

## FACILITY CLASS 6, ADMINISTRATIVE

### Category Group 61, Administrative and Administrative Support Spaces.

**1.1. Introduction and Program Considerations.** This chapter identifies program requirements for Administrative and Administrative Support Spaces. These spaces support the administrative affairs of a military establishment and should be programmed and designed such that it enhances the main mission or functions of an organization. In addition to the area requirements, administrative and support spaces should be programmed and designed so that these facilities can be flexible, cost-effective, and create an atmosphere that increases morale, productivity, and collaboration. This Manual provides the data needed when programming Air Force projects using UFC 4-610-01, *Administrative Facilities*. Space authorizations listed herein may be used to establish space requirements for new administrative facilities, administrative relocations, or administrative space in renovated facilities. Use this manual for administrative facilities or for administrative areas that are part of facilities that are not primarily administrative.

**1.1.1. Administrative Design Standards and Office Space Measurements.** Consult UFC 4-610-01 for definitions and general design criteria.

**1.1.2. Establishing User Requirements.** When using the criteria given, project planners and facility designers should analyze the types and numbers of building occupants. Justify the number of offices based on the number of authorized full time equivalents (FTE) in an approved manning document. Ensure justifications for additional personnel are accompanied by approved plans. This should be followed by an analysis of special purpose space requirements taking into account the types of activities being housed and efficient (maximized) usage of the space. Justifications for all special purpose space such as conference rooms, auditoriums, training, and computer rooms should include information on the number of people, recurrence of use, the amount of equipment, and size of equipment that requires floor space. Adjustments in both areas may be necessary to satisfy the criteria, but require justification. At installations, justifications should be vetted through CE Asset Management officials.

**1.2. Office Areas.** Office areas are generally located in areas designated for administrative work and administrative support functions. Offices located within special purpose areas should not be counted as Office Space. Offices are typically divided into two main categories: “private” and “open”. Administrative Support Space should be programmed for all offices. Consult AFRCH 32-1001 and ANGH 32-1084 for variances applicable to Reserve and Guard facilities.

**1.2.1. Private Offices.** Private offices are assigned to individuals based on rank and/or duty assignment. These offices are intended to provide visual and sound privacy required in the course of the occupant’s duties. These offices typically have full height walls or partitions from finished floor to finished ceiling. Calculate the required space by determining the number and types of open offices (office types A-D) needed. Refer to **Table 1.2** for allowable space for private offices.

1.2.2. **Open Offices.** Open offices are programmed and designed to incorporate modular workstations and are typically occupied by general administrative and/or functional support staff. Calculate the required space by determining the number and types of open offices (office types E-H) needed. Refer to [Table 1.2.1](#) for allowable open office area.

1.2.2.1. **Command Suites.** A command suite is an office area configuration that typically houses a private office for a Commander, private offices for key staff, open offices for support staff, a waiting area, and administrative support space.

1.2.3. **Administrative Support Space.** This space supports the administrative functions and includes all such functions not included in personal office space. For Air Force facilities, it includes circulation in and around office areas and space for working office storage, copiers, working files, printers, scanners, shredders, safes, and facsimile machines.

1.2.4. **Special Purpose Spaces.** Special purpose space is defined as space which may be required to meet specific or special organizational functional needs. The type, size, and quantity of special purpose space are project specific. Refer to [Table 1.3](#) for typical special purpose spaces. In facilities with multiple organizations, provide shared special purpose spaces for efficiency.

1.2.4.1. **Assembly Spaces.** Assembly spaces are also special purpose spaces that include spaces that may be used for conferences, meetings, and training. Refer to [Table 1.4](#) for assembly space calculations.

1.2.5. **Circulation Space.** This is space used to traverse in and around all the administrative space types above. Use the multipliers below to establish programming estimates of the space needed.

**1.3. Categories of Administrative Space.** Categories of space have been established to define space calculations common to administrative facilities for programming purposes.

