

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 32-9010

24 JULY 2012



Civil Engineering

**MANAGEMENT AND REPORTING OF AIR
FORCE SPACE AND BUILDING SERVICES
IN OSD ASSIGNED FACILITIES AND IN
THE WASHINGTON DC AREA**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Instruction implements: DoD Instruction (DoDI) 5305.5, *Space Management Procedures, National Capital Region*; DoDI 5030.60, *Reimbursable Work Authorization Procedures for Washington Headquarters Services (WHS)-Operated Facilities*; Office of the Secretary of Defense (OSD) Administrative Instruction (AI) 30, *Force Protection of the Pentagon Reservation*; Office of the Secretary of Defense (OSD) Administrative Instruction (AI) 88 *Pentagon Reservation Vehicle Parking Program*; Office of the Secretary of Defense (OSD) Administrative Instruction (AI) 103, *Exhibits, Artwork and Signs on the Pentagon Reservation*; AF publication AFPD32-90 *Real Property Asset Management* and Office of the Secretary of Defense (OSD) Administrative Instruction (AI) 112, *Washington Headquarters Services Fire Regulations (WHSFRs)*. This Instruction explains how to acquire, control, and make effective use of federally-owned and federally-leased facility space by Department of the AF offices located in the Washington, DC area; provides guidance for making building alterations and moving offices within HQ, Department of the AF (HAF); provides guidance and procedures for relocating AF activities to or within the Washington, DC area or increasing the AF manpower authorizations within the Washington, DC area; provides guidance for obtaining approval of displays in the Pentagon; and, discusses the implementation of the WHS Fire Regulations in WHS-controlled facilities. This instruction applies to Air Force, AF Reserve Command (AFRC) and Air National Guard. Refer recommended changes and questions about this Instruction to the Operations Directorate, Office of the Administrative Assistant to the Secretary of the AF (SAF/AAO) using the AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this Instruction are maintained in accordance with AF Manual (AFMAN) 33-363, *Management of Records*, and disposed of in

accordance with the AF Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

SUMMARY OF CHANGES

This Instruction removes references to Administrative Space Reporting as DoD rescinded DoDI 5305.4, removed references to DoDI 5305.6 as DoD also rescinded this instruction, removed references to Pentagon Renovation (paragraph 11 entirely and other locations throughout the AFI) as that program is complete, rearranged the paragraphs to have like topics collocated, added clarification to requests for short term, off site conference space in and outside the National Capital Region (NCR), added the new Secretary of Defense (SecDef) requirement for offices/organizations to consider the cost of conferences and ceremonies, updated organizational names due to a WHS and SAF/AA reorganization and added the two new sections covering the WHS Fire Regulations and Pentagon parking.

1.	Responsibility for Space Matters.	3
2.	Space Coordination, Reallocation and Utilization Board (SCRUB).	3
3.	Requests for Space.	4
4.	AF Activities Relocating to or Within the Washington DC Area:	5
5.	Moving Offices:	6
6.	Realignment, Downsizing or Elimination of AF Programs and/or Organizations:	7
7.	Surveying Space.	7
8.	Space Utilization:	7
9.	Space Utilization:	9
10.	Requests for Alterations/Furnishings.	11
11.	Funding of Office Space Alterations and Other Reimbursable Services.	11
12.	Overtime Heating, Ventilation and Air Conditioning (HVAC) and Lighting.	12
13.	Appeals.	12
14.	Cable Television (CATV) ROE:	12
15.	AF Hallway Displays in the Pentagon.	13
16.	Reserving Airman’s Hall in the Pentagon.	17
17.	WHS Fire Regulations, Roles and Responsibilities.	19
18.	Pentagon Reservation Parking.	19
	Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	22
	Attachment 2—SPACE ALLOWANCE TABLE	28

1. Responsibility for Space Matters. SAF/AAO (previously SAF/AAF) is the Space Coordinator for General Services Administration (GSA)-owned and GSA-leased space, Pentagon space controlled by OSD Washington Headquarters Services (WHS) and office space assigned to the AF in the Washington, DC area, and office space assigned to the HAF at Joint Base Andrews Naval Air Facility-Washington (JBAN), and Joint Base Anacostia Bolling (JBAB). SAF/AAO will:

1.1. Conduct and coordinate all office space requirements and utilization surveys and take necessary action to insure full and efficient use of assigned administrative space including releasing Pentagon/leased space assigned by WHS to the AF when AF programs are curtailed or discontinued.

1.2. Prepare and submit documentation with justification and certification for initial, expansion, and continuing need leased space requests and requirements to WHS.

1.3. Review and make changes to floor plans to adjust interior arrangements or modify the physical layout of an existing HAF facility, so the space may be used more efficiently. This includes rearranging or installing interior partitions, air conditioning, heating systems, electrical facilities, etc., for interior modifications to spaces at the Pentagon, JBAN, JBAB, or leased space.

1.4. Maintain current floor space requirements documents for all tenant organizations. The documents use current, funded manpower billets, floor space allowances, and current floor space occupied to determine whether organizations are above, below or at their correct space authorization. The Facility Space Executive Oversight Board (EOB) uses the space requirements documents to formulate sensible and fair solutions to valid office space requests.

2. Space Coordination, Reallocation and Utilization Board (SCRUB). The SCRUB was established in March 1991 by joint order of SAF/US and AF/CV. The SCRUB is chaired by SAF/AAO.

2.1. Each HAF two-letter/digit office, large Field Operating Agencies (FOAs) and Direct Reporting Units (DRUs) in the Washington, DC area (e.g., AFDW) must appoint an individual to serve as a SCRUB member. Provide SAF/AAO with the name of a primary and alternate SCRUB member.

2.2. The purpose of the SCRUB is to advise the EOB on space allocation proposals. A summary of the duties and responsibilities of SCRUB members follows:

2.2.1. Represents their HAF two-letter/digit office, FOA or DRU in all negotiations for space adjustments and maintains space inventory sheets.

2.2.2. Serves as primary conduit of renovation/alteration and building (Pentagon, JBAN, JBAB and leased space) information to and from their organization.

2.2.3. Collects and provides space allocation and renovation planning data upon request.

2.2.4. Coordinates renovation related move planning and execution for their organization.

2.2.5. Serves on space allocation/utilization, renovation planning and problem solving teams (e.g., Process Action Teams) with other SCRUB members.

2.2.6. On behalf of the HAF two-letter/digit office heads or commanders, reviews and approves or disapproves the work order submitted at the on-line system via <http://hafap071/fminteract/> which forwards approved requests to SAF/AAO for action.

2.2.7. Notifies SAF/AAO of internal organizational changes that result in room assignment and office symbol changes.

3. Requests for Space. DoDI 5305.5 grants authority only to Washington Headquarters Services (WHS) to acquire administrative space through the General Services Administration (GSA) or others and subsequently assigning, withdrawing and reassigning such space with DoD.

(see AFI 32-9001, *Acquisition of Real Property*, July 27, 1994). Title 10 United States Code, Sections 9780 and 18233, grants the Secretary of the Air Force authority to acquire by lease, buildings in the Washington, DC area for the Air National Guard (ANG) and Air Force Reserves (AFR). No AF organization has authority to enter into any office space lease agreement within the Washington, DC area or include a line item in a services statement of work for the “provision of office space” per an Under Secretary of Defense Memo, Contracts for Services, March 2, 2007.

3.1. SCRUB member submits a request for additional permanent space to SAF/AAO. Each request must be based on the space allowances listed in Attachment 2, and must be accompanied by Department of Defense (DD) Form 1450, *DoD Space Requirements Data Part I – Summary*, DD Form 1450-1, *DoD Space Requirements Data Part II - Detailed Space Requirements*, a copy of the organization’s most current Extended Unit Manpower Document (UMD), a telephone roster, and for contractors, a copy of their contract, specifically the contract number, the contract dates, and the section of the contract which specifies that the Government will provide contractors with office space. All AF organizations requesting space in the Washington, DC area to include the Pentagon, leased space, JBAB and JBAN will comply with AF Pentagon space standards. HAF two-letter/digit offices expanding or modifying existing organizations should review all space assigned to those elements within their organizations and make internal adjustments of office space before requesting additional space. Mutual exchange of space between organizations is encouraged. Such exchanges must be coordinated and validated by SAF/AAO and the EOB.

