

FACILITIES CRITERIA (FC)
FACILITY PLANNING FOR NAVY AND
MARINE CORPS SHORE INSTALLATIONS

Series 600: Administrative Facilities

Record of Changes:

Date	CCN #	CCN Title	Change Description
Sept 2013	61010	ADMINISTRATIVE OFFICE	For simple BFRs, a <u>maximum</u> Admin GSF/PN allowance of 162.5 GSF/PN applies. This allowance includes office space, admin support space, break room space, conference/training room space and a net-to-gross factor of 1.25.
July 2019	61010	ADMINISTRATIVE OFFICE	Continue to use a <u>maximum</u> Admin GSF/PN allowance of 162.5 GSF/PN. For simple BFRs, a net-to-gross factor of 1.40 now applies. For project level BFRs, use the Admin BFR Generator to calculate the actual Admin GSF/PN allowance and Net-To-Gross factor.
Feb 2021	61010	ADMINISTRATIVE OFFICE	Section 61010-11 added to account for Telework and Workspace Sharing. Use section 61010-11 in tandem with Admin BFR Generator.
April 2022	61040	LEGAL SERVICES FACILITY	In Table 61040-1 Space Allowance for Legal Services Facilities, change Paralegal square footage per person from 64 NSF to 110 NSF.
May 2022	61010	ADMINISTRATIVE OFFICE	In Table 61010-7.2, update “shower room” justification by including support if access to a fitness center is 5 minutes or greater by walking. Additional justification includes acknowledgement of military integrity and readiness.
28 Jul 2022	61010	ADMINISTERATIVE OFFICE	Admin. BFR Generator in Excel format mad available for download. This includes various updates.
2 Mar 2023	600 Series	UFC 2-000-05N	Change UFC 2-000-05N to FC 2-000-05N document due to the fact that this planning criteria is not unified among the other DoD services.

SERIES 600 ADMINISTRATIVE FACILITIES

Table of Contents

610	ADMINISTRATIVE BUILDINGS	1
610 10	ADMINISTRATIVE OFFICE (SF).....	1
610 30	CLASSIFIED MATTER INCINERATOR/SHREDDER AND BLDG. (SF).....	32
610 40	LEGAL SERVICES FACILITY (SF).....	33
610 50	AUSTERE ADMINISTRATIVE FACILITY (SF)	37
610 70	DIVISION/WING HEADQUARTERS, MARINE CORPS (SF)	37
610 71	REGIMENTAL/GROUP HEADQUARTERS, MARINE CORPS (SF).....	37
610 72	BATTALION/SQUADRON HEADQUARTERS, MARINE CORPS (SF).....	37
610 73	COMPANY/BATTERY HEADQUARTERS, MARINE CORPS (SF).....	37
610 74	GARRISON AID STATION, MARINE CORPS (SF).....	38
610 77	ADMIN STORAGE (READY ISSUE/SHOP STORES/MISC.) (SF)	40
620	ADMINISTRATIVE FACILITIES – UNDERGROUND.....	40
620 10	UNDERGROUND ADMINISTRATIVE FACILITY (SF).....	40
620 77	UNDERGROUND ADMIN STORAGE (READY ISSUE/SHOP STORES/MISC.) (SF).....	40
690	OTHER ADMINISTRATIVE FACILITIES	41
690 10	FLAGPOLE / MARKER (EA)	41
690 15	SALUTING BATTERY GUN MOUNT (EA)	41
690 25	REVIEWING STAND (EA)	41
690 30	CLASSIFIED MATERIAL INCINERATOR / SHREDDER (NO BUILDING) (EA).....	41

610 ADMINISTRATIVE BUILDINGS

610-1 DEFINITION. A building that contains general office space, administrative support space, break rooms, and conference/training rooms. Other special purpose space types may apply.

610 10 ADMINISTRATIVE OFFICE (SF)

FAC 6100

BFR Required Y

61010-1 **DEFINITION.** An administrative facility is a building or portion of a building in which the administrative affairs of an organization are conducted. It accommodates the executive and staff functions of an installation or tenant organization. Administrative office space provided within non-administrative facilities under other category codes shall conform to the criteria provided herein.

61010-1.1 **BASIC PLANNING FACTORS.** There are two methods to determine administrative space requirements: Simple BFR Calculation and Project Level BFR Calculation.

- For simple Basic Facility Requirement (BFR) calculations, a maximum administrative (Admin) space allowance of 162.5 gross square feet per person (GSF/PN) applies. An Admin GSF/PN allowance includes all administrative workspace, administrative support space, break room space, and conference/training room space. Included in the 162.5 GSF/PN factor is a net-to-gross (NTG) factor of 1.40. This method is for rough order of magnitude estimates.
- For all project level BFR calculations, where multiple factors are considered (e.g. circulation, multiple stories, scale of economy, telework, workspace sharing, etc.), the maximum Admin GSF/PN allowance of 162.5 GSF/PN still applies, however; all space requirements and the NTG factor shall be calculated. Read sections below and use the online [Admin BFR Generator](#) to simplify this process.

Note: The Admin BFR Generator has been tested with Chrome and Internet Explorer. If security settings prevent the link above from working, copy and paste following address into your browser:

Online version:

[https://www.wbdg.org/FFC/DOD/UFC/600SERIES/BFR/Admin BFR Generator.htm](https://www.wbdg.org/FFC/DOD/UFC/600SERIES/BFR/Admin%20BFR%20Generator.htm)

MS Excel version for download:

https://www.wbdg.org/FFC/DOD/UFC/600SERIES/BFR/Admin_BFR_Generator.xlsx

61010-2 **Admin BFR Generator Quick Start Process**. Space requirements are calculated for administrative functions using the process below.

Process:

1. Begin on 'Activity' tab and input activity data.
2. Input number of personnel that require a private office, workstation type 1 (WST1) and/or workstation type 2 (WST2) space.
 - Note 2a. Private office spaces are justified for supervisory personnel.
 - Note 2b. WST1 spaces are justified for general staff personnel.
 - Note 2c. WST2 spaces are justified for personnel that predominantly telework.
3. Proceed to 'Space Table' tab and input space table fields if required.
 - Note 3a. Space types within the General Administrative Space and Basic Allocation Groups are used to calculate an 'Admin GSF/PN factor', which has a maximum allowance of 162.5 GSF/PN.
 - Note 3b. Space types within the Functional Support Group, Security Group and User Defined Group are used to calculate a 'Total GSF/PN' factor, which may exceed 162.5 GSF/PN.
4. Proceed to 'Justification' tab and input justification fields if required.
 - Note 4a. Space types within the General Administrative Space Group and Basic Allocation Group do not require justification.
 - Note 4b. Space types within the Functional Support Group, Security Group and User Defined Group do require justification.
5. Proceed to 'Net-To-Gross' tab and input net-to-gross fields if required.
 - Note 5a. If space loading is less than 50 PN, a Net-To-Gross (NTG) factor of 1.40 is automatically applied.
 - Note 5b. If space loading is equal to or greater than 50 PN, the NTG factor is calculated.
6. Proceed to 'Summary' tab, input summary data fields and 'Submit'.
 - Note 6a. The 'Submit' function checks to ensure all required data fields are populated. Once all required data fields are populated, the BFR is converted to PDF format and sent to the user via email.
7. Optional: Proceed to 'Telework' tab, and follow guidance in section 61010-11.
 - Note 7a. Requires completed Base Line scenario (steps 1-5 above)
 - Note 7b. Requires survey results in proper format, see section 61010-11.

61010-3 Personnel Loading. Personnel loading is the sum of all military, civilian and other personnel associated with an organization at a particular planning area and category code. Administrative BFRs shall be based on an official personnel loading source.

61010-3.1. Official Personnel Loading Sources.

61010-3.1.1. Activity certified personnel loading document

61010-3.1.2. Activity manning document

61010-3.1.3. Navy Total Force Manpower Management System

61010-3.1.4. Marine Corps Total Force System

61010-3.1.5. Other - If official reports are not available, certification of the personnel loading data used as a basis for BFR development must be provided by a responsible approval authority.

61010-3.1.6. SIMNavy can provide initial personnel loading reports, but must be certified by the tenant activity for accuracy. Website requires Chrome browser and user authentication. <https://fres.cnmc.navy.mil/SimNAVY/SimNavy.aspx>

61010-3.2. Personnel Loading Year. Personnel Loading Year refers to a particular fiscal year for which the projected staffing applies. For planning purposes, a five-year projection is applied.

61010-3.3. Personnel Loading Types. Personnel loading types include military, civilian and other personnel.

61010-3.3.1. Military personnel include all active duty personnel. Reserve personnel are justified on a case-by-case basis.




61010-3.3.2. Civilian personnel include all direct hire personnel.

61010-3.3.3. Other personnel include all contractor, foreign national and/or other miscellaneous personnel.

61010-4. Space Loading. Space loading is the sum of all personnel requiring private office, Workstation Type 1 (WST1) and/or Workstation Type 2 (WST2) space, associated with an organization at a particular planning area and category code. Personnel loading should be equal to space loading.

