

Warehouse, Forms and Publications, Base. FAC: 4421

CATCODE: 442768

OPR: AFDPO

OCR: N/A

1.1. **Description.** This facility stores and distributes forms and publications. The service facility should provide dry, heated, and reasonably dust-free space.

1.2. Requirements Determination.

1.2.1. Bulk and bin storage space for forms and publications is needed. Space used for storing tabulating paper and cards used in automatic data processing operation requires special temperature and humidity controls.

1.2.2. Where approved, equipment space for mechanized initial distribution and mechanized storage equipment is provided.

1.2.3. Operating space is needed for activities related to receiving, shipping, packaging, distribution, and counter service. Where shipment and receipt of bulk quantities are necessary, the facility requires convenient access to a covered loading ramp or dock.

1.3. Scope Determination.

1.3.1. Base storage requirements on normal authorized levels for departmental forms and publications and augment in those instances where worldwide/command-wide support is necessary, and where commands require storage of command forms and publications.

1.3.2. Space requirements vary from 186 to 929 m² (2,000 to 10,000 ft²), depending on the size and type of activities served. Storage space for normal and reserve stocks of tabulating paper forms and card forms require between 93 to 279 m² (1,000 to 3,000 ft²) of temperature and humidity controlled space.

1.3.3. Space requirements for Publication Distribution Offices (PDO) operating major command distribution centers or worldwide support centers (such as AFMC's) are determined on an individual basis.

1.3.4. Where PDOs require less than 186 m² (2,000 ft²) of space, the function may be located in the base or other operating headquarters, and the space reported under the appropriate headquarters category code.

1.4. **Dimensions.** Contact OPR for latest requirements and guidance.

1.5. **Design Considerations.** Contact OPR for latest requirements and guidance.