



DEPARTMENT OF THE AIR FORCE
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MEMORANDUM FOR DISTRIBUTION C
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FROM: HQ USAF/A4C
1260 Air Force Pentagon
Washington, D.C. 20330-1260

SUBJECT: Department of the Air Force Guidance Memorandum (DAFGM) to Department of the Air Force Manual (DAFMAN) 32-1084, *Standard Facility Requirements, Category Group 61, Administrative and Administrative Support Spaces*

The Category Group 61, Administrative and Administrative Support Spaces standard has undergone substantial revision and should be reviewed in its entirety. The revised standard supports Infrastructure Investment Strategy (I2S) efforts and clearly identifies authorized spaces supporting telework employees.

Applicability requirements are identified in DAFMAN 32-1084, *Standard Facility Requirements*.

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FACILITY CLASS 6, ADMINISTRATIVE

Category Group 61, Administrative and Administrative Support Spaces.

1.0 Introduction and Program Considerations. This chapter identifies facility requirement standards and guidance for administrative facilities and administrative support spaces that make up administrative facility types or are part of other non-Admin (non-Facility Class 6) facilities. These spaces support the administrative affairs of a military establishment and should be programmed and designed to enhance the main mission or functions of an organization. In addition to the space requirements, administrative and support spaces should be programmed and designed to be flexible, cost-effective, and create an atmosphere that increases morale, productivity, and collaboration. Space authorizations listed herein may be used to establish space requirements for new administrative facilities, administrative relocations, or administrative space in renovated facilities. The *Unified Facilities Criteria (UFC) 4-610-01, Administrative Facilities* manual provides the basic guidelines for evaluating, planning, and designing basic administrative facilities. Consult the *Air Force Reserves Command Handbook (AFRCH 32-1001)* and *Air National Guard Handbook Facility Space Standards (ANGH 32-1084)* for variances applicable to Reserve and Guard facilities. Consult the *Air Force Special Operations Command (AFSOC) Instruction 32-1084* for AFSOC Facility Requirements.

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

1.2 Establishing User Requirements. Facility space planners, project planners, and facility designers should analyze the mission and number of required building occupants. Justify the number of offices based on the number of authorized full-time equivalents (FTE) in an approved manning document. This can include full-time staff not on the Unit Manning Document (UMD). Some examples are contractors, over-hires, and matrixed employees. Ensure these positions are long term / enduring and justifications for additional personnel are approved by the Unit Commander. This should be followed by an analysis of special purpose space requirements considering 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. At installations, justifications should be vetted through CE Asset Management officials.

1.3 Sensitive Compartmented Information Facilities (SCIFs): Sensitive Compartmented Information (SCI) is classified Confidential, Secret or Top Secret information that is derived from intelligence sources, methods or analytical processes which is required to be handled within formal control systems established by the Director of National Intelligence. SCIFs are accredited areas, room(s) or building(s) where SCI is stored, used, processed or discussed. SCIFs are only required for SCI and not necessarily required for Secret or Top Secret information. When required, SCIFs provide an operational capability that is critical to the supported command's mission, however care should be taken when planning new SCIFs. The installation's Accrediting Official should be involved to determine if mission requires a SCIF. When feasible, units will make every effort to consolidate SCIF requirements; however, multiple SCIFs may be authorized based on mission and security requirements. For more information see *UFC 4-010-05*

Sensitive Compartmented Information Facilities Planning, Design and Construction and Intelligence Community Directive (ICD) 705. All SCIFs will use **Category Code 140422**.

1.4 Secure Access Program Facility (SAPF): should not be confused with SCIF. Secure Access Program Facility does not meet the construction standards of a SCIF but meets the requirements for a program activity which has enhanced security measures and imposes safeguarding and access requirements that exceed those normally required for information at the same level. Secure Access Program Facility (SAPF) will use the primary Category Code for the mission.

2.0 Categories of Administrative Office and Support Spaces. Categories of space have been established to define space calculations common to administrative facilities for authorization purposes.

2.1 Administrative Office Space. Office spaces are generally located in areas designated for administrative work and are typically divided into two main categories: “private offices” and “open office” work areas (e.g., shared offices, cubicles). Administrative support space (see [Section 2.1.5](#)) should be programmed for all offices.

2.1.1 Private Offices. Private offices are assigned to individuals based on position and/or duty assignment. These offices are intended to provide visual and sound privacy required during 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 private offices (office types A-D) needed. Refer to [Table 3.1: Position-Based Private Office Space Authorization Factors \(office sizes A-D\)](#) for allowable private office space.

2.1.2 Open Offices. Open offices are typically programmed and designed to incorporate multiple desks and/or modular workstations, or cubicles. These offices are typically assigned to general administrative and/or functional support staff. Calculate the required space by determining the number and types of open offices (office types E-I) needed. Refer to [Table 3.2: Open Office Space Authorization Factors \(office sizes E-I\)](#) for allowable open office space.

2.1.3 Command Suites. A command suite is an office area configuration that typically houses a private office (often with a private restroom and/or closet attached) for a Commander, private offices for key staff, open offices for support staff, a waiting area, and administrative support space.

2.1.4 Telework and Shared Desk Space. Units and missions will have different parameters for numbers of staff to telework or the amount of time employees may telework and the resulting office type considerations. Once a determination has been made to put a population of the unit into one of the HAF/A1 approved telework statuses (IAW *Department of Defense Instruction (DODI) 1035.01*, *Department of the Air Force Instruction (DAFI) 36-816*) space is authorized as indicated; see [Section 2.3](#) for more details.

2.1.5 Administrative Support Space. This space supports the facility’s administrative functions and includes all spaces not included in personal office space such as administrative supply storage, unit/organization files, safes, copiers,

scanners, printers, facsimile machines, shredders, shelter-in-place kits, mail rooms, and lactation support rooms. See [Section 3.1](#) for space criteria.

2.2 Special Purpose Space. Special purpose space is defined as space which may be required to meet specific or special organization needs. The type, size, and quantity of special purpose spaces are mission specific. This space can be broken down into two areas: Administrative Special Purpose Spaces and Non-Administrative Special Purpose Spaces. These space types are defined below. In facilities with multiple organizations, maximize shared special purpose spaces for efficiency.

2.2.1 Administrative Special Purpose Spaces. These are administrative spaces other than offices, desks, task stations, and administrative support spaces. Typical examples are assembly/auditorium spaces, waiting rooms, customer kiosk areas, break rooms, observation rooms, workbenches, etc. See [Table 4: Typical Administrative Special Purpose Space Authorization Factors](#) for detailed guidance.

2.2.1.1 Assembly Spaces. Assembly spaces are special purpose spaces that may be used for conferences, meetings, and training. Assembly spaces include discussion rooms or huddle spaces for 2-4 people, small meeting spaces for 4-6 people, team rooms for 6-10 people, conference rooms for 10-50 people, classrooms specifically designed for training, and auditoriums for more than 50 people. Authorization of auditoriums should be carefully considered and well-justified only for specific needs. The amount of Assembly space is defined in Table 6 for the entire unit. This space can be divided into the different types of rooms needed (discussion/huddle, small meeting, team room, conference room, etc.) during the design process. Refer to [Table 4: Typical Administrative Special Purpose Space Authorization Factors](#), [Table 5: Typical Assembly Space Authorization Factors](#), and [Table 6: Team & Conference Room \(SF\) by Unit Size](#) for detailed guidance. (Note: Commander Conference and Team Rooms are addressed in [Table 7: Commander's Conference and Team Rooms](#)).