1.3.1. The Net Administrative Area includes all of an organization's office, administrative support, and administrative circulation. A per person average of this can be used when programming, analyzing, or estimating space for relocations or space in renovated facilities.

1.3.2. The Net Organization Space is the space defined for a distinct organization that is part of a shared facility. It includes the Net Administrative Area, special purpose space, and circulation for that organization. This is also called Usable Space and can be helpful when establishing the relative percentage of a shared facility that should be attributed to an organization.

1.3.3. The Average Net Square Foot (ft<sup>2</sup>) Per Person is a calculation of the Net Administrative Area divided by the number of persons/offices.

1.3.4. The Rentable Space is the prorated area of the overall building shared by an organization, excluding major vertical penetrations and exterior walls. This can be calculated by multiplying the relative percentage of a shared facility attributed to an organization by the gross area of the building.

1.3.5. Net Building Area includes Shared Special Purpose space and Shared Special Purpose space circulation.

1.3.6. The Gross Building Area includes the entire building measured to the outside walls. To estimate Gross Building Area for administrative facilities, multiply the Net Administrative Area for all organizations by the programming multipliers below. The multipliers below include lobbies, restrooms, shared circulation, shared special purpose spaces, and other common shared building functions/spaces.

**1.4. Metrics.** Net Administrative Area Metrics for Programming Administrative Spaces (without detailed justification):

1.4.1. Use an average maximum of 120 ft<sup>2</sup> per person (minimum 90 ft<sup>2</sup> per person) for Net Administrative Area. **NOTE:** The minimum 90 ft<sup>2</sup> per person space standard is typically used for relocations or renovation projects. The mix of office types (sizes A-H) may have to be revised to meet these limitations.

1.4.2. For Administrative Support Space, use a maximum of 40 ft<sup>2</sup> per person, and a minimum of 20 ft<sup>2</sup> per person.

1.4.3. A maximum Circulation multiplier up to 10% may be added to Net Administrative Area and Special Purpose (Organizational and Shared) space.

1.4.4. A maximum Net-to-Gross multiplier of 25% should be added to Net Building Area to reach the gross building area.

1.4.5. **Conference Rooms.** For organizations up to 49 personnel, provide one team room for up to 10 persons. For organizations with 50-99 personnel, provide a conference room for up to 25 persons and one team room for up to 10 persons. For organizations with 100-149 personnel, provide a conference room for up to 50 persons and two team rooms for up to 10 persons each. For organizations of over 150 personnel, provide an additional 10-person conference room capacity and one additional team room for up to 10 persons for each additional 100 personnel in the organization. Additional conference/team space may be justified with projections that demonstrate the space is occupied at least 50% of the time during duty hours on an annual basis.

**1.5. Multipliers.** These are used by programmers to estimate the next level of space required.

1.5.1. Circulation Multipliers are added to Special Purpose (Organizational and Shared) space to account for the space needed to circulate in, and around these spaces.

1.5.2. Net-to-Gross Multipliers are added to account for the shared space such as restrooms, mechanical, lobbies, vestibules, janitor, etc. It is intended to estimate and program the size of an entire building to the outside walls for facilities that are primarily administrative.

1.5.3. Rentable Space may be estimated by adding 5% to the Net Organization Space, or the actual prorated areas to be shared by the organization, excluding major vertical penetrations and exterior walls. Rentable to Gross add 20%. Actual Rentable Space should be calculated based on design or actual building configuration.

**1.6. Programming Methods.** There are three methods shown here with progressive levels of accuracy. The method used depends on the availability of programming information (Rank-Based Programming requires the most information). The three methods are: Rapid Programming Method (paragraph 1.6.1), Private/Open Office Method (paragraph 1.6.2), and Rank-Based Programming Method (paragraph 1.6.3).

