

## NCO Professional Military Education (PME) Center. FAC: 1711

CATCODE: 171815

OPR: AU/A5/A8

OCR: N/A

1.1. **Description.** This facility supports Enlisted Professional Military Education (EPME) courses operated under AFI 36-2301, *Professional Military Education*. Ensure EPME facilities project an atmosphere of professionalism and excellence in which students can achieve educational objectives. These facilities should also create an environment where instructors can provide first-rate education in a quality Air Force setting.

1.2. **Requirements Determination.** Historically, the development and operation of EPME centers have been largely controlled by the individual commands. In the process, commands have established individual preferences concerning the nature of the facilities they want to provide. Air Force supports the command's role in this area and issues this guidance not to dictate development, but to indicate Air Force approval of the described requirements and provide desirable minimum space requirements.

1.3. **Scope Determination.** Facility components and associated space criteria follow. In all components, the basic determinants of net space requirements are the size of the student body (which dictates the number of classrooms), size of the staff, and the curricula. A summary of all EPME space requirements is shown in **Table 1**.

### 1.3.1. Education Areas:

1.3.1.1. **Seminar Rooms.** Instructors and students use these rooms as the primary area for academic discussions and case study analysis. Adequate space to allow free circulation while working on case projects, making presentations, and doing small group cluster work is essential. Include space in the seminar room for student study materials, coats, lesson aids, etc. The classroom is also typically equipped with an array of equipment to include a lectern/podium, computers, large graphics monitors, videotape recorder and cameras, overhead projectors, projection screens, marker boards, and flip charts. In addition to being wired to support LAN connectivity and closed-circuit TV (CCTV) capability, classroom should also be acoustically rated to minimize sound transmission between seminars. Average seminars are comprised of 12-14 students plus the instructor. See Table 1.4 in **Facility Class 6** for classroom space standards.

1.3.1.2. **Auditorium.** Schools with two or more seminars should have an auditorium. This is the central meeting place for the student body to participate in large group discussions. In addition, the auditorium supports presentations by guest lecturers, dignitaries, and various special EPME-related ceremonies. The auditorium should include appropriate lighting controls to include adjustable lighting in the audience seating area as well as the speaker platform. The audience should have an unobstructed view of the raised speaker platform and projection screen. In addition to a projection booth, a quality sound system, projection screen, and lighted podium are also considered standard. Seating should include retractable desktops for note taking. The auditorium should be designed to

accommodate the maximum class load plus an additional seating capacity of 20 percent for staff, distinguished visitors, and other invited groups. See Table 1.4 in **Facility Class** for auditorium space standards.

**1.3.1.3. Projection/Audiovisual Booth.** EPME facilities use high- technology projection equipment to enhance student learning. This is typically designed to accommodate rear-screen projection (optional), securable storage for high-value equipment, and adequate shelving for audiovisual tapes, supplies, etc. Additional equipment usually includes video projectors, cameras, computers, CCTV capability, wireless microphones, speakers, and teleconferencing equipment. For planning purposes, the average net area is 23 m<sup>2</sup> (250 ft<sup>2</sup>).

**1.3.1.4. Guest Speaker/ Distinguished Visitor (DV) Waiting Room.** Provide a comfortable, private area for guest speakers to perform last minute preparations and relax prior to their presentations. Ensure this area presents a professional appearance. These areas should normally include CCTV and phone service. For planning purposes, the average net area is 14 m<sup>2</sup> (150 ft<sup>2</sup>).

**1.3.1.5. Learning Resource Center.** This area usually includes the school library, computer work stations, videotape review stations, and research space. It is also wired for LAN connectivity. Some locations, such as the Senior Noncommissioned Officer Academy (SNCOA), may require additional space for dedicated computer laboratories. Also, it is not essential that this space be all in one room. Although planned workstation requirements vary, calculate the net area on the basis of 37 m<sup>2</sup> (400 ft<sup>2</sup>) plus 9.3 m<sup>2</sup> (100 ft<sup>2</sup>) for each seminar greater than four (e.g., a six-seminar school would earn 55.6 m<sup>2</sup> [600 ft<sup>2</sup>]).