61010-5. General Administrative Space. General Administrative Space types are justified to support administrative or similar functions and include: private office spaces, WST1 spaces, WST2 spaces as well as secondary circulation space. As part of the General Administrative Space group, these space types are based on official personnel loading reports and do not require further justification. Tenant (personnel and/or space) loading reports must be provided as a separate attachment for project level BFRs.

Table 61010-5.1. **General Administrative Group Space Types**

Space Type:	Description:	Planning Factor:	Justification Guidelines:
Private Office	A private office provides an enclosed space, typically occupied by supervisory personnel or for those personnel whose job duties require privacy. Depending on an organization's telework and workspace sharing policies, this space type may be dedicated or shared. Private office space allocations typically range from 100-120 NSF/PN.	Allocate 120 NSF/PN requiring private office space	<ul style="list-style-type: none"> The number of personnel requiring private office space is supported by an official personnel loading report. 
WST1 (WS Type 1)	A WST1 is a modular workstation, typically occupied by general administrative or support staff. Depending on an organization's telework and workspace sharing policies, this space type may be dedicated or shared. WST1 space allocations typically range from 48-64 NSF/PN.	Allocate 64 NSF/PN requiring WST1 space	<ul style="list-style-type: none"> The number of personnel requiring WST1 space is supported by an official personnel loading report. 
WST2 (WS Type 2)	A WST2 is an optional space type, similar to WST1 modular workstation, but provides an alternate (usually smaller) size. It may serve as contractor space, hoteling space, or swing space during renovation projects. Depending on an organization's telework and workspace sharing policies, this space type may be dedicated or shared. WST2 space allocations typically range from 36-48 NSF/PN.	Allocate 48 NSF/PN requiring WST2 space	<ul style="list-style-type: none"> The number of personnel requiring WST2 space is supported by an official personnel loading report. 
Circulation	General administrative space secondary circulation includes the aisles between private office, WST1 and WST2 spaces. This circulation multiplier may range from 0.12 for all enclosed space (private offices) to 0.28 for all open office (workstation spaces)	Allocation is calculated using the Admin BFR Generator	<ul style="list-style-type: none"> Space type does not require justification

61010-6. **Net General Administrative Space.** Sum of all space types listed above including secondary circulation.

61010-7. **Special Purpose Space.** Special purpose space groups include:

1. Basic Allowance Group
2. Functional Support Group
3. Security Group
4. User Defined Space Group

61010-7.1. **Special Purpose Space – Basic Allowance Group.** As part of the Basic Allowance Group for administrative functions, these space types are based on official personnel loading reports and do not require further justification.

Table 61010-7.1. **Basic Allowance Group Space Types**

Space Type:	Description:	Planning Factor:	Justification Guidelines:
Administrative Support Space	Admin support space includes: <ul style="list-style-type: none"> • Group file storage (as opposed to individual file storage provided within modular furniture) • Conference room equipment storage (audio/visual equipment, chairs, lecterns, and room dividers) • Day locker storage (cell phones and other small personnel items) • Lactation room(s) • Office equipment and supply storage • Reception area(s) 	Allocate 8 NSF/PN	<ul style="list-style-type: none"> • Basic Allowance Group space types are based on personnel loading and do not require further justification. • Note: The degree to which administrative support spaces may be applied is dependent on the number of personnel. For small groups (<50 PN), this allocation may only include space for office equipment and supply storage only. For large groups (>100 PN), this allocation may include all of the space types listed in the description.
Break Room w/o Kitchen	A break room w/o kitchen is a staff-only space used for breaks or lunches. It typically includes some or all of the following: coffee bar, microwave oven, MWR drink/snack space, refrigerator and water cooler.	Allocate 2 NSF/PN	<ul style="list-style-type: none"> • Basic Allowance Group space types are based on personnel loading and do not require further justification.
Conference/Training Rooms	Conference/training rooms provide space for meetings, briefings and training. One overall space allocation is provided for conference/training rooms.	Allocate NSF based on: Conference/Training Room Table below	<ul style="list-style-type: none"> • Basic Allowance Group space types are based on personnel loading and do not require further justification.

Table 61010-7.1A. Conference/Training Room Table

Personnel Loading Ranges		Conf Rooms	Team Mtg/Mini Conf Room (5-10 PN) 15 NSF/PN			Conf Rooms	Conference Room (10 to 49 PN) 20 NSF/PN			Conf Rooms	Conference Room (50+ Persons) 20 NSF/PN plus 150 NSF spkr area			Total
LOWER	UPPER	QTY	PN	NSF/PN	NSF	QTY	PN	NSF/PN	NSF	QTY	PN	NSF/PN	NSF	NSF
0	9	0	0	0	0	0	0	0	0	0	0	0	0	0
10	24	1	5	15	75	0	0	0	0	0	0	0	0	75
25	49	0	10	15	0	1	12	20	240	0	0	0	0	240
50	99	1	10	15	150	1	15	20	300	0	0	0	0	450
100	149	1	10	15	150	2	15	20	600	0	0	0	0	750
150	249	2	10	15	300	2	25	20	1,000	0	0	0	0	1,300
250	349	4	10	15	600	2	25	20	1,000	0	0	0	0	1,600
350	449	5	10	15	750	1	15	20	300	1	50	20	1,150	2,200
450	549	6	10	15	900	2	15	20	600	1	50	20	1,150	2,650
550	649	7	10	15	1,050	5	10	20	1,000	1	50	20	1,150	3,200
650	749	8	10	15	1,200	6	10	20	1,200	1	50	20	1,150	3,550
750	849	9	10	15	1,350	7	10	20	1,400	1	50	20	1,150	3,900
850	949	10	10	15	1,500	8	10	20	1,600	1	50	20	1,150	4,250
950	1,049	11	10	15	1,650	9	10	20	1,800	1	50	20	1,150	4,600
1,050	1,149	12	10	15	1,800	10	10	20	2,000	1	50	20	1,150	4,950
1,150	1,249	13	10	15	1,950	11	10	20	2,200	1	50	20	1,150	5,300
1,250	1,349	14	10	15	2,100	12	10	20	2,400	1	50	20	1,150	5,650
1,350	1,449	15	10	15	2,250	13	10	20	2,600	1	50	20	1,150	6,000
1,450	1,549	16	10	15	2,400	14	10	20	2,800	1	50	20	1,150	6,350
1,550	1,649	17	10	15	2,550	15	10	20	3,000	1	50	20	1,150	6,700
1,650	1,749	18	10	15	2,700	16	10	20	3,200	1	50	20	1,150	7,050
1,750	1,849	19	10	15	2,850	17	10	20	3,400	1	50	20	1,150	7,400
1,850	1,949	20	10	15	3,000	18	10	20	3,600	1	50	20	1,150	7,750
1,950	2,049	21	10	15	3,150	19	10	20	3,800	1	50	20	1,150	8,100
2,050	2,149	22	10	15	3,300	20	10	20	4,000	1	50	20	1,150	8,450
2,150	2,249	23	10	15	3,450	21	10	20	4,200	1	50	20	1,150	8,800
2,250	2,349	24	10	15	3,600	22	10	20	4,400	1	50	20	1,150	9,150
2,350	2,449	25	10	15	3,750	23	10	20	4,600	1	50	20	1,150	9,500
2,450	2,549	26	10	15	3,900	24	10	20	4,800	1	50	20	1,150	9,850
2,550	2,649	27	10	15	4,050	25	10	20	5,000	1	50	20	1,150	10,200
2,650	2,749	28	10	15	4,200	26	10	20	5,200	1	50	20	1,150	10,550
2,750	2,849	29	10	15	4,350	27	10	20	5,400	1	50	20	1,150	10,900
2,850	2,949	30	10	15	4,500	28	10	20	5,600	1	50	20	1,150	11,250
2,950	3,049	31	10	15	4,650	29	10	20	5,800	1	50	20	1,150	11,600

61010-7.1.1. **Admin GSF/PN.** The sum of all space types identified above (private offices, workstations, admin support space, break rooms, conference/training rooms and secondary circulation space) multiplied by the NTG factor, make-up the Admin GSF/PN factor. This factor shall not exceed 162.5 GSF/PN.

61010-7.2. **Special Purpose Space - Functional Support Group.** These space types are additive to the 162.5 GSF/PN threshold and must be individually justified. The Admin BFR Generator accounts for these space types by calculating a “Total GSF/PN factor”. The Total GSF/PN factor may exceed 162.5 GSF/PN where justified.