2.2.1.2 Collaboration Space. Collaboration Space is a term used for the additional space given to a unit with teleworking staff. This space is to provide additional meeting space for teleworking and can be divided as need. It may be space in an open area for meetings, or a separate room. See [Table 8: Additive Telework \(TW\) Collaboration Space](#)

2.2.2 Non-Administrative Special Purpose Space. These spaces are more commonly referred to simply as “special purpose space”. They include areas that are needed to support the mission but are not administrative in nature (e.g., historian’s artifact room, portrait studios, mobility bag storage, equipment storage, etc.).

2.3 Telework and Shared Desk Space: Telework is a workplace flexibility arrangement in which personnel perform their assigned duties at approved sites away from the traditional office or worksite on a regular, recurring, or a situational basis, but who must generally report to the regular worksite at least twice per bi-weekly pay period.

Shared workstations will be used to provide workspace for employees/service members

with approved Telework Agreements in accordance with *DAFI 36-816, Telework Program*. Shared workstations are not permanently assigned to specific staff and use type can be based on Unit Commander requirements. Example use types may include (but are not limited to) the following: Two-Person Shared, Small Group Shared, Hoteling, and First Come-First Serve workstations.

Two-Person Shared – Workstations that are assigned to two personnel to utilize during the alternating times they are in the office. These workstations are not reservable by other personnel.

Small Group Shared – Workstations that are assigned to a specific and limited number of personnel (e.g., a section within a squadron or a sub-set of personnel within a branch) to be utilized during the times they are in the office. These workstations are not reservable by personnel outside the small group.

Hoteling – Reservation-based workstations, not permanently assigned to specific staff. Typical users are scheduled teleworking staff, Individual Mobilization Augmentees (IMAs), visiting staff, etc.

First Come-First Serve – Workstations that are available for use by any personnel with access to the facility or space but are not reservable.

2.3.1 Routine Telework. This type of telework arrangement is a management-approved work arrangement where eligible employees and service members perform their assigned duties at an alternative worksite as part of an ongoing, regular, and recurring schedule. The specific agreed-upon day, days, or number of days, during each bi-weekly pay period, are regularly scheduled for telework and are spelled out in a written telework agreement between the employee/service member and their supervisor. For example: the employee/service member will telework “every Wednesday” or “every Tuesday and Thursday”. For example: if the employee/service member’s telework agreement specifies that they will telework every Wednesday, then they would be expected to be at the unit’s regular worksite four days per week.

Authorized Space: Routine teleworking staff report to their unit/organization’s office to perform their assigned duties on the days they are not teleworking, or on approved absence. (In the example above: a Wednesday teleworker would work four days a week at their regular worksite and a Tuesday and Thursday teleworker would work three days a week at their regular worksite; and an 8-day per pay period teleworker would work one day a week at their regular worksite). Staff with a regular and recurring telework agreement in accordance with *DAFI 36-816, Telework Program*, (i.e. other than situational telework), are included in the calculation of shared workstations, sized at 36 SF, and the unit’s worksite will earn additional collaboration meeting space based on the telework population.

Calculating the number of shared workstations:

The number of routine teleworkers in a unit, and how many days per week they are scheduled to work in their unit’s regular worksite location will determine the total number of shared workstations authorized. For calculation purposes, there will be a scenario/grouping of staff by number of days per week they will work

at the unit’s regular worksite location (1, 2, 3 and 4 days per week). The calculation formula is:

$$\frac{\left((\#TW \text{ staff}) \times \left(\frac{\# \text{ days at regular worksite}}{\text{wk}} \right) \right)}{5 \text{ days}} = \# \text{ of shared workstations}$$

The formula is applied to each scenario (i.e., 1, 2, 3 and 4 days per week), with the results then summed together for a total number of authorized shared workstation spaces.

The example below demonstrates the calculation of 67 teleworkers, authorizing the use of 42 shared workstations.

Example of Teleworking calculation:

1) Number of routine TW staff	2) Number of days they work at unit’s regular worksite	Calculation formula	3) Total number of shared workstations authorized (round up)*
15	4	$(15*4) / 5 = 12$	12
46	3	$(46*3) / 5 = 27.6$	28
1	2	$(1*2) / 5 = 0.4$	1
5	1	$(5*1) / 5 = 1.0$	1
67	Total		42

Note: Rounding up to the next whole number should occur for each scenario

Additive Collaboration Space: The number of teleworking staff also trigger additional space requirements allocated to a unit/organization to provide meeting space and collaboration space for these populations, as detailed in [Table 8: Additive Telework \(TW\) Collaboration Space](#). Collaboration space will be added to the customer authorization as a special purpose space.

In the example above, there are 67 staff categorized as routine teleworkers. According to Table 8, their unit will earn an additional 340 SF to be used as huddle/collaboration rooms or as general open collaboration space.

For an example calculation for a Telework Authorization see [Figure C: Example of Telework Position-Based Authorization Method for a Squadron](#)

2.3.2 Remote Work. This type of telework arrangement allows an employee/service member to perform all of their assigned duties from an approved alternative worksite, within or outside the local commuting area. These staff do not have any regular or recurring requirement to report to work at their regular worksite.

Authorized Space: None. These remote staff do not contribute to the square footage

earned for shared or collaboration space.

2.3.3 Unscheduled, Emergency, or Situational Telework. This type of telework is performed by employees/service members supporting mission requirements during short-term contingencies, emergencies, and for the accommodation of special personal circumstances, who cannot work from their usual assigned worksite. Examples include special work assignments and telework because of inclement weather, pandemics, utility outages, etc. Work activities under these situations are performed in an approved alternative worksite, such as the employee's/service member's home, during the temporary event.

Authorized Space: Employees performing duties under this category are authorized workspace based on their regular/recurring status. Example: An employee who typically falls under a routine telework agreement will earn authorized space in accordance with [Section 2.3.1](#). Employees who typically work in the office full-time will earn authorized space in accordance with [Section 3.7](#).

2.3.4 Exceptions for Specific Teleworkers. The following position types should be authorized their full-size workspace, regardless of their telework status (Reference [Table 3.1](#)):

- Wing/Group/Squadron Commander (CC)
- Wing/Group/Squadron Deputy Commander (CD)
- Wing Command Chief (CCC)
- Group/Squadron Superintendent (CEM)
- First Sergeant (CCF)
- Director/Division Chief
- MAJCOM/Wing/Group Executive
- Wing/Group/Squadron Secretary
- Flight Chief/Commander

2.4 Circulation Space. This is space used to traverse in and around all the space types presented above. This space includes the hallways between offices and walkways between system furniture.

2.4.1 Primary Circulation. Primary circulation space encompasses the main routes connecting to the building core and common spaces, such as major hallways, elevators, and exit stairs.

2.4.2 Secondary Circulation. Secondary circulation space includes the aisles between individual spaces such as private offices, cubicles, and support spaces. [Section 3.2](#) further describes the difference between circulation factors and circulation multipliers used to establish authorization estimates of the circulation space required. [Figure A. Example of Using the Position-Based Authorization Method](#) and [Figure B. Example of Using the Position-Based Authorization Method for a Squadron](#) demonstrate the appropriate use of circulation multipliers.

2.5 Average Net Square Foot (NSF) Per Person. Average NSF is a calculation of the net administrative space divided by the number of staff.

2.6 Net Administrative Space. Net administrative space includes the combined total

area of workspaces (private and open offices, task stations, etc.), administrative support space, and administrative special purpose space with the appropriate circulation space multipliers applied. See [Section 3.0](#) for multiplier information and formulas.

2.7 Net Organization Space. Net organization space is the space defined for a distinct organization that is part of a shared facility. Net organization space is sometimes more generally referred to as “Usable” space. It includes the net administrative space, non-administrative special purpose space, and a circulation space factored for that organization. Net organization space is useful in establishing the relative percentage of a shared facility that should be attributed to a single organization. This space excludes building core and common spaces such as elevators, lobbies, exit stairs, mechanical rooms, and common restrooms.

