

**BY ORDER OF THE COMMANDER
45TH SPACE WING**

45TH SPACE WING INSTRUCTION 32-1001

5 JULY 2012

Civil Engineering

FACILITY SPACE ALLOCATION



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This instruction implements AFD 32-10, *Installations and Facilities*, AFI 32-1024, *Standard Facility Requirements*, AFMAN 32-1084, *Facility Requirements*, AFI 32-9002, *Use of Real Property Facilities*, and AFH 32-9007 *Managing Air Force Real Property*. It establishes policies and procedures for utilizing facility space at Patrick Air Force Base (PAFB), Cape Canaveral Air Force Station (CCAFS) and the Florida Annexes. It applies to personnel of the 45th Space Wing (45 SW), federal and non-federal tenant activities and government contractors. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF 847, Recommendation for Change of Publication; route AF 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with (IAW) Air Force Records Information Management Systems (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.myaf.mil/afrims/afrims/afrims/rims.cfm>.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include, paragraph 1.1, Reduce by 20 percent the amount of 45 SW physical plant that requires funds by 2020; paragraph 2.1., space request shall be submitted to 45 CES/CEAO on the 45 SW Form 32, Space Allocation Request Form (SARF).

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1. Goals.

- 1.1. Reduce by 20 percent the amount of 45 SW physical plant that requires funds by 2020.
- 1.2. Efficiently utilize facility space to conserve energy, reduce costs, facilitate the demolition of surplus facilities and improve the accuracy of the real property records.
- 1.3. Maintain compliance with Air Force facility utilization standards.

2. Policy.

2.1. All organizations, units, tenants, new programs and range users who require any facility space on 45 SW installations shall request space through the 45th Civil Engineer Squadron, Asset Optimization Section (45 CES/CEAO). The space request shall be submitted to 45 CES/CEAO on the 45 SW Form 32, Space Allocation Request Form (SARF). Requests shall detail the requirements that mandate facility space. Space shall be allocated based on requirements and compatibility with Installation General Plans, not the availability of specific facilities. Additional documentation, such as organizational charts, floor plans, mission requirements and staffing requirements, should be included with the request to further clarify requirements. Requests from 45 SW organizations should be emailed to 45CES_SA within the 45 SW e-mail system. Requests from external customers that are not part of the 45 SW (e.g., tenants, range users, non-45 SW contractors) must be submitted to the 45th Space Wing, Plans and Programs Office (45 SW/XP) as the entry point for the space allocation process.

2.2. The Facility Board is the only entity authorized to approve space allocations at the 45 SW. For the purposes of space allocation, the Facility Board convenes as the Space Allocation Board (SAB). All valid space allocation requests shall be reviewed by the Space Allocation Working Group (SAWG) and approved by the Space Allocation Board. The SAWG and SAB shall meet quarterly. Membership of 45 SW Facilities Board is identified in the Facility Board Charter. SAB and SAWG membership is provided at Attachment 3.

2.3. The SAWG shall make a recommendation on all minor space allocation requests. A minor space allocation request must meet all of the following criteria: space allocation of less than 5,000 square feet; internal (45 SW) organization; no secondary impacts such as the need for real property agreements, displacement of existing organizations, environmental

impacts, etc.; negligible cost to the 45 SW as determined by the SAWG Chair; does not involve a change in facility use; and does not involve launch property or industrial facilities. Following SAWG recommendation on minor space allocation requests, the requestor may occupy the recommended space. The SAWG recommendation shall be presented to the SAB for approval after the fact.

2.3.1. Temporary relocations meeting the criteria of a minor space allocation in 2.3 shall be reviewed by the SAWG. Temporary relocations typically require an expedited approval and are often associated with construction projects, time-sensitive operations, emergencies or unforeseen circumstances. The SAWG shall determine the duration of the temporary relocation. All temporary relocation approvals shall have a fixed end date and identify the permanent disposition of the involved personnel and/or hardware. Temporary relocation approvals shall detail the following: requesting organization; duration of relocation; requirement for temporary relocation; personnel and hardware to be relocated; vacated facility(ies); temporarily occupied facility(ies); and facility(ies) to be occupied following temporary relocation. Collateral arrangement provisions detailed in Section 3.8 of this instruction should be addressed by the requesting organization when coordinating temporary relocations.

