

FACILITIES CRITERIA (FC)
FACILITY PLANNING FOR NAVY AND
MARINE CORPS SHORE INSTALLATIONS

Series 700: Housing and Community Facilities

Record of Changes:

Date	CCN #	CCN Title	Description of Change
30 Sept 2016	740 82	Golf Storage/Maintenance Facility	Added new Category Code for Golf storage and maintenance facilities
30 Sept 2016	740 80	Golf Clubhouse	Revised category code to reflect new category code 740 82
8 Feb 2018	711 20	Wherry Housing - Enlisted	Renamed Title to WHERRY HOUSING and consolidated 711 21-24 into 711 20, deleted 711 21-24
8 Feb 2018	711 25	Capehart Housing	Renamed title to CAPEHART HOUSING THRU O6, consolidated 711 26-28 into 711-25, deleted 711 26-28
8 Feb 2018	711 30	Fund Housing 1950-Thru-1969-Enlisted	Renamed Title to FAMILY HOUSING-ENLISTED-THRU-O6, consolidated 711 31-33 into 711 30, deleted 711 31-33
8 Feb 2018	711 34	Fund Housing 1950-Thru-1969 - O7-Thru-O10	Renamed title to FAMILY HOUSING-O7-THRU-O10
8 Feb 2018	711 35	Leased Housing - Enlisted	Renamed title to LEASED HOUSING THRU O6, consolidated 711 36-38 into 711 35, deleted 711 36-38
8 Feb 2018	711 40-43	Fund Housing	Consolidated into 711 30 and deleted
8 Feb 2018	711 44	Fund Housing Before-1950 -O7-Thru-O10	Consolidated into 711 34 and deleted
8 Feb 2018	711 45	Relocatable Housing - Enlisted	Renamed title to RELOCATABLE HOUSING
8 Feb 2018	711 46-49	Relocatable Housing (Various)	Consolidated into 711 45 and deleted
8 Feb 2018	711 50	Surplus-Commodity Housing - Enlisted	Renamed title to SURPLUS-COMMODITY HOUSING
8 Feb 2018	711 54	Surplus-Commodity Housing - O7-Thru-O10	Consolidated into 711 50 and deleted

Date	CCN #	CCN Title	Description of Change
8 Feb 2018	711 56-58	Foreign Source Housing, (Various)	Consolidated into 7C1 55 and deleted
8 Feb 2018	711 60	Inadequate Lanham Housing - P.L. 85-241	Consolidated into 711 30
8 Feb 2018	711 60-63	Inadequate Housing – (Various)	Deleted
8 Feb 2018	711 64	Wherry Housing – Un-acquired	Deleted
8 Feb 2018	711 65	Rental-Guarantee Housing	Consolidated into 711 30 and deleted
8 Feb 2018	711 70-73	Fund Housing (Various)	Consolidated into 711 30 and deleted
8 Feb 2018	711 74	Fund Housing After-1969 -O7-Thru-O10	Consolidated into 711 34 and deleted
8 Feb 2018	711 75-76	Manufactured Housing, Enlisted, Officer	Consolidated into 711 30 and deleted
8 Feb 2018	711 78	Family Housing-Base Operating Support Contractor	Consolidated into 711 30 and deleted
8 Feb 2018	713 10	Trailer-Sites -For Gov't Owned Trailers	Deleted
8 Feb 2018	714 77	Housing - Detached Miscellaneous Storage	Renamed title HOUSING - MISCELLANEOUS STORAGE
8 Feb 2018	721 11	Bachelor Enlisted Quarters E1/E4	Renamed title UNACCOMPANIED ENLISTED HOUSING
8 Feb 2018	721 12-13	Bachelor Enlisted Quarters (Various)	Consolidated into 721 11 and deleted
8 Feb 2018	721 14	Class A Student Barracks	Renamed title STUDENT HOUSING
8 Feb 2018	721 15	Recruit Type Barracks	Renamed title RECRUIT BARRACKS
8 Feb 2018	721 17	Officer Candidate School (OCS)	Consolidated into 721 14 and deleted
8 Feb 2018	721 18	Naval Academy Preparatory School (Naps)	Consolidated into 721 14 and deleted
8 Feb 2018	721 19	Broadened Opportunity For Officer Selection Training (Boost)	Consolidated into 721 14 and deleted

Date	CCN #	CCN Title	Description of Change
8 Feb 2018	721 21	Transient Quarters - Mission Essential	Consolidated into 740 95 and deleted
8 Feb 2018	721 24-26	Bachelor Enlisted Quarters – Marines (Various)	Consolidated into 721 11 and deleted
8 Feb 2018	721 30	Civilian Barracks - Gs01/ Gs06	Consolidated into 721 11 and deleted
8 Feb 2018	721 31	Civilian Barracks - Base Operating Support Contractor	Consolidated into 721 11 and deleted
8 Feb 2018	721 40	Disciplinary Barracks	Renamed title DISCIPLINARY HOUSING
8 Feb 2018	721 41	Marine Corps UDP Barracks (Enlisted,) BH Mobilization	Renamed title UNIT DEPLOYED PERSONNEL (UDP) – MISSION ESSENTIAL (ENLISTED)
8 Feb 2018	721 45	Dining Facility Built-In / Attached	Renamed title to GALLEY/MESS HALL BUILT-IN/ATTACHED
8 Feb 2018	721 46	Berthing - Naval Home	Renamed title to RESIDENTIAL CARE FACILITY
8 Feb 2018	721 51-53	Transient Personnel Unit Barracks (Various)	Consolidated into 721 11 and deleted
8 Feb 2018	722 10	Enlisted Dining Facility	Renamed title to GALLEY/MESS HALL
8 Feb 2018	722 31	Dining Facility Detached - Civilian Personnel	Consolidated into 722 10 and deleted
8 Feb 2018	722 35	Austere Dining Facility	Renamed title to AUSTERE GALLEY
8 Feb 2018	722 41	Dining Facility Detached - Commissioned Personnel	Consolidated into 722 10 and deleted
8 Feb 2018	722 50	Cold Storage Detached From Galley	Renamed title to COLD STORAGE DETACHED FROM GALLEY/MESS HALL
8 Feb 2018	722 60	Conference Center - Bachelor Housing Operated	Renamed title to CONFERENCE CENTER
8 Feb 2018	723 40	Garage Detached - Bachelor Housing	Renamed Title To GARAGE DETACHED - UNACCOMPANIED HOUSING
8 Feb 2018	724 11	Bachelor Officers Quarters Permanent Party W1/W2 & 01/02	Renamed title to UNACCOMPANIED OFFICER HOUSING
8 Feb 2018	724 12	Bachelor Officers Quarters Permanent Party W3-W5 & 03up	Consolidated into 724 11 and deleted

Date	CCN #	CCN Title	Description of Change
8 Feb 2018	724 13-14	Bachelor Officers Quarters Transient (Various Ranks)	Consolidated into 740 94 and deleted
8 Feb 2018	724 15	Marine Corps UDP Barracks (Officer,) BH Mobilization	Renamed title to UNIT DEPLOYED PERSONNEL (UDP) – MISSION ESSENTIAL (OFFICER)
8 Feb 2018	724 22-23	Civilian Quarters (Various)	Consolidated into 724 11 and deleted
8 Feb 2018	724 24	Officer Indoctrination School (OIS)	Consolidated into 721 14 and deleted
8 Feb 2018	724 30	Commissioned Officers Mess - Closed (Built-In/Attached)	Consolidated into 722 10 and deleted
8 Feb 2018	740 20	Temporary Lodging Facilities (Navy Lodge)	Renamed title to PCS OFFICIAL LODGING
8 Feb 2018	740 22	Transient Housing	Consolidated into 740 94 and deleted
8 Feb 2018	740 81	MWR Rental Accommodation	Renamed title to MWR RENTAL ACCOMMODATIONS
8 Feb 2018	740 94	Visitor's Quarters (NGIS Single Mission Support Rooms)	Renamed title to TDY OFFICIAL LODGING
8 Feb 2018	740 95	Visitor's Quarters (NGIS Mission Support Suites)	Renamed title to LIMITED SERVICE OFFICIAL LODGING
13 June 2018	752 40	Athletic Stadium	CCN added
13 June 2018	735 40	School Playground	CCN deleted and assets remapped to CCN 75110 due to deletion of FAC code 7354 from RPCS by OSD.
13 June 2018	751 10	Playground	CCN name changed from "Community Playgrounds" to "Playground".
28 May 2019	730 85	Post Office	Clarified verbiage in the "notes" section to better define population used to calculate SF allowance
14 August 2019	730 22	NCIS Field Office	Added new category code.
14 August 2019	740 58	MWR Operated catering facility	Change title to MWR Catering Facility.
14 August 2019	750 33	Pool/pump/filter/treatment facility- remote	Change title to: Pool/pump/filter/treatment facility
14 August 2019	723 50	Wash Rack-Detached	Changed FAC code and UM

Date	CCN #	CCN Title	Description of Change
14 August 2019	730 22	NCIS Field Office	CCN added.
14 August 2019	740 26	Installation Restaurant (MWR)	Consolidated into 740 04 and deleted.
14 August 2019	740 58	MWR Operated Catering Facility	Change title to MWR Operated Catering and Conference Center.
14 August 2019	744 80	Golf Storage/Maintenance Facility	CCN added.
14 August 2019	750 33	Pool/pump/filter/treatment facility- remote	Change title to: Pool/Pump/Filter/Treatment Facility
23 July 2020	Table 710.2	Navy and Marine Corps Personnel Averages (1992 Data)	Table deleted.
23 July 2020	711 45	Relocatable Housing	CCN deleted as Real Property but remains in iNFADS for inventory purposes for USMC.
23 July 2020	721 45	Galley/Mess Hall Built-In / Attached	Consolidated into 722 10 and deleted.
23 July 2020	730 45	Dependent School-Nursery School	Consolidated into 730 61 and deleted.
23 July 2020	722 10	Galley/Mess Hall	Added section 72210-4.7 which provides criteria for planning facilities of more than 2500 PN
23 July 2020	740 28	Amusement Center / Recreation Mall	Consolidated into 740 42 and deleted.
23 July 2020	740 33	Car Wash Structure	CCN added.
23 July 2020	740 52	Gun / Skeet And / Or Trap Building	Consolidated into 74090 and deleted.
23 July 2020	740 42	Community Recreation Center	Title changed from "Fleet Recreation Center"
23 July 2020	740 54	MWR/Military Recreation Center (Single Sailor/Marine Ctr.)	Consolidated into 740 42 and deleted.
23 July 2020	740 91	MWR Operated Car Wash	Consolidated into either 740 32 (building) or 740 33 (structure) and deleted.
23 July 2020	741 40	Private/Organization Club Building	CCN added.
23 July 2020	750 34	Wading Pool/Splash Pool	Consolidated into 750 30 and deleted.

Date	CCN #	CCN Title	Description of Change
23 July 2020	750 58	Recreational Campground-Tent	Consolidated into 750 59 and deleted.
23 July 2020	750 59	Recreational Campground-RV	Title changed from Recreational Campground-RV to Recreational Campground.
30 Sep 2020	750 59	Recreational Campground	Changed UM to acres (AC)
30 Sep 2020	730 22	NCIS Field Office	Criteria developed for CCN 73022. NCIS references removed from 730 20.
27 August 2021	740 54	MWR/Military Recreation Center (Single Sailor/Marine Center)	Category Code 740 54, MWR Military Recreation Center, is deleted. Data in CCN 740 54 is consolidated into CCN 740 42, Community Recreation Center.
3 November 2021	730 76	Military Working Dog Kennel	Changed title from "Kennel - Military Working Dog Kennel" to "Military Working Dog Kennel".
3 November 2021	740 32	Car Wash Building	Changed title to "Car Wash Building".
13 December 2021	730 66	Miscellaneous Personnel Weather	Changed BFR Required to N.
13 December 2021	730 75	Public Toilet	Changed BFR Required to N.
3 March 2022	730 22	NCIS Field Office	Exception rule added for evidence storage space types.
18 May 2022	721 11	Unaccompanied Enlisted Housing	The criteria was updated commensurate with the March 2022 update of design UFC 4-721-10N.
17 August 2022	711-56	Family Housing High Rise	Add new category code.
17 August 2022	723-31	Standalone Kitchen	Add new category code.
17 August 2022	724-20	USNA Unaccompanied Housing	Add new category code.
17 August 2022	740-31	POV Filling Station	Add new category code.

FC 2-000-05N

Date	CCN #	CCN Title	Description of Change
17 August 2022	730-76	Military Working Dog Kennel	Change title from Military Working Dogs to Military Working Dog Kennel.
2 Mar 2023	700 Series	UFC 2-000-05N	Change UFC 2-000-05N to FC 2-000-05N document due to the fact that this planning criteria is not unified among the other DoD services.
17 Mar 2023	722-35	Austere Galley	Change URL to access Appendix FC 2-000-05N Appendix F.
17 Mar 2023	730-10	Fire Station	Change URF to access Fire Station Space Program spreadsheet and FC 4-730-10N Navy and Marine Corps Fire Stations.
17 Mar 2023	730-10, Section 73010-8	Fire Station	Change URL to access Space Planning Spreadsheet.
17 Mar 2023	740 Series, Section 740-1.4	Community Facilities	Change URL to access Navy Minimum Standards for AT/FP.
17 Mar 2023	740-25 and Section 74025-4.4	Family Services Center	Change URL to Access Design Criteria UFC 4-730-01. Change URL to access to UFC 4-730-03.
17 Mar 2023	740-37	MWR Outdoor Recreation Center	Change URL to access UFC 4-740-03.
17 Mar 2023	740-44 and Section 74044-5	Indoor Physical Fitness Center	Change URL to access Design UFC 4-740-02 and Fitness Program Spreadsheet.
17 Mar 2023	740-49	Austere Indoor Physical Fitness Center (Gym)	Change URL to access Appendix F Austere Facilities (Navy).
17 Mar 2023	740-53-2.2	Swimming Pool – Indoor (Including Poolside Deck)	Change URF to access design criteria on swimming pools.
17 Mar 2023	740-55 and Section 74055-5	Youth and School Age Care Center	Change URL to access UFC 4-740-06. Change URL to access Space Program Spreadsheet.
17 Mar 2023	740-74 and Section 74074-3	Child Development Center	Change URL to access Child Development Center Space Program Spreadsheet. Change URL to access FC 4-740-14N. Change URL to access Child Development Center Space Program Spreadsheet.
1 Dec 2023	740-04	Exchange Food Service	Modify title and description.
1 Dec 2023	740-32	NEX Car Wash Building	Modify title and description

Date	CCN #	CCN Title	Description of Change
1 Dec 2023	740-33	MWR Car Wash Structure	Modify title and description.
1 Dec 2023	750-36	Copper COAX CCTV and CATV Lines	Modify title and description.
1 Dec 2023	740-82	Golf Storage / Maintenance Facility	Delete Category Code. This function is captured in Category Code 74480 – Golf Storage Maintenance Facility.
1 Dec 2023	730-76	Military Working Dog Kennel	Complete update of space requirements.
15 Jan 2024	740-06	Non-Exchange Installation Restaurant (MWR)	Add new category code.
23 Dec 2024	744 80	Golf Storage Maintenance Facility	Remove Figures 74480-1 and 74480-2 from the Table of Contents. Maintain these tables in the Space Allowance section of the Category Code.
27 Mar 2025	722 10	Galley / Mess Hall	Delete the reference FC 4-722-01F and add the reference UFC 4-722-01.
27 Mar 2025	740 55	Youth and School Age Care Center	In section 74055-5, Space Program, delete existing link and add direct link to UFC4-740-06 to access the Youth Center Space Program spreadsheets.
27 Mar 2025	730 61	Dependent School - Consolidated	Rewrite criteria definition

700 SERIES HOUSING AND COMMUNITY FACILITIES

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710 FAMILY HOUSING

For Design Criteria, refer to UFC 4-711-01 “Family Housing”

710-1 DESCRIPTION

A family housing requirement exists for all Navy and Marine Corps military and key civilian personnel with dependents. Housing will not be programmed where the local housing market has the capacity to provide suitable rental housing for military facilities.

710-2 BASIC CATEGORY GROUPS

The basic categories of facilities included in the 710 Family Housing group are shown in Table 710-1.

Table 710-1 Basic Categories of Facilities in the 710 Group

Group Code	Description
711	Family Housing – Dwellings and Attached Garages
712	Family Housing – Mobile Homes (Substandard)
713	Family Housing – Mobile Home Parks
714	Family Housing – Detached Facilities

710-3 GROSS HOUSING REQUIREMENT

The gross housing requirement for a naval installation is based on the number of eligible personnel with dependents. Eligible personnel are commissioned officers, warrant officers, or enlisted members and key civilian employees. Students in these categories are included if they are on permanent change of station orders for courses of 20 or more weeks. The gross housing figure for a base may be developed from its planned personnel strength projected as far as reliable estimates are available, or from a study of the base table of organization, utilizing the marriage factors developed from an actual survey of personnel assigned to a similar installation.

711 FAMILY HOUSING - DWELLINGS AND ATTACHED GARAGES

Design Criteria: refer to UFC 4-711-01 “Family Housing” for Detailed Guidance, Sample Calculations & Tables of acceptable Land Use Intensity Ratios.

71120 Through 71176-1 REQUIREMENTS. Public quarters for eligible military personnel will be planned as indicated in section 710. Housing for key civilian personnel with dependents will be planned on an individual basis. Government-owned or controlled housing will be provided for all eligible personnel required to reside on-station by reason of military necessity, and for other eligible personnel for whom it is impracticable to obtain adequate private housing at reasonable rentals and locations.

71120 Through 71176-1.1 Net Housing Requirements. In computing net housing requirements, existing housing in the following category codes will be considered as assets against gross requirements:

1. Wherry housing un-acquired.
2. All adequate public quarters.
3. All private housing leased for use as public quarters.
4. All rental guaranty housing (in foreign countries).
5. All public quarters under construction or authorized and approved for construction.
6. Private units approved for leasing but not yet under contract.
7. Rental guaranty units under the contract or approved for development.

71120 through 71176-1.1.1 Non-Federal Government Rental Housing. In addition, existing private and local government rental housing (including mobile homes) in which military personnel are accepted as tenants, will be considered as suitable community support and will be charged as assets against requirements in all cases where it is classed as satisfactory by the occupant. If not classed as satisfactory by the occupant, or if vacant, it will be considered suitable provided it meets the following criteria:

71120 through 71176-1.1.1.1 Location. The distance from the administrative area of the installation can be traversed by privately-owned vehicle in one hour or less during rush hours.

71120 through 71176-1.1.1.2 Cost. Rent plus utilities (except telephone) does not exceed 115% of the member's Basic Allowance for Quarters (BAQ) plus Variable Housing Allowance (VHA).

71120 through 71176-1.1.1.3 Condition. Must be complete dwelling unit with private entrance with bath and kitchen for sole use of occupant and so arranged that both kitchen and bathrooms can be entered without passing through bedrooms. The units must be well constructed and in good condition of repair with heating (if required) and kitchen equipment provided. It must be in a residential area not subject to offensive fumes, industrial noises, and other objectionable features.

71120 through 71176-2 Land Use Intensity. The optimum land use intensity for family housing has been established by the Department of Defense. The following parameters are to be considered in determining the land use intensity ratio for a particular site:

1. Floor area
2. Living space
3. Recreation space
4. Open space

711 20 WHERRY HOUSING (SF)

FAC: 7110

BFR Required: N

711 25 CAPEHART HOUSING (SF)

FAC: 7110

BFR Required: N

711 29 CAPEHART HOUSING – O7 THROUGH O10 (SF)

FAC: 7110

BFR Required: N

711 30 FAMILY HOUSING (SF)

FAC: 7110

BFR Required: N

711 34 FAMILY HOUSING– O7 THROUGH O10 (SF)

FAC: 7110

BFR Required: N

711 35 LEASED HOUSING (SF)

FAC: 7110

BFR Required: N

711 39 LEASED HOUSING – O7 THROUGH O10 (SF)

FAC: 7110

BFR Required: N

711 50 SURPLUS-COMMODITY HOUSING (SF)

FAC: 7110

BFR Required: N

711 55 FOREIGN-SOURCE HOUSING (SF)
FAC: 7110
BFR Required: N

711 56 FAMILY HOUSING HIGH RISE (SF)
FAC: 7113
BFR Required: N

71156-1 **DESCRIPTION.** This type of facility is a building equal to or greater in height than 7 stories above ground level, which contains family housing units/apartments. Associated space may include lobby, multipurpose room, restrooms, elevator banks, utility/control rooms, and emergency generators.

711 59 FOREIGN-SOURCE HOUSING – O7 THROUGH O10 (SF)
FAC: 7110
BFR Required: N

713 FAMILY HOUSING – MOBILE HOME PARKS

713-1 **DESCRIPTION.** This group includes single and/or double wide manufactured housing parking sites with appurtenant utility connections; roads; walks; storage sheds; laundry and community buildings; and recreational facilities.

71310-1 The use of government-owned trailers for the purposes of Family Housing is not authorized. No criteria are available.

713 11 MOBILE HOME PARK (SY)
FAC: 7130
BFR Required: N

71311-1 **DESCRIPTION.** This group includes single and/or double wide manufactured housing parking sites with appurtenant utility connections; roads; walks; storage sheds; laundry and community buildings; and recreational facilities.

71311-2 **REQUIREMENTS.** The number of trailer sites is computed from a specific study and are provided only when private facilities are not available. The sites are self-supporting – tenants supply their own trailers, pay site rent, and receive BAQ.

714 FAMILY HOUSING – DETACHED FACILITIES

714-1 **DESCRIPTION.** Detached facilities are structures separated from family quarters, but available to the occupants.

714 10 DETACHED GARAGES (SF)**FAC: 7141****BFR Required: N**

Design Criteria: See UFC 4-711-01 “Family Housing”

71410-1 **REQUIREMENTS.** Detached garages are planned on the basis of one per living unit and a space allowance of one vehicle per garage at those locations subject to temperatures of -10° Fahrenheit and below or where extreme winds, salt air, or sandstorms require garages. See UFC 4-711-01 “Family Housing” for detailed guidance.

714 20 DETACHED CARPORTS (SF)**FAC: 7141****BFR Required: N**

Design Criteria: See UFC 4-711-01 “Family Housing”

71420-1 **REQUIREMENTS.** Detached carports are also provided on the basis of one per living unit and a space allowance of one vehicle per carport. See UFC 4-711-01 “Family Housing” for detailed guidance.

714 30 FAMILY HOUSING - OTHER DETACHED BUILDINGS (SF)**FAC: 7143****BFR Required: N****714 31 FAMILY HOUSING - OTHER DETACHED FACILITIES (EA)****FAC: 7143****BFR Required: N**

71430/71431-1 **DESCRIPTION.** These codes are for inventory purposes only and are to be used for minor detached buildings and facilities directly relating to a particular family dwelling.

714 32 COMMUNITY CENTER (SF)**FAC: 7143****BFR Required: N**

Design Criteria: See UFC 4-711-01 "Family Housing" for specific criteria and procedures for planning FHCC's.

71432-1 **DESCRIPTION.** A Family Housing Community Center (FHCC) provides space for social and recreational programs at family housing projects where comparable Navy or non-navy facilities are not reasonably accessible.

71432-2 **ESTABLISHING AN FHCC.**

71432-2.1 **Authorization -** The establishment of an FHCC must be authorized by NAVFAC Assistant Commander for Family Housing (FAC 08) or Commandant of the Marine Corps (LFL).

71432-2.2 **Justification:** Normally the establishment of an FHCC should be considered only for housing projects with 250 or more family units. FHCC in support of smaller projects at isolated locations will be considered on a case by case basis.

71432-3 **REQUIREMENTS.** A typical FHCC may provide spaces for assemblies, games, hobbies and crafts, conferences, and other functions in direct support of the FHCC operation. The design emphasis will be placed on flexible space arrangements and multipurpose space utilization. Also consider indoor-outdoor function interrelationships. The size of the facility is determined by user requirements.

714 33 HOUSING WELCOME CENTER (SF)

FAC: 7143

BFR Required: N

71433-1 **DESCRIPTION.** A Family Housing Welcome Center (HWC) provides space for administrative and service functions associated with the provisions of Government and private sector housing. The establishment of a HWC must be authorized by NAVFAC Assistant Commander for Family Housing (FAC 08) or Commandant of the Marine Corps (LFF-3).

71433-2 **REQUIREMENTS.** When authorized, the size of a HWC is based upon user requirements using 610-10 criteria.

714 77 HOUSING MISCELLANEOUS STORAGE (SF)

FAC: 7142

BFR Required: Y

71477-1 **REQUIREMENTS.** Detached storage facilities in support of family housing will be provided only where it can be individually justified. There are no criteria for this type of facility. General information on normal stacking height, SF per measurement ton requirements, and other parameters are provided in category code 440 series.

71477-2 **MARINE CORPS.** This category code is not intended for Marine Corps use.

720 UNACCOMPANIED PERSONNEL HOUSING

721 ENLISTED UNACCOMPANIED PERSONNEL HOUSING (PN)

See FC 4-721-10 for design criteria.

721-1 Enlisted Unaccompanied Personnel Housing encompasses bachelor quarters for Permanent Party Enlisted Navy and Marine Corps personnel and Transient Enlisted Navy and Marine Corps personnel. Unaccompanied housing for civilian personnel shall be provided at remote installations located away from municipal areas.

721-2 Unaccompanied Enlisted Housing (UEH) for the Navy refers to apartment style, hotel style, dormitory style living quarters, and open bay barracks for recruits. If messing facilities are attached to unaccompanied personnel housing, use category code 721-45 to delineate the mess hall portion. For detached mess halls, use category group 722.

GENERAL NAVY UEH POLICY

721-2 The Enlisted Unaccompanied Personnel Housing programming requirements are derived from the Unaccompanied Housing Requirements Determination Report (R19). The R19 delineates the Effective Permanent Party Program Requirements on line 15 through analysis of personnel base loading against the projected housing inventory. At Marine Corps installations, use the Facilities Support Requirement (FSR) document issued annually by HQMC. For broad planning and programming purposes where survey figures are not available, the quarter requirements may be determined by contacting the Unaccompanied Housing Program Management Office.

The following policy outlines housing for single enlisted military personnel:

- Provide open-bay housing on the installation for recruits at the Regional Training Centers such as Great Lakes.
- House all E1-E3 single sailors on the installation.
- When in homeport, all single sailors with the rank of E1-E3 and sailors with the rank of E4 with less than 4 years of service are to be housed on the installation.
- One resident advisor per 20 E1-E3 sailors housed is authorized.

- Sailors with the rank of E4 with more than 4 years of service will be accommodated with housing on the installation where adequate quarters are available.
- Provide housing on the installation for military personnel for reasons of training and military necessities, acknowledged as “must house” on the installation.

DEFINITION OF TERMS

The following definitions are included to clarify important terminology for developing Basic Facilities Requirements (BFRs) and UH projects.

Bedroom - Sleeping area in net square feet per person; excludes the closets, kitchen, food preparation area, and bathroom area.

UH 2+0 Unit - Includes double occupancy living/sleeping area, two personal closets, a separated toilet and shower compartment, and a single bowl lavatory/vanity in the service area.

UH 1+1E Unit- Includes two occupancy living/sleeping area, four personal closets, a separated toilet and bath compartment, a double bowl lavatory/vanity, and a kitchenette.

Market Style Unit - Two bedroom/two bath apartment with living/dining room, full kitchen, laundry, and two personal closets per bedroom. One bedroom/one bathroom apartment with living/dining room, full kitchen, laundry, and two personal closets per bedroom for remote locations only when authorized.

Navy (NETC) 2+0 Dormitory Unit- Includes double occupancy living/sleeping area, two personal closets, shared toilet with a separated shower compartment, and a single bowl lavatory in the service area.

Military Necessity

1. Augmented military personnel; military personnel assigned to transient personnel units while awaiting ship's movement or separation from Navy service;
2. Military personnel on temporary duty (TDY) regarding duty for further assignment (TEMDFURAS) orders, waiting for medical boards;
3. Military personnel on orders for executing limited duty, or sailors under direction from the command to be housed temporarily in unaccompanied housing (UH) due to restricted duty; military protective orders; cool down, etc.

Mission Essential Housing – Housing that supports rotational / mobilized sailors outside of their homeport and crewmembers of uninhabitable ships / submarines at their normal homeport, and rotational units outside of their normal homeport.

Officer Accessions – Any of several programs that provide personnel to assume positions as commissioned officers.

Permanent Party Sailors

1. Military personnel who executed orders for permanent change of station to an installation or to units supported by the installation to include units designated as unusually arduous sea duty for purposes of housing allowances in homeport;
2. Crew members of uninhabitable ships /submarines at their normal homeport, and rotational units (air squadrons, mobile training units, Seabees, etc.) in homeport.

Recruits - Personnel undergoing basic military training who have no continuous prior enlisted service (active or reserve).

Resident Advisors - Personnel who have volunteered and been selected, because of their maturity, to live in unaccompanied housing to assist in maintaining good order and discipline and to act as mentors to E1-E3 personnel..

Rotational/Mobilized Sailors- Sailors attached to units that are “Sea Duty for rotational purposes” (air squadrons, mobile training units, Seabees, etc.) on orders as a unit to duty outside their homeport, individuals on orders to a combat zone or crewmembers of uninhabitable ships/submarines outside their normal homeport.

Training Necessity - Training programs including officer accessions (OTC) and enlisted initial skills training (“A” schools, accessions pipeline schools, etc.) where student housing is part of the training mission and separate from other unaccompanied housing, and students are considered “must house” on the installation.

721 11 ENLISTED UNACCOMPANIED PERSONNEL HOUSING

FAC: 7210

BFR Required: Y

As of Feb 2018, this CCN also includes the consolidation of the following related housing CCNs:

- **721 12, 721 13 Bachelor Enlisted Quarters (Various). See section 72111-1**
- **721 24, 721 25, 721 26 Bachelor Enlisted Quarters – Marines (Various). See section 72111-2**
- **721 30 Civilian Barracks - GS01/ GS06. See section 72111-3.**

- 721 31 Civilian Barracks - Base Operating Support Contractor. See section 72111-4.
- 721 51, 721 52, 721 53 Transient Personnel Unit Barracks (Various). See section 72111-5.

The aforementioned CCNs have been deleted from this document and from iNFADS.

72111-1 Navy Assignment Standards

Permanent Party Unaccompanied Housing for enlisted Navy personnel applies to E1-E4<4 (E4 with less than 4 years of service), E4>4 years-E6, and E7-E9 rank designations.

Important Note: Permanent Party Unaccompanied Housing shall be identified on all property records in the internet Assets Facility Data Store (iNFADS) based on Navy military enlisted rank as follows;

- 721-11 E1-E4<4 years of service
- 721-11 E4>4years of service-E6
- 721-11 E7-E9

See FC 4-721-10 for design criteria.

Permanent Party

The market style unit applies to this category. Each unit includes shared living/dining area and kitchen/laundry area. For E1-E3 sailors and E4 sailors with less than 4 years' service, provide a two bedroom/two bath unit to accommodate four persons with each bedroom/bathroom to be shared by sailors.

Mission Essential Housing – Housing that supports rotational / mobilized sailors outside of their homeport and crewmembers of uninhabitable ships / submarines at their normal homeport, and rotational units outside of their normal homeport.

Mission Essential/Military Necessity

The Navy Shared Mobilization Unit (formerly referred to as Navy 2+0) applies to this category. Each unit includes one bedroom, one full bathroom, one kitchenette/service area and two closets. The unit accommodates either two E1-E6 sailors or one E7-E9 sailor.

Reference Requirements

Table 72111-A includes space planning guidelines per housing unit.

**TABLE 72111-A
PLANNING LEVEL METRICS per UNIT/PLAN**

UNIT/PLAN	MAXIMUM ALLOWABLE GROSS BUILDING AREA Ft ² (m ²)
Navy Market Unit 2-Bed/2-Bath	606 ft ² (56.3 m ²) per bedroom, based on a two-bedroom unit. This maximum is not applicable for one-bedroom units.
Navy Market Unit 1-Bed/1-Bath 730 76	1,028 ft ² (95.5 m ²) per bedroom, based on a one-bedroom unit.
Navy NETC 2+0 Dormitory Unit / Navy 2+0 Unit	595 ft ² (55.3 m ²) per plan
Marine Corps 1+1E Room (OCONUS Japan)	817 ft ² (76 m ²) per plan
Marine Corps 2+0 Room	595 ft ² (55.3 m ²) per plan
Marine Corps Officer Plan	855 ft ² (79.4 m ²) per plan
Open Bay Plans	140 ft ² (13 m ²) per person housed

Refer to Tables 72111-B and 72111-C for assignment policy. All construction projects shall identify maximum occupancy or the number of E1-E4<4 personnel that can occupy the quarters and the intended use capacity. The intended use capacity cannot exceed the number from the Unaccompanied Housing Requirements Determination (R-19) report except for rounding purposes. Activities in CONUS, where facilities include an architectural style that is prominent balcony access, may request a waiver from the interior corridor style from NAVFACHQ BHPO. **In these cases where the balconies serve as the primary circulation (i.e., serving exterior room entrances), they count towards building gross area at 100%.** For high threat areas OCONUS, consider secure barracks design concepts such as locating all UH rooms toward base interior with single-loaded exterior corridors located toward the base perimeter.

NAVY PLANNING CRITERIA FOR NEW CONSTRUCTION AND RENOVATION

Example Shared Mobilization Unit
(Formerly Navy 2+0 unit)

3 Stories or less

Above 3 stories**

Maximum Allowable Gross Building Area per Unit

55.3 m²

57.3 m²

** For construction over 3 stories, 2 additional square meters per unit is allowed. The additional 2 square meters must be identified as a separate line item on the DD1391. This also applies to special design requirements for historical preservation, etc.

Example Market Style Unit	<u>3 Stories or less</u>	<u>Above 3 stories**</u>
Maximum Allowable Gross Building Area per Bedroom / Bathroom based on a Two-Bedroom Unit	56.3 m ²	58.3 m ²

** For construction over 3 stories 2 additional square meters per bedroom/bathroom is allowed. The additional 2 square meters per bedroom/bathroom must be identified as a separate line item on the DD1391. Also applies to special design requirements for historical preservation, etc.

MARKET UNIT BUILDING COMMON AREAS (See FC 4-721-10N for specific details)

- Corridors
- Interior Stairways
- Elevators (optional/per local building code requirements)
- Mechanical, Electrical, and Telecommunications Rooms
- Building Mechanical/Electrical room and Telecommunications room
- Trash Chute Area
- Janitorial Room
- Vestibule and Lobby Areas
- Reception/Front Desk Area
- Storage Room(s)
- Public Make and Female Restrooms
- General Maintenance Room
- Multi-Purpose Room(s)
- Vending Area
- Linen/Housekeeping Room

**TABLE 72111-B
NAVY PERMANENT PARTY – MARKET STYLE UNACCOMPANIED HOUSING**

RANK/RATE	UNIT TYPE	OSD MINIMUM STANDARDS OF ACCEPTABILITY*	PLANNING CRITERIA FOR NEW CONSTRUCTION
E7 - E9 (721-13)	Market Style one bedroom/one bath Housing accommodation in remote locations	Private unit with one bedroom/one bath, living/dining area, and kitchen/laundry area, shall be provided in remote locations. Provide a minimum of 13.4 net m ² (144 nsf) per bedroom area.	One bedroom/one bath, one closet, one living/dining area, and one kitchen/laundry occupied by one person. Maximum allowable gross building area for one bedroom/bathroom Market Style Unit is 95.5 m ² (1,028 gsf).
E4>4 - E6 (721-12)	Market Style two bedroom/two bath	Shared unit with two bedrooms/two baths, living/dining area, and kitchen/laundry area. Provide a minimum of 13.4 net m ² (144 nsf) per bedroom area.	Two bedrooms/two baths each occupied by one person with shared living/dining area and kitchen/laundry area. Maximum allowable gross building area for two-bedroom Maximum allowable gross building

RANK/RATE	UNIT TYPE	OSD MINIMUM STANDARDS OF ACCEPTABILITY*	PLANNING CRITERIA FOR NEW CONSTRUCTION
			area per 2-bedroom unit or 620 gsf.
E1-E3 – E4<4 (721-11)	Market Style two bedroom/ two bath	Shared unit with two bedrooms/two baths, living/dining area, and kitchen/laundry area. Provide a minimum of 13.4 net m ² (144 nsf) per bedroom area. Provide one resident advisor per 20 E1-E3 military personnel.	Two bedrooms/two baths each occupied by two persons with shared living/dining area and kitchen/laundry area. Maximum allowable gross building area per 2-bedroom unit or 620 gsf.

* OSD minimum standards of acceptability apply to billeting management rather than to facility condition for NFADB reporting purposes.

**TABLE 72111-C
NAVY MISSION ESSENTIAL OR MILITARY NECESSITY - SHARED MOBILIZATION
UNACCOMPANIED HOUSING (NAVY 2+0)**

RANK/RATE	UNIT TYPE	OSD MINIMUM STANDARDS OF ACCEPTABILITY*	PLANNING CRITERIA FOR NEW CONSTRUCTION
E7 - E9 (721-13)	Shared Mobilization/Navy 2+0 Unit - one bedroom and one bath	Private unit with one bedroom, service area with kitchenette, bathroom vanity compartment and separate toilet/shower compartment. Provide a minimum of 16.7 net m ² (180 nsf) per bedroom area.	One sleeping room and one bath, 55.3 gross m ² (595 gsf) per unit, includes closets and service area/kitchenette for one occupant.
E4 - E6 (721-12)	Shared Mobilization/Navy 2+0 Unit- one bedroom and one bath	Shared unit with one bedroom, service area with kitchenette, bathroom vanity compartment and separate toilet/shower compartment to accommodate two persons. Provide a minimum of 16.7 net m ² (180 nsf) per bedroom area.	One sleeping room and one bath, 55.3 gross m ² (595 gsf) per unit, includes closets and service area/kitchenette for two occupants.
E1 - E3 (721-11)	Shared Mobilization/Navy 2+0 Unit - one bedroom and one bath	Shared unit with one bedroom, service area with kitchenette, bathroom vanity compartment and separate toilet/shower compartment to accommodate two persons. Provide 16.7 net m ² (180 nsf) per room.	One sleeping room and one bath, 55.3 gross m ² 595 gsf) per unit, includes closets and service area/kitchenette for two occupants.

* OSD minimum standards of acceptability apply to billeting management rather than to facility condition for NFADB reporting purposes.

RELATED FACILITIES

Unaccompanied Housing should be collocated with an unaccompanied housing check-in center. Consideration should also be given to collocating UH with single sailor service centers, food service facilities, fitness facilities and other MWR facilities. One car wash area with a water source and an oil separator will also be provided when these type facilities are not available within a reasonable commuting distance. The car wash and supporting features must be captured under CCN 72350 "Wash Rack-Detached".

PARKING FOR NAVY PERMANENT PARTY PERSONNEL

See CCN 852-10 for parking requirements.

Note: Some Activities may have unique circumstances that require less parking. In these cases, parking will be based on a parking survey of current residents.

OUTSIDE RECREATION

Provide one full outdoor basketball court per 300 residents if not available within 1/2 km. Similar outdoor recreation facilities can be substituted. Picnic areas and barbecue areas are required for all Unaccompanied Housing.

RESTORATION – MODERNIZATION PROJECT GUIDANCE

All deficiencies within existing facilities regarding "condition and configuration," including Quality of Life (QOL) deficiencies defined by the Unaccompanied Housing Assessment Program (UHAP) shall be identified and addressed on restoration and modernization projects. Design projects for modernization and restoration projects shall comply with OPNAVINST 11010.20H, Navy Facilities Projects, which stipulates major policy guidance. Restoration and Modernization projects shall comply in accordance with the following:

- Perform an economic analysis and/or business case analysis to determine the feasibility of whether renovation or new construction is more cost effective.
- Do not plan projects exclusive to meet new construction criteria, except where the condition and/or configuration of an existing facility is too deficient to economically correct.
- Redesigns shall adjust unit designs to work within existing structural constraints to maximize building area while minimizing investment costs.
- Freestanding columns are allowed in redesigned units, provided that they do not interfere with a functional area or use.

REPAIR STANDARDS

Repair work may be limited to original standards used for the existing buildings. Consult OPNAVINST 11010.20H, Naval Facilities Projects, for additional guidance on repair projects.

72111-2 Marine Corps Assignment Standards

Permanent Party Unaccompanied Housing for enlisted Marine Corps personnel applies to E1-E4, E5, and E6-E9 rank designations.

Important Note: Permanent Party Unaccompanied Housing shall be identified on all property records in the internet Assets Facility Data Store (iNFADS) based on Marine Corps military enlisted rank as follows;

- 721-11 E1-E4
- 721-11 E5
- 721-11 E6-E9

Permanent Party 2+0 Standard

The 2+0 room consists of one room with a bath and is sized for two enlisted E1-E3 or one enlisted E4-E9. Refer to Table 72111-D. There are two basic entry styles for the 2+0 style hotels: exterior corridor style and interior corridor style. All construction projects will identify maximum occupancy or the number of E1-E3 personnel that can occupy the quarters and the intended use capacity. The intended use capacity cannot exceed the number from the FSR except for rounding purposes. See FC 4-721-10 for design criteria.

The Marine Corps may only use the 1+1 module design when individually approved by the CMC.

MARINE CORPS PLANNING CRITERIA FOR NEW CONSTRUCTION AND RENOVATION

2+0 Room	<u>3 Stories or less</u>	<u>Above 3 stories or more**</u>
Maximum Allowable Gross Building Area per Unit	55.3 m ²	57.3 m ²

** For construction over 3 stories 2 additional square meters per bedroom/bathroom is allowed. The additional 2 square meters per bedroom/bathroom must be identified as a separate line item on the DD1391. Also applies to special design requirements for historical preservation, etc.

BUILDING COMMON SPACE OUTSIDE OF THE ROOM

The typical shared common space to be provided for all 2+0 standard plans is shown below. Required common spaces are to be provided except when similar facilities are already available within walking distance of the project. Services should not be duplicated.

REQUIRED BUILDING AREAS (See FC 4-721-10N for specific details)

- Circulation, corridors and/or balcony access
- Multi-Purpose Room
- Duty Office
- Duty Bunk
- Laundry facilities
- Building utility room
- Entry Vestibule
- Unisex Rooms
- Elevators
- Janitor Closets
- Mechanical and Electrical Equipment Room(s)
- Corridors and Breezeways
- Stair Towers

Optional Common Spaces (See FC 4-721-10N for specific details)

- Administrative/Office Space
- Vending
- Game Rooms
- Resident bulk storage, as required
- Centralized Kitchen
- Balconies are optional

**TABLE 72111-D
MARINE CORPS UNACCOMPANIED HOUSING
2+0 ROOM**

RANK/RATE	OSD MINIMUM STANDARDS OF ACCEPTABILITY*	PLANNING CRITERIA FOR NEW CONSTRUCTION (Permanent Party)
USMC E6 - E9 (721-26)	Private bedroom and bath. Minimum bedroom area is 151 ft ² (56 m ²).	Private room and bath, living room, and kitchen areas, and one closet at 2m ² . Bedroom net area is 151 ft ² . Gross room area is 603 ft ² (56 m ²). New construction of SNCO barracks will be considered on a case-by-case basis.
USMC E4-E5 (721-25)	Private room and a bath shared with not more than two to a room. Minimum 16.7 m ² (180 SF) net living area per bedroom.	Private room and bath plus service area at 180 ft ² (16.7 m ²) net sleeping/ living area plus bath and two closets at 2 m ² net area each. Gross room area is 387.5 ft ² (36 m ²).
USMC E1-E3 (721-24)	Not more than two to a room. Minimum of 16.7 m ² (180 SF) net living area per bedroom.	Shared room and bath plus service area occupied by two persons at 180 ft ² (16.7 m ²) net sleeping/ living area plus shared bath and two closets at 2 m ² net area each. Gross room area is 387.5 ft ² (36 m ²).

* OSD minimum standards of acceptability apply to billeting management rather than to facility condition for NFADB reporting purposes.

PARKING FOR MARINE CORPS PERMANENT PARTY PERSONNEL

See CCN 852-10 for parking requirements.

Note: Some overseas or CONUS Activities may have unique circumstances that require less parking. In these cases, parking will be based on a parking survey of current residents.

OUTSIDE RECREATION

Provide one sand-volleyball court and one full outdoor basketball court per 300 residents if not available within 1/2 km. Similar outdoor recreation facilities can be substituted. Picnic areas and barbecue areas are required for all unaccompanied personnel housing.

OUTSIDE INDIVIDUAL MILITARY WASH AREA (USMC)

Provide outdoor equipment wash facilities (when required) at USMC unaccompanied personnel housing. The number of faucets/wash outlets shall be determined by the installation commander/resident FMF unit.

72111-3 Civilian Barracks – GS01/GS06 (PN)

72111-3.1 **DESCRIPTION** Quarters and messing facilities for civilian grades GS-6 and below will be provided only at installations that are remote from municipal areas or where civilians are required to be housed on station for security reasons.

72111-3.2 **REQUIREMENTS** Facilities planning for civilians will be the same as for military personnel of equivalent rank. Table 72111-E provides the military and civilian schedule of equivalent grades as established by the Department of Defense.

Important Note: Permanent Party Unaccompanied Housing shall be identified on all property records in the internet Assets Facility Data Store (iNFADS) based on Marine Corps military enlisted rank as follows;

**TABLE 72111-E
MILITARY AND CIVILIAN EQUIVALENT GRADE SCHEDULE**

Military Grade Group	Civilian Grade Group	
Rank	General Schedule	Wage Grade System
E-7 to E-9	GS-6	WS-1 through WS-7 WL-1 through WL-5 WG-9 through WG-11
E-5 to E-6	GS-5	
E4	GS-4	WG-1 through WG-8
E1 to E-3	GS-1 to GS-3	

72111-4 Civilian Barracks – Base Operating Support Contractor (PN)

There is no criteria currently available for this type of facility. Contact NAVFAC Atlantic Design and Construction business line for current information.

72111-5 Transient Personnel Units Assignment Standard (Inventory Purpose)

Transient housing for enlisted Navy and Marine Corps applies to E1-E4, E5-E6, and E7-E9 rank designations.

Important Note: This category of facilities is for inventory purposes and has no separate criteria. Transient Unaccompanied Housing where applicable shall be identified on all property records in iNFADS based on enlisted Navy and Marine Corps military rank as follows.