**1.6.1. Rapid Programming.** Rapid programming is used for estimating space requirements quickly based on an estimated number of occupants and special purpose space. For primarily administrative facilities, use the Net-to-Gross Multipliers below to determine the gross building area. Note that some CATCODE facilities in the 610-series have a specific authorized gross building area.

**Table 1.1. Rapid Programming Method.**

Space Type	ft2 Factor/Multiplier <sup>1</sup>
All offices (Net Organizational Space) <sup>2</sup>	Max 120 ft2 /person
Special Purpose Space	
Add Special Purpose Space circulation	10%
Net Administrative Area	
Shared Special Purpose Space	
Shared Special Purpose circulation	10%
Net Building Area	
Net to Gross Multiplier	25%
Gross Building Area	
NOTES: 1. Use 90 ft2 per person minimum for relocations or renovation projects. 2. Includes Administrative Support Space and Office Circulation.	

**1.6.2. Private/Open Office Method.** The private/open office programming method is used for calculating space requirements based on the number of occupants, the mix of private and open offices, and special purpose space.

**Table 1.1.1. Private/Open Office Method.**

Space Type	ft2 Factor/Multiplier <sup>1</sup>
Number of required Private Office spaces +	150 ft2 /person
Number of required Net Open Office spaces +	64 ft2 /person
Administrative Support space +	20-40 ft2 /person
Administrative Space Circulation Multiplier +	Max 10%
Net Administrative Area	Max 120 ft2 /person
Required Special Purpose Space +	As Required
Special Purpose Space Circulation Multiplier +	Max 10%
Total = Net Organizational Space +	
Shared Special Purpose Space	As Required
Shared Special Purpose circulation	Max 10%

Space Type	ft2 Factor/Multiplier1
Net Building Area	
Net-to-Gross Multiplier +	Max 25%
Total = Total estimated Gross Building Area	
<p>NOTES:</p> <p>1. These space limitations may be exceeded by 10% for relocation into un-renovated, existing space to accommodate the required spaces. If the resulting space allocation exceeds 110% of the available space or the Net Administrative Area per person or if the resulting space allocation is below 90 ft2 per person; renovate the existing space; reconfigure the existing space; or program a new project.</p>	

1.6.3. **Rank-Based Programming Method.** The rank-based programming method is used for calculating space requirements based on the number of occupants, the detailed office-type (private or open) for each occupant, and special purpose space. This information is then used to establish the net administrative area. For facilities that are primarily administrative, use the Net-to-Gross Multiplier to determine the full building scope.

**Table 1.1.2. Rank-Based Programming Method.**

Space Type	ft2 Factor/Multiplier1
Net Private Office spaces (sizes A thru D) +	See Table 1.2
Net Open Office spaces (sizes E thru H) +	See Table 1.2.1
Net Administrative Support space +	20-40 ft2/person
Administrative Space Circulation Multiplier +	Max 10%
Net Administrative Space1	Max 120 ft2/person
Net Special Purpose Space (Tables 6.3/6.4) +	As Required
Special Purpose Circulation Multiplier +	Max 10%
The total Usable Space1 for an Organization	
Sum of all Net Administrative area for all Organizations +	
Shared Special Purpose Spaces (Tables 6.3/6.4) +	As Required
Shared Special Purpose Space Circulation Multiplier +	Max 10%
Net Building Area +	
Net-to-Gross Multiplier	Max 25%
Total = Total estimated Gross Building Area	
<p>NOTES:</p> <p>1. Use 90 ft2 per person minimum for relocations or renovation projects.</p>	