2.4. All space allocations associated with new programs, beddowns, support agreements, program requirements documents, the universal documentation system or non-45 SW contracts, shall first be worked with 45 SW/XP. Space assigned prior to full acceptance of the program shall be contingent upon all proper paperwork and approvals from the wing and/or HQ AFSPC formally accepting the program before the program can begin occupying space.

2.5. Unit commanders or equivalent managers shall ensure their organization effectively and efficiently uses assigned facilities. Open-bay office areas and pre-wired workstations and systems furniture will be used to the greatest extent possible. Existing functions will be consolidated and compressed wherever possible to reduce expenditures and permit demolition of substandard facilities. Organizations requesting additional space must first demonstrate that every reasonable effort has been made to satisfy their space allocation needs within their existing assigned assets.

2.6. Space allocations shall be based on actual requirements and shall comply with guidance in AFI 32-1024, *Standard Facility Requirements*, AFMAN 32-1084, *Facility Requirements*, 45 SW Facilities Excellence Plan and this document. Granting use of facilities to other than Air Force activities will be in accordance with priorities and orders of preference in AFI 32-9003, *Granting Temporary Use of Air Force Real Property*.

2.7. Permanent, hard-wall offices are only authorized for supervisory personnel with a two or three letter office symbol, or equivalent, and judge advocates. Private office space may be approved for certain employee relation functions and for some sensitive missions, so that confidentiality is not compromised.

2.8. Assignment of secondary office space shall be minimized. Private secondary or satellite offices for duties away from authorized primary office locations will normally be limited to grades O-6, E-9, or civilian equivalent and above. Secondary offices are provided only with special justification. Shared use of secondary office space, up to three personnel per station,

is expected unless otherwise approved. The SAB shall approve all space requests for secondary office assignments.

2.9. Space shall be used only for its officially approved and assigned purpose. SAWG and SAB approval is required to change facility use and reallocate assigned space.

2.10. Prior to acquiring real property by lease or purchase off the Air Force installation, the 45 SW and Air Force tenants shall confirm that no property under Air Force control is available to meet mission requirements. Only the 45 SW/CC is authorized to acquire real property on behalf of the 45 SW.

2.11. Any 45 SW contract involving the allocation of facility space shall contain language in the contract that requires a Space Utilization and Consolidation Plan. The intent of this plan is to identify all facilities utilized under the contract, evaluate their utilization and make recommendations for consolidation and utilization improvements.

2.12. All 45 SW Real Property assets are subject to periodic utilization reviews and agency audits regardless of assigned organization.

2.13. Subletting of assigned space to another organization without SAWG and/or SAB approval is not permitted.

2.14. Facility space for reserve units or personnel that utilize space on a non-permanent, rotational or surge basis shall be addressed on a case-by-case basis. Non-permanent Reserve units shall seek to share workspace to the greatest extent possible.

2.15. Expiring out grants shall be reviewed by the SAWG and SAB for approval 1 year prior to expiration to ensure alignment with 45 SW space allocation and facility planning policy. Approval of out grant renewals by SAWG and SAB shall initiate 45 CES completion of real property out grant templates with 45 SW/JA coordination for 45 SW/CC signature.

3. Procedures.

3.1. **Space Allocation Process.** The process is divided into six phases: requirements validation; submittal; civil engineering solutions analysis; 45 SW solutions analysis; customer approvals; and 45 SW approvals. Attachment 4 and the following sections detail the components of the space allocation process.

3.2. **Requirements Validation and Submittal.** All organizations, units, tenants and range users who require any 45 SW facility space shall submit a space allocation request form that details requirements that mandate facility space. The submittal process for 45 SW internal organizations and 45 SW external organizations are further outlined below.