- 721-11 E1-E4
- 721-11 E5-E6
- 721-11 E7-E9

Hotels for Transient Personnel Units (TPU) are covered under Transient Unaccompanied Housing. TPUs may be used for operational reasons such as medical holds, transfers, disciplinary problems, etc. Refer to Category Codes 740-95 (Limited Service Official Lodging-Mission) for planning criteria.

721 14 STUDENT HOUSING (PN)

FAC: 7213

BFR Required: Y

Design Criteria: refer to FC 4-721-10N

72114-1 **REQUIREMENTS:** The requirements support housing students in a Naval Education and Training Command (NETC) 2+0 Dormitory Unit. The unit provides double occupancy living/sleeping area, two closets for personnel, a share toilet with a separate shower compartment, and a single bowl lavatory. All construction projects will identify the maximum occupancy or occupancy according to E1-E3, E4-E6, and E7-E9 enlisted personnel rank.

72114-2 NAVY NETC 2+0 DORMITORY UNIT

2+0 module	3 Stories or less	Above 3 stories or more**
Maximum Allowable Gross Building Area per Unit	55.3 m ²	57.3 m ²

** For construction over 3 stories, 2 additional square meters per bedroom/bathroom is allowed. The additional 2 square meters per bedroom/bathroom must be identified as a separate line item on the DD1391. Also applies to special design requirements for historical preservation, etc.

72114-3 **PARKING** Automobile parking for the residents at Navy 'A' Schools and USMC School of Infantry must be provided. Parking criteria can be found in category code 852 10. In addition, provide motorcycle parking spaces and bicycle parking

spaces as required in accordance with historical use quantities. Provide visitor parking for 1% of the residents.

72114-4 BUILDING COMMON SPACE OUTSIDE OF THE MODULE For each project, all shared spaces must be individually scoped and justified from the list below. Elevators will not be provided. Items to be counted as one-half scope include stairs and stairwells, enclosed or unenclosed; and vertical chases.

- Office Areas: Admin/Reception (9.3 m² typical), Master at Arms (9.3 m² typical)
- Communal Areas: Vestibule, lobby, large screen TV lounge, vending room, gang kitchen, gang laundry, public telephone alcove, public toilets, resident bulk storage
- Corridor circulation, mechanical/electrical rooms (5-10% of gross building size), janitor closets (each floor), housekeeping/linen, utility storage room

72114-5 PARKING FOR RECRUITS AND USMC SCHOOL OF INFANTRY Resident parking at USMC and Navy recruit barracks is not required. Provide 1% visitor parking at USMC and Navy recruit barracks, however handicapped spaces are not required.

721 15 RECRUIT BARRACKS (PN)
FAC: 7218
BFR Required: Y

Design Criteria: refer to FC 4-721-10N

72115-1 DESCRIPTION Recruit quarters are open bay, central head facilities with net living area sized as one equal share of the open bay sleeping area. Typical sizes are 60 people per bay. Open bay designs will be constructed only for recruits, receiving barracks, and USMC School of Infantry.

72115-2 PLANNING CRITERIA FOR NEW CONSTRUCTION FOR 721 15

Open Bay

Net Sleeping Area	6.7 m ²
Common Area / Circulation / MEC	6.3 m ²
Building gross m ² per module	13.0 m ²

Also, see Table 72115-A.

**Table 72115-A
Recruit Barracks**

RANK/RATE	OSD MINIMUM STANDARDS OF ACCEPTABILITY*	PLANNING CRITERIA FOR NEW CONSTRUCTION
Recruit & Receiving Barracks, and USMC School of Infantry	Open bay; central bath. Minimum 6.7 net m ² (72 SF) net living area per person.	Open bay with individual armories in lieu of closets; central bath. Minimum 6.7 net m ² (72 SF) net sleeping area.

721 21 TRANSIENT QUARTERS – MISSION ESSENTIAL

This CCN has been consolidated into CCN 740 95 for legacy facilities. All new transient facilities are captured under CCN 74094. CCN 721 21 has been deleted.

721 40 DISCIPLINARY HOUSING (PN)

FAC: 7312

BFR Required: Y

72140-1 **DESCRIPTION** This Facility is to be used for berthing personnel in disciplinary holding of restricted status. The Disciplinary/Restricted Barracks may be an area within a regular enlisted or transient personnel quarters that is designated by the commanding officer for use as:

72140-1.1 Disciplinary Holding Barracks. Berthing facilities for personnel in a holding status pending legal or administrative action or when assigned extra duty status.

72140-1.2 Restricted Barracks. Berthing for personnel undergoing punitive restriction or restriction in lieu of arrest. Personnel under punitive restriction will not be co-mingled with personnel restricted in lieu of arrest.

72140-2 **REQUIREMENTS** OPNAVINST 1626 provides detailed policy and description of security features utilized in Disciplinary/Restricted Barracks. Berthing space will be in open bay with a minimum of 72 SF net living area per person. The facility is not located within an approved place of confinement (Brig).

721 41 UNIT DEPLOYED PERSONNEL (UDP) MISSION ESSENTIAL (ENLISTED), (SF)
FAC: 7214
BFR Required: Y

72141-1 **DESCRIPTION:** These facilities are used for housing enlisted Marine Corps Unit Deployment Program (UDP) personnel (for officer UDP housing, see CCN 72415). Criteria is being developed for this CCN. Consult with the Marine Corps Housing Command Director (GF-3) for interim requirements for BFR purposes.

721 45 GALLEY/MESS HALL BUILT-IN / ATTACHED (SF)

This CCN has been deleted. All existing assets should be reassigned to CCN 72210 GALLEY/MESS HALL

721 46 RESIDENTIAL CARE FACILITY (SF)
FAC: 7210
BFR Required: Y

There is no criteria currently available for this type of facility. Contact NAVFAC Atlantic Design and Construction business line for current information.

721 47 UNACCOMPANIED HOUSING FOR WOUNDED WARRIORS (SF)
FAC: 7215
BFR Required: Y

72147-1 No criteria for this facility type are currently available.

72151/52/53-1 **DESCRIPTION** Hotels for Transient Personnel Units (TPU) are covered under category code numbers 721-51/52/53. TPUs may be used for operational reasons such as medical holds, transfers, disciplinary problems, etc. Refer to Category Codes 721-21/22/23 for planning criteria. This category code is for inventory purposes and has no separate criteria.

722 UNACCOMPANIED HOUSING – MESS AND CONFERENCE FACILITIES

722-1 **DESCRIPTION** This group includes dining facilities for unaccompanied personnel and conference centers operated by Unaccompanied Housing that are located in, or adjacent to, Unaccompanied Housing facilities. For clubs and open mess facilities, see the appropriate codes in 740 series. For additional information, refer to the design criteria found in FC 4-722-01N "Navy and Marine Corps Dining Facilities".

722 10 GALLEY / MESS HALL (PN)
FAC: 7220
BFR Required: Y

Design Criteria: Refer to UFC 4-722-01 Design: Dining Facilities

72210-1 **DESCRIPTION.** Dining facilities for enlisted personnel provide the functional space necessary to offer efficient and aesthetically pleasing food service facilities that improve the quality of life for military personnel living and working on military installations worldwide.

72210-2 **REVIEW.** The Basic Facility Requirements and project documentation related to the planning for new or renovation of existing Dining Facilities are subject to review by Commander, Navy Installations Command (CNIC) Code N925 for Navy projects, or Headquarters Marine Corps, Logistics Food Service (LFS-4) for USMC projects.

72210-3 **REQUIREMENT.** Planning for a dining facility requires a determination of the number of personnel to be served; the meal schedule, duration and turnover to establish the required seating capacity, and any additional functions (such as a Flight Kitchen) which will be accommodated and require space in the facility. These requirements are generated by following three basic steps:

- Step 1) determination of the authorized population which must be served by a dining facility (refer to Chapter 1 of this publication for additional guidance),
- Step 2) analysis of existing adequate dining facilities within an acceptable travel distance to supplement the dining requirement, and
- Step 3) determination of the space allocation requirement for the population not served by existing facilities.

72210-3.1 Step 1 – Determination of Population Served.

The number of enlisted personnel to be served during a meal period shall be determined by multiplying the projected maximum unaccompanied housing occupancy by the mission utilization factor(s), as provided in Table 72210-A.

The population count may include the average number of shipboard sailors entitled to rations-in-kind while shipboard galley facilities are out of service.

Do not include personnel on separate rations in the serving requirements when planning new dining facilities, or retaining and modernizing permanent facilities.

Officers and civilians shall only be included in the projected occupancy in overseas or remote locations where support is required.

72210-3.2 Step 2 - Analysis of Existing Facilities

New dining facilities shall be justified based on the ability to show that the existing dining facilities are inadequate to provide the serving requirement for the utilizing population established in Step 1.

The BFR for dining facilities requires an evaluation of the capacity, age, condition, and location of existing dining facilities relative to work centers and housing areas.

New dining facilities are not justified solely to support the construction of an additional unaccompanied personnel housing increment. It is necessary to determine that existing dining facilities do not adequately support the mission.

Recent changes in food service operations have made it necessary to re-evaluate the capacities of existing dining facilities which were constructed utilizing earlier criteria. While overall square foot authorization for new facilities is generally applicable to the determination of capacities of existing facilities, there are many independent factors which will limit capacity and must be taken into account. Common examples of these limiting parameters are:

- Storage Capacity include dry foods, refrigerated and frozen foods, consumables, and other non-food goods.
- Service Capacity – The ability to sustain a service rate suitable for the population to be served within the service period.
- Equipment Capacity
- Seating Capacity
- Meal Periods – The amount of time that the dining facility is open.
- Service Period – The amount of time that meal lines are open.

72210-3.3 Step 3 – Determination of Space Requirements

Based on the population to be served (as established in Step 1), and deducting any excess service capacity in existing dining facilities (as determined in Step 2), the required space allowance is determined from the remaining unserved population using the guidance provided in paragraph 72210-4.

**Table 72210-A
Mission Utilization Factors for Dining Facilities**

Mission	Utilization Factor
Training	
Basic and/or Recruit Training	95 %
Service Schools	85 %
Permanent Party	
Construction Battalions	70 %
Naval Stations	70 %
Personnel Transfer and Overseas Processing Centers	50 %
Remote Locations (1)	90 %

Mission	Utilization Factor
Shipyards	70 %
Weapon Stations	70 %
Brig	100 %

- (1) Defined as a location with minimal available other feeding sources, on- or off-installation

72210-4 **SPACE PLANNING ALLOWANCES.** The space allowance for dining facilities is provided in Table 72210-C, based on the population established in paragraph 72210-3.

72210-4.1 Assumptions. The data contained in Table 72210-C is based on the following assumptions:

- Preparation method is conventional cook-serve.
- Mission is basic or recruit training.
- Seating is based on 15 SF (1.4 SM) per seat.
- Lobby queuing, and circulation space is minimized.
- One serving line is needed for every 200 seats, with minimum of 2 lines.
- Baking operations are minimized and reflect minimum bake-off of pre-prepared dough or other items.
- Three meals per day are served, seven days per week.
- Dishwashing space reflects a rack dish machine.
- Bussing method is self-buss to remote dish room.
- No provisions for catering are allocated, except Field Feeding/Vat Chow.
- Beverages are a free standing self-serve counter.
- Staff toilets do not include showers.

72210-4.2 Net to Gross Area Factor. – The net-to-gross multiplier accounts for mechanical and other utility space, wall thicknesses and other construction requirements. It typically ranges from 15 to 25% of all net areas for dining facilities and is influenced by the demands of the mechanical system, the number of floors, and the overall functional layout of the building. After selecting the appropriate net-to-gross factor, it is then applied to the facility subtotal shown in Table 72210-C.

72210-4.3 Additional Spaces. – Space allocation for vestibules, interconnecting covered walks, enclosed corridors and other architectural devices for climate and comfort are not included in Table 72210-C and must be

considered separately on the BFR, if the need is fully justified. Aesthetic embellishments which add space to dining facilities are not justifiable.

72210-4.4 Storage Capacity. – Storage area requirements typically range from 10% to 25% of the dining facility net area (public, preparation, serving and support areas) and include dry foods, refrigerated and frozen foods, consumables, and other non-food goods. Factors that influence the storage requirements are the method of preparation and the inventory period:

- Scratch preparation has different fresh, dry and refrigerated storage requirements from frozen convenience and pre-prepared (cook-chill) preparation. The mix of preparation methods must be known to correctly size and design the storage areas.
- Inventory period is the time between deliveries. It will be influenced by the facility location (CONUS vs. OCONUS and rural/remote vs. urban areas), facility mission, and the vendor location and delivery contract terms. The longer the inventory period, the larger the storage requirements.

Table 72210-B provides a grid of these storage capacity factors and net area requirements associated with different combinations of factors. The appropriate net area gain is then applied to the facility subtotal shown in Table 72210-C.

**Table 72210-B
Estimated Storage Requirements**

Inventory Period Factors	Food Preparation Factors	
	Frozen / cook-chill	Scratch
Often (urban)	10-15% of net area	15-20% of net area
Infrequent (rural/remote)	15-20% of net area	20-25% of net area

72210-4.3 Service Capacity – A properly equipped and manned regular meal serving line can sustain a service rate of 8 personnel per minute. A properly equipped and manned short-order to-order serving line can sustain a service rate of 5 personnel per minute.

72210-4.4 Seating Capacity – Seating capacity is determined by the total number of patrons to be served divided by the turnover rate. Turnover rates can vary according to the size of facility and seating capacities.

72210-4.5 Meal Periods – The local command determines the meal period.

72210-4.6 Service Period – For planning purposes the total service time should not be less than 72 minutes or more than 142 minutes.

72210-4.7 Dining facilities that require more space than the maximum shown in Table 72210-C can be determined as follows: Divide the increased (projected) demand/loading capacity by the max of 2200 (personnel) shown in 72210-C. This will yield a multiplier greater than 1. Apply this multiplier to the allowances shown for the specific areas within the different functional components (Public, Serving, Preparation, and Support Areas) for 2200 personnel. Calculate the subtotals for the functional components and finish by using the process given for calculating storage adjustments and computing net-to-gross area as shown in the table. Below is an example:

A new Dining Facility is required to accommodate 3500 personnel (pn).

Divide the 3500 pn capacity requirement by the current Table 72210-C maximum allowance of 2200 pn; the result is a factor of 1.59.

Using the maximum allowances for the functional components of the 2200 pn facility, work through the calculations as follows:

Public Areas:	13,140 nsf x 1.59 = 20,892.6 nsf
Serving Areas:	4,288 nsf x 1.59 = 6,817.9 nsf
Preparation Areas:	4,335 nsf x 1.59 = 6,892.7 nsf
Support Areas:	2,440 nsf x 1.59 = 3,879.6 nsf
Facility Subtotal:	38,482.8 nsf
Multiply by Storage req %:	x1.25%
Subtotal Including Storage:	48,103.5 nsf
Multiply by the facility net-to-gross:	x1.25%
Facility Total Requirement:	60,129.4 gsf

(Note: If a flight kitchen is required, add it to the final facility gsf requirement)

**Table 72210-C
Space Criteria for Enlisted Personnel Dining Facilities**

Functional Components		Facility Size Classifications							
		1-80		81-150		151-250		251-400	
		Personnel Served		Personnel Served		Personnel Served		Personnel Served	
		62 Min. Seats		108 Min. Seats		116 Min Seats		172 Min Seats	
		1.3 Max. Turnover		1.4 Max Turnover		2.2 Max Turnover		2.3 Max Turnover	
		ft. ²	m ²						
Public Areas	Dining Area and Circulation	935	86.9	1630	151.4	1875	174.2	3000	278.7
	Public Toilets	180	16.7	200	18.6	220	20.4	250	23.2
	Queue	130	12.1	250	23.2	325	30.2	500	46.5
	Sign-in Station	40	3.7	40	3.7	40	3.7	60	5.6
	Subtotal	1285	119.4	2120	196.9	2460	228.5	3810	353.9
Serving Areas	Regular Food Line	250	23.2	320	29.7		0.0		0.0
	Fast Food Line		0.0		0.0		0.0		0.0
	Combination Food Line		0.0		0.0	420	39.0	620	57.6
	Beverage Line	200	18.6	250	23.2	350	32.5	500	46.5
	Cashier Station	30	2.8	30	2.8	50	4.6	50	4.6
	Dish Washing	180	16.7	250	23.2	320	29.7	380	35.3
	Subtotal	660	61.3	850	79.0	1140	105.9	1550	144.0
Preparation Areas	Kitchen	650	60.4	800	74.3	600	55.7	845	78.5
	Vegetable Preparation		0.0		0.0	220	20.4	255	23.7
	Meat Preparation		0.0		0.0		0.0		0.0
	Bakery		0.0		0.0		0.0		0.0
	Utensil Wash		0.0		0.0	175	16.3	220	20.4
	Subtotal	650	60.4	800	74.3	995	92.4	1320	122.6
Support Areas	Offices	230	21.4	310	28.8	400	37.2	580	53.9
	Staff Toilets	260	24.2	260	24.2	260	24.2	260	24.2
	Staff Lockers		0.0		0.0	120	11.1	160	14.9
	Janitor's Closet	25	2.3	25	2.3	25	2.3	50	4.6
	Can Wash	40	3.7	40	3.7	40	3.7	40	3.7
	Loading Dock (at 50%)	200	18.6	200	18.6	200	18.6	230	21.4
	Subtotal	755	70.1	835	77.6	1045	97.1	1320	122.6
FACILITY SUBTOTAL		3,350	311.2	4,605	427.8	5,640	524.0	8,000	743.2
Storage ranges from 10 to 25% of Facility Subtotal									
Net-to-Gross ranges from 15 to 25% of Facility Subtotal									
Flight Kitchen*		100	9.3	100	9.3	100	9.3	100	9.3
FACILITY TOTAL		To be determined based on storage and net-to-gross		To be determined based on storage and net-to-gross		To be determined based on storage and net-to-gross		To be determined based on storage and net-to-gross	

* The flight kitchen is a staging area where food products are assembled and packaged for delivery to aircraft. Not all locations will require a flight kitchen.

Table 72210-C (continued)
Space Criteria for Enlisted Personnel Dining Facilities

Functional Components		Facility Size Classifications							
		401-650		651-1000		1001-1500		1501-2200	
		Personnel Served		Personnel Served		Personnel Served		Personnel Served	
		288 Min Seats		345 Min Seats		460 Min Seats		575 Min Seats	
		2.3 Min Turnover		2.9 Min Turnover		3.3 Min Turnover		3.8 Min Turnover	
		ft. ²	m ²						
Public Areas	Dining Area and Circulation	4700	436.6	6320	587.1	7565	702.8	11000	1021.9
	Public Toilets	300	27.9	320	29.7	340	31.6	370	34.4
	Queue	750	69.7	1000	92.9	1100	102.2	1650	153.3
	Sign-in Station	80	7.4	100	9.3	120	11.1	120	11.1
	Subtotal	5830	541.6	7740	719.0	9125	847.7	13140	1220.7
Serving Areas	Regular Food Line	600	55.7	650	60.4	1050	97.5	1300	120.8
	Fast Food Line	600	55.7	650	60.4	650	60.4	650	60.4
	Combination Food Line		0.0		0.0		0.0		0.0
	Beverage Line	650	60.4	700	65.0	810	75.2	1056	98.1
	Cashier Station	100	9.3	150	13.9	200	18.6	250	23.2
	Dish Washing	450	41.8	600	55.7	730	67.8	1032	95.9
	Subtotal	2400	223.0	2750	255.5	3440	319.6	4288	398.4
Preparation Areas	Kitchen	1000	92.9	1100	102.2	1285	119.4	1600	148.6
	Vegetable Preparation	300	27.9	350	32.5	360	33.4	600	55.7
	Meat Preparation		0.0	240	22.3	300	27.9	500	46.5
	Bakery		0.0	690	64.1	825	76.6	1035	96.2
	Utensil Wash	330	30.7	400	37.2	500	46.5	600	55.7
	Subtotal	1630	151.4	2780	258.3	3270	303.8	4335	402.7
Support Areas	Offices	700	65.0	700	65.0	700	65.0	900	83.6
	Staff Toilets	360	33.4	430	39.9	450	41.8	500	46.5
	Staff Lockers	260	24.2	380	35.3	380	35.3	480	44.6
	Janitor's Closet	50	4.6	75	7.0	75	7.0	100	9.3
	Can Wash	40	3.7	60	5.6	60	5.6	60	5.6
	Loading Dock (at 50%)	300	27.9	300	27.9	400	37.2	400	37.2
	Subtotal	1710	158.9	1945	180.7	2065	191.8	2440	226.7
FACILITY SUBTOTAL		11,570	1,074.9	15,215	1,413.5	17,900	1,662.9	24,203	2,248.5
Storage ranges from 10 to 25% of Facility Subtotal									
Net-to-Gross ranges from 15 to 25% of Facility Subtotal									
Flight Kitchen*		125	11.6	125	11.6	150	13.9	150	13.9
FACILITY TOTAL		To be determined based on storage and net-to-gross		To be determined based on storage and net-to-gross		To be determined based on storage and net-to-gross		To be determined based on storage and net-to-gross	

* The flight kitchen is a staging area where food products are assembled and packaged for delivery to aircraft. Not all locations will require a flight kitchen.

722 35 AUSTERE GALLEY (SF)

72235-1 Facility planning criteria related to Austere Dining Facilities can be found in FC 2-000-05N - Appendix F "Austere Facilities (Navy)," located at https://www.wbdg.org/FFC/DOD/UFC/fc_2_000_05n_appendixf.pdf.

72241-1 **DESCRIPTION.** The operation of closed messes in support of unaccompanied officers' quarters is being discontinued. New Commissioned Officers' Closed Mess Facilities will not be planned for new or existing quarters.

722 50 COLD STORAGE DETACHED FROM GALLEY / MESS HALL (SF)

FAC: 7233

BFR Required: N

72250-1 **DESCRIPTION.** This code is for inventory purposes only, and applies to situations where cold storage facilities are detached from the galley facility. There is no additional space allowance for galley cold storage, and therefore this space must be provided from within the total allowance authorized for dining facilities.

722 60 CONFERENCE CENTER (SF)

FAC: 6100

BFR Required: N

72260-1 **DESCRIPTION.** This category code is for inventory purposes only, and includes only those conference rooms operated by Unaccompanied Housing. No specific criteria are provided.

72260-2 **CONVERSION OF EXISTING SPACES.** Existing unaccompanied housing may have spaces that are no longer required by current criteria or unaccompanied housing practices, such as lounges and galleys (attached or detached). If these spaces cannot be physically or economically converted to unaccompanied housing rooms, or a surplus of unaccompanied housing rooms exists at the activity and region, these spaces may be converted to conference rooms with the approval of the Regional PM for Unaccompanied Housing.

72260-3 **CONVERSION OF ROOMS.** Conversion of unaccompanied housing rooms into conference centers or meeting rooms is not allowed unless there is a projected surplus of unaccompanied housing rooms. In addition, the requirement for conference centers or meeting rooms cannot be used to justify new Unaccompanied Housing construction.

72260-4 **LOCATION.** Conference rooms should preferably be located in, or adjacent to, transient quarters so conference attendees staying in transient quarters may take advantage of the proximity.

723 UNACCOMPANIED PERSONNEL HOUSING - DETACHED FACILITIES**723 20 LATRINE DETACHED (SF)****FAC: 7234****BFR Required: N**

72320-1 **DESCRIPTION.** Latrine facilities are planned as an integral part of new unaccompanied housing. This category code is provided to inventory existing detached facilities only.

723 30 LAUNDRY DETACHED (SF)**FAC: 7231****BFR Required: N**

72320/30-1 **DESCRIPTION.** Laundry facilities are planned as an integral part of new unaccompanied housing. This category code is provided to inventory existing detached facilities only.

723 31 STANDALONE KITCHEN (SF)**FAC: 7233****BFR Required: N**

72330-1 **DESCRIPTION.** This category code is for inventory purposes only in cases where a kitchen is separate from galley/dining hall or other type of building.

723 40 GARAGE DETACHED - UNACCOMPANIED HOUSING (VE)**FAC: 7232****BFR Required: N**

72340-1 **DESCRIPTION.** Individual garages will not be planned in conjunction with troop housing. This category code should be used for inventory purposes only. See CCN 730 80 for parking buildings.

723 50 WASH RACK DETACHED (EA)**FAC: 8526****BFR Required: N**

72350-1 **DESCRIPTION.** Wash racks for mess hall garbage containers, and wash racks for unaccompanied housing resident's vehicles are planned as part of dining facilities and unaccompanied housing. This category code should be used for inventory purposes only.

723 60 TROOP HOUSING – OTHER DETACHED BUILDINGS (SF)
FAC: 7231
BFR Required: N

723 61 TROOP HOUSING – OTHER DETACHED FACILITIES (EA)
FAC: 7235
BFR Required: N

72360/61-1 **DESCRIPTION.** These codes are for inventory purposes only and are to be used for minor detached buildings and facilities directly relating to unaccompanied housing functions.

723 77 TROOP HOUSING STORAGE (READY ISSUE/SHOP STORES/MISCELLANEOUS) (SF)
FAC: 7231
BFR Required: Y

72377-1 **DESCRIPTION.** Storage facilities for miscellaneous equipment an/or goods related to unaccompanied housing support will be provided only where it can be individually justified. There are no criteria for this type of facility.

724 UNACCOMPANIED PERSONNEL HOUSING - OFFICER QUARTERS (PN)

724 11 UNACCOMPANIED OFFICER HOUSING
FAC: 7240
BFR Required: Y

Refer to CCN 721-11/12/13 “Permanent Party BEQ” for additional planning criteria.
Design Criteria: Refer to FC 4-721-10N “Unaccompanied Housing” for design criteria.

724-11/12/13/14-1 **DESCRIPTION.** Bachelor Officer Quarters (BOQ) will be planned for personnel in officers' grades who come within the following classifications:

- 72411/12/13/14-1.1 Permanent Party unaccompanied single
- 72411/12/13/14-1.2 Permanent Party unaccompanied married (overseas)
- 72411/12/13/14-1.3 Nurses
- 72411/12/13/14-1.4 Students
- 72411/12/13/14-1.5 Transients
- 72411/12/13/14-1.6 Rotational

72411/12/13/14-2 **REQUIREMENT.** The 1+1E module is sized for one O1-O10, W1-W5 personnel. Refer to Table 72411-1 for assignment policy. The intended capacity cannot exceed the number from the BHRD or Facilities Support Requirement (FSR) document. For CONUS, the only basic entry style for the 1+1E module is interior corridor style. CONUS activities with a predominate BQ architectural style of balcony access may request a waiver from the interior corridor style from NAVFACHQ BHPO. For high threat areas OCONUS, consider secure barracks design concepts such as all BEQ rooms facing base interior with single loaded, exterior corridors facing base perimeter.

**Table 72411-1
Navy and Marine Corps Bachelor Officer Quarters**

RANK/RATE	OSD MINIMUM STANDARDS*	PLANNING CRITERIA FOR NEW CONSTRUCTION
O-3 - O-10 (724-12 and 724-14)	Private room consisting of a sleeping/living room, private bath, access to kitchen or officer's dining facility. Minimum 38 sq. m (400 NSF) net living area.	Living room and sleeping room occupied by one person, minimum 14.4 m ² each; plus private bath, service area, approximately 3 net m ² closets per room (total area). Module is 56.0 gross m ² .
O-1-O-2 W-1-W-5 (724-11 and 724-13)	Private suite consisting of a sleeping/living room, private bath. Minimum 24 sq. m (250 NSF) net living area.	Living room and sleeping room occupied by one person, minimum 14.4 m ² each; plus private bath, service area, approximately 3 net m ² closets per room (total area). Module is 56.0 gross m ² .

* OSD minimum standards of acceptability apply to billeting management rather than to facility condition for NFADB reporting purposes.

72411/12/13/14-3 **OUTDOOR INDIVIDUAL MILITARY WASH AREA (USMC).** Provide outdoor equipment wash facilities (when required) at USMC bachelor quarters. The number of faucets/wash outlets shall be determined by the installation commander/resident FMF unit.

724 15 UNIT DEPLOYED PERSONNEL (UDP) – MISSION ESSENTIAL (OFFICER) (SF)
FAC: 7214
BFR Required: Y

72415-1 **DESCRIPTION.** These facilities are used for housing Marine Corps Unit Deployment Program (UDP) officers (for enlisted UDP housing, see CCN 72141). Criteria is being developed for this CCN. Consult with the Marine Corps Housing Command Director (GF-3) for interim requirements for BFR purposes.

72415-2 **DESCRIPTION.** Housing and messing facilities for civilian grades comparable to officers will be provided only at installations that are remote from municipal areas or where civilians are required to be housed on-station for security reasons.

72415-3 **REQUIREMENT.** Facilities planning for civilians will be the same as for military personnel of equivalent rank. Table 72415-1 provides the military and civilian schedule of equivalent grades as established by the Department of Defense.

**Table 72415-1
 Military and Civilian Equivalent Grade Schedule**

Military Grade Group	Civilian Grade Group		
	General Schedule	Teachers (20 U.S.C. 901-907)	Wage System
0-7 to 0-10	GS-16 to GS-18	-----	-----
0-6	GS-15	_____	_____
0-5	GS-13 and GS-14	-----	WS-14 through WS-19 WL-15 and Production Support Equivalents
0-4	GS-12	Class IV and Class V	
0-3	GS-10 and GS-11	Class I, Step 5 Through Step 15 Class II and Class III	WS-8 through WS-13 WL-6 through WL-14 WG-12 through WS-15 and Production Support Equivalents
0-2 W-3 and W-4	GS-8 and GS-9	Class I, Step 3 and Step 4	

Military Grade Group	Civilian Grade Group		
	General Schedule	Teachers (20 U.S.C. 901-907)	Wage System
0-1 W-1 and W-2	GS-7	Class I, Step 1 and Step 2	

724 20 USNA UNACCOMPANIED HOUSING (SF)

FAC: 7242

BFR Required: Y

72420-1 **DESCRIPTION.** This type of housing is for unaccompanied housing buildings located at the US Naval Academy.

72423-1 No criteria for this facility are currently available.

72424-1 No criteria for this facility are currently available.

72430-1 The operation of closed messes in support of officers' quarters is being discontinued. New Commissioned Officers' Closed Mess dining facilities will not be planned for new or existing BOQ's.

725 UNACCOMPANIED PERSONNEL HOUSING – EMERGENCY HOUSING

725 10 TROOP HOUSING - EMERGENCY BUILDING (PN)

FAC: 7250

BFR Required: Y

725 11 TROOP HOUSING - EMERGENCY FACILITY (EA)

FAC: 7251

BFR Required: N

72510/11-1 **DESCRIPTION.** These may be hutments (Quonsets), tent frames with floors and may be permanent, semi-permanent, or temporary types of facilities. No criteria for these facilities are currently available.

730 COMMUNITY FACILITIES – PERSONNEL SUPPORT AND SERVICES

730 10 FIRE STATION (SF)

FAC: 7311

BFR Required: Y

Refer to <https://www.wbdg.org/dod/unified-facilities-space-program-sustainability-spreadsheets> for the “Fire Stations Space Program” spreadsheet.

Refer to UFC 4-730-10N “Fire Stations” for design criteria at <https://www.wbdg.org/dod/ufc/ufc-4-730-10>.

73010-1 **DEFINITION.** This space criteria applies to Installation fire station facilities which provide fire protection for structures, fight brushfires, and support fire prevention education and training.

73010-1.1 When the fire station function is part of a consolidated operations facility (fire/police/safety), this CCN is applicable only to the fire station functions and the planner must consider the appropriate space designation (such as CCN 730 20) for the other facility functions. Identify common support and administrative spaces that can be shared between CCN functional areas.

73010-1.2 This criteria shall be used in combination with CCN141-20 “Aircraft Fire and Rescue Station” when developing the total space allocation for CCN 141-25 “Combined Structural / Aircraft Fire / Rescue Station”.

73010-2 **REQUIREMENT.** The number of fire stations required on an Installation will be determined by the necessary response time for the type and function of facilities requiring fire protection. This analysis will be provided by Commander Navy Installations Command (CNIC) N30 or Marine Corps Installations Command (MCICOM) G3.

73010-3 **SCOPE.** To support the firefighters' mission, it is crucial that a fire station accommodates the equipment used at that station, supports the numerous unique functional requirements for that type of station, and fulfills the safety requirements of the firefighting personnel using the station. This is reflected in by the designated type of fire station and the required class of fire station.

73010-4 **STATION TYPES.** Functionally, there are three types of fire stations:

- Structural Stations (CCN 730 10) which provide fire protection to facilities,

- Aircraft Rescue Firefighting (ARFF) Stations (CCN 141 20) which provide fire protection to aircraft and associated equipment, and
- Combination Structural/ARFF Stations (CCN 141 25), providing support for each of the first two requirements.

73010-4.1 Differences between Station Types. Generally, the differences between Structural and ARFF stations are limited to the Apparatus Bay size criteria and the facility location to support its mission.

73010-4.2 Marine Corps Requirements. The Marine Corps program includes two separate organizations—one for Structural and one for ARFF. Unlike the other Services, the Marine Corps rarely combines the stations and requires separate offices for Fire Chiefs and other personnel on their Installations.

73010-5 **STATION CLASSES.** For each type of fire station, there are two class designations which determine some of the functions at that station:

- Headquarters (or Main) stations generally house the Fire Chief and most of the general administrative functions.
- Satellite stations are located throughout the Installation to provide adequate response time coverage.

73010-5.1 Differences between Station Classes. The differences between Headquarters and Satellite stations relate only to the additional administrative functions housed in the Headquarters station.

73010-6 **FUNCTIONS.** The Station Class will primarily determine the number and type of functional spaces required. However, it is important to assess the existing fire station assets available at the Installation, as it may be necessary to provide Satellite stations with some spaces normally reserved for Headquarters stations if they are not adequately available with existing facilities. The Installation representatives, in conjunction with the facility planner, must determine which spaces are necessary and justified. The planner should obtain a Needs Validation Assessment of Installation fire station assets to determine the class and required capacity in terms of personnel and vehicles of the new or renovated station (refer to 73010-2).

73010-7 **FUNCTIONAL AREAS.** Fire stations consist of apparatus bays and support areas, equipment and gear storage areas (for fire extinguishers, self-contained breathing apparatus (SCBA), protective clothing, hoses, firefighting agents, etc.), dispatch office, administrative offices, training facilities, living quarters, recreation and dining facilities, and possibly an emergency operations center and/or apparatus and equipment maintenance areas (if required by Installation mission requirements).

73010-8 **SPACE ALLOWANCE.** Space allowances for fire stations are determined according to the planning criteria calculations which result from using the Space Planning Spreadsheet for Fire Stations, which can be found at

<https://www.wbdg.org/dod/unified-facilities-space-program-sustainability-spreadsheets>.

73010-8.1 Apparatus rooms are sized according to the firefighting apparatus to be housed within the station. For new construction, apparatus bays shall be planned to allow drive-through access for firefighting apparatus.

73010-8.2 Table 73010-1 contains functions that may be included in a fire station with adequate justification. These space allowances are optional selections in the space planning spreadsheet and must be individually justified for inclusion in the BFR development. Any additional apparatus equipment from Table 73010-1 should be included in determining the space allocation for apparatus bays.

Table 73010-1. Validate Requirement for these Functional Areas

FUNCTION	NOTE
Assistant Chief of Fire Prevention Office	(1)
Fire Prevention bureau	(2)
Deputy Chief's Office	(3)
Deputy Chief's Bunkroom	
Emergency Response Center	(4)
Disaster Preparedness Admin	(5)
Disaster Preparedness Storage	
Emergency Medical Services - Ambulance Bay	(6)
Ambulance Admin Space	
Ambulance Storage	
Ambulance Bunks (3 personnel/ambulance)	
Hazardous Waste Vehicle	(7)
Hazardous Waste Storage	
Hazardous Waste Bunks (3 personnel/vehicle)	
Specialized Equipment (foam unit, brush truck, etc.)	(8)
Heavy Rescue Vehicle	
Boat/Trailer Bay	
Boat Equipment Storage (100 NSF/9 NSM)	
Vehicle Maintenance Bay	(9)
Vehicle Maintenance Office	
Vehicle Maintenance Parts and Tools	

Notes:

- (1) Authorized where there are more than 4 inspectors.
- (2) Not included in Space Planning Spreadsheet. Determine space allowance according to CCN 610-10 criteria.
- (3) Authorized where there are 4 or more engine Companies.
- (4) Usually only provided in HQ-class stations that are consolidated with Police/Security/EMS functions.
- (5) Not included in Space Planning Spreadsheet. Determine space allowance according to CCN 610-10 criteria.
- (6) When ambulances are authorized, space must be provided to accommodate the vehicles, equipment, supplies, and crew.
- (7) When HazMat response team is authorized, space must be provided to accommodate the vehicles, equipment, supplies, and crew.
- (8) Include these specialized vehicles in the bay count section of the spreadsheet.
- (9) This space allocation in the spreadsheet is authorized only in cases where fire/rescue vehicles are maintained and/or repaired at the fire station.

730 11 FIRE HOSE DRYING STRUCTURE (EA)

FAC: 7311

BFR Required: N

73011-1 **DEFINITION.** Category Code 730 11 is provided for inventory purposes only in cases where these structures are provided in a separate building or structure. For new facility planning purposes, this requirement shall be included as part of the Fire Station, Code 730 10.

730 12 FIRE CART/HOSE DRYING FACILITY (SF)

FAC: 7311

BFR Required: N

73012-1 **DEFINITION.** Category Code 730 12 is provided for inventory purposes only in cases where these facilities are provided in a separate building or structure. For new facility planning purposes, this requirement shall be included as part of the Fire Station, Code 730 10.

730 13 ISSUE/RETAIL CLOTHING AND UNIFORM CENTER (SF)

FAC: 7343

BFR Required: N

73013-1 **DEFINITION.** This is a retail outlet for military clothing and accessories. This facility is operated by the Navy and Marine Corps Exchange Service. It is integrated with the Exchange Retail Store, CCN 740-01 at most existing and all new stores. This category code is provided for inventory purposes only.

730 15 BRIG (SF)

FAC: 7312

BFR Required: Y

Design Criteria: For Renovations, refer to MIL-HDBK-1037/4.
For New Construction, refer to the American Correctional Facilities Guidelines.

73015-1 **DEFINITION.** This code is to be used for facilities whose primary purpose is the confinement of personnel. A facility with confinement as a secondary use should be coded according to its primary use. For example, a restricted barracks is coded as a facility in the appropriate code of the 721 group.

73015-2 **REQUIREMENTS.** Requirements for brigs may only be established at activities where such facility is authorized by SECNAV. This insures strategic distribution of the facilities. Where planning for a brig is authorized, space allowances are in accordance with Table 73015-1 and Table 73015-2. The prisoner capacity is 0.5% of the total military strength in the area served by the facility. This figure may be adjusted by the Bureau of Naval Personnel to compensate for local variations in projected prisoner population. The adjusted figures are available from the Bureau of Naval Personnel (PERS-84).

Where facilities are to include space for gainful employment, they will be programmed on the basis of identified equipment requirements but not to exceed 7 m² (75 gsf) per prisoner.

73015-3 **APPROVAL PROCESS.** A request for approval of the establishment of a brig as a Navy place of confinement shall be submitted to the Secretary of the Navy via the chain of command and the Bureau of Naval Personnel or Commandant of the Marine Corps, as appropriate.

73015-4 **SPACE ALLOWANCES.** The gross area allowances shown include facilities for housing, training, welfare, administration, and recreation. The space for prisoner berthing in dormitories must have a minimum of 7 m² (72 ft²) net sleeping area per prisoner. All cells should be planned for single occupancy and be of 6' x 8' x 8' minimum dimensions.

Table 73015-1. Space Allowances for Correctional Centers

Capacity	Gross Area Per Prisoner	
	sq. m	SF
Up to 25	51	550
50	41	440
150	33	350
250	31	330
400	28	300

73015-5 **SITING.** The brig shall be sited where it is free from safety hazards due to its extended evacuation time. The size of site and its location in relation to other activity facilities shall be agreed between the using activity and PERS-84.

73015-6 **FUNCTION.** The structure and its functional components shall be planned in accordance with the guidelines contained in SECNAVINST 1640.9B (Dec '96 @ <http://neds.nebt.daps.mil/1640.htm>), the American Correctional Facilities Guidelines (new construction) and MIL-HDBK 1037/4 (renovation).

The following list and Table 73015-2 highlight the components which normally should be considered when planning for a brig. The list is not intended to be all inclusive nor may all components be required at all locations. It should be used only for guidance or as a checklist. Figures shown on Table 73015-2 are net square meter (net square feet) and are intended to be utilized for planning physical layout. The size of the spaces may vary depending on the particular needs of the activity.

73015-6.1 **Administrative Section.** Admin. section; Brig Officer's office; prisoner, visitor and legal visiting rooms.

73015-6.2 **Prisoner Processing.** Receiving and release room; prisoner storage; holding cell.

73015-6.3 **Medical Exam Spaces.** Doctor, Dentist and Psychiatrist.

73015-6.4 **Dining Facilities.** Brigs with 100 prisoners or less should cater food from existing base facilities where practical; Brigs over 100 prisoners use cat. code 722-10 criteria.

73015-6.5 **Prisoners Quarters.** Cells or secure rooms will have single occupancy 6'x8'x8' minimum dimension and the total number shall not exceed 15% of prisoner capacity. Dormitories will berth 85% of prison capacity; maximum 35 prisoners per dormitory and 7 sq.m. (72 SF) net sleeping area per prisoner.

73015-6.6 **Other Miscellaneous Spaces as Required.** Staff lounge, classrooms, vocational shop, laundry, chapel counseling, library and recreation facilities should be planned based upon local needs.

**Table 73015-2.
Brig Capacity Number of Prisoners**

Type of Space	U/M	50	100	150	200	250	300
Administrative Section	sq. m	151	251	251	269	288	288
	SF	1620	2700	2700	2900	3100	3100
Prisoner Processing	sq. m	67	82	82	93	93	93
	SF	720	880	880	1000	1000	1000
Control Room	sq. m	13	13	13	13	22	22
	SF	140	140	140	140	240	240
Barber Shop	sq. m	17	22	22	22	22	22
	SF	180	240	240	240	240	240
Library	sq. m	19	37	37	74	74	74
	SF	200	400	400	800	800	800
Medical Exam Room	sq. m	17	28	28	28	39	39
	SF	180	300	300	300	420	420
Staff Lounge w. Toilet	sq. m	20	42	42	42	42	42
	SF	220	450	450	450	450	450
Chapel, Auxiliary Multipurpose Classroom, Magistrate	sq. m	46	93	93	139	139	186
	SF	500	1000	1000	1500	1500	2000
Special Quarters and Security Cell (6' x 8' x 2') 1830 x 2440 x 610 mm	EA	8	12	16	22	26	32
Segregation Cell (6' x 8' x 8') 1830 x 2440 x 2440 mm	EA	2	4	6	8	10	12
Mail Office	sq. m	11	11	22	22	33	33
	SF	120	120	240	240	360	360
Counselor's Office Supervisor's Training	Sq. m	26	39	46	46	52	52
	SF	280	420	490	490	560	560
Exchange	Sq. m	11	11	22	22	33	33
	SF	120	120	240	240	360	360
Recreational Equipment Storage	SF	140	140	140	240	240	240

730 20 SECURITY BUILDING (SF)**FAC: 7313****BFR Required: Y**

73020-1 **DEFINITION.** A security building housing the shore patrol and military or civilian police forces may vary in use from a standard police station to a large security department. Security buildings are generally located well within the base perimeter, and not adjacent to gatehouses.

73020-2 **STANDARD POLICE STATIONS.** For a police force limited to law enforcement within an installation, with no detention responsibilities, plan on the basis of 5 sq.m. (50 SF) per person employed at the police station. This includes the total of all persons in administrative functions and on patrols, for all shifts.

73020-2.1 The space allowance provides space for all or part of the following: armory; administration; communication; fingerprint room, file space; storage; training and briefing; dayroom; maintenance of official vehicles; miscellaneous related support.

73020-3 **LARGE SECURITY DEPARTMENTS.** For large security departments providing a variety of services, including combined dispatch centers with fire and medical services, individual justification for space requirements is required. Spaces may include: administrative areas, waiting areas, customer service and report writing areas, dispatch centers including consolidated dispatch centers for medical, fire and security, armory, Pass and ID services, package inspection, ready issue communication equipment storage, general supply, and break lounges.

730 21 DEFENSIVE FIGHTING POSITION (SF)**FAC: 1498****BFR Required: Y**

73021-1 **DEFINITION** A Defensive Fighting Position (DFP) is an elevated facility that houses operations responsible for the protection of access and/or egress to designated areas or facilities and can serve an installation's security force or a tenant command requiring secure access within a dedicated area or compound. These are typically used at installation Entry Control Points (ECPs), at Pier Heads, and sometimes at secure areas within an installation. For landside DFP applications, the DFP must be located such that it is near the active vehicle barriers and provides the occupants the ability to oversee response zone traffic and operations at the ID check area. For waterside DFP applications, the DFP must be positioned along the waterfront (typically at the head of the pier) to allow 360 degree observation and employment of both non-lethal and lethal force. The DFP will be utilized as an elevated fighting position and as

such will be equipped with gun ports to allow the occupants to respond to threats. The gun ports should be positioned to cover the likely avenues of approach and be constructed to accommodate depression angle requirements of weapons (lethal and non-lethal) employed therein. Objectively, the DFP should facilitate weapons employment throughout the entire threat zone as defined by NTTP 3-07.2.1 and as established in installation Antiterrorism Plan.

Note: Landside DFPs should have a 360 degree field of view but geographic constraints/restraints may preclude this at some locations.

73021-2 REQUIREMENTS

73021-2.1 DFPs must provide adequate space within the overwatch for movement of a guard and the use of handguns, shoulder fired weapons, and select non-lethal weapons systems. Gun/weapons ports shall be provided on each face of the overwatch (providing a 360 degree field of view). Note: Gun/weapons ports may not be required on all sides of the DFP if the protection plan into which these positions are being placed accommodates/establishes 360 degree protection to assets contained therein.

73021-2.2 The DFP overwatch shall consist of a 36GSF (maximum) structure as in figure 73021-1.

73021-3 The requirements calculation process should begin with consultation with the installation SECO (Security Officer) and ATO (Antiterrorism Officer) to determine how many DFP overwatch positions are needed. For locations within an installation where a tenant command requires a DFP for a dedicated secure area or compound, coordination with the command's OIC may be necessary to obtain requirements.

