

**700 SERIES
HOUSING AND COMMUNITY FACILITIES**

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710 FAMILY HOUSING

Design Criteria: MIL-HDBK-1035

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. In the absence of actual personnel survey data, the Navy and Marine Corps service averages, as shown in Table 710-2, may be used to estimate family housing, unaccompanied personnel housing, as well as other personnel support facility requirements.

Table 710-2 Navy and Marine Corps Personnel Averages (1992 Data)

NAVY					MARINE CORPS				
Grade	Rank	% Distrib	% Married	Avg. No. DPN	Grade	Rank	% Distrib	% Married	Avg. No. DPN
<i>Officers</i>					<i>Officers</i>				
07-10	Admiral	0.3	96.9	2.3	07-09	General	0.3	94.1	1.8
06	Captain	5.1	91.6	2.8	06	Colonel	3.3	95.4	2.6
05	Commander	11.3	90.0	2.9	05	Colonel	8.3	93.1	3.0
04	Lt Commander	19.8	84.2	2.7	04	Major	16.3	89.4	2.9
03	Lieutenant	34.1	69.1	2.2	03	Captain	32.0	77.8	2.4
02	Lieut. J.G.	13.4	45.9	1.7	02	1 st LT	17.7	53.6	1.7
01	Ensign	11.9	30.1	1.8	01	2 nd LT	12.2	32.6	1.5
W	Warrants	4.1	90.5	2.8	W	Warrants	9.9	89.0	3.1
Totals			68.8	2.4	Totals			72.6	2.5
<i>Enlisted Personnel</i>					<i>Enlisted Personnel</i>				
E9	Master CPO	1.0	91.1	2.9	E9	M Gun SGT/ SGT Major	0.8	89.9	2.8
E8	Senior CPO	2.2	88.8	3.0	E8	M SGT/1 st SGT	2.1	88.6	3.1
E7	CPO	6.9	86.2	2.9	E7	Gun SGT	5.4	85.4	3.1
E6	PO 1 st CL	17.4	80.3	2.6	E6	Staff SGT	8.9	81.7	2.8
E5	PO 2 nd CL	21.6	64.3	2.1	E5	Sergeant	14.3	72.6	2.3
E4	PO 3 rd CL	20.1	39.6	1.6	E4	Corporal	18.7	49.0	1.7
E3	Seaman	15.2	25.0	1.5	E3	Lance Corporal	33.8	25.7	1.4
E2	S. Apprentice	9.0	15.2	1.5	E2	PVT 1 st CL	10.5	11.8	1.4
E1	Recruit	6.6	8.6	1.4	E1	Private	5.5	7.8	1.4
TOTALS			50.4	2.3	TOTALS			44.4	2.2

Note: Percent married is not the same as percent with dependents. Numbers have been rounded.

711 FAMILY HOUSING - DWELLINGS AND ATTACHED GARAGES

71120 through 71176

HOUSING (FA)

Design Criteria: See MIL-HDBK-1035 (June 89) Detailed Guidance, Sample Calculations & Tables of acceptable Land Use Intensity Ratios.

71120 Through 71176-1 CATEGORY CODE NUMBERS. For a complete list of five digit codes in the 711 category group, see NAVFAC P-72.

71120 Through 71176-2 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 71176-2.1 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 unacquired.
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 71176-2.1.1 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 71176-2.1.1.1 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 71176-2.1.1.2 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 71176-2.1.1.3 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 71176-3 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 78 FAMILY HOUSING – BASE OPERATING SUPPORT CONTRACTOR (FA)

FAC: 7110

BFR Required: N

71178-1 Criteria for this Category Code are currently being written.

712 FAMILY HOUSING – MOBILE HOMES (SUBSTANDARD)

712 10 MOBILE HOMES, SUBSTANDARD (FA)

FAC: 7120

BFR Required: N

71210-1 **DESCRIPTION.** Mobile homes with government ownership are an emergency expedient. They are not considered in basic planning.

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.

713 10 TRAILER SITES FOR GOVERNMENT OWNED TRAILERS (FA)

FAC: 7130

BFR Required: N

71310-1 **DESCRIPTION.** The use of government-owned trailers is not generally contemplated.

713 11 MOBILE HOME PARK (FA)

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 MIL-HDBK-1035 (June 89)

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 MIL-HDBK-1035 for detailed guidance.

714 20 DETACHED CARPORTS (SF)

FAC: 7141

BFR Required: N

Design Criteria: See MIL-HDBK-1035 (June 89)

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 MIL-HDBK-1035 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 MIL-HDBK-1035 (June 89) 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 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 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 DETACHED HOUSING 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 BACHELOR HOUSING - ENLISTED QUARTERS (PN)**

See UFC 4-721-10 for design criteria.

721-1 Bachelor Enlisted Quarters (BEQ) refers to apartment style, hotel style, dormitory style living quarters and the open bay barracks for recruits. If messing facilities are attached, use category code numbers 721-11 through 721-40 for the quarters portion as appropriate and category code number 721-45 for the mess hall portion. For detached mess halls, use category group 722.

PLANNING CRITERIA

721-2 The BEQ programming requirements are derived from the Bachelor Housing Requirements Determination (BHRD). 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 bachelor housing program management office.

