

**SERIES 600
ADMINISTRATIVE FACILITIES**

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610 ADMINISTRATIVE BUILDINGS

610-1 These are headquarters and office-type buildings accommodating administrative and professional activities, business and data-processing machines, records, files, and administrative supplies for normal operations. For bulk storage of administrative records and supplies, see the 400 series.

610 10 ADMINISTRATIVE OFFICE (SF)

FAC 6100

BFR Required Y

Note: The following revised criteria have been updated on an interim basis to eliminate the inconsistencies and ambiguity of the previous criteria. A comprehensive revision is expected to be undertaken pending further study regarding potential Navy and Marine Corps space requirement reduction initiatives.

61010-1 **DEFINITION.** Administrative buildings accommodate the executive and staff functions of an installation, command, department, etc. The functions performed in an administrative office are primarily logistical and personnel management as distinguished from tactical and strategic activities. The latter would be performed in operational (e.g., OPCON) centers rather than administrative space. Administrative office space that is provided within non-administrative facilities such as shops, warehouses, recreational facilities, hospitals, schools, etc. for direct support thereof are planned under the category code of the primary facility. For example, space in a general warehouse that may be partitioned off and assigned to the shipping clerk for administrative duties associated with that particular warehouse is planned as warehouse space (Category Code 442-10). Space allowances for such administrative functions, however, shall conform to the criteria provided for Category Code 610-10.

61010-2 **BASIC PLANNING FACTORS.** The basic planning factors to be utilized for an administrative office per building occupant engaged in the administrative function are as follows:

- The gross floor area allowance per person shall not exceed 162.5 square feet.
- All administrative support spaces (e.g. conference rooms, file storage areas, printing/copying areas, etc.) are INCLUDED in the gross floor area allowance. It should be noted that additional or excessive administrative support spaces will leave less space available for other administrative uses.

The guidelines below are for **design purposes only**, and shall not be used in the development of the BFR:

Assignment	Maximum Allowance Square Feet Per Person
1. Installation commanders; heads of: directorates, major separate activity commands, general and special staff agencies; hospital commanders; executive assistants on the Executive Schedule or equivalent	400
2. Rear admiral; chief of staff; division heads on the Executive Schedule or brigadier general and above; deputies to positions in assignment 1; executive assistants on the Executive Schedule	300
3. Navy captain; regimental commanders; division heads in grades GS-15 or GS-14; colonel in comparable positions to assignment 2; technical or scientific specialists on the Executive Schedule and above requiring private offices	200
4. Commanders and lieutenant colonels; battalion commander; division and branch heads requiring private offices; grade GS-13 technical or scientific specialists requiring private offices; grades GS-15 and GS-14	150
5. Branch heads requiring private offices; GS-12 or Lt. Commander/major and below; company commanders; technical or scientific specialists below grade GS-13 requiring private offices; administrative personnel requiring private offices	100

OPEN OFFICE—NET OFFICE FLOOR AREA SPACE ALLOWANCE

Assignment	Maximum Allowance Square Feet Per Person
1. Unit supervisors in grades GS-9, E8, W0, 01 or above who supervise six or more employees	110
2. Professional and administrative personnel in grades GS-7, E8, W0, 01, or above; unit supervisors in grades GS-8, E7, or below, who supervise six or more employees	90
3. Stenographic and clerical position	60

610 30 CLASSIFIED MATTER INCINERATOR/SHREDDER AND BLDG. (SF)

FAC 6100
BFR Required Y

61030-1 No planning factors are available. Provide facilities as required.

610 40 LEGAL SERVICES FACILITY (SF)**FAC 6100****BFR Required Y**

61040-1 **DESCRIPTION.** Defense Service Offices (DSO), Regional Legal Service Offices (RLSO), Judiciary Offices, and Claims Centers provide comprehensive legal services to command and individual clients. These services include safe and secure trials by court-martial, administrative discharge proceedings and other personnel actions, adjudication of claims, legal assistance, and command advice. Properly designed and constructed, DSO/RLSO/Judiciary/Claims facilities emphasize the Navy's commitment to the administration of local, state, federal, and international law, improve the client's perception of the services provided by Navy legal personnel and allow for the most efficient provision of legal services.