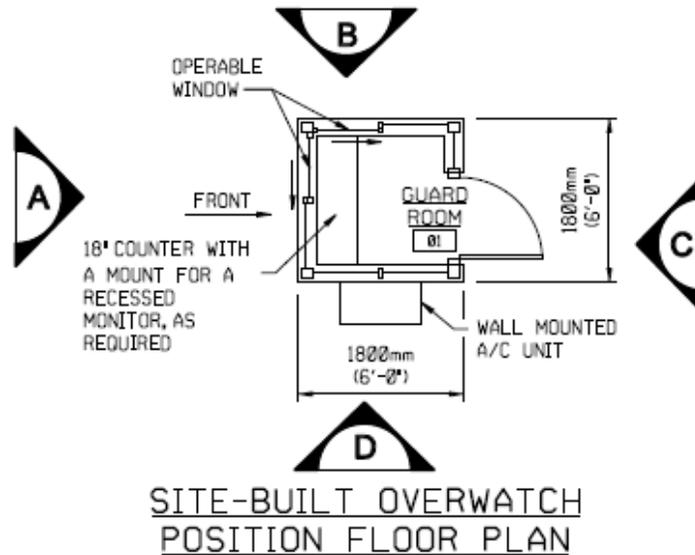
For the purposes of the BFR, all DFP requirements serving an installation's security force can be captured within a single BFR and based on the installation UIC. If the requirement is for a tenant command for a dedicated secure area or compound within an installation, the BFR should be captured using the tenant command UIC and should be exclusive of the installation's requirements.

For the purposes of identifying assets in INFADS, use individual property record cards (PRCs) to capture the DFP assets for each landside and waterfront entry control point (ECP) and capture them using the installation UIC. Note their locations on the PRC. If the asset(s) is/are for a specific tenant command for their own secure area(s) or compound(s), use the tenant command UIC to capture all DFPs associated with the command. For the purposes of Asset Evaluations (AEs), if an existing facility is not elevated, note that it is deficient with respect to its functional or space criteria for a building or structure.

Below is a notional diagram of a typical DFP layout. Note that these facilities are typically elevated towers with occupied space on upper floor(s) and an interior

stairwell below. The area below the occupied space(s) is not counted as useable area on the property record card.

Figure 73021-1 Model Defensive Fighting Position



73021-4 SITING CRITERIA. Several elements must be considered early on in locating the position of a DFP. It is **CRITICAL** that regional and installation Security Officers (SECO) and Antiterrorism Officers (ATO) be consulted early in the location process. Attention must be given to:

- Topography of the intended location and resulting field of fire.
- More than one may be necessary to adequately cover ECP field of view considerations and different avenues of approach.
- Safety of the occupant due to firing from gate guards.
- Safety of general public from downrange fire
- Weapon system to be utilized and its coverage capability.
- DFP should be located behind final denial barrier.
- DFP Should be located a sufficient distance from ECP to allow time for operation of final denial barrier.
- Waterfront DFPs should be positioned in such a manner to allow for overlapping fields of fire. Objectively, there should be sufficient fields of fire established (i.e. sufficient number of DFPs) that the elimination of any single DFP does not preclude the other DFPs from employing force (lethal/non-lethal) across the entire waterfront. The exact number of DFPs required should be delineated in the installation Antiterrorism plan and/or defined by coverage factor requirements of higher headquarters or both. The number of DFPs required along the waterfront can and should also be influenced by the types/capabilities of weapons (lethal/non-lethal) planned to be employed from therein.

Note: As the urban environment has migrated to the borders of military installations, military operations are being conducted in closer proximity to the general public. Installation public works, security and antiterrorism teams must factor the proximity of the general public into the protective designs of DFPs. Installations shall consider incorporation/application of protective elements such as retaining walls (walls to absorb bullets) into the DFP design (landside application).

73021-5 **USE OF RE-LOCATABLE BUILDINGS** See OPNAVINST 11010.33C for guidance on the use of re-locatable facilities as DFPs. Make-shift facilities created from items such as concrete barricades, box culverts, and similar items are not to be captured as real property DFPs in iNFADS.

730 22 NCIS FIELD OFFICE (SF)

FAC: 7313

BFR Required: Y

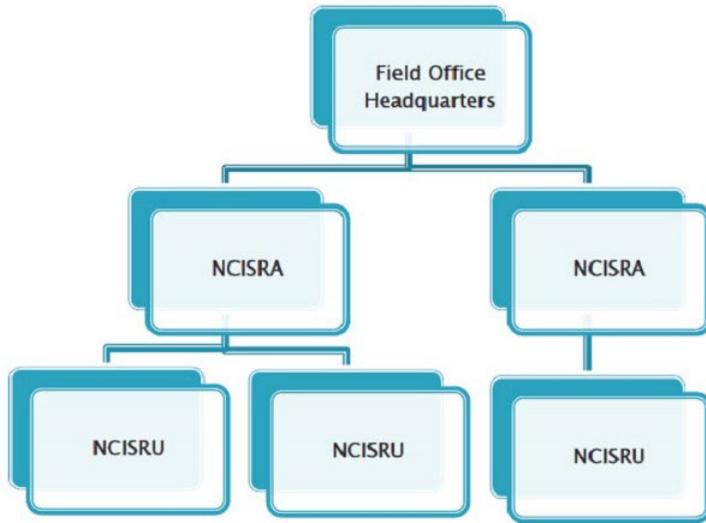
73022-1 **Definition.** A building that houses the command, operation, and administrative functions assigned to the U.S. Naval Criminal Investigative Service (NCIS). NCIS is the primary law enforcement agency of the U.S. Department of the Navy. Its primary functions are to investigate criminal activities involving the U.S. Navy and U.S. Marine Corps, though its broad mandate includes national security, counterintelligence, counterterrorism, cyber warfare, and the protection of U.S. naval assets worldwide. The criteria specifically address NCIS Field Offices, NCIS Resident Activities, NCIS Resident Units and various mission specific components.

73022-2 **Planning Factors.** Review the criteria contained herein and use this information in tandem with the NCIS BFR Template to develop space requirements for NCIS organizations.

Notional Organizational Chart and Staffing Levels

NCIS Field Office (NCISFO)

- Special Agent in Charge (SAC)
- Assistant SACs (ASACs) (Crim, CI)
- Senior Intelligence Officer (SIO)
- Field Operations Support Officer (FOSO)
- Supervisory Program Analyst (SPA)
- Field Computer Specialist (FCS)
- Investigator(s) (1801)
- Intelligence Analyst (s)
- Program Support Assistants (PSAs)



NCIS Resident Agency (NCISRA)

- Can be collocated or geographically separated from field office HQ
- Supervisory Special Agent(s) (SSA)
- Special Agents (SAs)
- PSA(s)

NCIS Resident Unit (NCISRU)

- Geographically separated from NCISRA
- One or more SAs

NCIS Field Office (NCISFO)	25-50 personnel
NCIS Resident Agency (NCISRA)	13-20 personnel
NCIS Resident Unit (NCISRU)	1-5 personnel

73022-3 **Personnel Loading.** Personnel loading must be supported by an official personnel-loading report. See CCN 61010, Sections 61010-3 and 61010-4 for additional information.

73022-4 **NCIS BFR Template**

When preparing a BFR for NCIS, contact and coordinate with the local NCIS office.

Two levels of approval are required to certify BFR.

1. Mission Approver (NCIS)
2. Activity/PWD Approver (NAVFAC)

The NCIS Engineering Office serves as the “Mission Approver” for all NCIS BFRs. The local installation serves as the “Activity/PWD Approver.”

73022-5 **General Administrative Space**

For Private Office, Open Office, Flex Office and associated Circulation Space, see CCN 61010, Table 61010-5.1. Telework Design criteria is not applied for NCIS entities.

73022-6 Basic Allowances

For Admin Support, Break Room and Conference/Training Space, see CCN 61010, Table 61010-7.1.

Note: CCN 61010, Table 61010-7.1A. Conference/Training Room Table provides an overall Conference/Training Room space allocation. For example, if an organization has 112 personnel, an overall conference/training room allocation of 750 NSF is allocated. This overall allocation of 750 NSF can be broken down in any way that best suits the organization, for example it could consist of five conference rooms at 150 NSF each or any variation amounting to 750 NSF. This allocation includes collaboration spaces, teaming rooms, etc.

73022-7 Functional Support

73022-7.1 Case File Storage: See CCN 61010, Table 61010-7.2 for Archive Storage

Planning Factor: Allocate NSF based on a space analysis

Justification Guidelines: Approved for FO, RA and RU. All require on-site case file storage of active and on-going investigations. NCIS Case Files are "permanent records" as defined by SECNAV M-5210.1 - DON RECORDS MANAGEMENT PROGRAM. A space analysis is required. Multiply the total number of filing cabinets and safes by a planning factor of 7 NSF/EA.

73022-7.2 Grand Jury Room: A Grand Jury Room serves as a meeting room for review of ongoing court cases and provides storage room for active litigation documents. Although this space is similar to a conference room, it is additional to the basic conference/training room allocation. This space may require locks or key card entry, but is not necessarily a secure (classified) space.

Planning Factor: Allocate one Grand Jury Room at 150 NSF

Justification Guidelines: Justified for FO if economic crimes component is present. Approved for RA. Not approved for RU.

73022-7.3 Graphic Workstation: Shared computer workstation space(s) used to recreate crime scenes, sketch suspects, and develop media presentations. Each workstation requires one NMCI drop and one commercial drop. The purpose of the commercial drop is for the investigation of online evidence that would otherwise be blocked by NMCI, for example, a suspect's social media. This room is not intended to be the primary workspace for any staff. The number of graphic workstations shall be based on regional requirements as determined by the NCIS Engineering Office.

Planning Factor: Allocate up to four workstations at 64 NSF/WS

Justification Guidelines: Not approved for FO. Approved for RA and RU. Number of graphic workstation(s) based on discussion with NCIS Engineering Office.

73022-7.4 **IT Equipment Storage:** Storage for computer and telecommunication equipment for the using organization. This space type is based on the total number of personnel.

Planning Factor: Allocate 5 NSF/PN, minimum size is 60 NSF

Justification Guidelines: Approved for FO, RA and RU.

73022-7.5 **IT Logistic Support Storage:** A dedicated shipping, receiving, laydown/IT staging, and storage area may be provided to support the IT equipment and parts storage for a NCISFO and that of component NCISRAs and/or NCISRUs. This area is in addition to any maintenance parts and consumables storage requirements that may also exist. The need for IT Logistic Storage Space shall be based on regional requirements as determined by the NCIS Engineering Office.

Planning Factor: See FC 2-000-05N, 131 Series Introduction, Section 131-13.

Justification Guidelines: Justified for FO based on regional requirements. Space analysis is required. Not approved for RA or RU.

73022-7.6 **MCRT Gear Storage:** Provides storage to support a Major Case Response Team's (MCRT) gear storage for special agents. Gear is stored primarily within pelican cases on shelves. Pelican cases are molded plastic containers that seal with an airtight and watertight gasket. Pelican cases for MCRT gear may include but are not limited to: crime scene kits for blood spatter analysis, digital and still camera kits, evidence collection kits, lighting kits for crime scenes and ultra-violet lighting kits for detection of different substances. This space type is based on the number of special agents (SA).

Planning Factor: Allocate 10 NSF/SA, minimum size is 100 NSF

Justification Guidelines: Approved for FO, RA and RU.

73022-7.7 **Secure Conference Room:** Provides space for classified meetings and briefings. This space allocation is in addition to the basic conference/training room allocation above.

Planning Factor:

- Allocate NCISFO secure conference room at 200 NSF
- Allocate NCISRA secure conference room at 120 NSF
- Allocate NCISRU secure conference room at 100 NSF
- Allocate OTHER secure conference room at 120 NSF

Justification Guidelines: Most NCIS organizations operate in secure facilities and have access to secure conference rooms and therefore do not require this space type. If an NCIS organization's primary facility is not secure and only intermittent access to classified briefings are required, a secure conference room is justified.

- Not approved for FO. For FO, apply Mini-MTAC allocation below rather than the secure conference room allocation. The Mini-MTAC is an unmanned, secure space and can also serve as a secure conference room. Ensure that secure conference room and Mini-MTAC are not both allocated at the field office level.
- Justified for NCISRA when only intermittent access to a secure conference room is required. For example, CRIM Agents typically work in an unclassified environment because they require access to their cell phones and require only intermittent access to a secure conference room.
- Approved for NCISRU. NCISRUs are so small (1-5 persons) that they are not authorized a conference room space allocation. However, even if a NCISRU consists of one person, that person must still be able to host a meeting and therefore a basic secure conference room allocation of 100 NSF is approved. Note that at the NCISRU level, the conference room does not necessarily have to be "secure", it can be an ordinary conference room.

73022-7.8 **Secure Terminals**

Note that secure terminals provide secure areas for handling classified material. This space type is not intended to be the primary workspace for any staff. The number of workstations required must be provided by the organization's Security Officer.

Planning Factor: Allocate 64 NSF per workstation

Justification Guidelines: Justified for FO, RA, and RU.

73022-8 Evidence Storage

Note: In rare circumstances, an exception to the justification guidelines may be required for evidence storage space types due to site constraints or regional requirements. The NCIS Engineering Office shall provide rationale and responsibility for such an exception in writing.

73022-8.1 Bulk Evidence Processing: Room used to process large items of evidence such as, couches, mattresses, washing machines, etc. This space type is based on the number of special agents (SA).

Planning Factor: Allocate 10 NSF/SA, minimum size is 100 NSF

Justification Guidelines: Approved for FO. Justified for RA if drive-time to FO is greater than 60 minutes.

73022-8.2 Evidence Custodian Station: Space is required for an evidence custodian station to control and monitor entry to the long-term evidence storage. This overall space is based on a dedicated workstation area of 144 NSF. Since the person manning this space is already accounted for within the General Admin Space allocations at 64 NSF for an open office, this space type is reduced to 80 NSF.

Planning Factor: Allocate one evidence custodian station at 80 NSF

Justification Guidelines: Approved for FO. Justified for RA if drive-time to FO is greater than 60 minutes.

73022-8.3 Evidence Preparation Area: This space is used by special agents to prepare evidence for long-term evidence storage.

Planning Factor: Allocate 3 NSF/SA, minimum size is 60 NSF

Justification Guidelines: Approved for FO. Justified for RA if drive-time to FO is greater than 60 minutes.

73022-8.4 Long-Term Evidence Storage: Long-term evidence storage is required for securely storing evidence related to ongoing investigations. Space is required primarily for evidence storage shelves and secure storage lockers. A refrigerator is required for the storage of biological evidence. A separate, more secure area is required for storage of firearms, narcotics, currency and/or high-value items. This space type is based on the number of special agents (SA).

Planning Factor: Allocate long-term evidence storage at 30 NSF/SA

Justification Guidelines: Approved for FO. Justified for RA if drive-time to FO is greater than 60 minutes.

73022-8.5 Temporary Evidence Storage: This space is for temporary storage of items, awaiting transfer to a long-term, secure evidence storage facility, typically located at nearest NCISFO or NCISRA. Space is required for packaging materials, personal protective equipment, an eyewash station, and a refrigerator for the storage of biological evidence. This space type is based on the number of special agents (SA).

Planning Factor: Allocate temporary evidence storage at 12 NSF/SA

Justification Guidelines: Not approved at FO. Justified for RA if not collocated with FO. Approved for RU.

73022-9 Fitness

73022-9.1 Self Defense Training: A semi-private room or enclosed area for self-defense training. At a minimum, this space includes easy-to-clean mats that will handle the impact of self-defense training. This space type is based on the number of special agents (SA). A minimum of 10 agents are required to justify this space type.

Planning Factor:

- Allocate 128 NSF for 10-29 special agents
- Allocate 256 NSF for 30 or more special agents

Justification Guidelines: Approved for FO, RA and RU. For security purposes, self-defense training is conducted within NCIS facilities as opposed to a local Installation Fitness Center. A minimum of 10 special agents are required to approve/authorize this space type.

73022-9.2 Locker Room: A locker room provides temporary storage lockers for a change in clothing and other personal belongings. This space type is required within NCIS facilities in support of agents working active crime scenes. This space type is based on the number of special agents (SA).

Planning Factor: Allocate one locker at 8 NSF each for every two special agents

Justification Guidelines:

Approved for FO, RA and RU. Agents must be able to shower after conducting a crime scene analysis and therefore require a locker.

73022-9.3 **Shower Room:** A shower room provides one or more shower stalls and is typically collocated with a bathroom and/or locker room. This space type is required within NCIS facilities in support of agents working active crime scenes and self-defense training.

Planning Factor: Allocate one shower at 20 NSF each for every 10 special agents

Justification Guidelines: Approved for FO, RA and RU. While locker and shower rooms do support NCIS Fitness and Self Defense Training functions, the primary requirement for lockers and showers is so agents are able to wash any blood, saliva or unknown substances off their skin with soap and lots of running water after working an active crime scene. A minimum of 10 special agents are required to approve/authorize this space type.

73022-10 **Interviews**

73022-10.1 **Booking & Fingerprinting:** Space used for processing, photographing, and fingerprinting individuals arrested, charged or accused of a crime. This space type is based on the number of special agents (SA).

Planning Factor: Allocate 3 NSF/SA, minimum size is 60 NSF

Justification Guidelines: Approved for FO, RA and RU.

73022-10.2 **Hard Interview Room:** Room used to interview a suspect or criminal. The number of hard interview rooms shall be based on regional requirements as determined by the NCIS Engineering Office.

Planning Factor: Allocate one hard interview room at 100 NSF each

Justification Guidelines: Approved for FO, RA and RU. Hard interview rooms are allocated based on regional requirements.

73022-10.3 **Soft Interview Room:** Room used to interview a victim. Unlike a hard interview room, this space may include comfortable chairs, wall decorations and soft lighting, meant to make victims of traumatic crimes feel more comfortable sharing crime details with investigators. The number of soft interview rooms shall be based on regional requirements as determined by the NCIS Engineering Office.

Planning Factor: Allocate soft interview room at 120 NSF each

Justification Guidelines: Approved for FO, RA and RU. Soft interview rooms are allocated based on regional requirements.

73022-10.4 **Observation Room:** An Interview Observation Room is located between hard interview rooms. One-way glass windows share common walls with the hard interview rooms for monitoring interviews. Consideration should be given to using CCTV feeds rather than providing space for an observation room.

Planning Factor: Allocate one interview observation room at 100 NSF each

Justification Guidelines: Approved for FO, RA and RU. Interview observation rooms are allocated on a case-by-case basis.

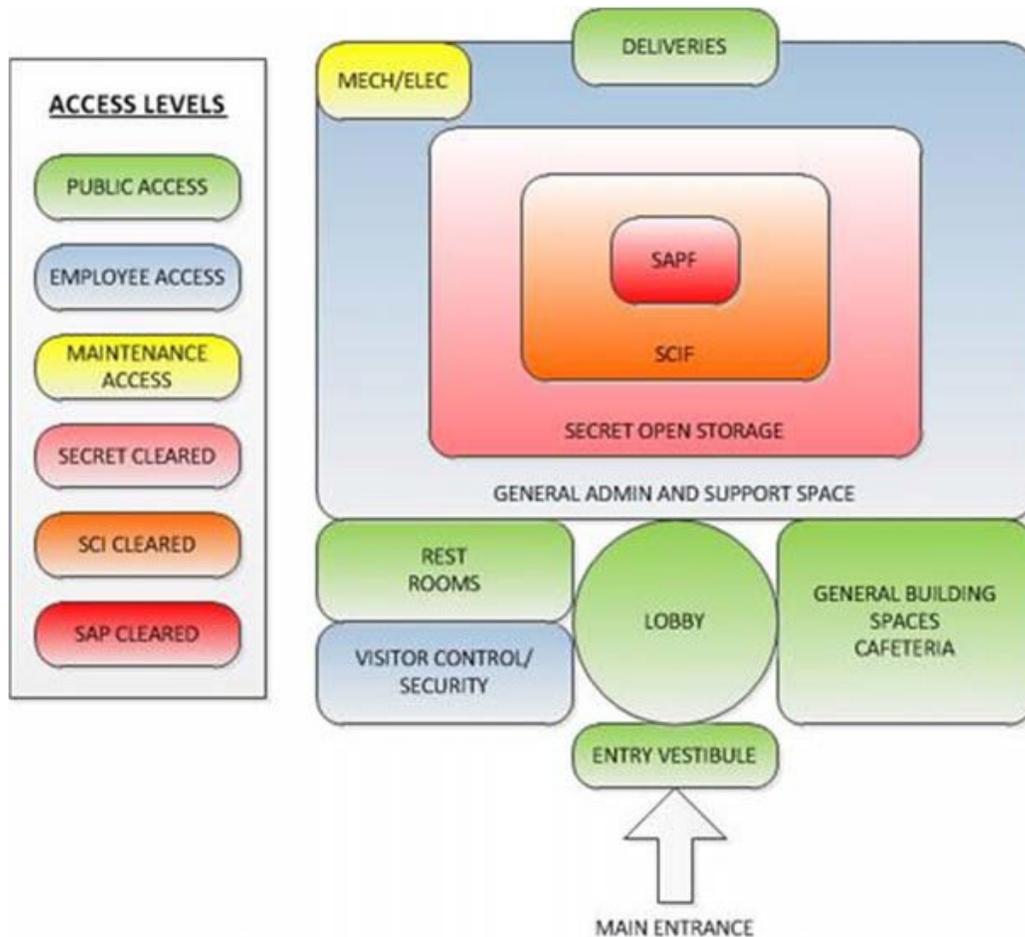
73022-11 **Secure Areas**

These space types are discussed here in general, but are not included in the NCIS BFR Template.

Depending on the mission of an organization, some secure areas may be required, ranging from secure kiosk stations, to Open Secret Storage (OSS) areas, to a Sensitive Compartmented Information Facility (SCIF), to a Special Access Program Facility (SAPF). If a portion of an organization operates at a higher classification than the rest of the facility, the space provided for them is calculated based on the overall requirements set forth in the 131 Series Introduction criteria.

Do not call-out the classification levels of space types in planning or design documents. Refer to these spaces only as “secure spaces”. For NCIS, these space types typically consist of an office space environment with dedicated office spaces. This means the secure spaces do not have to be called out specifically in the BFR, because they have already been accounted for in the office space requirements. This also supports the OPSEC goal of not identifying the level of secure area or the mission in planning or design documents.

Notional Diagram of Secure Space Types



In some cases, one or more analysis workstations may be required and must be called out separately as an “analysis workstation”.

- For analysts working in a secure environment:
 - Allocate 90 NSF for an analysis workstation required to monitor up to 4 networks.
 - Allocate 130 NSF for an analysis workstation required to monitor more than 4 networks.
- If using the NCIS BFR Template, an analysis workstation can be included as a “user-defined-space”.
- If using the NCIS BFR Template, ancillary secure comms spaces, can also be included as “user-defined-spaces”.

73022-12 **Security**

See Table 61010-7.3 for Entry Control Area, Secure Visitor Waiting Area and Weapons Vestibule and Vault.

73022-13 **Watch Center**

73022-13.1 **Mini-MTAC:** The Multiple Threat Alert Center (MTAC) for NCIS Headquarters is a large Watch Center utilizing NCIS' worldwide presence and combination of law enforcement, counterintelligence, intelligence, and security capabilities to identify a wide range of threats to Navy and Marine Corps personnel and assets around the world.

A true Watch Center generally operates on a shift system where personnel oversee multiple systems using multiple shifts to provide coverage up to 24 hours a day. A Watch Center may include the following areas based on mission requirements: Watch Floor (containing Kiosk Workstations, Watch Stander Workstations, and Watch Workstations). Workspaces require an unobstructed view in order to see a centralized display area on a room wall consisting of multiple flat panel screens.

NCIS Field Offices may require portions of a Watch Center in the form of a Mini-MTAC¹. This is a secure space, but is not permanently manned. At the Field office level, this space type is the equivalent of a secure conference room.

Planning Factor: Allocate Mini-MTAC area at 200 NSF

Justification Guidelines: FO requires portions of a Watch Center in the form of a scaled-down "Multiple Threat Alert Center" (MTAC) referred to here as a "Mini-MTAC". This is a secure space. At the field office level, this space type is the equivalent of a secure conference room, 200 NSF in size. Do not apply secure conference room allocation above, if allocating space for a Mini-MTAC here.

73022-13.2 **Server Room:** A server room is an air-conditioned space, devoted to the continuous operation of computer servers. An entire building or station devoted to this purpose is a data center. For Server Rooms with less than 120 racks, the recommended server room requirements are listed in Table 131-6. For a server room with less than 10 racks, multiply the total number of racks by 45 NSF/Rack.

Planning Factor: See Table 131-6 Equipment Room Requirement by Total Racks and Table 131-7. C5ISR Equipment Factor.

¹ The Multiple Threat Alert Center (MTAC) for NCIS Headquarters is a large Watch Center. It is a unique platform in that it merges intelligence from other agencies with information from NCIS source networks and law enforcement activities worldwide to provide the most relevant operational support to Navy and Marine Corps commanders.

Justification Guidelines: FO, RA and RU all may require a secure server room. This space type is intended for NCIS operated servers and does not apply to NMCI operated servers.

Mission Specific Components:

In addition to the NCIS Field Office space requirements identified above, some field offices have specialized component missions and require unique space types.

Specialized component missions include:

- Cyber Operations
- Economic Crimes (formerly known as Fraud)
- Forensics Support
- Polygraph Services
- Protective Operations
- Security Training Assistance and Assessment Team (STAAT)
- Technical Services and Technical Surveillance Countermeasures
- Virtual Operations

73022-14 **Cyber Operations**

Cyber Operations conduct cyber investigations, proactive cyber operations, and cyber forensics support for the Department of the Navy (DON). NCIS cyber capabilities disrupt, deter and defend against criminal, terrorist, and foreign intelligence threats against the DON. NCIS Cyber Operations provides full-spectrum criminal, counterintelligence, counterterrorism investigations and operations in the cyber domain; conducts cyber forensics and analysis; coordinates and partners with law enforcement and intelligence in the U.S. and abroad; capitalizes on data by identifying existing and emerging threats to predict future trends and enhance capabilities; collaborates with industry, academia and mission partners.

Unique space types associated with Cyber Operations include:

73022-14.1 **Cyber Forensics Lab:** A shared, unclassified area NCIS agents use to analyze evidence such as recovered cell phones, laptops, desktops, and other electronic storage. This area is unclassified because it may contain cell phones and other unsecured electronic devices.

Planning Factor: Allocate one cyber forensics lab at 300 NSF

Justification Guidelines: Approved if NCISFO has a cyber-operations component.

73022-14.2 **Hard Drive Recovery Room:** A dedicated clean room used to recover data from a hard drive that may have been corrupted, lost or damaged. This space type is designed to avoid particles and contaminants that can settle on sensitive exposed hard drive components as this may affect the recovery process and cause a malfunction or permanent loss of data.

Planning Factor: Allocate one hard drive recovery room at 100 NSF

Justification Guidelines: Approved if NCISFO has a cyber-operations component.

73022-15 **Economic Crimes**

Economic Crimes safeguards DON acquisition programs and enhances fleet readiness and superiority by conducting investigations and proactive operations to identify and reduce economic crimes. Economic Crimes priorities are to identify and reduce product substitution threatening warfighter safety and battlefield superiority, to combat corruption in the acquisition process, and to ensure protection of Navy capital investment in technology. By reducing procurement fraud, defined as bribery, subcontractor kickbacks, conflict of interest, cost mischarging, and product substitution, the DON will realize cost savings and procure products that meet safety standards for the warfighter, ultimately resulting in increased operational readiness.

Unique space types associated with Economic Crimes include:

73022-15.1 **Grand Jury Room:** This space type is defined in the “Special Purpose Space - Functional Support” section above.

Justification Guidelines: Approved if NCISFO has an economic crimes component.

73022-16 **Forensics Support**

Forensics Support provides forensic crime scene support to DON investigations. The Office of Forensic Support is a team of specially trained forensic consultants that assist in the processing of crime scenes. Although all NCIS Special Agents receive basic forensic training, these consultants are experts in crime-scene reconstruction, firearms trajectory, blood spatter analysis, and human remains recovery and examination. Their input is critical to a range of investigations, from deaths to economic crimes and even counterintelligence. Unique space types associated with Forensics Support include:

73022-16.1 **Forensics Lab:** Space used to collect samples and process evidence for further evaluation, including fingerprint analysis, evidence analysis and photography.

This space includes a workstation for a forensic consultant, evidence refrigerator, secure evidence cabinet, sink, standing lab bench, work counters, and fuming/drying chambers. Forensic Support personnel use this space.

Planning Factor: Allocate one forensics lab at 20 NSF/SA

Justification Guidelines: Approved if NCISFO has a forensics support component.

73022-16.2 Low-Bay Garage: Space used to collect forensics data (residues, blood, fluids, finger prints, tire prints, bullet trajectories, ID of auto parts and paints). Space is required to accommodate a large SUV or van. A vehicle lift is not required; therefore, this space is not "high-bay". Space must provide sufficient space between the roof of vehicle and room ceiling for inspection, so this space would not include a dropped ceiling. Allocate up to two vehicles (VE) requiring simultaneous storage based on interview with using activity.

Planning Factor: Allocate up to two vehicles at 375 NSF/VE

Justification Guidelines: Approved if NCISFO has a forensics support component.

73022-16.3 Vehicle Evidence Parking Area: A fenced and dedicated parking area for storing evidentiary impounded vehicles. This space requirement is included here for information purposes only. This asset and space requirement are recorded under CCN 85210 - PARKING AREA. The number of vehicles (VE) requiring simultaneous storage is provided by the using activity.

Planning Factor: Allocate one vehicle evidence parking area at 35 SY/VE

Justification Guidelines: Approved if NCISFO has a forensics support component.

73022-17 Polygraph Services

Polygraph Services is comprised of highly skilled interviewers who utilize the polygraph to obtain information in support of criminal, counterintelligence, and counterterrorism investigations for NCIS, the Department of the Navy, and the Department of Defense. Additionally, the Polygraph Services Division performs pre-employment polygraphs and administers the DON's Counterintelligence Scope Polygraph Program, helping to ensure that the DON's most sensitive national security programs are protected against the "insider threat."

Unique space types associated with Polygraph Services include:

73022-17.1 Polygraph Exam Room: Room used to conduct exams that measures and records physiological indicators while answering a series of questions asked by the Examiner. While the physical requirements are similar to an "Interview Room", Polygraph Exam Rooms require specialized equipment that would not be found in an

Interview Room; therefore, these spaces cannot be shared as a dual-purpose space. The number of polygraph exam rooms shall be based on regional requirements as determined by the NCIS Engineering Office.

Planning Factor: Allocate one polygraph exam room at 120 NSF each

Justification Guidelines: Approved for NCISFO or NCISRA. Justified at a NCISRU on a case by case basis.

73022-17.2 **Observation Room:** A observation room is for monitoring polygraph exams. Located adjacent to one or more polygraph exam rooms, it provides sufficient space for a small table, two chairs, and audio/visual equipment. Consideration should be given to using CCTV feeds rather than providing space for an observation room.

Planning Factor: Allocate one polygraph observation room at 100 NSF each

Justification Guidelines: Approved for NCISFO or NCISRA. Justified at a NCISRU on a case by case basis.

73022-18 **Protective Operations**

Protective Operations provides and manages full-time protection details on key Department of the Navy personnel. Protective Operations' mission is to prevent terrorist and/or criminal attacks on principals under NCIS executive protection coverage and execute the necessary and appropriate response to a threat and/or attack on a principal. Protective Operations supports DOD/DON High Risk Billets with full or part-time personal security advisors. Protective Operations also provides executive protection to visiting foreign dignitaries and other DOD/USG officials as required by the foreign liaison offices and other DOD/USG agencies. To supplement operational forces, Protective Operations maintains an internal Protective Intelligence Unit to identify potential threats that could affect a principal, understand a principal's level of vulnerability to any given threat, and use available intelligence to mitigate threats and/or risk to a principal.

Unique space types associated with Protective Operations include:

73022-18.1 **(POFO) High Bay Garage:** Protective Operations requires a secure, climate-controlled, high-bay garage for storage of armored Government Owned Vehicles (GOVs). The GOVs are used to provide executive protection to Senior Leadership and visiting foreign dignitaries. Space is required for GOVs, maintenance, cleaning, minor repairs and retrofitting electronic equipment. A high-bay garage is necessary, as at least one vehicle lift is required. These GOVs are large, armored SUVs. The planning factor is based on number of GOVs required at any one time.

Planning Factor: Allocate up to eight vehicles at 375 NSF/VE

Justification Guidelines: Approved for protective operations detachments.

73022-18.2 **Duty/Bunk Room:** A Duty/Bunk Room is required when a mission requires continuous operations, 24 hours a day, 7 days a week. NCIS Protective Operations components meet these requirements. Note: This space type requires approval from the Installation Commanding Officer due to liability issues.

Planning factor: Allocate one duty/bunk room at 130 NSF

Justification Guidelines: Approved for protective operations detachments. Requires additional approval from the Installation Commanding Officer for liability purposes.

73022-19 **Security Training Assistance and Assessment Team (STAAT)**

NCIS Security Training Assistance and Assessment Teams (STAAT) support Navy and Marine Corps components by providing vulnerability assessments and on-site training and assistance to Naval activities worldwide (ashore and afloat) in various law enforcement, physical security, and antiterrorism disciplines. STAAT supervisors and staff work closely with Commanders to determine the level of required support to protect Navy personnel and assets. STAAT also provides support to selected foreign and domestic law enforcement agencies to enhance the protection of U.S. personnel and assets worldwide.

Unique space types associated with a Security Training Assistance and Assessment Team include:

73022-19.1 **Academic Classroom:** This space includes computer-based (laptop) training stations. In addition to STAAT LANT and STAAT PAC, this space type is approved for STAAT Detachments as well. Student loading is provided by the using activity.

Planning Factor: Allocate academic classroom space at 20 NSF/ST

Justification Guidelines: Approved only for STAAT organizations. Does not apply to FO, RA, or RU. In the "Select NCIS Region" dropdown list, select "STAAT" to locate STAAT organizations.

73022-19.2 **Student Lounge:** This space provides a student lounge area during training breaks or lunch. It typically includes some or all of the following: sitting tables, vending machines, microwave oven, and refrigerator.

Planning Factor: Allocate student lounge area at 4 NSF/ST

Justification Guidelines: Approved only for STAAT organizations. Does not apply to FO, RA, or RU. In the "Select NCIS Region" dropdown list, select "STAAT" to locate STAAT organizations.

73022-20 **Technical Services Division (TSD) and Technical Surveillance Countermeasures (TSCM)**

The Technical Services Division (TSD) provides DON technical support for criminal, counterintelligence, and counter-terrorism investigations and operations. Investigative Specialists provide specialized technical capabilities to support NCIS investigations and operations. The technical support provided by these highly trained specialists is often critical to the success of NCIS investigations and operations. Through their efforts, NCIS Special Agents and Technical Enforcement Officers are able to conduct authorized interception of telephone communications, employ covert video surveillance, and take advantage of other technical innovations to help meet mission requirements. Technical Services includes Technical Surveillance Countermeasures (TSCM).

Technical Surveillance Countermeasures (TSCM) protects DON classified information and critical infrastructure from being compromised by technical means. NCIS Technical Investigators are responsible for conducting the Navy's Technical Surveillance Countermeasures mission. They conduct investigations to protect the DON's classified information and critical infrastructure from being compromised by technical means (for example, through covert listening devices or other surveillance technology) employed by foreign intelligence or other parties. These NCIS professionals assess vulnerabilities and identify and resolve technical surveillance threats. NCIS Technical Investigators serve in TSCM units at NCIS Headquarters and select NCIS field offices around the world, where they are best positioned to meet the needs of the U.S. Navy commands, they support. TSCM detects, neutralizes, and exploits technical surveillance and associated devices, technologies, and hazards that facilitate the unauthorized or inadvertent access to, removal or theft of DOD information, via technical means at any worldwide facility, ship or aircraft.

Unique space types associated with TSD/TSCM include:

73022-20.1 (TSCM) High Bay Garage: This is a vehicle inspection garage, large enough to examine two vehicles the size of a large van or SUV. A high-bay garage is necessary, as at least one vehicle lift is required. This area is for bullet trajectory analysis, installation of GPS tracking equipment and other technical equipment. Technical Services personnel use this space.

Planning Factor: Allocate up to two vehicles at 375 NSF/VE

Justification Guidelines: Approved if NCISFO has a Technical Service or Technical Surveillance Countermeasures (TSCM) component.

73022-20.2 Equipment Storage: Large room with shelving for pelican cases used to store investigative and counter-intelligence equipment for TSCM. Pelican cases for TSCM equipment includes, but is not limited to: multiple types of radio frequency detection systems such as cellular or WIFI, portable x-ray systems to look inside a car or wall, network analysis tool sets, crime scene analysis tool sets and more.

This space is similar to the (MCRT) gear storage room used by agents; however, this equipment storage room is typically larger and is used by TSCM personnel. A space analysis is required.

Planning Factor: Allocate NSF based on a space analysis

Justification Guidelines: Approved if NCISFO has a Technical Service or Technical Surveillance Countermeasures (TSCM) component.

73022-20.3 Equipment Testing & Evaluation Lab: This space provides for testing and evaluation of field equipment prior to field operation. The space is equipped with a workbench, shelving, and test equipment. Technical Services personnel use this space. A space analysis is required.

Planning Factor: Allocate NSF based on inspection and testing room requirements

Justification Guidelines: Approved if NCISFO has a Technical Service or Technical Surveillance Countermeasures (TSCM) component.

73022-20.4 Shop Space: May include a wood shop, metal shop, and/or work benches. Technical Services personnel use this space. Shop Space requirements are developed by a space analysis using the allowances provided in Table 131-4 or an architectural layout. A space analysis is required.

Planning Factor: Allocate NSF based on a space analysis

Justification Guidelines: Approved if NCISFO has a Technical Service or Technical Surveillance Countermeasures (TSCM) component.

73022-21 Virtual Operations

Virtual Ops Center (VOC) is a cyber-based operational counterintelligence platform to provide direct support to the DON by; protecting critical naval technologies and programs; conducting operations in the cyber domain; and protecting the DON's technological and warfighting advantage. The VOC's goal is to detect, identify, neutralize, and exploit attempts of foreign intelligence entities attempting to penetrate the DON and erode its warfighting edge.

Unique space types associated with a Virtual Operations Center include:

73022-21.1 Virtual Operations Center: A VOC is a highly specialized facility and may include the following space types: cyber labs with separate IT networks, SAP-F, SCIF, unclassified areas and a watch center. VOC space types must be aligned to either the 131 or 143 Series criteria. Space requirements need to account for the heavy electrical and mechanical loads and associated space requirements. Tier Level (I, II, III) for each function must be identified.

Planning Factor: Allocate NSF based on a space analysis

Justification Guidelines: Approved for NCISFO Virtual Operations Center (VOC).

73022-21.2 Special Purpose Processing Node: A Special Purpose Processing Node (SPPN) is a fixed data center or data servers in a fixed facility supporting special purpose functions that cannot or should not be supported by a DoD Core Data Center (CDC) or an Installation Processing Node (IPN) due to its association with mission specific infrastructure or equipment (e.g., Meteorology, Medical, Modeling & Simulation, Test Ranges, Classrooms, RDT&E, etc.). Source: https://dodcio.defense.gov/Portals/0/Documents/DIEA/CDC%20RA%20v1_0_Final_Releaseable%20Version.pdf

Planning Factor: See Table 131-6 and Table 131-7.

Justification Guidelines: Approved for NCISFO Virtual Operations Center (VOC).

73022-22 Net-To-Gross Factor

The Net-To-Gross (NTG) factor for CCN 73022 - NCIS Field Office is 1.40.

730 25 GATE/SENTRY HOUSE (SF)

FAC: 1498

BFR Required: Y

73025-1 The gate/sentry house may vary in size from a simple sentry shelter to a building housing a gate guard office, clerical office, and waiting room; or a truck inspection building. See Table 73025-1 for space allowances.

**Table 73025-1
Space Allowances for Gate/Sentry Houses**

Location	Gross Area allowance
Gate of small activity	6 sq. m or 64 SF
Major gate at medium to large activity	56 sq. m (50 sq. m gate house & 6 sq. m sentry house) or 604 SF (540 SF gate house & 64 SF sentry house)
Secondary gate at medium to large activity	6 sq. m or 64 SF
Truck Inspection Building	Individual justification is required

73025-2 The differentiations between small and medium activities and between major and secondary gates are not given here. A reasonable approach should be taken. If the function requires no more than two guards at a time and no waiting room for persons awaiting clearance, then a sentry house is adequate. Some industrial

installations may have an employment office, first aid room, and safety office located at the gate house. Space for these functions are planned and inventoried as Category Code 610 10 using the appropriate planning factors.

730 30 BAKERY (SF)

FAC: 7321

BFR Required: Y

73030-1 **DEFINITION.** The establishment of bakeries is governed by provisions of DoD instruction 4100.33 – Commercial or Industrial Activities – Operation of. Normally a bakery will be authorized where commercial sources are not available. See Table 73030-1 for space allowances. The rated capacities given are for 8-hour per day operation and increase in direct proportion to the increase in hours of operation.

**Table 73030-1
Space Allowances for Bakeries**

Number of Persons Served	Gross Area SQ. M./SF		Rated Capacity Kilograms/Pounds	
Bread Bakery				
3,000	418	4,500	560	1,500
8,400	483	5,200	1,570	4,200
16,000	762	8,200	3,130	8,400
26,900	929	10,000	5,010	13,425
Pastry Bakery			(servings)	
2,500	167	1,800	5,000	
5,000	274	2,950	10,000	
10,000	311	3,350	20,000	
20,000	451	4,850	40,000	

730 35 LOCKER ROOM (SF)

FAC: 7382

BFR Required: Y

73035-1 **DEFINITION.** This facility provides locker space for the belongings of military personnel who must vacate their quarters for extended periods of time, for those whose allotted storage space is not sufficient, and for other uses as deemed justified by the Commanding Officer. See Table 73035-1 for space allowances. Allowances from Table 73035-1 may be used for planning purposes; however, a detailed space analysis may give a different square footage depending on the function that is being supported. (Do not double count with other CCNs such as gyms, fitness etc.). This category code must be individually justified for Marine Corps activities.

**Table 73035-1
Space Allowances for Locker Rooms**

Strength Supported	Number of Lockers	Gross Area per Locker	
		sq. m	SF
Up to 500	Strength X 0.285	1.07	11.5
501 to 6,000	Strength X 0.285	0.93	10.0
Over 6,000	Strength X 0.285	0.84	9.0

730 36 LUNCH/LOCKER ROOM (SF)

FAC: 7332

BFR Required: Y

73036-1 This facility is generally provided only to support industrial operations and requires specific justification. No planning factors are available.

730 40 LAUNDRY/DRY CLEANING PLANT (SF)

FAC: 7342

BFR Required: Y

73040-1 **REQUIREMENTS.** The establishment of these facilities is governed by provisions of DOD Instruction 4100.33 - Commercial or Industrial Activities - Operation of. Normally they will be authorized only in locations where commercial facilities are not available. See Table 73040-1 for space allowances. For combination with exchange-operated facilities, see notes in Category Code 740 13 and 740 15.

**Table 73040-1
Space Allowances for Laundries And Dry Cleaning Plants**

Number of Persons Served	Gross Area (1) Laundry and Dry Cleaning Plants	
	sq. m	SF
0 to 2,000	Not Authorized	Not Authorized
2,001 to 4,000	790	8,500
7,001 to 10,000	1,020	11,000
15,001 to 30,000	4,180	45,000

(1) Does not include boiler plants which are sized as required and are carried under Category Code 821 50.

730 45 DEPENDENT SCHOOL - NURSERY SCHOOL (SF)

This CCN has been deleted. All existing assets should be reassigned to CCN 73061 Dependent School - Consolidated

730 50 DEPENDENT SCHOOL - KINDERGARTEN (SF)

This CCN has been deleted. All existing assets should be reassigned to CCN 73061 Dependent School - Consolidated

730 55 DEPENDENT SCHOOL - GRADE SCHOOL (SF)

This CCN has been deleted. All existing assets should be reassigned to CCN 73061 Dependent School - Consolidated

730 60 DEPENDENT SCHOOL - HIGH SCHOOL (SF)

This CCN has been deleted. All existing assets should be reassigned to CCN 73061 Dependent School - Consolidated

Ref: www.odedodea.edu

73050/55/60-1 The planning and programming for dependent school facilities overseas is currently under the cognizance of Department of Defense Education Activity (DoDEA). Assistance related to school facility matters may be obtained from DoDEA or their overseas field offices. Each DoDEA region has comprehensive education specifications which should be used in planning dependent school facilities.

The following general notes may be of assistance for preliminary school facilities planning:

73050/55/60-1.1 Dependents school facilities in any overseas area will be planned to accommodate all DoD dependents (Army, Navy, Air Force, and Marine) and dependents of other Federal agencies in the area. In estimating the number of school-age dependents to provide for, the following may prove helpful:

- If an existing school facility is to be expanded, a local survey to determine the average number of school-age children per family may be most accurate.
- If a new school is to be established, the following Navy statistics may serve as a guide: (For Marine overseas the number of accompanied tours is a

function of available housing and is managed by CMC D C/S, manpower. These proportions should be used.)

- Of all officer personnel assigned overseas 62.14% will move families. These families average 1.73 minor dependents per family with 50% of school-age.
- Of all enlisted personnel assigned overseas 31.63% will move families. These families average 1.68 minor dependents per family with 50% school-age.
- The average number of school-age dependents per family may vary from area to area and from mission to mission and may at times exceed one per family. The superintendent/director for dependents' education may provide assistance in this area.

73050/55/60-1.2 In estimating the distribution of dependents by grade, the following average Navy statistics considering all families may help:

Kindergarten	.08 pupils/family
Grade School 1-6	.52 pupils/family
High School 7-12	.26 pupils/family

73050/55/60-1.3 Count all families, with or without children. Again the superintendent/ director for dependent's education in the area may provide assistance.

73050/55/60-2 This scope should be adequate to house the total educational program as developed by the superintendent/director for the area. However, the superintendent/director may wish to alter the utilization of the space to a degree to meet unique requirements of the educational program or the geographic location.

730 61 DEPENDENT SCHOOL – CONSOLIDATED (SF)

FAC: 7352

BFR Required: Y

73061-1 **DEFINITION.** The planning and programming for dependent schools (grades Pre-K or Sure Start program through grade 12) is currently under the cognizance of Department of Defense Education Activity (DoDEA). Assistance related to school facility matters may be obtained from DoDEA HQ which has access to comprehensive education specifications which should be used in planning dependent school facilities.