**1.3.2. Interaction Areas.** These areas are important for student social interaction and the display of unique accomplishments of distinguished airmen. These essential attributes support the mission requirement to inspire commitment to the profession of arms.

**1.3.2.1. Heritage Room.** Provides important pictorial and static displays of unique enlisted contributions to airpower as well as locally-significant historical information. Include space to allow display case access, etc. This room ties directly to the effective educational goal regarding commitment to the profession of arms. The area should occupy a significant, highly visible space. For planning purposes, the average net area is 23 m<sup>2</sup> (250 ft<sup>2</sup>).

**1.3.2.2. Student Lounge.** This lounge should provide a comfortable, attractive setting for student interaction. In addition to serving as a student break area, this area is commonly used for events such as course icebreakers and pre-graduation socials. The lounge should include a sink and space for a refrigerator and microwave. It should also be wired for CCTV. Minimum net area is 11.6 m<sup>2</sup> (125 ft<sup>2</sup>) per seminar (this roughly equates to one-fourth the area of the classrooms).

**1.3.3. Administrative Areas.** These areas provide for personnel administration activities and student educational support services, as well as a receiving area for new

students and visitors.

1.3.3.1. **Reception Area.** This high-visibility area is the first part of the EPME center visited by most students, guests, and DVs. This area should establish the professional tone for the entire facility. Ideally, it is located near the facility entrance, but if this is not practical or possible, it should be located near the command section. For planning purposes, the average net area is 13.9 m<sup>2</sup> (150 ft<sup>2</sup>).

1.3.3.2. **Administrative Area.** In addition to supporting the administrative staff, this area should accommodate high traffic and be designed with enough open space to allow easy access to support equipment. It should be sized to accommodate typical support equipment such as file cabinets, FAX machines, copiers, etc. See **Facility Class 6** for administrative space standards.

1.3.3.3. **Student Service Area.** Ideally, this area is located in conjunction with the Administrative Area, and designed to provide necessary space for student processing and customer service. For planning purposes, the average net area is 9.3 m<sup>2</sup> (100 ft<sup>2</sup>) plus 2.3 m<sup>2</sup> (25 ft<sup>2</sup>) for each seminar greater than four (e.g., an eight-seminar school would earn 19 m<sup>2</sup> [200 ft<sup>2</sup>]).

1.3.3.4. **Commandant/Program Manager's Office.** This office should present a professional appearance and reflect the importance of this enlisted position. Furnishings typically include a conference table for small group consultations as well as hosting of dignitaries. This office is a C size office (13.94 m<sup>2</sup> /150 ft<sup>2</sup>).

1.3.3.5. **Director Offices.** Larger PME operations include a Director of Operations and a Director of Resources. The nature of these functions dictates a private office of sufficient size for small group work, peer discussions, school management activities, and subordinate as well as student counseling. This office is a D size office (11.15 m<sup>2</sup> /120 ft<sup>2</sup>).

1.3.3.6. **Instructor Offices.** These should be of sufficient size and privacy to provide for student counseling sessions, one-on-one instructor training, storage of research/lesson support materials, computer stations, and seating for two (counseling/consultation). Where separate locker rooms cannot be provided, adequate space for uniform storage/changing should be included in the office space. Ideally, these offices should be as close to classrooms as possible. This office is an E size office (7.43 m<sup>2</sup> /80 ft<sup>2</sup>).

1.3.3.7. **Instructor Lounge.** This area supports the staff and instructors as a private break/discussion area. The lounge should provide a comfortable, attractive setting for staff interaction and include a sink and space for a refrigerator and microwave oven. It should also be wired for CCTV. See Table 6.3 in **Facility Class 6** for break room/lounge space standards.

1.3.3.8. **Computer/Test Analysis Room.** This securable area provides room for storage of sensitive test items and computerized workstations including scanner equipment and printers. For planning purposes, the average net area is 17 m<sup>2</sup> (180 ft<sup>2</sup>).

1.3.3.9. **Conference Room.** Schools of four seminars or larger require a conference room. These rooms are typically equipped with a large CCTV monitor, podium, projection equipment, computer station, variable lighting, and some type of separate sound system. These areas are used to host internal and outside conferences, as well as conduct continued in-service faculty training. See Table 6.4 in **Facility Class 6** for conference room space standards. Provide 15 percent overflow seating for visitors.

