

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)

61010-1 **DEFINITION.** This facility accommodates the executive and staff functions of the station or of a particular department. 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 an operational facility for direct support thereof such as workshops, warehouses, recreational facilities, hospitals, schools and the like, 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, Code 442 10. Space allowances for such administrative functions, however, shall conform to the criteria given for Code 610 10.

61010-1.1 **Gross Floor/Building Area.** The total usable areas of all floors measured between the exterior faces of outside walls. It includes full areas of basements, on-grade and above grade floors, service and equipment rooms, boiler plant and heater rooms, mezzanines, penthouses, enclosed passages, and raised covered platforms. It also includes half areas of covered open porches, covered (but not enclosed) passages, and uncovered raised platforms. Excluded is all enclosed space with an average ceiling height of less than seven feet.

61010-1.2 **Net Floor Area.** The total gross floor area, less space taken up by outside walls, stair towers, elevator shafts, interior partitions, toilets, basements unsuited for office use, permanent hallways, elevator machinery, NMCI equipment racks, and machinery or equipment used for heating and/or ventilating the building.

61010-1.3 **Net Office Floor Area.** The net floor area less central files, storage, special purpose rooms, conference rooms, mail rooms, snack stands and miscellaneous rooms not used directly as office space.

61010-1.4 **Special Purpose Rooms.** Consists of auditoriums, training rooms, drafting rooms and rooms housing electronic data processing (ADP) equipment (Note: Category Code 610 20 is used when the requirement is for a Data Processing Center in lieu of an ADP support requirement integral to an administrative function). These rooms may be included in an administrative facility when justified by operational requirements. Justification for special

purpose rooms should include, except ADP rooms, the number of people that would normally utilize the room and the amount and size of the equipment in each room. For ADP rooms, as a general rule, the area should be three times the plan area of the equipment.

61010-2 **Basic Planning Factors.** The basic planning factors for an administrative office per building occupant engaged in the administrative function are as follows (to be utilized in the absence of definitive drawings or detailed planning):

61010-2.1 **Average Net Office Floor Area.** The average net office floor area per building occupant will not be less than 90 square feet and will not exceed 100 square feet.

61010-2.2 **Average Net Floor Area.** The average net floor area per building occupant will be not less than 130 square feet nor more than 145 square feet. The difference between net floor area and net office area is to provide space for special purpose rooms, conference rooms, local reproduction facilities, storage, snack stand and minor feeding service space, mail rooms, central files and rooms not used directly as office space.

61010-2.3 **Gross Floor Area.** The gross floor area (for BFR purposes) may be computed by either one of the two alternate methods:

- In the absence of detailed data or when close approximation to precise requirements is not considered necessary, the gross floor area should be computed based on 162.5 square feet per building occupant.
- If specific personnel data is available and more precise planning figures are desired, the detailed planning and programming factors, as given in the following section, should be used. However, the gross floor area per person should not exceed 162.5 square feet. Computations similar to the given example should accompany the BFR submittal. Due to the complexity of this task and the need for personnel data input, space requirement calculations utilizing this method should be performed by the activity in question.

Excluded from gross floor area are:

- Computer Processing center, as opposed to an ADP room. (Use Cat. Code 131 15, 131 17, or 143 40.)
- Command and control center. (Use Cat. Code 143 80.)
- Restaurants and other messing or dining facilities. (Use Cat. Codes 740 04, 740 26, 722 10 through 722 41, 724 30.)

- Communications center, telephone exchange. (Use Cat. Code 131 15 or 131 40).
- Clinic, outpatient. (Use Cat. Code 530 10.)
- Auditorium, when not an integral part of the administration functions. (Use Cat. Code 171 25.)
- Credit unions and banks. (Use Cat. Codes 740 19, 740 18.)
- Post Office. (Use Cat. Code 730 85.)
- Recreational library. (Use Cat. Code 740 76.)
- Family services, Red Cross/Navy Relief. (Use Cat. Codes 740 25, 740 12.)
- Printing plant, as opposed to local reproduction facilities. (Use Cat. Code 229 50.)

DETAILED PLANNING, PROGRAMMING (PCE), AND ASSET EVALUATION FACTORS

61010-3 The basic factors for detailed planning, programming, and for evaluating existing assets are set forth in the following section.

61010-4 Allowances provide space for furniture and equipment normally associated with the position and, in case of the open office space, includes a circulation or layout factor.

PRIVATE OFFICE—NET OFFICE FLOOR AREA SPACE ALLOWANCE

61010-5 Due to the wide variation in organizational structure within the Navy/Marine Corps, the position titles shown below will not be directly applicable in all cases. Consideration must be given to the entire organization structure involved and the relative relationship of positions within the organization.

61010-6 Planning of private offices in the assignment categories 3, 4, and 5 below will be based on demonstrated functional need, as well as a combination of rank/grade and position title.

61010-7 In buildings with fixed modular partition layouts, minimum necessary adjustments in private office sizes may be made.