73061-2 This category code was created to primarily support overseas locations but can be used at any installation where consolidated facilities are recommended. Facilities'

sizing and configuration must be completed in consultation with DODEA officials. Prior to project programming, the proposed project must be validated by DoDEA. The point of Contact for DoDEA Schools is:

Headquarters DoDEA/ Facilities Branch
4800 Mark Center Drive
Alexandria, VA. 22350

73061-3 Contact DoDEA HQ at the above address to obtain the “Program for Design” for your school. This document will supply the necessary staffing and size data to complete your BFR calculation spreadsheet.

730 65 FALLOUT SHELTER (SF)

FAC: 7383

BFR Required: N

73065-1 **DEFINITION.** There are two kinds of fallout shelters: dual-purpose and single purpose. A dual-purpose fallout shelter is one which, as a primary purpose, satisfies some other basic requirement such as housing, administrative, storage, etc. and as a secondary purpose, it can provide fallout protection. A single-purpose fallout shelter is a structure or part of a structure whose primary purpose is fallout protection. Dual-purpose shelters are designated in the real property according to their primary purpose. Single-purpose shelters are designated in the inventory as Code 730 65. The construction of single-purpose fallout shelters is not presently authorized. The designation of the number of fallout shelter spaces on existing or new military construction is not presently required.

730 66 MISCELLANEOUS PERSONNEL WEATHER SHELTER (SF)

FAC: 7384

BFR Required: N

73066-1 **DEFINITION.** Shelters may be established at bus stops or other locations as required. Provide 0.5 sq.m. (5 SF) per person.

730 67 BUS STATION (SF)

FAC: 7341

BFR Required: Y

73067-1 A bus station is a terminal with space for a waiting room and ticket sales. It may be planned as required. Provide 2 sq.m. (20 GSF) per person for the expected waiting group.

730 74 KENNEL – MORALE, WELFARE & RECREATION OPERATED (SF)
FAC: 7447
BFR Required: N

73074-1 **DEFINITION.** Use this category code for kennels and quarantine facilities operated as a function of the Morale, Welfare and Recreation (MWR) programs at the Installation. Refer to CCN 730 76 for kennels for military working dogs.

73074-2 **REQUIREMENTS.** The requirements for new kennel facilities are determined by Commander Navy Installation Command (CNIC) Code N9 (Fleet & Family Readiness). The following guidance is used in the project planning for kennel facilities:

73074-2.1 Any proposed new construction must first go through the pre-Internal Needs Validation Study (pre-INVS), full Internal Needs Validation Study (INVS), and Project Validation Assessment (PVA).

73074-2.2 The size of the facility is based upon market analysis and consequent financial projections that must justify programming of the facility.

73074-2.3 Return on Investment (ROI) analysis is based on projected demand, market, revenues, capital investment, and operating and maintenance costs. This type of analysis will determine the financial feasibility of the proposed project and the number and type of units required to ensure a viable outcome. This analysis must follow the requirements of the template developed by CNIC, which is available for download at <http://navymwr.org/>. This category code is for inventory purposes only.

730 75 PUBLIC TOILET (SF)
FAC: 7385
BFR Required: N

73075-1 Use this code for inventory of all detached comfort stations except for those in the bachelor housing area. Use Category Code 723 20 Latrine for the bachelor housing area.

730 76 MILITARY WORKING DOG KENNEL (SF)
FAC: 1445
BFR Required: Y

73076-1 **DEFINITION.** The Military Working Dog (MWD) Kennel consists of Dog Kennel, Dog Training/Support, and Administrative/Support areas. The following core space designations and rooms for a MWD facility are as follows:

Administration Area

- Kennel Master (with closet)
- Trainers
- Handlers
- Storage

Special Use Areas

- Tack Room
- Food Storage
- Food Preparation
- Exam Room
- Surgery Room

Common Use / Support

- TA-50 Lockers
- Multi-Purpose
- Storage

Kennel

- Dog House
- Interior Kennel
- Exterior Kennel

Support spaces for personnel consists of the following:

- Men's Toilet, Shower, and Locker
- Women's Toilet, Shower, and Locker
- Janitor Closet Area

73076-2 **REQUIREMENTS.** The table below is a space planning tool for developing the core facility space requirements for each area. Use this category code for Military Working Dog (MWD) kennels and quarantine facilities operated by the Installation security department. Activities must consider using existing facilities or consolidating support functions with other activities. Refer to Table 73076-1 for space allowance areas. Refer to CCN 730 74 for kennels operated by Morale, Welfare & Recreation (MWR).

Table 73076-1

Space Allowance for Military Working Dog Kennel

AREA	NO. OF ROOMS REQUIRED	INDIVIDUAL ROOM REQUIREMENTS	NET USER REQUIREMENTS		COMMENTS
			SF	m ²	
Kennel Master	1	130	130	12.08	1,4,7
Trainers	1	430	430	39.95	2,4,7
Handlers	1	1,055	1,055	98.01	3,4,7
SUBTOTAL ADMINISTRATION AREA			1,615	150.04	
SPECIAL USE					
Tack Room	1	370	370	34.37	4
Food Storage and Preparation	1	290	290	26.94	4
Exam Room	1	360	360	33.45	4
Surgery	1	105	105	9.75	4
SUBTOTAL SPECIAL USE AREA			1,125	104.51	
COMMON USE / SUPPORT					
TA-50 Lockers	1	540	540	50.17	6
Mult-Purpose Room	1	385	385	35.77	4
SUBTOTAL COMMON USE / SUPPORT			925	85.94	
KENNEL					
Dog House	10	15	150	13.94	7
Indoor Kennel	10	80	800	74.32	7
Outdoor Kennel	10	80	800	74.32	7
Interior Kennel Corridor (Conditioned)	1	920	920	85.47	7
Exterior Kennel Corridor	2	400	800	74.32	7
Wet Storage	1	90	90	8.36	7
Dry Storage	1	90	90	8.36	7
SUBTOTAL KENNEL AREA			3,650	339.09	
BUILDING SUPPORT					
Communications Room	1	150	150	13.94	10
Mechanical Room	1	125	125	11.61	10
Electrical Room	1	260	260	24.15	10
SUBTOTAL BUILDING SUPPOPRT AREA			535	49.70	10

AREA	NO. OF ROOMS REQUIRED	INDIVIDUAL ROOM REQMTS.	NET USER REQUIREMENTS		COMMENTS
			SF	m ²	
TOILET, SHOWER, LOCKER					
Men's Toilet, Shower, Locker	1	320	320	29.73	9
Women's Toilet, Shower, Locker	1	315	315	29.26	9
Janitor	1	50	50	4.65	
SUBTOTAL TOILET, SHOWER, LOCKER AREAS			685	63.64	
CIRCULATION					5
Administrative Corridor	1	415	415	38.55	
Support Corridor	1	395	395	36.70	
SUBTOTAL CIRCULATION AREAS			810	75.25	
Outdoor Storage	1	400	400	37.16	8
Dog Break Area	1	200	200	18.58	8
Optional Explosive Storage	1	115	115	10.68	8
Obedience Course	1	11,250	11,250	1,045.13	8
TOTAL FACILITY NET FLOOR AREA			8,535	792.92	
CIRCULATION MULTIPLIER OF NET FLOOR AREA	6.5 %		9,090		
NET-TO-GROSS MULTIPLIER	15.0%		10,455		
TOTAL FACILITY GROSS AREA (ROUNDED)			10,460	972	11,12,13
COMMENTS					
<ol style="list-style-type: none"> 1 Kennel Master, one per 10 dogs, user defined. 2 Trainers, two per 10 dogs, user defined. 3 Handlers, one per 2 dogs, user defined. 4 Reference: Standard Design – Air Force Military Working Dog Facility. 5 A multiplier of up to 10% may be added to the authorized net facility area to support primary circulation. 6 TA-50 storage lockers, one per Kennel Master, Trainer, and Handler, user defined. 7 Verify the number of dog kennels for each installation. 8 Outdoor Training / Support areas are not included in the facility floor area totals. 9 Male/Female ratio of 50/50. See UFC 3-420-01 Plumbing Systems for more details. 10 Building Support areas are estimates only. Actual sizes are dependent on climate zone, location, system, etc. 11 A net-to-gross multiplier of up to 25% is allowed. A 15% net-to-gross multiplier is used per standard design. 12 The area square footage is rounded to the nearest whole number. 13 This worksheet plans for a one-bay facility of 10,460 square feet (972 m²). 					

73076-3 **REQUIREMENTS.** Use the following criteria to plan MWD Kennel Facilities:

73076-3.1 Locate the kennel adjacent to or in proximity to an existing military police facility that provides 24 hour observation of the kennel and to eliminate the need for separate exterior lighting and fencing.

73076-3.2 Kennel surfaces must be impervious. Surfaces shall have a liquid glaze applied.

73076-3.3 For planning details, floor plans, and construction criteria, reference Standard Design, Air Force Military Working Dog Facility on the *Whole Building Design Guide* at <https://www.wbdg.org/airforce/prototypes-standard-designs>.

73076-4 **DEPARTMENT OF THE NAVY PROGRAM MANAGEMENT** - Reference OPNAVINST 5585.2C, *The Department of the Navy Military Working Dog Program dated 7 September 2012*, for policies procedures, and responsibilities for the administration of the Navy's MWD program.

The MWD Program Manager reports to the operational chain of command of U.S. Fleet Forces Command.

73076-5 **USMC PROGRAM MANAGEMENT.** For Marine Corps activities, the project manager for MWD requirements is the Security Branch. Program requirements should be submitted to Headquarters USMC D C/S for Plans, Policies, and Operations.

730 77 PERSONNEL SUPPORT STORAGE (READY ISSUE/SHOP STORES/MISC.) (SF)
FAC: 4421
BFR Required: Y

73077-1 Storage facilities for miscellaneous goods related to personnel support facilities will be provided only where it can be individually justified. There are no criteria for this type of facility. Note: This category code is not applicable for Marine Corps activities.

730 78 DAIRY PLANT (SF)
FAC: 7322
BFR Required: Y

No planning factors are available.

730 82 RECYCLING CENTER (SF)
FAC: 8331
BFR Required: Y

73082-1 This facility serves as a collection, sorting, storage, and shipping center for recyclable materials and products. Recycled materials are forwarded to together government or commercial recycling centers. There are no planning criteria for this

facility, each requirement will require individual justification with detailed data on operational methods, equipment required, volume of processed containers and need for enclosed building space.

730 83 RELIGIOUS MINISTRY FACILITIES (SF)

FAC: 7361

BFR Required: Y

Project Review: CNIC HQ Force Chaplain
 Design Criteria: Unified Facilities Criteria (UFC) 4-730-02 "Design: Chapels and Religious Education Facilities" dated 16 January 2004

73083-1 **DESCRIPTION.** Department of the Navy policy is that commanders and commanding officers will provide for the free exercise of religion by military personnel and their dependents through Command Religious Programs. Religious Ministry Facility (RMF) is a generic term for facility assets used to support Command Religious Programs. RMFs must therefore accommodate the religious rights and needs of a multi-faith, inter-generational, culturally diverse military population.

73083-2 **REQUIREMENTS SPONSOR** - The Chief of Chaplains (OPNAV N097) is the Director of Religious Ministries for the Department of the Navy under SECNAVINST 1730.7D dated 8 August 2008. The CNIC HQ Force Chaplain, in coordination with N097, will determine the required number of RMFs for an Installation, and validate the size of each RMF, as well as the allocation of space within each RMF. The RMFs located within hospitals are treated as a unique requirement (refer to section 73083-4 for additional guidance).

73083-3 **SPACE CRITERIA** - The space planning requirements for RMFs are determined by four factors:

- 1) Population for whom ministry will be provided,
- 2) Environmental factors, including types of religious programming provided,
- 3) Number of seats in each RMF, and
- 4) Number of RMF's at the installation.

73083-3.1 Factor 1: **Installation Population**

73083-3.1.1 **Definition.** Installation population is defined as military strength assigned to the military installation plus their dependents.

73083-3.1.2 **Multiple Installations.** For multiple installations located in the same geographic area, installation population is defined as the military strength, plus their dependents, for which ministry should be provided at the RMF. The Chief of Chaplains will decide which military strength, plus their dependents, will be used to calculate each installation's space allowance for an RMF (s) when there are multiple installations in the same geographic area. This should be

determined when developing the Basic Facilities Requirement (BFR). The same military strength can never be used to justify a space allowance for RMFs at more than one installation. Ministry provided for personnel and their dependents remain the responsibility of the command to which the personnel are attached.

73083-3.1.3 **Training Installations.** For Training installations, a weighted average on board count of students should be included in the military strength.

73083-3.1.4 **Authorized Civilian Personnel.** Authorized civilian personnel, and their dependents, shall be included in the population count when dependent on the military installation for religious support.

73083-3.1.5 **STEP 1: Determine Installation Population.**

- Using the definition above, determine the military strength (and civilian when applicable) for whom ministry will be provided at the RMF (s).
- Determine the number of dependents from actual Family Housing Survey figures. If actual data is unavailable, estimate the number of dependents by first determining the number of military personnel (and civilian when applicable) with dependents. Multiply this number by Navy and Marine Corps service-wide average number of dependents (currently 2.6).
- Add the military strength (civilian when applicable) with the dependents from the steps above to determine the Total Installation Population = _____ pn.

73083-3.2 Factor 2: **Environmental Adjustment Factors (EAFs)**

73083-3.2.1 **Basis for the EAF.** The EAF is based on the number of major faith group facilities in the surrounding civilian community within 8 km (5 miles) of the installation gate. For this criteria, use only these major faith groups: Baptist/Independent Fundamentalist, Disciples of Christ/ Methodist/ Presbyterian/ United Church of Christ, Episcopalian/ Lutheran/ Pentecostal, and Roman Catholic.

73083-3.2.2 Factors determining Geographical Distribution of Housing

Close **80 %** or more of installation population reside on installation or within a distance of **three kilometers (two miles)**.

Normal Less than **80%** of the installation population reside on installation or within a distance of **three kilometers (two miles)** but more than **40%** reside within a distance of **eight kilometers (five miles)**.

Distant Less than **40%** of installation population resides on installation or within a distance of **eight kilometers (five miles)**.

73083-3.2.3 **STEP 2: Use the EAFs to adjust installation Population.**

- Count the number of **major faith groups** which have at least one facility within **eight kilometer (five miles)** of the installation gate.
- Determine the **housing distribution** from the definition above.
- **Refer to Table 73083-1 below.** Find the number of major denomination churches determined and read across the table to find the **Housing Adjustment**. **Multiply** this **factor** by the **total installation population** (determined in STEP 1) which will give you an **Adjusted Installation population = _____ pn**

**Table 73083-1.
Environment Adjustment Factor for RMFs**

FAITH GROUPS	HOUSING		
Number of major faith group facilities in the surrounding civilian community within 8 kilometers (5 miles) of the installation gate	CLOSE	NORMAL	DISTANT
0	1.00	0.69	0.46
1	0.84	0.63	0.43
2	0.76	0.58	0.38
3	0.69	0.52	0.35
4	0.61	0.46	0.30
5	0.53	0.40	0.26

73083-3.3 Factor 3: **Number of Seats in each RMF**

73083-3.3.1 **STEP 3: Determine Total Number of Common Assembly Seats below:**

- Use **Adjusted Installation Population** (STEP 2) and **Table 73083-2** to determine the total number of **Common Assembly seats = _____** for the installation (column 2, Table 73083-2).

Table 73083-2
Number of Seats in Common Assembly Areas at an Installation

Column 1. Adjusted Installation Population	Column 2. Number of Common Assembly Seats
Up to 500	35
501 to 1,000	200
1,001 to 1,500	300
1,501 to 2,000	400
2,001 to 2,500	500
2,501 to 3,000	600
3,001 to 3,500	700
3,501 to 4,000	800
4,001 to 5,000	900
5,001 to 6,000	1,000
6,001 to 7,000	1,100
7,001 to 8,000	1,200
8,001 to 9,000	1,300
9,001 to 10,000	1,400
10,001 to 11,000	1,500
11,001 to 12,000	1,600
12,001 to 13,000	1,700
13,001 to 14,000	1,800
14,001 to 15,000	2,000
13,001 to 14,000	1,800
14,001 to 15,000	2,000
15,001 to 16,000	2,100
16,001 to 17,000	2,100
17,001 to 18,000	2,200
18,001 to 19,000	2,200
19,001 to 20,000	2,300
20,001 to 21,000	2,400
21,001 to 22,000	2,400
22,001 to 23,000	2,500
23,001 to 24,000	2,500
24,001 to 25,000	2,600
25,001 to 26,000	2,700
26,001 to 27,000	2,700
27,001 to 28,000	2,800
28,001 to 29,000	2,900
29,001 to 30,000	3,000
For each add 'l 1,000 add:	100

73083-3.4 Factor 4: **Determine Number of RMFs**

- **STEP 4:** Use the total number of seats in common assembly areas at an installation (**STEP 3**), the installation's mission, and the types of religious programming required to adequately meet the religious needs and rights of assigned sea service personnel and their dependents, and economical considerations to determine the number of RMFs. RMFs will normally be built in one or a combination of several sizes up to a maximum of 600 seats in common assembly areas, i.e., the sum of the seating in all of the common assembly areas within the RMF should generally not exceed 600 seats. Smaller size RMFs are intended primarily for use at small installations. For example, to satisfy a requirement for 1200 seats, two 600 seat RMFs should be planned rather than three 400 seat RMFs on a typical Navy base; a 1200 seat RMF is more practical at a training center. **Typically, RMFs will be built with the largest common assembly space seating from 250pn to 500pn.** Some installation, such as training centers, may want the convenience of one large RMF assembly area under one roof to accommodate the different congregations in separate areas. Except in unique situations, and with the concurrence of the Chief of Chaplains, the total requirements at an installation will not exceed that authorized by Table 73083-3.

73083-3.5 **Space Allocations for RMFs**

73083-3.5.1 **RMFs** are comprised of six (6) different types of spaces (an approximate percentage of total space is in parentheses): **1. Worship** (35-85%), **2. Religious Education** (10-40%), **3. Pastoral Counseling** (1-12%), **4. Fellowship** (1-20%), **5. Pastoral Administration** (1-20%), and **6. Utility/Support** (1-5%). Adequate and appropriate provisions for all six types should be provided within the criteria. These are contingent on the mission of the installation, religious programming, and needs/rights of assigned personnel and their dependents. **The Chief of Chaplains will decide space allocations within RMFs.**

73083-3.5.2 Within each of the six different types of space, part of the requirement will depend primarily upon the **number of RMFs at an installation** and part of the requirement will depend primarily upon the **adjusted installation population**. Examples of the former include **sacristy, reconciliation room, chancel, reception, and kitchen**. Examples of the latter include **religious education spaces, chaplain's offices and fellowship halls**. Thus the square foot requirement for each RMF has two separate components each of which must be determined separately.

73083-3.5.3 **STEP 5: Determine Total First Component Requirement Based Primarily upon the Number of RMFs.**

- Use the **number of seats for each RMF** (STEP 4) to determine the **first component** of the gross square foot requirement for the RMF from Column 2 in Table 73083-3. The first component is that portion of the requirement which is primarily dependent upon the number of common assembly seats in the RMF. First component total of **RMF Gross Area Requirement** = _____ (sum of the first components of RMF Gross Req. for each RMF).

**Table 73083-3
First Component of RMF Gross Area Requirement (for each RMF)**

Column 1 Number of Assembly Seats	Column 2 First Component RMF Gross Area	
	sq.m.	SF
35	186	2,000
200	604	6,500
300	794	8,550
400	948	10,200
500	1,070	11,500
*600 ¹	1,240	13,320
700	1,370	14,700
800	1,490	16,000
900	1,590	17,100
1,000	1,670	18,000
1,100	1,740	18,700
(Maximum for one RMF) 1,200	1,780	19,200

Note 1: When greater than 600 seats, consider the use of multiple RMFs. Use this table to size each one.

73083-3.5.4 STEP 6: Determine Second Component Requirements Based Primarily upon the Adjusted Installation Population.

- Use the **adjusted installation population** (STEP 2) to determine the **second component** of the gross square meter (square foot) requirement for RMFs at the installation from the Column 2 of Table 73083-4. The second component is that portion of the requirement which is primarily dependent upon the adjusted installation population. Total second component of **RMF Gross Area Requirement for the installation** = _____.

**Table 73083-4
Second Component of RMF Gross Area Requirement**

Column 1 Adjusted Installation Population	Column 2 Second Component RMF Gross Area	
	sq.m	SF
Up to 500	93	1,000
501 to 1,000	372	4,000
1,001 to 1,500	411	4,420
1,501 to 2,000	450	4,840
2,001 to 2,500	489	5,260
2,501 to 3,000	528	5,680
3,001 to 3,500	567	6,100
3,501 to 4,000	606	6,520
4,001 to 5,000	684	7,360
5,001 to 6,000	762	8,200
6,001 to 7,000	840	9,040
7,001 to 8,000	918	9,880
8,001 to 9,000	996	10,720
9,001 to 10,000	1,070	11,560
10,001 to 11,000	1,150	12,400
11,001 to 12,000	1,230	13,240
12,001 to 13,000	1,310	14,080
13,001 to 14,000	1,390	14,920
14,001 to 15,000	1,460	15,760
15,001 to 16,000	1,540	16,600
16,001 to 17,000	1,620	17,440
17,001 to 18,000	1,700	18,280
18,001 to 19,000	1,780	19,120
19,001 to 20,000	1,850	19,960
20,001 to 21,000	1,930	20,800
21,001 to 22,000	2,010	21,640
22,001 to 23,000	2,090	22,480
23,001 to 24,000	2,170	23,320
24,001 to 25,000	2,240	24,160
25,001 to 26,000	2,320	25,000
26,001 to 27,000	2,400	25,840
27,001 to 28,000	2,480	26,680
28,001 to 29,000	2,560	27,520
29,001 to 30,000	2,530	28,360
For each additional 1,000 add	78	840

73083-3.5.5 STEP 7: Allocate Second Component of Gross Area Requirement to each RMF.

- Apportion the total installation second component Gross Area requirement determined in STEP 6 among each of the RMFs authorized for the installation in STEP 4. Factors to be considered in the apportionment of Gross Area in each RMF are the **Installation’s Mission, the Installation’s Geography, and Religious Programming**. The Chief of Chaplains shall approve the apportionment.

Examples:

1. *A large installation with a remote family housing may want one RMF in the housing area and another adjacent to the BEQs*
2. *A training command may want on RMF for students and another for permanent population.*

73083-3.5.6 STEP 8: Determine the Total Gross Area Requirement for each RMF at the installation.

- To determine the total gross area requirement for each RMF at an installation, add the first component requirement (STEP 5) to the second component (STEP 7) and multiply the sum by a factor of 1.1 (this allows for mechanical, electrical, and communication equipment spaces).

Total Gross Area Requirement for the RMF = (STEP 5 ____ + STEP 7 ____) x (1.1) RMF = _____ Gross Area

73083-3.5.7 STEP 9: Determine the Total Installation RMF Gross Area Requirement

- Repeat STEP 8 for each RMF at the installation.
- The **total installation RMF Gross Area Requirement** is the **sum** of the **Gross Area Requirements for each RMF** at the installation (include any RMF within a hospital which is part of the installation).

Total Installation RMF Requirement = _____ Gross Area

73083-4 HOSPITAL RMFs.

73083-4.1 To serve patients and staff personnel on duty within composite medical facilities, in-hospital RMFs may be provided. The hospital RMF will be coded as Category Code 730-83. **Space allocated to the hospital RMF is to be included in**

the installation totals computed above. Use Table 73083-5 to compute Hospital RMFs.

Table 73083-5. Space Allocation for Hospital RMFs

Hospital Size (Beds)	Gross Area Note (1)	
	sq.m	SF
26 to 99	34	364
100 to 199	102	1,100
Over 200	130	1,400

- (1) Add an additional 5-10% (dependent on local conditions) of the buildings gross area for mechanical, electrical, and communication equipment space (s).

730 85 POST OFFICE

FAC: 7344

BFR Required: Y

73085-1 **CENTRAL POST OFFICE.** Space allowances for central post offices are given in Table 73085-1. These figures represent normal allowances and are given for general guidance. Additional space may be provided if a central post office serves specialized functions on an installation such as:

- Postal directory.
- Nonresident schools
- Major and subordinate headquarters, commands, personnel centers, service schools, major hospitals, air material areas, supply depots.
- Carrier delivery to family housing units.
- Activities generating high volume of accountable mail that requires overnight vault storage.
- Self-service postal units installed within the lobby of the facility.

73085-2 **CONUS INSTALLATIONS.** At CONUS installations (see footnote 4 of Table 73085-1), the determination of specific total requirements and provisions for the specialized functions listed above, shall be coordinated with the U.S. Postal Services Regional Postmaster General. This should be accomplished during the initial planning stage and the DD Form 1391 should be annotated to that effect.

73085-3 **POSTAL SERVICE CENTER.** When justified by specific requirements and approved by the U.S. Postal Services Regional Postmaster General, a postal service center may be provided at which mail may be deposited and picked up by individual post office box holders, as opposed to bulk distribution of mail to the various elements on a military installation. A postal service center may be combined with, or

separate from, a central or branch post office. The number of boxes shall not exceed the number of unmarried and unaccompanied married military civilian personnel plus 25% to accommodate specific key personnel and compensate for box reassignment vacancy period. Space allowances per box are given in Table 73085-1.

73085-4 **BRANCH POST OFFICES.** At large installations with personnel concentrations located at such a distance from the central post office that service through the latter is impractical, branch offices, each not exceeding 139 sq.m. (1,500 GSF) may be provided.

73085-5 **FOR BASIC FACILITY REQUIREMENTS PURPOSES,** the total requirement for Code 730 85 is the sum total of central post offices, postal service centers and branch post offices.

**Table 73085-1.
Space Allowances for Post Offices**

Installation Population (1)	Central Post Office Gross Area (2)		Postal Service Center Gross Area Per Box (3)			
			CONUS (4)		OVERSEAS (5)	
	sq.m	SF	sq.mm	SF	sq.mm	SF
Up to 500	37	400	55700	0.60	55700	0.60
501 to 1,000	56	600	55700	0.60	55700	0.60
1,001 to 2,500	162	1,750	55700	0.60	46500	0.50
2,501 to 4,500	272	2,925	55700	0.60	46500	0.50
4,501 to 7,500	418	4,500	55700	0.60	41800	0.45
7,501 to 11,500	588	6,325	55700	0.60	37200	0.40
11,501 to 16,500	766	8,250	55700	0.60	37200	0.40
16,501 to 22,500	941	10,125	55700	0.60	37200	0.40
22,501 to 28,500	1,160	12,525	55700	0.60	37200	0.40
28,501 to 34,500	1,390	14,925	55700	0.60	37200	0.40
34,501 to 40,500	1,610	17,325	55700	0.60	37200	0.40
40,501 to 46,500	1,830	19,725	55700	0.60	37200	0.40
46,501 to 52,500	2,060	22,125	55700	0.60	37200	0.40
52,501 to 58,500	2,280	24,525	55700	0.60	37200	0.40

Notes:

- (1) The space criteria for a military postal facility shall be based on the total population, including: military personnel and approved DoD civilians/dependents and contractors, serviced by the postal facility. Consider a sponsor and

authorized family members as one person. (Department of Defense Postal Manual, DoD 4525.6-M as amended)

- (2) Excludes space required for loading platforms.
- (3) Allowed only when justified by specific requirements and approved by the U.S. Postal Services Regional Postmaster General. Number of boxes shall not exceed the number of unmarried and unaccompanied married military and civilian personnel plus 25% for key official military and civilian personnel needs.
- (4) CONUS include the 50 States and all other geographical areas in which the U.S. Postal Service operates.
- (5) Use 55700 sq.mm. (0.60 SF) per box throughout when the postal service center is separated from the central post office. Do not assign a receptacle to more than one person. Consider a sponsor and authorized family members as one person. The square footage of postal service centers is in addition to the central post office. (Department of Defense Postal Manual DoD 4525.6-M as amended)

740 **COMMUNITY FACILITIES**

740-1 MORALE, WELFARE AND RECREATION (MWR), NAVY EXCHANGE (NEX), AND OTHER SUPPORT FACILITIES (INDOOR)

740-1.1 **General Notes**

740-1.2 **Space Allowances**

740-1.2.1 **Construction Allowances.** These allowances apply to all funding sources and types of construction.

740-1.2.2 **Installation Requirements.** Facilities shall be planned to meet the specific requirements of an installation and not arbitrarily to the maximum allowances indicated. An installation will not automatically qualify for all facilities listed but only for those for which specific requirements exist.

740-1.2.3 **Activities.** Minor exchange facilities operated for the convenience of non-exchange activities that are an integral part of these activities such as barber shops in clubs; food, retail outlets in air terminals, hospitals, schools or large administration buildings; food service in bowling alleys, operations buildings, and service clubs; and snack facilities in theaters are included in the space allowances authorized for the non-exchange activities.

740-1.2.4 **Mechanical Equipment Rooms.** Mechanical equipment room space as required should be added to the gross area in the criteria tables. This space varies from 5-10% of the gross area.

740-1.3 **Conversion of Existing Facilities**

740-1.3.1 A new facility will be provided only when no existing available structure will satisfy the requirements. When an existing structure is converted for morale, welfare or recreational uses, the space allowances may be increased by not more than 20 percent when necessary to effect economical use of the existing structure. This increase is not allowed in cases where an existing structure is expanded by new construction to accommodate such uses.

740-1.4 **Anti-Terrorism / Force Protection (AT/FP) Considerations**

740-1.4.1 For High Density facilities, such as many of the 740 series MWR facilities and Exchange facilities, AT/FP must be considered in the planning process. AT/FP siting and setback requirements should be considered early on. Please reference the Navy Minimum Standards for AT/FP for definitions, set back requirements, and additional information. Webpage: <https://www.wbdg.org>.

740-1.5 **Covered/Enclosed Malls and Sidewalks**

740-1.5.1 Where elements of a community shopping center, such as the exchange main retail store, snack bar, exchange service outlets, commissary, credit union and a bank, are combined in a common structure and connected by a covered mall, space occupied by the mall will not be charged against (deducted from) space allowances for the respective elements. Likewise, where such elements are in proximity to each other and are connected by a covered walkway, space occupied by the covered walkway will not be charged against space allowances for the respective elements. Entrance canopies should not be counted against the building space allowance.

740-1.6 **Construction from Private Funds / PPV Initiatives**

740-1.6.1 The construction of exchange facilities on military installations may be accomplished from funds of commercial concerns or private individuals subject to the approval of the Secretary of their cognizant Military Department, when pertinent contracts between commercial concerns or private individuals and the exchange specifies that immediately upon completion title thereto passes to the government and stipulate conditions and restrictions that should prevent any future conflict with military requirements, and eliminate any future obligations against appropriated funds. The requirement for passage of the title should not apply to portable or relocatable buildings.

740-2 MORALE, WELFARE AND RECREATION (INDOOR)

740-2.1 General instructions

740-2.2 Using the criteria

740-2.2.1 **Size to Accommodate Demand.** These criteria provide the current approach to determining allowances for Morale, Welfare and Recreational (MWR) facilities. Facility allowances are sized to accommodate the projected demand for the anticipated functions. This sizing involves a three-step procedure:

740-2.2.1.1 **Estimate Projected Demand.** Calculate the demand for each functional component of the facility using the demand calculation tables. Then apply any special adjustment factors in the criteria.

740-2.2.1.2 **Determine Capacity Requirements.** Derive the number of required functional units by multiplying the demand by the capacity factors in the criteria.

740-2.2.1.3 **Calculate Space Allowances.** Apply the space allocation factors to determine the square footage required for each functional component. Add the areas for all components, plus support area factors indicated in the criteria, to determine the total facility allowance. For each step in this planning process, follow the calculations and instructions provided in the criteria for each facility type. In addition to the criteria stated in *NAVFAC P-80*, attention should be given to relevant planning information in the Base Master Plan, Overview and Functional Regional Plans (RSIPs), UFC Criteria, Design Manuals, Military Handbooks or Instructions for the specific facility type.

740-2.2.2 For **Marine Corps Installations** results of the **MWR Construction Program Patron Survey** will be used to provide Marine Corps specific patron desires. Construction Program Patron Survey data is available from the **Commandant of the Marine Corps**.

740-2.2.3 Space Allowance Flexibility

740-2.2.3.1 Modular Space Allowances

For many of these criteria, usage demand, capacity requirements and space allowances are calculated separately for component function-areas of the facility and then totaled to derive overall facility space allowances. This procedure is designed to respond to local variations in

the set of activities and spaces provided, and the relative demand for different activities depending on the needs of the installation population. This approach can also accommodate diverse existing facility situations, when considering additions or complementary new facilities.

740-2.2.3.2 **Space Programs versus Facility Allowances**

These criteria are used to determine the total space allowance for a facility. Even though area calculations for functional components of the facility are used in deriving the overall allowance, this does not fix the space sizes of the component program areas of the facility. Local installation decisions, in the space programming and design process, should determine the appropriate allocation of areas for each function-space within the total facility allowance.

740-2.2.3.3 **Local Variation**

Local demand for program activities may depend on a variety of factors, in addition to the overall installation population, including:

- Proportion and relative participation of different user groups among the population.
- Specific program of activities provided.
- Competing on-base and off-base facilities providing similar programs.
- Geographic distribution and accessibility of the user populations.
- Local climate conditions and operating seasons.
- Overseas situations and local customs.

740-2.2.4 Population Basis for Demand Calculations

Chapter 1 of this instruction for information on population definitions and base loading data.

740-3 MWR FACILITIES, GENERAL NOTES

740-3.1 The involvement of MWR representatives in the planning process is required, especially for all Category C business-based projects, to ensure a match between program needs, and the types and sizes of spaces to be provided. See below for a listing of Category A-C facilities as defined by MWR.

740-3.2 MWR programs are funded by a combination of non-appropriated funds (NAFs) and appropriated funds (APFs). MWR activities are divided into three categories following DoD policy on funding and function:

740-3.2.1 **Category A** operations are considered essential in meeting the organizational objectives of the Military Services. They shall be funded almost entirely with APF, with the use of NAF limited to specific instances where APF support is prohibited by law or where the use of NAF is essential for the operation of a facility or program. These facilities do not generate any NAF revenues. Examples are gymnasiums, libraries, and sports programs.

740-3.2.2 **Category B** operations are mission enhancing community support programs that support military members and their families. These programs are primarily supported by APF support but do generate NAF revenues. Examples are outdoor recreation, child development, hobby shops, ITT, community pools, school age care, and youth development programs.

740-3.2.3 **Category C** operations are business-based activities and are authorized minimal APF (such as SRM, environmental compliance, security, and health and safety support; interior renovation and new construction/additions are NAF funded) except at isolated/remote and OCONUS installations where Category C operations are treated the same as Category B operations. Examples are food and beverage operations, bowling centers, cottages, RV parks, slip rental marinas, and golf courses.

For Category B and C facilities an initial market survey and financial analysis or pro forma is required to determine if the facility will be self-sustaining or profitable, in the case of Category C operations. Once the Installation has completed their analysis, the proposal will be submitted via the regional command to NPC (after 1 October 2004, CNIC Field Support Activity) through an Internal Needs Validation Study (INVS). If the project earns sufficient points through the INVS, it will move on to the Project Validation Assessment stage where the demand and scope will be confirmed through independent review.

740-3.3 For overseas activities the net to gross factor (typical net to gross is 1.25 or 25%) will increase as necessary to meet host nation building codes.

740-3.4 **Recreational Planning Context**

Planning for MWR facilities should involve consideration of the individual facility in relationship to a comprehensive recreational program and facilities plan for the installation. Consider the following factors, in addition to those relationships specifically indicated in the criteria for each facility:

- If other MWR facilities serving the same user population provide the same program activities, reduce the allowed capacity of the proposed facility by the capacity provided elsewhere at the installation.
- Consider collocating the facility with other recreational facilities providing complementary programs, to provide the users with the increased convenience and attractiveness of clustered activities, and to take advantage of potential savings in support space requirements and operating costs.
- Size and locate an individual facility appropriately to the target population and geographical area its particular function is designed to serve. Convenient access for users should be considered in balance with the need for efficient facility operation and avoidance of duplicate facilities.

740-4 NAVY EXCHANGE FACILITIES, GENERAL NOTES

740-4.1 Navy Exchange facilities requirements are developed by the Navy Exchange Service Command, 3280 Virginia Beach Blvd, Virginia Beach, VA 23452-5724, Head Planning Branch, 757-631-3535.

740-4.2 The Navy Exchange Service Command, Planning Branch uses a Business Case Analysis model to plan new Navy Exchange facilities. They calculate square footage of new facilities based on sales costs for various product lines and expected sales costs and product lines for new facilities compared to existing facilities. They also incorporate a Market analysis of like facilities in the area. Exchange facilities Navy Facility Category Codes and descriptions are included in this Criteria document; however Navy Planners are instructed to contact the Navy Exchange Service Command for requirements development when a new facility is potentially required. If BFRs are being updated or calculated for existing facilities, in most cases it is reasonable to assume that the requirements are equal to the assets for NEX facilities. Recommend that the Navy facilities planners confirm this determination with NEXCOM prior to setting requirements equal to assets.

740 01 EXCHANGE RETAIL STORE (SF)**FAC: 7346****BFR Required: Y**

74001-1 Navy Exchange facilities requirements are developed by the Navy Exchange Service Command, 3280 Virginia Beach Blvd, Virginia Beach, VA 23452-5724, Head Planning Branch, 757-631-3535. See General Notes for NEX facilities at the beginning of the 740 Series.

74001-2 The exchange retail store is planned as part of an authorized Navy or Marine Corps Exchange. The store includes sales area, immediate back-up stock area, store office, toilets and circulation space. The space allowances for exchange retail stores are determined by the Navy Exchange Services Command, 3280 Virginia Beach Blvd, Virginia Beach, VA 23452, 757-631-3535. The Patron base for the Main NEX Retail Store is all active duty, retirees and families/dependents. All merchandise categories are included in the Main NEX Retail Store. Some categories may be stronger or weaker according to age or rank classifications or base or command populace.

740 02 LOCATION EXCHANGE (SF)

This category code has been deleted. All existing assets should be reassigned to category code 740 01, Exchange Retail Store.

740 03 EXCHANGE CENTRAL ADMINISTRATION (SF)**FAC: 7387****BFR Required: Y**

74003-1 Navy Exchange facilities requirements are developed by the Navy Exchange Service Command, 3280 Virginia Beach Blvd, Virginia Beach, VA 23452-5724, Head Planning Branch, 757-631-3535. See General Notes for NEX facilities at the beginning of the 740 Series.

74003-2 This is space required for the general administrative effort of an exchange such as accounting, payroll, personnel, purchasing or warehousing. Space required for this facility will be calculated using code 610 10, Administrative Office criteria. Administrative space required for an individual exchange facility, such as office space in warehouses, cafeterias, main retail store or location exchange, shall be provided out of the space authorized for the individual facility.

740 04 EXCHANGE FOOD SERVICE (SF)**FAC: 7331****BFR Required: Y**

74004-1 These facilities include: cafeterias, specialty shops similar to deli, fast food and pizza, bake shops, ice cream shops, etc. Non-Exchange food service facilities (standalone) are captured under category code 740 46. Food service facilities operated in and for the sole convenience of non-exchange activities such as bowling alleys, theaters, air terminals and similar functions are already included in the basic space allowance for such activities.

74004-2 Navy Exchange facilities requirements are developed by the Navy Exchange Service Command, 3280 Virginia Beach Blvd, Virginia Beach, VA 23452-5724, Head Planning Branch, 757-631-3535. See General Notes for NEX facilities at the beginning of the 740 Series.

74004-3 MWR Facilities will be coordinated with CNI (N9, N25) and local MWR personnel. See MWR General Notes at the beginning of the 740 Series.

740 06 NON-EXCHANGE INSTALLATION RESTAURANT (MWR) (SF)**FAC: 7332****BFR Required: Y**

74006-1 This type of facility includes Category "C" MWR dining facilities, including commercial restaurants. Examples of standalone commercial restaurants are Applebee's, McDonald's, etc. For other restaurants found in an Exchange building, or walk-up commercial eateries with common seating areas such as Subway, Taco Bell, Kentucky Fried Chicken (KFC), etc. is covered under category code 740 04, Exchange Food Service.

740 08 EXCHANGE FOOD STORE (GROCERY) (SF)

This CCN has been deleted. All existing assets should be reassigned to CCN 74001 EXCHANGE RETAIL STORE

740 09 EXCHANGE SERVICE OUTLETS (BARBER, UNIFORM, ETC) (SF)**FAC: 7346****BFR Required: Y**

74009-1 Navy Exchange facilities requirements are developed by the Navy Exchange Service Command, 3280 Virginia Beach Blvd, Virginia Beach, VA 23452-

5724, Head Planning Branch, 757-631-3535. See General Notes for NEX facilities at the beginning of the 740 Series.

74009-2 Exchanges are authorized outlets for basic services in conjunction with the retail store, such as Barber Shop, Tailor/Uniform Shop, Radio/TV Repair Shop, Portrait Studio, Watch Repair Shop, Optical Shop, Beauty Salon, and Personal Services. In addition to specific outlets as listed above, special outlets may be authorized for which no distinct space allowances are given. Examples of such outlets are: CONUS and OVERSEAS - taxicab and bus service spaces, toy lands, flower shops, baggage checkpoints; OVERSEAS only - steam-bath facilities, new car sales points, stock investment offices.

740 11 NEX DEPOT (SERVMART) (SF)

FAC: 7346

BFR Required: Y

74011-1 Navy Exchange facilities requirements are developed by the Navy Exchange Service Command, 3280 Virginia Beach Blvd, Virginia Beach, VA 23452-5724, Head Planning Branch, 757-631-3535. See General Notes for NEX facilities at the beginning of the 740 Series.

74011-2 An NEX Depot may be provided as dictated by NEXCOM. NEX Depots are similar to traditional Navy Servmarts, and offer the same type of inventory, in a more convenient setting.

740 12 RED CROSS/NAVY RELIEF (SF)

FAC: 6100

BFR Required: Y

74012-1 Space for Red Cross and/or Navy Relief functions can be provided within the Family Services Center (Code 740 25) when available. This space however should not be counted against the requirements for Family Services Center. Space may be provided in other facilities on base when available. This space is not counted against Navy requirements.

740 13 EXCHANGE LAUNDRY AND DRY CLEANING FACILITY (SF)

FAC: 7342

BFR Required: Y

74013-1 Navy Exchange facilities requirements are developed by the Navy Exchange Service Command, 3280 Virginia Beach Blvd, Virginia Beach, VA 23452-

5724, Head Planning Branch, 757-631-3535. See General Notes for NEX facilities at the beginning of the 740 Series.

74013-2 Laundry and dry cleaning plants, which may be operated under the exchange service, normally shall be limited to non-appropriated fund, cleaning and laundering.

740 16 EXCHANGE MAINTENANCE SHOP (SF)

FAC: 7387

BFR Required: Y

74016-1 Navy Exchange facilities requirements are developed by the Navy Exchange Service Command, 3280 Virginia Beach Blvd, Virginia Beach, VA 23452-5724, Head Planning Branch, 757-631-3535. See General Notes for NEX facilities at the beginning of the 740 Series.

74016-2 An exchange maintenance shop may be provided for the local repair of exchange equipment, fixtures repair of refrigeration equipment and vending machines, and to provide shop space for facility maintenance crews and personnel.

740 18 BANK (SF)

FAC: 7347

BFR Required: Y

74018-1 Banks may be established only when they are authorized by the U.S. Treasury Department. Normally there will be only one banking facility at each installation. Branch banks, providing complete services, shall not be established without prior approval. Space allowances are given in Table 74018-1.

Table 74018-1. Space Allowances For Banks

Personnel Strength (1)	Gross SF	Personnel Strength (1)	Gross SF
Up to 1,000	1,500	7,001 to 9,000	5,560
1,001 to 2,000	2,375	9,001 to 11,000	6,375
2,001 to 3,000	3,250	11,001 to 13,000	7,190
3,001 to 4,000	3,625	13,001 to 15,000	8,000
4,001 to 5,000	4,000	15,001 to 17,000	10,000
5,001 to 6,000	4,375	17,001 to 20,000	13,000
6,001 to 7,000	4,750	Over 20,000	See Note (2)

Notes:

- (1) Active duty military personnel assigned to an installation and stationed within a commuting area not served by another military banking office plus civilian employees of the installation.
- (2) Determined by Engineering Study.

740 19 CREDIT UNION (SF)

FAC: 7347

BFR Required: Y

74019-1 **DESCRIPTION.** Credit unions are private cooperative savings and loan organizations. Facilities for a properly chartered credit union may be provided to serve military personnel, their dependents, and other personnel as permitted in the bylaws of the credit union. If a credit union on an installation restricts or limits membership of installation personnel, it will be denied free use of installation facilities. In such cases another credit union which meets DOD requirements may be organized and provided with logistic support.

74019-2 **SPACE ALLOWANCE.** Space allowances for credit unions are predicated on size of membership, number of transactions, assets, accounting methods, and number of employees. Each of the variables contributes a number of points, and the total number of points determines the space allowance. The allowance may be increased by 10 percent to accommodate future business expansion. Refer to Table 74019-1 for point values and Table 74019-2 for space allowances.

Table 74019-1. Point Values for Credit Unions

Number of Members	Points Allowed	Point Subtotals
0 to 1,000	2	
1,000 to 2,500	4	
2,501 to 7,500	6	
7,501 to 12,000	8	
12,001 to 20,000	10	
For Each Additional 10,000, add	2	
Accounting	Points	
Machines	1	
Manual	2	
Assets (Dollars)	Points	
0 to 100,000	1	
100,001 to 500,000	2	
500,001 to 1,500,000	3	
1,500,001 to 5,000,000	4	
Over 5,000,000	5	
Transactions Per Day	Points	

Number of Members	Points Allowed	Point Subtotals
0 to 99	1	
100 to 299	2	
300 to 499	3	
500 to 749	4	
750 to 999	5	
For Each Additional 500, add	1	
Number of Employees	Points	
2 to 5	1	
6 to 9	2	
10 to 13	3	
14 to 17	4	
18 to 21	5	
22 to 25	6	
For Each Additional 3, add	1	
TOTAL NUMBER OF POINTS =		

Refer to Table 74019-2 for Space Allowance.

