DOD SPACE REQUIREMENTS DATA

PART I - SUMMARY

(SEE INSTRUCTIONS ON REVERSE SIDE)

DATE	PAGE NO.	NO. OF PAGES

DEPARTMENT OR AGENCY	FIRST SUBDIVISION	PREPARED BY
SECOND SUBDIVISION	THIRD SUBDIVISION	APPROVED

A - SUMMARY

1. PERSONNEL

a	b	c	d	e
AUTHORIZED		TOTAL IN PRIVATE AND OPEN OFFICE TYPE SPACE		
VACANT BILLETS	( )	E 1-7, GS 1-6	( )	
ON BOARD, PAYROLL	( )	E 8 AND 9, WO, O 1 AND 2, GS 7-11, SUPERVISORY	( )	
ON BOARD NON-PAYROLL		E 8 AND 9, WO, O 1 AND 2, GS 7-11, NONSUPERVISORY	( )	
TOTAL	0	O 3 AND 4, GS 12-13 SUPERVISORY	( )	
INDEXES (For OSD Use Only)		O 3 AND 4, GS 12-13 NONSUPERVISORY	( )	
PRESENT OFFICE USE INDEX		O 5 AND 6, GS 14-15 SUPERVISORY	( )	
OFFICE USE INDEX, GSA SCHEDULE		O 5 AND 6, GS 14-15 NONSUPERVISORY	( )	
OFFICE USE INDEX, DOD ALLOWANCE		O 7 AND 8 GS 16-18, P.L.	( )	
ADMINISTRATIVE SUPPORT INDEX		TOTAL IN ADMINISTRATIVE SUPPORT SPACE		
STORAGE INDEX		TOTAL IN STORAGE AND SPECIAL TYPE SPACE		
SPECIAL TYPE INDEX		**TOTAL PERSONNEL**	0	0

2. SPACE

a	b	c
TYPE OF SPACE	PRESENT SQUARE FEET	REQUIRED SQUARE FEET
OFFICE TYPE SPACE		
PRIVATE WORK STATIONS	( )	( )
OPEN WORK STATIONS	( )	( )
UNIT EQUIPMENT	( )	( )
ADMINISTRATIVE SUPPORT	( )	( )
STORAGE AND SPECIAL TYPE SPACE	( )	( )
TOTAL	0	0

B - GENERAL

1. MISSION - THIS UNIT IS GENERALLY RESPONSIBLE FOR:

2. STATEMENT ON FEASIBILITY OF RELOCATION *(DOD Directive 5305.2):*

3. ADDITIONAL FACTORS - THE FOLLOWING ADDITIONAL FACTORS SHOULD BE CONSIDERED IN DETERMINING THE SPACE REQUIREMENTS OF THIS UNIT:

INSTRUCTIONS

A. GENERAL. This form is designed for use with the DoD Space Occupancy Guide for the National Capital Region (DoD Instruction 5305.3) to determine new space requirements or to analyze present space utilization. Parts I and II should be completed for each division or comparable unit. In larger organizations, both Parts I and II should be completed for the office(s) at the next supervisory level(s), and a Part I completed to summarize the total requirements listed on all of the Part II's.

B. DEFINITIONS

1. OFFICE TYPE SPACE: This is space which provides an environment suitable for an office operation. This includes, but is not limited to suitable and adequate lighting, heat and ventilation, appearance, accessibility, circulation, floor covering, and sound control. The space may consist of a large open area or may be partitioned into rooms. Examples of office type space include conventional offices, conference rooms, classrooms, credit unions, and supply rooms (when in office space). For the purpose of detailing space requirements on DD Forms 1450 and 1450-1, Office Type Space is subdivided into "private work stations", "open work stations", "unit equipment", and "administrative support space", defined below.

2. PRIVATE WORK STATION: A room occupied by one principal, or, in some instances, by a principal and his secretary.

3. OPEN OFFICE SPACE: Office space occupied by two or more individuals (other than a principal and his secretary), the furnishings and equipment required for their work, plus circulation space.

4. OPEN WORK STATION: That portion of an open office space area allocated to an individual to accommodate the furniture and equipment necessary for performing his work, plus a share of the adjacent aisle.