61010-8 Private and semiprivate offices, which, due to operational needs, require additional space to adequately perform assigned duties may exceed the criteria on an

individual basis by not more than 15 percent. Such increases will not be added to the total authorized allowances but will be made by adjustment within the total area authorized.

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

MISCELLANEOUS SPACE ALLOWANCE

61010-9.1 **Administrative Support Space**

- **File Area.** An allowance of 6 square feet will be made per letter file cabinet, and 7 square feet per legal file cabinet. This will provide 4 foot work aisles where rows of filing cabinets face one another. A cross aisle of 3 feet should be planned every 25 feet, if the row of files is that long.
- **Office Equipment.** This category of space includes printers, copiers, shredders, fax machines, digital senders, and other similar equipment. The size is largely dependent on the number and types of machines used. Plotters should be considered in addition to the average square foot number used.

- **Safes.** The space required will be dependent on the size and number of safes required.

61010-9.2 **Conference Room.** Conference requirements must be carefully tailored to an organization's mission and experience, and then adjusted to take into consideration the availability of building conference facilities which can be shared. Based on the number of conferences, the following allowances should be made:

No. of Persons	Net Floor Area in Sq Ft
8	150
Up to 14	375
Up to 24	500

For larger meeting rooms, with row-type seating, an allowance of 150 square feet, plus 10 square feet per person to be seated should be authorized.

61010-9.3 **Reception Area.** Size will depend largely on the type and volume of visitor traffic. For planning purposes, desk space for a receptionist plus 10 square feet per person usually served may be used as a guide.

61010-9.4 **Drafting Room.** For planning purposes, 90 square feet per person may be used as a guide.

61010-9.5 **Coffee Mess / Vending Area.** For planning purposes, 60 square feet may be used as a guide.

61010-10 The space allowances listed for Private and Open Offices are not in addition to the maximum allowance of 100 square feet of net office floor area per building occupant but merely establish maximum space limits for certain administrative functions within total allowance.

61010-11 In all cases justification for an administrative project (except where a definitive drawing is available for a specific organization) will include the total number of personnel to be assigned office space and documentation of approved personnel allowances.

Example:

This is an example of a procedure that could be used for calculating administration space requirements by the Net Office Floor Area Method. The example is based on a hypothetical facility performing the functions of Director of Maintenance, Administration, Industrial Engineering, Operations, Production Planning and Control, and Quality Assurance. This facility requires private office space (P), general office space (G), and special purpose space (SP). Table 61010-1 represents a suggested worksheet and should be prepared as follows:

Step 1: Under the Description column, list all offices and special purpose spaces required.

Step 2: For each entry in the Description column record the number of employees (based on applicable staffing guides) under the proper section of "Justified Personnel" column. Table 61010-1 section (P) shows employees requiring private offices. Section (G) shows employees assigned to general office spaces.

Step 3: Compute the "Net Office Floor Area"— A (net) which is the number of employees, E (tot) occupying the (P) and (G) type spaces multiplied by 100 (maximum net office floor square footage per employee).

$$A \text{ (net)} = E \text{ (tot)} \times 100 \text{ (Sq Ft/Pers)}$$

$$\text{In this case: } A \text{ (net)} = (8 + 53) \times 100 = 61 \times 100 = 6,100 \text{ Sq Ft}$$

Before proceeding further it is important to note that a maximum constraint has now been established for total "Net Office Floor Area" space availability. Steps 4 through 6 indicate one possible approach to the subdivision of this space. Further note that one person (Technical Library-2f (1)) has not been included in Step 3. That individual and the associated space requirement is part of special purpose space requirement and, therefore, included as part of the average "Net Floor Area" space, not "Net Office Floor Area."

Step 4: Plan each private office listed by considering its functions and furnishings. Size the offices based on maximum guidelines provided in the Private Office part of the Detailed Planning Factors Section. Enter this figure in section (P) of "Net Office Space in Sq Ft" column. Use figures which reflect actual needs for each office. These usually will be less than the maximum allowance. Obtain total private office net space, A (priv), by adding individual requirements in column section (P).

Step 5: Calculate total general office space, A (gen), by subtracting the total private office space, A (priv), from the net office floor area, A (net).

$$A \text{ (gen)} = A \text{ (net)} - A \text{ (priv)}$$

$$\text{In this case: } A \text{ (gen)} = 6,100 - 990 = 5,110 \text{ Sq Ft}$$

Step 6: Determine the total number of employees assigned to general office space, E (gen). Calculate the portion of net general office space to be designated for each function by prorating the total areas available, A (gen), to the number of employees in that specific function, E (spec).

$$\text{Net Office Space} = A \text{ (gen)} \times \frac{\text{employees in specific functions}}{E \text{ (gen)}}$$

As an example, calculating net general office space for the Commodity Entry Area (Item 5b in Table 61010-1):

$$E \text{ (spec)} = 3; E \text{ (gen)} = 53, \text{ therefore:}$$

$$\text{CEA Office Space} = 5,110 \times 3/53 = 289 \text{ Sq. Ft.}$$

Tailor each space to the individual requirements for machines and equipment. Adjustments may be made up to 15 percent, however, they must be equalized by reductions in other functions since the net office areas, A (net), may not be exceeded.

