

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

**HEADQUARTERS OPERATING
INSTRUCTION 32-9**



18 OCTOBER 2024

Civil Engineering

**MANAGEMENT AND REPORTING OF
DEPARTMENT OF THE AIR FORCE
SPACE AND BUILDING SERVICES IN
OSD ASSIGNED FACILITIES IN THE
NATIONAL CAPITAL REGION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: SAF/AAO

Certified by: SAF/AAO
(Mr. Jason Burnside)

Supersedes: HOI 32-9, 6 June 2019

Pages: 20

This Instruction implements: DAFI 32-9010, *Management and Reporting of Department of the Air Force Space and Building Services in Headquarters Assigned Facilities in the National Capital Region* and is consistent with DoDI 5305.05 *Space Management Procedures for the National Capital Region and Washington Headquarters Services-Serviced Components* and Office of the Secretary of Defense (OSD) Administrative Instruction (AI) 88, *Pentagon Reservation Vehicle Parking Program*. It applies to all Headquarters Air Force (HAF) military, civilian, and contractor personnel. This HOI assigns responsibilities, directs actions and prescribes procedures for management and reporting of HAF facilities in the NCR. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) via email saf.aao.workflow@us.af.mil using the DAF Form 847, *Recommendation for Change of Publication*. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management, and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This is a rewrite of HOI 32-9 and has been substantially changed. Major changes include addition of the United States Space Force (USSF), de-establishing the Executive Oversight Board (EOB) and Space Coordination, Reallocation, Utilization Board (SCRUB), establishing the Facility Management Representative (FACMAN), reaffirming the Administrative Assistant to the Secretary of the Air Force as the office with sole responsibility for space management and assignment for the HAF per HAF Mission Directive 1-6, updates to space allowances and authorizations, addition of congressional reporting requirements for specified civilian and officer employees, and numerous clarifications and corrections. All references to HAF include the Office of the Secretary of the Air Force (“Secretariat”), the Office of the Chief of Staff of the Air Force (“Air Staff”), and the Office of the Chief of Space Operations (“Space Staff”)

1. SAF/AA Responsibilities. The Administrative Assistant to the Secretary of the Air Force (SAF/AA) is the space manager for the HAF and makes all final space management decisions including space assignments and authorizations within HAF assigned space. SAF/AA is the lease holder for all HAF assigned space for all organizations. The Director, Operations Directorate (SAF/AAO), Office of the Administrative Assistant, is the day-to-day space manager for the HAF and other Air Force agencies occupying government-owned and leased facilities in the NCR. SAF/AAO will:

- 1.1. Conduct space utilization surveys, coordinate space requirements, and ensure efficient use of HAF assigned space.
- 1.2. Gather, prepare, and submit documentation for the acquisition of space.
- 1.3. Return space when no longer required due to mission completion, termination, or changes.
- 1.4. Provide interior design, alteration, and furniture support. Review, make changes to, and adjust facility layout so the space is used efficiently. This includes rearranging and installing interior partitions.
- 1.5. Submit workorders to WHS for building system changes.
- 1.6. Maintain documentation for all HAF assigned space. Space management documents include, but are not limited, to: GSA SF-81, DD1450, DD1450-1, Unit Manpower Document (UMD), Program Action Directive (PAD), and Program Guidance Letter (PGL). Facility layout documents include work orders and CAD drawings.

2. Facility Management Representative (FACMAN). The FACMAN is the HAF 2-Letter/L-2 representative to SAF/AAO for all facility issues and requests.

- 2.1. HAF organizations must appoint a primary and alternate FACMAN at the HAF 2-Letter/L-2 level. Large FOA and DRU supported by SAF/AAO will also appoint a FACMAN. On some occasions, it may be necessary to appoint a FACMAN representative from a subordinate organization by virtue of that organization’s size, location, or mission. SAF/AA will make this determination.

2.2. FACMAN responsibilities are as follows:

- 2.2.1. Serve as primary information conduit for their organization's work orders.
- 2.2.2. Prepare and submit space request packages and maintain their organization's space inventory records.
- 2.2.3. Review and certify facility work requests.
- 2.2.4. Notify SAF/AAO of organizational changes that result in changes to room assignment or office symbol.

3. Requests for Space. DoDI 5305.05 grants sole lease acquisition authority to Washington Headquarters Service (WHS) to execute through the General Services Administration (GSA) or other agencies and assign within DoD.

3.1. Per DOD policy, no DAF organization has authority to enter into any office space lease agreement within the NCR or include a line item in a contracted services statement of work for the provision of office space.

3.2. All DAF organizations requesting HAF space in the NCR to include the Pentagon, leased space, Joint Base Anacostia Bolling, and/or Joint Base Andrews will comply with HAF Pentagon space standards. See [attachment 2](#).