**Table 74019-2
Space Allowances for Credit Unions**

Point Totals	Gross SF
0 to 4	800
5	1,000
6	1,300
7	1,700
8	2,200
10	2,800
12	3,500
14	4,300
16	5,200

Point Totals	Gross SF
18	6,200
19	7,200
20	8,200
21	9,200
22	10,200
23	11,200
24	12,200
25	13,200
For each additional point, add	1,000

740 20 PCS OFFICIAL LODGING (SF)**FAC: 7441****BFR Required: N**

74020-1 **REQUIREMENT.** Navy Exchange facilities requirements are developed by the Navy Exchange Service Command, 3280 Virginia Beach Blvd, Virginia Beach, VA 23452-5724, Head Planning Branch, 757-631-3535. See General Notes for NEX facilities at the beginning of the 740 Series. This category code should not be used to compute a Basic Facility Requirement (BFR).

74020-2 **DESCRIPTION.** These facilities are temporary living accommodations which normally are rented for a service charge for overnight or short term use to authorized personnel such as: official military or civilian visitors to the installation, visitors to installation personnel, transient personnel or families awaiting assignment to quarters. Included are motels, hotels, and apartments. Where such facilities are authorized for new construction, they shall be of motel type with bath and with kitchenettes, if required. Living units with kitchenettes shall contain no more than 450 square feet of living area and those without kitchenettes no more than 425 square feet. Appropriate circulation, administration, mechanical and service space will be provided.

74020-3 **REVIEW.** All leasing, conversion, or construction projects for temporary lodging facilities, regardless of scope and funded by non-appropriated fund activities will be forwarded for review and approval to Assistant Secretary of Defense (I&L).

740 21 VISITOR'S RECEPTION CENTER (RECRUIT TRAINING ONLY) (SF)**FAC: 7440****BFR Required: Y**

74021-1 A visitor's reception center is limited to installations performing basic training. It serves as a point of contact between trainees and visiting relatives or friends. Approximate planning factor is 1.5 gross square feet per recruit.

74022-1 NAVY

Transient housing is Commander Naval Installations (CNIC)-operated living accommodations rented for a service charge to fleet personnel families of ships undergoing repair. This code is for inventory purposes only and is applicable only to housing units removed from the family housing inventory (Category Group 710) and designated for this purpose by the Chief of Naval Operations.

74022-2 MARINE CORPS

These quarters are operated primarily to provide a service to duty transient personnel and TAD students, and to conserve appropriated funds through reduced per diem payments. Guidance is provided in the Marine Corps Order P11000.22.

740 23 COMMISSARY (INCLUDING BACK UP STORAGE) (SF)**FAC: 7349****BFR Required: Y**

74023-1 The Navy Commissary Systems were consolidated into the Defense Commissary Agency (DeCA) along with the other services on 1 October 1991. All Commissary construction planning, programming and execution has been transferred to that organization.

74023-2 Questions regarding Commissary construction plans, policies, procedures and sizing should be directed to the Defense Commissary Agency, Directorate of Facilities, Plans and Programs Division, Fort Lee Virginia, 23801-6300. Commercial telephone number is (804) 734-8000 ext. 4-8976.

740 24 COMMISSARY COLD STORAGE (DETACHED) (SF)**FAC: 4321****BFR Required: Y**

74024-1 The Navy Commissary Systems were consolidated into the Defense Commissary Agency (DeCA) along with the other services on 1 October 1991. All Commissary construction planning, programming and execution has been transferred to that organization.

74024-2 Questions regarding Commissary construction plans, policies, procedures and sizing should be directed to the Defense Commissary Agency, Directorate of Facilities, Plans and Programs Division, Fort Lee Virginia, 23801-6300. Commercial telephone number is (804) 734-8000 ext. 4-8976.

740 25 FAMILY SERVICES CENTER (SF)**FAC: 7372****BFR Required: Y**

Design Criteria: UFC 4-730-01 webpage:
<https://www.wbdg.org/dod/ufc/ufc-4-730-01>

74025-1 **DEFINITION.** The Family Services Center (FSC) facility supports the programs that provide the information and family services necessary to support qualified single and married Department of Defense (DoD) personnel and their family members in meeting the unique demands of the military lifestyle, as defined by DoD Instruction 1342.22, Family Centers. The program and services provide information to DoD personnel and their family members, improve life skills by fostering competencies and coping skills, encourage self-sufficiency, and offer short-term support and assistance when necessary.

74025-2 **FAMILY SERVICE CENTERS (FSCs)** may be established as required to provide information and referral services, education and training services, and counseling services for the active duty population with services usable to dependents and retirees. The centers require open areas such as visiting rooms and conference areas with the majority of space allotted to individual offices conducive to execution of high quality and confidential service delivery.

74025-3 **SPACE ALLOWANCES.** They provide for baby/toddler play areas, waiting room, record storage, individual counselor offices, administrative areas, and storage areas for hospitality kit, general storage, conference rooms, staff areas, and classroom spaces for training exercises conducted by all FSCs.

74025-4 **LOCATION DETERMINENTS.** Several factors determine the most appropriate and cost effective location for a FSC.

74025-4.1 **Site Size.** Ensure adequate site space for the following elements when selecting the FSC site: criteria for parking space for customers and staff can be found in category code 852-10. Site must also meet Antiterrorism/Force Protection (AT/FP) set-back criteria.

74025-4.2 **Customer Access.** The FSC should be easily accessible both by Military personnel and by Military personnel family members and reservists. The importance of access by civilians or non-active duty personnel must not be overlooked. Consider locations such as near the Installation gate or other high-traffic areas such as the commissary, retail exchange, or medical facilities. As an alternative, consider locating the FSC off-installation like the Installation visitor's center or local high-traffic commercial/retail centers. If the FSC is located off-base, consider the AT/FP impacts to the design of the facility.

74025-4.3 **Capacity.** Capacity shall be determined by actual count of active duty and full time reserve military personnel receiving installation support who are entitled to FSC services. Overseas areas should include the number of DOD employees entitled to services. Justification remains the responsibility of the sponsoring command with requirements based on local needs. Adjust these figures for any projected increase/decrease in military population or mission changes. The population served by the FSC is determined by adding a multiplier to the active duty population. The multiplier varies depending on the location of the proposed FSC.

CONUS: FSC population equals active duty (AD) times **1.6**,

OCONUS: FSC population equals AD population times **2.4**, and

Military (Fleet or Navy) Concentration Areas: FSC population equals AD population times **2.4**.

74025-4.4 **New activities.** Determine the total number of active duty and full time reserve personnel receiving direct installation support.

**Table 74025-1
Family Service Center Size Classifications**

Size Classification	Population Served
Small	500 to 3,000
Medium	3,001 to 10,000
Large	10,001 to 40,000
Extra Large	40,000 and Up

**Table 74025-2
Family Service Center Gross Areas**

FSC	Gross Area (sq.m./SF)	Gross Area (sq.m./SF)	Estimated Staffing (PN)	Estimated Staffing (PN)
	Navy	Marine Corps	Navy	Marine Corps
Small	321.96 / 3,466	281.38 / 3,029	6-8	4-8
Medium	667.55 / 7,185	463.31 / 4,987	13-17	5-13
Large	1,160.29 / 12,489	813.14 / 8,753	19-26	6-19
Extra Large	1,763.39 / 18,981	1,310.78 / 14,109	31-36	12-31

Notes for Table 74025-2:

For full space program for the FSC small, medium, large, extra-large please see the UFC 4-730-01 at <https://www.wbdg.org/dod/ufc/ufc-4-730-01>

1. Many service agencies such as NADSAP, Navy-Marine Corps Relief, American Red Cross and CAA are collocated with FSCs. These areas are not a part of the Family Services Center and should not be counted against the requirements. For Red Cross see CC 740 12.
2. For populations fewer than 500, accommodate the FSC functions in other, non-dedicated facilities.

740 26 INSTALLATION RESTAURANT (MWR) (SF)

This CCN has been deleted. All existing assets should be reassigned to category code 740 04, Exchange Food Service / Restaurant.

740 27 ARMED FORCES RADIO/TV STATION (SF)
FAC: 1441
BFR Required: Y

74027-1 A radio and/or TV station is normally established in overseas locations to provide U.S. installation population with entertainment and news coverage. As a rule, the coverage radius is limited to the installation and immediate vicinity and the facilities are restricted for transmission of prerecorded program material, however if justified, limited studio facilities may be provided. At the present, no space criteria are available for this type of facility. Requirements must be developed on an individual basis.

740 28 AMUSEMENT CENTER / RECREATION MALL (SF)

This category code has been deleted. All existing assets are to be reassigned to category code 740 42 Community Recreation Center.

740 30 EXCHANGE GAS/SERVICE AND AUTO REPAIR STATION (SF)
FAC: 7345
BFR Required: Y

74030-1 Navy Exchange facilities requirements are developed by the Navy Exchange Service Command, 3280 Virginia Beach Blvd, Virginia Beach, VA 23452-5724, Head Planning Branch, 757-631-3535. See General Notes for NEX facilities at the beginning of the 740 Series.

74030-2 This facility provides space for gasoline and oil sales, automotive parts and accessories sales, emergency service and automotive repair service.

740 31 POV FILLING STATION (OL)
FAC: 1231
BFR Required: Y

74031-1 **DESCRIPTION.** This category code is for fueling stations associated with Personally Owned Vehicles (POVs) at an installation such as those associated with NEXCOM/MCCS facilities or similar.

740 32 NEX CAR WASH BUILDING (SF)
FAC: 7348
BFR Required: Y

74032-1 This facility is associated with the Navy Exchange (NEXCOM) for the washing of vehicles. The surrounding pavement is captured with either FAC 8521 –

Vehicle Parking, Surfaced or FAC 8526 – Miscellaneous Paved Area, depending on the particular situation of usage. For MWR car wash structures, use category code 740 33 - MWR Car Wash Structure.

74032-2 Navy Exchange facilities requirements are developed by the Navy Exchange Service Command, 3280 Virginia Beach Blvd, Virginia Beach, VA 23452-5724, Head Planning Branch, 757-631-3535. See General Notes for NEX facilities at the beginning of the 740 Series.

74032-3 MWR facilities should be programmed through OPNAV N46 Deputy Base Ops and Support, (703) 695-5541.

740 33 MWR CAR WASH STRUCTURE (SF)

FAC: 7350

BFR Required: Y

74033-1 This structure is associated with MWR for the washing of vehicles. The footprint of the structure typically includes a mechanical room, a water separator, wash bays (both covered and uncovered), and pavement area. All other surrounding pavement is captured with either FAC 8521 – Vehicle Parking, Surfaced or FAC 8526 – Miscellaneous Paved Area depending on the particular situation of usage. For NEXCOM car wash buildings, use category code 740 32, NEX Car Wash Building.

74033-2 Navy Exchange facilities requirements are developed by the Navy Exchange Service Command, 3280 Virginia Beach Blvd, Virginia Beach, VA 23452-5724, Head Planning Branch, 757-631-3535. See General Notes for NEX facilities at the beginning of the 740 Series.

74033-3 MWR facilities should be programmed through OPNAV N46 Deputy Base Ops and Support, (703) 695-5541.

740 34 THRIFT SHOP (SF)

FAC: 7340

BFR Required: Y

74034-1 This is a nonprofit facility for the sale and purchase by military personnel of used apparel, furnishings and equipment. See Table 74034-1 for space allowances.

Table 74034-1. Space Allowances for Thrift Shops

Military Strength	Gross SF
Up to 2,000	1,400

Military Strength	Gross SF
2,001 to 4,000	2,000
4,001 to 6,000	2,700
6,001 to 8,000	3,400
8,001 to 10,000	4,000
10,001 to 12,000	4,500
12,001 to 14,000	4,950
Over 14,000	5,350

740 36 HOBBY SHOP – CRAFTECH (SF)**FAC: 7411****BFR Required: N**

This CCN is for inventory purposes only.

740 37 MWR OUTDOOR RECREATION CENTER (SF)**FAC: 7446****BFR Required: Y**

Design Criteria: UFC 4-740-03

Design: Navy and Marine Corps Outdoor Adventure Centers and Rental Centers

74037-1 **DEFINITION:** There are three categories of outdoor recreation centers included under this category code:

- Outdoor Adventure Centers (OAC),
- Rental Centers (RC), and
- Outdoor Centers & Other Rentals (OCOR).

Generally, these facilities rent and/or sell goods that are associated with Outdoor Recreation Programs (ORP) and other outdoor activities. There is a significant variety in the equipment and goods provided by each of these facility category types, however the general criteria and basic design approach for all three facility categories are similar. The three facility categories are described in paragraphs 74037-1.1, 74037-1.2 and 74037-1.3, and their respective missions are compared in Table 74037-1 with regard to equipment and programs.

74037-1.1 **Outdoor Adventure Centers (OAC)** provide human powered equipment which is specific to outdoor recreation and adventure activities. An OAC supports an Outdoor Recreation Program (ORP). The Marine Corps does not require that OAC or ORP operations be human powered. The activities offered take place in a natural area, front-country, backcountry, or wilderness environment. The name of the operation may reflect anything related to pursuits that fall within the respective Service's ORP. Of the three facilities, the OAC is the preferred option within the Navy Morale Welfare and Recreation's (MWR's) Outdoor Recreation Program Master Plan.

74037-1.2 **Rental Centers (RC)** carry a variety of equipment unrelated to outdoor recreation but may also carry outdoor recreation equipment. Equipment from both categories may include trailers, boats, dunk tanks, home and garden tools, camping gear, athletic equipment, party items, catering items, rental trucks and trailers, etc. While RC may rent and/or sell goods associated with outdoor and adventure activities, it does not support an ORP, and as such, it differs from an OAC or OCOR. Anything can be in the rental inventory that is appropriate and within the policies or local agreements, for example, agreements between Navy Exchange (NEX) and MWR. Instruction, repairs, and sales related to the equipment are appropriate. The name, image, and theme will be consistent with what is offered.

74037-1.3 **Outdoor Center and Other Rentals (OCOR)** facility is a combination of the first two categories and rents both home and garden type equipment and outdoor adventure activity type equipment that falls with the respective Service's ORP. The two classifications of items must be physically and visually separated into their own unique areas of the facility. They are marketed separately and have specialized employees for each area. An OCOR also supports an Outdoor Recreation Program.

Table 74037-1. Facility Types

Facility Type	Equipment Offered	Support ORP
Outdoor Adventure Center (OAC)	OR	Yes
Rental Center (RC)	H&G and/or OR	No
Outdoor Center & Other Rentals (OCOR)	H&G and OR	Yes

OR= Outdoor Recreation equipment
H&G= Home and Garden equipment/tools
ORP = Outdoor Recreation Program

74037-2 **SIZE CLASSIFICATIONS** - The five facility size classifications and the typical active duty populations they serve are shown in Table 74037-2. The customer base is the primary size determinant. The active duty population directly relates to the potential customer base; however, the customer base may also include active duty family members, youth and teen program participants, and others. Consider all potential users when determining the customer base.

**Table 74037-2
MWR Outdoor Recreation Center Facility Size Classifications
and Active Duty Populations Served**

Size Classification	Active Duty Population Served	Total Building Gross Area	Total Site Support Area
Regional/Extra Large	Greater than 14,000	1,434 m2 / 15,440 ft2	1,060 m2 / 11,410 ft2
Large	7,001 – 14,000	871.59 m2 / 9,382 ft2	788.72 m2 / 8,490 ft2
Medium	3,001 – 7,000	651.39 m2 / 7,012 ft2	579.70 m2 / 6,240 ft2
Small	500 - -3,000	433.88 m2 / 4,670 ft2	373.46 m2 / 4,020 ft2
Extra Small	Less than 500	401.82 m2 / 4,325 ft2	373.46 m2 / 4,020 ft2

74037-3 **LOCATION DETERMINANTS.** Prior to initiating the facility planning of the OAC, RC, or OCOR, perform a space analysis of the existing Installation. This analysis should identify any existing functions which are programmatically considered an essential element of the ORP program. Following that analysis, consider the following factors to determine the location of the facility.

74037-3.1 **Overall Business Viability:** Business viability is the primary location determinant. A location favorable to sustaining a self-sufficient operation is needed. Patron access is one major component of business viability, but the entertainment and adventure elements of the facility must also be considered. The location should be attractive with proximity to natural areas and other retail or recreational services.

74037-3.2 **Existing Program Elements.** On some bases, existing program elements may be clustered in one area. Consider any existing program elements when locating the new facility to take advantage of the population's activity patterns, habits, and knowledge base. This will help with advertising the new facility. This determinant is more important in siting the OAC and OCOR facilities but should also be considered when site planning an RC.

74037-3.3 **Goods Access.** These facilities handle large and cumbersome goods and equipment. The site should offer easy access and room to maneuver the goods and equipment both for delivery and rental.

74037-3.4 **Patron Access.** The facility needs to be visible and easily accessible to the users. Consider locating near other high-visibility areas and related functions. This could be along the pedestrian paths to the existing barracks, existing MWR/NEX/MCCS facilities, and/or the dining facility. To accommodate moving equipment and quick patron access, provide adequate parking (per category code 852-10) as close as possible to the facility, taking into account Antiterrorism/Force Protection (ATFP) requirements.

740 38 MWR AUTO SKILLS CENTER (SF)**FAC: 7412****BFR Required: Y**

SECNAV Approved Standards and Metrics are available for this CCN at <http://mwr.navy.mil/mwrprgms/programstand.htm>.

74038-1 **GENERAL.** See General Notes to 740 series category codes for General Instructions regarding facility allowance planning procedures.

74038-2 **DEFINITION.** The mission of Automotive Skills Center is to provide their customers with a quality, value-based program for the maintenance, repair, modification and improvement of their own vehicles including cars, trucks, trailers, motorcycles, and bicycles. Automotive Skills Centers are not full-service stations, but rather facilities where patron self-help is fostered and automotive skills are learned. Such facilities may also provide space for instructional programs, club meetings, administration, tool issuance, storage and parts sales.

74038-3 **RELATED FACILITIES.** Automotive Skills Centers may be collocated with complementary facilities such as self-service carwashes. Such collocations will have the advantage of drawing more patrons to a single location offering a wider assortment of services.

74038-4 **AUTO BAY DEMAND.** The primary functional component of an Automotive Skills Center is Auto Bays which are sized on the basis of the peak hour demand at each installation as follows:

74038-4.1 Use projected base loading data to determine the population for each significant population category, as listed in Table 74038-1.

74038-4.2 Calculate peak hour demand for Auto Bays by multiplying the population for each category by participation factors found in Table 74038-1. Add the demand for all population categories to derive peak hour Total Demand for Auto Bays.

74038-4.3 Apply the installation mission adjustment factor (divide by 2) for those bases with large numbers of personnel in training schools or on routine deployment.

74038-4.4 Determine the number of indoor or outdoor Auto Bays required to satisfy peak hour demand by dividing the Total Demand by the following capacities per bay per hour and rounding to the nearest whole unit:

- 1.5 users per indoor bay per hour
- 1.0 user per outdoor bay per hour

The split between indoor versus outdoor Auto Bays may be determined at the discretion of the local command. Facility planning considerations based on climatic factors are discussed below under section 4, Space Allowances.

Table 74038-1. Auto Bay Demand Calculation

Note	Population Category	Population (per Base Loading)	x	Participation Factor	=	Peak Hour Demand
(1), (2)	Enlisted	_____	x	0.0034	=	_____ users
(1), (2)	Officers	_____	x	0.0022	=	+ _____ users
(1), (2)	Retirees	_____	x	0.0004	=	+ _____ users
(1), (2)	Authorized Civilians	_____	x	0.0006	=	+ _____ users
Total Demand (round to the nearest whole unit)						_____ users
(3)	Divide by installation mission adjustment (for installations with more than 50 percent of their active-duty personnel in training schools or on routine deployment)					divide by 2.0
Adjusted Total Demand (round to the nearest whole unit)						_____ users
(4)	To calculate the number of Indoor Auto Bays divide by the capacity per auto bay					divide by 1.5
Total Demand number of Indoor Auto Bays required to satisfy peak demand (round to the nearest even numbered whole unit)						_____ bays
(4)	LOCAL OPTION: If Outdoor Auto B Bays are locally desired, substitute 3 Outdoor Bays for every 2 Indoor Bays					

Notes for Demand Calculation -- Table 74038-1:

- (1) Population numbers should be consistent with projected base loading data. Officers are O-1 through O-10 and enlisted are E-1 through E-9. Civilians are authorized DoD employees. Retirees are all military retirees within a 30-minute drive of the installation.

For facility planning purposes at installations with deployable forces, the active duty demand population is comprised of all the non-deployable population, plus two-thirds of the deployable population, to reflect time away on deployment. However, calculation of the deployable population may be adjusted based on the actual deployment experience at individual installations.

- (2) Use of facilities by spouses and dependents has been statistically incorporated in the participation factors used in the tables. These participation factors may be revised periodically by NPC, and the most current figures must be used in all demand calculations.

- (3) Installation Mission Adjustment Factor

A factor that influences the use of an Automotive Skills Center is the type of installation and it's particular mission. For example, Naval Stations have significant numbers of active-duty personnel routinely deployed, thereby losing potential patronage. Statistics show that even though the automobiles of active-duty personnel are routinely used by spouses and dependents during times of deployment, the skills center facilities are seldom used by these population groups. Likewise, naval installations which have a large percentage of their residents in training schools, with demanding study schedules, suffer declines in the use of Automotive Skills Center since those residents have fewer personally-owned vehicles and/or less leisure time. Therefore, if an installation has a large number of personnel in schools or on routine deployment -- greater than 50 percent of the active-duty population -- the total demand calculation derived in the steps indicated below in Table 74038-1 should be adjusted by dividing by 2.

- (4) The number of Indoor versus Outdoor Auto Bays may be determined by the local Command. If Outdoor Auto Bays are provided, they will substitute for Indoor Auto Bays at the rate of 3 Outdoor Bays for every 2 Indoor Bays.

74038-5 **SPACE ALLOWANCE.** The maximum space allowance for an Automotive Skills Center is determined according to the sizing criteria presented in Table 74038-2. For new construction projects, the actual size is determined through a Project Validation Assessment.

74038-5.1 In warm climates, many skills center activities can be performed outdoors or under canopies. Outdoor Auto Bays may, therefore, be used to increase the total work space allowed for an auto skills center located in a warm climate. Such covered outdoor spaces, however, should be properly shielded from climatic conditions such as wind-driven rain or dust and sand.

74038-5.2 Conversely, in very cold climates, care should be exercised with designs which are drafty, uncomfortable and difficult to heat because of the large number of vehicular openings. The number of vehicular openings may be minimized by adopting a layout more common in commercial garages, with interior circulation to auto bays. However, a facility with a limited number of vehicular entrances will require more interior space for maneuvering cars. In such circumstances, an economic analysis of the options is recommended. This analysis should balance the additional cost of constructing extra space for internal vehicular circulation against the reduced operating cost, the possible savings in perimeter walls, and the improved comfort and, therefore, potentially greater use by customers.

74038-5.2.1 Full compliance with all applicable local, state and federal environmental regulations is required in the planning and development of Automotive Skills Centers at all naval installations. All facilities which have the potential for causing environmental contamination, such as, hydraulic lifts, oil tanks, drains, etc. must be appropriately designed with adequate safeguards. Furthermore, to avoid problems related to the safety of patrons and staff, provision of paint booths is not recommended; however, one may be provided if the local installation and patrons agree. The paint booth must be capable of receiving required environmental permits. In many areas of the country, new permits are not being issued in non-attainment areas.

Table 74038-2. Space Allowance for Auto Skills Center

Note	Table	Functional Component	# Units	x	Space Allocation Factor	=	Total NSF	Minimum or Maximum NSF
ACTIVITY AREAS								
(1)	740 38A	Auto Stalls/Bays	___	X	300 NSF per bay	=	___	
		Machine Shop Workbenches (@ one bench per bay)	___	X	65 NSF per bench	=	+ ___	
		Welding Area			25% total NSF for workbenches	=	+ ___	
		Engine Cages (@ one cage per bay)	___	X	40 NSF per cage	=	+ ___	
		Resale/Tool Issue		X	30 NSF per bay	=	+ ___	
		Classroom Teaching Area	___	X	15 NSF per seat	=	+ ___	225 min./ 450 max.
		Storage Area		X	25% total NSF for classroom	=	+ ___	
Subtotal Activity Areas (Net Square Feet)						=	_____	
ACTIVITY SUPPORT								
		Customer Lounge			15% total NSF workbenches	=	___	40 min.
		Patron Support (including lockers, toilets, vending machines)			7-14% X subtotal Activity Areas	=	+ ___	300 min.
		Administration			12-16% X subtotal Activity Areas	=	+ ___	285 min.
Subtotal Activity Support (Net Square Feet)						=	_____	
BUILDING SUPPORT								
		Entrance/Lobby/Circulation/ Housekeeping Supplies/Janitor's Closet/ Structure/Partitions			13-17% X subtotal Activity Areas + subtotal Activity Support Areas	=	___	
		Mechanical/Electrical/ Communication Equipment Space			9-13% X subtotal Activity Areas + subtotal Activity Support Areas	=	+ ___	
TOTAL FACILITY ALLOWANCE (Gross Square Feet)						=	_____	

Notes for Space Allowance -- Table 74038-2:

- (1) 300 NSF per auto bay is an average figure. Actual bay sizes may vary, ranging from typically, 288 NSF for muffler/tire/lubrication bays to 336 NSF for general repair/bodywork/steam cleaning bays.

NSF = Net Square Feet

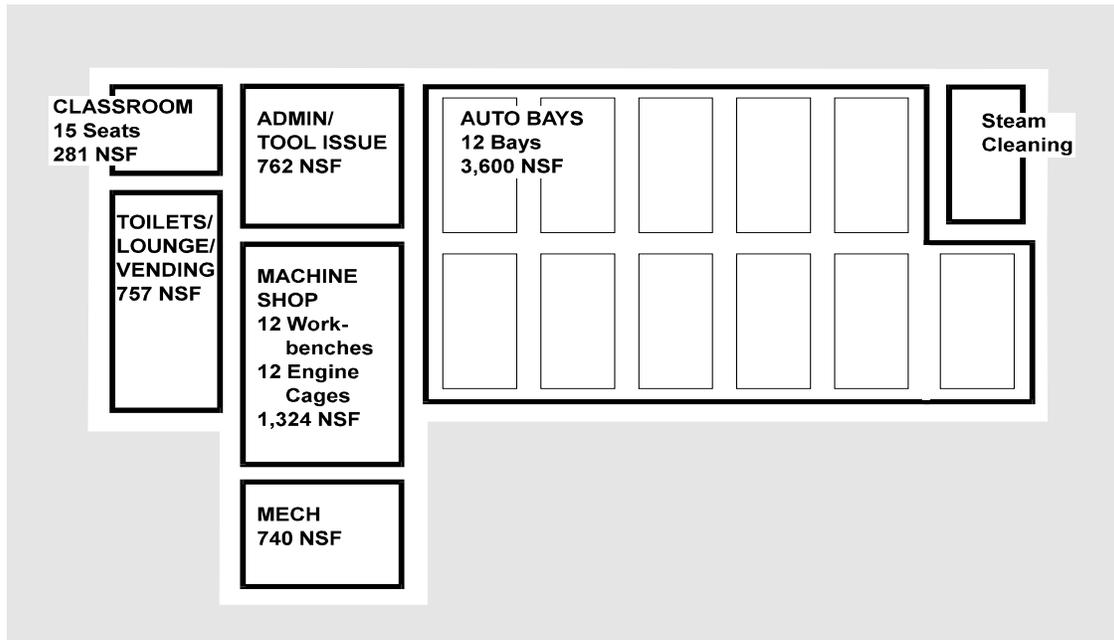
GSF = Gross Square Feet

Minimum or Maximum NSF = Minimum or maximum space allowance to be provided for the particular function or activity.

74038-5 **SAMPLE LAYOUT DIAGRAM.** A layout diagram is presented for a medium size Automotive Skills Center. This diagram is an example of the composition

of such a facility in terms of its functional components, their respective sizes and adjacencies. The layout diagram is for illustrative purposes only.

Figure 74038-1
Layout Diagram – Automotive Hobby Shop, Medium Size Facility



740 40 BOWLING CENTER (SF)
FAC: 7415
BFR Required: Y

SECNAV Approved Standards and Metrics are available for this CCN at <http://mwr.navy.mil/mwrprgms/programstand.htm>

74040-1 **GENERAL.** See General Notes to 740 series category codes for General Instructions regarding facility allowance planning procedures.

74040-2 **DEFINITION.** Bowling Centers are recreational facilities which accommodate bowling and related functions, which may include: open bowling, leagues, tournaments, youth bowling, instruction, exhibitions, and support activities such as equipment sales and rental, food and beverage service, electronic and table games, and meetings.

74040-3 **RELATED FACILITIES.** Consideration should be given to collocating the Bowling Center with the following recreational facilities in order to (i) take advantage of

potential savings in space requirements and operating costs, and (ii) provide users with the increased convenience of clustered facilities:

- 740 42 Community Recreation Center
- MWR recreational and foodservice facilities, generally

74040-4 **BOWLING DEMAND.** The number of bowling lanes required in a Bowling Center is based on the usage demand at each installation, as follows:

74040-4.1 Use projected base loading data to determine the population for each significant population category, as listed in Table 74040-1.

74040-4.2 Calculate the annual bowling lineage demand by multiplying the population for each category by participation factors drawn from the installation's most recent demand survey, and by adjustment factors as indicated in Table 74040-1.

74040-4.3 Find the number of lanes required to accommodate the bowling lineage demand in Table 74040-2. These allowances are based on the minimum number of lines required to generate sufficient revenues to meet standard operating expenses.

74040-4.4 Calculate the capacity requirements for foodservice and games components by multiplying the numbers of bowling lanes and of projected non-bowling patrons by the usage factors in Tables 74040-3 through 74040-7. See Section 5, below, for explanation of these Tables.

74040-4.5 Multiply the number of units required for each functional component by the space allocation factors in Table 74040-8. Add the net square footage (NSF) for all components and add support area factors as directed in Table 74040-8, to derive the Total Facility Allowance.

* For **Marine Corps Installations** use historical patron data to determine the participation factor.

Table 74040-1. Bowling Linage Demand Calculation

Note	Population Category	Population (per Base Loading)	x	Participation Factor	x	Adjustment Factor	=	Lines Bowled per Year	
(1), (2), (3)	Officers	_____	x	____%	x	111	=	_____	
(1), (2), (3)	Enlisted	_____	x	____%	x	17	=	+ _____	
(1), (2), (3)	Retirees	_____	x	____%	x	31	=	+ _____	
(1), (2), (3)	Family Members	_____	x	____%	x		=	+ _____	
(1), (2), (3)	DoD Civilians	_____	x	____%	x		=	+ _____	
Total Lines Bowled per Year							=		
(4)	Add lineage for installations in locations with harsh or long winter							=	+ 32,500
Adjusted Total Linage Demand							=	_____	

Notes for Bowling Linage Demand Calculation:

- (1) Population numbers should be consistent with projected base loading data. Officers are O-1 through O-10 and enlisted are E-1 through E-9. Retirees are all military retirees within a 30-minute drive of the installation.
For facility planning purposes at installations with deployable forces, the active duty demand population is comprised of all of the non-deployable population, plus two-thirds of the deployable population, to reflect time away on deployment. However, calculation of the deployable population may be adjusted based on the actual deployment experience at individual installations.
- (2) The adjustment factors modify lineage demand to reflect differential usage patterns among the different user population categories.
- (3) Linage demand for installations in locations with harsh or long winters is adjusted by adding an extra 32,500 lines to the total number of lines bowled per year. This includes all installations located in the following states: Alaska, Colorado, Connecticut, Delaware, Idaho, Illinois, Indiana, Iowa, Kansas, Maine, Maryland, Massachusetts, Michigan, Minnesota, Missouri, Montana, Nebraska, New Hampshire, New Jersey, New York, North Dakota, Ohio, Oregon, Pennsylvania, Rhode Island, South Dakota, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming and the District of Columbia.

Table 74040-2. Lane Allowances for Bowling Centers

Note	Lines Bowled per Year	Number of Lanes Authorized CONUS	Number of Lanes Authorized OCONUS
	Fewer than 10,000	0	0
(1)	10,000 - 18,000	2	2
(1)	18,001 - 36,000	4	4
(1)	36,001 - 54,000	6	6
(1)	54,001 - 69,120	8	8
(1)	69,121 - 86,400	10	10
(1)	86,401 - 107,640	12	12
	107,641 - 124,200	14	18
	124,201 - 140,760	16	20

<i>Note</i>	Lines Bowled per Year	Number of Lanes Authorized CONUS	Number of Lanes Authorized OCONUS
	140,761 - 165,600	18	24
	165,601 - 231,840	24	32
	231,841 - 298,080	32	40
	298,081 - 364,320	40	50
	Each incremental increase of 17,280	additional 2	additional 2

Note for Bowling Lane Allowances:

- (1) Bowling Centers with 12 lanes or fewer are generally considered uneconomic to operate. Centers of such size can only be approved in exceptional cases, with substantial justification of economic viability.

74040-5 DEMAND FOR FOODSERVICE AND GAMES. The numbers of seats in the snack bar and lounge and the numbers of video games and pool/billiards tables required in the Bowling Center should represent the sum of the demand from both bowling patrons and other users -- guests, spectators, and patrons primarily using the food service or games areas of the center. The size of the non-bowling clientele will depend on such local installation factors as the location of the facility, proximity of potential patron populations, competing food service and amusement center facilities, type and attractiveness of food service and games program operations, and historic usage patterns.

74040-5.1 Demand for meeting/function room space must be based on other users than bowling patrons. The seat capacity requirement should be based on the type and size of specific functions for which there is a justifiable local demand.

74040-5.2 Tables 74040-3 through 74040-7 provide usage factors for calculating the demand for the functional components in the foodservice and games areas.

Notes for Foodservice and Games Demand Calculation - Tables 74040-3 through 74040-7:

- (1) Use number of bowling lanes as derived in Table 74040-2.
- (2) The projected number of non-bowling patrons for each functional component must be determined by the installation and justified based on analysis of specific local experience and requirements. In the absence of local installation data, assume that the numbers of seats required for non-bowling patrons in the foodservice areas, and the numbers of machines and tables for non-bowling patrons in the games area, are equal to those calculated for the bowling patrons.

Table 74040-3. Snack Bar Demand Calculation

Note	# Demand Units	x	Usage Factor	=	Peak Demand
(1)	___ Bowling Lanes	x	0.50 seats per lane	=	___ seats
(2)	___ Non-Bowling Patrons per Peak Hour	x	0.25 seat-hours per patron	=	+ ___ seats
Total Demand (round to the nearest whole unit)					= ___ seats

Table 74040-4. Lounge Demand Calculation

Note	# Demand Units	x	Usage Factor	=	Peak Demand
(1)	___ Bowling Lanes	x	0.44 seats per lane	=	___ seats
(2)	___ Non-Bowling Patrons per Peak Hour	x	0.50 seat-hours per patron	=	+ ___ seats
Total Demand (round to the nearest whole unit)					= ___ seats

Table 74040-5. Combined Snack Bar/Lounge Demand Calculation

Note	# Demand Units	x	Usage Factor	=	Peak Demand
(1)	___ Bowling Lanes	x	0.72 seats per lane	=	___ seats
(2)	___ Non-Bowling Patrons per Peak Hour	x	0.33 seat-hours per patron	=	+ ___ seats
Total Demand (round to the nearest whole unit)					= ___ seats

Table 74040-6. Video Games Demand Calculation

Note	# Demand Units	x	Usage Factor	=	Peak Demand
(1)	___ Bowling Lanes	x	1.0 machines per lane	=	___ machines
(2)	___ Non-Bowling Patrons per Peak Hour	x	1.0 machine-hours per patron	=	+ ___ machines
Total Demand (round to the nearest whole unit)					= ___ machines

Table 74040-7. Pool/Billiards Demand Calculation

Note	# Demand Units	x	Usage Factor	=	Peak Demand
(1)	___ Bowling Lanes	x	0.22 machines per lane	=	___ tables
(2)	___ Non-Bowling Patrons per Peak Hour	x	0.20 table-hours per patron	=	+ ___ tables
Total Demand (round to the nearest whole unit)					= ___ tables

74040-6 **SPACE ALLOWANCES.** Space allowances for Bowling Centers are determined according to the planning criteria presented in Table 74040-8 below. The total allowance for a facility is the sum total of the space allowances for each functional component. The number of units of each component required to meet the demand is obtained from the calculations in Tables 74040-1 through 74040-7.

Table 74040-8. Space Allowances for Bowling Centers

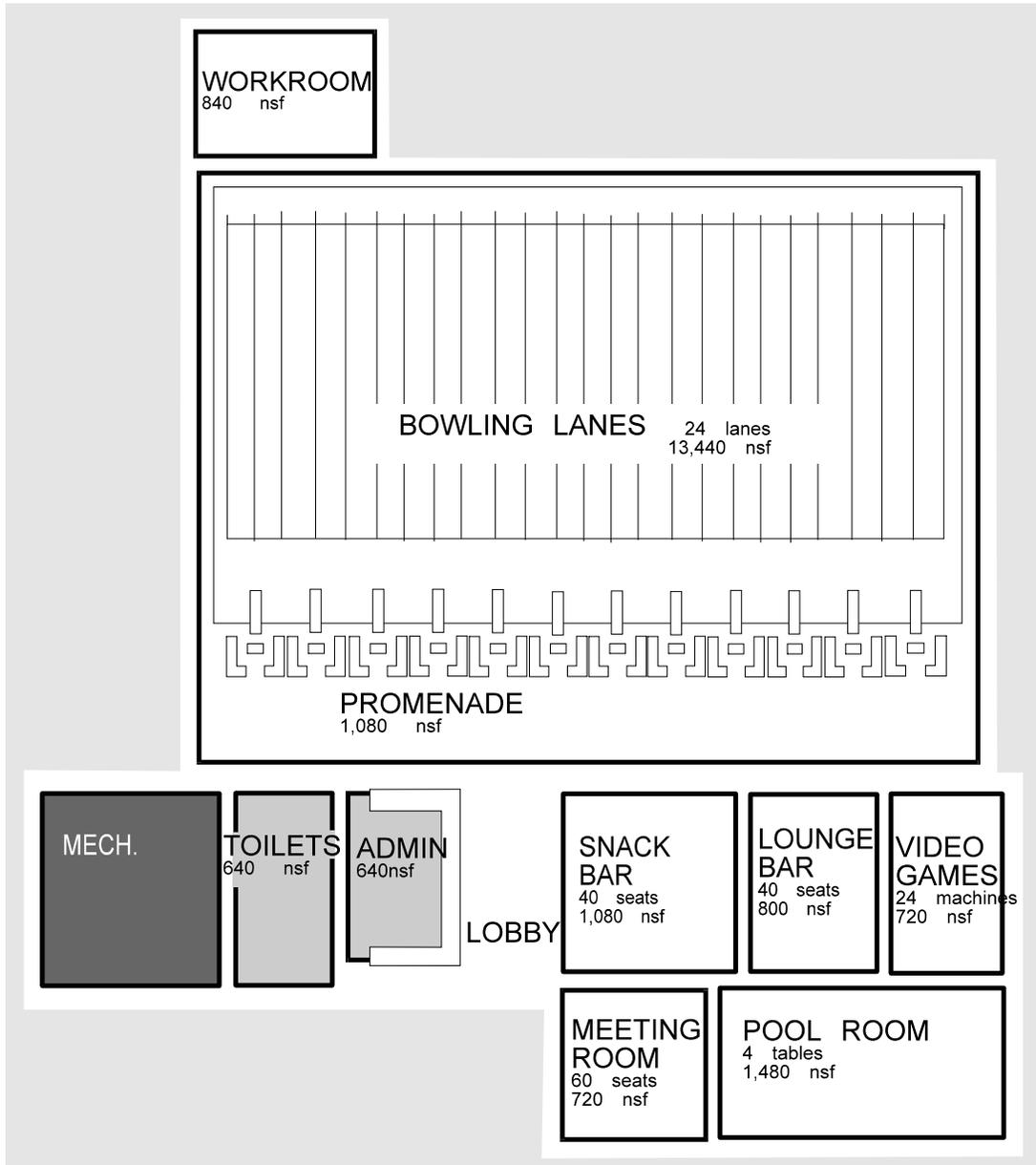
Note	Table	Functional Component	# Units	x	Space Allocation Factor	=	Total NSF	Minimum or Maximum NSF
		ACTIVITY AREAS						
		Bowling						
	A, B	Bowling Lanes (incl. pin spotting, settee, promenade, lockers)	___	x	650 NSF per lane	=	___	
	A, B	Workroom	___	x	70 NSF per lane	=	+___	120 NSF min. 840 NSF max.
		Food Service						
	C	Snack Bar (incl. seating, kitchen, serving counter, storage)	___	x	27 NSF per lane	=	+___	
	D	Lounge (incl. seating, bar, storage)	___	x	20 NSF per lane	=	+___	
(1)	E	Combined Snack Bar/Lounge (incl. seating, kitchen, serving counter, bar, storage)	___	x	25 NSF per lane	=	+___	
(2)		Meeting/Function Room	___	x	12 NSF per lane	=	+___	
		Games						
		Video Games	___	x	30 NSF per lane	=	+___	
		Pool/Billiards	___	x	370 NSF per lane	=	+___	
		Subtotal Activity Areas				=	+___	
		ACTIVITY SUPPORT AREAS						
		Toilets	3% x Subtotal Activity Areas			=	+___	
		Administration (incl. pro shop, control counter, storage)	3% x Subtotal Activity Areas			=	+___	1,000 NSF max.
		Subtotal Activity Support Areas				=	+___	
		BUILDING SUPPORT AREAS						
(3)		Lobby/Circulation/Structure/Partitions/Janitor	4-5% x (Subtotal Activity Areas + Subtotal Activity Support Areas)			=	+___	
		Mechanical/Electrical/Communication Equip. Space	5-10 % x (Subtotal Activity Areas + Subtotal Activity Support Areas)			=	+___	
		TOTAL FACILITY ALLOWANCE				=	___	GSF

Notes for Space Allowance Table:

- (1) Combined snack bar/lounge may be provided as an alternative to separate snack bar and lounge spaces.
 - (2) Meeting/function room seating capacity should be based on usage by other than bowling patrons. Usage projection must be justified by demand and economic operations analysis, serving local function requirements.
 - (3) Lobby/circulation/structure/partitions/janitor area -- use 5% factor for centers of 24 lanes or less; 4% for 26 lanes or more.
- NSF = Net Square Feet
 GSF = Gross Square Feet
 Minimum or Maximum NSF = Minimum or maximum space allowance to be provided for the particular function or activity.

74040-7 **SAMPLE LAYOUT DIAGRAM.** A layout diagram is presented for a medium-size Bowling Center. This diagram is an example of the composition of such a facility in terms of its functional components, their respective sizes and adjacencies. The layout diagram is for illustrative purposes only.

Figure 74040-1. Bowling Center – Medium Capacity



740 42 COMMUNITY RECREATION CENTER (SF)
FAC: 7417
BFR Required: Y

SECNAV Approved Standards and Metrics are available for this CCN at <http://mwr.navy.mil/mwrprgms/programstand.htm>

74042-1 **GENERAL.** See General Notes to 740 series category codes for general instructions regarding facility allowance planning procedures.

74042-2 **DEFINITION.** The primary customer for the Community Recreation Center is the ship-based sailor, primarily younger (ages 18-24) enlisted personnel (mostly E1-E6). The mission of a Community Recreation Center is to support fleet readiness and enhance the morale of sailors through a professionally staffed, customer-oriented recreation program that serves the leisure needs of Fleet sailors. The Recreation Center is not for family use, but is intended for active duty personnel. A typical Community Recreation Center is located within convenient walking distance (5-10 minutes) of the piers where Navy vessels are berthed and should be conveniently located within a 5-10 minute walking radius of the majority of BEQ's. Activities accommodated in Community Recreation Centers include: "hanging out", informal group activities, sports, parties, contests, tournaments, intra-ship competitions, special events, theme activities for holidays, music practice and "jam" sessions, talent shows, movie marathons, game show nights, demonstrations, classes, lectures, board games, card games, television, trivia contests and special programs for women, and other programs structured to meet the special needs of Fleet sailors. Some basic services such as vending and snack bars, laundromats and telephone banks, individual private telephone booths with seats (supervised by a cashier/control desk, and limited space for waiting) may be included for the convenience of patrons.

The local Command has the option of providing the total space allowance as one Recreation Center or distributing the square footage among several smaller facilities. The latter approach may be appropriate on larger bases with multiple concentrations of E1-E6 residential populations.

At installations with smaller populations, Rec. Center functions may be accommodated in a Community Center which serves both younger single sailors and older personnel with families. Facility planning criteria for Community Centers are addressed separately under Category Code 714 32.

Each location where a Navy fleet is based should be individually analyzed to understand its specific situation, and determine the mix of Community Recreation Center functions most appropriate to meet local needs. The space allowance should be based on the development of a justifiable program of functions, capacities and sizes, comparable to the Sample Space Programs contained in this criteria section.

74042-3 **RELATED FACILITIES.** Consideration should be given to collocating Community Recreation Centers with related facilities in order to (i) take advantage of

potential savings in space requirements and operating costs (for example, consolidation of administrative and support spaces, site development and staffing), and (ii) provide users with the increased convenience of a clustered recreation complex. These related facilities include:

- 740 40 Bowling Center
- 740 44 Indoor Physical Fitness Center
- 740 53 Swimming Pool
- 740 64 Enlisted Mess, Open.
- Foodservice facilities such as Clubs
- Other MWR indoor and outdoor recreational facilities.

74042-4 **SPACE ALLOWANCE.** The maximum facility allowance for Community Recreation Centers is according to sizing criteria presented in Table 74042-1. The maximum gross square footage indicated in the table is the maximum total allowance per base, and may be used for a single large complex or multiple facilities.

Table 74042-1. Space Allowances for Community Recreation Centers

Ship-based Population (rounded to the nearest thousand)	Max. Gross Square Feet (total allowance per base)	Note
less than 1,500	0 GSF	(1), (2), (3)
2,000 to 5,000	6,600 GSF	(2), (3)
6,000 to 15,000	15,500 GSF	(2), (3)
16,000 and over	31,000 GSF	(2), (3), (4)

Notes for Table 74042-1:

- (1) For installations with a ship-based population of 1,500 or less, the base Gymnasium, Bowling Center, Community Center, and other MWR facilities may serve the fleet sailor’s recreational needs in lieu of a Community Recreation Center.
- (2) Population numbers should be consistent with projected base loading data. For facility planning purposes at installations with deployable forces, the active duty demand population is comprised of all the non-deployable population, plus two-thirds of the deployable population, to reflect time away on deployment. However, calculation of the deployable population may be adjusted based on the actual deployment experience at individual installations.
- (3) Round-off population up or down to the nearest thousand.
- (4) For extra-large installations, the space allowance should be split up into a minimum of two facilities at separate sites conveniently located within proximity to ship-based population concentrations.