2.8 Rentable Space. Rentable Square Footage (RSF) encompasses the net organization space, plus its proportionate share of common areas in the building. Determine the percentage of the building total net organization space and what percentage is used by the specified organization. Determine matching percentage of the total common space SF including building lobbies, common restrooms, egress corridors, and spaces that support the operations of the entire building such as mechanical/electrical, janitor closets, loading docks, etc. Add the percentage common space SF to the net organization space.

2.9 Net Building Area. Net building area includes net administrative space and non-administrative special purpose spaces (hangars, maintenance shops, warehouse storage, etc.).

2.10 Gross Building Area. The gross building area includes the entire building measured to the outside walls. This includes common shared building functions/spaces such as vestibules, entryways, lobbies, primary circulation area (main hallways), restrooms, mechanical rooms, janitor closets, trash/recycling areas*, all vertical penetrations (e.g., mechanical/electrical/plumbing, elevator shafts, stairwells), and the building’s exterior and interior wall thickness. Not included are parking lots and loading docks located outside the building line. To estimate gross building area for administrative facilities, multiply the net administrative area and net special purpose space for all organizations by the NTG multipliers in [Section 3.5](#). (*Note: for trash/recycling areas refer to current Sustainable Design and Development (SDD) Policy / Leadership in Energy and Environmental Design (LEED) guidelines)

3.0 Summary of Multipliers and Methods. These multipliers and methods are used by programmers to estimate key facility space authorizations.

3.1 Administrative Support Space Multiplier. For administrative support space use a multiplier of 8 SF per workspace. This space would be divided up to provide for all required administrative support spaces not included in personal office space such as: administrative supply storage, unit/organization files, safes, copiers, scanners, printers, facsimile machines, shredders, shelter-in-place kits, mail rooms, and lactation support rooms.

3.2 Circulation Multipliers. Circulation multipliers are added to net administrative area and all special purpose space to account for the space needed to circulate in and around these areas. These are described in more detail in the *Facility Space Planning and*

Optimization Playbook, available at:

[Facility Space Planning and Optimization Playbook](#)

3.2.1. Circulation Definitions. For more details see the [GSA Circulation: Defining and Planning Study \(May 2012\)](#).

3.2.1.1 Primary Circulation. This space encompasses the main routes connecting to the building core and common spaces, such as major hallways, elevators and exit stairs. Primary circulation area is included in the Net-to-Gross space multiplier.

3.2.1.2 Secondary Circulation. This space includes the aisles between individual spaces such as private offices, cubicles, and support spaces.

3.2.1.3 Circulation Factor (CF). CF is the percentage of total net organization space that makes up the circulation space. This is applied to secondary circulation.

3.2.1.4 Circulation Multiplier (CM). CM is applied to the net administrative space to estimate the amount of circulation space that should be included in the net organization space. When trying to achieve 30% additional space, it is 30% of the total net organization space. For example, a CF of 30% of the net organization space would require a CM of 0.42 be added to the net administrative space. The calculation formula is:

$$(0.42 \times \text{net administrative space}) + \text{net administrative space} \\ = \text{gross administrative space}$$

This is applied to secondary circulation.

3.2.2 Private Offices Circulation Multiplier. To achieve the circulation factor of 28% for private offices, use a circulation multiplier of 0.4 and the same formula shown in [Section 3.2.1.4](#) above.

3.2.3 Open Offices Circulation Multiplier. To achieve the circulation factor of 38% for open offices, use a circulation multiplier of 0.6 and the same formula shown in [Section 3.2.1.4](#) above.

3.2.4 Administrative and Non-Administrative Special Purpose Space Circulation Multiplier. To achieve the circulation factor of 28% for these special purpose spaces, use a circulation multiplier of 0.4 and the same formula shown in [Section 3.2.1.4](#) above.

3.3 Team and Conference Rooms. The size of team and conference rooms are based on the total number of workspaces in the unit (permanent and shared). A workspace is defined as either a private office or a desk. Collaboration Space for teleworking staff is addressed in the collaboration space (see [Section 2.3.1](#) Routine Telework). Additional conference and/or team room 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. Refer to [Table 6: Team & Conference Room \(SF\) by Unit Size](#) for team room and conference room sizing guidance.

3.4 Commander Conference and Team Rooms. Refer to [Table 7: Commander's](#)

[Conference & Team Rooms](#) for room sizing and quantity guidance.

3.5 Net-to-Gross (NTG) Multipliers. To estimate the gross building area, as defined in [Section 2.10](#), for administrative facilities, multiply the net organization space for all organizations in the building by the NTG multipliers. To achieve a Net-to-Gross Factor (NTGF) of 30%, use a Net-to-Gross Multiplier (NTGM) of 0.42 and the same formula shown in [Section 3.2.1.4](#) above. [Figures A, B, and C](#) demonstrate the appropriate use of NTG multipliers.

3.6 Space Authorization Calculation, Position-Based Authorization Method. This method is used for calculating space authorization requirements based on the number of administrative positions, the private and open office types for each position, administrative support space, and special purpose space (administrative and non-administrative). This information is then used to establish the net administrative space. For facilities that are primarily administrative, use the Net-to-Gross multiplier to determine the gross building area. [Table 3: Position-Based Authorization Method and Multipliers](#) presents this method.

3.7 Tables and Examples. The following tables are referenced throughout the previous text and provide specific reference data and instruction for creating unit authorizations. Following the eight (8) reference tables, are three (3) completed customer authorizations to provide examples for using the data and information contained in this document to create a customer authorization.

Table 3. Position-Based Authorization Method and Multipliers

	Space Type	SF Factor / Multiplier
1	NSF Private Office Spaces (sizes A-D)	See Table 3.1
2	Add Private Office Circulation (Factor - 28%; Multiplier - .40)	(CM) 0.4
3	Add NSF Open Office Spaces (sizes E-I)	See Table 3.2
4	Add Open Office Circulation (Factor - 38%; Multiplier - .60)	(CM) 0.6
5	<i>Net Administrative Space = [Line 1+(Line 1 x Line 2) +Line 3+(Line 3 x Line 4)]</i>	
6	Add Administrative Special Purpose Space and Non-Administrative Special Purpose Space	See Table 4 & Table 5
7	Add Special Purpose Space Circulation (CF = 28% and CM =0.4)	(CM) 0.4
8	<i>Net Special Purpose Space = Line 6+(Line 6 x Line 7)</i>	
9	<i>Net Building Area = (Net Administrative Space [Line 5]) + (Net Special Purpose Space [Line 8])</i>	
10	Add Net-to-Gross Space (NTGF = 30% and NTGM = 0.42)	(NTGM) 0.42
11	<i>Total estimated Gross Building Area = Line 9 + (Line 9 x Line 10)</i>	

Table 3.1. Position-Based Private Office Space Authorization Factors (office sizes A-D)¹