**Table 1.2. Rank-Based Private Office Area Space Programming<sup>1</sup>.**

Rank (or Equivalent)	Occupant/Visitor Load	Type	Min Net2		Max Net	
			m2	ft2	m2	ft2
Commander: Center/Wing/ Deputy	Occupant plus up to four visitors, and a meeting area for five.	A	27.8	300	32.5	350
Commander: Group/Deputy Group; Also, Staff Judge Advocate	Occupant plus up to two visitors, and a meeting area for three.	B	14.9	160	23.2	250
Commander: Squadron/Deputy Squadron/Flight; Command Chief Master Sergeant, Contracting Chief/ Deputy Reserve Judge Advocate /PhD (Tenured Faculty)	Occupant plus up to two visitors.	C	13	140	13.9	150
Flight Chief/First Sergeant; Also, Civilian Personnel Chief / Military/ Civilian Equal Opportunity Chief / Public Affairs Chief / Safety Chief/ Superintendent / Manager	Occupant plus one visitor.	D	9.3	100	11.1	120
NOTES:						
1. Consult AFRC references for variances in their requirements						
2. Minimum needed to accommodate occupant load and furnishings.						

**Table 1.2.1. Open Office Space Programming<sup>1</sup>.**

Function	User	Type	Min Net2		Max Net	
			m2	ft2	m2	ft2
Section Chief	Typically includes Executive Officers, supervisors, Historians, JA Staff, Group Staff, Squadron, or equivalent that can justify additional workspace above the standard workstation.	E3	6	65	7.4	80
Standard	Standard	F	4.5	48	5.95	64
Limited Administrative	Limited functions including hoteling/telework [shared] workers, reservists, contractors, or equivalent (25-50% of full-time	G	2.8	30	3.3	36
Task Station	Focused/limited task workstations for reservists, contractors, students, or equivalent (less than 25% of full-time equivalent)	H	1.8	20	2.3	25
NOTES:						
1. Consult AFRC references for variances in their requirements						
2. Minimum needed to accommodate occupant load and furnishings.						
3. Office Type E may be a private office if justified by job description.						

**Table 1.3. Typical Special Purpose Spaces Programming.**

Description	Planning Factors <sup>1,2</sup>
Vestibule	User justified
Lobby	User justified
Copy Rooms	1/50 occupants – 14 m <sup>2</sup> (150 ft <sup>2</sup> ) ea
Storage Rooms	User justified
File Rooms	User justified
Waiting Areas	1.8 m <sup>2</sup> (20 ft <sup>2</sup> ) per person justified
Reception Desk	User justified
Shipping/Receiving	User justified
Mail Room	User justified
Coffee Bar	User justified
Break Rooms (Kitchen/Vending)	16% Occupants x 1.7 m <sup>2</sup> (18 ft <sup>2</sup> ) (min 9.3 m <sup>2</sup> [100 ft <sup>2</sup> ])
SCIFs	User justified
Trash/Recycling	User justified – refer to current SDD Policy/LEED guidelines
<p>NOTES:</p> <p>1. Base actual space requirements on functional analysis. There are no specific space limitations.</p> <p>2. These only require justification if the requirement exceeds what is normally included in the gross area multiplier.</p>	

**Table 1.4. Typical Assembly Space Programming.**

Description	Planning Factors
Team/Meeting/Mini Conference Room (6-10 persons) <sup>1</sup>	1.4 m <sup>2</sup> (15 ft <sup>2</sup> ) per person justified
Conference Room (up to 49) <sup>1</sup>	1.8 m <sup>2</sup> (20 ft <sup>2</sup> ) per person justified
Conference Room (50+) <sup>1</sup>	1.8 m <sup>2</sup> (20 ft <sup>2</sup> ) per person justified + 14m <sup>2</sup> (150 ft <sup>2</sup> ) speaker area
Classroom (up to 25)	2.8 m <sup>2</sup> (30ft <sup>2</sup> ) per person including instructor area
Classroom (25-50 typical, up to 75)	2.3 m <sup>2</sup> (25ft <sup>2</sup> ) per person including instructor area
Assembly/Auditorium Spaces (50+)	1.4 m <sup>2</sup> (15 ft <sup>2</sup> ) per person + 18.6m <sup>2</sup> (20ft <sup>2</sup> ) instructor area
<p>NOTES:</p> <p>1. See paragraph 1.4.5.</p>	

