

**BY ORDER OF THE COMMANDER
ARNOLD ENGINEERING
DEVELOPMENT COMPLEX (AEDC)**



**ARNOLD ENGINEERING DEVELOPMENT
COMPLEX INSTRUCTION 32-1033**

19 SEPTEMBER 2013

Certified Current 12 March 2015
Civil Engineering

**SPACE UTILIZATION AND MOVE
REQUEST POLICY AND PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no restrictions on releasing this publication

OPR: AEDC/TSDC

Certified by: AEDC/TSD
(Mr. Clark Brandon)

Pages: 8

Arnold Engineering Development Complex Instruction (AEDCI) 32-1033 provides Commander's intent and guidance related to the space utilization and move request/authorization processes. Maintain all records required to comply with this publication in accordance with AFMAN 33-363, *Management of Records*, and dispose of records in accordance with the Air Force Records Disposition Schedule located at <https://www.my.af.mil/afrims/afrims/afrims/rimc.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT847 through the appropriate functional chain of command.

1. Policy This policy governs the processes for individual and group workspace reassignments, as well as the process for space allocation requests at Arnold AFB. All employees who move from one workspace to another must use the computers and telephone instruments (hereafter referred to as Information Technology (IT) equipment), as well as the telephone numbers and furniture, located in the new workspace. Employees will not move IT equipment, telephone numbers or furniture items, unless specifically authorized to do so via the process described in this instruction.

2. Roles and Responsibilities

- 2.1. Employees seeking to move from one workspace to another must complete and submit an *Individual Move Request* (IMR). Paragraph 6 explains how to access/submit the IMR.
- 2.2. Supervisors must review and endorse IMRs when/if warranted.
- 2.3. Two-letter or three-letter supervisors must review and validate *Group Move Requests* (GMRs) and *Space Allocation Requests* (SARs). Responsibility to validate and endorse SARs may not be delegated below the three-letter level (including contractor equivalent managers). Paragraph 6 explains how to access/submit the GMRs and SARs.
- 2.4. The Chief, Plans & Operations Section, Test and Base Communications Branch, ensures implementation of IT aspects of this instruction.
- 2.5. The Base Civil Engineer develops and executes facility space-optimization strategies and implements civil engineering aspects of this instruction.
- 2.6. The Space Utilization Working Group (SUWG) chair (or designee) reviews and approves/disapproves IMRs, GMRs, and SARs. The Deputy Base Civil Engineer is the SUWG chair.
- 2.7. The Move Coordinator (MC) facilitates the IMR, GMR, and SAR processes. The base operating support contractor provides an individual to perform the MC functions.

3. Process

- 3.1. Individual Move Request (IMR) Process (See Fig. A2.1):
 - 3.1.1. Individuals seeking to relocate from one workspace to another must complete and submit an IMR a minimum of two (2) weeks prior to the requested/required move date.
 - 3.1.2. Supervisors of employees seeking individual moves must review and endorse IMRs.
 - 3.1.3. IMRs must be fully coordinated and approved before employees initiate any part of a physical relocation from one workspace to another.
 - 3.1.4. A relocating employee must transport data/information from their current computer to the computer in the new location; the employee may temporarily store and transfer the data/info. However, employees shall not use thumbdrives or any other unauthorized medium. Employees may contact the help desk at 454-4040 or may find instructions for temporary data storage at <https://cs.eis.afmc.af.mil/sites/1273/SiteCollectionDocuments/Win7-XFERDATA.mht>.
 - 3.1.5. If the SUWG chair/designee approves an IMR, the MC will facilitate the move as expeditiously as possible. If IT assistance is required for the new workspace, the MC will notify appropriate IT staff.
- 3.2. Group Move Request (GMR) Process (See Fig. A2.2):
 - 3.2.1. Supervisors shall submit a GMR when/if proposed “group moves” (affecting three or more employees) are necessary. Submit GMRs at least four (4) weeks prior to the desired move date.

3.2.2. Affected individuals (i.e., those comprising a proposed group move) must also submit IMRs as described in paragraph 3.1. This is necessary because different information is required in the IMR versus the GMR.

3.2.3. Two- or three-letter supervisors must review, validate, and endorse all GMRs before the MC or SUWG will take action.

3.2.4. If the SUWG chair/designee approves a GMR, the MC will facilitate the request as expeditiously as possible. If IT assistance is required for any of the new workspaces, the MC will notify appropriate IT staff.

3.3. Space Allocation Request (SAR) Process (See Fig. A2.3):

3.3.1. Supervisors shall submit a SAR (a) when/if new facilities space requirements arise (i.e., the requesting organization needs more space than they currently have), or (b) when “repurposing” existing facilities is necessary. Submit SARs as far in advance of the desired implementation date as possible because implementation may be very difficult to accommodate.

3.3.2. Two- or three-letter supervisors must review, validate, and endorse all SARs before the MC or SUWG will take action.

3.3.3. If the SUWG chair/designee approves a SAR, the MC will facilitate the request as expeditiously as possible. If IT assistance is required for the new workspace, the MC will notify appropriate IT staff.