Position (or Equivalent)	Occupant/Visitor Load	Type	Net Space	
			m ²	SF
Commanders ² : MAJCOM/Deputy, NAF Commander, FIELDCOM/Deputy, Center/Deputy, Wing/Deputy, Directorate Chief/Deputy, Mission Delta/Deputy	Occupant plus up to four visitors, and a meeting area for five.	A	27.9	300
Commanders: Group/Deputy, Division Chief/Deputy ⁵ , Staff Judge Advocate, Wing Chaplain	Occupant plus up to two visitors, and a meeting area for three.	B	14.9	160
Commanders: Squadron/Deputy, Flight (G-Series orders) ³ , Wing/Group Command Chief Master Sergeant, Staff Judge Advocate Deputy, Chaplain, Instructor/Faculty in academic setting	Occupant plus visitor(s)	C	13.0	140
Wing Staff Agency Chief, Squadron Senior Enlisted Advisor (SEL) or Superintendent, Flight Chief/Commander (non-G-Series) ³ , First Sergeant, Director of Operations, Military/Civilian Personnel Chief, Civilian Equal Opportunity Chief, Public Affairs Chief, Safety Chief, Judge Advocate (Attorney) ⁶ , Wing Historian	Occupant plus visitor(s)	D	9.3	100
<p>NOTES:</p> <ol style="list-style-type: none"> 1. Consult AFRCH 32-1001 for variances in AF Reserve requirements 2. For higher level positions see <i>Headquarters Operating Instruction (HOI) 32-9</i> 3. Only applies to permanent G-Series orders which give command authority to exercise legal authority granted to them based on their role 4. Note for teleworking staff refer to Section 2.3.4 5. Position as described in AFI 38-101 Manpower and Organization, for MAJCOMs and NAF 6. Attorneys may be authorized a Type C Private Office to accommodate more than 2 visitors, if justified by the user 				

Table 3.2. Open Office Space Authorization Factors (office sizes E-I)¹

Workspace Type	Position/User	Type	Net Space	
			m ²	SF

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Supervisor Workspace	Branch Chiefs/Deputies, Flight Superintendents, NCOICs, Executive Officers, Section Chiefs, Design Engineers, or an equivalent that can justify additional workspace above the standard workstation. ³	E ²	6.0	65
Standard Workstation	Standard full-time equivalent (FTE) Military or Civilian personnel, including Contractors, Wing/Group/Squadron Command Support staff, Judge Advocate staff	F	3.3	36
Shared Workstations	Non-permanently assigned workstations that are for routine Telework staff, and Reservists/Contractors working 25-50% of FTE.	G	3.3	36
Task Station	Workspace for part-time personnel, IMA Reservists ⁴ /Contractors working less than 25% of FTE, students, volunteers, or equivalent	H	1.9	20
Kiosk Station	For shop workers, visitors, customer kiosks in reception areas. Enough space for a single monitor and keyboard.	I	0.9	10
<p>NOTES:</p> <ol style="list-style-type: none"> 1. Consult AFRCH 32-1001 for variances in AF Reserve requirements. 2. Office Type E may be a private office if justified by job requirements i.e., SAPR counselors 3. User must justify authorized space above those shown in cases of: <ol style="list-style-type: none"> a. Customer Service functions where more than one person must occupy the space (6.0 m² or 65 SF) b. Additional/specialized equipment above the normal AF-issued computer assets c. Oversized document handling (for example: blueprint review) 4. Typically calculated at a ratio of one workspace per every 4 IMA reservists 5. Note for Teleworking staff refer to Section 2.3 				

Table 4. Typical Administrative Special Purpose Space Authorization Factors¹

Description	Authorization Factors (NSF) ^{2, 3, 6, 7}
Administrative Support Space	0.7 m ² (8 SF) per workspace.
Break Rooms (Coffee Bar / Vending) ⁴	0.27 m ² (3 SF) per workspace; 4.6 m ² (50 SF) minimum
Copy Rooms	Use only if additional space to the administrative support space is needed. User justified.
File Rooms	Use only if additional space to the administrative support space is needed. User justified.
Reception Desk	3.3 m ² (36 SF) for each customer service area, as required.
Shipping/Receiving	User justified.
SIPRNet/Cafe	Secret Internet Protocol Router Network (SIPRNet) 1.9 m ² (20 SF) (Type H Workstation) per SIPR terminal; 7.4 m ² (80 SF) minimum.
Mail Room	Use only if additional space to the administrative support space is needed. User justified.
Sensitive Compartmented Information Facility (SCIF) ⁵	User justified (use CATCode 140422 SCIF). All standard office space applies.
Special Access Program Facilities (SAPF) ⁵	User justified (use primary mission CATCode). All standard office space applies.
Waiting Areas	1.9 m ² (20 SF) per person/seat. User justified.
Lockers	0.37 m ² (4 SF) per person for locker space (double stacked) and 3.3 m ² (35 SF) per shower. User justified.
Workbench	5.6 m ² (60 SF) per station. User justified.
<p>NOTES:</p> <ol style="list-style-type: none"> 1. Consult AFRCH 32-1001 for variances in AF Reserve requirements 2. Base actual space requirements on functional analysis. There are no specific space limitations. 3. These spaces only require justification if the requirement exceeds what is normally included in the gross area multiplier. 4. Based on total number of desks, this will account for peak number of staff. 5. Workspaces inside a SCIF/SAPF will use the same standards for workspaces, admin support, etc. 6. All SF is shown in net SF. 7. Reference Table 3 for how the circulation multiplier and net-to-gross multiplier is applied to spaces in this table. 	

Table 5. Typical Assembly Space Authorization Factors¹

Description	Authorization Factors (NSF)
Discussion Room / Huddle space (2-4 Persons)	7.4 m ² (80 SF) per room Included in total meeting space, (see Table 6)
Small Meeting Space (4-6 Persons)	9.29 m ² (100 SF)
Collaboration Space (TW Staff)	See Table 8 Supporting Telework staff
Team / Meeting / Mini Conference Room (6-10 people)	1.4 m ² (15 SF) per person, 150 SF max (see Table 6)
Commander's Conference & Team Rooms	See Table 7
Conference Room (up to 49) ²	1.9 m ² (20 SF) per person (see Table 6)
Conference Room (50+)	1.9 m ² (20 SF) per person + 14 m ² (150 SF) speaker area (see Table 6)
Classroom (up to 25)	2.8 m ² (30 SF) per person including instructor area
Classroom (25-50 typical, up to 75)	2.3 m ² (25 SF) per person including instructor area
Assembly / Auditorium Spaces (50+ seats)	1.4 m ² (15 SF) per person + 14 m ² (150 SF) instructor area. Included in total meeting space, (see Table 6).
NOTES:	
1. Total amount of assembly space can't exceed the authorized space in Table 6	
2. See Section 3.3 and Table 6	

Table 6. Team & Conference Room (SF) by Unit Size

# Workspaces in Unit	Team Room (15 SF per seat) # of seats	Total Team Room (SF)	Conference Room (20 SF per seat) # of seats	Total Conf Room (SF)	Total Space (NSF)
0 - 49	10	150	-	-	150
50 - 99	10	150	25	500	650
100 - 149	20	300	50	1,150	1,450
150 - 249	30	450	60	1,350	1,800
250 - 349	40	600	70	1,550	2,150
350 - 449	50	750	80	1,750	2,500
450 - 549	60	900	90	1,950	2,850
550 - 649	70	1,050	100	2,150	3,200
650 - 749	80	1,200	110	2,350	3,550
750 - 849	90	1,350	120	2,550	3,900
850 - 949	100	1,500	130	2,750	4,250
950 - 1049	110	1,650	140	2,950	4,600
1,050 - 1,149	120	1,800	150	3,150	4,950
1,150 - 1,249	130	1,950	160	3,350	5,300
1,250 - 1,349	140	2,100	170	3,550	5,650
1,350 - 1,449	150	2,250	180	3,750	6,000

Category Group 61, Administrative and Administrative Support Spaces

1,450 - 1,549	160	2,400	190	3,950	6,350
1,550 - 1,649	170	2,550	200	4,150	6,700
1,650 - 1,749	180	2,700	210	4,350	7,050
1,750 - 1,849	190	2,850	220	4,550	7,400
1,850 - 1,949	200	3,000	230	4,750	7,750
1,950 - 2,049	210	3,150	240	4,950	8,100
2,050 - 2,149	220	3,300	250	5,150	8,450
NOTES: Conference Rooms with 49+ seats include a 150 SF Speaker's Area in total SF shown.					

