Window Coverings

Vertical blinds and miniblinds filter daylight and allow outdoor views. Use lined draperies to block daylight in the conference and training rooms for visual presentations. Draperies also create a home-like environment for visitors.

G. Accessories

Framed artwork, wall murals, and plants complement the interior finish and reinforce the design scheme. Choose only professionally framed pictures, paintings, and awards with color schemes and images that contribute to the facility's decor. Live plants or professional-quality silk plants are optional.

H. Signs

Develop an interior sign plan as part of the comprehensive interior design. Use professionally made signs appropriately sized for the viewing distance and compatible with the facility design scheme. When the reception counter is unattended, signs should clearly direct visitors to specific programs within the FSC.

I. Systems Furniture

This furniture includes interchangeable wall panels, desk components, and storage modules which combine to form office work stations. These stations allow for a reconfiguration of office areas when FSC programs change. Select systems furniture that easily integrates computer hardware. Systems furniture panels should incorporate integrated conduits for electrical and communications service to conceal unsightly wires. Sound absorbent fabric panels will reduce background noise and provide a quiet work area. Finish work surfaces in plastic laminate or wood. Plastic laminate with a wrapped edge is an easily maintainable finish. Use systems furniture throughout the FSC, except in the director's office.

Residential type furnishings create a comfortable waiting area for customers.

J. Lighting

Natural and artificial lighting are important factors in creating a quality interior appearance. Lighting affects the perception of space, as well as the color of interior finishes. Design lighting to enhance the design scheme. The designer should provide natural and accent lighting in waiting areas and administration areas. Include task lighting at office desks. Consider glass block walls in waiting areas to filter light from other rooms. Use high-efficiency fluorescent lighting in lieu of incandescent lighting.

K. Communications

Provide telephone and computer wiring to support fire alarm systems and other equipment listed in the Equipment Schedule (Table 4-C). Equip the facility with the capability for intercom, cable television, Defense Systems Network (DSN), Defense Information Systems Network (DISN), fax lines, on- and off-base lines, and LAN connections. The designer should contact the base civil engineer and the base communications unit for specific communications requirements before planning major building upgrades or modifications. Incorporate these requirements in building design and modification specifications. ■

Lined draperies block daylight and improve the appearance of rooms.

	FLOORS				BASE		WALLS				CEILING		
	Carpet	Vinyl Composition Tile	Ceramic Tile	Sealed Concrete	Vinyl	Ceramic Tile	Paint	Vinyl Wallcovering	Acoustic Wallcovering	Ceramic Tile	Acoustical Ceiling Tile	Painted Gypsum Board	Painted Exposed
Administration Areas													
Director	♦				♦		♦					♦	
Superintendent	♦				♦		♦					♦	
Information and Referral Program	♦				♦		♦					♦	
Personal Financial Management Program	♦				♦		♦					♦	
Air Force Aid Society Program	♦				♦		♦					♦	
Reserve Family Readiness Program	♦				♦		♦					♦	
Family Life Education Program	♦				♦		♦					♦	
Red Cross Program	♦				♦		♦					♦	
Professional Volunteers	♦				♦		♦					♦	
Career Focus Program	♦				♦		♦					♦	
Transition Assistance Management Program	♦				♦		♦					♦	
Volunteer Resource Program	♦				♦		♦					♦	
Relocation Assistance Program	♦				♦		♦					♦	
Conference Room	♦				♦				♦			♦	
Secretary/Administration	♦				♦		♦					♦	
Administration Support Room	♦				♦		♦					♦	
Reference Room	♦				♦				♦			♦	
Training Room	♦				♦				♦			♦	
Waiting Areas	♦				♦		♦					♦	
Folding Table Storage Room				♦		♦						♦	
Relocation Assistance Areas													
Loan Closet		♦			♦		♦					♦	
Food Pantry		♦			♦		♦					♦	
Airmen's Attic		♦			♦		♦					♦	
Volunteer Staff	♦				♦		♦					♦	
Coordinator	♦				♦		♦					♦	
Support Areas													
Kitchen		♦			♦		♦			♦			
Storage Rooms				♦	♦		♦					♦	
Rest Rooms			♦			♦				♦	♦		
Mechanical Room				♦			♦						♦
Electrical/Communications Room				♦			♦						♦
Janitor's Closet				♦	♦		♦					♦	

Table 4-A: Finish Schedule.

