

**BY ORDER OF THE COMMANDER
TINKER AIR FORCE BASE**

TINKER AIR FORCE INSTRUCTION 32-534



**11 MARCH 2009
Certified Current 9 June 2014
Civil Engineering**

**TINKER AFB CONTRACT FACILITY/SPACE
ASSIGNMENT AND BASE SUPPORT POLICY**

ACCESSIBILITY: Publication and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 72 ABW/CEAR
Supersedes: TINKERAFBI32-534, 1 Jul 2001

Certified by: 72 ABW/CE (Mr. Gene Gallogly)
Pages: 7

This instruction implements a process to identify and monitor all contractor-occupied space on Tinker AFB to ensure the efficient utilization of Air Force facilities and to ensure that no contracting actions are implemented that are not supportable from a facilities perspective. This instruction applies to all contracting actions (new, options, modifications, etc.) accomplished by Tinker AFB, other bases, organizations, or military services who intend to have contractor personnel occupying space on Tinker AFB, including Air Force Reserve Command (AFRC) and Air National Guard (ANG) units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>. 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 IMT 847s through the appropriate functional's chain of command.

SUMMARY OF CHANGES

In order to reflect the base-wide applicability of this instruction, OC-ALC Form 534 has been replaced by TINKERAFB Form 534. The form has had extensive revisions in order to designate a new office of primary responsibility, reduce coordination requirements and to ensure that all necessary data elements are captured. The text of the instruction has been revised to clarify previous ambiguities and to reflect the changes to the Form 534 and its coordination and approval cycles.

1. General Information:

- 1.1. Organizations and tenants requiring contractor services do not have the sole authority to commit Tinker AFB facility space to a contractor. This commitment can only be made after proper coordination has been obtained in accordance with this Instruction.
- 1.2. Organizations sponsoring contracts awarded by other bases or military services are required to notify those bases or military services of the requirement to follow this Instruction when contracts require space on Tinker AFB.

- 1.3. Contractors are allowed the same amount of space as an Air Force organization providing the same function (same workload and staffing size).
- 1.4. Contractor space allocations in administrative (i.e., office) areas must not exceed the base administrative space standard (110 square feet net organizational average) and must meet criteria outlined in AFH 32-1084. Square footage occupied by contractors will be included in sponsoring organization's space reports.
- 1.5. Contractor personnel must abide by all Tinker AFB policies and operating instructions, including all energy conservation measures.
- 1.6. Amount of contractor-occupied space must be validated and approved prior to contracting action.
- 1.7. The assignment of space to be occupied by a contractor in performing the requirements of a government contract on a government owned installation are governed by the Federal Acquisition Regulation, Part 45. This space is considered to be Government Furnished Real Property or facilities.
- 1.8. As per AFH 32-9002 and 32-9007, the Installation Commander is responsible for managing all Real Property resources on Tinker AFB. 72 ABW has designated the TAFB Facilities Board and its Space Working Group (chaired by 72 ABW/CEAR) as its agent for review and disposition of contractor space requests.

2. Procedure:

- 2.1. Organizations who sponsor contractors (host or tenant) are responsible for reporting contractor space requirements and shall:
 - 2.1.1. Complete a TINKERAFB Form 534, "Contractor Space Requirement," and provide a floor plan showing the location of all contractors referenced in the form.
 - 2.1.2. Submit the completed TINKERAFB Form 534 and floor plan to their organizational space manager for coordination/approval. NOTE: The organizational space manager may require additional internal coordination (e.g., from facility managers in subordinate offices) prior to approving the form; it is the responsibility of the sponsoring organization to be aware of and comply with these requirements.
 - 2.1.3. Forward the completed TINKERAFB Form 534 and floor plan to the Facilities Board Space Working Group (SWG) after organizational space manager coordination has been obtained. The Facilities Board SWG will not review any contractor space requirements that have not been validated by the organizational space manager for the major tenant to which the sponsoring activity belongs.
 - 2.1.4. Include the coordinated TINKERAFB Form 534 in the contract requirements package and forward to the Contracting Officer.
 - 2.1.5. Provide copy of the coordinated TINKERAFB Form 534 to the Tinker AFB Property Administrator (72 CONS/PKP).
 - 2.1.6. Report any increase or decrease of contractor-assigned space made after contract award immediately to Facilities Board SWG. This action is required throughout the life of the contract to ensure accuracy of base records.
- 2.2. Organizational space manager shall:

- 2.2.1. Research space resources available within their organization and determine if they can be used to support the requirement identified on the TINKERAFB Form 534 (NOTE: Even if the requirement can be supported with internal resources, the space assignment must be approved in advance by the Facilities Board). Recommendations for support should be attached to the TINKERAFB Form 534.
- 2.2.2. Validate and recommend approval of contractor space requirement by coordinating on the TINKERAFB Form 534.
- 2.2.3. Forward the completed TINKERAFB Form 534 and floor plan to the Facilities Board SWG for review, disposition, or referral to the Facilities Board.
- 2.3. The Facilities Board Space Working Group shall:
 - 2.3.1. Review submitted TINKERAFB Forms 534 and determine appropriate disposition. Forms that do not involve new space requirements may be eligible for immediate approval by the SWG; new requirements will be forwarded to the Facilities Board for disposition.
 - 2.3.2. Analyze available space resources and make recommendations to the Facilities Board for support of contractor space requirements.
 - 2.3.3. Validate and approve contractor space requirement by coordinating on the TINKERAFB Form 534. 72 ABW/CEAR will coordinate on approved forms as chair of the SWG.
 - 2.3.4. Return the form to the requesting organization.
 - 2.3.5. If the Facilities Board SWG cannot come to a consensus, the topic/issue will be moved to the next step in the process, the Facilities Board – with any dissenting opinions from members. A dissenting opinion can be any disagreement a member has with the Facilities Board SWG recommendation.
- 2.4. Contracting Officer shall ensure the coordinated TINKERAFB Form 534 has been obtained prior to completion of acquisition planning or final Request for Proposal (RFP) release.

MARK A. CORRELL, Colonel, USAF
Commander, 72 ABW

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

AFH 32-1084, *Facility Requirements*, 01 September 1996.
AFI 32-9003, *Granting Temporary Use of Air Force Real Property*, 19 August 1997
AFH 32-9007, *Managing Air Force Real Property*, 01 May 1999
Federal Acquisition Regulation, Part 45.
TAFBI 32-1032, *Facilities Board Structure*, 28 February 2006

Abbreviations and Acronyms

AFH—Air Force Handbook
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFMC—Air Force Materiel Command
OPR—Office of Primary Responsibility
RFP—Request for Proposal
SWG—Space Working Group

Terms

Administrative Space Standard— The administrative space standard has been established as 110 square feet per person net organizational average. This includes net office floor space, administrative support space, and inter-office aisles, as defined in Chapter 12 of AFH 32-1084, *Facility Requirements*, 1 September 1996.

Government Furnished Real Property— Land, ground improvements, utility distribution systems, building and other structures that are to be used for production, maintenance, research, development or testing by a contractor.

Organizational Space Manager— The individual who approves and monitors space allocation for the host (or major tenant) organization to which the activity initiating the request belongs.

Sponsoring (or Requesting) Organization— The activity or office that develops the requirement and initiates the Contractor Space Requirement form (TAFB Form 534).

Facilities Board Space Working Group (SWG)— The working-level group created as an adjunct to the Tinker AFB Facilities Board to evaluate space requests, analyze available resources and make recommendations for disposition of these requests. This group is comprised of the organizational facilities liaisons identified in TAFBI 32-1032 and is chaired by 72 ABW/CEAR or his/her designated representative.

Attachment 2

CONTRACTOR SPACE REQUIREMENT

Figure A2.1. TINKERAFB FORM 534.