74042-5 **SAMPLE LAYOUT DIAGRAMS.** Layout diagrams are presented for a medium and large size Community Recreation Center. The diagrams are an example of the composition of such a facilities in terms of their functional components, and their respective sizes and adjacencies. The layout diagrams are for illustrative purposes only.

Figure 74042-1. Community Recreation Center – Medium Size Facility

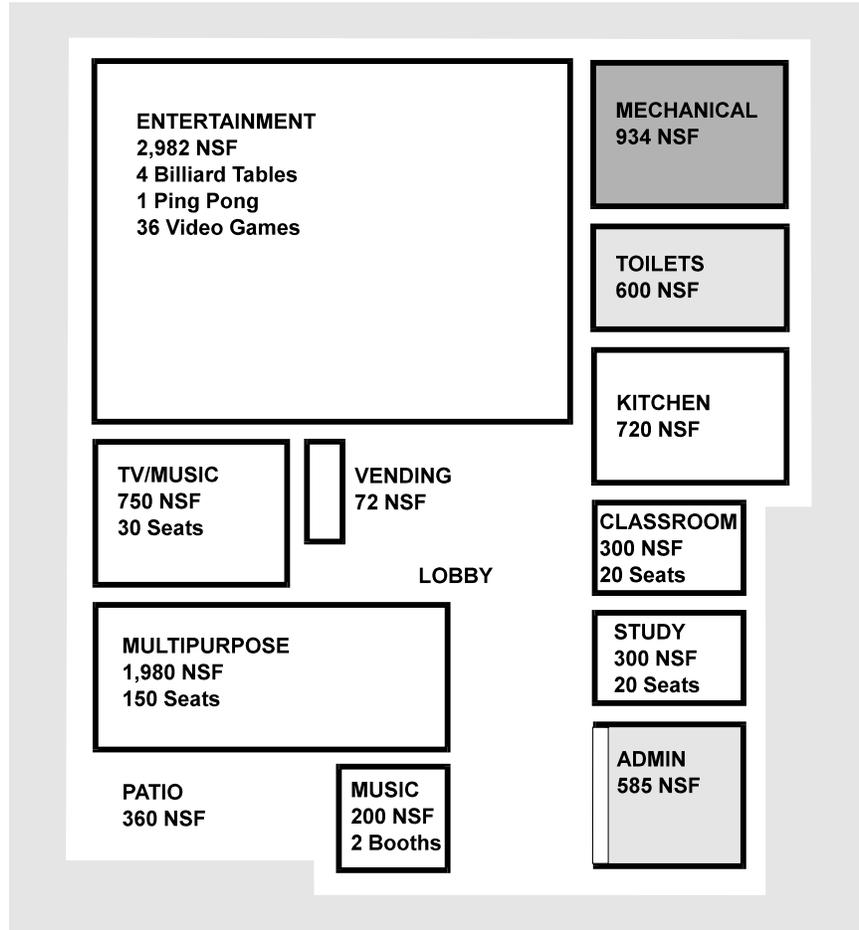
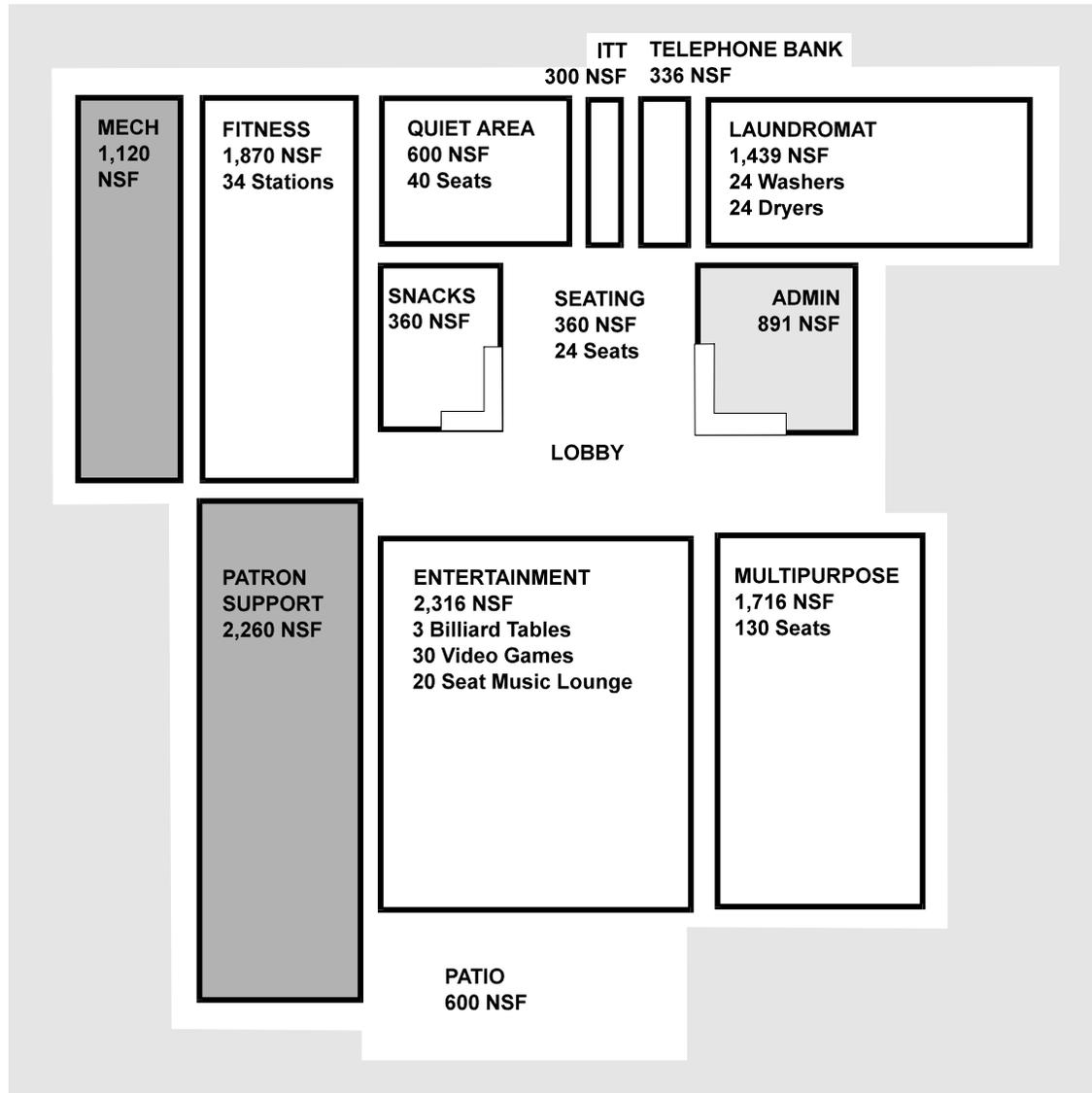


Figure 74042-2. Community Recreation Center – Large Size Facility



740 44 INDOOR PHYSICAL FITNESS CENTER (GYM) (SF)
FAC: 7421
BFR Required: Y

SECNAV-approved Fitness Standards and Metrics are available at http://www.navyfitness.org/fitness/fitness_standards_and_metrics/

- Facility design criteria is available in FC 4-740-02N, "Navy and Marine Corps Fitness Centers" at <https://www.wbdg.org/dod/ufc/ufc-4-740-02>

74044-1 **GENERAL.** Refer to the introductory material in 740-1, 740-2 and 740-3 found at the beginning of the 740 series category codes for general instructions regarding facility allowance planning procedures. Also, potential loading data sources are discussed in Chapter 1 of this criteria manual.

74044-2 **DEFINITION.** Physical fitness facilities provide facilities and support services to meet the individual physical fitness, coordination, skills development, and recreation and training needs of military personnel. Depending on the geographic location of the Installation, the facilities may also allow usage by family members, retirees and authorized civilians (refer to paragraph 74044-4.1).

Activities which may be accommodated in a facility include: aerobics, athletic gear issue, badminton, basketball, boxing, calisthenics, cardiovascular training, gymnastics, handball, jogging, martial arts, physical fitness training, racquetball, volleyball, Wally ball, weight-training, wrestling, group meetings, etc.

74044-3 **RELATED FACILITIES.** Consideration should be given to co-locating the facility with the following recreational facilities in order to: (1) take advantage of potential savings in space requirements and operating costs, and (2) provide users with the increased convenience of clustered facilities:

- 740 53 Indoor Swimming Pool
- 750 10 Outdoor Playing Courts
- 750 20 Playing Fields
- 750 30 Outdoor Swimming Pool.

74044-4 **SPACE ALLOWANCE.** The primary functional components of an Indoor Fitness Facility—Basketball Court, Aerobics/Exercise Area, Cardiovascular Training Area, Weight Training Area, and Indoor Playing Court—are sized based on installation population. Installation population ranges are as follows:

XSMALL	=	Population 0 - 500
SMALL	=	Population 501 - 3,000
MEDIUM	=	Population 3,001 - 7,000
LARGE	=	Population 7,001 - 14,000
XLARGE	=	Population 14,001 - 30,000
JUMBO	=	Population greater than 30,000

74044-4.1 Installation population is defined as Active Duty enlisted and officers, average on board students, transients, and reservists (see introductory paragraph 740-2.2.4). For overseas locations, include authorized civilians and family members in the installation population total. Population numbers should be consistent with projected base loading data.

74044-4.2 For facility planning purposes at installations with deployable forces, the active duty demand population is comprised of all the non-deployable population, plus two-thirds of the deployable population, to reflect time away on deployment. However, calculation of the deployable population may be adjusted based on the actual deployment experience at individual installations.

74044-4.3 Based on the calculated installation population size, determine the authorized facility space allowance from the interactive Fitness Space Program spreadsheet referred to in paragraph 74044-5.

74044-4.4 Space allowances developed from the spreadsheet are minimum allowances. For areas with large concentrations of military population, actual facility usage data may be used to justify additional space.

74044-4.5 Usage of stateside facilities by family members and retirees has been statistically incorporated in the space allowances used in the spreadsheet. These allowances are reviewed periodically by NAVFAC HQ, BUPERS, and CMC.

74044-4.6 **MARINE CORPS INSTALLATIONS ONLY:** For installations with a population exceeding 3,000 personnel, determine the fitness area space requirements as follows:

- (a) Peak Load = 3.5% of installation population
- (b) Fitness Area = 4.21 sq.m. (45.32 SF) per patron at peak load

Example: 6,000 population x 0.035 = 210 patrons at peak load.

210 patrons x 4.21 sq.m. (45.32 SF) = 884 sq.m. (9,517 SF)

For the purposes of this formula, the fitness areas include only the free weight, other resistance weight training equipment, and cardiovascular equipment areas and do not include space for stretching/warm-up/cool-down and the fitness assessment office.

74044-5 **SPACE PLANNING SPREADSHEET.** Minimum space allowances for Indoor Physical Fitness Centers are determined according to the planning criteria incorporated into the Fitness Space Program Spreadsheet, which can be found at <https://www.wbdg.org/dod/unified-facilities-space-program-sustainability-spreadsheets>.

The total allowance for the planned facility is shown as the sum total of the space allowances for each functional component. The number of units of each component required to meet the demand is obtained from the calculations associated with the installation population.

74044-5.1 Spectator seating (minimum capacity 200 for a small facility, maximum capacity 600 for a large facility) should be provided in the basketball court at 0.4 sq. m. (4.3 NSF) per person. The seating capacity should be justified by the use of the court for activities drawing significant numbers of spectators. Portable or telescopic bleachers may be used.

74044-5.2 Fitness area includes warm up/cool down area, free weights, circuit/weight training machines, and cardiovascular equipment (bicycle, stepper, and rower). Space for one Instructor station should be included in each separate Weight Training Area.

74044-5.3 Staff support spaces consist of:

- (a) Control Counter and Administrative Area.
- (b) Gear Issue and Laundry Room: Check out of athletic gear and recreation equipment for leisure use.
- (c) Gym Equipment Storage Room: Equipment and supplies, such as roll-away baskets goals, volleyball standards, and gym floor coverings, roll-away bleachers, etc.

740 45 FITNESS ROOM (SF)

FAC: 7421

BFR Required: N

74045-1 **DESCRIPTION** Fitness Rooms are stand-alone, unsupervised gym facilities, usually containing cardio equipment and weight machines or free weights, in a single room or small group of rooms within a facility which is classified under a different CCN.

74045-2 **REQUIREMENT** This CCN is primarily for inventory purposes, and the quantity of "fitness rooms" at an installation should be considered when planning new facilities under CCN 740-44.

74045-3 **GUIDANCE** Refer to Commander, Navy Installations Command (CNIC) Instruction 1710.1 dated August 1, 2011 for policy and guidance concerning the operation of unmanned fitness spaces.

740 46 ROLLER/ICE SKATING RINK (SF)

FAC: 7418

BFR Required: N

74046-1 This category code is for inventory only and is no longer approved for new construction.

Table 74046-1
Space criteria for Roller/ice skating rinks

Military Strength (1)	Gross SF
Up to 2,000	10,000 note (2)
2,001 to 20,000	15,000 note (3)
20,001 and up	20,000 note (3)

Gross area is exclusive of mechanical room space.

- (1) Military strength is defined as military population plus 50% of the dependent personnel.
- (2) Plus additional space for support functions.
- (3) Includes space for support functions.

740 47 INFORMATION, TICKETS AND TRAVEL OFFICE (SF)
FAC: 7446
BFR Required: Y

SECNAV Approved Standards and Metrics are available for this CCN at
<http://mwr.navy.mil/mwrprgms/programstand.htm>

74047-1 **GENERAL.** See General Notes to 740 series category codes for General Instructions regarding facility allowance planning procedures.

74047-2 **DEFINITION.** The mission of the Recreation Information, Tickets and Travel (ITT) Office is to serve the military community's leisure needs by providing information on what to see and do locally, offering tours to nearby attractions, selling tickets for musical and theatrical performances, concerts, sporting and other special events, and providing options for Leisure Travel (this may include cruise and airline ticket service).

ITT facilities can vary according to local needs and may range from ticket selling booths and information counters to travel agency type accommodation with display and office desk/seating/waiting area configurations.

74047-3 **RELATED FACILITIES.** ITT operations may benefit from collocation with high traffic uses such as Base Exchanges.

74047-4 **SPACE ALLOWANCE.** The space allowance for ITT Offices is presented below in Table 74047-2.

74047-4.1 The number and appeal of local attractions and recreational opportunities will have a direct impact on the volume of ticket sales and information requests handled by an ITT Office. This volume is the primary determinant of the number of staff required to serve the market at individual

bases. Based on analysis of existing operations, the staffing ratio indicated in Table 74047-1 is recommended.

Table 74047-1. Recommended Staffing For ITT Office

Active-Duty Installation Population	Full-Time Staff	Part-Time Staff	Note
250 or less	0	2	(1)
251-1,000	1	1	(1)
1,001-5,000	1	2	(1)
5,001-10,000	3	3	(1)
more than 10,000	3	4	(1)

Note for Staffing Table:

- (1) Population numbers should be consistent with projected base loading data. For facility planning purposes at installations with deployable forces, the active-duty demand population is comprised of all of the non-deployable population, plus two-thirds of the deployable population, to reflect time away on deployment. However, calculation of the deployable population may be adjusted based on the actual deployment experience at individual installations.

Table 74047-2. Space Allowance for ITT Office

# Staff	Min. Gross Square Feet (rounded up to the next FTE)	Max. Gross Square Feet
1	200 GSF	450 GSF
2	300 GSF	720 GSF
3	500 GSF	990 GSF
4	840 GSF	1,210 GSF
5	1,100 GSF	1,410 GSF

Note for Space Allowance Table:

FTE = Full Time Equivalent, in situations where staffing is made up of full- and part-time employees.

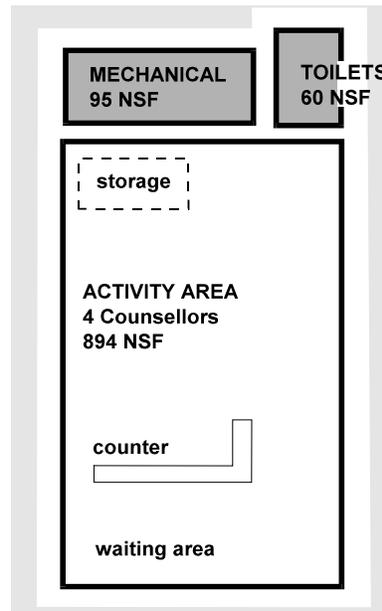
74047-4.2 A good location is critical for running a successful ITT operation -- offices should be located in convenient, high visibility locations. Adequate parking should be available near the office per category code 852-10.

74047-4.3 Ticket booths may be located separately from other ITT facilities. On large bases requiring multiple booths, such booths may be clustered in one location or occupy several sites. When siting ticket booths, space for lines to form should be taken into account. Booth locations should allow for long lines to spill over into adjacent parking lots on those occasions when tickets for events drawing large audiences go on sale.

74047-5 **SAMPLE LAYOUT DIAGRAM.** A layout diagram is presented for an extra-large size ITT Office. This diagram is an example of the composition of such a facility in

terms of its functional components, their respective sizes and adjacencies. The layout diagram is for illustrative purposes only.

Figure 74047-1. ITT Office – Extra Large Size Facility



740 49 AUSTERE INDOOR PHYSICAL FITNESS CENTER (GYM) (SF)
 Facility planning criteria related to Austere Indoor Physical Fitness Centers can be found in FC 2-000-05N - Appendix F "Austere Facilities (Navy)," located at https://www.wbdg.org/FFC/DOD/UFC/fc_2_000_05n_appendixf.pdf.

740 52 GUN, SKEET AND/OR TRAP BUILDING (SF)

This CCN has been deleted. All existing assets should be reassigned to CCN 74090 Recreational Support Building.

740 53 SWIMMING POOL - INDOOR (INCLUDING POOLSIDE DECK) (SF)
FAC: 7422
BFR Required: Y

74053-1 **GENERAL.** See General Notes to 740 series category codes for General Instructions regarding facility allowance planning procedures.

The planning criteria presented below for Category Code 740 53 are also applicable to Category Code 750 30, Outdoor Swimming Pool -- Installation.

74053-2 **DEFINITION.** The primary purpose of Swimming Pools is to support physical readiness programs as well as instructional, informal and intramural activities, and to serve the recreational needs of active-duty military personnel and their spouses and children, retirees and DoD authorized civilians. Note that pools with training and fitness missions are funded as MILCON and purely recreational pools are funded as NAFCON. With the exception of extra-small and small bases, each installation must provide either an all-hands indoor or outdoor pool, or access to aquatic resources in the local community to meet patron recreational demands. All on-base aquatics facilities must be ADAAG/ABA compliant.

74053-2.1 The local Command has discretion over the decision to provide indoor or outdoor Swimming Pools. However, in general, large installations requiring more than one Swimming Pool to meet patron demand, may develop only one indoor pool. The Navy Fitness Program Manager (CNIC N-9) strongly supports an indoor pool collocated with the Fitness Center for all Medium and larger installations to support fitness swimming for Navy Physical Readiness Testing. Additional indoor pools may be developed on the basis of facility planning criteria specified for Combat Training Pool/Tank under Category Code 179 55.

74053-2.2 In addition to the swimming pool, special features such as diving wells, water slides and wading pools (refer to relevant UFC criteria at <https://www.wbdg.org/dod/ufc> and zero-depth entry areas may be incorporated in the facility if there is sufficient local justification.

74053-2.3 At smaller installations, the potential for shared use of a single pool for both recreational and training needs should be examined.

74053-3 **RELATED FACILITIES.** Consideration should be given to collocating the Swimming Pool with related recreational facilities in order to (i) take advantage of potential savings in space requirements and operating costs, and (ii) provide users with the increased convenience of clustered facilities. These related recreational facilities include:

- 740 44 Indoor Physical Fitness Center (Gym)
- Other MWR recreational and foodservice facilities such as Clubs and Recreation Centers (for purely recreational pools).

74053-4 **DEMAND.** Swimming Pool facilities are sized on the basis of the peak hour demand at each installation, as follows:

74053-4.1 Use projected base loading data to determine the population for each significant population category, as listed in Table 74053-1.

- 74053-4.2 Calculate peak hour demand by multiplying the population for each category by participation factors found in Tables 74053-1. Add the demand for all population categories to derive Total Demand for each functional component. Adjust the calculated Total Demand as indicated in Table 74053-1 for installations with alternative on-base recreational swimming facilities such as lakes or beaches.
- 74053-4.3 The determination of the length of the pool is a local Command decision which should be based primarily on patron demand and programmatic considerations. A 25-meter length pool is sufficient to satisfy most fitness and recreational swimming needs. The advantage of a 50-meter length is that the pool may be divided up into 2 or 3 areas and utilized simultaneously for different programs. For example, given sufficient demand, a 50-meter length pool divided into three separate areas may be used simultaneously for recreational swimming, lap swimming for fitness training, and an instructional class in life-saving techniques.
- 74053-4.4 Calculate the number of lanes required by dividing the Total Demand by the maximum capacity per hour per lane, indicated in Tables 74053-2 or 74053-3, depending on whether the local Command opts for a 25 meter length or 50 meter length Swimming Pool. In general, the development of Swimming Pools with fewer than 6 lanes and more than 10 lanes is not recommended.

Table 74053-1. Swimming Facility Demand Calculation

Note	Population Category	Population (per Base Loading)	x	Participation Factor	=	Peak Hour Demand		
(1), (2)	Enlisted	_____	x	.0043	=	_____	users	
(1), (2)	Officers	_____	x	.0045	=	+ _____	users	
(1), (2)	Retirees	_____	x	.0025	=	+ _____	users	
(1), (2)	Authorized Civilians	_____	x	.0015	=	+ _____	users	
(1), (2), (3)	Dependents	_____	x	.0093	=	+ _____	users	
Total Demand (rounded to the nearest whole unit)						=	_____	users
Adjustment (subtraction) for installations with alternative on-base swimming facilities (such as developed beaches or lakes)							- 30	users
Total Demand (rounded to the nearest whole unit)						=	_____	users

Notes for Demand Calculation -- Table 74053-1:

- (1) Population numbers should be consistent with projected base loading data. Officers are O-1 through O-10 and enlisted are E-1 through E-9. Civilians are authorized DoD employees. Retirees are all military retirees within a 30-minute drive of the installation. For facility planning purposes at installations with deployable forces, the active duty demand population is comprised of all the non-deployable population, plus two-thirds of the deployable population, to reflect time away on deployment. However, calculation of the deployable population may be adjusted based on the actual deployment experience at individual installations.

- (2) The participation factors used in the table may be revised periodically by NAVFAC HQ and CNIC (N-9), and the most current figures must be used in all demand calculations.
- (3) Dependent population data may be obtained from the base MWR or Housing Offices.

Table 74053-2. Swimming Pool Capacity Calculation—25 Meter Length

Total Demand (rounded to the nearest whole unit)	=	_____ users
Divide by maximum capacity per hour per lane (for a 25 meter length Swimming Pool)		÷ 4 users
Total number of lanes for a 25 meter length Swimming Pool	=	_____ lanes

Table 74053-3. Swimming Pool Capacity Calculation—50 Meter Length

Total Demand (rounded to the nearest whole unit)	=	_____ users
Divide by maximum capacity per hour per lane (for a 50 meter length Swimming Pool)		÷ 6 users
Total number of lanes for a 50 meter length Swimming Pool	=	_____ lanes

74053-5 **SPACE ALLOWANCE.** In addition to determining the length of the pool and the number of lanes, a Swimming Pool facility requires a poolside deck area and concession area, as required. Space allowance criteria for these support facilities are presented in Table 74053-4. Furthermore, an adequately sized bathhouse is required and should be sized separately based on the criteria presented under Category Code 74089.

Table 74053-4. Space Allowances for Swimming Pools

Note	Table	Functional Component	# Units	x	Space Allocation Factor	=	Total NSF	Min. or Max. NSF
		ACTIVITY AREAS						
(1), (2)	74053-2	Swimming Pool—25 meter length	_____	X	674 NSF per lane	=	_____	
(1), (2)	74053-3	Swimming Pool—50 meter length	_____	X	1,348 NSF per lane	=	_____	
		Poolside Deck Area						
		for Indoor Pool			100% total NSF lanes	=	_____	
		for Outdoor Pool			300% total NSF lanes	=	_____	
		BUILDING SUPPORT						
		Entrance/Circulation/Housekeeping			10-15% X subtotal NSF Activity Support Areas	=	_____	
		Supplies/Janitor's Closet/Structure/Partitions						
		Mechanical/Electrical/Communication Equipment Space			5-10% X subtotal NSF Activity Support Areas	=	_____	

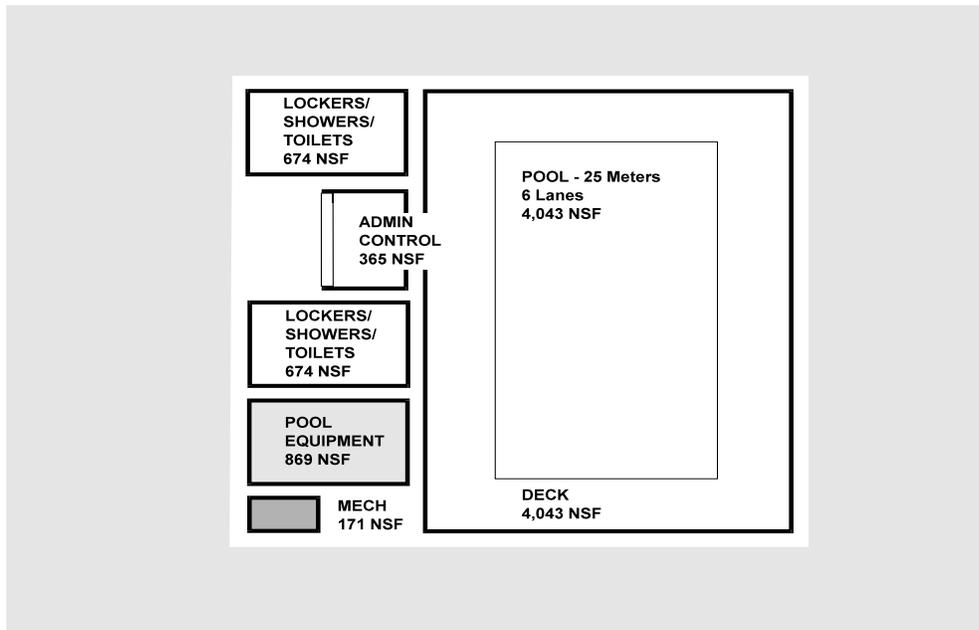
Note	Table	Functional Component	# Units	x	Space Allocation Factor	=	Total NSF	Min. or Max. NSF
		Pool Plant Room (pump, filter, etc.)			20% total NSF lanes	=	_____	
		Chemical Storage Room(s)			60 NSF per room	=	_____	60 min.
		[Separate rooms for different chemicals, as per safety requirements]						
TOTAL FACILITY ALLOWANCE FOR SUPPORT FACILITIES (Gross Square Feet)						=	_____	

Notes for Space Allowance -- Table 74053-4:

- (1) The determination of the length of the pool is a local Command decision which should be based primarily on patron demand and programmatic considerations.
 - (2) Minimum lane width of 7' is recommended, with an additional 1'-6" outside lanes on both sides of the swimming pool.
- NSF = Net Square Feet
 GSF = Gross Square Feet
 Minimum or Maximum NSF = Minimum or maximum space allowance to be provided for the particular function or activity.

74053-6 **SAMPLE LAYOUT DIAGRAM.** A layout diagram is presented for a 6-lane, 25-meter length Indoor Swimming Pool facility. This diagram is an example of the composition of such a facility in terms of its functional components, their respective sizes and adjacencies. The layout diagram is for illustrative purposes only.

Figure 74053-1. Indoor Swimming Pool – 25 Meters



740 54 MWR MILITARY RECREATION CENTER (SINGLE SAILOR CENTER / MARINE CENTER) (SF)

This CCN has been deleted. All existing assets should be reassigned to CCN 74042, Community Recreation Center.

740 55 YOUTH (6-18 YRS) & SCHOOL AGE CARE (SAC) (6-12 YRS) CENTER (SF)**FAC: 7417****BFR Required: Y**

SECNAV Approved Standards and Metrics are available for this CCN at <http://mwr.navy.mil/mwrprgms/programstand.htm>

Design Criteria: UFC 4-740-06, webpage: <https://www.wbdg.org/dod/ufc/ufc-4-740-06>

74055-1 **GENERAL.** See introduction to 740 series category codes for General Instructions regarding facility allowance planning procedures.

74055-2 **DEFINITION.** The Youth Center is a social and recreational center primarily for use by children ages 6 to 18 in support of a Youth Program, as defined by DoD Instruction 6060.3 for School Age Care and DoD Instruction 6060.4 for Youth Programs. The Youth Center supports opportunities for youth to develop their physical, social, emotional, and cognitive abilities and to experience achievement, leadership, enjoyment, friendship, and recognition. Youth Program activities are generally offered free of charge or at a reasonable cost to parents to encourage participation and make them affordable to families. Included in the Youth Center facility, but generally separated from the youth program functions, is a School-Age Care (SAC) program. The SAC program provides accountable childcare (ages 6-12) for a fee. This includes picking children up after school or having them dropped off by school bus and keeping them until parents can pick them up from the center.

74055-3 **RELATED FACILITIES.** The location of Youth Centers should be determined primarily for proximity to the family housing areas served - preferably accessible by the youth within fifteen minutes' walk or bicycle ride. Collocation of Youth Centers with other MWR facilities is recommended, in particular with youth playing fields, outdoor playing courts, and playgrounds. Consideration should be given to potential savings in Youth Center space requirements for specific Activity Areas, if other MWR facilities provide the same functions conveniently accessible and available for use by the youth.

74055-4 **SIZE DETERMINANTS.** Several factors determine the size of the facility:

Needs Validation Assessment. Conduct a Needs Validation Assessment to determine the need for each of the three core program areas (SAC Program, Youth Program, and Teen Program), the optional spaces, and the size of the populations to be served by each program. The three core program areas may be sized differently within a single facility. In some cases, one or more core program areas may not be needed if the population served is too small or if that population is served by other, existing facilities. When reviewing existing facilities, consider both facilities on the installation and facilities within the community, such as the Boys & Girls Clubs of America, 4-H, and other community centers.

74055-4.1 **SAC Program Size.** Once the need and population size for the SAC program area has been determined, the SAC area is sized based on the number of SAC activity rooms needed. Each room serves two ratio groups or a total of 30 children. The maximum number of SAC rooms permitted per facility is eight. If the needs assessment determines that more than eight rooms are required, provide multiple facilities.

74055-4.2 **Youth Program Size.** Once the need for the Youth Program area has been determined, the size is classified by the number of youth to be accommodated. Each size category provides for appropriate space in the Commons (including the Game Area, Snack and Eating Areas, and circulation space) and support areas and provides the appropriate number of activity rooms.

Table 74055-1. Youth Program Size Classifications

Size Class (No. of Youth)	Navy and Marine Corps Activity Rooms (General or Special)	Navy and Marine Corps Homework / Computer Rooms
Up to 60 Youth	1	1
61 to 90 Youth	2	1
91 to 135 Youth	3	2
136 to 155 Youth	4	2

74055-4.3 **Teen Program Size Classifications:** Once the need for the Teen Program area has been determined, classify the size as follows: Up to 15 teens, 16 to 30 teens, 21 to 45 teens, and 45 to 60 teens.

74055-4.4 **Optional Spaces:** Once the Core program areas have been sized (above), determine which optional spaces should be included. Optional spaces include administrative space, multipurpose room, music or multimedia room, laundry room, and outdoor activity area or open area.

74055-5 **SPACE PROGRAM.** The space program for the Youth Centers is developed using interactive Youth Center Space Program spreadsheets. Right click on <https://www.wbdg.org/dod/ufc/ufc-4-740-06> to download the spreadsheet.

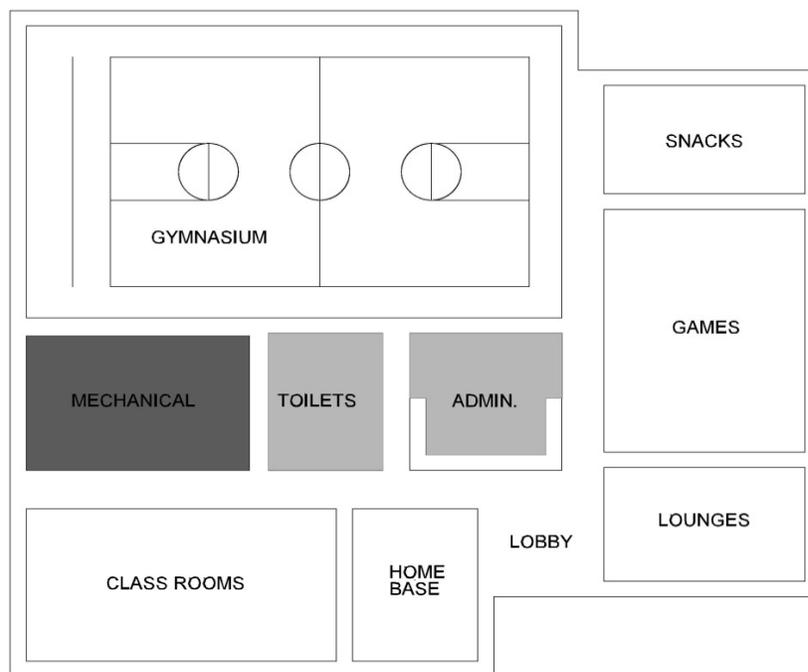
74055-6 **LOCATION DETERMINANTS.** Several factors determine the most appropriate and cost-effective location for a Youth Center.

74055-6.1 **Access.** The Youth Center should be easily accessible by busses (dropping off), privately-owned vehicles (either dropping off/picking up or parking), and by youth patrons via foot or bicycle. Weigh these considerations against the effect on traffic during peak pick-up/drop-off times. For example, a location near or adjacent to a school or child development center may be convenient for patrons, but it may cause traffic congestion at peak times. To accommodate parent/patron access, provide adequate parking as close as possible with a covered walkway to the facility, taking into account AT/FP requirements and parking criteria 852-10.

74055-6.2 **Safety.** Consider the above-noted pedestrian and bicycle traffic by the youth patrons. Minimize the degree to which the pedestrian and bike paths cross vehicular paths in the approach to the Youth Center site. If pedestrian and bike paths cross or run adjacent to busy streets and intersections, provide mitigation measures, such as bollards, to increase safety. Also consider the location of bus access for drop-off and pick-up.

74055-6.3 **Other Factors:** Consider locating near other facilities such as youth sports fields, open park space, etc.

Figure 74055-1. Youth Center – Medium Capacity



740 56 THEATER (SF)**FAC: 7431****BFR Required: Y**

74056-1 **GENERAL:** See introduction to 740 series category codes for General Instructions regarding facility allowance planning procedures.

74056-2 **DESCRIPTION:** A facility for the presentation of motion pictures selected primarily for the entertainment of active duty Navy and Marine Corps personnel and their dependents, as well as other supported Services located at an Installation.

74056-3 **RELATED FACILITIES:** The mini theater that may be provided in the Military Recreation Center (Single Sailor Center) should not be counted against this allowance since it is not accessible to families and is a Category A facility. Theaters are operated as Category C facilities (see General Notes MWR) except for the 8-mm.-film program provided to the ships, Single Sailor Centers, and some Youth Centers. Consequently, to be programmed as a NAF project, any new or replacement theaters would have to be financially justified.

74056-4 **REQUIREMENT:** Space allowances for theaters will be determined by the following method:

74056-4.1 **Step 1:** Determine basic authorized number and seating capacity from Table 74056-1.

**Table 74056-1
Authorized Numbers and Seating Capacities for Theaters**

Military Population (see note 1)	Authorized Number of Facilities	Seat Capacity	Dressing Rooms
Up to 300	(see note 2)	n/a	n/a
301 to 1,000	1	General Purpose	Without
1,001 to 2,000	1	350	With
2,001 to 3,000	1	500	With
3,001 to 25,000	Program as an auditorium CCN 171-25		

Notes for Table 74056-1:

(1) Military population military strength plus 50% of dependents.

- (2) Accommodate in either CCN 740-42 “MWR Community Recreation Center” or CCN 740-54 “MWR Military Recreation Center”.

74056-4.2 **Step 2:** Determine Environmental Adjustment Factor (EAF) from Table 74056-2 and adjust the seat capacity value obtained from Step 1 accordingly. The maximum allowances obtained from Table 74056-1 must be adjusted to reflect available community support and other recreational facilities available on the Installation. Table 74056-2 gives the environmental variables and the individual EAF's for each variable. The product of these individual EAF's is the final EAF to be used. (An example of EAF use follows Table 74056-2.)

Table 74056-2. Environmental Adjustment Factors for Theaters

Condition	Civilian Community Facilities (see note 1)	Other Recreational Facilities (see note 2)	Current Installation Theater (see note 3)
Normal	0.70	0.70	1.00
Poor	1.00	1.00	0.50

Notes for Table 74056-2:

(1) Civilian Community Facilities

Normal: At least one civilian theater or drive-in within 30 minutes driving time of installation and local TV or CATV reception.

Poor: No civilian theater or drive-in within 30 minutes driving time or no local TV or CATV.

Notes for Table 74056-2 (continued):

(2) Other Recreational Facilities (On-installation)

Normal: Three or more of the following five facilities are either available or construction funds have been appropriate:

- 1) a club or open mess
- 2) bowling alley
- 3) hobby shop
- 4) gymnasium;
- 5) playing courts and fields.

Poor: Two or less of the five facilities are available and no construction funds have been appropriated for them.

(3) Current Installation Theater (assuming films are shown nightly and changed weekly)

Normal: At least two shows per week have audiences in excess of 67% of capacity.

Poor: At least two shows per week have audiences less than 50% of capacity.

EXAMPLE: Assume the military strength is 6,000. There are several theaters close by and the TV reception is good. The installation has only open messes and a gymnasium that currently doubles as a theater. Current attendance is less than one-third full for two shows.

1. **Maximum seating allowance** from Table 74056-1 is: 1,000 seats

2. **Environmental Adjustment Factors:**
 - (a) Civilian community – **normal:** select 0.70
 - (b) Other recreational facilities - **poor** select 1.00
(since only two of the five types are available)
 - (c) Current attendance - **poor:** select 0.50

Therefore the Environmental Adjustment Factor is $(0.70) \times (1.00) \times (0.5) = 0.35$

3. **Adjusted seating capacity is:** $1,000 \times 0.35 =$ **350 seats**
(Use Table 74056-3 for GSF Allowance)

74056-4.3 **Step 3:** Determine the gross square footage (GSF) requirements for the facility, based on the adjusted seating capacity from steps 1 and 2, and applied to Table 74056-3. All facilities, except the General Purpose facility, will be provided with a stage.

Table 74056-3. Space Allowances For Theaters

Adjusted Seat Capacity	Gross Square Feet (with dressing rooms)	Gross Square Feet (without dressing rooms)
General Purpose	3,500	3,500
350	6,500	5,800
500	10,900	9,600
1,000	17,200	15,500

740 60 COMMISSIONED OFFICERS' CLUB (SF)

FAC: 7333

BFR Required: N

74060-1 This category code has been deleted. All existing assets should be reassigned to category code 740 67, All Hands Club, and new facilities will be programmed under category code 740 67 and require CNIC N925 and N944 concurrence.

740 64 ENLISTED CLUB (SF)

FAC: 7333

BFR Required: N

74064-1 This category code has been deleted. All existing assets should be reassigned to category code 740 67 All Hands Club, and new facilities will be

programmed under category code 740 67 and require CNIC N925 and N944 concurrence.

740 67 ALL HANDS CLUB (SF)

FAC: 7333

BFR Required: Y

Design Criteria: (This category code will become a primary facility in future revisions as: Food / Beverage / Entertainment / Facilities - Clubs) New projects will be reviewed by CNIC N925, N944. Design guidance can be found in FC 4-722-01N Navy and Marine Corps Dining Facilities.

74067-1 DEFINITION. This code is used to plan the space requirements for a single facility to accommodate on-base facilities, surrounding competitive environment and size of the supporting population. The facility may include one or more of the following components: Full Table Service Restaurant, Quick Service (over the counter) Restaurant, Banquet/Catering Room(s), Cafeteria, Bingo space, Gaming Room (OCONUS, non-US), Beverage Lounge(s) (may be rank specific) with or without Entertainment. Support spaces such as offices, restrooms, storage, etc. would also be included.

74067-2 SPACE ALLOWANCE. For space requirement purposes only, the space allowances in Table 74067-1 may be used. However, the actual size of any programmed club project is based upon market analysis and consequent financial projections that must justify programming of the facility and comply with the financial performance requirements of DODINST 7700.18. Contact CNIC N925, N944 for additional information.

Table 74067-1. Space Allowances for All Hands Clubs

Size Classification	Installation Population	Gross Area (SQ.M./SF)
Small	< 3,000	743.22 sq.m/8,000 SF
Medium	3,001 – 7,000	1,300.64 sq.m/14,000 SF
Large	7,001 – 14,000	1,858.06 sq.m/20,000 SF
Extra Large	> 14,000	2,415.48 sq.m/26,000 SF

740 68 MWR OPERATED CATERING AND CONFERENCE CENTER (SF)
FAC: 7333
BFR Required: Y

74068-1 This facility may be stand alone or combined with and Officers' Club, Enlisted Club, All Hands Club, Bowling Center, Marina Clubhouse, or Golf Clubhouse. The Catering facility often includes bingo operations in at least one room. The size of the facility is based upon market analysis and consequent financial projections that must justify programming of the facility. New projects will be reviewed by CNI N9.

740 70 CHIEF PETTY OFFICERS CLUB (SF)
FAC: 7333
BFR Required: Y

74070-1 This category code has been deleted. All existing assets should be reassigned to CCN 74067 All Hands Club and new facilities will be programmed under CCN 74067 and require CNIC N925, N944 concurrence.

740 71 EXCHANGE PACKAGE STORE (SF)
FAC: 7346
BFR Required: Y

74071-1 Navy Exchange facilities requirements are developed by the Navy Exchange Service Command Planning Branch, 3280 Virginia Beach Blvd, Virginia Beach, VA 23452-5724. See General Notes for NEX facilities at the beginning of the 740 Series.

74070-2 This facility provides for retail sales to authorized customers and the transfer (wholesale) of alcoholic beverages to clubs and open messes. A select few locations have package stores operated by MWR as permitted by Congress.

740 74 CHILD DEVELOPMENT CENTER (SF)
FAC: 7371
BFR Required: Y

Child Development Center Space Program spreadsheet, located at:

<https://www.wbdg.org/dod/unified-facilities-space-program-sustainability-spreadsheets>

Design Criteria: FC 4-740-14N "Navy and Marine Corps Child Development Centers"

<https://www.wbdg.org/dod/ufc/fc-4-740-14n>

74074-1 DESCRIPTION. A Child Development Center (CDC) is a facility which

provides full and part-day developmental child care services for children from ages of 6 weeks old through 5 years of age.

74074-2 REQUIREMENT. Access to developmental child care programs are available to the dependents of active duty military, activated reservists and guardsmen, DoD civilian personnel, and DoD contractors.

74074-2.1 Demand: The demand shall be determined by actual count of military dependents through age 5 receiving Installation support who will be using the facility. Actual count must be determined by questionnaire, survey, documented historical data or similar process. Dependents of Civilian Employees through age 5 may be included as per DOD Instruction 6060.2 "Child Development Programs" of March 3, 1989. Justification remains the responsibility of the sponsoring command with requirements based on local needs. Adjust these figures for any projected increase or decrease in military and civilian employee population or mission changes.

74074-2.2 Demand for New Activities: Determine the total number of married military families receiving direct Installation support and multiply by 15 percent, plus the number of children of single parent military families receiving direct Installation support. When including dependents of civilian employees, determine the total number of civilian employees and multiply by 2.5 percent.

74074-2.3 Facility Classification: The CDC facility sizes are classified as follows, according to the capacity of children it can accommodate:

Table 74074-1 - CDC Size Classifications

Size	Capacity
Small	48 to 100 children
Medium	100 to 200 children
Large	201 to 300 children
Extra Large	More than 300 children

74074-2.4 Capacity: The minimum capacity for a CDC is 48 children. When a need is identified to accommodate more than 300 children (an extra-large facility size), consideration should be given to expanding the Family Home Care Program to supplement the requirement for center-based care. Contact the CNIC Child and Youth Programs (CYP) Facilities Specialist (N926) to determine Family Care options before developing requirements for additional CDC's.

74074-2.5 **Program Requirement:** Planners developing the requirement for a new facility must combine the facility space allowances provided in the space program spreadsheet (refer to paragraph 74074-2) and the outdoor activity areas referred to in paragraph 74074-2.6.

74074-2.5.1 Entrance canopies may be provided for pickup and discharge of passengers in inclement weather regions.

74074-2.6 **Outdoor Activity Areas:** Provide an area for outdoor activity equipment and play, based on 130 SF per child for 50% of the facility capacity. Larger areas can be programmed if authorized by CNIC N926.

74074-2.6.1 Outdoor shade structure(s) are required for locations where extreme sun conditions occur 80% of the time. In these locations, provide for shade structures over 50% of the total outdoor activity area. If there are trees providing natural shade, then the shade structures could be reduced accordingly. Shade structures (not enclosed) are provided without adding to the building gross square footage calculation and may be provided either by extending building overhangs over the activity area or by providing stand-alone structures.

74074-2.6.2 Outdoor storage (for playground materials) may be provided as part of the primary facility or as a separate storage shed. This area is included in the results of the space programming spreadsheet.

74074-2.7 **Impact on Neighborhood.** The planner and program manager must give significant consideration to the impact that a large CDC will have on land use, peak traffic patterns and safety of the children. Providing CDC facilities adjacent to or in close proximity to another CDC, youth center, or school facility may have an impact on traffic, but doing so should not be precluded. Adjacent facilities may be more customer responsive in that a parent may have children in both facilities. Additional site criteria can be found in FC 4-740-14N. In addition, OPNAVINST 1700.9E should be reviewed as a source for site and facility guidance.