3.3.4. Requestors must understand that some SARs are more difficult to accommodate than others are, and some requests may be incompatible with long-term AEDC facility plans. In some cases, SARs may experience long delays before implementation. Some requests may be denied.

4. Physical Movement of Furniture, Chairs and Boxes

4.1. Employees shall not move government-owned furniture (desks, chairs, tables, etc.) from the old workspace to the new workspace. If the new workspace lacks any essential furniture, notify the MC (see para 2.7).

4.2. In general, contracted movers will handle physical movement of boxes containing work-related materials. However, DoD personnel may move their own work-related boxes if they choose to do so.

4.3. All employees must move their own personal property (e.g., pictures, wall hanging items, memorabilia, personal items on/inside furniture, etc.), whether in boxes or otherwise.

5. Physical Movement of Information Technology Assets

5.1. Computers: Generally, employees may not move government-owned computers from their old workspace to their new workspace. However, if requested and the IT staff determines physical movement of desktop or laptop computers is most cost efficient, the support contractor movers will physically move the computers. If desired, DoD personnel may move their own computers with IT staff approval and after proper coordination with the helpdesk.

5.2. Telephones (CAUTION): Employees who move from one workspace to another *shall not* unplug or attempt to relocate telephones because doing so *may damage equipment*. Only authorized IT employees may disconnect and relocate telephone assets.

6. AEDC employees and supervisors: access IMRs/GMRs/SARs on-line on the AEDC Team home page under the “Request Services” link (right side of home page) or by using this link <https://cs.eis.afmc.af.mil/sites/teamaedc/AEDC%20Move%20Request/Forms/MyItems.aspx>.

RAYMOND G. TOTH, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Adopted Forms