721 11/12/13 PERMANENT PARTY – BACHELOR ENLISTED QUARTERS (NAVY) (PN)

721 11 PERMANENT PARTY BEQ E1–E4<4 (E4 WITH LESS THAN 4 YEARS OF SERVICE)

FAC: 7210
BFR Required: Y

721 12 PERMANENT PARTY BEQ E4>4–E6

FAC: 7210
BFR Required: Y

721 13 PERMANENT PARTY BEQ E7 – E9

FAC: 7210
BFR Required: Y

72111/12/13-1 Permanent party personnel, shore duty personnel and rotational personnel in homeport are covered under category code numbers 721-11/12/13. See UFC 4-721-10 for design criteria.

72111/12/13-2 The 1+1E module is sized for two E1-E4<4 or one E4>4-E9 personnel. Refer to Table 72111-A for assignment policy. All construction projects will 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 BHRD except for rounding purposes. 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.

PLANNING CRITERIA FOR NEW CONSTRUCTION AND RENOVATION FOR 721-11/12/13

1+1E module	<u>3 Stories or less</u>	<u>4 stories or more**</u>
Module *	56.0 m ²	56.0 m ²

Common Area/Circulation/MEC	10.0 m ²	14.0 m ²
Building gross m ² per module	66.0 m ²	70.0 m ²

* The module total allowance of 56.0 m² refers to the sleeping/living rooms, closets, bathroom, compact kitchen, inside module laundry, inside module circulation, and associated mechanical and electrical space inside the module. This does not include circulation outside the module or MEC space outside the module. All modules must be designed as two bedroom units with two closets located in each bedroom. A bedroom and living room design is prohibited.

** For high-rise construction and elevator. Also applies to special design requirements for historical preservation, etc.

BUILDING COMMON SPACE OUTSIDE OF THE MODULE

72111/12/13-3 The typical shared common space to be provided for all 1+1E standard plans is very limited and is identified below.

72111/12/13-3.1 Required Common Spaces

- Interior corridors and stairways
- Mail Room or Mailbox area for each resident (may be located outside the building if in close proximity)
- Building Mechanical/Electrical room and Tele-Communications room
- Elevator (freight-sized for furniture movement)
 - For buildings 3 Stories or less, provide only a concrete pad and removable railing for installation of a portable “lift” for the movement of furniture.
 - For buildings 4 stories or higher, provide elevator using the additional 4 SM per module_area allowance for high-rise construction.
- Wall construction adjustments, masonry vs. stud, etc.

72111/12/13-3.2 Additional Common Spaces

Some spaces previously provided in the common areas are no longer required because they are mitigated by the new modified layout. For example: laundries are not needed because they are now accommodated in each module. After required spaces listed have been accommodated, vending space and housekeeping/janitorial space may be included in the design only if area is available within the maximum building limit of 66SM per module. This must be identified as early as possible in the planning and design process. Items to be counted as one-half scope include elevators and shafts; stairs and stairwells, enclosed or unenclosed; and vertical chases.

**Table 72111-A
Navy Permanent Bachelor Enlisted Quarters**

RANK/RATE	OSD MINIMUM STANDARDS OF ACCEPTABILITY*	PLANNING CRITERIA FOR NEW CONSTRUCTION
E-7 - E-9 (721-13)	Private room and bath. Minimum 25 m ² (270 SF) 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 .
E-4>4 - E-6 (721-12)	Private room and a bath shared with not more than one other. Minimum 12.5 m ² (135 SF) 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 .
E-1 - E-4<4 (721-11)	Not more than two to a room. Bath not shared with more than four others. Minimum 8.4 m ² (90 SF) net living area.	Two sleeping rooms each occupied by one person; 14.4 net m ² living area/ person, plus bath, service area, approximately 3 net m ² closets per bedroom (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.

RELATED FACILITIES

72111/12/13-4 BEQs should be collocated with a bachelor housing check-in center. Consideration should also be given to collocating BEQs with single sailor service centers, food service facilities, fitness facilities and other MWR facilities.

PARKING FOR PERMANENT PARTY PERSONNEL

72111/12/13-5 Automobile parking for 70% of the residents must be provided, with handicapped spaces as required by Navy Design Criteria. 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. 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.

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

72111/12/13-6 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 bachelor quarters. All outdoor recreation used exclusively for bachelor quarters will be accounted under a bachelor quarter category code such as 723 60 Bachelor Housing – Other Detached Buildings or 723 61 Bachelor Housing – Other Detached Facilities.

RENOVATION STANDARDS

72111/12/13-7 Renovation designs may be adjusted to work within reasonable architectural practice but common sense and economics may justify variations. For example, oversized units in existing configurations like the 1983 2+2 style can be cost effective when major work like bathrooms and block walls are left in place. This could

happen when a 4-person module is converted to a 2-person module. The renovation, conversion or replacement choices should be considered and addressed briefly on all renovation projects. The minimum bedroom area (14.4 m² or 155 SF) is required and must be provided as clear area. This takes precedence over existing structural features. Freestanding columns are not allowed to interfere with a functional area. All required features of the 1+1E module must be provided at a minimum. (Example: 2 medicine cabinets, 2 burner cook top.) A shower may be provided in place of a tub/shower.

Repair Standards

72111/12/13-8 Repair work may be limited to original standards used for the existing buildings.

721 14 CLASS ‘A’ STUDENT BARRACKS (PN)

FAC: 7213

BFR Required: Y

72114-1 ‘A’ school students are housed in the 2+2 module. See UFC 4-721-10 for design criteria. The 2+2 module is sized for four E1-E4<4 (E4 with less than 4 years of service), two E4>4 -E6 personnel or one E7-9 personnel. There are two basic entry styles for the 2+2 style hotels, exterior corridor style and interior corridor style. All construction projects will 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 BHRD except for rounding purposes.