3.3. HAF organizations expanding or modifying their organizational structure should assess and make internal adjustments before requesting additional space. If additional space is required, the FACMAN submits a space request to SAF/AAO with documentation showing new positions are approved and funded in the Future Year Defense Plan (FYDP). Note, there is no guarantee that space will be available within the NCR.

3.4. Mutual exchange of space between HAF 2-Letter/L-2 organizations are encouraged, but must be coordinated and validated by SAF/AAO. A dual signature memo stipulating the terms of the exchange signed by each 2-Letter/L-2 affected must be submitted to SAF/AAO for SAF/AA approval.

3.5. FACMAN members will submit facility space requests to SAF/AAO.

3.6. Short-term leased space for conferences, seminars, or other purposes within the NCR require WHS lease approval after attaining SAF/AA conference approval. The 2-Letter/L-2 sponsoring organization must submit the conference approval and supporting documents to SAF/AAO 90 days prior to the event. SAF/AAO will forward the package to WHS for final approval.

3.6.1. Package will include at least three quotes on the venue's letterhead specifically detailing the cost of the conference space and all associated costs.

3.6.2. Organizations are not permitted to contract a short-term lease without WHS approval.

4. DAF Activities Seeking to Relocate Into or Within the NCR.

4.1. In accordance with DoDI 5305.05, Enclosure 2, any costs to relocate a DoD activity into or within the NCR that exceed \$500,000 require prior approval by the Under Secretary of Defense for Acquisition and Sustainment.

4.2. All DAF organizations seeking to conduct a site survey in the NCR must first contact SAF/AAO to obtain approval to visit and obtain instructions/guidance and must also follow any existing basing requirements.

4.3. Responsibilities and Procedures to Relocate a HAF organization into or within the NCR.

4.3.1. Contact SAF/AAO to start the fact-finding process and investigate bed-down options. Include the following information: the organization's mission, vision, UMD positions listing, and special mission needs (e.g., internal IT servers, hearing rooms, etc.).

4.3.2. The FACMAN prepares a package requesting permission to relocate activities or positions into or within the NCR and submits the package to SAF/AAO.

4.3.3. The Resource Directorate (SAF/AAR) advises on manpower authorization issues in the preparation of requests to relocate activities to the NCR or increase the manpower authorizations currently located within the NCR.

4.3.4. SAF/AAO reviews the package to ensure SAF/IE, SAF/LL, SAF/FMBL, and SAF/AAR coordination has occurred before routing to SAF/AA. Upon SAF/AA endorsement, the package is forwarded to WHS IAW DoDI 5305.05 for their review before submitting for OUSD (A&S) approval.

4.3.5. Relocation package will include the following:

4.3.5.1. Level of the organization, such as, flight, squadron, office.

4.3.5.2. Extent of adverse impacts experienced at present location.

4.3.5.3. Reason for relocating to the NCR.

4.3.5.4. Savings anticipated by relocating.

4.3.5.5. If the total estimated relocation cost exceeds \$500,000, the sponsoring HAF 2-Letter/L-2 office is responsible for providing required justifications and statements for the DAF to obtain the OSD waiver approval and notification to the House and Senate Armed Services Committee chairs that the move is in the best interest of the Government.

4.3.5.6. Amount of square footage the activity needs as validated by SAF/AAO (see [attachment 2](#) for HAF organizations).

4.3.5.7. Number of manpower authorizations relocating by grade and AF Specialty Code.

4.4. SAF/AA authorities and requirements do not absolve further requirements within SAF/IE managed Strategic Basing requirements. Refer to AFI 10-503, *Strategic Basing*, for further guidance.

5. Moving Offices: Organizations will notify SAF/AAO when offices move or reorganizations result in office symbol changes. The notifications must be routed through the FACMAN or the organizations 2-Letter/L-2 director of staff. SAF/AAO will coordinate office move services when requested, but no furniture shall be moved or relocated by the tenant.

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

6.1. If realignment or reallocation of personnel occurs between organizations, the losing organization will generally transfer the space for the personnel and equipment to the gaining organization absent additional considerations (e.g., ensure compliance with applicable law, DoD guidance, etc.). Disputes will be resolved by SAF/AA

6.2. Both the gaining and losing organizations must coordinate the transfer of space with SAF/AAO.

6.3. When DAF programs are merged, modified, or eliminated, the resulting excess space will be returned to SAF/AA for reassignment.

6.4. SAF/AAO will oversee and manage all space transfers. No organization residing in HAF space has the authority to transfer space to any other organization without SAF/AA's approval.

7. Surveying Space. SAF/AAO surveys all space to ensure compliance with current DoDIs, AIs, GSA policy, Fire Code, American with Disabilities Act, and HAF Standards. All organizations are required to assist in space surveys and may not deny entry when SAF/AAO provides advanced notice.

8. Space Utilization Standards. SAF/AA establishes authorization standards for HAF assigned space in compliance with DoDI 5305.05. Standards include furniture, interior finishes, conference rooms, carpeting, bulletin, and directory boards.

