

**UNIFIED FACILITIES CRITERIA (UFC)**  
**FACILITY PLANNING FOR NAVY AND**  
**MARINE CORPS SHORE INSTALLATIONS**

**Series 600: Administrative Facilities**

**Record of Changes:**

<b>Date</b>	<b>CCN #</b>	<b>CCN Title</b>	<b>Change Description</b>
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 more detailed 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.
July 2022	61010	ADMINISTRATIVE OFFICE	Admin BFR Generator in Excel format made available for download. Includes various updates.

**SERIES 600  
ADMINISTRATIVE FACILITIES**

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## 610 ADMINISTRATIVE BUILDINGS

**610-1 DEFINITION.** A building that contains general office space, administrative support space, and conference room space. 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 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 more detailed 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 Admin BFR Generator [online](#), or [download](#) it in MS Excel format.

*Note: The online version of the Admin BFR Generator has been tested with Chrome and Microsoft Edge. If security settings prevent the links above from working, copy and paste the 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_BFR_Generator.htm)

*MS Excel version for download:*

[https://www.wbdg.org/FFC/DOD/UFC/600SERIES/BFR/Admin\\_BFR\\_Generator.xlsx](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' 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, and 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 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.
  - Note 6a. To run a report using the online version, use the 'Submit' function. This will check to ensure the required data fields are populated. Once the required data fields are populated, the BFR is converted to PDF format and sent to the user via email.
  - Note 6b. To run a report using the Excel version, follow directions in the 'Activity' tab
7. Optional: Proceed to 'Distributed' tab, and follow guidance in section 61010-11.
  - Note 7a. Requires completed Base Line scenario (steps 1-5 above)
  - Note 7b. Requires 'Distributed BFR Inputs' are in proper format, see section 61010-11 of this document.

**61010-3 Personnel Loading.** “Personnel Loading” is the sum of 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 Google Chrome browser and user authentication. <https://fres.cnic.navy.mil/SimNavy2/login>

**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 contractor, foreign national and/or other miscellaneous personnel.

**61010-4. Space Loading.** Space loading is the sum of 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, but may vary.

**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.

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"> <li>The number of personnel requiring private office space is supported by an official personnel loading report.</li> </ul> 
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"> <li>The number of personnel requiring WST1 space is supported by an official personnel loading report.</li> </ul> 
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"> <li>The number of personnel requiring WST2 space is supported by an official personnel loading report.</li> </ul> 
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 enclosed space (private offices) to 0.28 for open office (workstation spaces)	Allocation is calculated using the Admin BFR Generator	<ul style="list-style-type: none"> <li>Space type does not require justification</li> </ul>

61010-6. **Net General Administrative Space.** Sum of 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"> <li>• Group file storage (as opposed to individual file storage provided within modular furniture)</li> <li>• Conference room equipment storage (AV equipment, chairs, lecterns, tables)</li> <li>• Day lockers (for depositing personal items, phones or other electronics not permitted in a secure area)</li> <li>• Kitchenette(s) includes coffee bar, minimal food preparation appliances and MWR drink/snack space. Does not include stove or seating area.</li> <li>• Lactation room(s)</li> <li>• Office equipment and supply storage</li> <li>• Reception area(s)</li> <li>• Recycling bins</li> </ul>	Allocate 10 NSF/PN	<ul style="list-style-type: none"> <li>• Basic Allowance Group space types are based on personnel loading and do not require further justification.</li> <li>• Note: The degree to which administrative support spaces may be applied is dependent on the number of personnel. For small groups (&lt;50 PN), this allocation may only include space for office equipment and supply storage only. For large groups (&gt;100 PN), this allocation may include all of the space types listed in the description.</li> </ul>
Conference Room Space	Conference room space provides space for meetings, briefings and training. One overall space allocation is provided.	Allocate NSF based on: $y = -0.0003*(x)^2 + 4.6007*(x)$ , where: y is the overall conference room space allocation and x is the number of assigned personnel	<ul style="list-style-type: none"> <li>• Basic Allowance Group space types are based on personnel loading and do not require further justification.</li> </ul>

Conference Room Space Note: The planning factor (equation) now used for conference room space allocations is based on Table 61010-7.1A below. This change was made to ensure conference room space allocations are consistent between individual department level BFRs and overall organization BFRs. Table 61010-7.1A used personnel ranges which could lead to discrepancies between departmental and



organizational BFRs. This change ensures consistency. Table 61010-7.1A is retained for reference source purposes but is no longer applied in the Admin BFR Generator.