Table 61010-7.2. **Functional Support Group Space Types**

Space Type:	Description:	Planning Factor:	Justification Guidelines:
<p>Archive Storage Room</p>	<p>An archive storage room provides space for long-term (5+ years) storage of hardcopy files. Storage space may include letter file cabinets, legal file cabinets, flat file cabinets, high density filing systems, etc.</p> <p>Note 1: Archive storage is different from central file storage included within the administrative support space allocations for group working files.</p> <p>Note 2: Archive storage is different from distributed file storage included within a private office or workstation space allocation for individual working files.</p> <p>No planning factors exist for this space type. A space analysis is required.</p>	<p>Allocate NSF requirement based on specific archive storage needs</p>	<ul style="list-style-type: none"> • Mission or functions performed • Records retention requirements per SECNAV M-5210.1 apply • Records types (legal, personnel, real estate, other) • Other justification
<p>Command Suite, Private Office</p>	<p>A command suite is an office area configuration containing private offices for the command leadership and key staff. Since private offices have already been accounted for in the space loading, this is an additional 80 NSF allocation for Installation Commanding Officers at the O6 level or above, and all flag and/or SES level personnel serving in a supervisory capacity.</p>	<p>Allocate an additional 50 NSF for each SES/O7 or ICO O6.</p>	<ul style="list-style-type: none"> • Number of SES (Senior Executive Service) personnel identified in loading reports • Number of O7 or higher (Rear Admiral, Brigadier General or higher) personnel identified in loading reports • ICO O6 or higher (Installation Commanding Officer – Navy Captain, Full Colonel or higher) identified in loading reports

Table 61010-7.2. **Functional Support Group Space Types**

Space Type:	Description:	Planning Factor:	Justification Guidelines:
<p>Hazardous Material Storage Room</p>	<p>A hazardous material storage room provides storage for flammable, reactive, corrosive or toxic materials. This space type is a dedicated room and does not apply to individual free standing or wall-mounted cabinets within other room types. No planning factors exist for this type of space. A space analysis is required.</p>	<p>Allocate NSF requirement based on specific hazardous material storage needs</p>	<ul style="list-style-type: none"> • Mission or functions performed • Type of hazardous material storage (corrosive, flammable, reactive or toxic) • Supported by space analysis • Other justification
<p>Interview Room</p>	<p>Interview rooms are used to conduct interviews in a private and professional environment, free of distractions. Plan for up to two interview rooms, located adjacent to an observation room.</p>	<p>Allocate up to two interview rooms at 120 NSF each</p>	<ul style="list-style-type: none"> • Mission or functions performed • Applicable to certain Echelon II IG functions • Applicable to certain NCIS functions • Address feasibility of using CCTV feeds instead of providing an observation room • Other justification (human resource functions, polygraph functions, speech therapy functions, etc.)
<p>Lg Format Production Room</p>	<p>A large format production room provides space for high-quality, large scale copier, printer, plotter and/or scanner equipment. It should include space for material storage such as large format paper rolls and ink cartridges. This space type typically applies to technical or operational functions. It is not intended for traditional office equipment, which is already accounted for in the admin support space allocation. No planning factors exist for this type of space. A space analysis is required.</p>	<p>Allocate NSF requirement based on specific large format production equipment</p>	<ul style="list-style-type: none"> • Mission or functions performed • Function(s) supported (e.g., architecture, engineering, operational) • Equipment type(s) to be housed (e.g., large scale copiers, printers, plotters, scanners, other) • Other justification

Table 61010-7.2. **Functional Support Group Space Types**

Space Type:	Description:	Planning Factor:	Justification Guidelines:
Locker Room	<p>A locker room provides temporary storage space for a change in clothing and other personal belongings.</p> <ul style="list-style-type: none"> • Lockers authorized in support of personnel performing 24-7 operations. Provide one locker per person based on the largest shift. • Lockers authorized in support of physical training requirements for military personnel at remote locations, without access to fitness centers. Provide one locker for every 10 military personnel assigned. • Lockers authorized in support of security personnel. Provide one locker per person based on the largest shift. <p>Use the guidance above to determine the number of lockers required.</p>	Allocate lockers at 8 NSF each	<ul style="list-style-type: none"> • Mission or functions performed • Access to a fitness center is greater than a 15-minute drive time • Military, civilian and/or contractor personnel may require lockers in support of 24-7 shift or emergency operations • Military personnel may require lockers in support of mandatory physical training requirements • The number of military personnel contributing to this space requirement is supported by an official personnel loading report • Other justification
Mailroom	<p>A mailroom accommodates processing and distribution of a facility's incoming and outgoing mail and parcels. A mailroom must be individually justified for operational, site specific or other reasons such as large size of organization. Office space for mailroom personnel is already accounted for within the office space loading above.</p>	Allocate 40 NSF for every 50 personnel assigned	<ul style="list-style-type: none"> • Mission or functions performed • Organization has 200 or more personnel • Access to the central postal facility is greater than a 15-minute drive time. • Security requirements warrant a standalone mailroom • Hours of operation • Other justification

Table 61010-7.2. **Functional Support Group Space Types**

Space Type:	Description:	Planning Factor:	Justification Guidelines:
Observation Room	An observation room is for monitoring interviews. Located adjacent to one or two interview rooms, it provides sufficient space for a small table, two chairs, and audiovisual recording equipment. One-way glass windows share common walls with the interview room(s). If feasible, consider using CCTV feeds rather than providing space for an observation room.	Allocate one observation room at 100 NSF	<ul style="list-style-type: none"> • Mission or functions performed • Applicable to certain Echelon II IG functions • Applicable to certain NCIS functions • Address feasibility of using CCTV feeds instead of providing an observation room • Other justification (human resource functions, polygraph functions, speech therapy functions, etc.)
Secure Storage Room	A Secure Storage Room provides a separate lockable room for storage of sensitive or high-value equipment.	Allocate one secure storage room at 100 NSF	<ul style="list-style-type: none"> • Mission or functions performed • Applicable to certain NCIS functions • Other justification
Shipping / Receiving Area	A shipping/receiving area accommodates loading and unloading of a wide variety of supplies and services necessary for operations. Most items can be stored in racks and stacked up to eight feet in height, while heavy items such as bulk paper supplies must remain on pallets. A shipping/receiving area must be individually justified for operational, site specific or other reasons such as large size of organization.	Allocate 80 NSF for every 50 personnel assigned	<ul style="list-style-type: none"> • Mission or functions performed • Organization has 200 or more personnel • Access to a central shipping/receiving facility is greater than a 15-minute drive time • Security requirements warrant a standalone shipping/receiving area • Hours of operation • Other justification

Table 61010-7.2. **Functional Support Group Space Types**

Space Type:	Description:	Planning Factor:	Justification Guidelines:
<p>Shower Room</p>	<p>A shower room provides one or more shower stalls and is typically collocated with a bathroom and/or locker room.</p> <ul style="list-style-type: none"> • Showers authorized in support of personnel performing 24-7 operations, without access to fitness centers. Provide one shower for every 10 persons of largest shift. • Showers authorized in support of military personnel physical training requirements, without access to fitness centers. Provide one shower for every 20 military personnel assigned. <p>In both cases, a ratio of 80 / 20, male / female (ratio may go up as staffing structure dictates but not lower than 80 / 20), should be used for planning purposes. Use the guidance above to determine the number of showers required.</p>	<p>Allocate showers at 20 NSF each</p>	<ul style="list-style-type: none"> • Mission or functions performed • Access to a fitness center by walking is 5 minutes or greater or a 15-minute drive time. • Military, civilian and/or contractor personnel may require showers in support of 24-7 shift or emergency operations • Military personnel may require showers in support of mandatory physical fitness requirements • The number of military personnel contributing to this space requirement is supported by an official personnel loading report. • Other justification is acceptable, particularly as it applies to mission integrity and readiness.
<p>Technical Equipment Area</p>	<p>A technical equipment area is used for check-in /check-out and charging of government issued equipment (cell phones, ELMRS radios, laptops, etc.)</p>	<p>Allocate one technical equipment area at 100 NSF</p>	<ul style="list-style-type: none"> • Mission or functions performed • Applies to CCN 89051 • Other justification

Table 61010-7.2. **Functional Support Group Space Types**

Space Type:	Description:	Planning Factor:	Justification Guidelines:
<p>Technical Publications Library</p>	<p>A technical publications library provides ready access to technical manuals, handbooks, and other guidance. Note that the need for this space type has diminished, as many resources are now readily available online. As a space saving measure, consider combining technical libraries within other spaces such as small conference/training rooms, rather than providing a separate allocation. No planning factors exist for this type of space. A space analysis is required.</p>	<p>Allocate NSF space requirement based on specific technical publications library needs of organization</p>	<ul style="list-style-type: none"> • Mission or functions performed • Function(s) supported (e.g., architecture, engineering, legal, other) • Number and size of technical libraries required. • Other justification
<p>Vault Room</p>	<p>A vault room is a secured area for handling classified material. It typically includes a worktable area and access to one or more shared SIPRNet workstations. Assume 48 NSF per workstation plus an additional 16 NSF per workstation to account for a central worktable area. The basic allocation factor becomes 64 NSF per workstation. The number of workstations required is provided/verified by the special security officer (SSO) or security manager.</p>	<p>Allocate 64 NSF per workstation</p>	<ul style="list-style-type: none"> • Mission or functions performed • Number of workstations required. • Number and size of vaults required if more than one. • Other justification
<p>Other Functional Support Space</p>	<p>This is a user-defined, functional support space type and allocation. It is intended for “one-off” space types not included above.</p>	<p>Allocate NSF for this user-defined space type</p>	<p>Provide justification for this user defined space requirement</p>

61010-7.3. **Special Purpose Space - Security Group.** These space types must be individually justified in support of specific missions or functions.