Planning Criteria For New Construction For 721 14

2+2 module	<u>3 Stories or less</u>	<u>4 stories or more**</u>
Module *	66.0 m ²	66.0 m ²
Common Area /Circulation/MEC	13.0 m ²	17.0 m ²
Building gross m ² per module	79.0 m ²	83.0 m ²

* The module total allowance of 66.0 m² refers to two bedrooms (minimum 16.7 m² each), with a shared bath, 4 closets (minimum 2 m² each), inside module circulation, space for a refrigerator with microwave oven on top and associated mechanical and electrical space inside the module. This does not include circulation outside the module or MEC space outside the module.

** For high-rise construction and elevator. Also applies to special design requirements for historical preservation, etc.

Building Common Space Outside Of The Module

72114-2 For each project, all common spaces must be individually scoped and justified from the list below. Items to be counted as one-half scope include elevators and shafts; 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
- Elevator (freight-sized for furniture movement)
 - For buildings 3 Stories or less, provide only a concrete pad and removable railing for installation of a portable “lift” for the movement of furniture.
 - For buildings 4 stories or higher, provide elevator using the additional 4 SM per module area allowance for high-rise construction.

PARKING

72114-3 Automobile parking for 45% of the residents at Navy ‘A’ Schools and at USMC School of Infantry must be provided. 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.

721 15 RECRUIT TYPE BARRACKS (PN)

FAC: 7218

BFR Required: Y

72115-1 Open bay designs will be constructed only for recruits, receiving barracks, and USMC School of Infantry. 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. See UFC 4-721-10 for design criteria.

PLANNING CRITERIA FOR NEW CONSTRUCTION FOR 721 15

Open Bay

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

**Table 72115-A
Recruit Barracks**

RANK/RATE	OSD MINIMUM STANDARDS OF ACCEPTABILITY*	PLANNING CRITERIA FOR NEW CONSTRUCTION
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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.
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Building Common Space Outside Of The Module

72114-4 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

Parking For Recruits And Usmc School Of Infantry

72114-5 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 17 OFFICER CANDIDATE SCHOOL (OCS) (PN)

FAC: 7213

BFR Required: N

72117-1 Refer to Category Code 721 15 for planning criteria. This category code is for inventory purposes and has no separate criteria.

721 18 NAVAL ACADEMY PREPARATORY SCHOOL (NAPS) QUARTERS (PN)

FAC: 7213

BFR Required: N

72118-1 Refer to Category Codes 721-21/22/23 for planning criteria. This category code is for inventory purposes and has no separate criteria.

721 19 **BROADENED OPPORTUNITY FOR OFFICER SELECTION TRAINING (BOOST) QUARTERS (PN)**

FAC: 7213

BFR Required: N

72119-1 Refer to Category code 721-11/12/13 for planning criteria. This category code is for inventory purposes and has no separate criteria.

721 21 **TRANSIENT QUARTERS – MISSION ESSENTIAL, REVISED OCT 2011**

FAC: 7212

BFR Required: Y

Note: Category Code (CCN) 721-21 now includes transient personnel originally captured under CCNs 721-21, 721-22, and 721-23.

72121-1 **GENERAL.** Transient Quarters provide temporary lodging facilities for deployed rotational units; ships' crews in a commissioning, decommissioning or overhauling status; students attending school less than 20 weeks; reserves on active duty training, (ACTDUTRA); and TDY personnel.

Initial/preliminary requirements can be generated by local planning staff by following the steps in section 72121-3 "Space Planning." Preliminary site selection will also be performed during the initial planning phase. For Navy projects, 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. For USMC projects, the initial scope should be forwarded to the USMC HQ, Installations and Logistics, I&L (LF) for approval.

The space planning methodology included in this category code will accommodate the projected guest utilization based on official historical usage; non-availability certificates issued; and projected usage based on new or planned activities that will yield 80% average projected occupancy for the proposed facility/complex (see details under 72121-3 Space Allowance.).

72121-2 **DEFINITION.** Transient quarters provide temporary lodging facilities at an installation for both active duty and reservists regardless of rank. Unlike in previous years, the Navy no longer differentiates between ranks for transient facilities. The current guidance is to provide standardized double occupancy accommodations to all active duty and reservists of all ranks. The only exception to this is that local

commands reserve to the right to single book rooms for Navy officers and enlisted E7 and above when facilities are available.

There are two types of lodging facilities (LF)s:

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 72121-1 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 72121-2 tabulates space requirements based on the lodging facility type.

Table 72121-1. 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

Functional Program Area	Central	Satellite	Description
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
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
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

Functional Program Area	Central	Satellite	Description
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

† The final number, mix and variations of room types will be determined by the individual assessment by CNIC/N9. See 72121-1 GENERAL section for more information.

72121-3 **SPACE ALLOWANCE.** Guest rooms under CCN 72121 are double occupancy. New or renovated facilities should be planned for an 80% occupancy rate (for both Central and Satellite facilities.) Initial project scope will be determined by one of two methods, depending on the loading data available. If the actual loading capacity requirement is known (i.e., the number of personnel needing lodging for a given period), then perform method #1 to establish the room quantity requirement:

Method #1:

1. Since rooms under CCN 72121 are double occupancy, the known personnel demand should be divided by two. The result is then divided by .80 to establish an 80% occupancy rate. If, for example, the student demand for a new training mission averages 200 pn per month, the actual requirement would be $(200/2)/.8 = 125$ rooms. This is the room quantity requirement.
2. Apply the new room quantity requirement and the applicable functional area requirements from Table 72121-1, depending on facility type (Central or Satellite) against the space allowances in Table 72121-2 to obtain a comprehensive facility size. For initial planning purposes, allow for all spaces (required and optional, based on facility type) shown in Table 72121-1. Final determination of the actual spaces required will be determined by the individual assessment performed by CNIC/N944 (see section 72121-1.)