**Table 61010-7.1A. Conference Room Space Table - No Longer Applies**

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

61010-7.2. **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, and safes.                      Note 1: Archive storage is different from central file storage included within the administrative support space allocations for group working files.                      Note 2: Archive storage is different from distributed file storage included within private and open office space allocations for individual working files.</p>	<p>Allocate NSF requirement based on a space analysis. Planners can assume number of filing cabinets and/or safes multiplied by 7 NSF/EA.</p>	<ul style="list-style-type: none"> <li>• Records retention requirements per SECNAV M-5210.1 apply.</li> <li>• For planning purposes, assume archive storage applies to filing cabinets/safes for permanent records, which must be maintained onsite for a period of five or more years.</li> <li>• Examples of records types include acquisition, legal, personnel, real estate, other.</li> <li>• Other justification</li> </ul>
<p>Command Suite Plus Up</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 Command Suite Plus Up is an additional space 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 80 NSF for each SES/O7 or ICO O6.</p>	<ul style="list-style-type: none"> <li>• Number of SES (Senior Executive Service) personnel identified in loading reports</li> <li>• Number of O7 or higher (Rear Admiral, Brigadier General or higher) personnel identified in loading reports</li> <li>• ICO O6 or higher (Installation Commanding Officer - Navy Captain, Full Colonel) identified in loading reports</li> </ul>

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

Space Type:	Description:	Planning Factor:	Justification Guidelines:
Hazardous Material Storage Room	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.	Allocate NSF requirement based on specific hazardous material storage needs	<ul style="list-style-type: none"> <li>• Mission or functions performed</li> <li>• Type of hazardous material requiring storage (corrosive, flammable, reactive or toxic)</li> <li>• Supported by space analysis</li> <li>• Other justification</li> </ul>
Interview Room	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.	Allocate up to two interview rooms at 120 NSF each	<ul style="list-style-type: none"> <li>• Mission or functions performed</li> <li>• Applicable to certain Echelon II IG functions</li> <li>• Address feasibility of using CCTV feeds instead of providing an observation room</li> <li>• Other justification (human resource functions, polygraph functions, speech therapy functions, etc.)</li> </ul>
Lg Format Production Room	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.	Allocate NSF requirement based on specific large format production equipment	<ul style="list-style-type: none"> <li>• Mission or functions performed</li> <li>• Function(s) supported (e.g., architecture, engineering, operational)</li> <li>• Equipment type(s) to be housed (e.g., large scale copiers, printers, plotters, scanners, other)</li> <li>• Other justification</li> </ul>

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"> <li>• Lockers authorized in support of personnel performing 24-7 operations. Provide one locker per person based on the largest shift.</li> <li>• 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.</li> <li>• Lockers authorized in support of security personnel. Provide one locker per person based on the largest shift.</li> </ul> <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"> <li>• Mission or functions performed</li> <li>• Access to a fitness center by walking is 5 minutes or greater or a 15-minute drive time</li> <li>• Military, civilian and/or contractor personnel may require lockers in support of 24-7 shift or emergency operations</li> <li>• Military personnel may require lockers in support of mandatory physical training requirements</li> <li>• The number of military personnel contributing to this space requirement is supported by an official personnel loading report</li> <li>• Other justification</li> </ul>
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 20 NSF for every 50 personnel assigned	<ul style="list-style-type: none"> <li>• Mission or functions performed</li> <li>• Organization has 200 or more personnel</li> <li>• Access to the central postal facility is greater than a 15-minute drive time.</li> <li>• Security requirements warrant a standalone mailroom</li> <li>• Other justification</li> </ul>