1.3.3.10. **Locker Rooms.** This is a highly desirable option where possible. Instructor-led and supervised physical fitness programs require regular use of changing/shower facilities for the faculty. This area supports those requirements, and is especially important where fitness center facilities are not in close proximity to the school. If possible, shower capability should be included. Minimum size should be based on size and demographics of staff.

1.4. **Dimensions.** See paragraph 1.3 and **Facility Class 6** of this Manual.

1.5. **Design Considerations.**

1.5.1. An EPME center requires one or more adjoining outdoor areas for the following described activities. The areas are identified by Training Area (**CATCODE 939449**).

1.5.1.1. One outdoor area supports the physical fitness program prescribed by the particular PME level, which usually involves various activities such as volleyball and aerobic activity. The required size of the area varies according to the size of the student body and program schedules; a typical area for 30 students contains about 470 m<sup>2</sup> (560 yd<sup>2</sup>). Indoor physical conditioning is conducted in the base gymnasium.

1.5.1.2. An outdoor formation area with access to a stationary flag pole and room for open ranks inspections of students is necessary to support program requirements. Size should be based on the size of the student body.

1.5.1.3. Classrooms and study areas require protection from outside noise so that a proper learning environment is maintained. Consider this requirement in the facility design and location and in the control of the surrounding activities.

1.5.2. **Dormitory Requirements.** Base the design, construction, and renovation of dormitories on existing criteria. Most EPME housing (i.e., Noncommissioned Officer Academy [NCOA] and SNCOA) is supported exclusively as dedicated transient VA Lodging operated by the host base Services Squadron. Whenever practical, students should be housed as close to the PME academic facility as possible.

**Table 1. Functional Space Requirements for PME Facilities.**

Area	Net Building Area m <sup>2</sup> (ft <sup>2</sup> )	Additive Net Area	Comments
Education Areas			
Seminar Rooms			See Table 1.4
Auditorium <sub>1</sub>			See Table 1.4

Projection/Audiovisual Booth	23 m <sup>2</sup> (250 ft <sup>2</sup> )		
Guest Speaker/DV Waiting Lounge	14 m <sup>2</sup> (150 ft <sup>2</sup> )		
Learning Resource Center	37 m <sup>2</sup> (400 ft <sup>2</sup> )	+9.3 m <sup>2</sup> (100 ft <sup>2</sup> ) per each additional seminar over four	
Interaction Areas			
Heritage Room	23 m <sup>2</sup> (250 ft <sup>2</sup> )		
Student Lounge	11.6 m <sup>2</sup> (125 ft <sup>2</sup> )		
Administrative Areas			
Reception Area	14 m <sup>2</sup> (150 ft <sup>2</sup> )		
Administrative Area <sup>1</sup>	5.95/Person (64/Person)		
Student Service Area	9.3 m <sup>2</sup> (100 ft <sup>2</sup> )	+ 2.3 m <sup>2</sup> (25 ft <sup>2</sup> ) per each additional seminar over four	
Commandant/Program Manager's Office <sup>2</sup>	13.94 m <sup>2</sup> (150 ft <sup>2</sup> ) Type C office		Privacy required
Director Offices <sup>2</sup>	11.15 m <sup>2</sup> (120 ft <sup>2</sup> ) Type D office		Privacy required
Instructor Offices <sup>2, 3</sup>	7.43 m <sup>2</sup> (80 ft <sup>2</sup> ) Type E office		Privacy required
Instructor Lounge <sup>3, 1</sup>			
Computer/Test Analysis Room	17 m <sup>2</sup> (180 ft <sup>2</sup> )		Securable
Conference Room <sup>2, 1</sup>		+15% for visitors	Usually required for schools of four seminars or more
Locker Room	no set limit; base on staff size		

**NOTES:**

1. See Facility Class 6, Tables 1.3 and 1.4.
2. Refer to Facility Class 6 of this Manual for approved office types and sizes.
3. Number of personnel requires user justification.