3.2.1. **The 45 SW Internal Organizations.** Unit Commanders must validate their organizations' need for additional space by coordinating on the Space Allocation Request Form and forward to 45 CES/CEAO. 45 CES/CEAO shall verify the requestor is utilizing their existing facility space and validate the request prior to engaging in the solutions analysis phase. 45 SW units shall submit a copy of their UMD with requests for administrative space. Space allocation requirements for new government contracts, contract re-competitions or modifications to existing government contractors shall be submitted through the respective Program Management Office (PMO) and the 45 SW Contracting Squadron (45 CONS) for validation and compliance with the contract and the provisions of the Federal Acquisition Regulation, Section 45. Validation shall be

documented on the Space Allocation Request Form. Following validation by PMO and 45 CONS, all space allocations for new government contracts, contract re-competitions or modifications to existing government contracts shall be reviewed by the SAWG and SAB.

3.2.2. The 45 SW External Organizations. Existing tenants, potential tenants and new programs or range users shall coordinate all requests for facility space through the 45 SW/XP office. Upon receipt of an external space request, 45 SW/XP shall coordinate a requirements review team composed of 45 SW/XP, 45 CES/CEAO, the customer and the customer's wing liaison. This team shall meet with the customer to assist in the completion of the SARF, refine the space requirements and provide the customer with a preliminary assessment of the feasibility of their space request. The requirements review may reveal preliminary results that facilities may or may not be readily available to meet their requirements. Following the requirements review meeting with key players, the customer shall complete the SARF, obtain the appropriate signature(s) and submit the completed SARF to 45 SW/XP for strategic review processing. A funded job order number (JON) may be required at the time of SARF submission in order to obtain base support services for the space allocation process prior to completion of the Program Introduction or basing process. This initial space allocation review assists the 45 SW and the customer to determine up front if facilities are available that meet the requestor's requirements. Final allocation of facilities is contingent on SAWG and SAB approval.

3.3. Civil Engineering Solutions Analysis. The 45 CES/CEAO shall evaluate the space request and identify candidate facilities. Use of the candidate facilities shall be evaluated for compatibility with the installation General Plan and the highest and best use of the facility in light of mission requirements and facility attributes.

3.3.1. If no candidate facilities are identified, the 45 CES/CEAO shall notify the customer. If the customer agrees, the request will either be terminated or placed on hold until a facility becomes available. If the customer disagrees with the determination, they may appeal to the SAWG.

3.4. The 45 SW Solutions Analysis. The 45 CES/CEAO shall transmit the space allocation request and candidate facilities from the Civil Engineering solutions analysis to the 45 SW solutions analysis team. Members of this team may include Fire, Safety, Civil Engineering, Security, Operations, Finance, Plans and Programs, Legal, Launch Group and others. The 45 SW solutions analysis team shall identify potential liens against occupancy and secondary approvals in advance of the SAWG. Potential liens include incompatible use, safety issues, real property requirements, environmental health issues, facility modifications, costs and other issues.

3.4.1. The 45 CES/CEAO shall prioritize the facility options and make a recommendation based on the results of the wing solutions analysis. For large-scale or critical space requests, the 45 CES/CEAO shall forward the results of the 45 SW solutions analysis and CEAO recommendation to wing leadership.

3.5. Customer Approval. The 45 CES/CEAO shall notify the customer of the outcome of the Civil Engineering and 45 SW solutions analysis process and provide a recommended facility list with potential liens and facility modification costs. The customer may accept the recommendation and proceed with approval or appeal the recommendation to the SAWG.

3.6. **Wing Approval.** 45 CES/CEAO shall make a recommendation to the SAWG based on the results of the space allocation analysis.

3.6.1. For items that meet the minor space allocation criteria, the SAWG may either recommend approval or denial of the request. For approvals, the customer may proceed with the facility request and make arrangements to occupy the facility. If the customer disagrees with the SAWG recommendation, they may appeal to the SAB. SAWG actions shall be documented in meeting minutes. Minutes and slides from the SAWG shall be distributed to all SAWG members, meeting attendees, organizations requesting space and voting members of the SAB.