	Bookcase(s)	Bulletin Board	Chair(s)	Coat Rack	Counter, Reception	Counter, Refreshment	Credenza	Desk(s)	File Cabinet(s), 2 drawer	File Cabinet(s), 5 drawer	Podium	Shelf, Storage	Shelf, Overhead Securable	Sofa(s)	Storage Cabinet	Storage Cabinet, Glass Front	Table, Conference	Table(s), End	Table(s), Folding	Whiteboard
Administration Areas																				
Director	♦		♦				♦	♦	♦					♦				♦		
Superintendent	♦		♦				♦	♦				♦	♦				♦			♦
Information and Referral Program	♦		♦					♦		♦		♦	♦		♦		♦			
Personal Financial Management Program	♦		♦					♦		♦		♦	♦		♦		♦			
Air Force Aid Society Program	♦		♦					♦	♦			♦	♦		♦		♦			
Reserve Family Readiness Program	♦		♦					♦		♦		♦	♦		♦		♦			
Family Life Education Program	♦		♦						♦	♦		♦	♦		♦		♦			
Red Cross Program	♦		♦						♦	♦		♦	♦	♦	♦					
Professional Volunteers	♦		♦						♦	♦		♦	♦		♦					
Career Focus Program	♦		♦						♦	♦		♦	♦		♦		♦			
Transition Assistance Management Program	♦		♦						♦	♦		♦	♦		♦		♦			
Volunteer Resource Program	♦		♦						♦	♦		♦	♦		♦		♦			
Relocation Assistance Program	♦		♦						♦	♦		♦	♦		♦		♦			
Conference Room			♦								♦						♦			♦
Secretary/Administration	♦	♦	♦		♦			♦		♦		♦	♦		♦					
Administration Support Room	♦	♦									♦				♦					♦
Reference Room	♦	♦	♦					♦					♦				♦		♦	♦
Training Room			♦								♦								♦	♦
Waiting Areas		♦	♦	♦	♦									♦				♦		
Folding Table Storage Room[1]																				
Relocation Assistance Areas																				
Loan Closet					♦										♦					♦
Food Pantry															♦				♦	
Airmen's Attic					♦														♦	
Volunteer Staff	♦	♦	♦	♦	♦			♦	♦			♦	♦	♦	♦			♦		♦
Coordinator	♦		♦					♦		♦		♦	♦				♦			
Support Areas																				
Kitchen		♦	♦			♦													♦	
Storage Rooms												♦			♦					
Rest Rooms[1]																				
Mechanical Room[1]																				
Electrical/Communications Room[1]																				
Janitor's Closet[1]																				

Table 4-B: Furnishings Schedule.

Legend for Table 4-B   (1) The room does not require furnishings on this schedule.

	Audio System	Computer(s) with Modem(s)	Computer File Server	Copier	CD ROM	Fax	Printer, Single Side	Printer, Double Side	Projector, Overhead	Projector, Slide	Scanner	Screen, Projector	Tape Backup Unit	Telephone(s)	Television	Television, Overhead	VCR
Administration Areas																	
Director		♦				♦								♦			
Superintendent		♦												♦			
Information and Referral Program		♦		♦										♦			
Personal Financial Management Program		♦												♦			
Air Force Aid Society Program		♦												♦			
Reserve Family Readiness Program		♦												♦			
Family Life Education Program		♦												♦	♦		♦
Red Cross Program		♦												♦			
Professional Volunteers		♦												♦			
Career Focus Program		♦												♦			
Transition Assistance Management Program		♦		♦		♦					♦		♦	♦			
Volunteer Resource Program		♦												♦			
Relocation Assistance Program		♦		♦	♦			♦			♦	♦	♦	♦	♦		♦
Conference Room		♦					♦	♦		♦				♦	♦		♦
Secretary/Administration		♦					♦							♦			
Administration Support Room			♦		♦	♦					♦			♦			
Reference Room		♦		♦									♦	♦	♦		♦
Training Room	♦	♦					♦	♦		♦				♦	♦	♦	♦
Waiting Areas	♦													♦	♦		♦
Folding Table Storage Room[1]																	
Relocation Assistance Areas																	
Loan Closet														♦			
Food Pantry														♦			
Airmen's Attic																	
Volunteer Staff		♦												♦	♦		♦
Coordinator		♦				♦								♦			
Support Areas																	
Kitchen[1]																	
Storage Rooms[1]																	
Rest Rooms[1]																	
Mechanical Room[1]																	
Electrical/Communications Room			♦														
Janitor's Closet[1]																	

Table 4-C: Equipment Schedule.

Legend for Table 4-C   (1) The room does not require equipment on this schedule.

References

AFI 32-1023	Design and Construction Standards and Execution of Facility Construction
AFI 32-1024	Standard Facility Requirements
AFI 32-1032	Planning and Programming Real Property Maintenance Projects Using Appropriated Funds
AFI 36-3009	Family Support Center Program
AFI 36-3022	Transition Assistance Program
AFI 36- 3011	Relocation Assistance Program
AFI 36-3105	Red Cross Activities
AFM 88-3	Structural Design Criteria Loads
AFP 88-40	Sign Standards
AFR 125-37[1]	The Installation and Resources Protection Program
ADA	Americans with Disabilities Act
DoD 4270.1-M	Construction Criteria Manual
FED STD. 795	Uniform Federal Accessibility Standards
MIL-HDBK 1008B	Fire Protection for Facilities Engineering Design, and Construction
MIL-HDBK 1190	Military Building Code
NFPA 70	National Electric Code
NFPA 101	Life Safety Code
NFPA 220	Types of Construction
10 CFR Chapter 11	Energy Conservation Voluntary Performance Standards for New Buildings
AMC	Commander's Guide to Facility Excellence
AMC	Architectural Compatibility Plans
AMC	Interior Design Guide
AMC	Landscape Design Guide
AMC	Sign Standards, "Engineering Technical Letter" (ETL 93-02)
_____	Consumer Products Safety Standards

Legend for References.

(1)   When published, AFI 31-209 (Air Force Resources Protection Program) will supersede AFR 125-37.

FAMILY SUPPORT CENTERS

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AIR MOBILITY COMMAND...

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