Step 7: Calculate special purpose (SP) space requirements by using guidelines given in the text for administrative office criteria. Enter results in (SP) column.

Step 8: Obtain net floor area by adding net office area, A (net), and the sum of the special purpose areas.

In this case: A (net) = 6,100 Sq Ft; Spec. purpose areas = 2,610 Sq Ft.

Therefore, net floor area = 6,100 + 2,610 = 8,710 Sq Ft

Check: Total employees = 62

Maximum allowable net floor area = 145 Sq Ft/Employee

In this case: Total allowable net floor area = 62 x 145 = 8,990 Sq Ft. This indicates that the sum of detailed space allocations has not exceeded maximum allowable net floor area.

Gross Floor Area. To compute gross floor area, the net floor area should be multiplied by an adjustment factor to compensate for common circulation, mechanical equipment spaces, NMCI equipment racks, and wall thicknesses. This factor ranges from 1.12 for efficiently laid out buildings to 1.25 for buildings with less efficient layout or having some unusual constraints. The adjustment factor of 1.25 shall be the maximum allowable to determine gross floor area.

Table 61010-1. Administration Space Requirements

Description	Justified Personnel				Net Office Space in Sq. Ft.		(SP)
	Offices		(SP)	Total	Offices		
	(P)	(G)			(P)	(G)	
1. Director of Maintenance	1	-		1	160	-	
a. Deputy	1	-		1	130	-	
b. Secretary	1	-		1	100	-	
c. Technical Assistance	-	4		4	-	380	
d. Conference Room (17 pn)	-	-	-	-	-	-	240
2. Administration Manager	1	-		1	120	-	
a. Secretary	-	1		1	-	95	
b. Budget and Fiscal	-	2		2	-	190	
c. Commercial Services	-	2		2	-	190	
d. Mail and Records	-	2		2	-	190	
e. Personnel	-	1		1	-	100	
f. Reports and Statistics	-	1		1	-	100	
(1) Technical Library	-	-	1	1	-	-	250
3. Industrial Engineering Manager	1	-		1	120	-	
a. Secretary	-	1		1	-	95	
b. Methods and Standards	-	3		3	-	300	
c. Operations and Analysis	-	2		2	-	190	
d. Plant Processes and Layout	-	2		2	-	190	
e. Plant Services	-	2		2	-	190	
4. Operations Manager	1	-		1	120	-	
a. Secretary	-	1		1	-	95	
b. Conference Room (17 pn)	-	-	-	-	-	-	240
5. Production Planning & Control	1	-		1	120	-	
a. Secretary	-	1		1	-	95	
b. Commodity Entry Area	-	3		3	-	289	
c. Control	-	4		4	-	380	

d. Materials Control	-	3		3	-	300	
e. Planning and Scheduling	-	11		11	-	1,056	
6. Quality Assurance Manager	1	-		-	120	-	
a. Secretary	-	1		1	-	95	
b. Calibration	-	1		1	-	100	
c. Inspection	-	3		3	-	300	
d. Quality Control	-	2		2	-	190	
7. Misc. Special Purpose Rooms (No personnel assigned)	-	-	None	-	-	-	1,880
SUBTOTAL	8 E(priv)	53 E(gen)			990 A(priv)	5,110 A(gen)	
TOTAL	61 E (tot)		1	62	6,100 A (net)		2,610

610 20 AUTOMATIC DATA PROCESSING INSTALLATION (SF) – DELETED OCT 2011

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

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

610 40 LEGAL SERVICES FACILITY (SF)

61040-1 **DESCRIPTION.** Naval Legal Service Offices (NLSO), 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, NLSO/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 NLSO/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. NLSOs/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), NLSO/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 NLSO/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 NLSO/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. NLSO/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	
5. Military Justice		
Courtrooms		
Trial by Court Members	1,500 NSF	4
Trial by Judge	900 NSF	4
6. Support Spaces		
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 trial by judge type.
5. Provide one deliberation room with separate and integral toilet facilities for each trial by court member courtroom.
6. Plan for a minimum of two defense and trial counsel offices with separate waiting rooms and detention room as part of defense counsel spaces. It is mandatory that defense and trial 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.

Marine Corps Requirements

Type of Function	Number of Type A Fac	Number of Type B Fac	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 70 DIVISION/WING HEADQUARTERS, MARINE CORPS (SF)

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)

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)

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)

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)

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
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/ophthalmoscope, 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.

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)

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

620 10 UNDERGROUND ADMINISTRATIVE FACILITY (SF)

620 20 UNDERGROUND DATA PROCESSING CENTER (SF) –
DELETED OCT 2011

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

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

690 OTHER ADMINISTRATIVE FACILITIES

690 10 FLAGPOLE/MARKER (EA)

690 15 SALUTING BATTERY GUN MOUNT (EA)

690 25 REVIEWING STAND (EA)

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

No planning factors are available. Provide facilities as required.