Alternatively, if the projected loading capacity is NOT known, but occupancy data for the previous two years is available via the local MWR lodging staff, calculate the room quantity requirement by using method #2:

Method #2:

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.

3. Apply the new room quantity requirements (from step 2) and the applicable functional area requirements (from Table 72121-1, depending on facility type, Central or Satellite) against the space allowances in Table 72121-2 to obtain a comprehensive facility size. For initial planning purposes, allow for all spaces (required and optional, based on facility type) shown in Table 72121-1.

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 housing office 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
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:

- 1) The total # of rooms in the inventory is the total room capacity for a building or series of buildings
- 2) The total # of room nights per month = number of days in the month (x) the number of rooms in inventory
- 3) The total # of room nights sold is the sum of rooms sold each night for the month
- 4) % Occupancy Equation = Total # room nights sold / Total # room nights
- 5) 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. Since rooms under 72121 are double occupancy but CNAs are on an individual basis, divide the total number of CNAs by two. This will represent booked rooms at capacity.

- 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. Since the CNAs are counted as 1/2 of a room's capacity: RNS = 116,596 + 119,495 + 62/2 + 34/2 = 236,139.
- 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 $236,139/249,660 = .94584$, 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. Since rooms under this CCN are double occupancy, the effective capacity is then 808 pn. 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.

To summarize the example, the original facility accommodated 684 pn in 342 rooms, and at a 94.6% occupancy rate. The number of rooms required to accommodate the target 80% occupancy rate is 404, which provides lodging for 808 personnel.

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 72121-1. These spaces along with the required room quantities will be applied to Table 72121-2 to define overall preliminary requirements for the facility. The example will use a six floor facility with two wings per floor.

Table 72121-2. Space Allowances for Transient Quarters

Functional Program Area		Base Area (See Note 1)		Space Standard (planning factor)	Notes/explanation	Sample (See Notes 2 & 3)		
		ft2	m2			Option/Quan	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
	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 gst rms +50sf per ea addl 200 gst rm. 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 gst rms +25sf per ea addl 100 gst rm. 300sf max.	75sf for two workstations and circulation with 25sf for each addl workstation	Yes	175	16.3

Functional Program Area	Base Area (See Note 1)		Space Standard (planning factor)	Notes/explanation	Sample (See Notes 2 & 3)			
	ft2	m2			Option/Quan	ft2	m2	
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	300	27.9	Each room	Quantity and distribution of rooms and suites to be determined by an independent assessment.	404	121,200	11,259.9	
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
	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 gstrm	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

Functional Program Area	Base Area (See Note 1)		Space Standard (planning factor)	Notes/explanation	Sample (See Notes 2 & 3)		
	ft2	m2			Option/Quan	ft2	m2
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
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. 3. The "Option/Quan" column shows whether or not a space is allowed based on the facility type (Central or Satellite) shown in Table 72121-1 "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"					Sample Subtotal	140,906	13,090.3
					Net-to-Gross Factor @ 30%	42,272	3,927.1
					Sample Total	183,178	17,017.4

Functional Program Area	Base Area (See Note 1)		Space Standard (planning factor)	Notes/explanation	Sample (See Notes 2 & 3)		
	ft2	m2			Option/Quan	ft2	m2
	facility. For this, some spaces will not be planned.						

Based on the above example for a 404 room Central lodging facility, the requirement is 183,176 gs/17017.4 sm. This provides for an average occupancy rate of 80% based on the room requirements information obtained from section 72121-3 "Space Allowance."

72121-4 **PARKING.** Provide a minimum of 0.5 parking spaces per guest room. 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.

721 22 BACHELOR ENLISTED QUARTERS - TRANSIENT E5-E6, DELETED OCT 2011

This category code is deleted. Criteria for CCN 721-21 is applicable.

721 23 BACHELOR QUARTERS - TRANSIENT E7- E9 (DELETED OCT 2011)

This category code is deleted. Criteria for CCN 721-21 is applicable.

721 24 BACHELORS ENLISTED QUARTERS, MARINE CORPS - E1-E4

FAC: 7210
BFR Required: Y

721 25 BACHELORS ENLISTED QUARTERS, MARINE CORPS - E5

FAC: 7210
BFR Required: Y

721 26 BACHELORS ENLISTED QUARTERS, MARINE CORPS - E6-E9

FAC: 7210
BFR Required: Y

721-24/25/26-1 The 2+0 room consists of one room with a bath and is sized for two E1-E3 or one E4-E9. Refer to Table 72124-A. 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 UFC 4-721-10 for design criteria.

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

Planning Criteria For New Construction And Renovation

For 721 24/25/26

2+0 Room	<u>3 Stories or less</u>	<u>4 stories or more**</u>
Gross Room Area *	31.5 m ²	31.5 m ²
Common Area /Circulation/MEC	11.0 m ²	13.0 m ²
Building gross m ² per room	42.5 m ²	44.5 m ²

* The room total allowance of 31.5 m² refers to the living/sleeping area; service area including: closets, separate compartments for shower and water closet, refrigerator/microwave, and lavatory; inside room circulation; and associated mechanical and electrical space inside the room. This does not include circulation outside the module or MEC space outside the room.

