Family Housing Management Office. FAC:6100

CATCODE: 610119
OPR: AF/A4CA
OCR: N/A

1.1. **Description.** This facility accommodates the family housing management office of the BCE organization.

1.2. **Requirements Determination.** The facility includes sufficient reception space to accommodate incoming personnel and their families, space for display of information on available community housing, toilet facilities for both sexes, and other special requirements. The customer service area should have sufficient space to provide a waiting room for children (e.g., tables, chairs, playpen, etc.). The Housing Officer and Referral Officer each require a private office (Type D) to conduct tenant-landlord counseling. Housing referral counselors and clerks should have semi-private areas to provide personalized customer service.

1.3. **Scope Determination.** The given category code is used whether the office is located in the main office building of the Base Engineer Administration (**CATCODE 610127**) or elsewhere. See the *Air Force Housing Support Facilities Guide* and UFC 4- 610-01 for design and programming criteria.

1.4. **Dimensions.** See **Table 1.1** below.

1.5. **Design Considerations.** The office is usually the first stop for arriving personnel and, therefore, a prominent location that is also convenient to other family service and military processing facilities is desirable. However, an existing office should not be considered for relocation to a better operating location unless other valid justification exists; for example, inadequacies in the office working space or structural condition.

Table 1.1. Authorized Spaces for Family Housing Management Offices.

Offices	Office Type (see FC-6, CG-61 Admin Overview Table 1.2 and 1.2.1)	
Special Purpose Spaces	m^2	ft^2
Customer/Family Waiting Room	User Justified	
Display Area	User Justified	
Counseling Rooms (2 each)	9.3	300
Reception Space	User Justified	
Storage	User Justified	