8.1. Space allowances are based upon UMD funded positions and the availability of HAF space.

8.1.1. HAF-specific space allowances are shown in the Space Allowance Table at [Attachment 2, Table A2.1](#). These allocations are maximum allowances and include circulation and common area storage. Due to the lack of available space, more restrictive space standards may be applied as approved by SAF/AA.

8.1.2. Contractors who work in government space are allocated 15 square feet (gross). The number of contractors in the Pentagon cannot exceed 10 percent of the organization's funded Pentagon government positions. For each contractor that is accommodated in Pentagon HAF space, a funded government employee may be forced out of the Pentagon due to the space constraints at the discretion of SAF/AA.

8.1.3. Waivers to the 10 percent limit (see 8.1.2.1) must be submitted to SAF/AAO with a memorandum from the 2-Letter/L-2 principal or deputy. Waiver requests must provide justification and expected timeline for replacing the contractors with funded personnel, if applicable.

8.1.4. Any contract, including contract extension, obligating the Government to provide the contractor with government space must be coordinated through SAF/AA. The 2-Letter/L-2 shall provide 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 space allocation for supervisory or management contract personnel.

8.1.5. Non-Permanent Personnel Space Allocations. Non-Permanent employees, including temporary, term-limited, and Highly Qualified Expert (HQE) employees, Defense Senior Leader (DSL) Development Program personnel, Career Broadeners, Stay-in-Schools, Intergovernmental Exchange personnel, Foreign Exchange Officers, Fellows, Interns (military and civilian), Co-Ops, etc. do not earn facility space and must be provided for out of the gaining unit's existing space allocation.

8.1.6. Individual Mobilization Augmentees (IMA) are allocated 10 square feet (gross).

8.1.7. Full time Guard or Reserve personnel funded on the most current Unit Manpower Document will be allocated the same amount of space as equivalent HAF positions.

8.1.8. Directors and Division heads who do not supervise six or more funded Government personnel will be allocated space as a non-supervisory action officer. No additional supervisory space is allocated for overseeing contractors.

8.1.9. Customer Service Areas. Reception areas are allocated for visiting personnel waiting to meet with a customer service representative based on mission and at the discretion of SAF/AA.

8.1.10. Reception Areas. HAF 2-Letter/L-2 offices may have reception areas, but do not earn a space allocation.

8.1.11. Telework Impacts to Allocation: Telework employees earn a smaller allocation in accordance with DoDI 5305.05.

9. Office Space Assignment Priority:

9.1. HAF 2-Letter/L-2 organizations.

9.2. Direct support organizations to the HAF such as AF District of Washington, NASIC, etc.

9.3. Other HAF mission requirements.

9.4. Short term study groups.

9.5. Field Operating Agencies, Direct Reporting Units, Named Agencies, etc., that do not fall into the category above.

9.6. Others.

10. Space Modification: No "self-help" is authorized in HAF managed space regardless of location occupied. Tenants are not authorized to modify interior finishes or reconfigure or remove furniture and fixtures from HAF managed spaces.

10.1. 2-Letter/L-2 organizations shall submit all requests for facility alterations, furniture, carpet, paint, and drapery for HAF spaces in government property or leased space to SAF/AAO.

10.2. Furniture and Interior Finish Standards. Furniture and interior finish standards provide a cost-effective program by inventory management and maintaining aesthetic continuity within all HAF assigned space.

10.2.1. All color selections (e.g., paint, stain, draperies, etc.) and furniture selections will be approved by SAF/AAO in compliance with the standards. Furniture will be repaired and reused to the maximum extent possible.

10.2.2. Only SAF/AAO is authorized to purchase furniture.

10.2.3. Stand-up desks are authorized for the general population without medical need and may be purchased by the organization as an equipment item.

10.2.3.1. SAF/AA will fund a stand-up desk as part of an approved reasonable accommodation. 10.2.3.2. The individual requesting the desk must provide supporting documentation. Any request for modification must be included in an approved reasonable accommodation in coordination with the assigned Disability Program Manager. Procedures for providing reasonable accommodations are outlined in *Equal Opportunity Program, DAFI 36-2710*.

10.2.4. General Officer (GO) and Equivalent Grade Civilian Suite Standards:

10.2.4.1. Walls. Painted; standard neutral color; eggshell.

10.2.4.2. Trim. Painted; standard neutral color matching wall color; semi-gloss.

10.2.4.3. Chair Rail. Executive “two-piece” chair rail painted; standard neutral color matching wall color; semi-gloss.

10.2.4.4. Carpet. Broadloom; plush cut pile or similar carpet tile, blue.

10.2.4.5. Corridor Entry Mat. Logo/Seal Half-Oval Mats are authorized for the 2-letter/L-2 front office and Arnold Corridor only.

10.2.4.6. Window Covering. Fixed side panel drapery with straight, upholstered cornice with sheers and building standard mini blinds. Fabric is limited to HAF-standard blue fabric with department seal.