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"> <li>• Mission or functions performed</li> <li>• Applicable to certain Echelon II IG functions</li> <li>• Address feasibility of using CCTV feeds instead of providing an observation room</li> <li>• Other justification (human resource functions, polygraph functions, speech therapy functions, etc.)</li> </ul>
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"> <li>• Mission or functions performed</li> <li>• Other justification</li> </ul>
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"> <li>• Mission or functions performed</li> <li>• Organization has 200 or more personnel</li> <li>• Access to a central shipping/receiving facility is greater than a 15-minute drive time</li> <li>• Security requirements warrant a standalone shipping/receiving area</li> <li>• Other justification</li> </ul>

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"> <li>• 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.</li> <li>• Showers authorized in support of military personnel physical training requirements, without access to fitness centers. Provide one shower for every 20 military personnel assigned.</li> </ul> <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"> <li>• Mission or functions performed</li> <li>• Access to a fitness center by walking is 5 minutes or greater or a 15-minute drive time</li> <li>• Military, civilian and/or contractor personnel may require showers in support of 24-7 shift or emergency operations</li> <li>• Military personnel may require showers in support of mandatory physical fitness requirements</li> <li>• The number of military personnel contributing to this space requirement is supported by an official personnel loading report.</li> <li>• Other justification is acceptable, particularly as it applies to mission integrity and readiness.</li> </ul>
<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"> <li>• Mission or functions performed</li> <li>• Applies to CCN 89051</li> <li>• Other justification</li> </ul>

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"> <li>• Mission or functions performed</li> <li>• Function(s) supported (e.g., architecture, engineering, legal, other)</li> <li>• Number and size of technical libraries required.</li> <li>• Other justification</li> </ul>
<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"> <li>• Mission or functions performed</li> <li>• Number of workstations required.</li> <li>• Number and size of vaults required if more than one.</li> <li>• Other justification</li> </ul>

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"> <li>• Mission or functions performed.</li> <li>• Applicable to certain operational functions. See 131 series justification guidelines.</li> <li>• Other justification</li> </ul>
Secure Visitor Waiting Area	A secure visitor waiting area may be authorized for secure facilities. This space type may also apply to 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 and protect the integrity of investigations.	Allocate one secure visitor waiting area at 120 NSF	<ul style="list-style-type: none"> <li>• Mission or functions performed</li> <li>• Applicable to certain operational functions. See 131 series justification guidelines.</li> <li>• Applicable to certain Echelon II IG functions</li> <li>• Other justification</li> </ul>
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"> <li>• Mission - Organization's mission requires security beyond that provided by the host installation</li> <li>• Size – Organization's size requires security beyond that provided by the host installation</li> <li>• Location – Organization's location is geographically separated from the host installation</li> <li>• Other justification</li> </ul>



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"> <li>• Mission or functions performed</li> <li>• See 131 series justification guidelines</li> <li>• Other justification</li> </ul>
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"> <li>• Mission or functions performed</li> <li>• Applicable to security functions</li> <li>• Other justification</li> </ul>

61010-7.4. **User-Defined Space Types.** This Group is intended for “one-off” space types not included above. It contains user-defined space types and allocations. These spaces, with justification, can exceed 162.5 NSF/PN.

61010-7.5. **Net Special Purpose Space Subtotal.** Sum of special purpose space types.

61010-7.6. **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"> <li>• Space type does not require justification</li> </ul>
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61010-7.7. **Net Special Purpose Space.** Sum of 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)	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).	Number of above ground floors is variable	<ul style="list-style-type: none"> <li>• This option does not require justification</li> </ul> <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	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.	Allocate NSF based on: See Bathroom Allocations table	<ul style="list-style-type: none"> <li>• Space type does not require justification</li> </ul>
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"> <li>• Space type does not require justification</li> </ul>

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

Space Type:	Description:	Planning Factor:	Justification Guidelines:
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"> <li>• Space type does not require justification</li> </ul>
Elevator Machine Room	<p>An elevator machine room contains the elevator machine equipment and controller. One elevator machine room is allocated for each elevator.</p>	<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"> <li>• Space type does not require justification</li> </ul> <p>Note: Net ground floor area is equal to net average floor area.</p>