74074-2.8 **Location:** Significant consideration must be given by the facility planner, in coordination with CNIC and the Installation Commander, to properly locate the CDC in an appropriate and compatible location with regard to the health and safety of the children. Also take into account the practical future expansion of the CDC, adjacent facilities and associated Force Protection issues.

74074-2.9 **Land area requirements.** Table 74042-2 provides planning guidance for the minimum land area that is required to properly site a new CDC facility. This estimated area will accommodate the CDC facility, the outdoor activity area, parking, service areas, and vehicular

and pedestrian circulation.

Table 74074-2 - CDC Site Size Requirements

CDC Size	Min Site Size- (Acres)	Min Site Size (Hectares)
Small	2.07	0.84
Medium	3.78	1.53
Large	5.15	2.08
Extra Large	6.35	2.57

74074-3 **SPACE PLANNING SPREADSHEET.** Minimum space allowances for Child Development Centers are determined according to the planning criteria incorporated into the Child Development Center Space Program spreadsheet, which can be found at <https://www.wbdg.org/dod/unified-facilities-space-program-sustainability-spreadsheets>

74074-3.1 Space allowances provide for infant, pre-toddler, toddler, and pre-school age activity rooms/spaces, infant crib space, isolation area with toilet, lobby/reception, food service/kitchen, staff training / lounge / curriculum development spaces, offices, laundry, toilets, janitor closet(s), and storage.

740 75 NAVY FLYING CLUB FACILITY (SF)
FAC: 7414
BFR Required: Y

Design Reference: Federal Aviation Regulation (Part 141)

74075-1 The Navy Flying Club is a recreational flying activity located on or near military installations used by authorized personnel and approved by the Department concerned. Flying Clubs are Category C facilities (See General Notes MWR) and must be financially justified for new construction. The space allowances shown in the table below for aero clubs are intended to provide hangar space to be used to maintain aircraft and for aircraft storage during inclement weather to provide ramp space for outdoor aircraft tie-down area, and to provide multipurpose space for administrative, training, classrooms, operations scheduling, safety meetings, and flight planning. Space requirements are based on the number of aircraft operated by the club.

74075-2 Each Navy Flying Club facility must have adequate area for refueling operations, i.e. fuel truck or permanent tanks that meet all local, state, and federal regulations pertaining to that operation.

Table 74075-1. Space Allowances for Aero Clubs

Number of Aircraft	Gross SF Hangar Space	Gross SF Multi-Purpose Space	Gross SF + Ramp Space (Approx. 45' x 20')
1	900	500	Note (1)
2 to 5	2,300	1,000	Note (1)
6 to 10	3,800	1,200	Note (1)
11 to 15	5,300	1,500	Note (1)
16 to 20	6,800	1,700	Note (1)
For each additional 5, add	1,500	375	Note (1)

Note (1): For each aircraft operated multiply by 1350 SF to obtain the required Ramp Space.
(Number of aircraft_ X 1350 SF = Ramp SF)

740 76 LIBRARY (SF)**FAC: 7416****BFR Required: Y**

SECNAV Approved Standards and Metrics are available for this CCN at
<http://mwr.navy.mil/mwrprgms/programstand.htm>

74076-1 **Main Libraries.** This facility is for recreational reading and study. Space allowances are given in Table 74076-1. The allowances may be increased to 10% where the facility is also designated as a command reference center. If bookmobiles are operated from the main library, an additional 300 SF per bookmobile will be required for book storage, trucks, and work space for bookmobile staffs.

74076-2 **Branch Libraries.** Based on individual justification, branch libraries may be provided in support of an educational services office or for each increment of 3,000 military strength over 10,000. Each branch library shall not exceed 4,000 gross SF area. Where practical, the individual incremental allowances may be combined in one branch library.

For BFR purposes: The total allowance is the main library plus the branch libraries.

Table 74076-1. Space Allowances For Main Libraries

Military Population (1)	Gross SF
Up to 500	2,500 (2)
501 to 1,500	4,500
1,501 to 2,500	6,250

Military Population (1)	Gross SF
2,501 to 4,000	8,000
4,001 to 6,000	10,500
6,001 to 8,000	12,000
8,001 to 12,000	18,000
12,001 to 16,000	20,000
16,001 to 20,000	24,000
20,001 to 26,000	30,000
26,001 to 32,000	36,000
32,001 to 40,000	44,000
40,001 to 50,000	54,000
50,001 to 60,000	64,000
60,001 to 70,000	72,800
70,001 to 80,000	81,000
80,001 to 90,000	90,000
90,001 to 100,000	98,000
For each additional 10,000, add	8,000

- (1) Military population is active duty military plus 40% of dependents.
(2) Accommodate in other facilities.

740 77 MWR READY ISSUE/SHOP STORES/MISC. STORAGE (SF)

FAC: 4421

BFR Required: Y

(Not applicable to Marine Corps activities)

74077-1 Storage facilities for miscellaneous equipment and/or goods related to community support will be provided only where they 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.

740 78 RECREATION PAVILION (SF)

FAC: 7531

BFR Required: Y

74078-1 The purpose of this facility is to support recreation areas such as parks, playgrounds, picnic areas, beaches, etc. This facility may include lounge, toilets, bathhouses, storage areas, snack bars, and/or concession stand for limited and related items as required. This CCN also includes concessions stands, restrooms, and

announcer's booth facilities associated with ball fields. Space allowances may be utilized in varying numbers and sizes of pavilions. See Table 74078-1 for space allowances.

**Table 74078-1
Space Allowances For Recreation Pavilions**

Military Population (1)	Gross SF
Up to 1,000	800
1,001 to 3,000	1,350
3,001 to 7,000	2,600
7,001 to 10,000	3,200
10,001 to 15,000	4,000
15,001 to 20,000	4,900
20,001 to 25,000	5,600
25,001 to 30,000	6,300
30,001 to 40,000	7,300
40,001 to 50,000	8,500
50,001 to 60,000	9,600
60,001 to 70,000	10,600
70,001 to 80,000	11,500
80,001 to 90,000	12,400
90,001 to 100,000	13,300
For each additional 10,000 add	900

- (1) Military population consists of active duty military plus 60% of dependent population and 25% of retirees supported by the installation.

740 79 RIDING STABLES (SF)

FAC: 7444

BFR Required: Y

74079-1 Provides space for single stalls, box or double stalls, treatment stalls, quarantine areas, quarters for one operator, hay storage area, grain room, tack lockers, sweat pad and blanket drying area, office, and toilets. See Table 74079-1 for space allowances. This CCN also includes boarding stable operations. Both stable types are Category C facilities (See General Notes MWR) and require financial justification for new construction.

**Table 74079-1
Space Allowances for Riding Stables**

Military Population (1)	Gross SF
Up to 100	None
101 to 1,000	2,100
1,001 to 3,000	2,500
3,001 to 5,000	3,600
5,001 to 7,000	4,700
7,001 to 10,000	5,900
10,001 to 15,000	7,700
15,001 to 20,000	9,600
20,001 to 25,000	11,250
25,001 to 30,000	12,800
30,001 to 40,000	17,800
40,001 to 50,000	18,600
50,001 to 60,000	20,400
60,001 to 70,000	22,800
70,001 to 80,000	24,900
80,001 to 90,000	27,000
90,001 to 100,000	29,000
For each additional 10,000 add	1,600

(1) Military population consists of military strength plus 25% of dependent population.

740 80 GOLF CLUBHOUSE (SF)

FAC: 7413

BFR Required: Y

74080-1 **GENERAL.** See General Notes to 740 series category codes for General Instructions regarding facility allowance planning procedures. Contact CNIC (N9) for additional information.

74080-1.1 In siting golf clubhouses, it is important for sight lines from the pro shop to the first and tenth holes to be maintained. It is also desirable for sight lines from the patio or snack bar areas to the ninth and eighteenth greens to be maintained.

74080-1.2 All golf clubhouse projects must be financially justified as Category C operations. See General Notes MWR at the beginning of the 740 Series.

74080-1.3 Catering Facilities (740-68) may be constructed as part of a golf clubhouse to serve both golf functions and other catering business. When this is done, the restroom support areas should be calculated separately for the golf clubhouse and the catering facility.

74080-2 **DEMAND.** The primary functional components of a Golf Clubhouse - Foodservice and Golf Equipment Areas - are sized based on the number of holes of the golf course and other user demand factors, as follows:

74080-2.1 Use Table 74080-1 to determine the seating demand for each foodservice area. Calculate the number of snack bar and lounge or combined snack bar/lounge seats required to serve golfing patrons, based on the number of golf course holes. Additional capacity may be required to serve non-golfing patrons in snack bar, lounge, and function room spaces, as directed in Notes (1) and (2) to Table 74080-1. Add golfing and non-golfing patron demand to determine number of seats required for each functional component. Food service seating areas should be sufficient to seat a full golf scramble at one time. This would indicate a capacity of 72 seats for 9-hole courses and 144 seats for 18-hole or larger courses. This seating could be in a function room, a snack bar/dining area, a covered patio, or a combination of adjacent areas. Demand for both dining space and pro shop is developed not only by population and number of holes, but also by the number of rounds of golf played on an annual basis.

74080-2.2 Multiply the number of seats required for each functional component by the space allocation factors in Table 74080-2.

74080-2.3 Demand for golf equipment facilities - pro shop, golf bag and cart storage - is directly related to the number of golf course holes. Multiply the number of 9-hole units by the space allocation factors in Table 74080-2. Golf Club Storage for privately owned clubs is not generally a primary functional component because the return on investment for the space required is insufficient to break even financially. Storage of rental clubs is a subset of the Pro Shop along with retail merchandise stock storage.

74080-2.4 Add the net square footage (NSF) for all components and add support area factors as directed in Table 74080-2, to derive the Total Facility Allowance for the Golf Clubhouse.

74080-2.5 Demand for golf course support facilities—golf cart storage—is directly related to the number of golf course holes and golf cars. Criteria for maintenance and storage facilities can be found in Category Code 740 82 "Golf Storage and Maintenance Facility" Cart storage facilities are supported for the number of MWR owned or leased carts. The number of MWR golf carts should be approximately 18 per 9 holes. The number may increase for snack/beverage service carts and course marshal carts. Where the cart storage is located away from the golf maintenance facility a separate maintenance area should be

included within the facility. Construction of space for rental to private golf cart owners is not authorized. Multiply the number of units for each functional component by the space allocation factors in Table 74080-3 to determine the space allowances.

Table 74080-1. Golf Clubhouse Foodservice Seating Capacities

Note	Number of Golf Course Holes	Snack Bar	Lounge	Combined Snack Bar/Lounge	Function Room
(1), (2)	9-18	20	10	25	--
(1), (2)	27-36	40	20	50	--
(1), (2)	45-54	60	30	75	--

Notes for Foodservice Seating Capacities:

- (1) The figures for seating capacities accommodate only golfing patron demand. Additional snack bar, lounge, and combined snack bar/lounge capacity for non-golfing patrons must be justified by demand analysis and economic operations projections based on local conditions. For example, if the golf course is situated near other installation facilities with significant numbers of workers, there may be a substantial number of non-golfing patrons at lunchtime. In the absence of specific local installation data, assume that non-golfing patron demand requires a 100% increase in snack bar seating and 50% increase in lounge seating from that required to meet the demand of golfing patrons alone.
- (2) The capacity of a function room should be based on the size of special events and large group functions for which there is a local requirement, justified by demand analysis and economic operations projections.

74080-3 **SPACE ALLOWANCES.** Space allowances for Golf Clubhouse facilities are determined according to the planning criteria presented in Tables 74080-2 and 74080-3, below. The total allowance for a facility is the sum total of the space allowances for each functional component. Seating capacity requirements for foodservice components are obtained from Table 74080-1.

Table 74080-2. Space Allowances For Golf Clubhouses

Note	Table	Functional Component	# Units	x	Space Allocation Factor	=	Total NSF	Minimum NSF
ACTIVITY AREAS								
		Foodservice						
	A	Snack Bar (including seating, kitchen, storage)	___	x	27 NSF per seat	=	___	
	A	Lounge (including seating, bar, storage)	___	x	20 NSF per seat	=	+ ___	
(1)	A	Combined Snack Bar/Lounge (including seating, kitchen, bar, storage)	___	x	25 NSF per seat	=	+ ___	
	A	Function Room (including seating, service kitchen)	___	x	17 NSF per seat	=	+ ___	

Note	Table	Functional Component	# Units	x	Space Allocation Factor	=	Total NSF	Minimum NSF
		Pro Shop (including sales area, stockroom)	___	x	500 NSF per 9 holes	=	+ ___	530
(2)		Golf Cart Storage/Rental	___	x	150 NSF per 9 holes	=	+ ___	200
Subtotal Activity Areas						=	___	
ACTIVITY SUPPORT AREAS								
		Patron Support (including lockers, showers, toilets)	20% x Subtotal Activity Areas			=	___	
		Administration/Storage/Support	5% x Subtotal Activity Areas			=	+ ___	120
Subtotal Activity Support Areas						=	___	
BUILDING SUPPORT AREAS								
		Lobby/Circulation/Structure/Partitions	25% x (Subtotal Activity Areas + Subtotal Activity Support Areas)			=	+ ___	
		Mechanical/Electrical/Communication Equip. Space	5-10% x (Subtotal Activity Areas + Subtotal Activity Support Areas)			=	+ ___	
(3)	TOTAL FACILITY ALLOWANCE					=	___	GSF

Table 74080-3. Space Allowances for Golf Course Support Facilities

Note	Table	Functional Component	# Units	x	Space Allocation Factor	=	Total NSF	Minimum NSF
(4)		Golf Car Storage	___	x	65 NSF per car	=	___	

Notes for Space Allowance Tables 74080-2 and 74080-3:

- (1) A combined snack bar/lounge may be provided as an alternative to separate snack bar and lounge areas.
- (2) Minimum 200 NSF for golf bag and cart storage allows for 60 club sets (both patron-owned and rental), with bags and carts.
- (3) Covered outdoor space (such as an entrance canopy or sheltered patio) is counted at 50% of its area, and must be included within the total gross square footage allowance for the facility.
- (4) For safety reasons, the golf car storage facility should be a separate structure, or designed for safety separation if accommodated in the same structure.

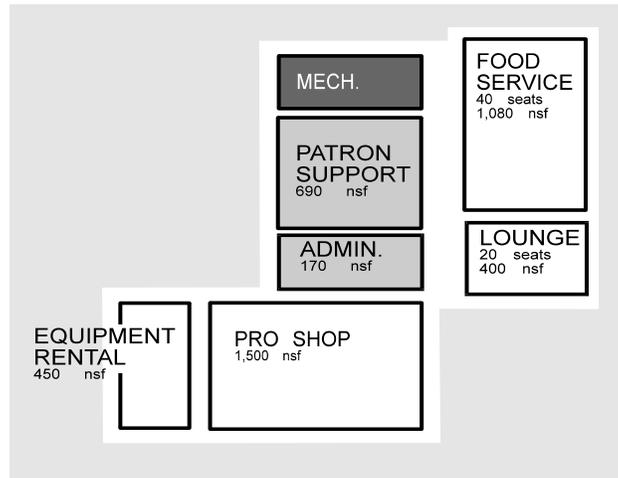
NSF = Net Square Feet

GSF = Gross Square Feet

Minimum NSF = Minimum space allowance to be provided for the particular function or activity.

74080-4 SAMPLE LAYOUT DIAGRAM. A layout diagram is presented for a medium-size Golf Clubhouse facility. This diagram is an example of the composition of such a facility in terms of its functional components, their respective sizes and adjacencies. The layout diagram is for illustrative purposes only.

Figure 74080-1 Golf Clubhouse – Medium Capacity

**740 81 MWR RENTAL ACCOMMODATIONS (SF)****FAC: 7442****BFR Required: Y**

74081-1 **GENERAL.** See General Notes to 740 series category codes for General Instructions regarding facility allowance planning procedures. Contact CNIC (N944) for additional information.

74081-2 **DEFINITION.** MWR Rental Accommodations are permanent “stand-alone” or multiplex structures. They may take the form of modern motels, multi-level hotels, primitive camping cabins with no utility connections, or almost anything in between, depending on the geography, the market being served, and demand. Such MWR Rental Accommodation facilities are typically developed to provide recreation overnight and extended stay units in locations which offer outdoor leisure opportunities such as boating, canoeing, fishing, hiking, skiing, golfing, swimming/beach-going, and leisure travel/tourism.

In addition to sleeping rooms/areas, each Rental Accommodation may include a living/dining space, bathroom, kitchen (or kitchenette), and storage area. An open or covered outdoor seating terrace/deck/patio may be provided in appropriate locations.

Where clusters of cottages are planned, a support facility may be included to provide for a janitor closet, laundry, linen storage, and housekeeping supplies/equipment storage.

74081-3 **RELATED FACILITIES.** Locations suitable for the development of MWR Rental Accommodation facilities may also include RV Parks, camping sites, marinas, golf courses, beachfronts, other waterfronts, other outdoor recreation venues, or support facilities to provide patrons with a range of options for accommodation. Support

facilities may include recreation/amusement centers, snack bars/restaurants, administrative/check-in offices, supply stores, swimming pools, cabanas, or bathhouses.

74081-4 **SPACE ALLOWANCE.** Space allowances for rental accommodations need to address the following issues:

74081-4.1 **Total Number of Accommodation Units**

The total number of rental accommodation units planned for a site should be based on the following considerations:

- Capacity of the site to accommodate the development of units in a manner which is economical, environmentally appropriate, aesthetically pleasing, and appropriate for the market to be served. Critical site planning considerations include vehicular access and parking, utilities, Antiterrorism/Force Protection (ATFP) considerations, privacy, views, and preservation of flora and fauna. For example, the development of a sufficient number of units in a location with steep, densely wooded slopes would need to weigh the costs of infrastructure provision and the clearing of areas with the impact on the environment.
- Return on Investment (ROI) analysis is based on projected demand/market, revenues, capital investment, and operating and maintenance costs. This type of analysis will determine the financial feasibility of the proposed project, and the number and type of units required to ensure a viable outcome. This analysis must follow the requirements of the template developed by Navy Personnel Command (PERS-652). This template may be obtained by e-mailing your request to either P652D2@persnet.navy.mil or P656D@persnet.navy.mil.

74081-4.2 **Types and Sizes of Individual Rental Cottages/Units**

The type/size of individual units is based on the customer/patron demand determined through a market research/survey process. The research should determine whether individual cottages, efficiencies, primitive camping cabins, or motel/hotel-type lodging is required to meet the documented demand. The space allowance guidance for the different sizes of cottages, efficiencies, cabins, and motel spaces is presented in Table 74081-1 below. The space shown should normally be considered the maximum, with larger units requiring additional justification. Individual units may also include porches, patios, balconies, or deck, etc. that may be covered, open, or screened that are not counted against the respective space allowance guidance.

Table 74081-1 Space Allowances for MWR Rental Accommodations

CAPACITY	SPACE ALLOWANCE GUIDANCE (Gross Area)	
	2 Bedroom Cottage	800
3 Bedroom Cottage	1,000	92.90
Efficiency	500	46.45
Primitive cabin	150	13.94
Single Room	240	22.30
Double Room	350	32.52
Queen Room	400	37.16
King Room	440	40.88
Queen Suite	500	46.45
King Suite	550	51.10
Group Camp (per 8 bunks) (Accommodates 16 people)	1600	148.64

74081-5 **SPACE PROGRAMS.** Space programs for two-bedroom MWR Rental Accommodation (Cottages) are presented to illustrate the possible breakdown of the overall space allowances into functional components, with their respective sizes and capacities. This space program is for illustrative purposes only.

74081-6 **SAMPLE LAYOUT DIAGRAM.** A layout diagram is presented for a two-bedroom MWR Rental Accommodation (Cottage), illustrating the relative sizes and adjacencies of component areas.

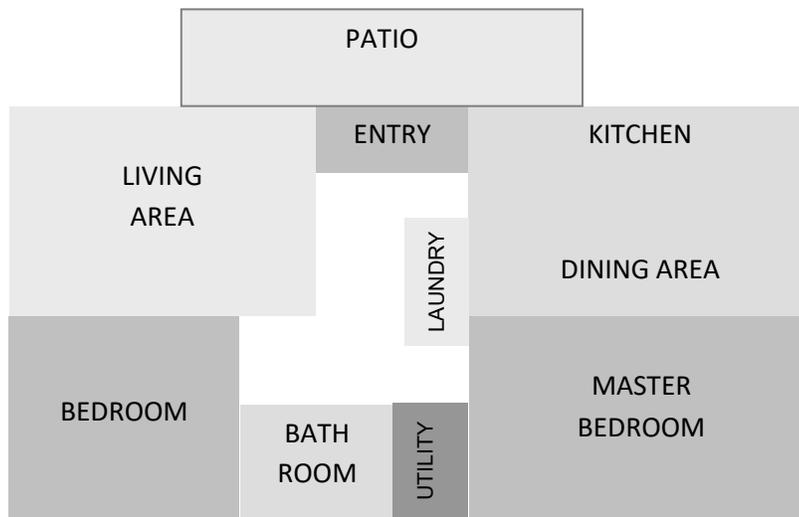
74081-7 **SITE PLANNING.** When site planning for a group of MWR Rental Cottages, keep in mind that privacy between cottages is important and that subdivision or zero-lot-line development is discouraged as it detracts from the quality of the experience for the intended patrons.

Table 74081-2 MWR Rental Accommodation Sample Space Program

ROOM / SPACE	FLOOR AREA (SF)			No. of Occupants Design
	No. Req'd	Net Area Per Room	Total Net Area	
2-Bedroom Unit				
Entry Foyer	1	20	20	3
Living Area	1	200	200	6
Kitchen/Eating Area	1	140	140	4
Master Bedroom	1	155	155	2

ROOM / SPACE	FLOOR AREA (SF)			No. of Occupants Design
	No. Req'd	Net Area Per Room	Total Net Area	
Bedroom 2	1	125	125	2
Bathroom	1	70	70	-
Laundry Closet	1	30	30	-
Utility Room	1	As required		-
Net Area & Occupant Totals			740	6
Allowance for porch, deck, or lanai	23,600		150	6

Figure 74081-1. MWR Rental Accommodation Sample Layout



74080-1 **GENERAL.** See General Notes to 740 series category codes for General Instructions regarding facility allowance planning procedures. Contact CNIC (N9) for additional information.

74080-1.1 In siting golf clubhouses, it is important for sight lines from the pro shop to the first and tenth holes to be maintained. It is also desirable for sight lines from the patio or snack bar areas to the ninth and eighteenth greens to be maintained.

74080-1.2 All golf clubhouse projects must be financially justified as Category C operations. See General Notes MWR at the beginning of the 740 Series.

74080-1.3 Catering Facilities (740-68) may be constructed as part of a golf clubhouse to serve both golf functions and other catering business. When this is done, the restroom support areas should be calculated separately for the golf clubhouse and the catering facility.

740 85 EXCHANGE DISTRIBUTION CENTER (WAREHOUSE) (SF)**FAC: 7388****BFR Required: Y**

74085-1 Navy Exchange facilities requirements are developed by the Navy Exchange Service Command, 3280 Virginia Beach Blvd, Virginia Beach, VA 23452-5724, Head, Planning Branch. See General Notes for NEX facilities at the beginning of the 740 Series.

74085-2 This type warehouse may be provided for bulk back-up storage (exchange stock and operating supplies) to support all exchange operations within a geographical area as determined by NEXCOM or Marine Corps Exchange Services.

74085-3 This central warehouse allowance does not void the need for the installation exchange warehouse, Code 740-86, preferably located contiguous to the exchange main retail store. Space allowances for central warehouses shall be provided by NEXCOM.

740 86 EXCHANGE INSTALLATION WAREHOUSE (SF)**FAC: 7388****BFR Required: Y**

74086-1 Navy Exchange facilities requirements are developed by the Navy Exchange Service Command, 3280 Virginia Beach Blvd, Virginia Beach, VA 23452-5724; Head, Planning Branch. See General Notes for NEX facilities at the beginning of the 740 Series.

74086-2 The total storage space that may be provided in installation exchange warehouses to accommodate back-up storage for exchange retail activities on an installation will be provided by NEXCOM. Wherever practicable, the installation exchange warehouses shall be located contiguous to the exchange main retail store in order to reduce the cost of moving stock from the warehouse to the main store sales area.

740 87 MARINA SUPPORT BUILDING (SF), Revised Dec 2011**FAC: 7445****BFR Required: Y**

74087-1 This facility provides space for office, equipment check-out, repair, and storage. It does not include docks, marina slips, and walkways which are listed under Code 750 60. This is a special facility which is required only at outdoor recreation areas which have waterfront facilities available for boating activities.

74087-2 This facility may be made up of more than one individual building. Generally, repair facilities would be located in a separate building spaced away from the marina dock, clubhouse and patron parking. The marina clubhouse may include space for dock master/marina manager’s office, meeting/training, yacht club office, chandlery/store with convenience items, customer service counter, shower room/restrooms, and equipment storage/checkout. The marina may also support a stackable boat storage facility and a dry land storage operation in either a fenced compound or in small, individual boat storage facilities attached to each other in a T-hangar fashion. All marina facilities must be justified financially. See Category C facilities, General Notes MWR, beginning of 740 Series Section.

See Table 74087-1 for space allowances.

**Table 74087-1
Space Allowances for Marina Support Building**

Military Population (1)	Gross SF
Up to 100	None
101 to 1,000	3,500
1,001 to 3,000	5,800
3,001 to 5,000	8,450
5,001 to 7,000	10,500
7,001 to 10,000	12,650
10,001 to 15,000	15,600
15,001 to 20,000	18,700
20,001 to 25,000	20,800
25,001 to 30,000	22,000
30,001 to 40,000	23,600
40,001 to 50,000	25,400
50,001 to 60,000	27,000
60,001 to 70,000	28,300
70,001 to 80,000	29,500
80,001 to 90,000	30,600
90,001 to 100,000	31,600
For each additional 10,000 add	1,000

(1) Population consists of retirees and military strength plus 15% of dependent population.

740 88 EDUCATIONAL SERVICES OFFICE (SF)**FAC: 7351****BFR Required: Y**

74088-1 The space allowances shown in Table 74088-1 are intended to provide facilities for the advancement of the academic, technical, and vocational education of military personnel of all grades and ranks in order to enhance their potential to the service. These facilities shall make joint use of existing classrooms or other suitable facilities to the maximum extent possible. In cases where joint use is impractical and separate educational facilities are requested, detailed supporting justification is required. When justified by installation requirements, a supporting branch library may be provided in accordance with criteria for Code 740 76.

Table 74088-1. Space Allowances for Educational Services Offices

Military Strength	Basic	OJT (1)	CAC (2)
Up to 250	(3)	None	None
251 to 1,000	4,125	300	500
1,001 to 3,000	8,700	500	500
3,001 to 5,000	13,500	700	500
5,001 to 7,000	16,100	900	500
7,001 to 10,000	19,800	1,200	500
10,001 to 15,000	26,300	1,700	500
15,001 to 20,000	31,800	2,200	500
20,001 to 25,000	36,300	2,700	500
25,001 to 30,000	40,500	3,200	500
30,001 to 40,000	48,000	3,700	500
40,001 to 50,000	55,000	4,200	500
50,001 to 60,000	60,000	4,700	500
For each additional 10,000 add	4,000	500	500

- (1) On-The-Job Training program management personnel space. This added space is authorized only in newly constructed facilities.
- (2) Career Advisory and Counseling section. This added space is authorized only in newly constructed facilities. If more than one counselor is required, add 80 square feet per counselor.
- (2) Accommodate in other facilities.

740 89 BATHHOUSE (SF)**FAC: 7385****BFR Required: Y**

74089-1 **GENERAL.** See General Notes to 740 series category codes for General Instructions regarding facility allowance planning procedures.

74089-2 **DEFINITION.** The primary purpose of a bathhouse is to provide a facility for pool and beach users to store their belongings while using the recreational facility, to clean up, and have a place to use the restroom. In addition, the bathhouse contains the offices for the administrative staff and lifeguards.

74089-3 **RELATED FACILITIES.** This category code should be used in conjunction with the following category codes:

- 740 53 Swimming Pool - Indoor
- 750 30 Outdoor Swimming Pool - Installation

74089-4 **SPACE ALLOWANCE.** The space authorized for a bathhouse should be calculated based on the criteria presented in Table 74089-1. This space allowance is valid for bathhouses supporting pools not collocated with Fitness Centers. Where pools are built with Fitness Centers, the lockers, showers and Toilets are intended to be joint use between the Fitness Center and the pool. For that reason, Fitness Center Unified Facilities Criteria (UFC 4-740-02) support family changing rooms where the pool is collocated. The remaining spaces to support a control desk, pool office, lifeguard office and storage are supported for collocated pools.

Table 74089-1. Space Allowances for Bathhouses

Note	Table	Functional Component	# Units	x	Space Allocation Factor	=	Total NSF	Min. or Max. NSF
		ACTIVITY SUPPORT						
		Bathhouse						
(1), (2)	74053-4	Lockers, Showers, Toilets			33.33% total NSF lanes	=	_____	
		Control Desk	_____	X	45 NSF per station	=	_____	45 min.
		Administrative Office	_____	X	120 NSF per office	=	_____	120 min.
		Lifeguard Office	_____	X	40 NSF per station	=	_____	80 min.
		Storage (equip., supplies, etc.)	_____	X	20 NSF per lane	=	_____	100 min.
		Subtotal Activity Support Areas				=	_____	
		TOTAL FACILITY ALLOWANCE (Gross Square Feet)				=	_____	

Notes for Space Allowance -- Table 74089-1:

- (1) The total NSF lanes should be determined in Table 74053-4.
- (2) For undeveloped beaches use a six-lane, 25-meter pool equivalent and for developed beaches use an eight-lane, 50-meter pool equivalent.

NSF = Net Square Feet

GSF = Gross Square Feet

Minimum or Maximum NSF = Minimum or maximum space allowance to be provided for the particular function or activity.

740 90 MWR EQUIPMENT MAINTENANCE SHOP (SF)**FAC: 7448****BFR Required: Y**

74090-1 An MWR Equipment Maintenance Shop is required at installations where MWR equipment such as NAF vehicles and grounds maintenance equipment (non-golf), must be maintained. Size according to amount of equipment and equipment size with typical workspace, circulation, and net to gross factors, using a space analysis and equipment inventory list.

74090-2 For MWR Equipment Maintenance Shops previously captured under CCN 74052 "Gun/Skeet and/or Trap Building":

74090-2.1 These facilities support respective ranges and contain an operator's office, storage, sales area, gun maintenance shop, toilets and lounge. The Gun, Skeet and/or Trap Building is an MWR Category C facility (see General Notes MWR) and must be financially self-sustaining.

74090-2.2 Refer to Table 74090-1. The space allowances in the table may be used in one facility or divided between multiple facilities. Refer to Category Code 750 52 for land requirements.

**Table 74090-1
Space Criteria for Gun, Skeet and/or Trap Building**

Military Strength (1)	Gross Area (GSF)
Up to 100	None
101 to 10,000	3,950
10,001 to 15,000	4,300
15,001 to 20,000	4,550
20,001 to 25,000	4,800
25,001 to 30,000	5,100
30,001 to 40,000	5,300
Over 40,000	5,500

(1) Military population consists of military strength assigned to installations.

740 91 MWR OPERATED CAR WASH (SF)**FAC: 7348****BFR Required: Y**

This category code has been deleted. All existing assets and future programmed car wash facilities are to be assigned to either category code 740 32 or category code 740 33 depending on the facility type, building or structure.

740 92 MWR RV PARK SUPPORT FACILITIES (SF), Revised Dec 2011**FAC: 7443****BFR Required: Y**

74092-1 **GENERAL.** See General Notes to 740 series category codes for General Instructions regarding facility allowance planning procedures. Contact CNIC (N944, N92) for additional information.

74092-2 **DEFINITION.** Recreational RV Parks provide the military community with outdoor recreation opportunities at locations with attractive natural resources. To complement the camping experience, and depending on location, Recreational RV Parks may offer activities such as boating, canoeing, fishing, hiking, hunting, skiing and swimming. Facilities should be designed to take advantage of the natural features of the site, from vegetation to good views to unusual topography. At the same time, development should be environmentally appropriate, and not threaten the preservation of the natural heritage and scenic resources.

The planning criteria in this Category Code addresses the campground support facilities such as camp offices; camp stores; bathhouses; laundry facilities; storage buildings; rental centers, etc. RV park main office facilities may include areas for check-in desks, vending areas, game/activity/community rooms with WIFI service, kitchens, convenience stores, and any necessary ancillary spaces. Bathhouse/laundry facilities should be planned in accordance with Table 74092-1.

Recreational RV Parks are encouraged to make use of the Camp Host concept to assist in the management of the RV Park. Space allowances for MWR Rental Accommodations are addressed under Category Code 740 81. RV Parks may also be associated with Golf Operations and MWR Rental Accommodations. Where an RV Park includes a Rental Accommodation operation, a staff laundry may be included as part of the Support Building.

74092-3 **RELATED FACILITIES.** Where such locations are adjacent to the sea or other body of water, support facilities such as marinas, boat ramps and RV/vehicle/boat storage compounds maybe sited in close proximity to Recreational RV Parks.

74092-4 **SPACE ALLOWANCE.** RV Park Support Buildings will be sized in accordance with a market survey approach. As a Category C facility, the RV Park with a Support Building must be profitable and a financial analysis or pro forma will be provided as well as the CNIC Internal Needs Validation Study (INVS), and finally the Project Validation Assessment. The Planner will accomplish the initial demand investigation and review along with local MWR personnel. If the project is financially sound it will be forwarded via the region to CNIC Fleet & Family Readiness (N944A) for INVS Scoring and possible Project Validation Assessment.

74092-5 **SANITARY FACILITIES.** Once the total number of campsites at a location has been determined under CCN 750-59 Recreation Campground, the required patron sanitary facilities may be selected from the criteria in Table 74092-1. This includes allowances for bath/shower facilities as well as laundry facilities. Sanitary facilities should be consolidated with other support buildings such as main offices or camp stores whenever possible. Note that all bathhouse facilities associated with RV Parks should always be captured under CCN 740-92 and never under CCN 740-89 Bathhouse.

**Table 74092-1
Sanitary Facilities Requirements for Recreational Campgrounds**

#Tent/Trailer	#Water Closets (M/F)	#Lavatories (M/F)	#Showers (M/F)	#Urinals
1-15	1/1	1/1	1/1	1
16-30	1/2	2/2	1/1	1
31-45	2/2	3/3	1/1	1
46-60	2/3	3/3	2/2	2
61-80	3/4	4/4	2/2	2
81-100	3/4	4/4	3/3	2

Notes for Table 74092-1:

(1) For recreational areas having more than 100 tent/trailer/camper/RV sites, provide one additional water closet and lavatory per each additional 30 sites, and one additional urinal per each additional 60 sites.

(2) For laundry facilities, provide one washer and two dryers for every increment of 12 sites or portion thereof.

(3) Use the following gross square foot (GSF) guidelines for fixture/appliance unit sizing. Allowances include net areas plus associated support areas such as shower drying areas; laundry works areas; janitor's closets; mechanical/electrical areas; and circulation space. Net-to-gross area calculations are already included in the following:

- (a) When only (1) water closet is required it must be handicapped accessible; use 56 GSF per unit.
- (b) Where multiple water closets are required, use 56 GSF for the first unit and 22 GSF for all subsequent units.

- (c) Lavatories: 22 GSF per unit
- (d) Showers: 21 GSF per unit
- (e) Urinals: 22 GSF per unit
- (f) Washer/dual-dryer module: 43 GSF per module

740 93 SMOKING GAZEBO (SF)

FAC: 7384

BFR Required: N

74093-1 Smoking Gazebo's are provided as designated smoking areas outside of Navy and Marine Corps facilities. Size is standard. This CCN is for inventory purposes.

740 94 TDY OFFICIAL LODGING (SF)

FAC: 7441

BFR Required: Y

Note: Category Code (CCN) 740-94 now includes transient Navy personnel originally captured under CCNs 740-94 and 740-96. All facilities originally captured under CCN 740-96 should be corrected in iNFADs.

74094-1 **GENERAL.** Navy Gateway Inns and Suites (NGIS) Visitor's Quarters provide temporary lodging facilities for visiting personnel at an installation. Initial/preliminary requirements can be generated by local planning staff by following the steps in section 74094-3 "Space Planning." Preliminary site selection will also be performed during the initial planning phase. Once the initial scope is determined, planners will forward the findings to CNIC (N944), Fleet & Family Readiness, Millington, TN (Facilities Support) for review and a subsequent independent assessment will be performed to determine the final project scope. This assessment validates the site selection; determines the final number of room types, support areas, and guest services to be provided; and identifies any companion projects necessary to provide a complete and usable facility.

Table 74094-1 provides a list of potential spaces allowed for a Visitor's Quarters facility and Table 74094-2 provides standardized space allowances for the same. Both tables can be found in UFC 4-720-01 "Lodging Facilities", dated 23 February 2011.

74094-2 **DEFINITION.** These facilities are temporary living accommodations that are rented for a service charge for overnight or short term use to authorized personnel such as official military or civilian visitors to the installation, transient personnel, or families awaiting assignment to quarters. There are two types of lodging facilities:

1. Central. Central facilities accommodate the main check-in function, the majority of the guest services and administration, and the guest rooms and suites. There will always be at least one central facility on an installation that includes visitor lodging.
2. Satellite. Satellite facilities accommodate additional guest rooms, suites and limited services and support functions. They may be located

remotely from the central facility to serve additional installation areas or near the central facility as part of a visitor lodging complex.

Note that the type of facility needs to be defined in order to determine the total allowable space for the project. Table 74094-1 provides a listing of all the LF functional program areas, indicates if each area is included in each type of facility, and describes the function of the area.

**Table 74094-1
Functional Program Areas**

Functional Program Area	Central	Satellite	Description
Guest Services			
Covered entry	X		Covered vehicle drive for loading/drop-off at main entry
Entrance vestibule	X	X	Entry airlock
Central lobby	X		Central facility lounge seating and circulation space between reception and other central guest services
Satellite lobby		X	Satellite seating/waiting and circulation space adjacent to main entry
Reception	X		Reception desk for check-in/out and guest service
Bell cart station	X	X	Area near the entrance vestibule for storage of bell carts.
Luggage storage	X		Secure room adjacent to reception for storage of guest luggage
ATM	X	X	ATM kiosk
Public toilets	X	X	Public toilets
Fitness room	X	X	Small, guest fitness room
Staff conference room	X		Conference room to accommodate 20 people
Business center	X		Guest-use computers and office equipment
Guest laundry	X	X	Self-service guest laundry
Vending	X	X	Self-service guest vending
Ice	X	X	Self-service ice dispenser on each floor
Guest corridors/ circulation	X	X	Access to guest rooms and remote services
Guest room ¹	X	X	Standard room with a combined living/sleeping area and private bath
Family/business suite (Suite) ¹	X	X	Suite with separate living and sleeping areas, a compact kitchen and private bath
Administration Services			
Lodging communications	X		IT/communications room including guest and staff Internet, television, and administrative file server.
Manager's office	X		Private office
Asst. manager	X		Optional for larger programs; must be validated via CNIC/N9
Front desk supervisor	X		Private office

Functional Program Area	Central	Satellite	Description
Accounting office	X		A single office or up to 3-4 workstations depending upon operation size
Clerical	X		Workstations for clerical staff in an open office area
Work space	X		Copier, printers, facsimile machines, work space, common files, and administrative storage
Cash room	X		Secure room where front desk agents reconcile shift cash functions and store cashier banks
Floor Support			
Janitor areas	X	X	Janitor closet on each floor or wing.
Housekeeping areas	X	X	Housekeeping support and supplies on each floor or wing
Utility rooms	X	X	Mechanical, electrical, communications, and sprinkler rooms located for efficient utility distribution
Back-of-House Support			
Training office	X		Office and/or training material storage area
Central Janitor areas	X	X	Central janitor closet with additional supply storage
Housekeeping manager	X	X	Private office
Soiled linen storage	X	X	Separate storage from clean linens, adjacent to receiving or laundry
Clean linen storage	X	X	Separate storage from soiled linens
Receiving	X	X	Service entrance/loading dock
Receiving/supply office	X		Private office
Linen laundry	X		Space with industrial-grade equipment, based on local service contract linen costs and availability
Supply/general storage areas	X	X	Storage and warehousing of facility supplies
Cleaning fluid storage	X	X	Separate storage for cleaning chemicals
Utility rooms	X	X	Central facility mechanical, electrical, communications, and sprinkler rooms (note: counted in net to gross ratio)
Break area	X	X	Staff break area with kitchenette and lockers
Staff toilets	X	X	Staff facilities
Maintenance workshop	X		Includes limited storage and accommodates repair of small equipment and furnishings
Grounds equipment storage	X		Space with direct exterior access for grounds and exterior building maintenance supplies and equipment
Service circulation	X	X	Separate stairs, corridors and elevators from guest circulation

1 The final number, mix and variations of room types will be determined by the individual assessment by CNIC/N9. See 74094-1 GENERAL section for more information.

74094-3 **SPACE ALLOWANCE.** Initial project scope for a new or renovated facility will be determined by performing a series of three steps:

1. Obtain occupancy rate information for the facility or facilities in question for the previous two year period.
2. Calculate the necessary quantity of rooms needed to satisfy the TOTAL demand for an 80% occupancy rate (see the below example for details on calculating an 80% occupancy rate). This is the complete total requirement, and not just the difference between what is currently available, and the perceived number of rooms thought to be needed. Note that there are two room types available in a Visitor's Quarters facility and they are both single occupancy: standard rooms (300 NSF) and guest suites (450 NSF.) For planning purposes, apply a 95/05 mix of standard rooms to guest suites once the total room quantity requirement is determined. For example, if 500 rooms are needed, plan for 475 standard rooms and 25 guest suites.
3. Apply the new room quantity requirements (from step 2) and the applicable functional area requirements from Table 74094-1, depending on facility type (Central or Satellite) against the space allowances in Table 74094-2 to obtain a comprehensive facility size. For initial planning purposes, allow for all spaces (required and optional, based on facility type) shown in Table 74094-1.

Below is an example showing the method to calculate projected room quantity requirements based on a two year historical data table. It shows a hypothetical two year occupancy rate for an imaginary facility, as well as a hypothetical list of Certificates of Non-Availability (CNA):

Step1: Obtain loading information from the local MWR lodging staff for the facility or facilities in question. Below is an example of the data that is typically provided:

FY10 Data

Month	FY10	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Total/ Overall
# days in month		31	30	31	31	28	31	30	31	30	31	31	30	365
# rooms in the inventory		342	342	342	342	342	342	342	342	342	342	342	342	
Total # room nights per month (RNM)		10602	10260	10602	10602	9576	10602	10260	10602	10260	10602	10602	10260	124830
Total # room nights sold (RNS)		9888	10260	9700	9200	8200	8900	10100	10200	10260	10600	9500	9788	116596
% Occupancy is		93%	100%	91%	87%	86%	84%	98%	96%	100%	100%	90%	95%	93%

FY11 Data

Month	FY11	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Total/ Overall
# days in month		31	30	31	31	28	31	30	31	30	31	31	30	365
# rooms in the inventory		342	342	342	342	342	342	342	342	342	342	342	342	
Total # room nights per month (RNM)		10602	10260	10602	10602	9576	10602	10260	10602	10260	10602	10602	10260	124830
Month	FY11	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Total/ Overall
Total # room nights sold (RNS)		10211	9899	10500	10602	9576	10200	9866	10154	9200	10098	9956	9233	119495
% Occupancy is		96%	96%	99%	100%	100%	96%	96%	96%	90%	95%	94%	90%	96%

Notes:

- Step 4) The total # of rooms in the inventory is the total room capacity for a building or series of buildings
- Step 5) The total # of room nights per month = number of days in the month (x) the number of rooms in inventory
- Step 6) The total # of room nights sold is the sum of rooms sold each night for the month
- Step 7) % Occupancy Equation = Total # room nights sold / Total # room nights
- Step 8) CNA = Certificate of Non-Availability

Step 2: For this example, assume the total number of CNAs is 62 for FY10 and 34 for FY11. CNAs must be counted as booked rooms even though in reality they were not actually available.

- a) Calculate the Room Nights per Month capacity (RNM) by multiplying the number of rooms in the facility by the number of nights in each month and then determine the total number of RNM for the two year period. In this case the total RNM is 249,660 (FY10 124,830 +FY11 124,830.)
- b) Calculate the total number of Room Nights Sold (RNS) for the two year period. Add the RNS data for each year PLUS the number of CNAs: RNS =116,596 + 119,495 + 62 + 34 = 236,187.
- c) Determine the average occupancy rate for the two year period by dividing the RNS by the RNM. In this example the current occupancy rate is 236,187/249,660 = .94603, or 94.6%
- d) Programming for an occupancy rate of 80% is accomplished by applying the aforementioned results to the equation:

Where “X” is the projected number of rooms required to fulfill an 80% occupancy rate, multiply the quantity of existing rooms and the current occupancy rate, then divide the product by .8 to determine “X”.

For this example, the equation is: $X = [342 \times .946] / .8 = 404.42$, or 404 rooms. The intent of the 80% occupancy rate is to allow greater capacity than the projected need to facilitate room turnover, facility maintenance, mission surges, etc. The percentage of standard rooms to guest suites should be 95% and 05% respectively and all rooms/suites are single occupancy. Thus the final requirement is for 384 standard rooms and 20 guest suites. To check for confirmation that the 404 room projection satisfies the 80% average capacity, substitute 404 for the existing facility room count of 342 and recalculate numbers based on step 2(a) - 2(c) and the FY 10/11 tables. The results will show occupancy rates at 79% and 81% for the next two years, thus fulfilling the 80% average rate requirement.

Step 3: For this example, the plan calls for a central facility and space requirements will be applied for all the functional areas called out in Table 74094-1. These spaces along with the required room quantities will be applied to Table 74094-2 to define overall preliminary requirements for the facility. The example will use a six floor facility with two wings per floor.