Table 61010-7.3. **Security Group Space Types**

Space Type:	Description:	Planning Factor:	Justification Guidelines:
Entry Control Area	An entry control area may be authorized for secure facilities allowing for orderly check-in and checkout. The entry control area provides for one entry and one exit channel adjacent to one or more security watch stations. This area includes an additional 20 NSF for every 50 personnel assigned to the organization to accommodate transit of building personnel through the entry control area. Security watch station(s) are a separate allocation (see below).	Allocate one entry control area at 100 NSF plus 20 NSF for every 50 personnel assigned	<ul style="list-style-type: none"> • Mission or functions performed. • Applicable to certain operational functions. See 131 series justification guidelines. • Other justification
Secure Visitor Waiting Area	A secure visitor waiting area may be authorized for secure facilities. This space type may also apply to NCIS functions and certain Echelon II Inspector General functions. In this capacity, it separates individuals under investigation or awaiting interview from other visitors and ongoing investigations. This separate waiting area helps to maintain security, protect the integrity of investigations, and avoid compromising the facts and circumstances surrounding a criminal inquiry.	Allocate one secure visitor waiting area at 120 NSF	<ul style="list-style-type: none"> • Mission or functions performed • Applicable to certain operational functions. See 131 series justification guidelines. • Applicable to certain Echelon II IG functions and NCIS functions • Other justification
Security Watch Station	A security watch station provides space to house a security officer and security system monitoring equipment. A security watch station is typically located adjacent to a lobby or quarterdeck area to control building ingress and egress.	Allocate NSF based on specific security office requirements	<ul style="list-style-type: none"> • Mission - Organization's mission requires security beyond that provided by the host installation • Size - Organization's size requires security beyond that provided by the host installation • Location - Organization's location is geographically separated from the host installation • Other justification

Table 61010-7.3. **Security Group Space Types**

Space Type:	Description:	Planning Factor:	Justification Guidelines:
Special Security Officer Suite	A special security officer (SSO) suite is a multifunctional area containing, but not limited to, a reception area, indoctrination area, photography area, vault space, and office space for the SSO. An SSO suite may be required depending on the TS/SCI classification level and where SCIF or SAP facilities are present.	Allocate NSF based on 131 series space planning factors	<ul style="list-style-type: none"> • Mission or functions performed • See 131 series justification guidelines • Other justification
Weapons Vestibule and Vault	A weapons vestibule and vault are for the secure storage of weapons. The vestibule and vault are actually two separate rooms. The vestibule is equipped with individual lockers for each issued weapon, a cleaning counter with proper ventilation, and a safety loading/unloading barrel. Include a hazardous materials storage cabinet for solvent and cleaning materials. The vault is equipped with racks.	Allocate one weapons vestibule and vault at 120 NSF	<ul style="list-style-type: none"> • Mission or functions performed • Applicable to certain operational functions • Applicable to certain NCIS functions • Applicable to certain security functions • Other justification
Other Security Space	This is a user-defined, security space type and allocation. It is intended for "one-off" space types not included above.	Allocate NSF for this user-defined space type	<ul style="list-style-type: none"> • Provide justification for this user defined space requirement

61010-7.4. **Net Special Purpose Space Subtotal.** Sum of all special purpose space types.

61010-7.5. **Special Purpose Space Secondary Circulation.**

Circulation	All special purpose spaces are assumed to be enclosed. A circulation multiplier of 0.12 is multiplied by the net special purpose space subtotal.	Allocate NSF based on: (0.12) (net special purpose space subtotal)	<ul style="list-style-type: none"> • Space type does not require justification
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61010-7.6. **Net Special Purpose Space.** Sum of all special purpose space types, *including* secondary circulation.

61010-8. **Net Building Area.** Net Building Area is the sum of net general administrative space and net special purpose space.

61010-9. **Net-to-Gross Space.** Net-To-Gross (NTG) space types are used to calculate an overall NTG area and NTG factor on a case-by-case basis.

Table 61010-9. **Net-To-Gross Space Types**

Space Type:	Description:	Planning Factor:	Justification Guidelines:
Adjust Building Height (option)	<p>By default, the “Adjust Building Height” option is not applied (not checked), allowing the Admin BFR Generator to optimize the number of above ground floors (stories).</p> <p>If preparing BFR for an entire organization, use the default option.</p> <p>If preparing project level BFR and the number of stories is known, apply this option and adjust the number of floors accordingly.</p> <p>If preparing BFR for an individual component of an organization with less than 100 personnel, apply this option and adjust the number of floors to one.</p>	Number of above ground floors is variable	<ul style="list-style-type: none"> • This option does not require justification <p>Note: Once the number of above ground floors is established, a “net average floor area” is calculated for use in follow-on calculations.</p>
Bathrooms	<p>The number of toilet fixtures is based on UFC 3-420-01, Plumbing Systems. Bathrooms are assumed to be located on each floor. For planning purposes, bathrooms allocations are based on standardized modules and the number of persons per floor.</p>	Allocate NSF based on: See Bathroom Allocations table	<ul style="list-style-type: none"> • Space type does not require justification

Table 61010-9. **Net-To-Gross Space Types**

Space Type:	Description:	Planning Factor:	Justification Guidelines:
Electrical Space	An electrical room houses electrical equipment for power distribution to other areas of a building. Multi-story buildings will have at least one electrical room per floor. The total allocation is equivalent to 60% of central mechanical room allocation.	Allocate NSF based on: $x = (y/69.2)^{1.053}$ (0.6), where x = electrical space, y= net bldg.. area	<ul style="list-style-type: none"> • Space type does not require justification
Elevator Hoistway	<p>An elevator used for the movement of personnel must be designed as a passenger elevator. Passenger elevators may be used for general freight loading by using a heavy-duty interior to resist damage from hand trucks.</p> <p>For planning purposes, assume elevator must be able to accommodate an ambulance type stretcher (84" X 24") and a 4,000-pound load capacity.</p>	<p>For 2 to 4 stories, allocate one hydraulic elevator per 10,000 NSF of avg. floor area at 82 NSF each x no. of floors</p> <p>For 5 to 10 stories, allocate one traction elevator per 10,000 NSF of avg. floor area at 91 NSF each x no. of floors</p>	<ul style="list-style-type: none"> • Space type does not require justification

Table 61010-9. **Net-To-Gross Space Types**

Space Type:	Description:	Planning Factor:	Justification Guidelines:
Elevator Machine Room	An elevator machine room contains the elevator machine equipment and controller. One elevator machine room is allocated for each elevator.	<p>For 2 to 4 story buildings, allocate one machine room per elevator per 10,000 NSF of ground floor area at 72 NSF each.</p> <p>For 5 to 10 story buildings, allocate one machine room per elevator per 10,000 NSF of ground floor area at 152 NSF each.</p>	<ul style="list-style-type: none"> • Space type does not require justification <p>Note: Net ground floor area is equal to net average floor area.</p>
Janitor's Closet	A janitor's closet accommodates all equipment and supplies to include a 24-inch square mop basin, a wall-mounted mop rack, and three feet of 10-inch wide wall shelving.	Allocate NSF based on: (one per 10,000 NSF of avg. floor area) (20 NSF/each) (# floors)	<ul style="list-style-type: none"> • Space type does not require justification

Table 61010-9. Net-To-Gross Space Types

Space Type:	Description:	Planning Factor:	Justification Guidelines:
Mechanical Space	<p>For planning purposes, assume a variable air volume system is used with a central (primary) mechanical room located on the ground floor and one or more distributed (secondary) fan rooms located on each floor.</p> <p>The following equation estimates the central mechanical room area for an office building: • $x=(y/69.2)^{1.053}$, where x = size of mechanical room (NSF) and y = net building area (NSF)</p> <p>The following equation estimates the area for all fan rooms: • $x=(y/58)^{1.087}$, where x = size of fan rooms (NSF) and y = net building area (NSF).</p>	<p>Allocate NSF based on: $x = (y/69.2)^{1.053} + (y/58)^{1.087}$ where x = sum of mechanical spaces and y = net building area</p>	<ul style="list-style-type: none"> • Space type does not require justification
Primary Circulation Multiplier	<p>Primary circulation consists of the main circulation routes (hallways) connecting to the building core and common spaces (elevators, stairwells). This multiplier accounts for lobby / quarterdeck areas, but not the entry control area, security watch stations or secure visitor waiting areas listed above. Primary circulation is associated with net-to-gross space, unlike secondary circulation space, which is associated with the “net building area”.</p>	<p>Allocate NSF based on: (primary circulation multiplier) (net building area - secondary circulation areas)</p>	<ul style="list-style-type: none"> • Space type does not require justification
Stairwell	<p>A vertical penetration in a multi-floor building for personnel egress. For planning purposes, one story is assumed to be 12 feet in height.</p>	<p>Allocate NSF based on: (one per 10,000 NSF of avg. floor area) (200 NSF/each) (# floors)</p>	<ul style="list-style-type: none"> • Space type does not require justification

Table 61010-9. **Net-To-Gross Space Types**

Space Type:	Description:	Planning Factor:	Justification Guidelines:
Telecom Room	Telecommunication rooms enable telephone and computer connectivity throughout a building, providing space for telephone switches and rack-mounted computer equipment.	Allocate NSF based on: (one per 10,000 NSF of avg. floor area) (110 NSF/each) (# floors)	<ul style="list-style-type: none"> • Space type does not require justification
Vestibule	A building entrance vestibule serves a dual purpose. First, it helps mitigate temperature differences between the indoor and outdoor environment and secondly, provides an area where people entering the building can wipe their feet on an appropriate surface.	Allocate NSF based on: (one per 10,000 NSF of ground floor area) (60 NSF/each)	<ul style="list-style-type: none"> • Space type does not require justification <p>Note: Net ground floor area is equal to net average floor area.</p>
Other NTG Space1	This is a user-defined NTG space type and allocation. It is intended for “one-off” space types not included above.	Allocate NSF requirement for this user-defined space type.	<ul style="list-style-type: none"> • Provide justification for this user defined space type
Other NTG Space2	This is a second user-defined NTG space type and allocation. It is intended for “one-off” space types not included above.	Allocate NSF requirement for this user-defined space type.	<ul style="list-style-type: none"> • Provide justification for this user defined space type
Adjust Building Width (option)	By default, this option is not applied (not checked) and the Admin BFR Generator assumes a square footprint. Using the checkbox option allows the user to adjust the width of the building. The building width slider ranges from 30 feet wide to 210 feet wide. Building width affects the building perimeter and is used to calculate the area associated with exterior walls.	Building width and length are variable	<ul style="list-style-type: none"> • This option does not require justification but should only be applied if site specific project requirements are known. • Note: Daylighting and natural ventilation cooling can be important energy-saving strategies, and both require one dimension of the building to be relatively narrow, in the order of 45 to 60 ft.