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

Space Type:	Description:	Planning Factor:	Justification Guidelines:
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 deep wall shelving.	Allocate NSF based on: (one per 10,000 NSF of avg floor area) (20 NSF/each) (# floors)	• Space type does not require justification
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:                      • <math>x=(y/69.2)^{1.053}</math>, 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:                      • <math>x=(y/58)^{1.087}</math>, where x = size of fan rooms (NSF) and y = net building area (NSF).</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	• Space type does not require justification
Primary Circulation Multiplier	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".	Allocate NSF based on: (primary circulation multiplier) (net building area - secondary circulation areas)	• Space type does not require justification

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

Space Type:	Description:	Planning Factor:	Justification Guidelines:
Stairwell	A vertical penetration in a multi-floor building for personnel egress. For planning purposes, one story is assumed to be 12 feet in height.	Allocate NSF based on: (one per 10,000 NSF of avg floor area) (200 NSF/each) (# floors)	<ul style="list-style-type: none"> <li>Space type does not require justification</li> </ul>
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"> <li>Space type does not require justification</li> </ul>
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"> <li>Space type does not require justification</li> </ul> <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"> <li>Provide justification for this user defined space type</li> </ul>
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"> <li>Provide justification for this user defined space type</li> </ul>

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

Space Type:	Description:	Planning Factor:	Justification Guidelines:
Adjust Building Width (option)	<p>By default, this option is applied (checked), and assumes a 50-foot width per UFC 2-100-01, Installation Master Planning 2-2.10 Building Orientation and Configuration. A 50-foot building width is assumed to support daylighting and energy conservation.</p> <p>Note: This factor affects the rectangular building perimeter used to calculate the 'Exterior Wall Area' (below).</p>	Building width and length are variable	<ul style="list-style-type: none"> <li>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.</li> </ul>
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"> <li>Space type does not require justification</li> </ul>

61010-9.1. **NTG Space Total.** The NTG Space Total is the sum of 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.	$\text{NTG factor} = \frac{\text{net bldg area} + \text{NTG space total}}{\text{net bldg area}}$	Justification Guidelines: <ul style="list-style-type: none"> <li>Not applicable</li> </ul>
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61010-9.3. **NTG Factor Override.**

<p>NTG Factor Override</p>	<p>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).</p>	<p>NTG factor is variable</p>	<p>Justification Guidelines:</p> <ul style="list-style-type: none"> <li>• Admin space within another category code that has a higher or lower NTG factor</li> <li>• Admin buildings must conform to host nation construction standards, which may dictate a higher NTG factor</li> <li>• Other justification</li> </ul>
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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).

61010-10.1. **Admin GSF/PN.** The Admin GSF/PN Factor is the sum of all administrative space requirements to include private offices, workstations, conference rooms, admin support spaces, circulation and common spaces; divided by the total number of personnel. A maximum Admin GSF/PN Factor of 162.5 GSF/PN applies.

61010-10.1. **Total GSF/PN.** The Total GSF/PN factor is the sum of all administrative space, special purpose space, secondary circulation space and common spaces; divided by the total number of personnel. The Total GSF/PN factor may exceed 162.5 GSF/PN.

