

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

**AIR FORCE INSTRUCTION 32-9010**

**6 JUNE 2019**



**Civil Engineering**

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

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements Air Force Policy Directive (AFPD) 32-90, *Real Property Asset Management*. This AFI is consistent with DoDI 5305.05, Space Management Procedures, National Capital Region; Vice Chief of Staff and Under Secretary of the Air Force Memorandum, Reallocation of Pentagon Floor Space to Support Reorganization of the Department of the Air Force; DoDI 5030.60, Reimbursable Work Authorization Procedures for the Washington Headquarters Services (WHS)-Operated Facilities; Administrative Instruction (AI) 103, Exhibits, Artwork and Signs on the Pentagon Reservation; AI 112, Washington Headquarters Services Fire Regulations (WHFRs); AI 30, Force Protection of the Pentagon Reservation; and AI 88, Pentagon Reservation Vehicle Parking Program. 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); 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; guidance for obtaining approval of displays in the Pentagon; and, explains the implementation of the WHS Fire Regulations in WHS-controlled facilities. It applies to AF, AF Reserve Command and Air National Guard offices and other AF organizations wishing to relocate to the Washington, D.C. area and reside in Headquarters Air Force (HAF) assigned space. Refer recommended changes and questions about this Instruction to the Operations Directorate, Office of the Administrative Assistant to the Secretary of the Air Force and Administrative Assistant/Operations (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 publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW the Air Force Records Disposition Schedule (RDS) in the Air Force Records Information Management System (AFRIMS). The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestors commander for non-tiered compliance items.

### ***SUMMARY OF CHANGES***

This is a rewrite of AFI 32-9010 and has been substantially changed. Major changes include removal of acronyms. Portions of this AFI relating to process actions have been removed and can be referenced in Headquarters Operating Instruction (HOI 32-9).

**1. Overview.** This publication establishes guidance and procedures for space management in the Washington, D.C. area and refers to HOI 32-9 for detailed instructions. In addition, this guidance provides instruction for Air Force (AF) organization desiring to relocate into the National Capital Region (NCR). Furthermore, the AFI provides information for obtaining AF parking on the Pentagon Reservation.

**2. Roles and Responsibilities.** All AF personnel (Reg. AF, Guard, and Reserve) and contractors (where compliance is required by contracts or law) occupying AF facility space in the Washington D.C. area will comply this with AFI. AF personnel must ensure all guidance is followed for acquiring space.

2.1. SAF/AAO manages all HAF office space and performs space validations and optimization studies. (T-1)

2.2. The Executive Oversight Board (EOB) examines validated space requests and allocates HAF space AF organizations.

**3. Responsibility for Space Matters.** SAF/AAO is the facility space coordinator/manager for all HAF organizations, Direct Reporting Units (DRU), FOAs, and Named Agencies in the Washington, D.C. Area. SAF/AAO will insure compliance with DoDI 5305.5 and HOI 32-9.

**4. AF Activities Seeking to Relocate to or Within the Washington, D.C. Area.**

4.1. AF activities proposing to relocate staff to, or within the National Capital Region (NCR) or Washington, D.C. area must coordinate the relocation request through their sponsoring Headquarters, Department of the AF two-letter office. The sponsoring Headquarters, Department of the AF two-letter office will submit the relocation package to SAF/AAO for EOB approval. (T-1)

4.2. The Department of Defense Appropriations Act (Public Law 112-74) limits the use of funds to relocate an organization, unit or activity into or within the NCR. Waivers to this restriction may be requested for organizations, units, or activities who are:

4.2.1. Directed in writing to meet the needs of the President, Congress, or military department heads.

4.2.2. Created to establish national policies or develop programs for nationwide application.

4.2.3. Created to coordinate with other headquarters agencies, Congress, or other Government organizations located in the Washington, D.C. area.

4.2.4. Created to provide direct support to the Headquarters, Department of the AF.

4.3. Two-letter sponsoring organization must contact SAF/AAO prior to conducting a site survey in the Washington, D.C. (T-1)

**5. Requests for Space in the Washington D.C. Area.** Requests for space will be submitted to SAF/AAO in accordance with DoDI 5305.5 and HOI 32-9 who will validate and forward to the designated authority. (T-0)

5.1. SAF/AAO is the point of contact for AF organizations desiring to acquire facility space in the Washington, D.C. area.

5.2. Within the Washington, D.C. area no AF organization has authority to enter into an office space lease agreement to include a line item in a contracted services statement of work for the provision of office space.

5.3. All Headquarters AF organizations requesting space in the Washington, D.C. area to include the Pentagon, leased space, Joint Base Anacostia Bolling and Joint Base Andrews will comply with AF Pentagon space standards.