61040-2 Generally, the space requirements for a DSO/RLSO/Judiciary Office/Claims Office relate to the following six functions:

1. Military Justice
2. Command Services
3. Claims
4. Legal Assistance
5. Unit Administration
6. Law Library

61040-3 Some of the space requirements can be derived from administrative space criteria, Category Code 610-10. DSOs/RLSOs/Judiciary Offices/Claims Offices, however, present a unique set of spatial constraints which must be recognized during the facility planning and design stages. These constraints include:

61040-3.1 The physical separation of the RLSO/trial counsel (prosecution, including appellate counsel), DSO/defense counsel (including appellate counsel), and judiciary (judge) spaces;

61040-3.2 Separate waiting areas for individuals waiting to be interviewed by trial and defense counsel and other clients not involved in military justice matters;

61040-3.3 Private offices for attorneys who must form attorney-client relationships which involve protected communications;

61040-3.4 Safe and secure courtrooms/courthouses where highly charged military justice proceedings routinely occur and the potential for violence is great and the deterrence, detection and limitation of risk are paramount. Courtroom spaces must be designed to include metal detection equipment, private points of entry for various personnel and other security measures addressed in COMNAVLEGSVCCOMINST 5530.2 series;

61040-3.3 Sufficient library space to allow for the continuous expansion of bound legal precedents and other legal materials.

61040-4 Table 61040-1 delineates the functional elements of a DSO/ RLSO/Judiciary Office/Claims Office, provides planning factors, and comments on special requirements applicable to the individual elements. For the convenience of facility planners, Table 61040-1 has been designed to reflect the entire DSO/ RLSO/Judiciary Office/Claims Office operation. It may be used to calculate space requirements for the entire operation or for any of the individual components. DSO/RLSO/Judiciary Office/Claims Office facilities are planned and reported under Category Code 610 40.

Table 61040-1. Space Allowance for Legal Services Facilities

Type of Space	Allowances in NET SF (NSF)	Note
1. Unit Administration		
CO,XO, Senior Enlisted Advisor		1
Secretarial Staff	Use 610-10 Detailed Criteria	
Administrative Staff		2
Conference/Training Room	Small Activity-----1 ea 500 NSF Medium Activity----2 ea 500 NSF Large Activity-----1 ea 500 NSF -----1 ea 900 NSF	
Data Processing Space	Based on equipment sizes	
2. Legal Assistance		
Legal Officers	150 NSF per counsel	1
Paralegals	110 NSF per person	
Staff	Use 610-10 Detailed Criteria	2
Waiting Room	9 NSF per occupant	3
Will Execution Room	100 NSF	8
3. Claims		
Legal Officers	150 NSF per counsel	1
Paralegals	110 NSF per person	
Staff	Use 610-10 Detailed Criteria	
Files	7 NSF per legal cabinet	
Archives	Small Activity-----150 NSF Medium Activity----200 NSF Large Activity-----400 NSF	
4. Law Library		
Stack Area	6.6 NSF per 100 volumes	
Work Area	25 NSF per person	
Staff	10% of stack plus reading areas	
Expansion	120 NSF	

Type of Space	Allowances in NET SF (NSF)	Note
5. <u>Military Justice</u>		
Courtrooms		
Trial by Court Members	1,500 NSF	4
Trial by Judge	900 NSF	4
6. <u>Support Spaces</u>		
Judges Chamber	200 NSF (one per judge)	
Deliberation Room	300 NSF	5
Witness Room	100 NSF (two per courtroom)	
Trial Counsel Spaces	150 NSF per Counsel	1, 6
Trial Counsel Waiting Area	9 NSF per Occupant	6
Defense Counsel Spaces	150 NSF per Counsel	1,6
Defense Counsel Waiting Area	9 NSF per Occupant	6
Detention Room	48 NSF (with W/C and Lavatory)	6
Court Reporter	150 NSF	1, 7
Paralegals	110 NSF	
Clerks	60 NSF	
ACDUTRA Counsel/IMC Spaces	110 NSF per Counsel	
Secure Storage	100 NSF	

NOTES:

1. Private offices required
2. Private offices for staff must be individually justified.
3. Locate waiting room to serve both legal assistance and claims sections
4. Provide one courtroom for each judge, if only one courtroom is required, plan for trial by court member. If two or more are required, plan for a 1 to 1 mix of courtroom types. Provide space for 40 to 50 spectators for trial by court member type courtroom and 20 to 25 spectators for trail by judge type.
5. Provide one deliberation room with separate and integral toilet facilities for each trail by court member courtroom.
6. Plan for a minimum of two defense and trail counsel offices with separate waiting rooms and detention room as part of defense counsel spaces. It is mandatory that defense and trail counsel spaces are separated to insure confidentiality of internal proceedings.
7. If space for more than one recorder or transcriber is required, plan for general office space with acoustically treated partitioning.
8. Provide for medium and large facility.

61040-5 To obtain gross floor area, add net areas and multiply by 1.50.

61040-6 As a general rule, legal service facilities will be categorized in one of three types: small facility (with approximately 30 personnel), medium facility (approximately 45 personnel), or large facility (approximately 135 personnel).

MARINE CORPS FACILITIES

61040-7 The Marine Corps has specific requirements for courtroom facilities at certain locations. This facility provides space for the courtroom and immediately adjacent space for trial proceedings. The basic allowance provides for the following: courtroom proper, prosecution counsel, prosecution witness, defense counsel, defense witness, court reporter, judge’s office, holding room, lobby, janitor, men’s toilet, women’s toilet and a single occupancy toilet.