** For high-rise construction. Also applies to special design requirements for historical preservation, etc.

Building Common Space Outside Of The Room

721-24/25/26-2 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 Common Spaces

- Circulation, corridors and/or balcony access
- Laundry facilities
- Building utility room

Optional Common Spaces

- Vestibule, administration area, lobby, reception desk and office space
- Multi-purpose spaces: lounge, meeting room, conference room, classroom, library area/computer room (14 m² maximum), game room, multi-media rentals closet, vending area, public telephone alcove, public toilets, mail service, housekeeping.
- Resident bulk storage, where required

**Table 72124-A
Marine Bachelor Enlisted Quarters**

RANK/RATE	OSD MINIMUM STANDARDS OF ACCEPTABILITY*	PLANNING CRITERIA FOR NEW CONSTRUCTION (Permanent Party)	PLANNING CRITERIA FOR NEW CONSTRUCTION (Transient)
USMC E6 - E9 (721-26)	Private room and bath. Minimum 25 m ² (270 SF) net living area.	New construction of SNCO barracks will be considered on a case-by-case basis.	Private room and bath; plus service area; 2 closets, minimum 2 net m ² each. Room is 31.5 gross m ²
USMC E4-E5 (721-25)	Private room and a bath shared with not more than one other. Minimum 12.5 m ² (135 SF) net living area.	Private room and bath; plus service area; 2 closets, minimum 2 net m ² each. Room is 31.5 gross m ² .	Private room and bath; service area, 2 closets, minimum 2 net m ² each. Room is 31.5 gross m ²
USMC E1-E3 (721-24)	Not more than four to a room. Central bath. Minimum 8.36 m ² (90 SF) net living area.	Shared room and bath occupied by two persons; 8.36 net m ² sleeping/ living area plus shared bath; two closets minimum 2 net m ² each; and service area. Room is 31.5 gross m ² .	Shared room and bath occupied by two persons; 8.36 net m ² sleeping/ living area plus shared bath; two closets minimum 2 net m ² each; and service area. Room is 31.5 gross m ² .

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

Barracks Parking

721-24/25/26-3 Automobile parking for 70% of the residents must be provided with visitor parking for 1% of the residents and handicapped spaces as required by UFC 4-721-10 (Design: Navy and Marine Corps Bachelor Housing). In addition, provide motorcycle parking and bicycle parking as necessary. 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.

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

721-24/25/26-4 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 bachelor quarters.

Outside Individual Military Wash Area (USMC)

721-24/25/26-5 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.

721 30 CIVILIAN BARRACKS – GS01/GS06 (PN)

FAC: 7210

BFR Required: Y

72130-1 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.

72130-2 Facilities planning for civilians will be the same as for military personnel of equivalent rank. Table 72130-A provides the military and civilian schedule of equivalent grades as established by the Department of Defense.

**Table 72130-A
Military And Civilian Equivalent Grade Schedule**

Military Grade Group	Civilian Grade Group	
	General Schedule	Wage 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	
E-4	GS-4	WG-1 through WG-8
E-1 to E-3	GS-1 to GS-3	

721 31 CIVILIAN BARRACKS – BASE OPERATING SUPPORT CONTRACTOR (PN)

FAC: 7210

BFR Required: Y

No criteria for this facility are currently available.

721 40 DISCIPLINARY BARRACKS (PN)**FAC: 7312****BFR Required: Y**

72140-1 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 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 45 DINING FACILITY BUILT-IN / ATTACHED (SF)**FAC: 7220****BFR Required: Y**

72145-1 Criteria for this category code are currently being developed.

721 46 BERTHING – NAVAL HOME (SF)**FAC: 7210****BFR Required: Y**

72146-1 Criteria for this category code are currently being developed

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

72147-1 Criteria for this category code are currently being developed.

721 51/52/53 TRANSIENT PERSONNEL UNITS BARRACKS (PN)**721 51 TRANSIENT PERSONNEL UNITS BARRACKS E1-E4**

FAC: 7441

BFR Required: N

721 52 TRANSIENT PERSONNEL UNITS BARRACKS E5-E6

FAC: 7441

BFR Required: N

721 53 TRANSIENT PERSONNEL UNITS BARRACKS E7- E9

FAC: 7212

BFR Required: N

72151/52/53-1 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 BACHELOR HOUSING – MESS AND CONFERENCE FACILITIES

722-1 This group includes dining facilities for unaccompanied personnel and conference centers operated by Bachelor Housing that are located in, or adjacent to, Bachelor Housing facilities. For clubs and open mess facilities, see the appropriate codes in 740 series. For additional information see design criteria UFC 4-722-01, "Dining Facilities".

722 10 ENLISTED DINING FACILITY (PN)

FAC: 7220

BFR Required: Y

722 31 CIVILIAN DINING FACILITY (PN)

FAC: 7220

BFR Required: Y

See UFC 4-722-01 for design criteria.

Code 722 31 is to be used only for inventory purposes where civilians have existing separate dining facilities.

72210/30-1 General. Dining facilities for enlisted personnel shall provide for cafeteria style feeding of short order and regular meals.