**Figure 1.1. Rapid Programming Method Example<sup>1</sup>.**

Space Description	Qty	Factor	Subtotal	Total Area (ft <sup>2</sup> )
Net Administrative Area <sup>2</sup>	175	120 ft <sup>2</sup> per person		21,000
Special Purpose Space			5,000	
Special Purpose Space Circulation <sup>3</sup>		10%	500	
Total Special Purpose Space				5,500
Total Net Organization Space				26,500
Shared Special Purpose Space			800	
Shared Special Purpose Circulation <sup>3</sup>		10%	80	
Total Shared Special Purpose Space				880
Total Net Building Area				27,380
Net-to Gross Multiplier		25%		6,845
Total Gross Building Area				34,225
Validate:				
Net Administrative Area ft <sup>2</sup> per person =				120
NOTES:				
1. Rapid programming method is based on Max Net Office Area Per Person, for a building that is primarily an administrative facility housing two organizations with 175 personnel and 5,800 ft <sup>2</sup> of Special Purpose Space (including 800 ft <sup>2</sup> of Shared Special Purpose Space).				
2. Net Average of the Administrative Area (including all types of offices, admin support, and admin circulation) should not exceed 120 ft <sup>2</sup> per person.				
3. Circulation multiplier cannot exceed 10%.				

**Figure 1.2. Private/Open Office Method Example<sup>1</sup>.**

Space Description	Qty	ft <sup>2</sup> Factor/ Multiplier	Subtotal	Total Area (ft <sup>2</sup> )
Open Office Space	101	64		6,464
Private Office Space	74	150		11,100
Administrative Support Space (circulation included)	175	20		3,500
Circulation Multiplier		0%		-
Total Net Administrative Area <sup>2</sup>		Max 120 ft <sup>2</sup> /person		21,064
Special Purpose Space			5,000	
Special Purpose Space Circulation <sup>3</sup>		10%	500	
Total Special Purpose Space				5,500
Total Net Organizational Space				26,564
Shared Special Purpose Space			800	
Shared Special Purpose Circulation <sup>3</sup>		10%	80	



Space Description	Qty	ft2 Factor/ Multiplier	Subtotal	Total Area (ft2)
Total Shared Special purpose Space				880
Total Net Building Area				27,444
Net-to-Gross Multiplier		25%		6,861
Total Gross Building Area				34,305
Validate:				
Net Administrative Area ft2 per person =				120
NOTES:				
1. The private/open office method is based on Max Net Office Area Per Person, for a building that is primarily an administrative facility housing two organizations with 175 personnel and 5,800 ft2 of Special Purpose Space (including 800 ft2 of Shared Special Purpose Space).				
2. Net Average of the Administrative Area (including all types of offices, admin support, and admin circulation) should not exceed 120 ft2 per person.				
3. Circulation multiplier cannot exceed 10%.				

**Figure 1.2.1. Rank-Based Programming Method Example<sup>1</sup>.**

	Space Type	Qty	Factor	Total Area
Space Description (Organization 1)				
1. Open Office Space	Supervisor (E)	5	80	400
	Standard (F)	20	64	1,280
	Admin (G)	20	36	720
	Task (H)	15	25	375
Total Open Offices		60		2,775
2. Private Office Space	Wing/CC (A)	1	350	350
	Group/CC (B)	8	250	2,000
	Sq/CC (C)	16	150	2,400
	First Sgt. (D)	16	120	1,920
Total Private Offices		41		6,670
Total All Offices		101		9,445
3. Administrative Support Space		101	20	2,020
Office Areas Subtotal		101		11,465
4. Circulation Multiplier			6%	688
Net Administrative Area			Max 120 ft2/person	12,153
5. Special Purpose Space	Break Room	101	16% x 18 ft2/person	291
	Team Room		15 ft2/person	300
	Conference	-	20 ft2/person	-