Table 61010-9. **Net-To-Gross Space Types**

Space Type:	Description:	Planning Factor:	Justification Guidelines:
Exterior Wall Thickness Area	Accounts for the square footage associated with exterior walls. Exterior wall thickness is assumed to be 16 inches (1.33 feet) thick. By default, the Admin BFR Generator applies this space type.	Allocate NSF based on: (average net floor area perimeter) (wall thickness) (# floors)	<ul style="list-style-type: none"> Space type does not require justification

61010-9.1. **NTG Space Total.** The NTG Space Total is the sum of all NTG space types above.

61010-9.2. **NTG Factor.**

NTG Factor	Once the net building area and net-to-gross space total have been established, the Net-To-Gross (NTG) factor can be calculated.	NTG factor = (net bldg area + NTG space total) / (net bldg area)	Justification Guidelines: <ul style="list-style-type: none"> Not applicable
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61010-9.3. **NTG Factor Override.**

NTG Factor Override	The NTG Factor Override function is provided within the Admin BFR Generator for situations in which an alternative NTG gross factor is required. By default, this function is not applied (not checked).	NTG factor is variable	Justification Guidelines: <ul style="list-style-type: none"> Admin space within another category code that has a higher or lower NTG factor Admin buildings must conform to host nation construction standards, which may dictate a higher NTG factor Other justification
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61010-10 **Gross Building Area.** Gross Building Area accounts for a building's above-ground stories measured to the outside wall surfaces. Gross Building Area is calculated by multiplying the Net Building Area by the Net-To-Gross Factor (or NTG Factor Override). Gross Building Area represents the overall Basic Facility Requirement (BFR).

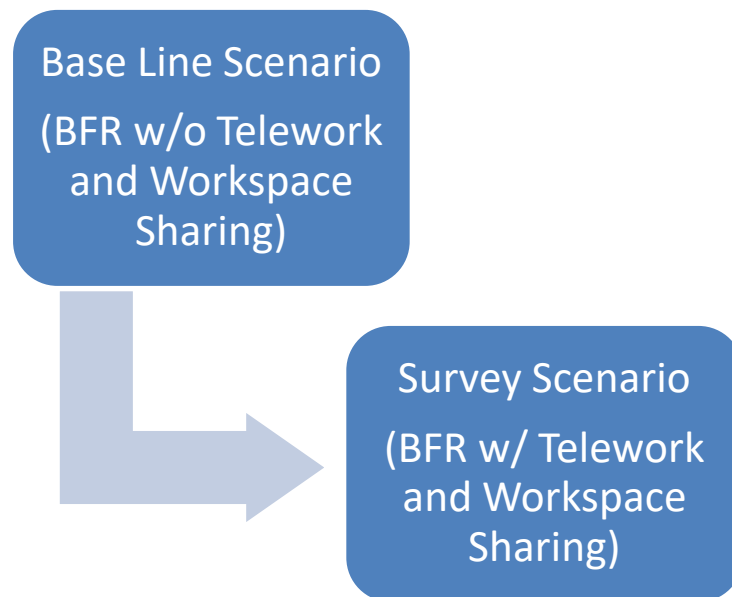
61010 -11 Telework and Workspace Sharing

61010-11.1 Introduction

Using building blocks of the existing criteria for Administrative Office and the Admin BFR Generator, this section defines the process for developing a reduced Basic Facility Requirement (BFR) that accounts for a robust telework and workspace sharing program. Individual organizations are responsible for updating telework and workspace sharing policies to meet their specific needs. The process defined here allows flexibility for consultants tasked with layout and implementation.¹

Various federal agencies have successfully implemented reduced space requirements through the use of telework and workspace sharing. At the time of this writing, February 2021, the long-term impacts of robust and sustained telework usage for DoD organizations are unclear. Numerous DoD organizations are concurrently developing space reduction and implementation plans. It is anticipated that there will be some lessons learned from these concurrent efforts, therefore, this update provides initial guidance that will likely undergo incremental updates as part of an iterative process.

61010-11.2 Process

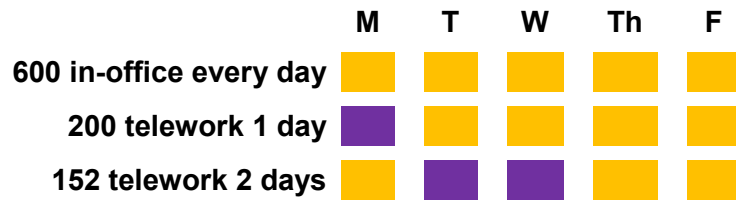


¹ Additional savings may be realized by accounting for employee work patterns and are best realized by consultant tasked with layout and implementation. These smaller space savings are not accounted for within this guidance.

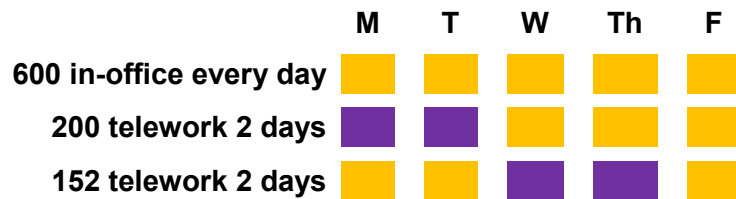
61010-11.3 TW6+ Rationale

Savings on office space and related costs may be achieved if enough employees telework often enough. The graphic below provides three scenarios; each for an organization with 600 employees where 248 (41%) do not telework and 352 (59%) do.

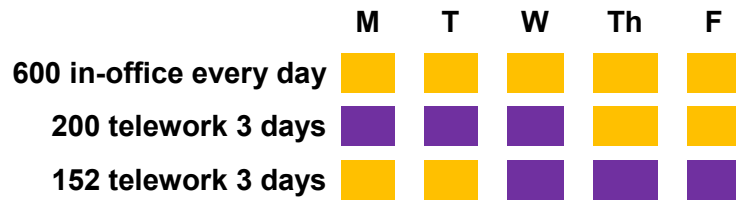
In the first scenario, 200 employees telework 1 day a week and 152 telework 2 days a week. No matter how you arrange schedules, there will always be at least 2 days a week when you need space for all 600 employees.



In the second scenario, where all teleworkers work 2 days a week from home, there is still one day a week when you need space for everyone.



The third scenario identifies a minimum of 352 workspace sharing opportunities every day. Assuming schedules are arranged accordingly, a 2:1



(2 persons:1 seat) sharing ratio results in a reduction of 176 workspaces. This diagram points out the obvious fact that the more teleworkers you have working three or more days a week from home, the greater the chance of freeing up office space.

So, while an organization may start small, there is real incentive to ramp up so that a significant amount of work is home-based. This emphasizes the need for good telework managers and technology that allows workers to do any work at home that they could do in the office.

As a rule of thumb, the threshold for freeing up space is when employees are allowed to telework three or more days a week, or as with the case of the federal government, when employees are allowed to telework six or more days a pay period (TW6+).

The scenarios presented above are generalized to make a point, but do not consider specifics such as the type of space being shared, whether it be private office or workstation space. Guidance provided in remainder of this section does consider the specific space types and applies sizing standards.

61010-11.4 Space Sizing Standards²

Private Office



A private office provides an enclosed space and is typically occupied by supervisory personnel or for those personnel whose job duties require privacy. Depending on an organization's telework and workspace sharing policies, this space type may be dedicated or shared. Private office space allocations typically range from 100-120 NSF/PN.

WST1



A WST1 (WS Type 1) is a modular workstation, typically occupied by general administrative or support staff. Depending on an organization's telework and workspace sharing policies, this space type may be dedicated or shared. WST1 space allocations typically range from 48-64 NSF/PN.

WST2



A WST2 (WS Type 2) is an optional space type, similar to WST1 modular workstation, but provides an alternate (usually smaller) size. It may serve as contractor space, hoteling space, or swing space during renovation projects. Depending on an organization's telework and workspace sharing policies, this space type may be dedicated or shared. WST2 space allocations typically range from 36-48 NSF/PN.