72210/30-2 Projects are subject to review by Naval Supply Systems Command, or Headquarters Marine Corps, Logistics Food Service (LFS-4) and subsequently by DOD Food Planning Board. See Step 2 for specific guidance.

72210/30-3 Dining facility requirement may be generated in three basic steps (1) determination of serving requirements (2) analysis of existing facilities, and (3) determination of space requirements.

72210/30-4 Planning Steps

Step 1 – Determination of Serving Requirements

- The number of enlisted personnel to be served during a meal period shall be determined by multiplying the maximum unaccompanied personnel housing projected occupancy by the appropriate percentage(s), as provided in Table 72210-A. Personnel on separate rations shall not be included in the serving requirements when planning new dining facilities, or retaining and modernizing permanent facilities. Include the average on-board count of crews of ships entitled to rations-in-kind while shipboard dining facilities are out of service in the projected occupancy figure.

**Table 72210-A
Personnel To Be Served By Mission**

Mission	Utilization Factor (%)
Training	
Basic and /or Recruit Training	95
Service Schools	85
Permanent Party	
Remote Locations*	90
Naval Stations	70
Construction Battalions	70
Shipyards	70
Weapon Stations	70
Personnel Transfer and Overseas Processing Centers	50
Brig	100

* Defined as a location with minimal available other feeding sources, on or off installation

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

Step 2 - Analysis of Existing Facilities

72210/30-5 New dining facilities shall not be planned solely to support an additional unaccompanied personnel housing increment. They shall be justified based on an evaluation of existing dining facilities capacity, age, condition, and location of facilities relative to work and housing areas. Due to numerous changes in food service operations it is necessary to re-evaluate the capacities of dining facilities constructed utilizing earlier criteria. While overall square foot authorization for new facilities is generally applicable to determination of capacities of existing facilities, there are many independent factors which will limit capacity. Certain types of these limiting parameters are as follows:

72210/30-5.1 Storage Capacity Additional 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.

A generalized breakdown of these factors and how they impact the storage requirements can be found in the following table:

**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

72210/30-5.2 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.

72210/30-5.3 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. See UFC 4-722-01, Figure 6-1 for turnover rates and minimum seats.

72210/30-5.4 Meal Periods – The local command determines the meal period.

72210/30-5.5 Service Period – For planning purposes the total service time should not be less than 72 minutes or more than 142 minutes.

72210/30-5.6 Equipment Capacity

Step 3 – Determination Of Space Requirements

72210/30-6 The authorized floor areas are based on the number of personnel to be served based on personnel numbers modified by Table 72210-A. The facility size shall conform to Table 72210-C. For Shore Facilities Planning System documentation purposes, the sizes of dining facilities are expressed as total feeding capacity in number of personnel.

- Preparation method is conventional cook-serve.
- Mission is basic or recruit training.
- Seating is based on 15 ft.² (1.4 m²) per seat.
- Lobby queuing, and circulation space is minimized.
- Serving equipment for salads, entrees, and desserts are installed in one continuous attended counter with one continuous tray slide.
- One serving line is needed for every 200 seats.
- 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 dishroom.

- No provisions for catering are allocated other than Field Feeding/Vat Chow.
- Beverages are a free standing self-serve counter.
- Staff toilets do not provide showers.

**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	m²	ft.²	m²	ft.²	m²	ft.²	m²
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	

Table 72210-C (Cont)
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	

Notes:

- (1) Space for vestibules, interconnecting covered walks, enclosed corridors and other architectural devices for climate and comfort are not included in Table 72210-C and may be added, if need is fully justified. Aesthetic embellishments which add space to dining facilities are not justifiable.
- (2) Not all locations will require a flight kitchen. A flight kitchen is a staging area where food products are assembled and packaged for delivery to aircraft.

**722 41 DINING FACILITY DETACHED - COMMISSIONED
PERSONNEL (PN)**

FAC: 7220

BFR Required: Y

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 (SF)

FAC: 7233

BFR Required: N

72250-1 **DESCRIPTION.** This code is for inventoried purposes only in cases where cold storage facilities are detached from the galley proper. There is no additional space allowance for galley cold storage, and therefore this space must be provided from within allowances authorized for dining facilities.

**722 60 CONFERENCE CENTER - BACHELOR HOUSING
OPERATED (SF)**

FAC: 6100

BFR Required: N

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

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

72260-3 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.

72260-4 Conversion of bachelor quarters rooms into conference centers or meeting rooms is not allowed unless there is a projected surplus of bachelor quarters rooms. In addition, the requirement for conference centers or meeting rooms can not be used to justify new Bachelor Quarters construction.

723 UNACCOMPANIED PERSONNEL HOUSING - DETACHED FACILITIES

723 20 LATRINE DETACHED (SF)

FAC: 7234

BFR Required: N

723 30 LAUNDRY DETACHED (SF)

FAC: 7231

BFR Required: N

72320/30-1 Latrine and laundry facilities are planned as part of the bachelor quarters. Codes are listed for inventory purposes only.

723 40 GARAGE DETACHED - BACHELOR HOUSING (VE)

FAC: 7232

BFR Required: N

72340-1 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: 7235

BFR Required: N

72350-1 Wash racks for mess hall garbage containers, and wash racks for bachelor quarter resident's vehicles are planned as part of dining facilities and bachelor quarters. 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 These codes are for inventory purposes only and are to be used for minor detached buildings and facilities directly relating to bachelor housing functions.