CONTRACTOR SPACE REQUIREMENT			
ORGANIZATION SPONSORING CONTRACT:		PROGRAM SUPPORTED:	
POC NAME:		POC OFFICE SYMBOL:	POC PHONE:
DESCRIPTION OF CONTRACT ACTION			
A C P H P A R T E R T C O E K P G R O T I R H A Y E T E	<input type="checkbox"/> FOLLOW-ON TO PREVIOUSLY AUTHORIZED CONTRACT ACTION (NO NEW SPACE REQUESTED)		PREVIOUS CONTRACT NUMBER FOR THIS REQUIREMENT:
	<input type="checkbox"/> NEW REQUIREMENT, BUT THE SPONSORING ORGANIZATION CAN SUPPORT WITHIN CURRENTLY ASSIGNED SPACES (NO NEW SPACE REQUIRED)		
	<input type="checkbox"/> ADJUSTMENT TO PREVIOUSLY AUTHORIZED CONTRACTOR SPACE REQUIREMENT (EXPLAIN ADJUSTMENTS IN REMARKS)		
	<input type="checkbox"/> NEW REQUIREMENT; ADDITIONAL SPACE REQUIRED IN ORDER TO ACCOMMODATE CONTRACTORS.		<i>Note: This form is not a request for additional space. To request additional space, please submit a Space Request form (available on the 72 ABW/CEAR website). No contractor space requirements will be authorized unless the area in question is already duly assigned to the sponsoring organization.</i>
<input type="checkbox"/> OTHER (PROVIDE EXPLANATION IN REMARKS)			
CONTRACT/IPR/ORDER NUMBER (72 ABW/CEAR cannot complete this review without a unique contract identification number)		TYPE OF FUNDING:	
TYPE OF AWARD			
<input type="checkbox"/> COMPETITIVE <i>Once the contract is awarded, the sponsoring organization will contact 72 ABW/CEAR and provide the contractor name and address</i>			
<input type="checkbox"/> SOLE SOURCE <i>Identify contractor below</i>			
<input type="checkbox"/> OTHER (EXPLAIN IN REMARKS) <i>Identify contractor below</i>			
CONTRACTOR NAME:		CONTRACTOR ADDRESS:	
PERIOD OF OCCUPANCY			
<i>Identify the dates the contractor personnel will be occupying the area in question. This will typically be the same as the period of performance for the contract. If the actual date of contract award results in a period of occupancy that is different than the one specified when the requirement was authorized, it is the responsibility of the sponsoring organization to notify 72 ABW/CEAR of the change.</i>			START DATE: 20090107
			END DATE: 20090107
DESCRIPTION OF SPACE TO BE OCCUPIED			
TYPE OF AWARD			
<input type="checkbox"/> ADMINISTRATIVE <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> WAREHOUSE <input type="checkbox"/> OTHER (PROVIDE EXPLANATION IN REMARKS)			
<i>Please complete the following information for all spaces occupied by contractor personnel under this contract. Drawings showing all areas occupied by contractors must be attached to this form. Use the remarks section of the form if additional space is required.</i>			
BUILDING/FACILITY:	POST/ROOM NUMBER;	AREA (FT2) ALLOTTED TO CONTRACTOR:	NUMBER OF CONTRACTORS WHO WILL OCCUPY SPACE:
BUILDING/FACILITY:	POST/ROOM NUMBER;	AREA (FT2) ALLOTTED TO CONTRACTOR:	NUMBER OF CONTRACTORS WHO WILL OCCUPY SPACE:
BUILDING/FACILITY:	POST/ROOM NUMBER;	AREA (FT2) ALLOTTED TO CONTRACTOR:	NUMBER OF CONTRACTORS WHO WILL OCCUPY SPACE:
BUILDING/FACILITY:	POST/ROOM NUMBER;	AREA (FT2) ALLOTTED TO CONTRACTOR:	NUMBER OF CONTRACTORS WHO WILL OCCUPY SPACE:
TOTAL AREA (FT2) ALLOCATED TO CONTRACTORS:		TOTAL NUMBER OF CONTRACTOR PERSONNEL:	
REMARKS/ADDITIONAL INFO: (Use reverse side as necessary)			
COORDINATION			
OFFICE SYMBOL:	NAME (Typed or Printed and Signature):		DATE:
	Space Manager for Sponsoring Organization (must be completed prior to submittal 72 ABW/CEAR)		20090107
72 ABW/CEAR	72 ABW/CEAR (or designated agent of the Facility Board Space Working Group)		20090107