

Base Personnel Office. FAC: 6100

CATCODE: 610128

OPR: AF/A1

OCR: N/A

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.

Military Population	Net Area	
	m ²	ft ²
3,000	1,022	11,000
5,000	2,230	24,000
10,000	2,601	28,000

Table 1.2. Authorized Spaces for Personnel Office Facility.

Offices	Office Type (see FC-6, CG-61 Admin Overview Tables 1.2 and 1.2.1.)	
Military or Civilian Personnel Officer	C	
Deputies, Flight Chiefs, Employee Relations, and Labor Relations	D	
Section Chiefs	E	
All others	F-H	
Special Purpose Spaces	m ²	ft ²
Employment Office/Customer Service	User justified	
File Room	User justified	
Reception/Waiting	User justified	
Group Activity Lounge	See FC-6, CG-61 Admin Overview Table 1.4	
Private Individual Counseling Room	18	190
Private Group Counseling Room	13	140
Training/Orientation Room	See FC-6, CG-61 Admin Overview Table 1.4	
Training Group/Activity Room	See FC-6, CG-61 Admin Overview Table 1.4	
Civilian Personnel Officer	User justified	
Reference Library	User justified	