3.2. Requests for short-term, off-base conference space or space for seminars:

3.2.1. In the NCR, requests for short-term, off-base conference space or space for seminars must be approved by the Washington Headquarters Services – authority delegated to them by the General Service Administration, Region 11 – as part of the Conference approval process, regardless of the approval authority. The approval authority shall submit the short-term, off-base conference space or space for seminars request to SAF/AAO more than 60 days in advance of the date needed to book/reserve the event, as WHS has to have it 60 days in advance for approval IAW Federal Management Regulations (FMR). See the staffing and information requirements at the HAF Task Management Tool (<http://wtm.afncr.af.mil/HAF/loader.aspx>), under HAF Templates, Staffing Items, eSSS Final Approval Conference Request. SAF/AAO will submit the package to WHS, Facilities Services Directorate, Space Portfolio Management Division (WHS FSD SPMD) for continued processing IAW FMR for conference rooms within the NCR. Package will include at least three quotes on the venue’s letter head specifically detailing the cost of the conference room and all costs associated with the

conference room. (GSA's Region 11 delegates approval authority annually to SPMD for requests in the NCR.) Upon receipt of SPMD's approval, SAF/AAO will forward a copy of the "approved" space request document to the requesting office. The requesting office may then submit their requirement with a copy of the Market Survey results to their office supplies/supply services provider for continued processing (contracting action).

4. AF Activities Relocating to or Within the Washington DC Area:

4.1. Congressional and AF Limitations. The Congress closely scrutinizes the size of the Service population in the Washington, DC area, the amount of leased space, and space availability on military installations. Since 1991, Department of Defense Appropriations Acts has limited the use of funds to relocate an organization, unit or activity to or within the Washington, DC area (e.g., PL 110-116, Section 8019). Currently, the limitation is \$500,000. For waivers to this restriction, SecDef must certify to the House and Senate Appropriations Committee chairs that the relocation is in the "best interest of the Government." Since the AF has a limited supply of administrative space in the Washington, DC area, allocation of that space must be performed judiciously according to mission needs. The AF will limit the number of organizations and manpower authorizations assigned within the Washington, DC area to the absolute minimum. AF activities reside in the Washington, DC area when they:

- 4.1.1. Have been so directed to meet the needs of the President, the Congress, or military department heads.
- 4.1.2. Establish national policies or develop programs for nationwide application.
- 4.1.3. Coordinate, work, or communicate with other headquarters agencies, the Congress, or other Government organizations located in the Washington DC area.
- 4.1.4. Provide direct support to the HAF.

4.2. Relocation Requirements: AF activities proposing to relocate to or within the Washington, DC area or increase the AF manpower authorizations within the Washington, DC area must coordinate their request through their command channels. Submit requests to the sponsoring HAF two-letter/digit office that prepares the package and submits it to SAF/AA. Include the following:

- 4.2.1. Level of the organization, such as, flight, squadron, office.
- 4.2.2. Extent of adverse impacts experienced at present location.
- 4.2.3. Reason for relocating to the Washington, DC area (see paragraph 4.1.).
- 4.2.4. Savings anticipated by relocating.
- 4.2.5. Estimated cost of the move. If the total relocation cost exceeds \$500,000, the sponsoring HAF two-letter/digit office is responsible for providing required justifications and statements for the AF to obtain the certification from the SECDEF to the House and Senate Appropriations Committee chairs that the move is in the best interest of the Government. SAF/LL and SAF/FMBL can provide assistance in this process.
- 4.2.6. Amount of square feet the activity needs.
- 4.2.7. Number of manpower authorizations by grade and AF Specialty Code (AFSC).

4.2.8. Number of people relocating with the grades and AFSCs. (For the AF Reserve Component, estimate number of people relocating, excluding grades and specialty codes.)

4.3. Responsibilities/Procedures:

4.3.1. When a requirement surfaces to bring a new organization into or to move an organization within the Washington, DC area, contact SAF/AAO at safaao.workflow@pentagon.af.mil to start the fact finding process and investigate beddown options. When contacting SAF/AAO bring forth the organization's mission, vision, UMD/positions listing, and adjacency needs.

4.3.2. The sponsoring HAF two-letter/digit office prepares all documentation/requests to relocate AF activities to/or within the Washington DC area and/or requests to increase manpower authorizations of the AF currently located in the Washington DC area and submits the package to SAF/AA.

4.3.3. SAF/AAO advises HAF two-letter/digit offices on the preparation of requests to relocate AF activities to/or within the Washington DC area and/or requests to increase manpower authorizations of the AF currently located in the Washington DC area. SAF/AAO reviews the package, ensures it is in proper format and prepares the package for review by the EOB.

4.3.4. The Resource Directorate (SAF/AAR) advises on manpower authorization issues in the preparation of requests to relocate AF activities to the Washington DC area or increase the manpower authorizations currently located within the Washington DC area, specifically the Pentagon, JBAB, JBAN, Fort Meade, Quantico, or leased space.

4.3.5. The EOB will determine the level of documentation and staffing required for all moves within or into the Washington, DC area. The EOB reviews the package and if endorsed, coordinates the package with SAF/AA, SAF/IE, SAF/LL, SAF/FMBL and SAF/AAR prior to seeking approvals by the Secretary of the AF and the AF Chief of Staff. Upon receipt of AF approval, the package is forwarded to WHS IAW DoDI 5305.5 for their review/approval and continued processing.

4.3.6. Exceptions. The EOB is not concerned with organizations moving to Dover Air Force Base, for example, even though it is within the "100 miles of the Pentagon" stipulated by SECDEF Memorandum, *Land Acquisition and Leasing Office Space in the United States*, 17 Nov 02.

4.3.6.1. AF and non-AF organizations moving onto AF owned property, or AF organizations moving onto non-AF owned property, may be subject to the requirements explained in AFI 10-503, *Strategic Basing*, September 27, 2010. Exemptions provided by the EOB do not extend to Strategic Basing requirements.

4.3.6.2. For organizational moves meeting strategic basing criteria, the appropriate time to contact SAF/AAO and the EOB would be upon authorization of conducting a site survey at a Washington, DC area location.

5. Moving Offices:

5.1. Once located within the Pentagon, JBAB, JBAN or leased space within the Washington, DC area, there may be an instance where an organization would be required to relocate either permanently or temporarily. Organizations shall work with SAF/AAO to arrange for office

moves. SAF/AAO must be notified when offices are adjusting personnel in NCR AF Space. Furniture in the relocated spaces will be provided. Therefore no furniture should be moved or relocated.

5.2. When moves of 50 or more Government employees are contemplated, notify SAF/AAO for purposes of notifying the WHS NCR space coordinator prior to scheduling the move(s). (See Paragraph 4 above for rules regarding moves to and within the Washington, DC area.)

5.3. Notify the organization's Information Technology (IT) service provider to relocate telephones, Local Area Network (LAN) drops, information technology equipment, and remove telephone lines, if appropriate for 'alarm' systems.

5.4. Turn-in accountable non-ADP equipment no longer required to the appropriate Property Book Custodian/Supply Coordinator.

5.5. Coordinate with the appropriate certifying security agency to have the office space decertified.

5.6. Coordinate with SAF/AAO to have 'alarms' turned off after the office space has been decertified.

5.7. Notify the AF Locksmith by submitting a work request at <http://hafap071/fminteract/> to assist in resetting combination locks on doors to the factory combination and on safes planned to be turned in. See Headquarters, Department of the AF Operating Instruction (HOI) 31-1, *Information and Personnel Security Program*.