² The Admin BFR Generator accounts for three standard space sizes (Office, WST1, and WST2 space). "Workspace Size Overrides" may be applied in the Activity tab if default values are not applicable.

61010-11.5 Sharing Ratios

Sharing ratios may be applied from 1:1 (no sharing) to 5:1 (maximum sharing). Sharing ratios indicate the number of persons per seat, for example, 2:1 indicates “2 persons:1 seat”. If shared WST1 spaces have a 3:1 or greater sharing ratio, they are automatically converted to WST2 space. Sharing ratios reduce the overall number of personnel in-office, but contribute to greater collaboration space allocations at the same time.

61010-11.6 Special Purpose Space

Special purpose space can impact an organizations ability to reduce space. Those that are not based on the number of personnel will invariably increase the GSF/PN factor, even as the “in-office” number of personnel decreases from workspace sharing. For instance, an Echelon II Headquarters Command will require some form of Operations Center. While specific space requirements for an operations center would be based on ‘CCN 14365 – Regional/Installation Operations Center’ criteria, the NSF results can be captured in the Admin BFR Generator via a “user defined field”.

61010-11.7 Collaboration Space

Collaboration space is another type of special purpose space, but only applies if workspace sharing is utilized. Collaboration spaces are typically enclosed and provide users with a variety of the modern technology capabilities. Collaboration space is allocated at 16 NSF/PN for each person reduced from the Base Line personnel total. This value is calculated automatically in the Admin BFR Generator. Note that collaboration space allocations are in addition to basic allowances for admin support space, break rooms and conference rooms.

61010-11.8 Sample Scenario

An organization has 614 personnel

- 111 PN occupy private office space
- 503 PN occupy WST1 space
- 0 PN occupy WST2 space

Based on a workplace survey, it is determined that:

- 65 PN require a dedicated private office space and 46 PN require shared private office space
- 143 PN require a dedicated WST1 space and 360 PN require shared WST1 space
- WST2 space is not applicable in this scenario

Sharing Ratios

- Workspace sharing ratio for private office space is 4:1
- Workspace sharing ratio for WST1 spaces is 5:1
- WST2 space is not applicable in this scenario

61010-11.9 Establishing a Base Line Scenario³

Space Loading	Private:	WS Type 1:	WS Type 2:	Space Loading:
Base Line	111	503	0	614 PN

Average Office Size Defaults:	120 NSF/PN	64 NSF/PN	0 NSF/PN
Apply Office Size Overrides: <input type="checkbox"/>	120 ▼	64 ▼	48 ▼

Base Line Scenario	Private	WST1	WST2	Space Loading
Total Persons	111	503	0	614

³ Base Line Scenario space loading is entered in “Activity” tab of Admin BFR Generator. Workspace sizes may be adjusted in “Activity” tab.

61010-11.10 Establishing a Survey Scenario⁴

Establish a 'Survey' Scenario based on survey results that accounts for telework and workspace sharing. Note that a Base Line Scenario must be established prior to establishing a Survey Scenario. For space planning purposes, personnel will fall into one of two categories:

1. Employees that telework 0-5 days a pay period require a **dedicated** workspace
2. Employees that telework 6-10 days a pay period (TW6+) require a **shared** workspace

A Telework/Workspace Sharing Survey must be able to answer the following questions:

1. How many persons require a dedicated private office?
2. How many persons require a dedicated WST1 (WS Type 1) space?
3. How many persons require a dedicated WST2 (WS Type 2) space?
4. How many persons require a private office but are eligible and willing to share space in exchange for flexibility to telework six or more days a pay period?
5. How many persons require a WST1 space but are eligible and willing to share space in exchange for flexibility to telework six or more days a pay period?
6. How many persons require a WST2 space but are eligible and willing to share space in exchange for flexibility to telework six or more days a pay period?

⁴ Base Line Scenario must be established prior to establishing Survey Scenario

Sample Survey Results:

Survey		Office Based			Telework Based		
Business / Support Line	Employees	Dedicated Private Office	Dedicated WS Type 1 Space	Dedicated WS Type 2 Space	Shared Private Office	Shared WS Type 1 Space	Shared WS Type 2 Space
AM	73	2	11	0	10	50	0
BD	88	10	32	0	1	45	0
CIO	66	2	4	0	7	53	0
ACQ	10	1	0	0	3	6	0
Counsel	10	6	0	0	3	1	0
DC	60	12	22	0	4	22	0
EV	35	5	10	0	1	19	0
EXBL	40	3	2	0	6	29	0
EXPO	49	3	15	0	0	31	0
CIOFP (EXWC)	34	2	5	0	1	26	0
FM	40	5	21	0	0	14	0
Front Office	13	6	6	0	1	0	0
IG	5	2	0	0	0	3	0
OPS	16	2	5	0	0	9	0
PW	60	2	2	0	9	47	0
Safety	6	1	5	0	0	0	0
SIOP	7	0	3	0	0	4	0
Small Business	2	1	0	0	0	1	0
Validated Totals:	614	65	143	0	46	360	0

Summarize sample survey results as shown below⁵

Survey Scenario	Private:	WS Type 1:	WS Type 2:	Space Loading:	Survey TW6+
Dedicated	65	143	0	208 PN	66.12%
Shared	46	360	0	406 PN	
Total	111 PN	503 PN	0 PN	614 PN	

Survey Scenario	Private	WST1	WST2	Space Loading
Dedicated	65	143	0	208
TW6+ Shared	<u>46</u>	<u>360</u>	<u>0</u>	<u>406</u>
Total Persons	111	503	0	614

Important! Survey Scenario totals must equal Base Line Scenario totals.

Base Line Scenario	Private	WST1	WST2	Space Loading
Total Persons	111	503	0	614

All necessary information is now available to establish a Survey Scenario using Admin BFR Generator and following the process below

1. Select Telework tab
2. Select 'Base Line' from picklist
3. Set 'GSF w/o Telework' equal to 'Gross Bldg Area' for Base Line
4. Select 'Survey' from picklist
5. Enter 'Survey' results
6. Apply 'Sharing Ratios'

⁵ Survey Scenario space loading is entered in "Telework" tab of Admin BFR Generator

Sample Survey Scenario Output

Activity	Space_Table	Justification	Net_To_Gross	Summary	Telework
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Telework

Activity Data:	
Installation:	N68469 - NSA WASHINGTON
Planning Area:	MAIN SITE - WASHINGTON NAVY YARD
Activity:	N00025 - NAVFACSYS COM WASH DC
Category Code:	61010 - ADMINISTRATIVE OFFICE

- Process:
- 1 Select 'Base Line' from picklist below
 - 2 Set 'GSF w/o TW' equal to 'Gross Bldg Area'
 - 3 Select 'Survey' from picklist
 - 4 Enter TW/Workspace Sharing Survey results
 - 5 Enter 'Sharing Ratios' with stepper
 - 6 Set 'Survey BFR' equal to 'Gross Bldg Area'

Current Scenario Type* Survey

Running Totals:

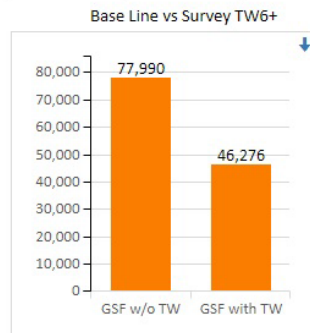
Private:	76 PN
WS Type 1:	143 PN
WS Type 2:	72 PN
Space Loading:	291 PN
Net Admin:	21,095 NSF
Net Special:	10,839 NSF
Net Bldg Area:	31,934 NSF
Admin NSF/PN:	92 NSF/PN
Est. Floors:	2 FL
Est. Width:	152 FT
Est. Length:	152 FT
NTG Area:	14,341 NSF
NTG Factor:	1.45 NTG
Gross Bldg Area:	46,276 GSF
Avg Floor Area:	23,138 GSF
Admin GSF/PN:	133 GSF/PN
Total GSF/PN:	159 GSF/PN

Base Line Scenario	Private:	WS Type 1:	WS Type 2:	Space Loading:	GSF w/o TW
Base Line Scenario	111 PN	503 PN	0 PN	614 PN	77,990

Survey Scenario	Private:	WS Type 1:	WS Type 2:	Space Loading:	Survey TW6+
Dedicated	65	143	0	208 PN	66.12%
Shared	46	360	0	406 PN	
Total	111 PN	503 PN	0 PN	614 PN	

Sharing Ratios*	Shared Pool	Sharing	Ratio	Shared
Private Office:	46 PN	- 4 +	4:1	11 PN
WS Type 1:	360 PN	- 5 +	5:1	0 PN
WS Type 2:	0 PN	- 1 +	1:1	72 PN

TW6+ Survey Scenario	Private:	WS Type 1:	WS Type 2:	Space Loading:	GSF with TW
Survey Scenario	76 PN	143 PN	72 PN	291 PN	46,276 GSF



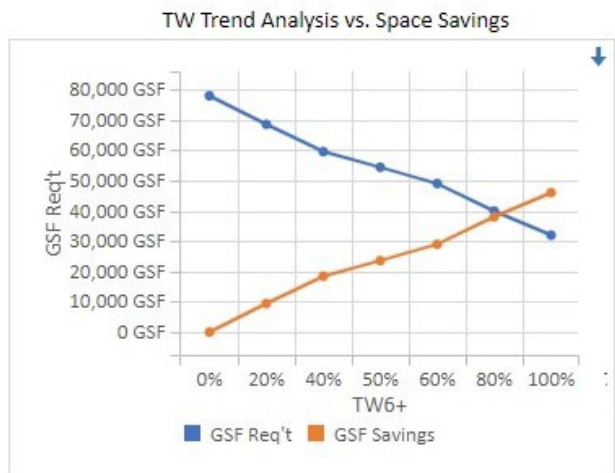
Sharing Ratios	
Private:	4:1
WS Type 1:	5:1
WS Type 2:	1:1
GSF w/o TW	77,990
GSF with TW	46,276
GSF Delta	31,714
Survey BFR	46,276 GSF

61010-11.11 Establishing a Trend Analysis⁶

The trend analysis is optional. Process steps are provided in the “Telework” tab after selecting “Trend” from picklist. This process prorates the Survey Scenario personnel loading between 0-100% and re-computes GSF space requirements at 20% intervals to generate a chart. This table and chart are useful for associating with a project timeline to show incremental space savings over time.