AF847, *Recommendation for Change of Publication*

Abbreviation and Acronyms

AEDC—Arnold Engineering Development Complex

AEDCI—Arnold Engineering Development Complex Instruction

AFMAN—Air Force Manual

DoD—Department of Defense

GMR—Group Move Request

IMR—Individual Move Request

IT—Information Technology

MC—Move Coordinator

SAR—Space Allocation Request

SUWG—Space Utilization Working Group

OPR—Office of Primary Responsibility

Attachment 2

SPACE UTILIZATION AND MOVE REQUEST PROCEDURES

Figure A2.1. Individual Move Request (IMR) Process

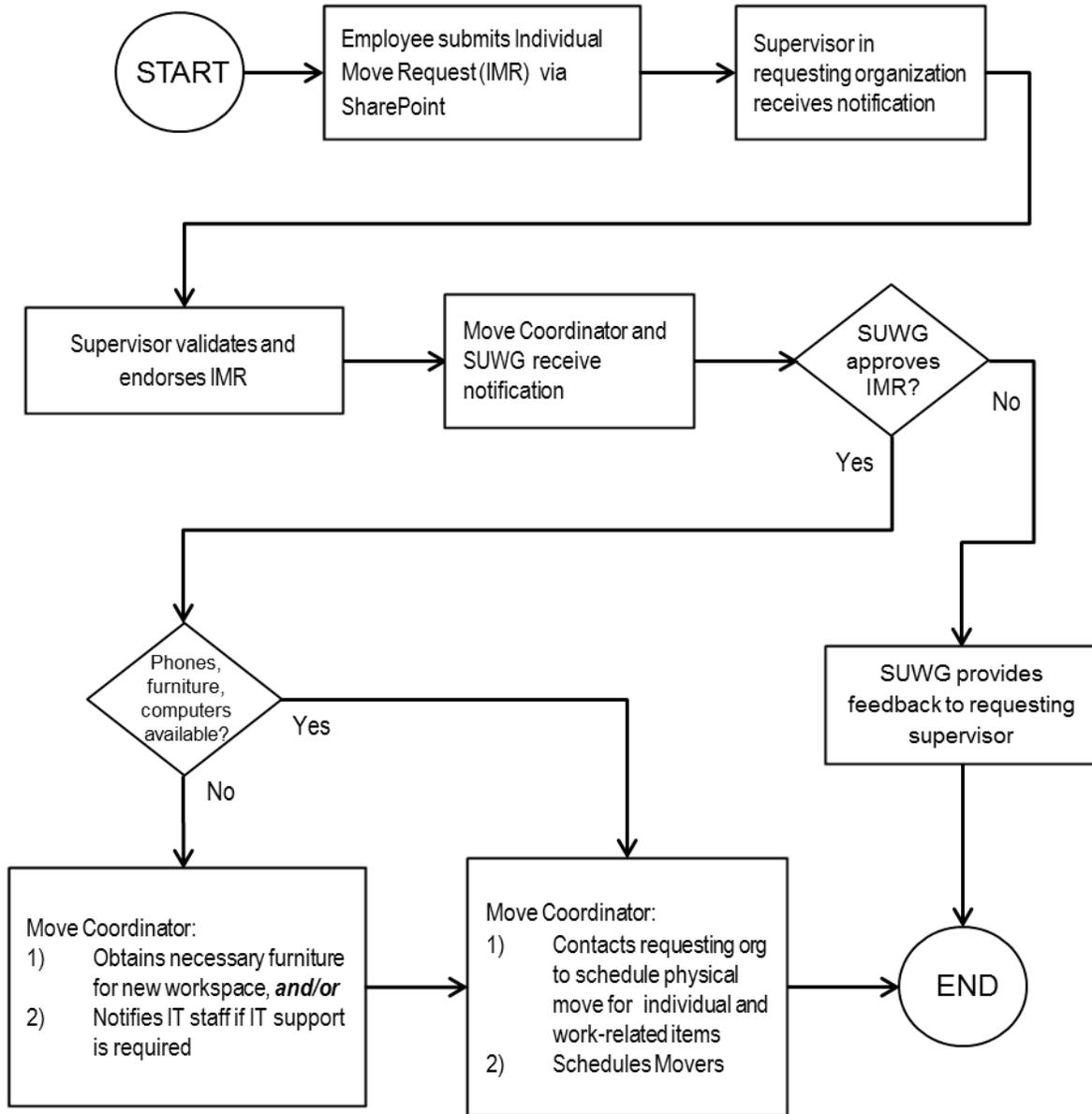


Figure A2.2. Group Move Request (GMR) Process

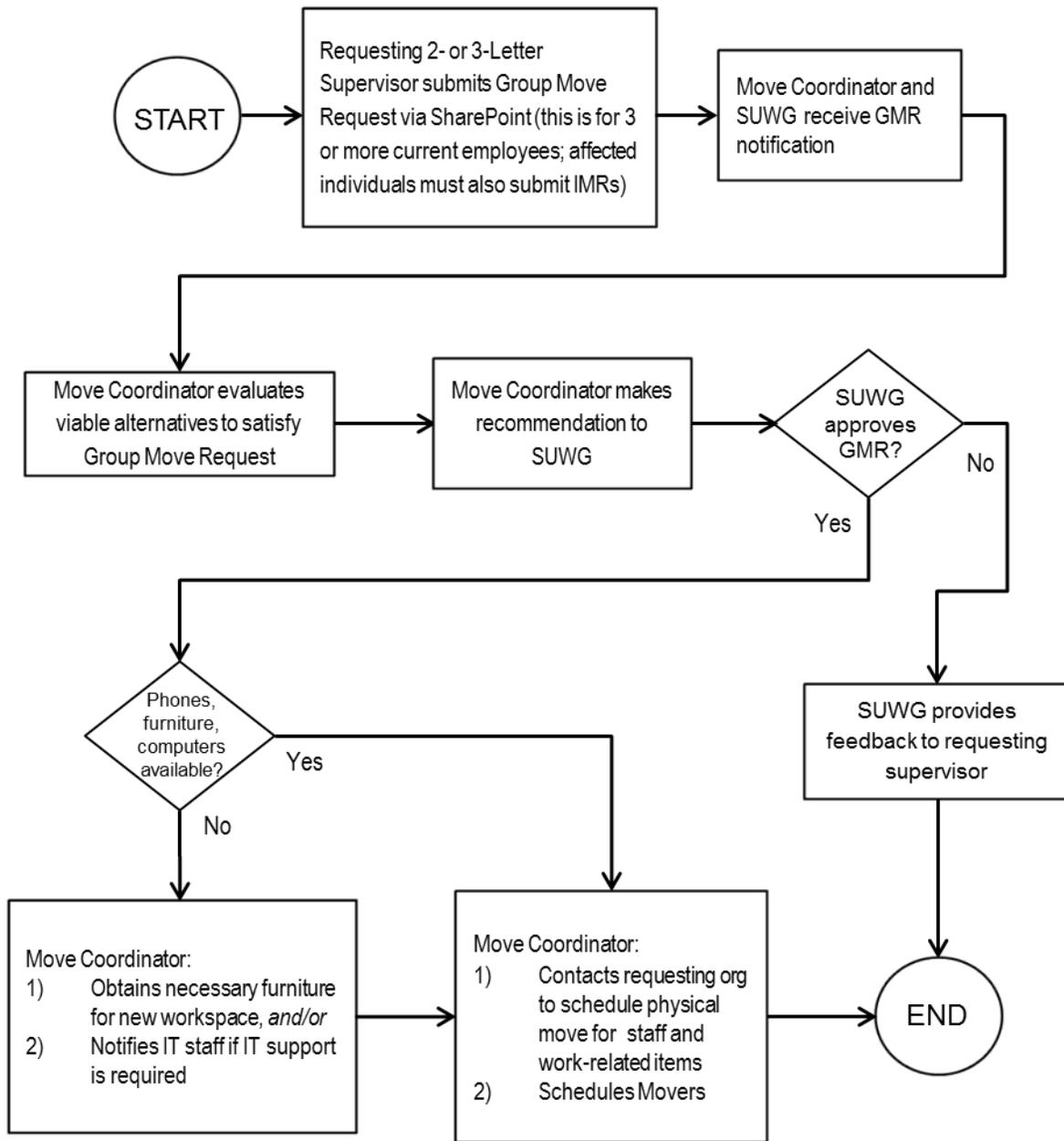


Figure A2.3. Space Allocation Request (SAR) Process