6. Realignment, Downsizing or Elimination of AF Programs and/or Organizations:

6.1. When realignment of a program results in the reallocation of personnel from one organization to another, the losing organization must transfer to the gaining organization the required amount of space to properly house personnel and associated equipment and notify SAF/AAO of the location of the space to be transferred and a suggested date of transfer. The EOB will validate the amount of space to be transferred and when.

6.2. When AF programs are merged, modified, or eliminated, the SAF/AAO must recover, reassign, or turn-in administrative space no longer required. The EOB will validate the amount of space to be returned, and when, and SAF/AAO will supervise the transfer.

6.3. All vacated space becomes the property of the EOB to reallocate in the best interest of the Air Force. HAF two-letter/digit offices or support organization to the HAF do not realign or reassign space without approval from the EOB. SAF/AAO will facilitate this action.

7. Surveying Space. The NCR Space Coordinator, SAF/AAO, periodically surveys all space to ensure space is properly used according to current DoDI 5305.5, GSA standards (FMR, Sub-Chapter C, *Real Property*, Part 102-79, *Assignment and Utilization of Space*) and National Fire Protection Association (NFPA) 101, *Life Safety Code*.

8. Space Utilization: Rules of Engagement (ROE) and Standards. The EOB establishes ROE and standards for AF-controlled space assigned to the HAF and tenants in the Pentagon, leased space, JBAB and JBAN. The ROE and standards are revalidated at the call of the EOB. Some standards include furniture, interior finishes, conference rooms, carpeting, bulletin and directory boards, and hallway displays and exhibits. ROE topics include:

8.1. Office Space Assignment Priority is in descending order:

8.1.1. HAF two-letter/digit offices.

8.1.2. Direct support organizations to the HAF: AF Operations Group, AF District of Washington, AF Intelligence Analysis Agency, etc.

8.1.3. Other mission requirements.

8.1.4. Short term study groups.

8.1.5. FOAs, DRUs, Named Activities, etc., that do not fall into the category above.

8.1.6. Others.

8.2. Space Allowances. As a result of a 2007 OSD-directed study, Pentagon Occupancy and Space Allocation Study (POSAS), the AF lost a significant amount of Pentagon space. Therefore, the EOB established a fixed ceiling on space allocation for each HAF two-letter/digit office which was reviewed and approved by the AF Chief of Staff and the Secretary of the AF. Space allowances are based upon funded positions and availability of Air Force space as validated by SAF/AAO and the EOB.

8.2.1. AF-specific space allowances are shown in the Space Allowance Table at Attachment 2. The allocations shown are to be considered maximum allowances. Due to the lack of available space, more restrictive space standards may be applied as approved by the EOB.

8.2.2. Space Allowance Variances:

8.2.2.1. Contractor Space. Office space will be allocated only to those contracted individuals who work a 40-hour work week in the Pentagon, JBAB, JBAN or in AF-assigned leased space and are required to do so by contract. By count, the number of contractors in the Pentagon cannot exceed 10 percent of the organization's funded Pentagon government positions, and, each contractor in the Pentagon will displace a funded government position.

8.2.2.1.1. As part of the contracting process, the office initiating the contract must:

8.2.2.1.1.1. Include provisions for the vendor to provide cost alternatives based on the AF providing space and not providing space.

8.2.2.1.1.2. Estimate the number of contractors required to complete the task.

8.2.2.1.1.3. The HAF two-letter/digit, FOA, or DRU SCRUB member will identify space within the organization's current space allocation.

8.2.2.1.2. If off-setting space cannot be identified within existing allocated space, the organization requiring additional space will prepare DD Form 1450, *DoD Space Requirements Data Part I - Summary* and DD Form 1450-1, *DoD Space Requirements Data Part II - Detailed Space Requirements* for the entire organization and submit it through their SCRUB member to SAF/AAO.

8.2.2.1.3. If the organization determines that additional contractors (that is more than the 10 percent allowance) must reside in the Pentagon, then the organization must first seek EOB approval and, if approved, identify a group(s) that can move out of the Pentagon.

8.2.2.1.4. Validated contractor personnel will be allocated 40 square feet (SF) (gross). Validation of requirements includes providing SAF/AAO a copy of the cover sheet of the contract showing the contract number and contract duration, including option years, and the page in the contract that obligates the Government to provide the contractor with space. There is no increase in space allocation for supervisory contract personnel.

8.2.2.2. Non-Permanent Personnel Space Allocations. Defense Senior Leader Development Program (DSLMP) personnel (DoDI 1430.16, *Growing Civilian Leaders*, November 19, 2009), Career Broadeners, Stay-in-Schools, SCEP/STEP personnel, Intergovernmental Exchange personnel, Foreign Exchange Officers, Interns (military and civilian), Co-Ops, et al, who work a 40-hour work week will be allocated 40 SF (gross). Individual Mobilization Augmentees (IMAs) are allocated 10 SF (gross).

8.2.2.3. Full time Guard or Reserve personnel including personnel assigned to AF/RE, funded on the most current Extended Unit Manpower Document (UMD) will be allocated the same amount of space as all other HAF positions.

8.2.2.4. Directors and Division heads who do not supervise six or more funded Government personnel will earn the same amount of space as a non-supervisory action officer. No supervisory space is earned for overseeing contractors.

8.2.2.5. Reception Areas. In a direct support organization's space, reception areas are allowed for visiting personnel waiting to meet with a customer service representative. The amount of space earned is validated by the EOB. HAF two-letter/digit offices may have reception areas however the space is absorbed within their overall space allocation.

9. Space Utilization: Facility Alterations for HAF Organizations—Leased Space, JBAB, JBAN and the Pentagon.

9.1. Submit requests for alterations to SAF/AAO. SAF/AAO will review and continue their processing or submit for validation to the EOB on an exception basis. Upon approval, SAF/AAO will forward the requirement to WHS or the appropriate Base Civil Engineering office at JBAN or JBAB.

9.2. Furniture and Interior Finish Standards. Furniture and interior finish standards have been established to provide a cost effective program by inventory management and still maintain aesthetic continuity within all AF organizations in the Pentagon, in leased space and HAF organizations at JBAN and JBAB. All color selections (paint, stain, draperies, etc.) and furniture selections will be guided by SAF/AAO to ensure compliance with the standards. Reutilized furniture will be used to the maximum extent possible. All furniture/finishes replacement requests will be evaluated by SAF/AAO to determine if replacement is justified. Standards are:

9.2.1. General Officer and Equivalent Grade Civilian Suites:

9.2.1.1. Walls. Painted, standard neutral color, semi-gloss.

9.2.1.2. Trim: Painted, standard neutral color matching wall color, semi-high gloss.

9.2.1.3. Chair Rail. Executive “two-piece” chair rail painted, standard neutral color matching wall color, semi-high gloss.

9.2.1.4. Carpet. Broadloom, plush cut pile.

9.2.1.5. Corridor Entry Mat:

9.2.1.5.1. AF Logo/Seal Entry Mats: Restricted to only the SAF/OS, AF/CC, SAF/US, AF/CV, AF/CVA and AF/CCC.

9.2.1.5.2. Half-moon entry mat constructed from the in-stock blue carpet with bound edges and rubber backing that meets the Pentagon safety requirements. These mats are allowed only on the 4th Floor, E-Ring at the primary suite entrance of the HAF two-letter/digit office head and a deputy HAF two-letter/digit office head suite entrance.

9.2.1.6. Window Covering. Drapery fixed side panels with straight, upholstered cornice over sheers and building standard mini-blinds. Fabric is limited to AF-standard blue fabric.

9.2.1.7. Furniture:

9.2.1.7.1. Upholstered Items. Limited to standard General Officer/Equivalent grade civilian items.

9.2.1.7.2. Wood Case goods - Stand-Up Desk. Limited to Lt General/Equivalent grade civilian offices. The HAF two-letter/digit office head and a deputy HAF two-letter/digit office head requesting the desk will pay for its purchase and installation. Other General Officers/Equivalent grade civilians may request a stand-up desk but must provide supporting medical documentation. The HAF two-letter/digit office will also pay for the removal of existing office furniture and, if required, the cost of the replaced furniture to be returned if the new, incoming person does not want a stand-up desk.