	Space Type	Qty	Factor	Total Area
	Conference	50	20 ft2/person +150 ft2	1,150
	Classroom(1)	25	30 ft2/person	750
	SCIF			1,896
Sum of Special Purpose Space				4,387
6. Special Purpose Space Multiplier			10%	439
Total of Special Purpose Space				4,826
Total Net Organization 1 Space			101	16,979
Space Description (Organization 2)				
1. Open Office Space	Supervisor (E)	4	80	320
	Standard (F)	15	64	960
	Admin (G)	12	36	432
	Task (H)	12	25	300
Total Open Offices		43		2,012
2. Private Office Space	Wing/CC (A)	1	350	350
	Group/CC (B)	5	250	1,250
	Sq/CC (C)	10	150	1,500
	First Sgt. (D)	15	120	1,800
Total Private Offices		31		4,900
Total All Offices		74		6,912
3. Administrative Support Space		74	20	1,480
Office Areas Subtotal		74		8,392
4. Circulation Multiplier			6%	504
Net Administrative Area			Max 120 ft2 /person	8,896
5. Special Purpose Space	Break Room	74	16% x 18 ft2/person	213
	Team Room	-	15 ft2/person	-
	Conference	20	20 ft2/person	400
	Conference	-	20 ft2/person +150 ft2	-
	Classroom(1)	-	30	-
	SCIF			1,896
Sum of Org 2 Special Purpose Space				2,509
6. Special Purpose Space Multiplier		10%		-
Total of Special Purpose Space				2,509
Total Net Organization 2 Space				11,405
7. Total Net Organizational Space		175		28,384
8. Shared Special Purpose Spaces	Recycling			600
	Storage			200
Net Shared Special Purpose Spaces				800

	Space Type	Qty	Factor	Total Area
Shared Special Purpose Space Circulation		10%		80
Total Shared Special Purpose Space				880
Total Net Building Area		175		29,264
9. Net-to-Gross Multiplier		25%		7,316
Total Gross Building Area				36,580
Validate:				
Net Administrative Area ft2 per person=	Org 1			120
Net Administrative Area ft2 per person=	Org 1			120
Net Administrative Area ft2 per person=	Org 1 & 2			120
NOTES:				
1. The Rank-base programming method is based on a Max Net Office Area Per Person, for a building that is primarily an administrative facility housing two organizations with 175 personnel and 5,800 ft2 of Special Purpose Space (including 800 ft2 of Shared Special Purpose Space).				

**1.7. Administrative Offices.** Air Force or non-Air Force tenant organizations or activities that require administrative office space on an Air Force installation are provided such space under AFI 25-201, *Support Agreements Procedures*, or other type agreements. The category code and nomenclature assigned to such space is determined as follows.

1.7.1. Administrative-type facilities that are specifically developed or provided for an Air Force tenant activity are assigned the category code appropriate to the activity.

1.7.2. When the Air Force tenant is not, or cannot be, provided with its own administrative-type facility, or the space required is too small to warrant the use of a separate category code, the space is provided under the category code of the wing or group headquarters that is responsible for operating the installation. The amount of tenant space thus provided should constitute a small percentage of the total space occupied under the wing or group headquarters category code. When an individual tenant requires a substantial amount of space, it may be desirable to ask AF/A7C to establish new or revised facility requirements. Such requests should be made only with respect to specific activities and organizations; codes for general activities, such as "Tenant Office" are not approved. For unique headquarters, a request to revise Specified Headquarters (**CATCODE 610287**), may be in order.

1.7.3. All non-Air Force tenants (except Air Force Plants) are provided administrative space under Non-Air Force Administrative Offices (**CATCODE 610811**), which applies to the space used for all types of administrative activities. Non-Air Force tenants include organizations such as Army, Navy, Marine, Coast Guard, DoD Agencies, other governmental agencies, private contractors, or other private organizations. Air Force Plant Administrative Offices are identified under **CATCODE 610123**.