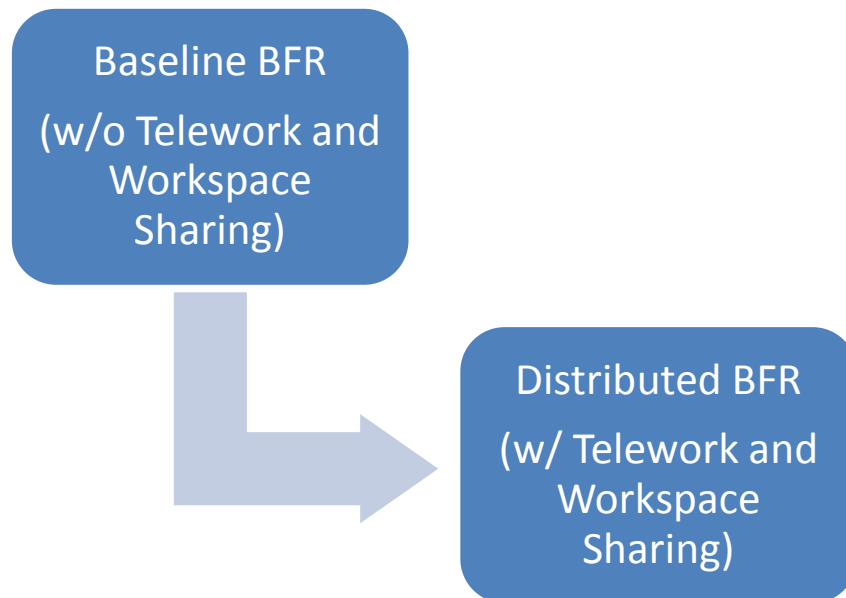
## 61010 -11 Distributed Workforce with Telework and Workspace Sharing

### 61010-11.1 Introduction

Using building blocks of the existing criteria for Administrative Office and the Admin BFR Generator, this section defines an optional process for developing a Distributed 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.<sup>1</sup>

Various federal agencies have successfully implemented reduced space requirements through the use of telework and workspace sharing. At the time of this writing, 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



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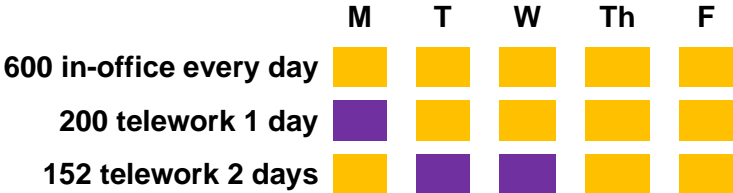
<sup>1</sup> Additional savings may be realized by accounting for employee work patterns and are best realized by consultant tasked with layout and implementation. These smaller space savings are not accounted for within this guidance.



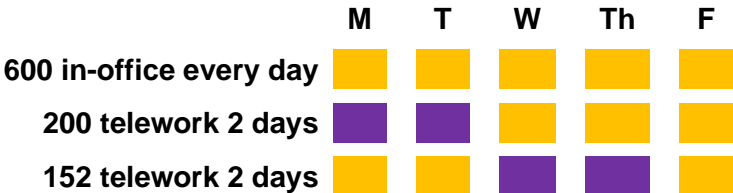
**61010-11.3 TW6+ Rationale**

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.

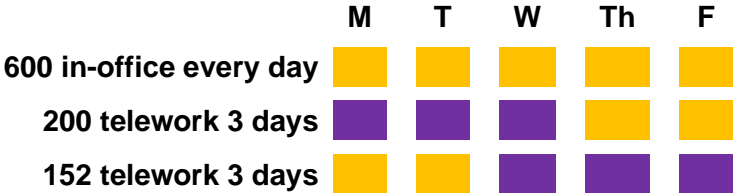
In the first scenario, 200 employees telework 1 day a week and 152 telework 2 days a week. No matter how you arrange schedules, there will always be at least 2 days a week when you need space for 600 employees.



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, where all teleworkers work 3 days a week from home, 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 generalized diagram illustrates that working three or more days a week from home can free up office space and support space reduction initiatives.



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 a private office or workstation space. Guidance provided in remainder of this section does consider the specific space types and recommends sizing and sharing standards.

## 61010-11.4 Space Sizing and Sharing Standards<sup>2</sup>

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. A private office space sharing ratio is typically 2:1 (2 persons:1 seat).

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. A WST1 sharing ratio is typically 2:1 (2 persons:1 seat).

WST2



A WST2 (WS Type 2) is an optional space type, similar to WST1 modular workstation, but can provide an alternate (usually smaller) size or alternate (usually higher) sharing ratio. It may serve as contractor space, hoteling (unassigned) 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. A WST2 sharing ratio is typically 3:1 (3 persons:1 seat).

<sup>2</sup> The Admin BFR Generator accounts for three standard space sizes (Office, WST1, and WST2 space). "Workspace Sizes" may be applied in the Activity tab and modified if default values exceed maximum Admin GSF/PN factor of 162.5 GSF/PN.