3.6.2. For items that do not meet the minor space allocation criteria listed in Section 2.3, the SAWG shall make recommendations to the SAB to either approve or disapprove space requests.

3.6.3. The 45 CES/CEAO shall organize a SAB quarterly. All pending requests shall be briefed at the SAB. The SAB shall approve or disapprove space requests. Minutes and slides shall document the actions of the SAB and shall be distributed to all SAB voting members and attendees.

3.6.4. For critical and time-sensitive requests, space requests may be reviewed out of cycle. For items that meet the minor space allocation criteria, the results of the space allocation process may be electronically distributed to all SAWG voting members for their review by the 45 CES/CEAO. For items that do not meet the minor space allocation criteria, the 45 CES/CEAO shall prepare and distribute a Staff Summary Sheet (SSS) for review of the request. An out-of-cycle SAWG or SAB meeting may also be called at the discretion of the SAWG chairperson. Out-of-cycle approvals shall be minimized.

3.6.5. Changes to support agreements due to changes in space allocation shall be coordinated with the 45 SW Point of Contact named in the Support Agreement and submitted to 45 SW/XP.

3.6.6. Upon space allocation approval, the organization or activity shall assign a Facility Manager and support the Facility Manager Program in accordance with 45 SWI 32-9001, *Building/Facility Care – Real Property Management*.

3.6.7. If a request for space is not validated or is disapproved, the requester may reengage the space allocation process with additional justification.

3.7. **Vacating Facilities.** Organizations vacating rooms or facilities shall notify the 45 CES/CEAO at least 30 days in advance of a move. A final walk-through must be scheduled with the 45 CES/CEAO to ensure the vacated facilities are cleaned, emptied of all furnishings, equipment and trash and be in good working order. This will allow the 45 CES/CEAO to validate clearance of the facility.

3.7.1. Disposal arrangements shall be made with DRMO for the disposal of unwanted furnishings and property.

3.7.2. Keys to the vacated areas shall be returned to the 45 CES/CEAO.

3.7.3. If a 45 SW organization moving into vacated space requests items be left behind, arrangements in the form of a “Memo for Record” between the organizations and 45 CES/CEAO shall be in place before the organization moving out can be released from

its obligations. Other agencies providing collateral support will also be notified of pending action. For non-45 SW organizations, the 45 CONS, Service Contracts Flight, 45 CONS/LGC, must be contacted to determine the disposition or transfer of government equipment assigned by the contract.

3.8. Collateral Arrangements. Other move support arrangements must be considered when planning facility space requirements. Long lead times for many of the collateral elements can delay useable occupancy well beyond the date of actual space allocation approval. The moving organization should coordinate the following.

3.8.1. The unit moving shall make moving arrangements. Requester shall arrange and fund for move, furniture and communications support.

3.8.2. Moves may be paid for by funding and establishing a reimbursable Job Order Number through the 45 SW Job Order Manager or by providing funds directly to contractor with government purchase card or other agreed upon method of payment.

3.8.3. Organizations who may require communications infrastructure (voice, video or data connectivity) as a part of a move or space allocation shall contact the 45th Space Communications Squadron (45 SCS) to identify the appropriate service provider for the affected facility. The 45 SCS should be engaged early in the move process to ensure communication infrastructure is in place and operational prior to occupation.

3.8.4. The unit Telephone Control Officer (TCO) is the Tier-1 liaison for all communication service requests from 45 SCS. TCO shall use the web-based Work Order Management System (WOMS) to submit communication service requests. Communication service requests are prioritized in the order they are received.

3.8.5. Contact the 45 CES Customer Service (45 CES/CEOER) for building renovation, repair, or alteration and to identify the appropriate service provider for the affected facility.

3.8.6. Contact the 45 CES Fire Protection Flight (45 CES/CEF) for fire prevention and to identify the appropriate service provider for the affected facility.