Sample Trend Analysis Output

TW6+	GSF Req't	GSF Savings	Savings (%)	Space Loading
0%	77,990	0	0%	614
20%	68,573	9,417	12%	517
40%	59,555	18,435	24%	419
50%	54,408	23,582	30%	370
60%	49,026	28,964	37%	322
80%	39,950	38,040	49%	224
100%	31,987	46,003	59%	159



Sharing Ratios	
Private:	4:1
WS Type 1:	5:1
WS Type 2:	1:1

⁶ The ‘Trend’ Analysis is optional. It requires that the Base Line and Survey Scenarios are established.

Conclusion

While significant space savings may be realized on paper, it is important to consider impacts of over-consolidation, future growth or surge requirements. Many Navy and Marine Corps administrative functions were able to adapt almost seamlessly from primarily working in an office environment to primarily working in a home environment as a result of the COVID-19 pandemic. A Center for Naval Analysis Study from December 2020 indicated that, “current productivity from remote working actually may be the result of previous **teamwork capital** created over time by in-person collaboration.”⁷ Keep this in mind as you apply guidance contained here in Section 61010-11. It is better to err on the conservative side and let a layout and implementation consultant identify additional space savings.

Helpful Tips

If using the Admin BFR Generator and results look suspect, check if:

1. Base Line space loading fields are entered in the Activity tab
2. "Office Size Overrides" are applied in the Activity tab
3. Special purpose space allocations are hidden by using checkbox to “Show all special space types” at top of Space Table tab
4. Correct "Scenario Type" is applied in the Telework tab.
5. Value manually entered for ‘GSF w/o TW’ is correct
6. Value manually entered for ‘GSF with TW’ is correct
7. If you leave scenario picklist set to “Trend” it no longer shows the “Survey” scenario output and associated reduced BFR value. The Trend analysis is an option that shows a scenario specific linear relationship between teleworking and workspace sharing. It is recommended to set “Current Scenario Type” to “Survey” before using “Submit” function

610 30 CLASSIFIED MATTER INCINERATOR/SHREDDER AND BLDG. (SF)

FAC 6100
BFR Required Y

61030-1 No planning factors are available. Provide facilities as required.

⁷ CNA Study, December 2020, Increased Teleworking: Potential Facility Savings and Policy Considerations

610 40 LEGAL SERVICES FACILITY (SF)**FAC 6100****BFR Required Y**

61040-1 **DESCRIPTION.** Defense Service Offices (DSO), Regional Legal Service Offices (RLSO), Judiciary Offices, and Claims Centers provide comprehensive legal services to command and individual clients. These services include safe and secure trials by court-martial, administrative discharge proceedings and other personnel actions, adjudication of claims, legal assistance, and command advice. Properly designed and constructed, DSO/RLSO/Judiciary/Claims facilities emphasize the Navy's commitment to the administration of local, state, federal, and international law, improve the client's perception of the services provided by Navy legal personnel and allow for the most efficient provision of legal services.

61040-2 Generally, the space requirements for a DSO/RLSO/Judiciary Office/Claims Office relate to the following six functions:

1. Military Justice
2. Command Services
3. Claims
4. Legal Assistance
5. Unit Administration
6. Law Library

61040-3 Some of the space requirements can be derived from administrative space criteria, Category Code 610-10. DSOs/RLSOs/Judiciary Offices/Claims Offices, however, present a unique set of spatial constraints that must be recognized during the facility planning and design stages. These constraints include:

61040-3.1 The physical separation of the RLSO/trial counsel (prosecution, including appellate counsel), DSO/defense counsel (including appellate counsel), and judiciary (judge) spaces;

61040-3.2 Separate waiting areas for individuals waiting to be interviewed by trial and defense counsel and other clients not involved in military justice matters;

61040-3.3 Private offices for attorneys who must form attorney-client relationships that involve protected communications;

61040-3.4 Safe and secure courtrooms/courthouses where highly charged military justice proceedings routinely occur, the potential for violence is great, and the deterrence, detection and limitation of risk are paramount. Courtroom spaces must be designed to include metal detection equipment, private points of entry for various personnel, and other security measures addressed in COMNAVLEGSVCCOMINST 5530.2;

61040-3.3 Sufficient library space to allow for the continuous expansion of bound legal precedents and other legal materials.

61040-4 Table 61040-1 below delineates the functional elements of a DSO/ RLSO/Judiciary Office/Claims Office, provides planning factors, and comments on special requirements applicable to the individual elements. For the convenience of facility planners, Table 61040-1 has been designed to reflect the entire DSO/ RLSO/Judiciary Office/Claims Office operation. It may be used to calculate space requirements for the entire operation or for any of the individual components. DSO/RLSO/Judiciary Office/Claims Office facilities are planned and reported under Category Code 610 40.

Table 61040-1. Space Allowance for Legal Services Facilities

Type of Space	Allowances in NET SF (NSF)	Note
1. Unit Administration		
CO, XO, Senior Enlisted Advisor		1
Secretarial Staff	Use 610-10 Criteria	
Administrative Staff		2
Conference/Training Room	Small Activity-----1 ea 500 NSF Medium Activity----2 ea 500 NSF Large Activity-----1 ea 500 NSF + 1 ea 900 NSF	
Data Processing Space	Based upon equipment sizes	
2. Legal Assistance		
Legal Officers	120 NSF per counsel	1
Paralegals	110 NSF per person	
Staff	Use 610-10 Criteria	2
Waiting Room	9 NSF per occupant	3
Will Execution Room	100 NSF	8
3. Claims		
Legal Officers	120 NSF per counsel	1
Paralegals	64 NSF per person	
Staff	Use 610-10 Criteria	
Files	7 NSF per legal cabinet	
Archives	Small Activity-----150 NSF Medium Activity----200 NSF Large Activity-----400 NSF	
4. Law Library		
Stack Area	6.6 NSF per 100 volumes	
Work Area	25 NSF per person	
Staff	10% of stack plus reading areas	

Type of Space	Allowances in NET SF (NSF)	Note
Expansion	120 NSF	
5. Military Justice		
Courtrooms		
Trial by Court Members	1,500 NSF	4
Trial by Judge	900 NSF	4
6. Support Spaces		
Judges Chamber	250 NSF (one per judge)	
Deliberation Room	300 NSF	5
Witness Room	100 NSF (two per courtroom)	
Trial Counsel Spaces	150 NSF per Counsel	1, 6
Trial Counsel Waiting Area	9 NSF per Occupant	6
Defense Counsel Spaces	150 NSF per Counsel	1,6
Defense Counsel Waiting Area	9 NSF per Occupant	6
Detention Room	48 NSF (with W/C and Lavatory)	6
Court Reporter	150 NSF	1, 7
Paralegals	64 NSF	
Clerks	60 NSF	
ACDUTRA Counsel/IMC Spaces	64 NSF per Counsel	
Secure Storage	100 NSF	

NOTES:

1. Private offices required
2. Private offices for staff must be individually justified.
3. Locate waiting room to serve both legal assistance and claims sections
4. Provide one courtroom for each judge, if only one courtroom is required, plan for trial by court member. If two or more are required, plan for a 1 to 1 mix of courtroom types. Provide space for 40 to 50 spectators for trial by court member type courtroom and 20 to 25 spectators for trial by judge type.
5. Provide one deliberation room with separate and integral toilet facilities for each trial by court member courtroom.
6. Plan for a minimum of two defense and trial counsel offices with separate waiting rooms and detention room as part of defense counsel spaces. It is mandatory that defense and trial counsel spaces are separated to insure confidentiality of internal proceedings.
7. If space for more than one recorder or transcriber is required, plan for general office space with acoustically treated partitioning.
8. Provide for medium and large facility.

61040-5 To obtain gross floor area, add net areas and multiply by 1.50.

61040-6 As a general rule, legal service facilities will be categorized in one of three types: small facility (with approximately 30 personnel), medium facility (approximately 45 personnel), or large facility (approximately 135 personnel).