Table 7. Commander's Conference & Team Rooms

Unit Type	Room Type	# Rooms	Total SF
MAJCOM / FIELDCOM CC	Conference	1	690
MAJCOM / FIELDCOM CC	Team Room	3	450
Host Wing / Space Base Deltas CC	Conference	1	690
Host Wing / Space Base Deltas CC	Team Room	3	450
Tenant Wing / Mission Deltas CC	Conference	1	690
Tenant Wing / Mission Deltas CC	Team Room	1	150
Group CC	Conference	1	535
NOTES: 1. These spaces are additive to those authorized in Table 6 and are provided to support commander discussions with subordinate organizations. 2. These are typically included as part of a command suite or similar configuration.			

Table 8. Additive Telework (TW) Collaboration Space

# TW Staff ¹	Collaboration Space Total Authorized Net SF
1 - 19	80
20 - 39	160
40 - 59	260
60 - 79	340
80 - 99	420
100 - 119	520
120 - 139	600

Category Group 61, Administrative and Administrative Support Spaces

# TW Staff ¹	Collaboration Space Total Authorized Net SF
140 - 159	680
160 - 179	760
180 - 199	840
200 - 219	1,020
220 - 239	1,100
240 - 259	1,180
260 - 279	1,260
280 - 299	1,340
300 - 319	1,520
320 - 339	1,600
340 - 359	1,680
360 - 379	1,760
380 - 399	1,840
400 - 419	2,020
420 - 439	2,100
440 - 459	2,180
460 - 479	2,260
480 - 499	2,340
500 - 519	2,520
NOTES:	
<ol style="list-style-type: none"> 1. Provide an additional 80 SF for every 20 TW person (pn) over 520. Example: 539 teleworkers would earn the unit/organization a total of 2,520 SF + 80 SF = 2,600 SF 2. The intent of the space is to provide flexibility for meeting space and provide additional task stations as mission requires 	
Discussion Room (2-4 pn) = 80 SF	
Small Meeting Room (4-6 people) = 100 SF	

Figure A. Example of Using the Position-Based Authorization Method

Ref. Section	Position Description	Rank / Position Type	Office Type	Grade	SF Auth / No.	No.	Total Auth
Administrative Private Office Space							
Table 3.1	Wing CC	Commander: Wing	Office Type A (Private)	O-7	300	1	300
Table 3.1	Deputy Wing	Commander: Wing Deputy	Office Type A (Private)	O-6	300	1	300
Table 3.1	Command Chief	Wing Command CMSgt	Office Type C (Private)	E-9	140	1	140
Subtotal Private Office Space					Subtotal	3	740
Sec 3.2	Private Office Circulation Calculation (Factor = 28%; Multiplier = 0.40)				0.40		296
Net Private Office Space					Subtotal		1,036
Administrative Open Office Space							
Table 3.2	Wing Exec	Executive Officer	Office Type E (Open)	O-3	65	1	65
Table 3.2	Admin Support	Staff Full Time Admin	Office Type F (Open)	GS-9	36	1	36
Table 3.2	Command Support Staff	Staff Full Time Admin	Office Type F (Open)	Various	36	6	216
Subtotal Open Office Space					Subtotal	8	317
Sec 3.2	Open Office Circulation Calculation (Factor = 38%; Multiplier = 0.60)				0.60		190
Net Open Office Space					Subtotal		507
Administrative Support and Special Purpose Space							
Table 4	Administrative Support Space				8	11	88
Table 7	Wing CC Conference Room				690	1	690
Table 7	Wing CC Team Rooms (Host Wing)				450	1	450
Table 4	Waiting room				20	6	120
Table 4	Break Rooms (Coffee Bar/Vending)				3	11	50
Subtotal Administrative Support and Special Purpose Space					Subtotal		1,398
Sec 3.2	Administrative Support and Special Purpose Space Circulation Calculation (Factor = 28%; Multiplier = 0.40)				0.40		559
Net Administrative Support and Special Purpose Space					Subtotal		1,957
Non-Administrative Special Purpose Space							
Sec 2.2.2	Mobility Bag Storage				250	1	250
Subtotal Non-Administrative Special Purpose Space					Subtotal	1	250
Sec 3.2	Non-Administrative Special Purpose Space Circulation Calculation (Factor = 28%; Multiplier = 0.40)				0.40		100
Net Non-Administrative Special Purpose Space					Subtotal		350
Space Totals							
Total Net Facility Space					Total Net		3,850
Sec 3.5	Net-to-Gross Multiplier (Factor = 30%; Multiplier = 0.42)				0.42		1,617
					Total Gross		5,468

Figure B. Example of Using the Position-Based Authorization Method for a Squadron

Ref. Section	Position Description	Rank / Position Type	Office Type	Grade	SF Auth / No.	No.	Total Auth
Administrative Private Office Space							
Table 3.1	Squadron Commander	Commander: Squadron	Office Type C (Private)	O-5	140	1	140
Table 3.1	Deputy Squadron Commander	Commander: Squadron Deputy	Office Type C (Private)	O-5	140	1	140
Table 3.1	Superintendent	Squadron CEM or Superintendent	Office Type D (Private)	E-9	100	1	100
Table 3.1	First Sergeant	First Sergeant	Office Type D (Private)	E-7	100	1	100
Table 3.1	Flight Chiefs (A, B, C, D)	Flight Chief (Non-G-Series)	Office Type D (Private)	O-4	100	4	400
Subtotal Private Office Space					Subtotal	8	880
Sec 3.2	Private Office Circulation Calculation (Factor = 28%; Multiplier = 0.40)				0.40		352
Net Private Office Space					Subtotal		1,232
Administrative Open Office Space							
Table 3.2	Admin Support	Staff - Full Time Admin	Office Type F (Open)	GS-6	36	1	36
Table 3.2	Flight A Supervisor	Supervisor	Office Type E (Open)	E-7	65	2	130
Table 3.2	Flight A Staff	Staff - Full Time Admin	Office Type F (Open)	Various	36	45	1,620
Table 3.2	Flight B Supervisor	Supervisor	Office Type E (Open)	O-1	65	1	65
Table 3.2	Flight B Staff	Staff - Full Time Admin	Office Type F (Open)	Various	36	12	432
Table 3.2	Flight C Staff	Staff - Full Time Admin	Office Type F (Open)	Various	36	11	396
Table 3.2	Flight D NCOIC	NCOIC	Office Type E (Open)	E-7	65	1	65
Table 3.2	Flight D Staff	Staff - Full Time Admin	Office Type F (Open)	Various	36	8	288
Table 3.2	Flight D (3 IMAs)	Reservists (<25% of FTE)	Office Type H (Open)	O-3	20	1	20
Table 3.2	Flight D Contractors	Contractor (>40hr or FTE)	Office Type F (Open)	Contractor	36	8	288
Subtotal Open Office Space					Subtotal	90	3,340
Sec 3.2	Open Office Circulation Calculation (Factor - 38%; Multiplier - .60)				0.60		2,004
Net Open Office Space					Subtotal		5,344
Administrative Support and Special Purpose Space							
Table 4	Administrative Support Space				8	98	784
Table 6	Meeting Space for Unit (Conference and Team rooms) to be divided as needed				Table 6	98	650
Table 4	Break Rooms (Kitchen/Vending)				3	98	294
Subtotal Administrative Support and Special Purpose Space					Subtotal		1,728
Sec 3.2	Administrative Support and Special Purpose Space Circulation Calculation (Factor = 28%; Multiplier = 0.40)				0.40		691
Net Administrative Support and Special Purpose Space					Subtotal		2,419
Non-Administrative Special Purpose Space							
Sec 2.2.2	Equipment Storage				120	1	120
Sec 2.2.2	Mobility Bag Storage				150	1	150
Subtotal Non-Administrative Special Purpose Space					Subtotal	2	270
Sec 3.2	Non-Administrative Special Purpose Space Circulation Calculation (Factor = 28%; Multiplier = 0.40)				0.40		108
Net Non-Administrative Special Purpose Space					Subtotal		378
Space Totals							
Total Net Facility Space					Total Net		9,373
Sec 3.5	Net-to-Gross Multiplier (Factor = 30%; Multiplier = 0.42)				0.42		3,947
					Total Gross		13,310