9.2.2. All Other Office Areas:

9.2.2.1. Walls. Painted with solid color neutral (AF standard semi-gloss in leased space and at JBAN and JBAB; and, standard AF and/or Building standard in the Pentagon).

9.2.2.2. Wood Trim. Painted to match building standard trim.

9.2.2.3. Chair Rail. None.

9.2.2.4. Carpet. Carpet tiles.

9.2.2.5. Window Covering. Pentagon Building standard blinds (white), leased space building owner standard blinds, or AF Base standard blinds.

9.2.2.6. Furniture. Systems or kit-of-parts (KoP) modular furniture with high pressure laminate work surfaces, vinyl or painted trim, fabric or hard surface overhead storage doors. Furniture will conform to the criteria established by SAF/AAO and conform to the universal space plan standards. No HAF two-letter/digit office is authorized to acquire furniture. SAF/AAO will remove non-conforming furniture.

9.2.3. Conference Rooms.

9.2.3.1. General Officer suite finishes will be applied to each HAF two-letter/digit conference room. Lighting enhancements are two-zone lighting (front and back) each zone controlled by dimmer switches. Recessed can light fixtures are added to pendant light fixtures in the 10'- 4" high ceiling and recessed can light fixtures replace the 2' x 2' lay-in type light fixtures in the 8'- 4" high ceiling. Track lighting will not be allowed.

9.2.3.2. Furniture. General Officer standard wood furniture conference table and upholstered seating applies.

9.2.4. Meeting Areas.

9.2.4.1. Meeting areas will have finishes equal to "all other office areas" stated above.

9.2.4.2. AF standard wall protection (one-piece chair rail, standard neutral color matching wall color, high gloss) may be provided.

9.2.4.3. Seating to be standard stacking chairs with upholstered seat/back.

10. Requests for Alterations/Furnishings. SAF/AAO is the liaison between AF organizations and the Washington Headquarters Services, Facilities Services Directorate (WHS FSD). SAF/AAO is the focal point for all requests for facility alterations, furniture, carpet and drapery in AF office space in the Pentagon and in leased office space in the Washington, DC area. SAF/AAO is also the liaison for HAF organizations on JBAB and JBAN for facility alterations, furniture, carpeting and draperies in office spaces. Submit requirements on-line at: <http://hafap071/fminteract/>. Requirements are automatically routed through the appropriate HAF two-letter/digit or FOA/DRU SCRUB member. If assistance is required, contact SAF/AAO at (703) 697-8222. SAF/AAO will evaluate all requests. Valid requirements will be met, if possible.

10.1. GSA Standard Construction. For leased space, standard GSA construction methods and materials must be used throughout DoD-occupied space, except in special areas where functional needs justify deviation from these standards.

10.2. Pentagon, JBAB and JBAN Space Alterations. SAF/AAO reviews and makes changes to floor plans to adjust interior arrangements or modify the physical layout of Pentagon, JBAB and JBAN space so the space may be used more efficiently. This includes rearranging or installing interior partitions, furniture, air conditioning, heating systems, electrical facilities, suite entry combination locks (by the AF Locksmith), etc. No self-help is allowed due to life-safety concerns.

10.3. Temporary, Leased, and Obsolete Buildings. Only minimum essential alterations are made in temporary, leased, and obsolete buildings, consistent with terms of the leases or with the projected life span of these buildings. Special facilities, such as auditoriums, briefing rooms, communications-computer systems facilities, must not be constructed or installed without WHS approval.

11. Funding of Office Space Alterations and Other Reimbursable Services. Funding for office space alterations and other reimbursable services may fall to the requesting office.

12. Overtime Heating, Ventilation and Air Conditioning (HVAC) and Lighting. The standard hours of Pentagon HVAC and ceiling lighting is 0600 to 1800. Pentagon offices are equipped with a button to extend lighting in one-hour increments in the event lighting is required occasionally before 0600 or after 1800. For offices in leased space, the standard hours are established by the terms of the lease. Overtime HVAC and lighting is a reimbursable service that the AF must fund and will only be approved by SAF/AAO if well justified and it is mission essential. If an organization requires extended HVAC/Lighting hours, send an e-mail to the 'SAF/AAO Workflow' mailbox requesting extension of the office's hours, listing the desired hours, and include a thorough justification that can support the added expenditure of funds. Be as specific as possible. SAF/AAO will evaluate the request and if considered justified, will forward the request to WHS. Funding for overtime HVAC and lighting may be required from requesting organizations. In leased space, GSA or WHS must have funds accepted 72 hours in advance of the service required date or 48 hours notice if prefunded.

13. Appeals. Requests for services not meeting the criteria in this Instruction will be disapproved. The HAF two-letter/digit, FOA or DRU SCRUB member may appeal a disapproval if justified as mission essential. Appeals must include a detailed description of the proposed need and the rationale for requesting an appeal. The HAF two-letter/digit office head, or commander, must sign all appeal requests. Submit the appeal to SAF/AAO for presentation to the EOB. In those instances in the Pentagon and in leased space where AF leadership believes the need is valid, but approval authority does not rest with the AF, the EOB will forward the request to the final appeal authority, OSD DA&M, for reconsideration with a courtesy copy sent to SAF/IE.

14. Cable Television (CATV) ROE:

14.1. Submit all requests for government-provided or commercially-provided CATV service to SAF/AAIM in memorandum format and include location, number of drops, point of contact, telephone number and date required. Attach a simple diagram of the office space noting where the CATV drop(s) should be located. SAF/AAIM will forward requests approved by the EOB to the United States Army Information Technology Agency (ITA) for installation within the Pentagon and supported facilities and to the 844th Communications Group for requests at JBAB and JBAN. EOB-approved requests for commercially-provided CATV service in leased space will be forwarded by SAF/AAIM to the requesting official for follow-on action. This includes arranging for service from the local CATV provider via their GSA SmartPay charge card/Government Purchase Card or other supply services provider.

14.2. General officers and equivalent grade civilians are automatically approved for one government-owned and operated cable television (CATV) service at their primary duty location.

14.3. For others, requests for CATV service require justification and endorsement by a General officer or equivalent grade civilian and will be reviewed, as appropriate, by the EOB. If there is no General officer or equivalent grade civilian in the immediate chain of command, the request can be signed by the commander or senior official in that specific organization. Requests not endorsed, as stipulated, will be returned to the originator.

14.4. Any office that currently has CATV service and is relocating must submit a request to SAF/AAIM stating location (to include: from where - to - where), CATV converter box number (if in the Pentagon), point of contact, telephone number and date of move. Resubmission of requirement, with appropriate justification, is only needed if there has been

a change in the scope of the requirement e.g., the number of previously approved drops, authorized users, etc.

14.5. All government-provided CATV converter boxes are the property of ITA and must not be removed by anyone but ITA technicians or their designated representatives. Customer installation of splitters, additional cables or other signal multiplying devices is prohibited and could result in termination of service.

14.6. If government-provided CATV service is no longer required, notify SAF/AAIM to arrange for termination of service and turn-in of the converter box.

14.7. For commercially-provided CATV service, customers must terminate that service from the vendor and ensure payment of all account balances is made.

15. AF Hallway Displays in the Pentagon. The following information applies to AF Headquarters and Headquarters Support organizations in the Pentagon. It establishes AF designated corridor space facility standards processes. This paragraph explains how to request approval for the use of common hallway space for AF exhibits/displays in the Pentagon. Due to the Pentagon Renovation, the use of common hallways for displays is more restricted and tightly managed to ensure a consistent professional AF image. WHS is the final authority over the use of all Pentagon hallway/public space and will determine availability of display area to the AF (Airman's Hall excepted).