3.8.7. Contact the 45th Comptroller Squadron, Financial Management (45 CPTS/FM) for reimbursement policy.

3.8.8. Contact the 45 CONS/LGC for changing the location of equipment serviced by a contract or the disposition of government equipment assigned by contract.

4. Responsibilities.

4.1. **The 45 SW Commander (45 SW/CC).** The 45 SW Commander is responsible for overseeing space allocation and ensuring facility space is used appropriately and efficiently. The 45 SW/CC, or their designee, chairs the Space Allocation Board.

4.2. **The Space Allocation Working Group (SAWG).** The SAWG shall meet on a quarterly basis or as required by the respective chairperson. The SAWG shall give special attention to requests that may necessitate a conversion in real property codes or exceed the standard allowances in AFMAN 32-1084, *Facility Requirements* and this instruction. The SAWG will perform the following functions.

4.2.1. Review and validate space allocation requests.

4.2.2. Develop options for space allocation requests.

4.2.3. Resolve space allocation issues.

4.2.4. Provide recommendations to the SAB.

4.3. The Base Civil Engineer (BCE). The BCE will ensure facility space is efficiently and appropriately utilized.

4.4. Civil Engineer Space Allocation Section (45 CES/CEAO). The 45 CES/CEAO will perform the following functions.

4.4.1. Process space allocation requests and develop options and recommendations for requests.

4.4.2. Maintain space allocation and utilization records and minutes of SAWG and SAB.

4.4.3. Conduct space utilization surveys and census collections.

4.4.4. Detail the inefficient use of space and areas for potential consolidation.

4.4.5. Review changes to floor plans and new furniture purchases that impact space utilization.

4.4.6. Review all off-base space allocation requests and approvals.

4.4.7. Review all contracts or other documents that require any facility space allocations.

4.4.8. Review all new support agreements and changes to support agreements to ensure accurate space allocation assignments.

4.4.9. Provide decisions and/or results of SAWG and SAB meetings to the Support Agreements Manager.

4.5. The 45 SW Plans and Programs (45 SW/XP). The 45 SW/XP shall perform the following functions:

4.5.1. Serve as the single point of entry for all space requests from organizations external to the 45 SW, new programs, basing actions and external contractors to the wing.

4.5.2. Coordinate the Requirements Review Team for external requests.

4.5.3. Conduct a strategic review for external requests.

4.5.4. In order to satisfy AFSPCI 10-1215, paragraph 11.3., the 45 SW/XP will create a Memo for Record for the 45 SW/JA coordination and 45 SW/CC approval of domestic source non-availability certification. 45 SW/XP will prepare a SSS package that includes the customer request, the Memo for Record for 45 SW/CC signature, supporting rationale and any supporting documentation.

4.6. The 45th Launch Group (45 LCG). The 45 LCG maintains certain mission-critical facilities directly related to launch vehicle (LV) and satellite vehicle (SV) operations. These facilities typically fall outside the direct control of the 45 CES. The 45 LCG is also the primary 45 SW contact for many DoD and commercial customers. To that end, the 45 LCG shall perform the following functions.

4.6.1. Coordinate with 45 CES on space allocation issues for launch customers and launch-related requirements.

4.6.2. As the Launch Site Integration Manager for commercial entities, or in accordance with assigned responsibilities under Letters of Assignment with LV and SV program offices, the 45 LCG shall be a member of the space allocation requirements review team for requests by launch-related customers or for launch-related space allocation requests.

4.6.3. Provide current and projected facility utilization data for launch-related facilities in support of the space allocation process.

4.6.4. Provide and maintain facility attributes for launch-related facilities in support of the space allocation process.

4.6.5. The 45 LCSS/PMO is the government agency responsible for ensuring tenants properly vacate contractor-managed facilities.

4.7. The 45 SW organizations, tenants and contractors shall:

4.7.1. Submit requirements for facility space or changes in facility use to the 45 CES/CEAO. Organizations shall first evaluate their own facilities and resources for space utilization prior to seeking changes in use or new space allocations.