723 77 TROOP HOUSING STORAGE (READY ISSUE/SHOP STORES/MISCELLANEOUS) (SF)

FAC: 7231
BFR Required: Y

72377-1 Storage facilities for miscellaneous equipment an/or goods related to bachelor 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 BACHELORS OFFICERS QUARTERS PERMANENT PARTY W1/W2 & O1/O2

FAC: 7240
BFR Required: Y

724 12 BACHELORS OFFICERS QUARTERS PERMANENT PARTY W3-W5 & O3 AND UP

FAC: 7240
BFR Required: Y

724 13 BACHELORS OFFICERS QUARTERS TRANSIENT W1/W2 & O1/O2

FAC: 7241
BFR Required: Y

724 14 BACHELORS OFFICERS QUARTERS TRANSIENT W3-W5 & O3 AND UP

FAC: 7241
BFR Required: Y

724-11/12/13/14-1 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 Pary 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 The 1+1E module is sized for one O1-O10, W1-W5 personnel. Refer to Table 724-11 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.

See CCN 721-11/12/13 for planning criteria. See UFC 4-721-10 for design criteria.

**Table 72411-A
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.

Outdoor Individual Military Wash Area (USMC)

72411/12/13/14-3 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 22 CIVILIAN QUARTERS - GS07 AND ABOVE (PN)

FAC: 7240

BFR Required: Y

72422-1 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.

Facilities planning for civilians will be the same as for military personnel of equivalent rank. Table 72422-1 provides the military and civilian schedule of equivalent grades as established by the Department of Defense.

**Table 72422-1
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	
0-1 W-1 and W-2	GS-7	Class I, Step 1 and Step 2	

724 23 CIVILIAN QUARTERS – BASE OPERATING SUPPORT CONTRACTOR (PN)

FAC: 7240

BFR Required: Y

No criteria for this facility are currently available.

724 24 OFFICER INDOCTRINATION SCHOOL (OIS) (PN)**FAC: 7213****BFR Required: N**

No criteria for this facility are currently available.

724 30 COMMISSIONED OFFICERS MESS – CLOSED (BUILT-IN/ATTACHED) (PN)**FAC: 7220****BFR Required: Y**

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**

72511-1 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**

Ref: Design Guide UFC 4-730-10: Fire Stations, <http://dod.wbdg.org>

73010-1 This space criteria applies to fire stations with structural and brush fire mission missions and should be used as a guideline for planning fire stations with air crash rescue operations (CCN141-20) and combined structural fire and rescue operations (CCN 141-25). Fire stations consist of an alarm communication center, training facilities, living quarters, recreation/dining facilities, administration offices, an equipment maintenance area, and an apparatus room.

73010-2 The number of fire stations required on a base will be determined by the response time. This analysis will be provided by the Regional Fire Marshals' offices (under the CNI Headquarters Public Safety Office).

Space Allowance

73010-3 Space allowances for 1, 2 and 3 engine-company fire stations are determined according to the planning criteria presented in Tables 73010-1 and 73010-2. For 4 or more engine-company fire stations, space analysis must be performed to determine which individual components must be increased to account for the additional crew and/or administrative personnel.

73010-4 Apparatus rooms shall be sized according to the fire fighting apparatus to be housed within the station. See the Apparatus Room Layout diagram to determine size. For new construction, apparatus bays shall be sited to allow drive through access for firefighting apparatus.

73010-5 Table 73010-2 contains items that may be added to any fire station. These items are additive to the basic station allowance and must be individually justified. Any additional apparatus equipment from Table 73010-2 should be included in determining the size of the apparatus room.