15.1. Roles and Responsibilities:

15.1.1. SAF/AAO will chair the AF Corridor Displays Committee and is the Program Manager for the AF Displays Program in the Pentagon. Members of the Committee include: The AF Art Program Office (SAF/AAOS), The Facility Office (SAF/AAOM), Office of Public Affairs Engagement Division (SAF/PAY), AF Historian (AF/HO), and Headquarters AF Media Services Division (SAF/AAIM).

15.1.2. The Committee will:

15.1.2.1. Coordinate all displays for use in AF common hallways/vestibules and public space in the Pentagon.

15.1.2.2. Ensure that all displays are consistent with AF themes and messages approved by SAF/PA and emphasize AF heritage and priorities.

15.1.2.3. Set and enforce standards for display cabinetry, lighting, signage and graphics that conform to WHS guidelines yet reflect the AF distinctive image.

15.1.2.4. Develop an integrated AF displays plan that will allow displays to be produced and phased in as space becomes available.

15.1.2.5. Determine when a display has outlived its relevance and should be replaced.

15.2. General Guidelines.

15.2.1. All displays in public space must be approved by the AF Corridor Displays Committee and the WHS Pentagon Corridor Committee before any contracts are written or committed.

15.2.1.1. Headquarters AF Media Services Division, Graphics Office (SAF/AAIM) will maintain an inventory of all AF displays.

15.2.1.2. If a display request is approved, the organization sponsoring the display is responsible for its maintenance and upkeep. If major alterations are made to a display area, a new approval package must be submitted.

15.2.1.3. Cost for displays/exhibits will typically be funded by SAF/AAIM. However, special fabrication and/or outside contractor support, if required, will be the responsibility of the sponsoring office.

15.2.1.4. If the display is an AF level award and is used for the award presentation ceremony, the sponsoring office is responsible for its maintenance, removal and return.

15.2.2. In the Pentagon, space for artwork and displays in public areas is limited. (See Director Administration and Management Administrative Instruction (AI) 103, *Exhibits, Artwork and Signs on the Pentagon Reservation*, <http://www.dtic.mil/whs/directives/corres/pdf/a103p.pdf>.) Due to the limited space, as a general rule, the AF is assigned artwork or display space in areas populated by AF tenants. Assignment of the A-Ring hallway space is based on availability. The E-Ring will be limited to AF Art Collection artwork and standardized architectural enhancements at the entrance to each HAF two-letter/digit office and Conference Room.

15.3. Area Specific Guidelines:

15.3.1. Vestibules are created when there is a space off of the primary corridor which provides access to multiple tenants and has a door that separates the vestibule from the main public hallway. In conditions where there is no door, the alcove is considered public hallway.

15.3.2. Vestibule. A vestibule normally exists in the B, C and D rings. Approval by the AF Corridor Displays Committee must be granted before the installation of a display in vestibules. The following guidelines apply:

15.3.2.1. For displays in a vestibule, all occupants who share the vestibule must agree to the allocation of wall space, and positioning of displays/exhibit material. Written agreement must be submitted with the Corridor Application package.

15.3.2.2. Displays within a vestibule may be identified more directly with the occupants who share the vestibule but must still be reviewed by the AF Corridor Displays Committee and conform to AF marketing strategies.

15.3.2.3. Portraits/photographs of past commanders or HAF two-letter/digit office heads and below will not be approved. These items may be displayed within offices if desired.

15.3.2.4. Interior walls within the organization's space and conference rooms will be the only areas that can be personalized.

15.3.2.5. Office Staff directory boards are permitted inside vestibules.

15.3.3. Public Corridors: Any spaces outside offices that open directly into public corridors are considered public space. The AF Corridor Displays Committee will evaluate

AF requests and determine what and how items will be displayed in AF assigned areas. Once the AF Corridor Displays Committee determines that the submitted display conforms to the stated requirements, then SAF/AAO will sponsor the AF request to the WHS Pentagon Corridor Committee.

15.3.3.1. Displays must emphasize AF themes and messages approved by the Public Affairs Office (SAF/PA). Emphasis will be placed on integrated AF themes and messages vice individual organizational unique displays.

15.3.3.2. Portraits/photographs of past commanders or HAF two-letter/digit office heads and below will not be approved. These items may be displayed within offices if desired.

15.3.3.3. Award displays must be limited to AF level awards or higher and will be displayed in designated AF award areas. Organizational level awards and photographs of award winners may be displayed within the organization's office. Maintenance/updates and removal for award ceremonies are the responsibility of the owning office.

15.3.3.4. Office/staff directory boards are not permitted in the public corridors.

15.3.3.5. Telephone number listings next to telephones at entrances to tenant spaces are permitted. Upon request via their on-line work order system (<http://hafap071/fminteract/>), SAF/AAO will provide and install the AF standard plexiglass sleeve. (Note: No telephones are allowed at the Vestibule entrance, only at the entrance to a tenant's space. No telephones nor plexiglass sleeves are allowed outside AF spaces on the 4th Floor, E Ring, Pentagon.)

15.3.3.6. Organizational logos/graphics are not permitted in public hallways nor are 'do-it-yourself' displays.

15.4. Process:

15.4.1. All requests for new or relocated permanent or temporary exhibits or non-standard signs must be submitted to the AF Corridor Displays Committee through SAF/AAO for processing. SAF/AAO will review the package to ensure all items conform to this Instruction. They will present the package to the AF Corridor Displays Committee for review, recommendation, or action as appropriate. SAF/AAO has final decision authority for the AF. They will staff the approved package through the WHS Pentagon Corridor Committee for Building approval. SAF/AAO will provide final disposition to the requesting organization.

15.4.2. The request package must contain the following from the sponsoring organization:

15.4.2.1. A memorandum of request with brief narrative description of the exhibit, points of contact for the sponsoring and requesting agencies, drawings, photographs or other descriptive material (graphic art depiction) of the exhibit and its specific proposed location, its significance, how the exhibit is in the best interest of the Government and its relationship to the Department of Defense (DoD) and the AF mission, exact dimensions of the display/exhibit and an explanation of how it will be affixed or mounted in the requested location, and

15.4.2.2. A completed DD Form 2798, *Application/Permit for Use of Space on the Pentagon Reservation*, with attachment (Page 2), *Conduct on the Pentagon Reservation*.

15.4.2.3. In the case of vestibule use, include signatures from adjoining offices.

15.4.3. Submit the package electronically to “SAF/AAO Workflow”. Upon approval by the AF Corridor Displays Committee, SAF/AAO will send a transmittal memorandum with the package to the Pentagon Building Management Office (PBMO, the entry point to the WHS Pentagon Corridor Committee) requesting approval and certifying that the AF (sponsoring agency) will bear the financial responsibility of maintaining the exhibit and cost of repairs associated with its maintenance and/or removal.

15.4.4. Approval must be obtained from the AF Corridor Displays Committee prior to any submission to PBMO.

15.4.5. If a display request is not approved by the AF Pentagon Displays Committee, the requester may appeal the decision to the Deputy, SAF/AA.

15.4.6. Temporary “announcement” exhibits (e.g., wall mounted posters) and requests to have ceremonies at special Pentagon locations other than Airman’s Hall (e.g., promotion ceremonies at the Hall of Heroes) do not require review by the AF Corridor Displays Committee. Those requests should be submitted directly to PBMO, Room 2E1040. Call (703) 697-7351 to obtain instructions. (NOTE: Easels with temporary announcements displayed within public space in other than WHS designated areas are prohibited due to life safety/egress issues.) Electronic announcement boards (the Pentagon’s Information Network {INFONET} kiosks) are placed throughout the building. AF related kiosks are located on the 4th and 5th floors at the Corridor 9/10 Apex, A Ring, on which AF organizations can have messages displayed for upcoming events or post general announcements. Submit inputs to SAF/AAIM.

15.4.7. The WHS Pentagon Corridor Committee (PCC) will review the permit application package and make a final decision on the request. If applicable, and upon request of the applicant, SAF/AAIM, or the appropriate graphics office, will complete the design in accordance with specific guidelines and, if required, will coordinate the installation of the display with SAF/AAO prior to the installation.