4.7.2. Annually report any and all vacant or under-utilized space or proposed changes in use to the 45 CES/CEAO. Reporting vacant and under-utilized space allows for the efficient use of facilities, conserves energy, minimizes custodial and support services, reduces operation and maintenance requirements, facilitates the demolition of surplus facilities and improves the accuracy of the real property records.

5. Definitions.

5.1. Administrative Space. Office floor space and administrative support areas, including cubicles, offices, aisle ways, break areas, conference rooms and storage areas and areas that are used for office-type functions shall be counted as administrative space, even if they are located in an area that is assigned a non-administrative category code. Building net floor area for administrative space is the sum of the net office floor area and administrative support space. Special purpose areas (areas required to support activities not normally associated with administrative functions) may be excluded from the total assigned area when determining the administrative usage ratio. However, any personnel whose primary workspace function is located in a special purpose area must also be excluded from manpower numbers for administrative space usage evaluations.

5.2. Assignment. The allocation of facility space to a unit, organization, or agency for the purpose identified and approved by the 45 SW/CC or their designee.

5.3. Building/Facility Manager. An individual having direct custody and area responsibility for a building or facility. Facility Managers ensure facility space is efficiently utilized and used for the purpose and extent assigned by the 45 SW/CC. Facility Managers do not have authority to assign or reallocate space.

5.4. Common Area. Areas of the building that provide service to building tenants but which are not included in the office area such as washrooms, janitorial closets, electrical rooms, telephone rooms, mechanical rooms, elevator lobbies and public corridors.

5.5. Core and Service Area. The floor area of a facility necessary for the operation of the facility but not available for general occupancy. These areas include lobbies, mechanical

rooms, electrical rooms, restrooms and custodial rooms. Core areas that serve only the special purpose needs of an individual occupant and are not required for the operation of the building and are not part of the building core and service area.

5.6. **Exterior Gross Area.** The sum of the floor areas on all levels of a building that are totally enclosed within the building.

5.7. **Facility Board (FB).** Provides corporate insight of Civil Engineering programs and work proposed by other organizations that impact facilities as established in AFSPCI 32-1008, *Facilities Board*. The FB is chaired by the 45 SW/CC or their assigned designee. For space allocation purposes, the FB meets as the Space Allocation Board.

5.8. **Facility.** A building, structure, utility system, paved area or land.

5.9. **Internal Gross Floor Area.** The total floor area enclosed within, but not including, the external building wall.

5.10. **Interior Gross Area.** The building exterior gross area less the thickness of exterior walls.

5.11. **Intra-Organizational Move.** A move within that organization's officially allocated space that does not displace personnel or change the use of a facility or workspace. Intra-organizational moves do not require SAWG approval but organizations shall obtain unit commander approval or equivalent and notify 45 CES/CEAO of internal moves.

5.12. **Major Vertical Penetrations.** Stairs, elevator shafts, flues, pipe shafts, vertical ducts and their enclosing walls.

5.13. **Net Floor Area.** The total gross floor area in the building, less space occupied by outside walls, permanent interior partitions, stairwells, elevator shafts and equipment, telecom space, toilets, janitor closets, permanent hallways and corridors, basements and mezzanines unsuitable for occupancy and machinery and equipment used to provide HVAC and utilities for the building.

5.14. **Occupiable.** Any room that can house personnel. Examples of occupiable rooms are offices, workstations and cubicles which may be assigned to and occupied by personnel.

5.15. **Office Area.** The area where a tenant normally houses personnel and/or administrative furniture.

5.16. **Prewired Work Stations and Systems Furniture.** Acoustical panels, electrical wiring, communication wiring and components used to form individual offices. Components include work surfaces, closed shelving, files and lighting. All furniture purchases shall comply with the 45 SW Facilities Excellence Plan. The 45 CES/CEAO shall review all major furniture purchases to ensure furniture dimensions and configurations comply with 45 SW space allocation policies.

5.17. **Primary Circulation.** The portion of a building that is a public corridor or lobby or is required for all occupants to common areas.