10.2.4.7. Furniture:

10.2.4.7.1. Upholstered Items. Limited to standard GO/Equivalent grade civilian items.

10.2.4.7.2. Wood Case Goods. Limited to standard GO/Equivalent grade civilian items.

10.2.4.7.3. Wood Stand-Up Desk. Limited to Lt Gen/equivalent grade civilian offices. The HAF 2-Letter/L-2 office requesting the stand-up desk will fund its purchase, installation, and the removal of existing office furniture, and the cost to reinstall the furniture if a successor does not want a stand-up desk.

10.2.5. All Other Office Areas:

10.2.5.1. Walls. Painted with solid color neutral (HAF standard eggshell or satin for leased space, JBA, and JBAB; and standard HAF and/or WHS standard in the Pentagon).

10.2.5.2. Wood Trim. Painted to match standard trim.

10.2.5.3. Chair Rail. None.

10.2.5.4. Carpet. Standard carpet tiles.

10.2.5.5. Window Covering. Pentagon Building standard blinds (white), leased space building owner standard blinds, or base standard blinds.

10.2.5.6. 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. SAF/AAO will remove non-conforming furniture at 2-Letter/L-2 expense.

10.2.6. Conference Rooms:

10.2.6.1. GO suite finishes will be applied to each 2-Letter/L-2 conference room. Lighting enhancements are two-zone lighting (front and back) each zone controlled by dimmer switches. For rooms with 10' - 4" high ceilings, recessed can light fixtures are added to pendant light fixtures. For rooms with 8' - 4" high ceilings, recessed can light fixtures replace the 2' x 2' lay-in type light fixtures. Track lighting is not allowed.

10.2.6.2. Furniture. GO standard wood furniture conference table and upholstered seating.

10.2.7. Meeting Areas:

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

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

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

11. Congressional Reporting Requirements for Specified Officer or Civilian Employees

11.1. A recurring section in the annual Financial Services and General Government Appropriations Acts (e.g., Section 710 of Division E of the Consolidated Appropriations Act, 2023) states that during the period in which any officer or civilian employee appointed by the President holds office, no funds may be obligated or expended in excess of \$5,000 to furnish or redecorate the office without advance notice to the Congressional Appropriations Committees. SAF/AAO will track requests, expenditures, and obligations and will prepare appropriate notification documentation as directed by SAF/AA.

11.1.1. The term "office" extends beyond the main office to include space that is generally used to meet the needs of the appointed member. This includes support executive space to host immediate support staff (e.g., admin and exec staff, etc.)

11.1.2. DAF individuals who are appointed by the President with the advice and consent of the Senate, and subject to Congressional confirmation hearings, including: SecAF, USecAF, the Assistant Secretaries of the Air Force, The General Counsel of the Department of the Air Force (SAF/GC), Chief of Staff of the Air Force (CSAF), Chief of Space Operations (CSO), Vice Chief of Staff of the Air Force (VCSAF), and Vice Chief of Space Operations (VCSO), will adhere to Section 710 requirements. These offices must route through SAF/AAO requests for supplies, furniture, or equipment item to include office finishes and decor.

11.2. Section 710 requires SAF/AAO accounting and notification for each of four distinct types of obligations: 1) to furnish; 2) to redecorate; 3) to purchase furniture for; or 4) to make improvements for. A DAF violation of Section 710 is also a reportable Anti-Deficiency Act violation. See Government Accountability Office (GAO) decisions B-329603, B-329955, and B-327432.

11.2.1. “Furnish” means both buying furniture and supplying the office with other equipment. See decision B-329603.

11.2.2. SAF/AAO must include in Section 710 accounting not only changes that are primarily aesthetic, but also changes that provide a practical benefit for an office. See decision B-329603.

11.2.3. SAF/AAO must include in Section 710 accounting the replacement of existing, damaged items. See decision B-329955.

11.3. The \$5,000 threshold covers the entire time that the individual holds that office. If a previous or current confirmed individual takes another Oath of Office, as defined by 5 USC 3331, their \$5,000 limit restarts again. See GAO decision B-329955.

12. Miscellaneous Services: Locksmith and Defense Logistics Agency (DLA) Disposition Services turn-in services are available via the SAF/AAO work request process.

13. Funding of Office Space Alterations and Other Reimbursable Services. Funding for above standard services will fall to the requesting office. Reimbursements are made through funds transfer or Military Interdepartmental Purchase Requests (MIPR).

14. Overtime Heating, Ventilation and Air Conditioning and Lighting (HVAC). The standard hours of Pentagon HVAC and lighting is from 0600 to 1800. Pentagon offices are equipped with a button to extend lighting in one-hour increments. Request extended HVAC and lighting through SAF/AAO work request website.

15. Waivers and Appeals. Appeals must include a detailed description of the proposed need and the rationale for requesting an appeal. The HAF 2-Letter/L-2 office head, or commander, must sign all appeal requests. Submit the appeal memorandum to SAF/AAO for consideration by SAF/AA.