5.4. Short-term rental space for conferences, seminars, or other purposes will be requested by the two-letter sponsoring organization through Task Management Tool (TMT). Specific guidance for process and procedures can be found in HOI 32-9.

**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 AF organization must transfer to the gaining AF organization the required amount of space to properly house personnel and associated equipment. "With the mission goes the space."

6.2. Both the gaining and losing AF organizations must coordinate the transfer of space with SAF/AAO. (T-1) The Facility Space Executive Oversight Board (EOB) will approve the amount of space to be transferred. When AF programs are merged, modified, or eliminated, the resulting excess space will be returned to the EOB for reassignment. SAF/AAO will supervise all space transfers.

**7. Surveying Space.** SAF/AAO surveys all space to insure compliance with current guidance and standards set by DoD, GSA, National Fire Protection Association, ADA and Headquarters AF Space Utilization Standards. (T-1)

**8. Space Utilization Standards.** The EOB establishes standards for HAF controlled space. The standards are revalidated at the direction of the EOB. Standards cited in HOI 32-9 apply to all HAF assigned space.

**9. Office Space Assignment Priority.** HAF assigned space will be allocated on a priority bases in descending order as listed below.

- 9.1. Headquarters Department of the AF two-letter organizations.
- 9.2. Direct support organizations to the Headquarters AF such as AF District of Washington, AF Intelligence Analysis Agency, and e.g.
- 9.3. Other mission requirements.
- 9.4. Short term study groups.
- 9.5. Field Operating Agencies, DRU, Named Agencies, etc., that do not fall into the category above.
- 9.6. Others.

**10. Space Modification.** Self-help is not authorized in Headquarters AF managed space regardless of location occupied. See HOI 32-9 for guidance regarding space modifications.

**11. Fire Regulations, Roles and Responsibilities.**

- 11.1. All HAF tenants will follow WHS Fire Regulations, Rev. 8. (T-0) For additional guidance refer to HOI 32-9.

**12. Pentagon Reservation Parking.** SAF/AAO is the controlling authority for submittal, issuing, and retention of all AF Pentagon parking permits. (T-1)

- 12.1. Personnel desiring a Pentagon parking permit will comply with the HOI 32-9.
- 12.2. Temporary daily parking for O-7/SES and above, handicap parking, and Official Government Vehicles will be assigned per HOI 32-9.

ANTHONY P. REARDON  
Administrative Assistant to the Secretary of the Air  
Force

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

DoDI 5305.05, *Space Management Procedures*, National Capital Region, November 4, 2015

Vice Chief of Staff and Under Secretary of the Airforce Memorandum, *Reallocation of Pentagon Floor Space to Support Reorganization of the Department of the Air Force*, February 20, 1991

DoDI 5030.60, *Reimbursable Work Authorization Procedures for the Washington Headquarters Services (WHS)-Operated Facilities*, July 24, 2015

AFMAN 33-363, *Management of Records*, March 1, 2008

AFPD 32-90, *Real Property Asset Management*, August 6, 2007

Office of the Secretary of Defense (OSD) Administrative Instruction (AI) 103, *Exhibits, Artwork and Signs on the Pentagon Reservation*, October 20, 2008

Office of the Secretary of Defense (OSD) Administrative Instruction (AI) 112, *Washington Headquarters Services Fire Regulations (WHFRs)*, January 1, 2018

Office of the Secretary of Defense (OSD) Administrative Instruction (AI) 30, *Force Protection of the Pentagon Reservation*, Change 1, November 19, 2010

Office of the Secretary of Defense (OSD) Administrative Instruction (AI) 88, *Pentagon Reservation Vehicle Parking Program*, August 29, 2009

HOI 32-9 *Management and Reporting of Air Force Space and Building Services in OSD Assigned Facilities and in the Washington DC Area*

***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

***Terms***

**Direct Reporting Unit (DRU)**—A specialized and restricted mission, and is directly subordinate to the Chief of Staff, United States Air Force or to his representative on the Air Staff.

**Facility Space Executive Oversight Board (EOB)**—Plans and manages office space for Air Staff and Secretariat functions. It is chaired by the Deputy 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.

**Leased Space**—Obtained through contract or lease agreement where the ownership remains with a commercial (non-government) entity.

**National Capital Region (NCR)**—The geographic area located within the boundaries of (A) the District of Columbia, (B) Montgomery and Prince Georges Counties in the State of Maryland, (C) Arlington, Fairfax, Loudoun, and Prince William Counties and the City of Alexandria in the Commonwealth of Virginia, and (D) all cities and other units of government within the geographic areas of such District, Counties, and City. Section 2674 of Title 10, United States Code.

**Washington, D.C. Area**—As specified in Reference (h), the geographic area that falls within 100 miles of the Pentagon. Defined by DODI 5305.5 Space Management Procedures, National Capital Region, November 15, 2015.