

Post Office. FAC: 7344

CATCODE: 730443

OPR: SAF/CIO A6

OCR: N/A

1.1. **Description.** The Post Office requires space for a lobby, postal finance section, mail processing area, postal directory section, accountable mail area, registered mail section, postal administration, postal supply storage, and custodian of postal effects (COPE) areas. Make a separate space allocation for non-postal administrative functions and for storage of non-postal supplies and equipment.

1.2. **Requirements Determination.** Criteria, Applicability and Justification:

1.2.1. See DoDD 5101.11, *DoD Executive Agent for the Military Postal Service (MPS)*.

1.2.2. Space criteria shown in **Table 1.1** represent the basic central post office gross area and provide general guidance. Additional space may be provided if a central post office serves specialized functions, such as:

1.2.2.1. Major and subordinate headquarters, commands, personnel centers, training centers, military service schools, hospitals, supply depots, or other high volume mailers;

1.2.2.2. Activities generating a high volume of accountable mail that requires secure overnight storage;

1.2.2.3. Postal Directory;

1.2.2.4. Nonresident schools;

1.2.2.5. Carrier delivery to family housing units; and

1.2.2.6. Self Service Postal Units installed within the lobby of the facility.

1.2.3. **Special Features:**

1.2.3.1. Each postal facility requires sufficient docking space defined as a docking platform or ramp providing adequate area for the maneuvering of two trucks at one time for postal facilities with a direct support mission and three trucks at one time for postal facilities with a general support mission. However, when docking space is not available, make maximum utilization of conveyer systems. Loading docks require sufficient overhang of room to permit loading and off-loading of mail without its being exposed to inclement weather.

1.2.3.2. Each postal facility requires toilet facilities or access to toilet facilities in the same building for both sexes. Provide both hot and cold water.

1.2.3.3. Install Intrusion Alarm Devices (IAD) in postal facilities that are not operational on a 24-hour basis.

1.2.3.4. Postal facilities require adequate parking space for customer parking and unit mail clerks' vehicles. Limited parking space may create traffic

problems and mail processing delays.

1.2.3.5. Equip postal facilities with open counters to afford a more pleasant and efficient working environment. Construct the postal finance service counters in modules that have adequate space for postal equipment, expendable postal supplies, and separate, lockable cash drawers for USPS stamp funds and money order funds.

1.2.4. Installation population is the unit of measure for CONUS/overseas direct support post offices. The number of personnel receiving general support is the unit of measure for overseas postal facilities with a general support mission (Air Mail Terminals, etc.).

1.3. Scope Determination.

1.3.1. Space allowances for central post offices are given in **Table 1.1**. Space for general support facilities is 1.9 m² (20 ft.²) net floor space for every 1,000 personnel receiving general support. Allocate the space as follows:

1.3.1.1. Mail Processing Section: 1.4 m² (15 ft.²) per 1,000 population: and

1.3.1.2. Registry Section: 0.5 m² (5 ft.²) per 1,000 population.

1.3.2. See **Table 1.1** for space criteria for Military Postal Finance Units or Sections.

1.3.3. Branch post offices, not exceeding 139 m² (1,500 ft.²) gross area, may be provided as required at large military installations to serve concentrations of personnel when service from the central post office is impractical.

1.4. Dimensions. See **Table 1.1** and **1.2**.

1.5. Design Considerations.

1.5.1. Allocate additional space for non-postal supplies and equipment. The space criteria for "postal supply" applies only to storage space for United States Postal Service (USPS) supplies, which include expendable and non-expendable items required to be on hand at military post offices (MPO) for their operation.

1.5.2. Make a separate space allocation for non-postal administrative functions. The space criteria for "postal administration" apply only to daily postal operations such as claims, complaints, and compiling reports.

1.5.3. Base the space criteria for a COPE section on the total population served by all postal facilities operated under the COPEs supervision. Deduct space allocation for a COPE section from the mail processing section of postal facilities serving a population of 2,500 or more.

1.5.4. Base postal Finance section or unit space allocations on the number of postal finance clerks required to meet the customer workload. Data included in space computations for a postal finance section or unit applies to (a) customer service lobby, (b) postal finance, (c) mail holding area, and (d) postal administration.