16. Television Guidelines. Televisions in the HAF 2-Letter/L-2 front office administrative area shall be 24” to 32” due to limited space and physical limitations. General Officer (GO) and Senior Executive Service (SES) members are authorized a television in the private office at the organization’s expense. All TV/monitor requests must be coordinated with SAF/AAO prior to requisition to ensure proper installation of infrastructure, power, and low voltage pathway.

17. Cable Television Rules of Engagement:

17.1. GO and equivalent grade civilians are automatically approved for one cable television drop. The 2-Letter/L-2 conference room and the principal’s outer office on the E-Ring are likewise authorized cable television feeds. Television service needs to be requested by contacting 844th CG Cable TV group.

17.2. Request for all other users, submit a GO/SES or equivalent endorsed memorandum to SAF/AAO addressed to SAF/AA. The Memo must include justification, location, point of contact, and date required.

17.3. All government-provided cable television converter boxes are the property of the service provider and may only be removed by the provider. Customer installation of splitters, additional cables or other signal multiplying devices is prohibited and could result in termination of service.

17.4. For troubleshooting, relocation, or removal of cable television service, notify 844th CG, Cable TV group for guidance.

17.5. Video Teleconferencing systems are limited to 2-Letter/L-2 organizations. New requests for Video Teleconferencing must be submitted to SAF/AAO for approval by SAF/AA. The request documentation must be coordinated through the Director, Information Management, Office of the Administrative Assistant (SAF/AAI).

18. HAF Hallway Displays in the Pentagon. SAF/AAO will chair the HAF Corridor Committee and SAF/PA is the program manager for HAF Pentagon displays/exhibits (excluding artwork). Members of the Committee include: SAF/AAO Art Program Division, SAF/AAO Facility Management Division, Public Affairs Command Information Division (SAF/PAI), and Air Force History and Museums Program (AF/HO). For non-Pentagon facilities, refer to the facility owning agency for display standards and guidance.

18.1. All new displays in public space must be approved in advance by the HAF Corridor Committee and the Pentagon Corridor Committee.

18.2. Display requests or major DAF-level award requests must specify the intended duration of the display/award, and include a statement by the sponsor affirming that, if the request is approved, the sponsoring organization accepts responsibility for funding the design, installation, maintenance, and upkeep for the duration of the display. If the sponsoring organization fails to abide by these responsibilities, the exhibit/display may be removed at the sponsoring organization's expense. Requestors shall submit all corridor display request packages to SAF/PAI and must include the following: Memorandum for Pentagon Building Management, Special Events Office signed by O6/GS15 Director or higher, outlining the request; DD FORM 2798 Application/Permit or use of space on the Pentagon Reservation; floorplan drawing indicating where the display will be located; space use permit request; design drawings and concept artwork.

18.3. SAF/PAI will plan, design, and coordinate displays with the Corridor Committee. Additionally, PAI will coordinate contract vendor support, fabrication, installation, and maintenance of HAF public corridor displays approved by the Corridor Committee.

18.4. SAF/ PAI will serve as the initial and primary point of contact for all assistance to the sponsoring organizations in planning, design, approval request, fabrication, and installation of displays. SAF/PAI will work with the organizational sponsor to develop a conceptual design/sketch with specifications.

18.5. If major alterations are proposed for a display, a new Corridor Committee display request must be submitted.

18.6. The HAF is assigned public corridor space for displays and artwork in areas predominately populated by HAF tenants. All HAF wall space is restricted to DAF Art Collection and standardized architectural enhancements. Artwork and displays are not to be

removed, transferred to another location, or altered. Any display or artwork found in substandard condition should be reported to SAF/AAO.

18.7. Area Specific Guidelines:

18.7.1. Vestibules are created primarily at the B, C, or D Rings where there is a space off the primary corridor which provides access to multiple tenants and has a door that separates the vestibule from the main public corridor. Approval by the HAF Corridor Committee must be granted before the installation of a display in a vestibule.

18.7.1.1. All occupants who share the vestibule must agree to the allocation of wall space, and positioning of display material. The written agreement must be submitted with the Corridor Application Package.

18.7.1.2. Portraits/photographs of past commanders or HAF 2-Letter/L-2 office heads and below will not be approved.

18.7.1.3. Office Staff directory boards are permitted inside vestibules.

18.7.2. Public Corridors: Displays must emphasize corporate DAF themes and messages approved by the Secretary of the Air Force/Public Affairs Office (SAF/PA). Emphasis will be placed on integrated DAF themes and messages, not individual organizational unique displays. SAF/PA will gain necessary approvals for corridor display designs and themes from the Secretariat and service chiefs.

18.7.2.1. SAF/AAO will sponsor approved requests to the Pentagon Corridor Committee.

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

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

18.7.2.4. The 4th floor E-ring is restricted to DAF artwork collection only.

18.7.2.5. Telephone number listings next to telephones at entrances to tenant spaces are permitted. Upon request via SAF/AAO work request process, SAF/AAO will provide and install the HAF standard acrylic glass sleeve. (Note: Telephones and acrylic glass sleeves are not permitted on the 4th Floor, E-Ring, in the Pentagon).

