1.1. **Description.** This office houses the military and civilian personnel administration function and, where appropriate, the education services function. Military personnel management activities cover the following areas: personnel systems management administration, career control, records section, quality control, personal affairs, processing, and career assistance and counseling. Civilian services include administration, affirmative employment, positions classification and position management, systems management, employee and labor management relations and training, and resources management.

1.2. **Requirements Determination.** Space requirement for the office includes the sum of military and civilian personnel management space requirements as determined in Table 1.1 and Table 1.2. Military criteria are based upon military population as shown in Table 1.1. Military population supported by the office may include personnel that are stationed off base. The given areas should be prorated according to the actual population supported.

1.3. **Scope Determination.** Special Purpose Space requirements include a classroom for training/orientation; equipment area for desktop computers, printers, and various filing and storage cabinets; a reception lobby and waiting area; group activity lounge; and counseling rooms. An Education Center (CATCODE 730441) may be collocated with the base personnel office using the center’s space criteria. See FC-6, CG-61 Admin Overview paragraph 1.1.

1.4. **Dimensions.** See Table 1.1 and 1.2.

1.5. **Design Considerations.** Establish a separate and private office (for both Employee Relations functions and Labor Relations specialists) so that confidentiality in these areas is not compromised.

### Table 1.1. Base Personnel Office Space Requirements.

<table>
<thead>
<tr>
<th>Military Population</th>
<th>Net Area</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>m²</td>
</tr>
<tr>
<td>3,000</td>
<td>1,022</td>
</tr>
<tr>
<td>5,000</td>
<td>2,230</td>
</tr>
<tr>
<td>10,000</td>
<td>2,601</td>
</tr>
</tbody>
</table>
Table 1.2. Authorized Spaces for Personnel Office Facility.

<table>
<thead>
<tr>
<th>Offices</th>
<th>Office Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Military or Civilian Personnel Officer</td>
<td>C</td>
</tr>
<tr>
<td>Deputies, Flight Chiefs, Employee Relations, and Labor Relations</td>
<td>D</td>
</tr>
<tr>
<td>Section Chiefs</td>
<td>E</td>
</tr>
<tr>
<td>All others</td>
<td>F-H</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Purpose Spaces</th>
<th>m²</th>
<th>ft²</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Office/Customer Service</td>
<td>User justified</td>
<td></td>
</tr>
<tr>
<td>File Room</td>
<td>User justified</td>
<td></td>
</tr>
<tr>
<td>Reception/Waiting</td>
<td>User justified</td>
<td></td>
</tr>
<tr>
<td>Group Activity Lounge</td>
<td>See FC-6, CG-61 Admin Overview Table 1.4</td>
<td></td>
</tr>
<tr>
<td>Private Individual Counseling Room</td>
<td>18</td>
<td>190</td>
</tr>
<tr>
<td>Private Group Counseling Room</td>
<td>13</td>
<td>140</td>
</tr>
<tr>
<td>Training/Orientation Room</td>
<td>See FC-6, CG-61 Admin Overview Table 1.4</td>
<td></td>
</tr>
<tr>
<td>Training Group/Activity Room</td>
<td>See FC-6, CG-61 Admin Overview Table 1.4</td>
<td></td>
</tr>
<tr>
<td>Civilian Personnel Officer</td>
<td>User justified</td>
<td></td>
</tr>
<tr>
<td>Reference Library</td>
<td>User justified</td>
<td></td>
</tr>
</tbody>
</table>