1.5.5. Postal Service Centers (PSC) may be combined with, or separate from, a

central or branch post office. Base space criteria for PSCs on a combination of population served and the number of receptacles installed (**Table 1.1**). When the PSC is combined with a central or branch post office, add the additional authorized space to the gross area figures shown. At CONUS installations, the number of receptacles may not exceed the number of assigned PCS unmarried military, unaccompanied married military, and civilian personnel on TDY status, multiplied by a factor of 1.25. At overseas locations, use the number of assigned PCS military and civilian personnel multiplied by a factor of 1.25. The above factors compensate for the vacancy period required before reassigning a receptacle.

1.5.6. Enclose the registry section in a separate room or wire mesh cage to provide security against unauthorized entry.

1.5.7. Waiver Process, Coordination and Sources of Information. Determinations of specific total requirements and space provisions for specialized functions, as listed in **paragraph 1.2.** through **1.5.6** above, should be coordinated with the USPS Regional Postmaster General. Coordination should occur during the initial planning stage and annotated on the project DD Form 1391.

1.5.8. Air Force Courier Station.

1.5.8.1. The station supports operations of the Armed Forces Courier Service and is provided at locations designated by the service. Stations are generally located where large amounts of courier material and cryptographic supplies and equipment are received for movement to and from overseas, or where supplies and equipment are generated or stored. The facility contains an administrative area, a vault, and, where needed, a loading platform. Provide vault security features as required.

1.5.8.2. The station is preferably located in Air Freight Terminal (**CATCODE 141782**). This consolidates interfacing functions, facilitates material handling, and reduces security hazards.

1.5.8.3. Due to the limited number of stations required, a separate category code has not been established. Since the activity is associated with Air Force, the space is properly reported as Air Force Headquarters (**CATCODE 610282**). The vault is designated as administrative special purpose space.

Table 1.1. Space Allowances for Post Offices.

Installation Population ¹	Air Post Office Central Post Office		Postal Service Center ² Per Receptacle Area			
	Gross Area ³		CONUS ⁴		Overseas ⁵	
	m ²	ft ²	m ²	ft ²	m ²	ft ²
Up to 500	37	400	0.06	0.6	0.06	0.6
501 to 1,000	56	600	0.06	0.6	0.06	0.6
1,001 to 2,500	163	1,755	0.06	0.6	0.05	0.5
2,501 to 4,500	272	2,925	0.06	0.6	0.05	0.5

4,501 to 7,500	418	4,500	0.06	0.6	0.04	0.45
7,501 to 11,500	588	6,325	0.06	0.6	0.037	0.4
11,501 to 16,500	766	8,250	0.06	0.6	0.037	0.4
16,501 to 22,500	941	10,125	0.06	0.6	0.037	0.4
22,501 to 28,500	1,160	12,525	0.06	0.6	0.037	0.4
28,501 to 34,500	1,390	14,925	0.06	0.6	0.037	0.4
34,501 to 40,500	1,610	17,325	0.06	0.6	0.037	0.4
40,501 to 46,500	1,830	19,725	0.06	0.6	0.037	0.4
46,501 to 52,500	2,060	22,125	0.06	0.6	0.037	0.4
52,501 to 58,500	2,280	24,525	0.06	0.6	0.037	0.4

NOTES:

1. Installation population is defined as active duty military personnel assigned to the military installation in the CONUS and active duty military personnel, including dependents, and civilian employees served by the overseas post office providing direct support.
2. A PSC may be provided, when justified, for individual post office receptacle holders to pick up mail instead of bulk distribution to the various elements on a military installation.
3. Add mechanical equipment room space and loading platforms to the gross areas shown, as required, when determining a single gross area figure for each facility.
4. CONUS includes the 50 states and all other geographical areas in which the USPS operates.
5. Use 0.06 m² (0.60 ft²) gross area per receptacle when the PSC is geographically separated from the central post office.

Table 1.2. Space Allowances for Military Postal Finance Sections/Units.

Space	Number of Postal Finance Clerks											
	1		2		3		4		5		6	
	Net Area											
	m ²	ft ²	m ²	ft ²	m ²	ft ²	m ²	ft ²	m ²	ft ²	m ²	ft ²
Lobby	7	80	23	250	32	350	47	500	60	650	65	700
Postal Finance	9	100	19	200	28	300	37	400	47	500	56	600
Mail Holding Area	7	70	9	100	14	150	14	150	14	150	19	200
Postal Admin Area	0	0	0	0	7	75	7	75	7	75	7	75
Total Area	23	250	51	550	81	875	105	1,125	128	1,375	147	1,575