

Updated: 09 NOV 2022

Headquarters Facilities. Headquarters facilities accommodate the staff offices that constitute an organization headquarters. The facilities are provided only for official designated headquarters and only for headquarters that contain a substantial number of assigned personnel. Space requirements for individual headquarters are developed from their official organization charts and unit manning documents

1.1. Wing /Group Headquarters.

1.1.1. A wing or group headquarters that does not carry base operating responsibilities usually contains staff offices for the commander and vice commander and their information and safety divisions. Office space is also provided for the deputy commanders for operations (or missions) and material and their various divisions such as intelligence, communications, operations plans, supply, and maintenance. See **FC-6, CG-61 Admin Overview Table 1.2** for office space authorizations for wing commanders, group commanders, and officials in equivalent positions.

1.1.2. A wing or group headquarters with the additional responsibility of operating a base usually includes additional staff offices such as administrative services, accounting and finance, and the base procurement activity. The latter activity involves procurement and contracting of supplies, equipment, services, and construction for the entire base and for logistically-supported off-base units. It requires space for the Contracting Squadron Commander, Deputy for Business Operations (DBO), and contract specialists, as well as office support space such as conference and bid opening rooms. There are also other staff offices, many of which are normally housed in their own operational facilities, identified in the subparagraphs below. These spaces are not to be duplicated in the wing or group headquarters category code if already covered by allocations of space in their respective category code.

1.1.2.1. Various administrative facilities listed in **CATCODES 610119, 610121, 610122, 610123, 610127, 610128, 610129, 610141, 610142, 610144 and 610241;**

1.1.2.2. Various medical or hospital facilities (**CATCODE 510XXX**);

1.1.2.3. Data Processing Installation facility (**CATCODE 610711**);

1.1.2.4. Security Forces Operations facility (**CATCODE 730835**);

1.1.2.5. Various chapel or religious facilities (**CATCODE 73077X**);

1.1.2.6. Central Post Office (**CATCODE 730443**);

1.1.2.7. Elements of the Force Support Squadron in dining halls, commissaries, exchange facilities, clothing sales, laundry and dry-cleaning plants, TLF facilities, and billeting desk and operations;

1.1.2.8. Elements of the personnel service activity located in various recreation and welfare facilities; and

1.1.2.9. Base operating headquarters sometimes provide space for office personnel assigned to Air Force tenants.