18.7.2.6. Organizational logos, graphics, and do-it-yourself displays are not permitted on doors or in public hallways.

18.7.2.7. The HAF Corridor Committee is responsible for reviewing all requests for new or relocated, permanent or temporary exhibits or non-standard signage. The HAF Corridor Committee will ensure the displays are properly maintained and continue to represent the message of the SecAF and CSAF. Displays not meeting this standard may be removed if not properly maintained by the sponsor.

18.7.2.8. Temporary announcement exhibits (e.g., wall mounted posters with a limited time duration) and requests to have ceremonies at special Pentagon locations other than Airman's & Guardian's Hall (e.g., promotion ceremonies at the Hall of Heroes) do not require review by the HAF Corridor Displays Committee. Those requests should be submitted directly to Pentagon Special Events. Contact SAF/AAO Workflow at SAF.AAO.Workflow@us.af.mil 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.

18.7.2.9. Organizations are prohibited from installing or applying any organizational signs, pictures, logos, emblems, or any other nonstandard signage in the public corridors.

18.7.3. Room Signage. Room number signage will adhere to the WHS standard and include only the department seal, department or service logo, office symbol, and organization name. All requests for new door signage or changes to existing door signage must be submitted to SAF/AAO. Individual names and organizational slogans are not authorized on room signage.

19. Airman's and Guardian's Hall: The Airman's & Guardian's Hall was created to provide a ceremonial area for retirements, promotions, and awards. It is located on the 4th Floor at the 9/10 Apex. SAF/AAO administers and schedules ceremonies in Airman's & Guardian's Hall for all organizations. HAF events have priority over other Pentagon tenants. Schedule Airman's & Guardian's Hall at SAF.AA.Airmans.Hall.Workflow@us.af.mil. All event requests will be submitted on DD Form 2798 and the sponsor must be the principal or deputy of the HAF 2-Letter/L-2 office. For organizations not managed by a HAF 2-Letter/L-2 office, the senior leader or their deputy must be the sponsor.

20. Fire Regulations, Roles, and Responsibilities.

20.1. WHS is responsible for establishing, administering, and enforcing Pentagon Reservation fire safety programs and regulations. HAF tenants are subject to these programs and regulations. WHS is the "Authority Having Jurisdiction" on the Pentagon Reservation for fire code implementation and compliance.

20.2. The AFDW Safety Office is responsible for conducting life safety inspections of WHS-assigned HAF facility spaces as required by WHS Services Fire Regulations.

20.3. WHS is responsible to assign personnel to conduct fire safety inspections of WHS-assigned HAF facility spaces. SAF/AAO will assist as needed with the 2-Letter/L-2 FACMAN representative 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 Marshal.

20.4. Reconciling Fire Marshal Write-Ups:

20.4.1. The inspected office will take the necessary action(s) to make corrections to non-facility tenant matters.

20.4.2. Submit a work order for facility discrepancies identified by the Fire Marshal to SAF/AAO.

20.4.3. The Office of the Pentagon Fire Marshal will contact WHS Pentagon Building Management Office to correct building deficiencies.

20.5. Fire evacuations drills, changes in reservation parking, construction and utility outages are announced by information bulletins released by WHS and transmitted to building tenants. Compliance with these notices is mandatory.

21. Pentagon Reservation Parking. Pentagon Reservation parking permits are a controlled item. WHS sets strict limits on the number of HAF permits that can be issued. SAF/AA is the approving authority for all parking permits and sets the standards for how parking allocations are assigned to include numbered parking for HAF executives. Parking permits and vehicle access will only be issued to individuals whose primary duty location is in the Pentagon. Fulltime Pentagon employees may be given vehicle access and/or parking on the Pentagon Reservation. SAF/AAO is the controlling authority for submitting, issuing, and recalling of all HAF Pentagon parking permits.

21.1. Personnel desiring a Pentagon parking permit will complete the DD Form 1199 Pentagon Reservation Parking Permit Application and submit to their designated parking representative within their organization.

21.1.1. 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 priority basis in descending order as follows: HAF civilian and military personnel, contractors performing HAF missions, non-HAF civilians and military personnel.

21.1.2. Numbered parking spots will be managed by SAF/AAO parking program manager.

21.2. Parking permit holders are not authorized to give their permit to a follow-on user. All permits are a controlled item and must be returned to their 2-Letter/L-2 parking representative.

21.3. Carpool and motorcycle parking permits are obtained from Room 2D1039, WHS Parking Management Office.

21.4. Temporary parking can be obtained by going in person to room 2D1039 and submitting vehicle information. Individuals receiving transit subsidy may only receive temporary parking eight (8) times per calendar month in accordance with Administrative Instruction 88. Individuals not receiving Metro Transit Benefit Program, may be cleared to park up to ten (10) times per month.