5. UNIT EQUIPMENT: Those items of furniture and equipment housed in Open Office Type Space which are not assigned to any one work station, i.e., bookcases, costumers, office machines, safes, files, table, etc., not used exclusively by one individual.

6. ADMINISTRATIVE SUPPORT SPACE: All office type space not classified either as private or open office space, e.g., conference rooms, supply rooms, training rooms, file rooms, reception rooms, duplication rooms, supply rooms, libraries (except fixed stacks), etc.

7. STORAGE TYPE SPACE: This is space which is suitable for storage of supplies, equipment, records, materials, etc., and which does not provide an environment suitable for an office operation. This type would include but not be limited to vaults, closets, and unconverted attic and basement areas, as well as space built for warehousing and records storage. Its interior treatment is such that it cannot be classified as suitable for office space.

8. SPECIAL TYPE SPACE: This is space which by reason of installed fixed facilities or utilities is adapted for special use. Included would be laboratories, dark rooms, electronic data processing rooms (computer rooms) with special air conditioning, industrial type operations with installed equipment, etc.

C. PART I.

1. HEADING. Indicate the activity, e.g., Navy Department, Bureau of Naval Personnel, Assistant Chief for Plans, Policy Division, and the names of the persons who prepared and approved the report. Pages should be numbered consecutively to include all DD Forms 1450 and 1450-1 submitted.

2. SUMMARY.

a. Personnel. Complete columns b and d, leaving column e blank. In column b, the sum of "Vacant Billets" and "On Board, Payroll" should equal the "Authorized" figure. In Column d, the "Total in Private and Open Office Type Space", which is the sum of the figures to be entered in parentheses, when added to the "Total in Administrative Support Space" and the "Total in Storage and Special Type Space" should equal the sum of Authorized" and "On Board, Non-Payroll" personnel shown in column b.

b. Space. Enter present square feet occupied in column b. Enter totals from Part II, columns e, f, g, l, and p on appropriate lines in column c.

3. GENERAL. Under "Additional Factors", enter requirements for special construction, security, adjacency, etc. Attach pertinent organization charts.

D. PART II.

1. COLUMNS a, b, c, & d. Do not include personnel whose work stations are located in administrative support, special, or storage space. In column d, when the grade or rank of an incumbent differs from what is authorized, list the authorized grade or rank and indicate in remarks the grade or rank of the incumbent.

2. COLUMNS e AND f. Use allowances shown in the current DoD Space Occupancy Guide for the National Capital Region (DoD Instruction 5305.3). Any departure from the guide will be justified in remarks or on the reverse side of the form.

3. COLUMNS g AND h. Do not list furniture or equipment included in private offices or open work stations, or in administrative support, storage, or special type space.

E. SPACE REQUIREMENTS FOR UNIT FURNITURE AND EQUIPMENT

Listed below are common items of unit furniture and equipment and the square footage of floor space they require. Working area is included where appropriate. The space requirements for items not listed may be calculated from actual measurements or by using the items below as a guide.

ITEM	SQUARE FEET
Bookcase, 13 x 33	6
Bookcase, unitized, 22 x 18	4
Cabinet, storage and wardrobe, 18 x 24	6
Cabinet, storage and wardrobe, 18 x 36	9
Cabinet, storage and wardrobe, 24 x 26	11
Cabinet, stationery, 18 x 36	9
Cabinet, filing, letter size, 15 x 25	6
Cabinet, filing, legal size, 18 x 25	7
Cabinet, filing, safe, 19 x 28	8
Cabinet, filing, map and plan, 36 x 48	20
Cabinet, filing, map and plan, 36 x 60	25
Chair, side	4-6
Chair, lounge	10
Costumer	4
Credenza, 18 x 66	9
Locker, clothing, 18 x 21	5
Locker, clothing, 36 x 21	9
Safe, one door, 21 x 23	8
Safe, one door, 27 x 27	10
Safe, two door, 42 x 36	18
Sofa	30
Stand, Dictionary	4
Stand, office machine, 18 x 18	3
Stand, office machine, 18 x 34	5
Stand, office machine, 24 x 36	6
Table, 14 x 26	3
Table, 24 x 36	6
Table, 34 x 45	12
Table, 34 x 60	15
Table, 36 x 72	18
Valet rack, 30 x 20	6
Valet rack, 51 x 20	8