Table 74094-2. Space Allowances for NGIS Visitor’s Quarters

Functional Program Area		Base Area (See Note 1)		Space Standard (planning factor)	Notes/explanation	Sample (See Notes 2 & 4)		
		ft2	m2			Option/Qty.	ft2	m2
Guest Services	Entrance Vestibule	100	9.3	Per Facility	Standard size	Required	100	9.3
	Central Lobby	4	0.4	Per Central Facility guest room (gst rm)	Includes lobby circulation and seating areas	Required	1616	150.1
	Satellite Lobby	260	24.2	100sf + 1sf per Satellite gst rm	Reduced circulation and seating	N/A		0.0
	Reception	150	13.9	150sf <100 Program gst rm + 75sf per ea addl 100 gst rms up to 375sf max	75sf per staff, minimum two staff. Count all program guest rooms	Required	375	34.8
	Bell Cart Station	20	1.9	20sf <100 Facility gst rm + 10sf per ea addl 50 gst rms	10sf per cart	Required	80	7.4
	Luggage Storage	75	7	75sf <100 Program gst rm + .25sf per ea addl gst rm to 150sf max	Count all program guest rooms	Required	150	13.9
	ATM	10	0.9	Per optional Central Facility space	Optional one ATM machine	Yes	10	0.9

Functional Program Area	Base Area (See Note 1)		Space Standard (planning factor)	Notes/explanation	Sample (See Notes 2 & 4)			
	ft2	m2			Option/Qty.	ft2	m2	
Public Toilets	100	9.3	Minimum for Central Facility toilets is 100 sf ea (male/ female) up to 100 guest rooms + 40sf per ea addl 45 guest rooms. Satellite facilities do not have a public restroom requirement	Based on information in UFCs 3-420-01, and 4-740-03. Applicable codes will dictate final requirement during the independent assessment phase. See General section 74094-1	Required	340	31.6	
Unisex Toilet	50	4.6	Unisex toilet for satellite facility	Satellite facilities only	N/A		0.0	
Fitness Room	300	27.9	300sf <100 Central Facility gstrms +50sf per ea addl 200 gstrm. 600sf max	Calculated at 50sf per cardio machine	Required	350	32.5	
Staff Conference Room	440	40.9	Per optional Central Facility space	Standardized room accommodates 20 people	Yes	440	40.9	
Business Center	75	7	Optional space at 75sf <100 Central Facility gstrms +25sf per ea addl 100 gstrm. 300sf max.	75sf for two workstations and circulation with 25sf for each addl workstation	Yes	175	16.3	
Guest Laundry	110	10.2	Per 40 Facility gstrm	Accommodates two to four washers and two to four dryers per every 40 gstrm	Required	1100	102.2	
Vending	60	5.6	Per optional Facility floor	Accommodates two optional vending machines	Yes	360	33.4	
Ice	30	2.8	Per Facility floor	Accommodates one ice dispenser	Required	180	16.7	
Standard Guest Rooms (See Note 3)	300	27.9	Each room (See Note 3)	Quantity and distribution of rooms and suites to be determined by an independent assessment.	364	115,200	10,702.4	
Suites (See Note 3)	450	41.8	Each suite (See Note 3)	Quantity and distribution of rooms and suites to be determined by an independent assessment.	40	9,000	836.1	
Administrative Services	Lodging Communications	150	13.9	Per Facility	150 sf min; 1 sf per each addl guest room over 100pn	Required	454	42.2
	Administrative areas							
	Manager	120	11.1	Per office	Typically one per Central Facility	1	120	11.1
	Asst. manager	80	7.4	Per optional office	Only in larger programs with more than 500 guest rooms	0	0	0.0

Functional Program Area	Base Area (See Note 1)		Space Standard (planning factor)	Notes/explanation	Sample (See Notes 2 & 4)			
	ft2	m2			Option/Qty.	ft2	m2	
Front desk super	80	7.4	Per office	Typically one per Central Facility	1	80	7.4	
Accounting	64	5.9	Per Person	1 for every 200 guest rooms, not to exceed 256 sf total	2	128	11.9	
Clerical	64	5.9	Per program	One person; typically combined with reservations and work space	1	64	5.9	
Work space	40	3.7	Per person in admin area: Mg., Asst Mgr; and Front Desk Super	Typically combined with clerical and reservations	2	80	7.4	
Cash Room	80	7.4	Per Program	For front desk staff to reconcile shift cash	Required	80	7.4	
Floor Support	Janitor Areas	25	2.3	Per Facility floor wing		Required	300	27.9
	Housekeeping Areas	200	18.6	Per 30 Facility gst rm	Accommodates two carts and storage	Required	2,600	241.5
	Utility Rooms	16	1.5	Per 25 guest rooms	Comm rooms only; other utility rooms programmed by code and included in the multiplier	Required	256	23.8
	Training Office	80	7.4	Per optional private office/storage closet	Typically one per Central Facility	Yes	80	7.4
	Central Janitor Areas	80	7.4	Per Facility	Serves first floor public and administrative spaces	Required	80	7.4
	Housekeeping Manager	80	7.4	Per Program	Typically one per Facility	1	80	7.4
	Soiled Linen Storage	145	13.5	100sf +15sf per 40 Facility gst rm	Includes carts and sorting space; one cart per 40 gst rm	Required	250	23.2
	Clean Linen Storage	150	13.9	25sf per 16 Facility gst rm	Shelving	Required	400	37.2
	Receiving	150	13.9	150sf <150 Program gst rm + 1sf per ea addl gst rm	Loading dock	Required	404	37.5
	Receiving/supply Office	80	7.4	Per program	Office	Required	80	7.4
	Linen Laundry	450	41.8	Optional central facility space at 450sf <100 Program gst rm + 1sf per ea addl gst rm	Includes space for extractors, dryers and folding activities	Yes	754	70.0
	Addl space for folding machine	60	5.6	Per optional folding machine	Additional laundry room space for optional folding machine	Yes	60	5.6
	Supply Areas/general Storage	600	55.7	600sf <300 Program gst rm + 1sf ea addl gst rm	Includes separate cleaning fluid storage	Required	704	65.4

Functional Program Area	Base Area (See Note 1)		Space Standard (planning factor)	Notes/explanation	Sample (See Notes 2 & 4)		
	ft2	m2			Option/Qty.	ft2	m2
Central Staff Break (includes staff lockers)	150	13.9	150sf <100 Central Facility gst rm + 1sf per ea addl gst rm	Base area typically includes 4-top tables, other seating, kitchenette, and staff lockers	Required	454	42.2
Addl space if training function	300	27.9	Per optional training module	Additional break room space if this area is to dual function as a training room	Yes	300	27.9
Staff Toilets	100	9.3	100sf <150 Facility gst rm + 100sf ea addl 150 gst rm	Each 100 sf module includes 50sf for each gender	Required	200	18.6
Maintenance Workshop	150	13.9	150sf <100 Program gst rm + .5sf per ea addl gst rm	Work and tool storage space	Required	302	28.1
Grounds Equipment Storage	40	3.7	Per optional Program space	Small shed or exterior closet	Yes	40	3.7
Notes: 1. Base area assumes 100 guest room facility. 2. Sample is for a 404 room, 6 floor Central Facility in a 404 room program, 5% suites. 3. Ratio of Standard Rooms/Suites is 95/05 for planning purposes. 4. The "Option/Quan" column shows whether or not a space is allowed based on the facility type (Central or Satellite) shown in Table 74094-1 "Functional Program Areas." In this example, all of the spaces shown for a "Central" facility are allowed in the "Space Allowance Table" but this may not always be the case when planning for a "Satellite" facility. For this, some spaces will not be planned.					Sample Subtotal	137,906	12811.6
					Net-to-Gross Factor @ 30%	41,372	3,843.5
					Sample Total	179,278	16,655.1

Based on the above example for a 404 room Central lodging facility, the requirement is 179,278 gsf/16,655.1 sm. This provides for an average occupancy rate of 80% based on the room requirements information obtained from section 74094-3 "Space Planning", steps 1 & 2.

Parking. Parking must follow the criteria set forth in category code 852-10. Parking spaces shall be 10 ft. wide (3.1m) minimum. In addition to standard guest parking, provide a minimum of three short-term check-in parking spaces at central facilities. For programs with more than 200 rooms, provide a check-in space at the central facility for 1.5% of all guest rooms. As an option, identify each check-in space with a sign. Additional visitor parking with the exception of accessible parking is not required, but may be an option based on local requirements. Provide one staff parking space for each daytime lodging staff person. Staff parking shall be separated from guest parking.

Based on site size and layout, consider providing an optional sign to indicate staff-only parking with close access to the staff entrance. Parking areas will be sized to local conditions.

**740 95 LIMITED SERVICE OFFICIAL LODGING - MISSION (SF),
FAC: 7441
BFR Required: N**

74095-1 **GENERAL.** This category code is reserved to capture all existing transient lodging facilities that serve the same function as CCN 740-94 but have been renovated based on previous and outdated criteria. Because of this, the rooms/suites within these facilities vary in size and standardization is not possible. This category code is for inventory purposes only and is not authorized for new construction. All subsequent new construction or renovation projects used to fulfill transient housing requirements shall use CCN 740-94.

**740 97 FISHER HOUSE (SF)
FAC: 7441
BFR Required: N**

74097-1 **GENERAL.** This category code is for inventory purposes only and should be used to capture Fisher House facility assets once they are turned over to the federal government by the Fisher House Foundation.

DON Fisher Houses provide temporary, convenient, and affordable lodging to Navy Medical Treatment Facility (MTF) patients (“wounded warriors”), members of the families of such patients, and others providing the equivalent of familial support for such patients. Fisher Houses are located at or near military medical treatment facilities and are gifted to the Navy once the facilities are constructed and furnished. The Fisher House Foundation typically coordinates any repairs during the initial 12 month warranty period but all subsequent repairs are the Navy’s responsibility. The Fisher House Foundation holds no interest in the property following transfer to the Navy; however, Fisher Houses will always bear the “Fisher House” name and may never be recapitalized for use as a different type of facility.

For dedicated housing (unaccompanied) for wounded service members please refer to CCN 72147 “Unaccompanied Housing for Wounded Warriors”.

74097-2 **DEFINITION.** Fisher Houses are housing facilities that fit the following conditions:

- A. Are located in proximity to a military health care facility;

- B. Are available for temporary residential use by patients of that health care facility, family members of such patients, individuals providing the equivalent of family support for such patients and/or individuals who meet Service eligibility requirements; and
- C. Are constructed and donated by the Fisher House Foundation or designated by the Secretary of the Navy.

74097-3 **SPACE ALLOWANCE.** Fisher House space allowances are based on a variety of factors and are determined by a collaborative validation of need between the Fisher House Foundation, the receiving medical center, and Commander, Navy Installations Command. (CNIC). There is no standard size requirement, but Fisher Houses typically range in size between 5,000 and 16,000 SF, provide 8 to 21 suites, and accommodate 16 to 42 family members. Fisher Houses typically feature a common kitchen, laundry facilities, large dining room, and spacious living room with library.

740 98 NGIS-OPERATED CONFERENCE CENTER (SF)
FAC: 6100
BFR Required: N

74098-1 **GENERAL.** This criteria is currently being written and will be posted upon completion.

741 40 PRIVATE/ORGANIZATION CLUB BUILDING (Marine Corps only) (SF)
FAC: 7414
BFR Required: Y

74140-1 **GENERAL.** A facility for use by active duty military personnel, authorized civilians, and their family members for private organization/club meetings and activities that are not affiliated with the US government.

744 80 GOLF STORAGE MAINTENANCE FACILITY (SF)
FAC: 7448
BFR Required: Y

74480-1 **GENERAL.** Any proposed new construction must first go through the pre-Internal Needs Validation Study (pre INVS), full Internal Needs Validation Study (INVS), and Project Validation Assessment (PVA). This is a special facility which is required only at installations which have a minimum nine-hole golf course. See also: 740 90 "MWR Maintenance Shop" for non-golf related MWR maintenance facilities.

74480-2 SPACE ALLOWANCE. The Golf Storage/Maintenance Facility consists of space for two separate functions: storage area and maintenance area.

Storage Area (see Figure 74082-1): This area consists of spaces for maintenance equipment (e.g. mowers, aerators, etc.), fertilizer, pesticide and herbicide storage and secure chain link storage cage for small equipment (e.g. weed eaters, hand tools, etc.). This area has a standard size of 4,500 SF.

Maintenance Area (see Figure 74082-2): This consists of space for: administrative offices, men’s & women’s staff locker rooms with showers, restrooms, break room, maintenance area, an equipment lift, mechanics work area, an enclosed blade grinding room, air compressor and used oil recovery. This area will require 4,000 SF.

**Table 74480-1
Storage Area**

Note	Table	Functional Component	# Units	X	Space Allocation Factor	=	Total NSF	Minimum NSF
		Storage Area	1	X	4,500 sf	=	4,500	4,500
		Maintenance Area	1	X	4,000 sf	=	4,000	4,000

**Table 74480-2
Maintenance Area**

ROOM/SPACE:		NET FLOOR AREA			OCCUPANCIES		
		No. Req'd	Net Area/Rm	Total Net Area	Staff		Total
1	Superintendent Office	1	120	120			
2	Mechanical Repair Area (which includes a 170 SF grinding room and 140 SF for Equipment Parts Storage)	1	2,570	2,570			
3	Mechanic’s Office	1	120	120			
4	Female Locker Room	1	200	200			
5	Break Room	1	270	270			
6	Open Staff Work Area	1	120	120			
7	Male Locker Room	1	250	250			
8	Janitor’s Closet	1	50	50			
9	Elec/Comm/Tele Room	1	150	150			

ROOM/SPACE:		NET FLOOR AREA			OCCUPANCIES		
		No. Req'd	Net Area/Rm	Total Net Area	Staff		Total
1 0	Mechanical Room	1	150	150			
	Totals		4,000	4,000			

Generally, Golf Support/Maintenance Facilities would be located on the periphery of the golf course but away from the clubhouse and patron parking. Note that golf cart storage is not included here and is supported under CCN 740-80 GOLF CLUBHOUSE.

See next page for concept diagrams for maintenance and storage areas.

Figure 74480-1
Maintenance Area Concept Diagram

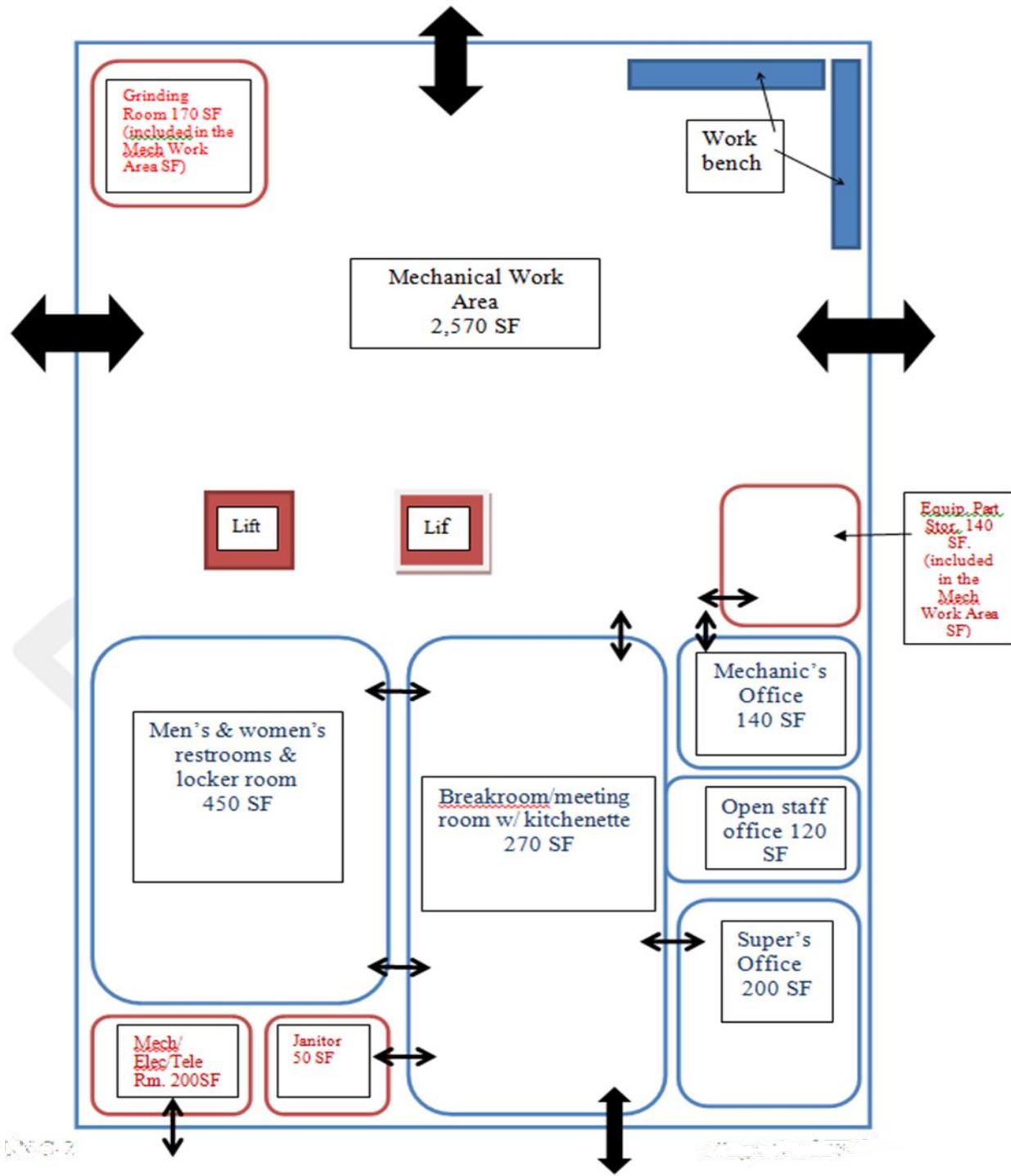
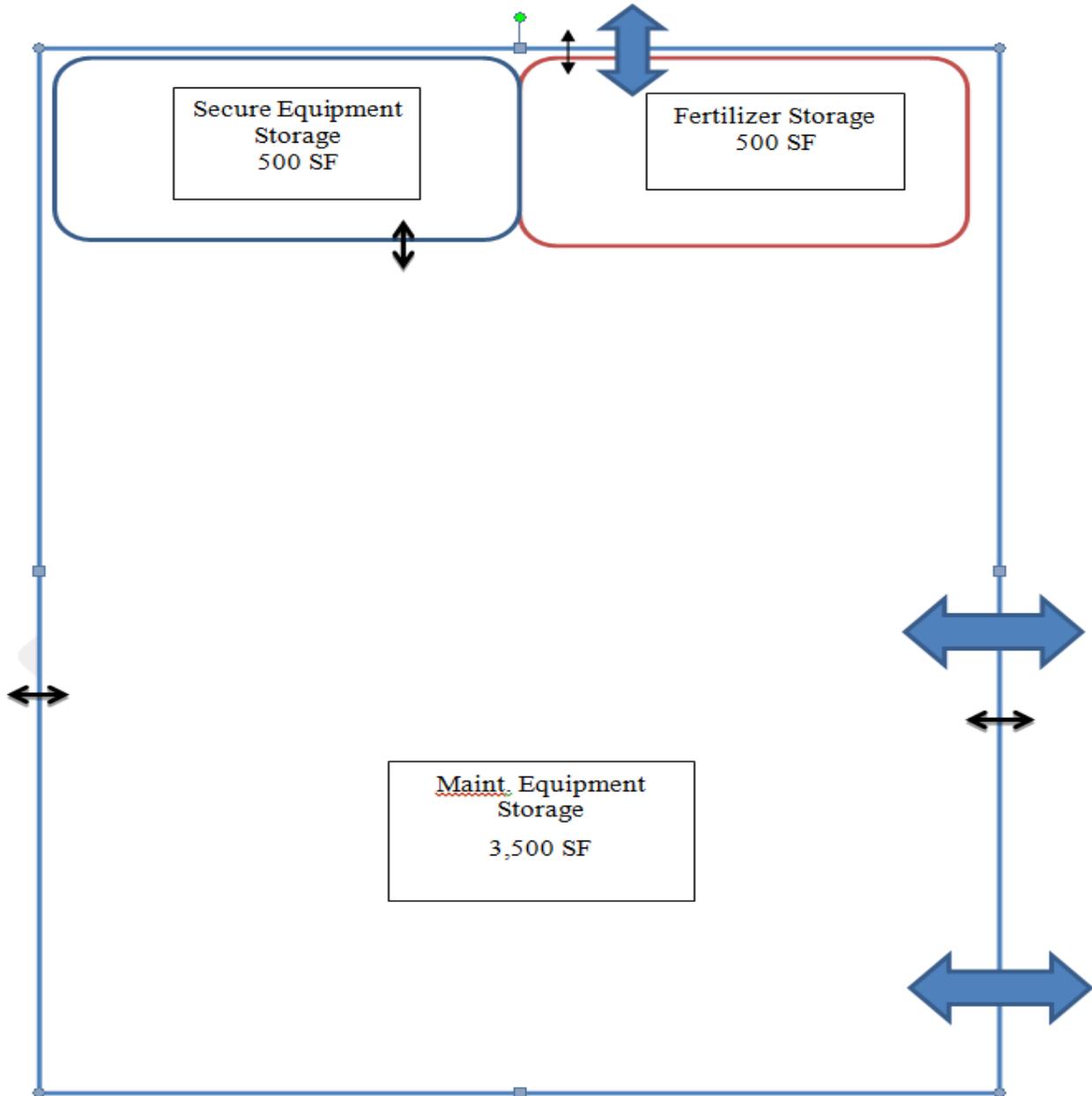


Figure 74480-2
Storage Area Concept Diagram



750 COMMUNITY FACILITIES - MORALE, WELFARE AND RECREATION (OUTDOOR)

750-1 GENERAL

The Navy's Outdoor Recreation Program introduces Sailors and their families to lifetime outdoor recreation activities, and provides them with participation opportunities. The associated values and benefits of participating in outdoor-related activities effectively contribute to Navy quality of life and retention efforts. Outdoor recreation has long lasting, broad scope effects on other areas of a participant's life. Benefits include increased self-esteem, overall happiness and general well-being. The Outdoor Recreation Program promotes physical fitness, teamwork, leadership, skill development and environmental ethics. Examples of human powered outdoor recreation programs include:

Backpacking	Nordic Skiing	White Water Rafting
Canoeing	Rock Climbing	Scuba Diving
Sea Kayaking	Hiking	Orienteering
Snowshoeing	Mountain Biking	Surfing
Fishing	Camping	Alpine Skiing
Snowboarding	Rope Courses	Urban Bicycling
Adventure Races	In-line Skating	Adventure Travel
Skateboarding	BMX Biking	

The Outdoor Recreation Program also includes traditional outdoor recreation activities such as:

Golf	Basketball	Tennis
Volleyball	Baseball	Softball
Football	Soccer	Track and Field
Swimming	Sailing	

The extent and type of Outdoor Recreation Program depends on the Installation location, local geography, and patron interest. The 750 Series of Navy Category Codes provides for the various types of facilities that may be required to support the above programs. Facilities should be attractive, clean, uncluttered, and well maintained. Space should be available to support all core program activities.

750-1.1 Morale Welfare and Recreation (MWR), Navy Personnel Command (NPC) Role: The involvement of MWR representatives in the planning process is required, especially for all Category C business-based projects, in order to ensure a match between program needs, and the types and sizes of spaces to be provided. MWR programs are funded by a combination of non-appropriated funds (NAFs) and appropriated funds (APFs). MWR activities are divided into three categories following DoD policy on funding and function:

- **Category A** operations are authorized full APF funding and directly support mission essential requirements. Examples are gymnasiums, fitness centers, and sports programs.
- **Category B** operations are mission enhancing community support programs and are authorized significant APF support. Examples are outdoor recreation, child development, hobby shops, ITT, community pools, school age care, and youth development programs.
- **Category C** operations are business-based activities and are authorized minimal APF (such as SRM, environmental compliance, security, and health and safety support; interior renovation and new construction/additions are NAF funded) except at isolated/remote and OCONUS installations where Category C operations are treated the same as Category B operations. Examples are food and beverage operations, bowling centers, cottages, RV parks, slip rental marinas, and golf courses.

For Category B and C facilities an initial market survey and financial analysis or pro forma is required to determine if the facility will be self-sustaining or profitable, in the case of Category C operations. Once the Installation has completed their analysis, the proposal will be submitted via the regional command to NPC (after 1 October 2004, CNI Field Support Activity) through an Internal Needs Validation Study (INVS). If the project earns sufficient points through the INVS, it will move on to the Project Validation Assessment stage where the demand and scope will be confirmed through independent review.

750-1.4 **Overseas Adjustment:** For overseas activities the net to gross factor (typical net to gross is 1.25 or 25%) will increase as necessary to meet host nation building codes.

750-2 USING THE CRITERIA.

750-2.1 **Size to Accommodate Demand.** The below criteria provide the current approach for determining allowances for Morale, Welfare and Recreational (MWR) facilities. Facility allowances are sized to accommodate the projected demand for the anticipated functions. The projected demand will be estimated using a Market Survey approach. Existing Navy wide surveys (under 2 years old), MWR Pulse Point Surveys, and other local surveys can be used to determine the demand. Existing community facilities will be considered in the Market Analysis approach. The facility capacity requirements will be estimated using industry standards and comparable existing facilities, Navy, DoD, municipal, or commercial.

In addition to the above criteria, attention should be given to relevant planning information in the Base Master Plan, Regional or Functional Plan (RSIP), existing

Unified Facilities Criteria (UFC) as developed, Design Manuals, Military Handbooks or Instructions for the specific facility type.

For Marine Corps Installations results of the MWR Construction Program Patron Survey will be used to provide Marine Corps specific patron desires. Construction Program Patron Survey data is available from the Commandant of the Marine Corps (MW).

750-2.2 **Space Allowance Flexibility**

750-2.2.1 **Aggregate Space Allowances.** For many of these criteria, usage demand, capacity requirements and space allowances are calculated separately for component function-areas of the facility, and then totaled to derive overall facility space allowances. This procedure is designed to respond to local variations in the set of activities and spaces provided, and the relative demand for different activities depending on the needs of the installation population. This approach can also accommodate diverse existing facility situations, when considering additions or complementary new facilities.

750-2.2.2 **Space Programs versus Facility Allowances.** These criteria are used to determine the total space allowance for a facility. Even though area calculations for functional components of the facility are used in deriving the overall allowance, this does not fix the space sizes of the component program areas of the facility. Local installation decisions, in the space programming and design process, should determine the appropriate allocation of areas for each function-space within the total facility allowance. Any such decisions should be fully justified to the regional and CNI MWR program management to ensure compliance with Navy and DoD standards.

750-2.2.3 **Local Variation.** Local demand for program activities may depend on a variety of factors, in addition to the overall installation population, including

- Proportion and relative participation of different user groups among the population.
- Specific program of activities provided.
- Competing on-base and off-base facilities providing similar programs.
- Geographic distribution and accessibility of the user populations.
- Local climate conditions and operating seasons.
- Overseas situations and local customs.
- Installation geography.

750-2.3 Population Basis for Demand Calculations

See Chapter 1 of this instruction for general information on population definitions and base loading data.

750-2.4 Recreational Planning Context

Planning for MWR facilities should involve consideration of the individual facility in relationship to a comprehensive recreational program and facilities plan for the installation and the region. Consider the following factors, in addition to those relationships specifically indicated in the criteria for each facility:

- If other MWR facilities serving the same user population provide the same program activities, reduce the allowed capacity of the proposed facility by the capacity provided elsewhere at the installation or other nearby regional installations.
- Consider collocating the facility with other recreational facilities providing complementary programs, to provide the users with the increased convenience and attractiveness of clustered activities, and to take advantage of potential savings in support space requirements and operating costs.
- Size and locate an individual facility appropriately to the target population and geographical area its particular function is designed to serve. Convenient access for users should be considered in balance with the need for efficient facility operation and avoidance of duplicate facilities. Consider the DoD INST 1015.15 (Enclosure 3, Attachment 1) requirement for the use of appropriated funds (APF) for site development costs, archeological and ammunition clearances, water purification, demolition, excessive utility connections, and road service when selecting sites.
- Consider local community facilities. If the local community has a robust program and facilities for outdoor recreational activities consider partnerships with the local community for services, and/or other Public Private Venture initiatives.

750 10 OUTDOOR PLAYING COURTS (EA)**FAC: 7521****BFR Required: Y**

Design Criteria: UFC 4-750-02N - Design: Outdoor Sports and Recreational Facilities

75010-1 **GENERAL.** See introduction to 750 series category codes for General Instructions regarding facility allowance planning procedures.

75010-2 **DEFINITION.** Outdoor Playing Courts provide facilities and support services to meet the individual physical fitness and recreation needs of military personnel. The facilities may also serve dependents, retirees and authorized civilians. Activities that may be accommodated in Outdoor Playing Courts include: basketball, tennis, volleyball, skate/skateboard parks, and outdoor skating/roller hockey rink

75010-3 **RELATED FACILITIES.** Consideration should be given to collocating the Outdoor Playing Courts with the following recreational facilities in order to (i) take advantage of potential savings in space requirements and operating costs, and (ii) provide users with the increased convenience of clustered facilities:

- 740 44 Indoor Physical Fitness Center (Gym)
- 740 45 Fitness Room
- 740 84 Indoor Playing Courts
- 750 20 Playing Fields
- 740 55 Youth Center

75010-4 **DEMAND AND ALLOWANCES.** Demand, market analysis and survey information, as well as the number of existing leagues/teams if applicable determine the number of Outdoor Playing Courts provided at each installation. Provision of lighted courts is recommended where there is a high demand and/or climate warrants later usage by patrons. Youth Outdoor Playing Courts will be provided as needed. They should be sized and located for the youth population, i.e. near the youth center if there is one. The Courts will be sized in accordance with industry standards for the youth age group or adult age group as appropriate.

750 20 PLAYING FIELDS (EA)

FAC: 7522

BFR Required: Y

Design Criteria: UFC 4-750-02N - Design: Outdoor Sports and Recreational Facilities

75020-1 **GENERAL.** See introduction to 750 series category codes for General Instructions regarding facility allowance planning procedures.

75020-2 **DEFINITION.** Playing Fields provide facilities and support services to meet the individual physical fitness, coordination, skills development, training and recreation needs of military personnel. The facilities may also serve dependents, retirees and authorized civilians. Activities which may be accommodated in Playing Fields include: baseball, football, soccer, softball, track and field, etc.

75020-3 **RELATED FACILITIES.** Consideration should be given to collocating the Playing Fields with the following recreational facilities in order to (i) take advantage of potential savings in space requirements and operating costs, and (ii) provide users with the increased convenience of clustered facilities:

- 740 44 Indoor Physical Fitness Center (Gym)
- 740 45 Fitness Room
- 740 53 Indoor Swimming Pool
- 750 10 Outdoor Playing Courts.
- 740 55 Youth Center

75020-4 **DEMAND AND ALLOWANCES.** Demand, market analysis and survey information, as well as the number of existing leagues/teams if applicable determine the number of Outdoor Playing Fields provided at each installation. Provision of lighted fields is recommended for expanded usage. Provision of lighted fields and use of artificial turf or installed sprinkler systems may serve to reduce the total requirement for fields by allowing extended playing hours, extended play without the need for field maintenance/recovery. Youth Outdoor Playing Fields will be provided as needed. They should be sized and located for the youth population, i.e. near the youth center if there is one. The Fields will be sized in accordance with industry standards for the youth age group or adult age group as appropriate.

750 21 BATTING CAGE (EA)

FAC: 7542

BFR Required: N

75021-1 Batting cages may be provided at Installations where there is a demand, where a MWR survey supports the requirement, and there is no convenient local alternative. Size according to industry standards.

750 22 JOGGING TRACK (KM/MI)

FAC: 7542

BFR Required: N

75022-1 Jogging tracks are provided and sized as required.

750 23 GO-CART TRACK (KM/MI)

FAC: 7542

BFR Required: N

75023-1 Go-Cart Tracks may be provided as a Category C facility where they are determined to be profitable enterprises. Market analysis for this facility must be provided by MWR. Size according to demand and industry standards.

750 30 OUTDOOR SWIMMING POOL - INSTALLATION (SQ.M./SF)

FAC: 7512

BFR Required: Y

75030-1 (Use Category Code 740 53 SWIMMING POOL - INDOOR for sizing standards). With appropriate demand analysis, outdoor pools may include water park features and spray parks.

750 33 POOL PUMP/FILTER/TREATMENT FACILITY (SF)

FAC: 7448

BFR Required: N

75033-1 This code is for inventory purposes and only in those cases where such facilities are located in a structure remotely situated from the swimming pool proper.

750 34 WADING POOL/SPLASH POOL (EA)

This CCN has been deleted. All newly programmed and existing assets should be assigned to CCN 75030 Outdoor Swimming Pool-Installation.

750 36 COOPER COAX CCTV AND CATV (LS)

FAC: 1351

BFR Required: N

75036-1 This Category Code is for inventory purposes only. Such facilities are used for the distribution of CCTV, cable TV services and commercial internet services.

750 37 OUTDOOR ADVENTURE AREA (EA)

FAC: 7542

BFR Required: N

75037-1 Includes Ropes Courses, Natural Recreation Features (rock climbing, hiking trails, mountain bike trails, paintball ranges, and motocross/BMX areas). Requirement is based on local availability (geography) and local demand. Size according to industry standards.

750 38 OUTDOOR MWR EQUIPMENT RENTAL STORAGE (SQ.M./SF)

FAC: 4521

BFR Required: Y

75038-1 Outdoor fenced area with lighting for storage of MWR rental equipment (not enclosed). Facility should be co-located with the Outdoor Recreation Center CCN 740-37, if there is one.

750 39 MWR VEHICLE/RV/BOAT STORAGE COMPOUND (SQ.M./SY)**FAC: 8523****BFR Required: Y**

75039-1 Vehicle/RV/Boat Storage Compounds may be provided as Category C facilities where they are determined to be profitable enterprises. Market analysis for this facility must be provided by MWR. Size according to demand and industry standards. Covered spaces may be included where justified by demand.

750 40 GOLF COURSE (EA)**FAC: 7513****BFR Required: Y**

Design Criteria: UFC 4-750-02N - Design: Outdoor Sports and Recreational Facilities

75040-1 **GENERAL.** See introduction to 750 series category codes for General Instructions regarding facility allowance planning procedures.

75040-2 **DEFINITION.** Golf Courses are recreational facilities which may accommodate: recreational golfing, practice, instruction, tournaments, exhibitions, special events, and winter recreational activities such as cross-country skiing, ice skating, sledding and tobogganing. In addition to the Golf Course, space permitting, the facility may include a driving range, practice hole, chipping green with sand trap, and putting green(s). A Golf Course is a Category C MWR facility.

75040-3 **RELATED FACILITIES.** The Golf Course must be collocated with the following recreational facilities in order to (i) take advantage of potential savings in space requirements and operating costs, and (ii) provide users with the increased convenience of clustered facilities:

- 740 80 Golf Club House (including golf maintenance building/storage compound, chemical/fertilizer/pesticide storage and mixing building, and cart storage facilities).
- 750 56 Golf Driving Range.

75040-4 **DEMAND.** The Golf Course will be sized in accordance with a market survey approach. As a Category C facility, the Golf Course must be profitable and a financial analysis or pro forma will be provided as well as the NPC Internal Needs Validation Study (INVS), and finally the Project Validation Assessment. The Planner will accomplish the initial demand investigation and review along with local MWR personnel. If project is financially sound it will be forwarded via the region to NPC (after 1 October 2004, CNI Field Support Activity) for INVS scoring and possible Project Validation Assessment.

75040-5 **FACILITY ALLOWANCE.** The Golf Course will be sized in accordance with industry standards. One resource for sizing criteria is the National Golf Foundation (NGF). Siting, water availability, and existing land area available will be the key considerations when planning a new Golf Course.

750 50 OUTDOOR THEATER (EA)

FAC: 7532

BFR Required: Y

75050-1 No planning factors are available. If an outdoor theater (either seat- type or drive-in) is provided, the requirements for theaters (Code 740 56) must be reduced accordingly.

750 52 SKEET AND/OR TRAP RANGE (EA)

FAC: 7542

BFR Required: Y

75052-1 Skeet and/or Trap Ranges may be provided as Category C facilities where they are determined to be profitable enterprises. Market analysis for this facility must be provided by MWR. Size according to demand and industry standards. In addition, suitable land must be available, and the activity must have a military population over 100. If a range building is authorized, see Category Code 740 52 for criteria. Table 75052-1 gives the corresponding land requirements. This facility must be self-sustaining.

Table 75052-1. Land Requirements for Skeet and Trap Ranges Land Area

Military Population (1)	Skeet Range	Trap Range
Up to 100	None	None
101 to 10,000	335m x 732m /1100' x 2400'	335m x 549m / 1100' x 1800'
10,001 to 15,000	335m x 732m /1100' x 2400'	335m x 576m / 1100' x 1890'
15,001 to 20,000	335m x 732m /1100' x 2400'	335m x 604m / 1100' x 1980'
20,001 to 25,000	335m x 732m /1100' x 2400'	335m x 631m / 1100' x 2070'
25,001 to 30,000	335m x 732m /1100' x 2400'	335m x 658m / 1100' x 2160'
30,001 to 40,000	335m x 777m /1100' x 2550'	335m x 686m / 1100' x 2250'
Over 40,000	335m x 823m / 1100' x 2700'	335m x 713m / 1100' x 2340'

(1) Military population consists of active duty military supported by the installation.

750 54 BAND STAND (EA)

FAC: 7531

BFR Required: N

75054-1 No planning factors are available. Requests for this facility will require individual justification.

750 56 GOLF DRIVING RANGE (EA)

FAC: 7514

BFR Required: Y

75056-1 Installations, where the necessary land is already available, and the facility will be profitable as a Category C facility, are authorized a golf driving range. See category code 750 40.

750 57 MWR OPERATED RECREATION GROUNDS (EA)

FAC: 7516

BFR Required: Y

75057-1 No specific guidance is available. Local conditions usually will govern the development of any parks, playgrounds, or picnic areas. Recreation Pavilions (Code 740 78) are authorized in conjunction with these facilities.

750 58 RECREATIONAL CAMPGROUND-TENT (SQ.M./SF)

This category code has been deleted. All newly programmed and existing assets should be assigned to category code 750 59, Recreational Campground.

750 59 RECREATIONAL CAMPGROUND (AC)**FAC: 7541****BFR Required: Y**

75059-1 **GENERAL.** See General Notes to 750 series category codes for General Instructions regarding facility allowance planning procedures.

75059-2 **DEFINITION.** Recreational Campgrounds provide the military community with outdoor recreation opportunities at locations with attractive natural resources. To complement the camping experience, and depending on location, Recreational Campgrounds may offer activities such as boating, canoeing, fishing, hiking, hunting, skiing and swimming. Facilities should be designed to take advantage of the natural features of the site, from vegetation to good views to unusual topography. At the same time, development should be environmentally appropriate and not threaten the preservation of the natural heritage and scenic resources.

The planning criteria in this Category Code addresses only the camping sites and other support elements such as RV dump stations; dumpster stations; playgrounds and courts (associated with the RV Park only); standalone picnic shelters; and any other associated facilities or site features other than buildings. Facilities such as camp offices; camp stores; bathhouses; laundry facilities; storage buildings; campground rental centers, etc. should be categorized under CCN 740-92 MWR RV Park Support Building. Requirements for these facilities can also be found under CCN 740-92. Recreational campgrounds are encouraged to make use of the Camp Host concept to assist in the management of the campground. Space allowances for MWR Rental Accommodations are addressed under CCN 740-81.

Dump stations should generally be provided at campgrounds that accommodate RV's. The sizing and design of dump stations will vary according to local conditions (such as topography, soil conditions, proximity to water sources, etc.). All dump station facilities must comply fully with all applicable environmental regulations.

75059-3 **RELATED FACILITIES.** Where such locations are adjacent to the sea or other body of water, support facilities such as marinas, boat ramps and RV/vehicle/boat storage compounds may be sited in close proximity to Recreational Campgrounds.

75059-4 **SPACE ALLOWANCE.** The total number of camping and/or RV sites provided at a location is primarily determined by two considerations:

- The Recreational Campground will be sized in accordance with a market survey approach. As a Category C facility, the Campground must be profitable and a financial analysis or pro forma will be provided as well as the CNIC Internal Needs Validation Study (INVS), and finally the Project Validation Assessment. The Planner will accomplish the initial demand investigation and review along with local MWR personnel. If the project is

financially sound it will be forwarded via the region to CNIC Fleet & Family Readiness (N944A) for INVS Scoring and possible Project Validation Assessment.

- Capacity of the location to accommodate the proposed facilities at a recommended level of use density, and other site planning requirements for access and provision of utilities.

75059-4.1 The number of campsites which may be accommodated per acre will vary depending on the natural features (topography, geology, vegetation, etc.) of the proposed location and the desired degree of privacy between individual sites. Development of as few as 2.4 sites per hectare (6 sites per acre) to a maximum of 5.7 sites per hectare (14 sites per acre) is recommended as a planning guideline. However, this guideline may be modified by the financial analysis, which may, for example, indicate that 2.4 sites per hectare (6 sites per acre) may be too low to justify the investment required to provide the necessary infrastructure (paths, roads, patron support facilities, utilities, etc.). Furthermore, the financial analysis may also indicate a total minimum number of sites required to justify the investment in this recreational resource and the corresponding support building (CCN 740-92). RV Campsites should be planned with a vehicle/picnic pad 20 feet by 40 feet that will accommodate the RV and either towed or towing vehicle, picnic table, fire ring/grill and lantern pole. The adjacent utilities pedestal should offer 20/30/50A electrical service, drinking water hose bibb and sewer connection. WIFI service is also a standard for all RV spaces. Minimum separation between campsites should be 37 feet centerline to centerline of each pad. It is recommended that, where financially feasible, the RV Campground include a mix of back-in and pull-through sites.

75059-4.2 All facilities, which have the potential for causing environmental contamination — for example, dumpsters and dump stations —, must comply fully with all applicable local, state and federal regulations. The planning of Recreational Campgrounds located in areas under the jurisdiction of other agencies such as State Parks and Forests Divisions, the U.S. Forest Service and the National Park Service, must adhere to all applicable development guidelines and review procedures.

750 60 MARINA / BOAT RAMP (EA)

FAC: 7518

BFR Required: Y

75060-1 This facility requires special considerations and must be developed based on local conditions and supported by a detailed analysis. As a Category C facility, the Marina must be profitable and a financial analysis or pro forma will be provided as well as the CNIC Fleet & Family Readiness (N944A) Internal Needs Validation Study (INVS), and finally the Project Validation Assessment (PVA). A marina may also be operated as a Category B operation without resale or private boat berthing. In this case, boats and equipment are MWR-owned and -operated. For a Category B program marina, it is necessary to document the demand and to ensure that APF will be available to support

operation of the sailing program. In this case the INVS and PVA goal is to build only to demand capacity and attempt to breakeven financially. The operation of a snack bar, restaurant, or resale outlet is only authorized as a Category C program. The Planner will accomplish the initial demand investigation and review along with local MWR personnel. If the project is financially sound it will be forwarded via the Region to CNIC Fleet & Family Readiness (N944A) with a pre-INVS for evaluation, comment and questions. Once any comments or questions are resolved submission of a full INVS will be invited and scored followed by a possible PVA. CCN 75060 Marina/Boat Ramp includes any combination of boat launch ramps for personal watercraft; boat launch piers that support the ramp; and/or any piers associated with boat slips. Stand-alone recreational piers not affiliated with a marina should be captured under CCN 75061 Recreational Pier. A marina support building or boathouse is authorized in conjunction with a marina and should be programmed as a part of the project nomination and validation process. See category code 74087, Marina Support Building, for marina support building criteria. There are two categories of Marina: Category B is the MWR boating/sailing program and Category C is the rental slip operation.

750 61 RECREATIONAL PIER (EA)

FAC: 7517

BFR Required: Y

75061-1 This CCN is used for stand-alone recreational pier facilities (e.g. fishing piers) where there is no existing Marina.

751 OUTDOOR RECREATION FACILITIES

751 10 PLAYGROUND (EA)

FAC: 7511

BFR Required: N

75110-1 **DEFINITION.** Formerly titled "Community Playground". Playgrounds are outdoor activity areas provided for children and are an integral part of the functions associated with schools, family housing areas, outdoor athletic and recreational areas, and child development, school age care and youth centers. The playgrounds may utilize traditional playground equipment or may be constructed with zero-depth splash park features.

A playground will have a defined boundary with one or more types of play equipment or features, and fall-protection surfacing appropriate for the equipment provided and anticipated activities. (A playground is differentiated from an open play area which does not have a defined boundary or engineered surfacing, which generally consists of a rubberized, poured surface but may be wood chips, rubber chips, or rubber tiles).

Each playground is specifically planned and designed to meet the age-appropriate activity needs of children playing in these areas. Refer to UFC 3-201-02 “Landscape Architecture” and the US Consumer Product Safety Commission “Public Playground Safety Handbook” for guidance.

Each playground must be Architectural Barriers Act (ABA) compliant for the appropriate age group. For Child Development Centers having multiple outdoor activity areas for each age group, only a single area per age group must be ABA compliant, however all outdoor activity areas must meet the requirements of the Child Development Center UFC 4-740-14. Outdoor activity areas supporting Youth or School Age Care (SAC) Centers must comply with UFC 4-740-06.

Playgrounds do not include purpose-built fields or tracks to support specific sports (refer to the 750 series of Category Codes for sports facilities).

75110-2 **PROPERTY RECORD CARD USAGE.** Each playground location should be shown on a separate property record card, which will include the site and all equipment associated with the playground.

This Category Code is for inventory purposes only.

752 OUTDOOR ATHLETIC FACILITIES

752 40 ATHLETIC STADIUM (EA)

FAC: 7524

BFR Required: N

75240-1 For inventory purposes only.

760 MUSEUMS AND MEMORIALS

760 10 MUSEUM / MEMORIAL BUILDING (SQ.M./SF)

FAC: 7601

BFR Required: Y

Project Approval (Museums): Assistant Secretary SECNAV INSTRUCTION 5755.2A (Museums) (http://neds.nebt.daps.mil/Directives/5755_2a.pdf)

76010-1 No specific planning factors are available for this group. Requirements for each of the above facilities will be established based on individual studies and supporting justification. Museums must be approved by SECNAV.

76010-2 The Office of the Comptroller of the Navy has ruled the use of appropriated funds (including OM&N funds) for the construction and maintenance of memorials is restricted to those memorials specifically approved by Congressional authority. Alternative funding sources should be explored.

760 20 OUTDOOR MONUMENT / MEMORIAL (EA)

FAC: 7602

BFR Required: N

76020-1 The Office of the Comptroller of the Navy has ruled that the use of appropriated funds (including OM&N funds) for the construction and maintenance of memorials is restricted to those memorials specifically approved by Congressional authority. Alternative funding sources should be explored.

760 30 CEMETERY (EA)

FAC: 7603

BFR Required: N

76030-1 No specific planning factors are available for this group. Requirements for each of the above facilities will be established based on individual studies and supporting justification. SECNAV approval will be required.