15.4.8. SAF/AAIM is the primary point of contact for all design, fabrication and installation of displays (organizations with dedicated graphics may be exceptions). The graphic offices will work with the tenant to develop a conceptual design/sketch with specifications. Basic display restrictions are:

15.4.8.1. Height: Not exceed 96” each.

15.4.8.2. Depth. Objects protruding from the wall with their leading edges between 27” and 80” above the finished floor (AFF) shall protrude no more than 4” into walks, halls, corridors, passageways, vestibules or aisles. Objects mounted with their edges at or below 27” AFF may protrude more than 4” but they shall not reduce a clear path to an accessible route or impede maneuvering space.

15.4.8.3. Construction. Lightweight Graphics Substrate (e.g., gatorboard, foam core, etc.).

15.4.8.4. Removable mounting (no double stick tape or adhesive Velcro). SAF/AAIM will provide a solution for the installation of displays in a manner that does not cause damage to walls or mounting surfaces.

15.4.8.5. Lighting and Electrical: Normally not authorized.

15.4.9. Standard architectural enhancements in the Pentagon are allowed for HAF two-letter/digit office heads located on outer E-Ring, 4th floor. These treatments will adhere strictly to the standard established by the AF Corridor Displays Committee.

15.5. Room Signage. Room number signage will adhere to the standard established by WHS.

15.5.1. At the entry to a vestibule on the public hallways, offices may request the addition of the office symbols for the offices within that vestibule.

15.5.2. All requests for new door signage or changes to existing door signage must be coordinated through and approved by SAF/AAO prior to submittal to SAF/AAIM. An individual's names will not be added to signs.

15.5.3. SAF/AAIM is the only organization authorized to obtain new door signage or replacement signage in the Pentagon.

15.6. Leased Space. For displays in leased space, contact SAF/AAO for guidance. If construction is required for the installation/mounting, submit the requirement to SAF/AAO through their on-line work order system at <http://hafap071/fminteract/>. SAF/AAO does not fabricate displays.

15.7. JBAB and JBAN. For displays at JBAB and JBAN in spaces assigned to the HAF, contact SAF/AAO for guidance.

16. Reserving Airman's Hall in the Pentagon. Airman's Hall at the 4A9/10 Apex, 4th floor of the Pentagon, was created by the AF Corridor Displays Committee to provide a ceremonial area for retirements, promotions, awards, etc., similar to the Hall of Heroes. SAF/AAO is the OPR for the Hall's operation. This instruction applies to use of Airman's Hall by AF personnel and is to be used by the Pentagon Building Management Office (PBMO) as basic guidelines for the use of the Hall by other agencies.

16.1. Rules of Engagement (ROE). All events must have 3-Star/equivalent or HAF two-letter/digit office heads or equivalent (the highest executive within the organization) sponsorship.

16.1.1. The use of Airman's Hall is open to any agency in the Pentagon with AF having first priority.

16.1.2. Event hours are 0900 to 1500.

16.1.3. Reservations of the Airman's Hall are on a first-come-first-served basis. Those who submit their complete package first will have priority if there is a conflict for time. (See paragraphs 16.5 and 16.6 6 below.)

16.1.4. SAF/AAO and SAF/AAIMV will provide logistical/set-up support for AF events.

16.1.5. Non-AF events will require PBMO set up support.

16.1.6. PBMO will forward non-AF applications for use of Airman's Hall to SAF/AAO to ensure requested dates are available for use.

16.2. Accommodations. The Hall will accommodate 54 seated and 75+ standing. Seating, tables, and all event activities are limited to the area between the columns and cannot overflow into the egress routes due to life safety concerns. Circulation paths around the Hall must remain clear of any obstructions at all times.

16.3. Music. SAF/AAIMV will provide personnel to operate the music for the AF top-5 only. All others must provide personnel to operate the equipment.

16.4. Food. Food is permitted only when being catered by any Senior Leader Dining Facility, through the 3-Star/equivalent or HAF two-letter/digit head. Food table set up will be performed by the dining facility staff for their catered events. Official, government-funded events will take precedence for SAF/AAOD support.

16.5. Process. To request the use of Airman's Hall for AF events (for non-AF events, submit a DD Form 2798 to PBMO).

16.5.1. Submit a completed DD Form 2798 to "Airman's Hall Workflow".

16.5.2. Complete blocks 1 through 7A on page one (sponsor's signature at block 7A).

16.5.3. Block 3 Specify in narrative format:

16.5.3.1. Type of event (awards ceremony, retirement, promotion, etc).

16.5.3.2. 3-Star/equivalent or HAF two-letter/digit office heads or equivalent sponsor's name.

16.5.3.3. Quantity of chairs.

16.5.3.4. If a podium is required specify one or two.

16.5.3.5. Indicate if the event will be catered by the SAF/AAOD.

16.5.3.6. Quantity of tables for Senior Leader Dining Facility-supplied food.

16.5.3.7. Sketch of the desired layout.

16.5.3.8. Flags—specify type and number required (all types may not be available).

16.5.3.9. If AF Band ensemble is performing, specify size of musical group and accommodations required (number of armless chairs for seated performance, etc.).

16.5.4. Sponsor's signature and date at block 4a on page two.

16.6. Submittal Deadline. Requests for use of the Hall must be received by SAF/AAO **NO LATER THAN 45 calendar days** prior to the event.

16.7. Consideration of Cost (see <https://www.cape.osd.mil/costguidance>). SECDEF directed that cost guidance tools must be used effective February 1, 2011.

16.8. Approval Process. Requests will be evaluated, and if there are no calendar conflicts and the application meets the above requirements, SAF/AAO will submit the request package to PBMO for official "final" approval. **Note:** SECDEF, SECAF, CSAF will have priority and may bump any event (as with the Hall of Heroes).

16.9. Confirmation. Contact “Airman’s Hall Workflow” or call SAF/AAO at (703) 697-8222 **three weeks prior to the event** to confirm approvals have been received and to confirm set up requirements.

16.10. Post Clean-Up. Clean up of event debris (if any) is the responsibility of the event POC, not SAF/AAO.

17. WHS Fire Regulations, Roles and Responsibilities.

17.1. It is the responsibility of every Air Force military, civilian, contractor, Air Force Reserve and Air National Guard member to follow the Washington Headquarters Services Fire Regulations (WHSFRs) found at <https://fire.whs.mil>.

17.2. The Air Force District of Washington (AFDW) Safety Office (AFDW/SE) is responsible to assign and train personnel in order to conduct life safety inspections of Air Force-assigned WHS facility spaces as required by the WHSFRs found at <https://fire.whs.mil>.

17.3. WHS is responsible to assign personnel to conduct fire safety inspections of Air Force-assigned WHS facility spaces.

17.4. The Operations Directorate, Office of the Administrative Assistant to the Air Force (SAF/AAO) will coordinate with the A/2-letter SCRUB member for access to their office spaces at reasonable times to examine any building, structure, vehicle, or premises to conduct fire safety inspections at the request of the Fire Marshall.

17.5. Reconciling Fire Marshall Write-Ups:

17.5.1. The inspected office will take the necessary action(s) to make corrections to non-facility tenant matters (e.g., removing/turning in space heaters and fans, conducting monthly inspections of portable fire extinguishers, ensuring egress routes are free and clear of obstructions, ensuring evacuation routes and assembly areas for the office is posted at the room(s)’ egress door(s), etc.).

17.5.2. Submit to SAF/AAO facility items identified by the Fire Marshall as a tenant responsibility to correct via its web site, <http://hafap071/fminteract>.

17.5.3. The Office of the Pentagon Fire Marshall (OPFM) will contact WHS to correct ‘building’ deficiencies (e.g., proper use of photo luminescent tape, proper positioning of water sprinkler heads and associated finishing rings, etc.).