61040-8 There are two facility types:

- **Type A** (large facility) - 4,440 gross sq ft (60' x 74'). The courtroom proper is 1,512 net sq ft (42' x 36') with provisions for trial by trial board members. In addition to the basic functional elements it includes a deliberation room.
- **Type B** (small facility) - 3,213 gross sq ft (51' x 63'). The courtroom proper is 825 net sq ft (30' x 27.5') with the basic functional elements as described above.

Table 61040-2. Marine Corps Requirements

Type of Function	Number of Type A Facilities	Number of Type B Facilities	Remarks
M.C.B	1	1	Camp Pendleton requires two Type B facilities.
M.C.R.D.	1	1	
M.C.L.B.	1	1	
M.C.A.S	1	0	New River requires a Type a facility. None at Tustin. 1 st MarBrig is serviced by M.C.A.S. Kaneohe.
COMCABS EAST/WEST	1	1	3 rd Div. Requires 3 type A and 3 type B facilities
FMF (Div.)	1	2	
FMF (Wing)	1	1	
Force Troops	1	1	Force Service Support Group (F55G) is serviced by the Marine Corps air Ground Combat Center (MCAGCC).

610 50 AUSTERE ADMINISTRATIVE FACILITY (SF)

Facility planning criteria related to Austere Administrative Facilities can be found in UFC 2-000-05N - Appendix F “Austere Facilities (Navy)”, located at http://www.wbdg.org/ccb/DOD/UFC/ufc_2_000_05n_appendixf.pdf

610 70 DIVISION/WING HEADQUARTERS, MARINE CORPS (SF)**FAC 6100****BFR Required Y**

61070-1 This category code is for a Fleet Marine Force (FMF) facility and provides the necessary administrative space to conduct the day-to-day operations of a Marine Division Headquarters or a Marine Aircraft Wing Headquarters. Determine requirements using the criteria for Category Code 610-10.

610 71 REGIMENTAL/GROUP HEADQUARTERS, MARINE CORPS (SF)**FAC 6102****BFR Required Y**

61071-1 This category code is for a Fleet Marine Force (FMF) facility and provides the necessary administrative space to conduct the day-to-day operations of a Marine Regimental Headquarters or a Marine Aircraft Group Headquarters. Determine requirements using the criteria for Category Code 610-10.

610 72 BATTALION/SQUADRON HEADQUARTERS, MARINE CORPS (SF)**FAC 6102****BFR Required Y**

61072-1 This category code is for a Fleet Marine Force (FMF) facility and provides the necessary administrative space to conduct the day-to-day operations of a Marine Battalion or a Squadron Headquarters. Squadron administrative facilities are often provided within the organizational maintenance hangar (Category Code 211 05) and in such cases are not authorized under this category code. Determine requirements using the criteria for Category Code 610-10.

610 73 COMPANY/BATTERY HEADQUARTERS, MARINE CORPS (SF)**FAC 6101****BFR Required Y**

61073-1 The category code is for a Fleet Marine Force (FMF) facility and is intended for those FMF units of company or battery size which require separate administrative facilities. Requirements for company or battery administrative functions are often included as part of other facilities such as bachelor enlisted quarters. Determine requirements using the criteria for Category Code 610-10.

610 74 GARRISON AID STATION, MARINE CORPS (SF)**FAC 6102****BFR Required Y**

61074-1 DEFINITION. A Garrison Aid Station provides medical care at the local level for the Marine Corps and generally will be collocated with the Battalion and Regimental Headquarters facilities. The functions performed in this facility are both administrative and clinical in nature which requires space for the medical personnel assigned at the battalion, squadron, group, and regimental levels to work and space for medical file storage. Due to the functions performed at a Garrison Aid Station, it is vital to distinguish these areas from the rest of the Battalion/Squadron and Regimental /Group Headquarters facilities. This will allow for proper reporting and oversight of these facilities.

It should be noted that Garrison Aid Stations do not take the place of clinics maintained by BUMED, but rather provide the first echelon of basic medical care in a fixed facility. Access to higher echelons of care (that includes laboratory, radiological, or surgical services) shall be provided at BUMED facilities versus the facility detailed here.

The Garrison Aid Station spaces may be divided up into four basic categories:

- Reception Area/Admin Area/Medical Records & Medical History Area
- Patient Areas
- Clinic Support
- Deployment Storage

61074-2 REQUIREMENTS COMPUTATION. Table 61074-1 provides space allowances or other planning guidance to calculate the facility requirements for the above components of a Garrison Aid Station.