21.5. Temporary daily parking for O-7/SES and above, handicap locations, and Official Government Vehicles can be obtained by contacting SAF/AAO via parking workflow at saf.aao.pentagon.haf.parking@us.af.mil. Provide Driver Name, Date/Time of Arrival, Vehicle License plate Number and State of Issue, as well as the Name of the Individual, Phone Number, and Room Number being visited (this can be visitor's name.)

EDWIN H. OSHIBA
Administrative Assistant to the
Secretary of the Air Force

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

United States Code, Title 10, Armed Forces

The Federal Management Regulation (FMR)

29 CFR part 1630 app. § 1630.2(o)

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

DoDI 5305.05, *Space Management Procedures, NCR*, November 4, 2015

Office of the Secretary of Defense (OSD) Administrative Instruction (AI) 30, *Force Protection of the Pentagon Reservation*, September 27, 2012

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

Office of the Secretary of Defense (OSD) Administrative Instruction (AI) 103, *Exhibits, Artwork and Signs on the Pentagon Reservation*, October 20, 2008, Change 1, July 17, 2017

Office of the Secretary of Defense (OSD) Administrative Instruction (AI) 112, *NCR Headquarters Services Fire Regulations (WHFRs)*, May 18, 2011, Change 1, May 8, 2017

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

AFI 10-503, *Strategic Basing*, October 14, 2020

DAFPD 32-90, *Real Property Asset Management*, April 20, 2021

AFI 32-9001, *Acquisition of Real Property*, September 28, 2017

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DAFI 36-2710 DAFGM 2022-02, *Equal Opportunity Program* September 30, 2022.

Pentagon Renovation and Hallway Displays, August 31, 2005

Adopted Forms

DAF Form 847, Recommendation for Change of Publication

DD Form 1199, Pentagon Reservation Parking Permit

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

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

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

SF-81, Request for Space (GSA)

Abbreviations and Acronyms

DAF—Department of the Air Force. Consists of the Secretariat, Air Staff, Space Staff, United States Air Force and United States Space Force and all other entities within the department.

FACMAN—Facility Management Representative. The FACMANs represent the HAF 2-Letter/L-2 office for all space requests and approves or disapproves the HAF 2-Letter/L-2 work requests before submitting to SAF/AAO.

FMR—Federal Management Regulation. Contains updated property management and related administrative activities regulatory policies originally found in the Federal Property Management Regulation.

HAF—Headquarters Air Force. Consists of the Secretariat, Air Staff and Space Staff.

HQE—Highly Qualified Expert. Individuals who possess uncommon, special knowledge, skills, and experience in an occupational field.

L-2—Level 2 (Space Staff)

L-3—Level 3 (Space Staff)

NCR—National Capital Region. The geographic area defined in Title 10, United States Code (USC), section 2674 (Reference (d)) and Title 40, USC, Section 8702(3) as the following boundaries: District of Columbia; Montgomery and Prince George's Counties in the State of Maryland; and Arlington, Fairfax, Loudoun, and Prince William Counties in the commonwealth of Virginia. This includes all cities and other units of government within the geographic areas of such District, Counties, and City.

AF/A5/7—Air Force Deputy Chief of Staff, Strategic Plans, Installations and Mission Support

AF/RE—Chief of Air Force Reserve

AF/ST—Air Force Chief Scientist

AF/HO—Air Force History and Museums Program

SAF/AA—Administrative Assistant to the Secretary of the Air Force

SAF/AAI—Information Management Directorate, Office of the Administrative Assistant

SAF/AAO—Operations Directorate, Office of the Administrative Assistant

SAF/AAR—Resources Directorate, Office of the Administrative Assistant

SAF/FM—Assistant Secretary of the Air Force for Financial Management and Comptroller

SAF/FMBL—Director for Budget and Appropriations Liaison, Office of the Deputy Assistant Secretary for Budget

SAF/IE—Assistant Secretary of the Air Force for Installations, Environment, and Energy

SAF/GC—General Counsel of the Department of the Air Force

SAF/LL—Directorate of Legislative Liaison

SAF/PA—Directorate of Public Affairs

SAF/PAI—Public Affairs Command Information Division, Directorate of Public Affairs

WHS—Washington Headquarters Service

2—Letter-Two Letter Organization (Secretariat/Air Staff)

3—Letter-Three Letter Organization (Secretariat/Air Staff)

Terms

Above Standard—Requirements in addition to base building construction. Organizations are provided a “warm shell” with building standard, electrical, lighting and Heating, Ventilation and Air Conditioning (HVAC). Missions requiring construction above unclassified certification or additional infrastructure will be considered “above standard.” Office modifications after “as-is” assignments are considered “above standard.”

Alterations—Modifications of space to include walls demolition and installations electrical work, lighting changes, painting, carpeting, etc. All requests for alternations are to be made through SAF/AAO work request website.