5.18. **Rentable Area.** Interior gross area less major vertical penetrations and void areas. The administrative space standard for rentable space is 230 rentable square feet per person.

5.19. **Secondary or Satellite Office Space.** Workspaces located at either PAFB or CCAFS that are used by one or more 45 SW personnel to perform duties away from their primary work area or for temporary duty and transient Launch Program personnel identified through UDS process.

5.20. **Service Area.** Floor area in a facility that is necessary for the operation of a facility and is not available for general occupancy.

5.21. **Space Allocation Board (SAB).** The SAB has 45 SW oversight of space allocation. For space allocation purposes, the Facility Board meets as the SAB. The SAB approves or denies all space allocation requests.

5.22. **Space Allocation Working Group (SAWG).** The SAWG assists the 45 SW Commander with space allocation issues. The SAWG provides a forum to address issues, formulate options and provide recommendations to the Facility Board on space allocation. The 45 MSG/CD chairs the PAFB SAWG. The Det 1, 45 MSG/CC, chairs the CCAFS SAWG. Voting membership is detailed in Attachment 3. The SAWG meets on a quarterly basis or as determined by the chairperson.

5.23. **Special Purpose Areas.** Spaces in administrative areas that are used for activities not normally associated with administrative functions such as auditoriums, conference centers, training rooms, laboratories, libraries, shipping and receiving and holding space for contract maintenance equipment. These types of areas may be classified as special purpose space at the discretion of the SAWG.

5.24. **Special Purpose Space.** Space which is required to meet special needs in a building or by an occupant such as a libraries, drafting rooms, training rooms, conference rooms, etc. These areas shall be included in the occupant's usable space.

5.25. **Tenant.** Any non-45 SW organization authorized 45 SW support, including facility space.

5.26. **Usable Area.** Floor area of a facility that can be assigned to occupant groups. Excludes exterior walls, major vertical penetrations, void areas, primary circulation, building core, and building service areas. The usable area equals the rentable area less the service area. The usable area standard is an organizational average of 200 square feet per person.

RORY D. WELCH, Colonel, USAF
Vice Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 32-1084, *Facility Requirements*, 20 April 2012

AFH 32-9007, *Managing Air Force Real Property*, 1 May 1997

AFI 32-1024, *Standard Facility Requirements*, 31 May 1994

AFI 32-9002, *Use of Real Property Facilities*, 22 November 1993

AFPD 32-10, *Installation and Facilities*, 4 March 2010

AFSPCI 32-1008, *Facilities Board*, 1 June 2005

45 SWI 32-9001, *Building/Facility Care – Real Property Management*, 20 June 1994

Prescribed Form

45 SW Form 32, *45 SW Space Allocation Request Form*

Adopted Form

AF Form 847 *Recommendation for Change of Publication*

Abbreviations and Acronyms

45 SW—(45th Space Wing)

AFH—Air Force Handbook

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

BCE—Base Civil Engineer

CCAFS—Cape Canaveral Air Force Station

DRMO—Defense Reutilization and Marketing Office

FB—Facility Board

LV—Launch Vehicle

PAFB—Patrick Air Force Base

PMO—Program Management Office

SAB—Space Allocation Board

SARF—Space Allocation Request Form

SAWG—Space Allocation Working Group

SF—Square Feet

SV—Space Vehicle

TCO—Telephone Control Officer

UDS—Universal Documentation System

Attachment 2

WORKSTATION SPACE CRITERIA**Table A.2.1. Permanent Space (Maximum).**

Position	Net Office Floor Area (sf)	Office Type
Wing Commander and equivalent positions	350	Traditional private office
Group Commander and equivalent positions	250	Traditional private office
O-6 or civilian equivalent	200	Traditional private office
Squadron Commanders and equivalent	150	Traditional private office
Flight Commander or equivalent	150	Traditional private office
Senior Enlisted Superintendents	120	Traditional private office
Supervisory Personnel	120	Open office workstation
All Others	100	Open office workstation

Table A.2.2. Secondary Space (Maximum).