Figure C. Example of Telework Position-Based Authorization Method for a Squadron

Ref. Section	Position Description	Rank / Position Type	Office Type	Grade	SF Auth / No.	No.	Total Auth
Administrative Private Office Space							
Table 3.1	Squadron Commander	Commander: Squadron	Office Type C (Private)	O-5	140	1	140
Table 3.1	Deputy Squadron Commander	Commander: Squadron Deputy	Office Type C (Private)	O-5	140	1	140
Table 3.1	Superintendent	Squadron CEM or Superintendent	Office Type D (Private)	E-9	100	1	100
Table 3.1	First Sergeant	First Sergeant	Office Type D (Private)	E-7	100	1	100
Table 3.1	Flight Chiefs (A, B, C, D)	Flight Chief (Non-G-Series)	Office Type D (Private)	O-4	100	4	400
Subtotal Private Office Space					Subtotal	8	880
Sec 3.2	Private Office Circulation Calculation (Factor - 28%; Multiplier - .40)				0.40		352
Net Private Office Space					Subtotal		1,232
Administrative Open Office Space							
Table 3.2	Admin Support	Staff - Full Time Admin	Office Type F (Open)	GS-6	36	1	36
Table 3.2	Flight A Supervisors	Supervisor	Office Type E (Open)	E-7	65	2	130
Table 3.2	Flight A Non-Telework Staff	Staff - Full Time Admin	Office Type F (Open)	Various	36	10	360
Table 3.2	Flight B Supervisor	Supervisor	Office Type E (Open)	O-1	65	1	65
Table 3.2	Flight B Non-Telework Staff	Staff - Full Time Admin	Office Type F (Open)	Various	36	3	108
Table 3.2	Flight D NCOIC	NCOIC	Office Type E (Open)	E-7	65	1	65
Table 3.2	Flight D (3 IMAs)	Reservists (25-50% of FTE)	Office Type G (Open)	O-3	36	1	36
Table 3.2	Flight D Contractors	Contractor (>40hr or FTE)	Office Type F (Open)	Contractor	36	8	288
Sec 2.3.1	Telework Staff	Telework / Hoteling Desk	Office Type G (Open)	Various	36	24	864
Subtotal Open Office Space					Subtotal	51	1,952
Sec 3.2	Open Office Circulation Calculation (Factor = 38%; Multiplier = 0.60)				0.60		1,171
Net Open Office Space					Subtotal		3,123
Administrative Support and Special Purpose Space							
Table 4	Administrative Support Space				8	59	472
Table 6	Meeting Space for Unit (Conference and Team rooms) to be divided as needed				Table 6	59	650
Table 8	Collaboration Space to support Telework staff (small meeting/counseling space)				Table 8	63	340
Table 4	Break Rooms (Kitchen/Vending)				3	59	177
Subtotal Administrative Support and Special Purpose Space					Subtotal		1,639
Sec 3.2	Administrative Support and Special Purpose Space Circulation Calculation (Factor = 28%; Multiplier = 0.40)				0.40		656
Net Administrative Support and Special Purpose Space					Subtotal		2,295
Non-Administrative Special Purpose Space							
Sec 2.2.2	Equipment Storage				120	1	120
Sec 2.2.2	Mobility Bag Storage				150	1	150
Subtotal Non-Administrative Special Purpose Space					Subtotal	2	270
Sec 3.2	Non-Administrative Special Purpose Space Circulation Calculation (Factor = 28%; Multiplier = 0.40)				0.40		108
Net Non-Administrative Special Purpose Space					Subtotal		378
Space Totals							
Total Net Facility Space					Total Net		7,028
Sec 3.5	Net-to-Gross Multiplier (Factor = 30%; Multiplier = 0.42)				0.42		2,952
					Total Gross		9,979

4.0 Standard Administrative Category Codes (CATCodes) (CC). Some of the more commonly used category codes are:

4.1 Administrative Office Miscellaneous (CC 610100) - This facility accommodates administrative areas or functions not covered in other category codes available. (e.g., FSS Command, Contracting, Comptroller, Honor Guard)

4.2 Base Supply Administration (CC 610122) - Facility designed for use as administrative offices that support the base supply organization. (LRS)

4.3 Base Engineer Administration (CC 610127) - Facility designed for use as the principal administrative offices of the Base Civil Engineer. Functional space areas include the Squadron Commander's office suite, squadron administration, Installation Management Flight, Engineering Flight, GeoBase Section, Environmental Section, Resources Section, Real Property Section, and Operations Flight leadership offices. (CES)

4.4 Base Personnel Office (CC 610128) - This facility houses the military and civilian personnel administration and services function and where appropriate, the education services function. (FSS)

4.5 Traffic Management Facility (CC 610142) - This facility is required for the administration, shipping, and receiving by rail and truck of military supplies, household goods, personal effects, and movement of personnel by air and surface modes of transportation. (LRS)

4.6 Headquarters, Group (CC 610243) - This facility accommodates the staff offices of headquarters groups such as: operational support, air base, support Commands, maintenance and supply, communications security, security police, and various specialized groups.

4.7 Wing Headquarters (CC 610249) - Facility designed to accommodate the staff offices of the headquarters for operational wings, air base wings, or training wings. This CATCode applies to all the Wing staff agencies and any squadrons reporting directly to the Wing. Functional space area includes offices, conference room, and training rooms.

4.8 Headquarters Center (CC 610281) - Facility designed to accommodate the staff offices of various Center organizations (excluding separate operating agency centers) such as: AFMC Centers, AETC Training Centers, and miscellaneous Centers under USAF and ACC.

4.9 Headquarters Major Command (CC 610284) - This category code applies to building space occupied by the headquarters staff offices including field extensions. It also applies to the headquarters of the Air Force communication service and the Air Force security service and their field extensions.

4.10 Headquarters Numbered Air Force (CC 610285) - Facility designed to accommodate Numbered Air Force staff offices and their field extensions.

4.11 Headquarters Specified (CC 610287) - Facility designed to accommodate staff offices comprising other headquarters designations such as named labs, space, and missile organizations, AETC numbered technical schools, and AF Eastern Test Range.