Circulation—The area within the office used to allow personnel to move around within the office space. (See Gross SF below for an example.) Per DoDI 5305.05 for budget purposes, this should be calculated at net earned square feet times 30%.

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.).

Gross SF—The gross SF total is the sum of the net SF plus circulation. For example, in P-4 space (see [Attachment 2 Table A2.1](#)), for an O-6 Director requiring a Private Office, the gross space allowance is 175 SF. In the Pentagon, the actual office size (net usable SF) is 135 SF and the circulation is 40 SF.

Interior Finishes—Interior exposed surfaces of a building: such as wood, plaster, and brick, or applied materials such as paint, carpet, and wallpaper

Leased Space—Space obtained by General Services Administration or US Army Corps of Engineers (USACE) through contract lease agreement, space permitted for use by the DAF from another federal agency, or space directly leased by the DAF.

Net Usable SF—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.

Open Workstation—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 Workstation—A room occupied by one principal, or in some instances, by a principal and secretary.

Reasonable Accommodation—Reasonable accommodation is any modification or adjustment to a job, employment practice, the work environment, or the way things are usually done that allows a qualified individual with a disability to apply for a job, perform job functions, or enjoy equal access to benefits available to other individuals in the workplace. 29 CFR part 1630 app. § 1630.2(o). Reasonable accommodation may include but is not limited to: (1) making existing facilities used by employees readily accessible to and usable by individuals with disabilities; (2) job restructuring, modifying work schedules, or reassignment of a current employee to a vacant position; and (3) acquiring or modifying equipment or devices, adjusting, or modifying examinations, training materials, or policies, and providing qualified readers or interpreters. Reasonable accommodations are not limited to items that permit the employee to perform the essential functions of the job. An employer is not obligated to provide personal use items such as glasses or hearing aids. An employer is not required to remove an essential function of the job as an accommodation. See Equal Employment Opportunity Commission's Enforcement Guidance on Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, No.915.002 (October 17, 2002).

Relocation Costs—Per FEB 22, 2021 DepSecDef memo: All costs required to move personnel and/or equipment, and acquire, convert, and/or improve real property for an organization relocating into, or within, the NCR. It does not include the cost to purchase furniture, computers, or computer equipment.

Attachment 2

SPACE ALLOWANCE TABLE (HAF Specific Application)

Table A2.1. Space Allowance Categories.

Category	Occupant	Gross Sq/Ft
P-1	Secretary of the Air Force	600
	Chief of Staff of the Air Force	600
	Chief of Space Operations	600
	Under Secretary of the Air Force	600
	Vice Chief of Staff of the Air Force	600
	Vice Chief of Space Operations	600
	Assistant Secretaries of the Air Force	600
	General Counsel to the Secretary of the Air Force	600
P-2	Deputy General Counsels of the Air Force	400
	Assistants to the Secretary of the Air Force	400
	Deputy Under Secretary of the Air Force	400
	Deputy (and Assistant) Chief of Staff of the Air Force	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) Chief of Staff of the Air Force and SAF/AA	400
	Chief Master Sergeant of the Military Services	400
P-3	Senior Executive Service (SES) and General Officer positions not previously listed	300
	Commanders of Large FOA/DRU	300
P-4	Directors in Grade GS-15 or Colonels Requiring Private Offices ¹	175
	Deputies to Positions in P-3 category Requiring Private Offices ¹	175
	HQE in equivalent SES pay grades ²	175
P-5	Division Chiefs in Grade GS-14/15 or Lt Colonels Requiring Private Offices ³	145
	Attorneys	145
Open Workstation		
	All other Government Personnel	75
	Contractors 40hr work week ⁴	15

Other	IMA (Regardless of Rank, Part Time)	10
	Non-Permanent Personnel (see 8.1.2.4)	0
Staff and Reception Area (HAF 2-Letter/L-2 office Head) ⁵		
	Assistant Secretary	600
	Deputy Under Secretary	600
	Deputy Chief of Staff and Equivalent Grade civilian	600
	Other HAF 2-Letter/L-2 office ⁶	400
Conference Room – One per HAF 2-Letter/L-2 ⁷		400
<p>¹ See paragraph 8.1.8.</p> <p>² Office space for HQEs will be provided by the hiring organization out of their existing space allocation. No new space will be earned. All construction costs will be borne by the hiring organization.</p> <p>³ See paragraph 8.1.8.</p> <p>⁴ See DoDI 5305.05, Change 1</p> <p>⁵ Staff & Reception Areas for AF/ST and POLAD will be based on requirement and space availability.</p> <p>⁶ Notional allocations for Staff and Reception area are based on four-person support staff and contingent on space availability.</p> <p>⁷ Conference Room is based on space availability and physical limitations with a maximum of one conference per DCS/DCSO or equivalent level Secretariat office.</p> <p>Equipment and meeting space will be calculated using applicable DoDI 5305.05 authorizations.</p>		