Position	Net Office Floor Area (sf)	Office Type
Wing Commander and equivalent positions	350	Traditional private office
Group Commander and equivalent positions	120	Traditional private office
O-6 or civilian equivalent	120	Traditional private office
Squadron Commanders and equivalent	100 sf shared use 3 persons/workstation	Open office workstation
Senior Enlisted Superintendents	75 sf shared use 3 persons/workstation	Open office workstation
Supervisory Personnel	52 sf shared use 3 persons/workstation	Open office workstation
All Others	40 sf shared use 3 persons/workstation	Open office workstation

Table A.2.3. Special Purpose Administrative Space.

Description	Planning Factors
Reception Desk, Shipping/Receiving, Mail Rooms, Multipurpose Rooms, Waiting Room, Storage Rooms, SCIFs, Copy Rooms, and others	User justified

Copy Room	1/50 occupants – 150 sf each
Waiting Areas	20 sf/person
Break Rooms	16% Occupants x 18 sf (min 100 sf)
Collaboration/Team Meeting	4-10 persons @ 15 sf/person
Classroom (up to 30 seated at tables/desks)	150 sf (speaker area) + 25 sf/person
Classroom (above 30 seated at tables/desks)	150 sf (speaker area) + 20 sf/person
Conference Room (up to 49)	20 sf/person
Conference Room (above 50)	150 sf (speaker area) + 20 sf/person
Auditorium	200 sf (podium area) + 15 sf/person
Training Room	200 sf (instructor area) + 25 sf/student

NOTE: The space criteria prescribed by AFMAN 32-1084, *Facility Requirements* and this instruction represent maximum allowed amounts and organizations are not necessarily entitled to these spaces or allowances. The number and type of special purpose administrative space(s) per facility is based on user requirements and determined on a case by case basis.

Attachment 3

SPACE ALLOCATION MEMBERSHIP

Table A.3.1. 45 SW SAB Voting Members.

Voting Member	Title
45 SW/CC	45 SW Commander (Chairperson)
45 SW/CV	45 SW Vice Commander (Alternate Chairperson)
45 SW/CD	45 SW Executive Director
45 SW/CCC	Command Master Sergeant
45 OG/CC	Operations Group Commander
45 LCG/CC	Launch Group Commander
45 MSG/CC	Mission Support Group Commander
45 MDG/CC	Medical Group Commander
920 RQW/CC	920th Rescue Wing Commander
AFTAC/CC	Deputy Commander, Air Force Technical Applications Center
NOTU/CC	Naval Ordnance Test Unit Commanding Officer
NRO Cape/CC	NRO Cape Commander

Table A.3.2. Patrick Air Force Base SAWG Members.

Voting Member	Title
45 MSG/CD	Deputy Commander, 45th Mission Support Group (Chair)
45 OG/CD	Deputy Commander, 45th Operations Group
45 LCG/CD	Deputy Commander, 45th Launch Group
45 MDG/CD	Deputy Commander, 45th Medical Group
45 CES/CD	Deputy, Range/Base Civil Engineer
45 SW/XPE	Chief of Planning and Policy
920 MSG/CD	Commander, 920th Mission Support Group
AFTAC/CD	Deputy Commander, Air Force Technical Applications Center

Table A.3.3. Cape Canaveral Air Force Station SAWG Members.

Voting Member	Title
Det 1, 45 MSG/CC	Commander, Det 1, 45th Mission Support Group (Chair)
45 OG/CD	Deputy Commander, 45th Operations Group
45 LCG/CD	Deputy Commander, 45th Launch Group
45 MDG/CD	Deputy Commander, 45th Medical Group
45 CES/CD	Deputy, Range/Base Civil Engineer
45 SW/XPE	Chief of Planning and Policy
NOTU/XO	Executive Officer, Naval Ordnance Test Unit
NRO Office of Space Launch	Commander, Det 1, NRO Cape

SAWG members may designate an alternate if unable to attend.

Attachment 4

45 SW SPACE ALLOCATION PROCESS

Table A4.1. 45 SW Space Allocation Process.