4.12 Disaster Preparedness (CC 610913) - Facility designed for support of the disaster

preparedness function which operates under the War Mobilization Plan and other related Air Force publications. (CES)

5.0 Tenant 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:

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

5.2 In Joint Command Headquarters (Unified Combatant Commands) and or other joint operations use **Headquarters, Specified (CC 610287)**

Glossary of Terms and Abbreviations

Term / Abbreviation	Description	Relevant Sections
Administrative Office Space	Office spaces are generally located in areas designated for administrative work and are typically divided into two main categories: “private offices” and “open office” work areas (e.g., shared offices, cubicles).	2.1 Administrative Office Space 5.0 Tenant Administrative Offices
Administrative Special Purpose Spaces	These are administrative spaces other than offices, desks, task stations, and administrative support spaces. Typical examples are assembly/auditorium spaces, waiting rooms, customer kiosk areas, break rooms, observation rooms, workbenches, etc.	2.2 Special Purpose Space 2.2.1 Administrative Special Purpose Spaces 2.6 Net Administrative Space Table 4 Typical Administrative Special Purpose Space Authorization Factors
Administrative Support Space	This space supports the facility’s administrative functions and includes all required administrative support spaces not included in personal office space such as: administrative supply storage, unit/organization files, safes, copiers, scanners, printers, facsimile machines, shredders, shelter-in-place kits, mail rooms, and lactation support rooms.	2.1.5 Administrative Support Spaces 2.6 Net Administrative Space 3.1 Administrative Support Space Multiplier Table 4 Typical Administrative Special Purpose Space Authorization Factors
Assembly Spaces	Assembly spaces are special purpose spaces that may be used for conferences, meetings, and training.	2.2.1.1 Assembly Spaces Table 5 Typical Assembly Space Authorization Factors
Circulation Factor (CF)	CF is the percentage of total net	3.2.1.3 Circulation

Term / Abbreviation	Description	Relevant Sections
	administrative space that makes up the circulation area.	Factor
Circulation Multipliers (CM)	CM is applied to the net administrative space to estimate the amount of circulation area that should be included in the net organization space.	3.2 Circulation Multipliers 3.2.1.4 Circulation Multiplier (CM) 3.2.2 Private Office Circulation Multiplier 3.2.3 Open Office Circulation Multiplier 3.2.4 Administrative and Non Administrative Special Purpose Space Circulation Multiplier
Circulation Space	This is space used to traverse in and around all the administrative space types presented above. This space includes the hallways between offices and walkways between system furniture.	2.4 Circulation Space 2.4.1 Primary Circulation 2.4.2 Secondary Circulation
Collaboration Space	For 4-6 people. These typically informal meeting rooms and spaces are designed and located to foster a more inclusive and cooperative small group dynamic. Usually used for temporary and quick work engagements. This can be a separate room, but usually a table in an open work area.	2.2.1.2 Collaboration Space Table 5 Typical Assembly Space Authorization Factors Table 8 Additive Telework (TW) Collaboration Space
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.	2.1.3 Command Suites
Common Space	This typically includes spaces such as building lobbies, common restrooms, egress corridors, and spaces that support the operations of the entire	2.4.1 Primary Circulation 2.7 Net Organization Space

Term / Abbreviation	Description	Relevant Sections
	building such as mechanical/electrical, janitor closets, loading docks, etc.	3.2.1.1 Primary Circulation
First Come-First Serve Shared Workstation	Workstations that are available for use by any personnel with access to the facility or space but are not reservable	2.3 Telework and Shared Desk Space
Gross Building Area	The gross building area includes the entire building measured to the outside walls. This includes common shared building functions/spaces such as vestibules, entryways, lobbies, primary circulation area, restrooms, mechanical rooms, janitor closets, trash/recycling areas*, all vertical penetrations (e.g., mechanical/electrical/plumbing, elevator shafts, stairwells), and the building’s exterior and interior wall thickness. Not included are parking lots and loading docks located outside the building line.	2.10 Gross Building Area 3.5 Net-to-Gross (NTG) Multipliers Table 3 Position-Based Authorization Method and Multipliers
G-Series Orders	G-Series orders are used to announce and record command succession, unless precluded by military agencies. Commanders, including those appointed on a temporary basis, must be identified on G-Series orders to exercise the legal authority granted to them based on their role.	Table 3.1 Position-Based Private Office Space Authorization Factors
Hoteling Workstation	Reservation based workspaces, not permanently assigned to specific staff. Typical users are scheduled teleworking staff, IMAs, visiting staff, etc.	2.3 Telework and Shared Desk Space
Huddle Rooms	Small, informal meeting rooms or spaces where 2-4 people (typically) can meet on-the-fly for impromptu collaboration activities including brainstorming, problem-solving sessions, project updates, webinars, etc.	2.3.1 Routine Telework; Additive Collaboration Space Table 8 Additive Telework (TW) Collaboration Space
IMA	Individual Mobilization Augmentee are a component of the AF Reserve Command. IMAs do not serve in Reserve organizations but instead are assigned to active component units,	2.3 Telework and Shared Desk Space; Hoteling Table 3.2 Open Office Space

Term / Abbreviation	Description	Relevant Sections
	either Air Force or joint. Rather than serving one weekend a month and two weeks a year, IMAs have flexibility in scheduling their annual training requirements each year.	Authorization Factors
Kiosk Station	For shop workers, visitors, customer kiosks in reception areas. Enough space for a single monitor and keyboard.	Table 3.2. Open Office Space Authorization Factors
Lactation Support Rooms	A room for nursing mothers is private space a nursing mother can use to express milk. Requirements detailed in <i>AFGM 2020-36-01 Establishing Requirement of Lactation Rooms for Nursing Mothers</i> .	2.1.5 Administrative Support Space 3.1 Administrative Support Space Multiplier
Net Administrative Space	Net administrative space includes the combined total area of workspaces (offices, desks, task stations), administrative support space, and administrative special purpose space with the appropriate circulation space multipliers applied.	2.5 Average Net Square Foot (NSF) Per Person 2.6 Net Administrative Space 3.7 Space Authorization Calculation, Position-Based Authorization Method Table 3 Position-Based Authorization Method and Multipliers
Net Building Area	Net building area includes net administrative space and non-administrative special purpose spaces (hangars, maintenance shops, warehouse storage, etc.).	2.9 Net Building Area Table 3 Position-Based Authorization Method and Multipliers
Net Organization Space	Net organization space is the space defined for a distinct organization that is part of a shared facility. It includes the net administrative space, non-administrative special purpose space, and a circulation space factored for that	2.7 Net Organization Space 2.8 Rentable Space 3.2.1.3 Circulation Factor (CF) 3.2.1.4 Circulation

Term / Abbreviation	Description	Relevant Sections
	<p>organization. Net organization space is useful in establishing the relative percentage of a shared facility that should be attributed to a single organization. This space excludes building core and common spaces such as elevators, exit stairs, mechanical rooms, and common restrooms.</p>	<p>Multiplier (CM) 3.5 Net-to-Gross (NTG) Multipliers</p>
<p>Net-to-Gross Factor (NTGF)</p>	<p>Net-to-Gross factors are used in the method for determining the gross building area which encompasses the entire building measured to the outside walls. The gross building area accounts for the common shared building functions/spaces such as vestibules, entryways, lobbies, primary circulation area, restrooms, mechanical rooms, janitor closets, trash/recycling areas*, all vertical penetrations (e.g., mechanical/electrical/plumbing, elevator shafts, stairwells), basements, garages, penthouses, and the building’s exterior wall thickness that are in addition to unit/organization administrative and non-administrative spaces.</p>	<p>3.5 Net-to-Gross (NTG) Multipliers Table 3 Position-Based Authorization Method and Multipliers</p>
<p>Net-to-Gross Multiplier (NTGM)</p>	<p>Net-to-Gross multipliers are used in the method for determining the gross building area which encompasses the entire building measured to the outside walls. The gross building area accounts for the common shared building functions/spaces such as vestibules, entryways, lobbies, primary circulation area, restrooms, mechanical rooms, janitor closets, trash/recycling areas*, all vertical penetrations (e.g., mechanical/electrical/plumbing, elevator shafts, stairwells), basements, garages, penthouses, and the building’s exterior wall thickness that are in addition to unit/organization administrative and non-administrative spaces.</p>	<p>3.5 Net-to-Gross (NTG) Multipliers 3.7 Space Authorization Calculations Position-Based Authorization Method Table 3 Position-Based Authorization Method and Multipliers</p>