18. Pentagon Reservation Parking. The following information applies to AF Headquarters and Headquarters Support organizations in the NCR. Pentagon Reservation parking permits are a controlled item and have a limited quantity. Air Force personnel whose primary assigned desk is in the Pentagon, who works daily out of the Pentagon and who possess a white Pentagon badge will be given priority for vehicle access and/or parking on the Pentagon Reservation. SAF/AAO is the controlling authority for submittal and retention of all Air Force Pentagon parking permits and access cards.

18.1. Personnel desiring a Pentagon parking permit will fill out DD Form 1199 and submit it along with their home address and phone number to the Air Force Parking Representative in SAF/AAO, or delegated parking representative within their organization, who will submit it to SAF/AAO. The parking representative shall certify that the applicant has a DOD Building

Pass, is not on Mass Transit Subsidy and has a valid need for vehicle access and/or parking. SAF/AAO shall submit the request to the PFPA Parking Management Office (PMO) for approval. Once the PFPA PMO approves the application, SAF/AAO shall obtain the parking permit(s) and access card(s).

18.1.1. Due to high demand, wait lists are generated for North A, North C, South A and South C permits and will be issued on a first come first served basis. Parking permits will not be provided to the succeeding person in the position without first turning the permit into SAF/AAO for processing of the new parking requirement. Permits will be surrendered to SAF/AAO if the permit holder PCSs, deploys, retires, or moves from their current position.

18.1.2. Due to the limited parking allocations, contractors will not be provided parking permits unless it is stated within their contract that they will receive Pentagon parking consideration. Parking will then be determined by the wait list that exists for 'C' parking, which is the general parking section. Contractors currently holding permits may retain them until the next permit turnover cycle.

18.2. All Air Force numbered parking spaces are delegated by position. The permit must be turned into SAF/AAO when the person leaves the position in the organization. SAF/AAO will then reassign the numbered space to the incoming position occupant.

18.3. Carpool parking permits can be obtained from Room 2D1039, PFPA PMO. To qualify, all carpool participants must all go to the PFPA PMO together to show their Pentagon badges. The primary permit holder will get a carpool permit with an expiration date to match the earliest Pentagon badge expiration date or one year, whichever is shortest. Carpool members cannot be on Mass Transit Subsidy so they will have to withdraw prior to receiving a carpool permit.

18.4. Temporary parking can be obtained by calling 697-8111 for up to five (5) times a month or you can go in person to 2D1039 and submit your vehicle information. For temporary Pentagon parking, Air Force personnel who can gain access to the Pentagon, should go to Room 2D1039, Pentagon Parking Office, Monday through Friday between 0800 and 1600 to input their vehicle information for daily visitor parking. This daily visitor Pentagon parking process will accommodate an individual to park five times a month. If parking at the Pentagon is required more than five times a month, please consider a technical alternative (teleconference, webcams, DCO, OCS, etc) instead of an in-person meeting

18.5. Personnel residing outside of the Pentagon that have a documented need for more than five (5) times a month, will need to submit a long term temporary parking request letter to SAF/AAO.

JUDITH A. FEDDER, Lt General, USAF
DCS/Logistics, Installations and Mission Support

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

United States Code, Title 10, *Armed Forces*

National Fire Protection Association (NFPA) 101, *Life Safety Code*, 2009 Edition

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DoDI 1430.16, *Growing Civilian Leaders*, November 19, 2009

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DoDI 5305.5, *Space Management Procedures, National Capital Region*, June 14, 1999

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The Pentagon Renovation and Construction Program Office's Tenant Guidelines, *Space Allocation Standards*, December 15, 2006

AFI 10-503, *Strategic Basing*, May 29, 2003

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AFI 65-601, Volume I, *Budget Guidance and Procedures*, March 3, 2005

HOI 31-1, *Information and Personnel Security Program*, October 27, 2004

The Administrative Assistant to the Secretary of the AF memoranda, Committee for Air Force Pentagon Displays, June 21, 2005, and Pentagon Renovation and Hallway Displays, August 31, 2005

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, September 22, 2009

DD Form 1450, *DoD Space Requirements Data Part I – Summary*, April 1966

DD Form 1450-1, *DoD Space Requirements Data Part II - Detailed Space Requirements*, April 1966

DD Form 2798, *Application/Permit for Use of Space on the Pentagon Reservation*, December 1999

Abbreviations and Acronyms

ADP—Automated Data Processing

ADPE—Automated Data Processing Equipment

AF—Air Force

AFAPO—AF Art Program Office

AFEDF—AF Executive Dining Facility

AFDW—Air Force District of Washington

AFF—Above the Finished Floor

AFI—AF Instruction

AFMAN—AF Manual

AFPD—AF Policy Directive

AFRC—Air Force Reserve Command

AFSC—AF Specialty Code

AI—OSD Director of Administration and Management Administrative Instruction

CATV—Cable Television

CFR—Code of Federal Regulations

Co-Ops—Cooperative Education Students

COTR—Contracting Officer’s Technical Representative

DCS—Deputy Chief of Staff

DD—Defense Department

DEM—VAL—Demonstration-Validation of Space

DoD—Department of Defense

DoDI—Department of Defense Instruction

DRU—Direct Reporting Unit

DSLDP—Defense Senior Leader Development Program

EOB—Facility Space Executive Oversight Board

FMR—Federal Management Regulation

FOA—Field Operating Agency

FPMR—Federal Property Management Regulation

FSD—Facilities Services Directorate

GSA—General Services Administration

HAF—Headquarters, Department of the AF (Secretariat and Air Staff)

HAF two-letter/digit office—As used in this instruction, this term applies to all HAF two-letter/digit offices plus SAF/US(D), AF/CCC, and AF/CC-POLAD

HAF/IMM—Headquarters AF Media Services Division

HAF/IMMG—Headquarters AF Media Services Division, Graphics Office

SAF/AAO—Operations Directorate, Administrative Assistant to the Secretary of the AF

HOI—Headquarters, Department of the AF Operating Instruction

HQ—Headquarters

HVAC—Heating, Ventilation and Air Conditioning

IMA—Individual Mobilization Augmentee

INFONET—The Pentagon’s Information Network

IT—Information Technology

ITA—United States Army Information Technology Agency

JBAB—Joint Base Anacostia Bolling

JBAN—Joint Base Andrews Naval Air Facility-Washington

KoP—Kit-of-Parts

LAN—Local Area Network

NCR—National Capital Region

NGB—National Guard Bureau

OPFM—Office of the Pentagon Fire Marshall

OPR—Office of Primary Responsibility

OSD—Office of the Secretary of Defense

PBMO—Pentagon Building Management Office

PCC—WHS’ Pentagon Corridor Committee

POSAS—Pentagon Occupancy Space Allocation Study

QAE—Quality Assurance Evaluator

RDS—Records Distribution Schedule

ROE—Rules of Engagement

SAF/AA—Administrative Assistant to the Secretary of the AF

SAF/PAY—Engagement Division, Office of Public Affairs

SCIFs—Sensitive Compartmented Information Facilities

SCRUB—Space Coordination, Reallocation and Utilization Board

SECDEF—Secretary of Defense

SF—Square Feet

SPMD—Space Portfolio Management Division

TMT—Task Management Tool

UMD—Extended Unit Manpower Document

USAF—United States AF

WHS—Washington Headquarters Services

WHSFRs—Washington Headquarters Services Fire Regulations

Terms

Administrative Support Space—All office areas not classified either as a private or an open workstation. Examples include rooms used for conferences, mail distribution, training, file storage, reception, duplication, supply, libraries (except fixed stacks), etc.

Alterations—Modifications of space to include walls demolition and installations electrical work, lighting changes, painting, carpeting, etc.

Alternative Office—An alternative office is space assigned to a senior General Officer or Equivalent grade civilian normally occupying assigned AF space outside of the Pentagon but in the NCR. Space assigned is on loan by the EOB.

Bullpen—An alternative office space located in the Pentagon Building for use by HAF two-letter/digit office action officers whose primary office space is located outside the of the Pentagon. Space assigned is on loan by the EOB.