### **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”. Sharing ratios account for the reduction in the number of personnel in-office, but contribute to greater collaboration space allocations at the same time.

Sharing ratios are applied to the pool of personnel teleworking five (5) or more days per pay period. The number of personnel within each grouping (Private, WST1, WST2) is divided by the sharing ratio.

Each organization is responsible for internal surveys and assigning sharing ratios, should this optional process be pursued. Many factors go into this decision including whether consolidation efforts are funded or unfunded. Recommended guidelines: Apply a 2:1 ratio to shared office. Apply a 2:1 ratio to shared WST1 space. Apply a 3:1 ratio to unassigned WST2 space. Apply local factors to determine WST2 sharing ratios for contractors.

### **61010-11.6 Special Purpose Space**

Note, special purpose spaces fixed by square footage requirements (Operation Centers, fixed Storage requirements) will limit an organizations ability to reduce overall GSF/PN and resulting square footage reduction percentages.

Example:

An Echelon II Headquarters Command may require a form of Operations Center. While specific space requirements for an Operations Center are 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”. Unlike office space, an Operations Center will not reduce in size; therefore, will increase the Total GSF/PN factor in a distributed BFR.

### **61010-11.7 Collaboration Space**

Collaboration space is another type of special purpose space, but only applies to Distributed BFRs where workspace sharing is utilized. Collaboration spaces are typically enclosed and provide users with evolving collaboration technologies.

Collaboration space is allocated at 16 NSF/PN for each person reduced from the Baseline 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 and conference rooms.

**61010-11.8 Example Distributed BFR Scenario**

Establish a Baseline BFR<sup>3</sup> for an organization with 672 persons (PN):

- 124 PN occupy private office space
- 353 PN occupy WST1 space
- 192 PN occupy WST2 space

	Private	WST1	WST2	Space Loading
Baseline BFR Inputs	124 PN	353 PN	192 PN	672 PN

**61010-11.9 Establishing a Distributed BFR<sup>4</sup>**

Establish a ‘Distributed Scenario’ based on survey results that accounts for telework and workspace sharing. Note that a Baseline BFR must be established prior to establishing a ‘Distributed’ BFR. While each organization must implement their own telework and workspace sharing policies, in general, personnel will fall into one of two categories:

1. Employees that telework 0-2 days a week (or 0-5 days a pay period) require a **dedicated** workspace.
2. Employees that telework 3-5 days a week (or 6-10 days a pay period) require a **shared** or **unassigned** workspace.

Note: 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 and telework **five** or more days a pay period? What sharing ratio is applied? (2:1 recommended)
5. How many persons require a WST1 space and telework **five** or more days a pay period? What sharing ratio is applied? (2:1 recommended)
6. How many persons require a WST2 space and telework **five** or more days a pay period? What sharing ratio is applied? (3:1 recommended)

<sup>3</sup> Baseline BFR Inputs are entered in “Activity” tab of Admin BFR Generator. Workspace sizes may be adjusted in “Activity” tab.

<sup>4</sup> Baseline BFR must be established prior to establishing Distributed BFR

Example continued:

Organization leadership has decided to apply following telework and space sharing policies:

Dedicated Seat	Shared Seat	Unassigned Seat
<ul style="list-style-type: none"> <li>Private Office or Workstation</li> <li>Shared by no other employees</li> <li>Teleworks 0-2 days per week</li> <li>In office 3-5 days per week</li> </ul>	<ul style="list-style-type: none"> <li>Private Office or Workstation</li> <li>Shared by two (2) employees</li> <li>Telework 3-4 days per week</li> <li>In office 1-2 days per week</li> </ul>	<ul style="list-style-type: none"> <li>Private Office or Workstation</li> <li>Shared by three (3) employees</li> <li>Telework 3 or more days per week</li> <li>In office 0-2 days per week</li> </ul>

Example Workspace Sizes:

- Private office space @ 120 NSF
- WST1 spaces @ 64 NSF
- WST2 spaces @ 48 NSF

Example Sharing Ratios:

- Workspace sharing ratio for shared private office space is 2:1
- Workspace sharing ratio for shared WST1 spaces is 2:1
- Workspace sharing ratio for unassigned WST2 spaces is 3:1

Example Workspace Sharing Survey:									
Code/Department		Verified Count		Dedicated Seat		Shared Seat		Unassigned Seat	
		Office	Wkstn	Office	Wkstn	Office	Wkstn	Office	Wkstn
N1									
N2									
N3									
N4									
N5									
N6									
N7									
N7									
N8									
N9									
		124	548	90	194	34	229	0	125
BASELINE BFR EMPLOYEE COUNT		672		Sharing Ratio 1:1		Sharing Ratio 2:1		Sharing Ratio 3:1	
DISTRIBUTED BFR EMPLOYEE COUNT		458		90	194	17	115	0	42

Summarizing example survey results as shown below<sup>5</sup>

Distributed BFR Inputs	Private	WST1	WST2	Space Loading
Dedicated	90 PN	194 PN	0 PN	284 PN
TW6+ Shared	<u>34</u> PN	<u>229</u> PN	<u>125</u> PN	<u>388</u> PN
Total Persons	124 PN	423 PN	125 PN	672 PN

**Important!** Totals for Distributed BFR Inputs must equal totals for Baseline BFR Inputs.

	Private	WST1	WST2	Space Loading
Baseline BFR Inputs	124 PN	423 PN	125 PN	672 PN

All necessary information is now available to establish a Distributed BFR by following the process below, which is also included in the Distributed BFR tab:

1. Select 'Baseline' from picklist.
2. Manually set Baseline BFR equal to Gross Bldg Area.
3. Select 'Distributed' from picklist.
4. Enter Distributed BFR Inputs for Dedicated and Shared space.
5. Apply Sharing Ratios for Private, WST1 and WST2 space.
6. Review Results for Private, WST1 and WST2 space.

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<sup>5</sup> Survey results are entered as "Distributed BFR Inputs" in "Distributed" tab of Admin BFR Generator

Sample Distributed BFR Output

Activity
Space\_Table
Justification
Net\_To\_Gross
Summary
Distributed

**Distributed** **Distributed BFR Scenario is Active**

Activity Data:	
Installation:	N12345 - NAVAL STATION SOMEWHERE
Planning Area:	MS - MAIN SITE
Activity:	N54321 - NAVAL EXAMPLE ACTIVITY COMMAND
Category Code:	CCN 61010 - Administrative Office Building

Distributed Process Steps Follow Steps 1 - 6 below:

**1** Select **Baseline** from picklist Distributed ▼

**2** Manually set **Baseline BFR** equal to **Gross Bldg Area**.

Baseline BFR	Private:	WST1:	WST2:	Space Loading:
Baseline BFR Inputs	124 PN	423 PN	125 PN	672 PN
<b>Baseline BFR:</b>			<b>106,005</b>	

**3** Select **Distributed** from picklist above

**4** Enter **Distributed BFR Inputs** for Dedicated and Shared space.

Distributed BFR Inputs	Private:	WST1:	WST2:	Space Loading:
Dedicated	90	194	0	284 PN
Shared	34	229	125	388 PN
<b>Total</b>	<b>124 PN</b>	<b>423 PN</b>	<b>125 PN</b>	<b>672 PN</b>

**Apply Sharing Ratios** **5** Apply Sharing Ratios for Private, WST1 and WST2 space.

Shared	34 PN	229 PN	125 PN
Sharing Ratio	2 ▼	2 ▼	3 ▼
Shared Results	17 PN	115 PN	42 PN

**Calculate Distributed** **6** Review Results for Private, WST1 and WST2 space.

Dedicated	90 PN	194 PN	0 PN
Shared Results	17 PN	115 PN	42 PN
<b>Total</b>	<b>107 PN</b>	<b>309 PN</b>	<b>42 PN</b>

Distributed BFR	Private:	WST1:	WST2:	Space Loading:
Distributed	107 PN	309 PN	42 PN	458 PN
<b>Distributed BFR:</b>			<b>81,339 GSF</b>	