Table 61074-1. Space Allowances for Garrison Aid Stations

Type of Space	Allowances	Notes
<i>Reception Area/Admin Area/Medical Records & Medical History Area</i>		
Reception Desk	60 NSF per workspace	
Waiting & Form Writing	10 NSF per patient	
History Station	40 NSF per station	
Medical Officer (MO) Office	100 NSF per workspace	1
Independent Duty Corpsman Office (IDC)	65 NSF per workspace	
Administrative Support Space		
Office Equipment (Xerox, Fax, etc.)	45 NSF average	2
Computer Support	60 NSF average	2

Type of Space	Allowances	Notes
Records Storage, Movable	25 NSF average	2
Records Workroom	<ul style="list-style-type: none"> • 200 NSF for up to a battalion of 800 Marines • 25 NSF for up to an additional 100 Marines 	
Reference Bookshelves	8 NSF per bookshelf	
Restrooms	25 NSF per Exam Room	3
Patient Areas		
Exam Room	100 NSF per physician	4
Treatment Room	150 NSF	5
Nourishment Center	100 NSF	5
Clinic Support		
Clean Utility	120 NSF	
Soiled Utility	90 NSF	
Equipment Storage (blood pressure cuffs, carts, monitors, spare exam items, sterilizer, open boxes of supplies, etc.)	100 NSF average	2
Janitor closet	50 NSF	
Low Volume Pharmacy	50 NSF	6
Deployment Storage		
Deployment Storage	1,000 NSF	

NOTES:

1. The MO office should be a private office. For O-5 and above, increase by 50 NSF. The IDC workspaces should be shared semiprivate office spaces.
2. The NSF given is an average. If the actual equipment or amount of space required is known and approved for use within the GAS, then use the actual space requirements. Medical records must be stored in locked containers and the record room must be secured by lock. Computer access to network is required; use network support spaces of 60 NSF when needed.
3. A minimum of two private restrooms (25 NSF each) to include toilet, sink, with an additional 25 NSF restroom space for each exam room above two. Sinks shall have hot and cold running water.
4. An exam room is built for privacy and consists of an exam table, exam table paper, wall mounted oto/opthalmoscope, exam light, woods lamp, supply cabinet, exam stool, exam room desk, and access to an additional sink with hot & cold running water outside those in the restrooms. The additional sink is needed to provide the clinic staff with a way to perform proper hand cleansing following exposure to "dirty" procedures.
5. A treatment room is used for first aid performed by support staff. A Nourishment center is treatment for dehydration or blood-sugar treatment.
6. The low volume pharmacy includes both dispensing and storage functions. Controlled substances must be stored within a locked storage container and the pharmacy room must be secured by a lock.

61074-3 GROSS FLOOR AREA. To compute gross floor area, the net floor area should be multiplied by an adjustment factor to compensate for common circulation, Americans with Disabilities Act (ADA) requirements, mechanical equipment spaces, NMCI equipment racks, and wall thicknesses. This factor ranges from 1.25 for efficiently laid out buildings to 1.50 for buildings with less efficient layouts or having some unusual constraints. The adjustment factor of 1.50 shall be the maximum allowable to determine gross floor area. Floors shall be durable and easily cleaned to maintain sanitary conditions—do not use carpeting in patient areas.

610 77 ADMIN STORAGE (READY ISSUE/SHOP STORES/MISC.) (SF)

FAC 6100
BFR Required Y

61077-1 Storage facilities for miscellaneous equipment or goods related to administrative facility support will be provided only where it can be individually justified. There are no criteria for this type of facility. General information on normal stacking heights, SF per measurement ton requirements, and other parameters are provided in Category Code 440 series.

620 ADMINISTRATIVE FACILITIES – UNDERGROUND

Criteria for the 620 series category codes are identical to Category Codes 610 10, 610 20 and 610 77, respectively. Plan only where authorized by higher headquarters.

620 10 UNDERGROUND ADMINISTRATIVE FACILITY (SF)

FAC 6200
BFR Required Y

620 20 UNDERGROUND DATA PROCESSING CENTER (SF) – Deleted Oct 2011

FAC 6200
BFR Required Y

620 77 UNDERGROUND ADMIN STORAGE (READY ISSUE/SHOP STORES/MISC.) (SF)

FAC 6200
BFR Required Y

690 OTHER ADMINISTRATIVE FACILITIES

No planning factors are available for the 690 series. Provide facilities as required.

690 10 FLAGPOLE / MARKER (EA)

FAC 6900

BFR Required N

690 15 SALUTING BATTERY GUN MOUNT (EA)

FAC 6900

BFR Required N

690 25 REVIEWING STAND (EA)

FAC 6900

BFR Required N

690 30 CLASSIFIED MATERIAL INCINERATOR / SHREDDER (NO BUILDING) (EA)

FAC 6900

BFR Required N