Circulation—In office space, circulation is the area within the office used to allow personnel to move around within the office space. (See Gross SF below for an example.)

Communication Systems—Systems that consist of senders (such as telephones, facsimile machines, etc.), physical channels (such as switches and wires), and receivers of data communications (such as telephones, facsimile machines, etc.).

Computer Systems—Systems that include computer hardware, software, and people used to process data into useful information.

Facility Space Executive Oversight Board (EOB)—The EOB was established March 1991 by joint order of the Under Secretary of the AF (SAF/US) and the Vice Chief of Staff of the AF (HQ USAF/CV) to centrally plan and manage office space for Air Staff and Secretariat functions. It is co-chaired by the Administrative Assistant to the Secretary of the AF (SAF/AA) and the HQ USAF/Deputy Chief of Staff, Air, Space and Information Operations, Plans and Requirements (AF/A3/5), or by their delegated representatives.

Federal Management Regulation (FMR)—The FMR is the successor regulation to the Federal Property Management Regulation (FPMR). It contains updated regulatory policies originally

found in the FPMR. The FMR prescribes policies concerning property management and related administrative activities.

Gross SF—For personnel space allowances, the gross SF total is the sum of the net SF plus circulation. For example, in P-4 space (see attachment 2), for an O-6 Director requiring a Private Office, the gross space allowance is 200 SF. In the Pentagon, the actual office size (net usable SF) is 135 SF and the circulation is 65 SF.

Joint Base Andrews—Shortened term for Joint Base Andrews Naval Air Facility Washington.

Leased Space—Any space used, but not held “in fee”, by the AF (for example, General Services Administration-controlled space), space permitted for use by the AF from another federal agency, or space directly leased by the AF.

Market Survey—The process of sending the conference/seminar requirements -- the Statement of Work -- to a minimum of three providers for the purpose of obtaining a price quote.

National Capital Region (NCR)—As defined in DoDI 5305.5, the NCR is the geographic area located within the boundaries of the District of Columbia; Montgomery and Prince Georges Counties in Maryland; and Arlington, Fairfax, Loudoun and Prince William Counties, plus the cities of Alexandria, Fairfax, and Falls Church in Virginia.

Net Usable SF—The area measurement is generally shown on floor plans available from GSA sources for leased space, SAF/AAO for Pentagon space, or from the Civil Engineering Drafting Section at a military installation. Net usable square footage is the measurement from the inside finish of the exterior wall to the office side of the corridor wall or permanent partition (or to the center of the partition that separates the area from the next one). Makes no adjustments for columns or for projections. Do not include as usable square footage building facilities such as employees’ restrooms, stairwells, public corridors, elevator shafts, janitor closets, space for mechanical or telephone equipment, etc.

Occupiable Area—Buildings or portions of buildings that are suitable for federal agencies to carry out their assigned duties. This space may be used for offices, storage, specialized use, or a combination of any of these.

Open Work Station—That portion of an open office space area allocated to an individual to accommodate the furniture and equipment needed for performing his or her work, plus a share of the adjacent aisle.

Primary Office Area—Space suitable for office operation. The space may include a large open area or may be partitioned into rooms. Examples of office space include: conventional offices, meeting rooms, training rooms, private corridors, closets, and similar areas that have internal office partitions, and supply rooms when used for office space. Excluded are sub-areas, such as public corridors, stairwells, and restrooms. For the purpose of listing space requirements on DD Form 1450, *DoD Space Requirements Data--Part I-Summary* and DD Form 1450-1, *DoD Space Requirements Data--Part II-Detailed Space Requirements*, an office is subdivided into “private workstations,” “open workstations,” “unit equipment” and “administrative support space.”

Private Work Station—A room occupied by one principal, or in some instances, by a principal and secretary.

Relocation Costs—All costs associated with relocating the activity; for example, permanent change of station cost, moving cost of furniture and equipment, cost of necessary construction, communications-computer systems, and local area network connectivity.

Senior Leader Dining Facility—Any one of three executive dining facilities/kitchens in the Pentagon operated by the Army, Navy or AF.

Special Purpose Space—Space that is completely or predominantly tailored to a specific function and is not generally suitable for functions of other agencies. Examples are laboratories, medical facilities, dining halls, dark rooms, communications-computer systems rooms with special air conditioning, conference rooms and classrooms with special architectural features or equipment needs, industrial operations with installed equipment (printing plant), etc.

Storage Type Space—Suitable space for storing supplies, equipment, records, materials, etc. Storage type space does not provide a suitable environment for an office operation. It includes (but is not limited to) closets, unconverted attic and basement areas, sheds, unimproved lofts and building cores, areas with minimal heating and lighting, inside parking, and space built for warehousing and record storage.

Supply Coordinator—An individual in a HAF two-letter/digit office (cannot be a contractor) that serves as the organization's primary requester of supplies and equipment (excluding copiers and ADPE). All requests over the micro-purchase (credit card) limit and National Stock Number items regardless of cost will normally be submitted via the Supply Coordinator to the Army Contracting Command, National Capital Region (Pentagon and leased space) or the JBAB/JBAN Contracting Offices. The Supply Coordinator also serves as the organization's non-ADP Equipment Custodian by virtue of being the individual responsible for the organization's Department of Defense Agency Activity Code and accountable equipment.

Unit Equipment—Items of furniture and equipment housed in office space that are not assigned to any one workstation; for example, bookcases, coat racks, office machines, safes, file cabinets, tables, etc., not used exclusively by one person.

Washington DC Area—The geographic area located within 100 miles of the Pentagon as defined by SECDEF Memorandum, Land Acquisition and Leasing of Office Space in the United States, November 17, 2002.

Attachment 2
SPACE ALLOWANCE TABLE

(AF-Specific Application)

Space Category/ Types of Space Assignment	Space Allowances (Square Feet (SF)) Gross SF (Includes Circulation)
Private Work Station	
P-1 Secretaries of Military Departments	600
Chiefs of Staff for the Services	600
Under Secretaries of the Military Departments	600
Vice Chiefs of Military Services	600
Assistant Secretaries and General Counsels of The Military Departments	600
P-2 Deputy General Counsels of the Military Departments	400
Assistants to the Secretaries of Military Departments	400
Deputy Under Secretaries of Military Departments	400
Deputy (and Assistant) Chiefs of Military Services	400
Heads of Directorates, Agencies, Commands, Bureaus and Offices reporting directly to Positions in P-1 Category	400
Three-Star Deputies to Deputy (and Assistant) Chiefs Of Military Services and SAF/AA	400
Chief Master Sergeant of the AF	400
P-3 Senior Executives Service (SES) positions not Previously listed	300
Brigadier General positions and above, or Comparable positions	300
Commanders of Large FOA/DRU	300

Space Category/ Types of Space Assignment		Space Allowances (Square Feet (SF)) Gross SF (Includes Circulation)
P-4	Directors in Grades GS-15, or Colonels Requiring Private offices	200
	Division Chiefs in Grades GS-15, or Colonels Requiring Private offices	150
	Deputies to Positions in P-3 category requiring Private offices	200
P-5	Attorneys in the Grade GS/GM-15 or Colonel	150
Open Work Station		
	All other Government personnel	100
	Contractor support personnel+	40
Other	IMA (Regardless of Rank, Part Time)	10
	Non-Permanent Personnel (see paragraph 8.2.2.2)	40
Staff and Reception Area (HAF two-letter/digit office Head)++		
	Assistant Secretary	600
	Deputy Under Secretary	600
	Deputy Chief of Staff and Equivalent Grade civilians	600
	Other HAF two-letter/digit office	400
	Conference Room - One per HAF two-letter/digit office Head	400

+ Office space will be allocated only to those contractors who work a 40-hour work week.

++ Staff & Reception Areas for AF/ST, AF/CC-POLAD, and SAF/SP will be based on requirement and space availability.

NOTE: AF/RE personnel and other Full Time Guard or Reserve personnel earn space like any other HAF, UMD-funded position (see paragraph 8.2.2.3).