**Summary**

BFR Type:	Distributed
Private:	107 PN
WST1:	309 PN
WST2:	42 PN
Space Loading:	458 PN
Net Admin:	42,999 NSF
Net Special:	11,254 NSF
Net Bldg Area:	54,253 NSF
Est. Floors:	4 FL
Est. Width:	50 FT
Est. Length:	324 FT
NTG Area:	27,086 NSF
NTG Factor:	1.50 NTG
<b>Gross Bldg Area:</b>	<b>81,339 GSF</b>
Avg Floor Area:	20,335 GSF
Admin GSF/PN:	165 GSF/PN
Total GSF/PN:	178 GSF/PN

Dedicated:	42%
Shared:	58%

**Baseline BFR vs Distributed BFR**

Loading Summary	
Baseline:	672 PN
Distributed:	458 PN
Reduction:	214 PN
Reduction:	32%

BFR Summary	
Baseline:	106,005 GSF
Distributed:	81,339 GSF
Space Savings:	24,666 GSF
Space Savings:	23%

## 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.”<sup>6</sup> Keep this in mind as you apply guidance contained here in Section 61010-11. 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:

1. If ‘Baseline BFR Inputs’ fields entered in the Activity tab are correct.
2. If ‘Workspace Sizes’ applied in the Activity tab are correct.
3. If ‘Baseline BFR’ value has been set equal to ‘Gross Bldg Area’ value, while ‘Baseline’ is selected in picklist. Note this value must be manually entered in the Distributed tab. This is a common mistake.
4. If BFR Type selected in the Distributed tab is correct.

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<sup>6</sup> CNA Study, December 2020, Increased Teleworking: Potential Facility Savings and Policy Considerations



## 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.

## 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
<b>1. Unit Administration</b>		
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	
<b>2. Legal Assistance</b>		
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
<b>3. Claims</b>		
Legal Officers	120 NSF per counsel	1
Paralegals	64 NSF per person	
Staff	Use 610-10 Criteria	
Files	7 NSF per legal cabinet	

Type of Space	Allowances in NET SF (NSF)	Note
Archives	Small Activity-----150 NSF Medium Activity----200 NSF Large Activity-----400 NSF	
<b>4. Law Library</b>		
Stack Area	6.6 NSF per 100 volumes	
Work Area	25 NSF per person	
Staff	10% of stack plus reading areas	
Expansion	120 NSF	
<b>5. Military Justice</b>		
Courtrooms		
Trial by Court Members	1,500 NSF	4
Trial by Judge	900 NSF	4
<b>6. Support Spaces</b>		
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 trail by judge type.
5. Provide one deliberation room with separate and integral toilet facilities for each trail by court member courtroom.
6. Plan for a minimum of two defense and trail counsel offices with separate waiting rooms and detention room as part of defense counsel spaces. It is mandatory that defense and trail 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 <sup>st</sup> Mar Brig is serviced by M.C.A.S. Kaneohe.
COMCABS EAST/WEST	1	1	3 <sup>rd</sup> 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).
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**610 50 AUSTERE ADMINISTRATIVE FACILITY (SF)**

Facility planning criteria related to Austere Administrative Facilities can be found in UFC 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
<b><i>Reception Area/Admin Area/Medical Records &amp; Medical History Area</i></b>		
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

Type of Space	Allowances	Notes
Independent Duty Corpsman Office (IDC)	65 NSF per workspace	
Administrative Support Space:		
Office Equipment (Copier, 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"> <li>• 200 NSF for up to a battalion of 800 Marines</li> <li>• 25 NSF for up to an additional 100 Marines</li> </ul>	
Reference Bookshelves	8 NSF per bookshelf	
Restrooms	25 NSF per Exam Room	3
<b>Patient Areas</b>		
Exam Room	100 NSF per physician	4
Treatment Room	150 NSF	5
Nourishment Center	100 NSF	5
<b>Clinic Support</b>		
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
<b>Deployment Storage</b>		
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, American Barriers Act (ABA) 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**