Term / Abbreviation	Description	Relevant Sections
Non-Administrative Special Purpose Space	Spaces that are needed to support the mission, but are not administrative in nature (e.g., hangars, maintenance shops, tool cribs, warehouse storage, historian artifact rooms, portrait studios, etc.).	2.2 Special Purpose Space 2.2.2 Non-administrative Special Purpose Space 2.9 Net Building Area 3.2.4 Administrative and Non-Administrative Special Purpose Space Circulation Multiplier 3.7 Space Authorization Calculation Position-Based Authorization Method Table 3 Position-Based Authorization Method and Multipliers
NTG	Net-to-Gross is the method of utilizing a factor or multiplier on the net administrative area and net special purpose space total in order to estimate the gross building area of administrative facilities.	3.5 Net-to-Gross (NTG) Multipliers 3.7 Space Authorization Calculations Position-Based Authorization Method Table 3 Position-Based Authorization Method and Multipliers
NTGF	Net-to-Gross Factors for administrative spaces – To achieve a Net-to-Gross Factor (NTGF) of 30%, use a Net-to-Gross Multiplier (NTGM) of .42. $(.42 \times \text{net SF}) + \text{net SF} = \text{gross SF}$. See Net-to-Gross Factor.	3.5 Net-to-Gross (NTG) Multipliers Table 3 Position-Based Authorization Method and

Term / Abbreviation	Description	Relevant Sections
		Multipliers
NTGM	Net-to-Gross Multipliers for administrative spaces – To achieve a Net-to-Gross Factor (NTGF) of 30%, use a Net-to-Gross Multiplier (NTGM) of .42. (.42 x net SF) + net SF = gross SF. See Net-to-Gross Multiplier.	3.5 Net-to-Gross (NTG) Multipliers 3.7 Space Authorization Calculations Position-Based Authorization Method Table 3 Position-Based Authorization Method and Multipliers
Open Offices	Open offices are typically programmed and designed to incorporate multiple desks and/or modular workstations, or cubicles. These offices are typically assigned to general administrative and/or functional support staff.	2.1 Administrative Office Space 2.1.2 Open Offices 2.6 Net Administrative Space 3.2.3 Open Offices Circulation Multiplier Table 3 Position-Based Authorization Method and Multipliers Table 3.2 Open Office Space Auth Factors
Primary Circulation	Primary circulation space encompasses the main routes connecting to the building core and common spaces, such as elevators and exit stairs.	2.4.1 Primary Circulation 3.2.1.1 Primary Circulation
Private Offices	Private offices are assigned to individuals based on position and/or duty assignment. These offices are intended to provide visual and sound privacy required during the occupant’s duties. These offices typically have full height walls or partitions from finished floor to finished ceiling.	2.1 Administrative Office Space 2.1.1 Private Offices Table 3 Position-Based Authorization Method and Multipliers Table 3.1 Position-

Term / Abbreviation	Description	Relevant Sections
		Based Private Office Space Authorization Factors
Remote Worker	<p>This type of arrangement allows an employee/service member to perform the majority of their assigned duties from an approved alternative worksite (e.g., their residence or a workplace different from their assigned unit/organization’s office). These staff do not have specific scheduled day(s) to work in their employer’s office.</p>	2.3.2 Remote Work
Rentable Space	<p>Rentable square footage (RSF) encompasses the net organization space, plus its proportionate share of common areas in the building. Determine the percentage of the building total net organization space and what percentage is used by the specified organization. Determine matching percentage of the total common space SF including building lobbies, common restrooms, egress corridors, and spaces that support the operations of the entire building such as mechanical/electrical, janitor closets, loading docks, etc. Add the percentage common space SF to the net organization space.</p>	2.8 Rentable Space
Routine Teleworker	<p>This type of telework arrangement is a management-approved work schedule where eligible employees and service members perform their assigned duties at an alternative worksite on a regular, recurring, and ongoing basis. The specific agreed-upon day or days, during each bi-weekly pay period, are regularly scheduled for telework and are spelled out in a written telework agreement between the employee/service member and their supervisor. For example: the employee/service member will telework “every Wednesday” or “every</p>	2.3.1 Routine Telework Table 3.2 Open Office Space Authorization Factors

Category Group 61, Administrative and Administrative Support Spaces

Term / Abbreviation	Description	Relevant Sections
	Tuesday and Thursday”.	
Secondary Circulation	Secondary circulation space includes the aisles between individual spaces such as private offices, cubicles, and support spaces.	2.4.2 Secondary Circulation 3.2.1.2 Secondary Circulation
Security Access Program Facility (SAPF)	A space that has limited access and does not have special construction.	1.4 Secure Access Program Facility (SAPF)
Sensitive Compartmented Information Facilities (SCIF)	Facilities that meet strict construction requirements as found in UFC 4-010-05 Sensitive Compartmented Information Facilities Planning, Design and Construction and Intelligence Community Directive (ICD) 705 compliant facility	1.3 Sensitive Compartmented Information Facilities (SCIFs)
Shared Workstations	Shared workstations are not permanently assigned to specific staff, and include: two-person shared, small group shared, hoteling and first come-first serve workstations.	2.3 Telework and Shared Desk Space 2.3.1 Routine Telework Table 3.2 Open Office Space Authorization Factors
Small Group Shared Workstation	Workstations that are assigned to a specific and limited number of personnel (e.g., a section within a squadron or a sub-set of personnel within a branch) to be utilized during the times they are in the office. These workstations are not reservable by personnel outside the small group.	2.3 Telework and Shared Desk Space
Special Purpose Space	Special purpose space is defined as space which may be required to meet specific or special organization needs. The type, size, and quantity of special purpose spaces are mission specific. This space can be broken down into two areas: Administrative Special Purpose Spaces and Non-Administrative Special Purpose Spaces.	1.2 Establishing User Requirements 2.2 Special Purpose Space 2.2.2 Non-Administrative Special Purpose Space 3.2.4 Administrative and Non-Administrative

Term / Abbreviation	Description	Relevant Sections
		Special Purpose Space Circulation Multiplier 3.7 Space Authorization Calculation, Position-Based Authorization Method Table 3 Position-Based Authorization Method and Multipliers Table 4 Typical Administrative Special Purpose Space Authorization Factors
Supervisor	Typically includes NCOICs, Executive Officers, Section Chiefs, Design Engineers, or an equivalent that can justify additional workspace above the standard workstation.	Table 3.2 Open Office Space Authorization Factors
Task Station	Workspace for part-time personnel, IMA reservists/contractors working less than 25% of FTE, full-time/remote teleworkers, students, volunteers, or equivalent.	2.2.1 Administrative Special Purpose Space 2.6 Net Administrative Space Table 3.2 Open Office Space Authorization Factors
Telework	Telework is a workplace flexibility arrangement in which participants perform all or some of their assigned duties at approved sites away from the traditional office or worksite assigned to them by their unit/organization.	2.1.4 Telework and Shared Desk Space 2.3 Telework and Shared Desk Space
Two-person Shared Workstation	Workstations that are assigned to two personnel to utilize during the alternate times they are in the office. These	2.3 Telework and Shared Desk Space

Category Group 61, Administrative and Administrative Support Spaces

Term / Abbreviation	Description	Relevant Sections
	workstations are not reservable by other personnel.	
<p>Unscheduled, Emergency, or Situational Teleworker</p>	<p>This type of telework is performed by employee/service members supporting mission requirements during short-term contingencies, emergencies, and for the accommodation of special personal circumstances, who cannot work from their usual assigned worksite. Examples include special work assignments and telework because of inclement weather, utility outages, etc. Work activities under these situations are performed in an employee/service member’s home or from an alternative worksite during the temporary event.</p>	<p>2.3.3 Unscheduled, Emergency, or Situational Telework</p>
<p>Usable Space</p>	<p>Net organization space is sometimes more generally referred to as “Usable” space.</p>	<p>2.7 Net Organization Space</p>