MARINE CORPS FACILITIES

61040-7 The Marine Corps has specific requirements for courtroom facilities at certain locations. This facility provides space for the courtroom and immediately adjacent space for trial proceedings. The basic allowance provides for the following: courtroom proper, prosecution counsel, prosecution witness, defense counsel, defense witness, court reporter, judge’s office, holding room, lobby, janitor, men’s toilet, women’s toilet and a single occupancy toilet.

61040-8 There are two facility types:

- **Type A** (large facility) - 4,440 gross sq. ft. (60' x 74'). The courtroom proper is 1,512 net sq. ft. (42' x 36') with provisions for trial by trial board members. In addition to the basic functional elements it includes a deliberation room.
- **Type B** (small facility) - 3,213 gross sq. ft. (51' x 63'). The courtroom proper is 825 net sq. ft. (30' x 27.5') with the basic functional elements as described above.

Table 61040-2. Marine Corps Requirements

Type of Function	Number of Type A Facilities	Number of Type B Facilities	Remarks
M.C.B.	1	1	Camp Pendleton requires two Type B facilities.
M.C.R.D.	1	1	
M.C.L.B.	1	1	
M.C.A.S.	1	0	New River requires a Type A facility. None at Tustin. 1 st Mar Brig is serviced by M.C.A.S. Kaneohe.
COMCABS EAST/WEST	1	1	3 rd Div. Requires 3 type A and 3 type B facilities
FMF (Div.)	1	2	
FMF (Wing)	1	1	
Force Troops	1	1	Force Service Support Group (F55G) is serviced by the Marine Corps air Ground Combat Center (MCAGCC).

610 50 AUSTERE ADMINISTRATIVE FACILITY (SF)

Facility planning criteria related to Austere Administrative Facilities can be found in FC 2-000-05N - Appendix F "Austere Facilities (Navy)."

610 70 DIVISION/WING HEADQUARTERS, MARINE CORPS (SF)**FAC 6100****BFR Required Y**

61070-1 This category code is for a Fleet Marine Force (FMF) facility and provides the necessary administrative space to conduct the day-to-day operations of a Marine Division Headquarters or a Marine Aircraft Wing Headquarters. Determine requirements using the criteria for Category Code 610-10.

610 71 REGIMENTAL/GROUP HEADQUARTERS, MARINE CORPS (SF)**FAC 6102****BFR Required Y**

61071-1 This category code is for a Fleet Marine Force (FMF) facility and provides the necessary administrative space to conduct the day-to-day operations of a Marine Regimental Headquarters or a Marine Aircraft Group Headquarters. Determine requirements using the criteria for Category Code 610-10.

610 72 BATTALION/SQUADRON HEADQUARTERS, MARINE CORPS (SF)**FAC 6102****BFR Required Y**

61072-1 This category code is for a Fleet Marine Force (FMF) facility and provides the necessary administrative space to conduct the day-to-day operations of a Marine Battalion or a Squadron Headquarters. Squadron administrative facilities are often provided within the organizational maintenance hangar (Category Code 211 05) and in such cases, are not authorized under this category code. Determine requirements using the criteria for Category Code 610-10.

610 73 COMPANY/BATTERY HEADQUARTERS, MARINE CORPS (SF)**FAC 6101****BFR Required Y**

61073-1 The category code is for a Fleet Marine Force (FMF) facility and is intended for those FMF units of company or battery size which require separate administrative facilities. Requirements for company or battery administrative functions are often included as part of other facilities such as bachelor enlisted quarters. Determine requirements using the criteria for Category Code 610-10.

610 74 GARRISON AID STATION, MARINE CORPS (SF)

FAC 6102

BFR Required Y

61074-1 DEFINITION. A Garrison Aid Station provides medical care at the local level for the Marine Corps and will generally be collocated with the Battalion and Regimental Headquarters facilities. The functions performed in this facility are both administrative and clinical in nature, which requires work space for the medical personnel assigned at the battalion, squadron, group, and regimental levels and space for medical file storage. Due to the functions performed at a Garrison Aid Station, it is vital to distinguish these areas from the rest of the Battalion/Squadron and Regimental/Group Headquarters facilities. This will allow for proper reporting and oversight of these facilities.

It should be noted that Garrison Aid Stations do not take the place of clinics maintained by BUMED, but rather provide the first echelon of basic medical care in a fixed facility. Access to higher echelons of care (including laboratory, radiological, or surgical services) shall be provided at BUMED facilities rather than the facility detailed here.

The Garrison Aid Station spaces may be divided up into four basic categories:

- Reception Area/Admin Area/Medical Records & Medical History Area
- Patient Areas
- Clinic Support
- Deployment Storage

61074-2 REQUIREMENTS COMPUTATION. Table 61074-1 provides space allowances or other planning guidance to calculate the facility requirements for the above components of a Garrison Aid Station.

Table 61074-1. Space Allowances for Garrison Aid Stations

Type of Space	Allowances	Notes
<i>Reception Area/Admin Area/Medical Records & Medical History Area</i>		
Reception Desk	64 NSF per workspace	
Waiting & Form Writing	10 NSF per patient	
History Station	40 NSF per station	
Medical Officer (MO) Office	100 NSF per workspace	1
Independent Duty Corpsman Office (IDC)	65 NSF per workspace	

Type of Space	Allowances	Notes
Administrative Support Space:		
Office Equipment (Xerox, Fax, etc.)	45 NSF average	2
Computer Support	60 NSF average	2
Records Storage, Movable	25 NSF average	2
Records Workroom	<ul style="list-style-type: none"> • 200 NSF for up to a battalion of 800 Marines • 25 NSF for up to an additional 100 Marines 	
Reference Bookshelves	8 NSF per bookshelf	
Restrooms	25 NSF per Exam Room	3
<i>Patient Areas</i>		
Exam Room	100 NSF per physician	4
Treatment Room	150 NSF	5
Nourishment Center	100 NSF	5
<i>Clinic Support</i>		
Clean Utility	120 NSF	
Soiled Utility	90 NSF	
Equipment Storage (blood pressure cuffs, carts, monitors, spare exam items, sterilizer, open boxes of supplies, etc.)	100 NSF average	2
Janitor closet	50 NSF	
Low Volume Pharmacy	50 NSF	6
<i>Deployment Storage</i>		
Deployment Storage	1,000 NSF	

NOTES:

1. The MO office should be a private office. The IDC workspaces should be shared semiprivate office spaces.
2. The NSF given is an average. If the actual equipment or amount of space required is known and approved for use within the General Administrative Space, then use the actual space requirements. Medical records must be stored in locked containers and the record room must be secured by lock. Computer access to the network is required; use network support spaces of 60 NSF when needed.
3. A minimum of two private restrooms (25 NSF each) to include toilet, sink, with an additional 25 NSF restroom space for each exam room above two. Sinks shall have hot and cold running water.
4. An exam room is built for privacy and consists of an exam table, exam table paper, wall mounted ophthalmoscope, exam light, supply cabinet, exam stool, exam room desk, and access to an additional sink with hot & cold running water. The additional sink is needed to provide the clinic staff with proper hand cleansing facilities following exposure to "dirty" procedures.

5. A treatment room is used for first aid performed by support staff. A Nourishment Center provides treatment for dehydration or blood-sugar treatment.
6. The low volume pharmacy includes both dispensing and storage functions. Controlled substances must be stored within a locked storage container and the pharmacy room must be secured by a lock.

61074-3 GROSS FLOOR AREA. To compute gross floor area, the net floor area should be multiplied by an adjustment factor to compensate for common circulation, Americans with Disabilities Act (ADA) requirements, mechanical equipment spaces, NMCI equipment racks, and wall thicknesses. Apply a Net-To-Gross adjustment factor of 1.35 to determine gross floor area. Floors shall be durable and easily cleaned to maintain sanitary conditions—do not use carpeting in patient areas.

610 77 ADMIN STORAGE (READY ISSUE/SHOP STORES/MISC.) (SF)

FAC 6100
BFR Required Y

61077-1 Storage facilities for miscellaneous equipment or goods related to administrative facility support will be provided only where it can be individually justified. There are no criteria for this type of facility. General information on normal stacking heights, SF per measurement ton requirements, and other parameters are provided in Category Code 440 series.

620 ADMINISTRATIVE FACILITIES – UNDERGROUND

Criteria for the 620 series category codes are identical to Category Codes 61010 and 61077, respectively. Plan only where authorized by higher headquarters.

620 10 UNDERGROUND ADMINISTRATIVE FACILITY (SF)

FAC 6200
BFR Required Y

620 77 UNDERGROUND ADMIN STORAGE (READY ISSUE/SHOP STORES/MISC.) (SF)

FAC 6200
BFR Required Y

690 OTHER ADMINISTRATIVE FACILITIES

No planning factors are available for the 690 series. Provide facilities as required.

690 10 FLAGPOLE / MARKER (EA)

FAC 6900

BFR Required N

690 15 SALUTING BATTERY GUN MOUNT (EA)

FAC 6900

BFR Required N

690 25 REVIEWING STAND (EA)

FAC 6900

BFR Required N

690 30 CLASSIFIED MATERIAL INCINERATOR / SHREDDER (NO BUILDING) (EA)

FAC 6900

BFR Required N