Figure 73010-1. Apparatus Room Layout

Apparatus Room Layout:
 a. Firefighting apparatus
 b. Command vehicle

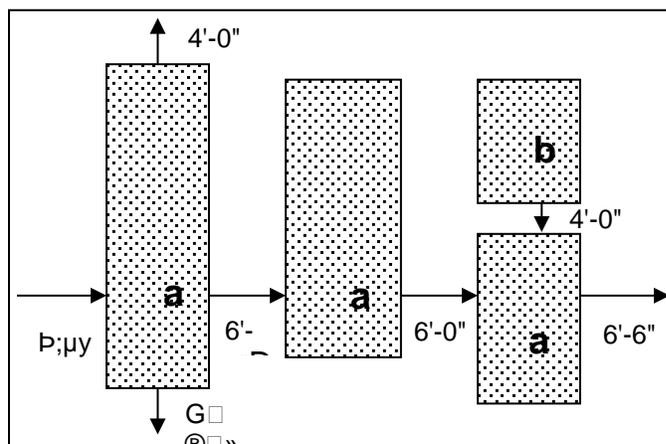


Table 73010-1. Fire Station

Number of Engine Companies	Headquarter Fire Station						Satellite Fire Station					
	1		2		3		1		2		3	
Total Crew Force	11		21		32		11		21		32	
Number of Crew Bedrooms	5		10		14		5		10		14	
COMPONENT	Net Area		Net Area		Net Area		Net Area		Net Area		Net Area	
	m ²	SF	m ²	SF	m ²	SF	m ²	SF	m ²	SF	m ²	SF
Alarm Communication Center												
Communications Control Room	19	200	19	200	37	400	19	200	19	200	37	400
Kitchenette	0	0	3	35	3	35	0	0	3	35	3	35
Private Rest Room	4	43	4	43	4	43	4	43	4	43	4	43
Telecommunications/Computer Room ¹	5	50	5	50	19	200	5	50	5	50	19	200
Subtotal Alarm Communications Center	28	293	31	328	63	678	28	293	31	328	63	678
Training Facilities												
Training Room ²	0	0	32	340	39	420	0	0	32	340	39	420
Asst. Chief of Training Office	0	0	0	0	12	130	0	0	0	0	0	0
Testing Room	0	0	9	100	9	100	0	0	9	100	9	100
Tech Library/Audiovisual Storage	7	80	9	100	14	150	7	80	9	100	14	150
Physical Fitness	20	220	30	320	45	480	20	220	30	320	45	480
Subtotal Training Facilities	27	300	80	860	119	1,280	27	300	80	860	107	1,150
Living Quarters												
Private Bedrooms @ 110SF/Br ³	51	550	102	1,100	143	1,540	51	550	102	1,100	143	1,540
Restroom/Showers	28	300	35	375	42	450	28	300	35	375	42	450
Personal Lockers	13	140	23	250	34	370	13	140	23	250	34	370
Laundry	9	100	14	150	15	165	9	100	14	150	15	165
Subtotal Living Quarters	101	1,090	174	1,875	234	2,525	101	1,090	174	1,875	234	2,525

Number of Engine Companies	Headquarter Fire Station						Satellite Fire Station					
	1		2		3		1		2		3	
Total Crew Force	11		21		32		11		21		32	
Number of Crew Bedrooms	5		10		14		5		10		14	
COMPONENT	Net Area		Net Area		Net Area		Net Area		Net Area		Net Area	
	m ²	SF	m ²	SF	m ²	SF	m ²	SF	m ²	SF	m ²	SF
Recreation/Dining												
Television Room	23	250	28	300	33	350	23	250	28	300	33	350
Day Room ²	34	370	26	275	28	300	34	370	26	275	28	300
Vending	2	20	3	30	4	40	2	20	3	30	4	40
Kitchen	15	160	17	180	19	200	15	160	17	180	19	200
Kitchen Storage	4	40	4	45	5	50	4	40	4	45	5	50
Serving Line	7	80	9	100	9	100	7	80	9	100	9	100
Dining Area	15	160	23	250	28	300	15	160	23	250	28	300
Subtotal Recreation/Dining Areas	100	1,080	110	1,180	126	1,340	100	1,080	110	1,180	126	1,340
Administration												
Vestibule	5	50	7	80	7	80	5	50	5	50	7	80
Entrance/Reception	9	100	14	150	19	200	9	100	9	100	19	200
Fire Chief Office	14	150	14	150	14	150	0	0	0	0	0	0
Fire Chief Conference Room	12	130	12	130	12	130	0	0	0	0	0	0
Fire Chief's Bedroom	12	130	12	130	12	130	0	0	0	0	0	0
Asst. Chief Office	0	0	12	130	12	130	0	0	12	130	12	130
Asst. Chief's Bedroom	0	0	12	130	12	130	0	0	12	130	12	130
Supervisor Bedroom	0	0	0	0	0	0	12	130	0	0	0	0
Supervisor Office	0	0	0	0	0	0	12	130	0	0	0	0
Restroom	9	100	14	150	14	150	9	100	9	100	9	100
Admin Staff Office	11	120	11	120	11	120	0	0	0	0	0	0
Administrative Storage	3	30	4	40	4	40	3	30	3	30	3	30
Copy	5	50	5	50	5	50	5	50	5	50	5	50
Coats	1	10	3	30	3	30	1	10	1	10	1	10
Subtotal Administration Areas	81	870	120	1,290	125	1,340	56	600	56	600	68	730

Number of Engine Companies	Headquarter Fire Station						Satellite Fire Station					
	1		2		3		1		2		3	
Total Crew Force	11		21		32		11		21		32	
Number of Crew Bedrooms	5		10		14		5		10		14	
COMPONENT	Net Area		Net Area		Net Area		Net Area		Net Area		Net Area	
	m ²	SF	m ²	SF	m ²	SF	m ²	SF	m ²	SF	m ²	SF
Maintenance, Repair, Storage, Support												
Fire Fighting Agent Storage	17	180	28	300	28	300	17	180	28	300	28	300
Hose Storage and Drying	16	170	16	170	23	250	0	0	16	170	23	250
Fire Extinguisher Maint./Repair & Storage	19	200	28	300	37	400	0	0	28	300	37	400
SCBA Maintenance and Repair	19	200	33	350	48	520	0	0	0	0	48	520
Protective Clothing Lockers ⁴	9	100	15	160	20	220	9	100	20	220	32	340
Protective Clothing Laundry	11	120	33	350	33	350	11	120	33	350	33	350
Disinfecting Facilities (included w/ protective clothing laundry room)	14	150	14	150	14	150	0	0	14	150	14	150
Outdoor Tire Storage ⁵	(10)	(110)	(15)	(160)	(20)	(220)	(10)	(110)	(15)	(160)	(20)	(220)
Outdoor Fire Extinguisher Storage ⁵	(19)	(200)	(23)	(250)	(46)	(500)	(19)	(200)	(23)	(250)	(46)	(500)
Outdoor Mechanical Equipment Enclosure ⁵	(20)	(210)	(33)	(355)	(47)	(510)	(20)	(210)	(33)	(355)	(47)	(510)
General Supply	18	190	22	235	26	280	18	190	22	235	26	280
Medical Storage	6	60	10	110	20	220	0	0	10	110	20	220
Janitor Closet	3	30	4	40	5	50	3	30	5	50	5	50
Mech / Elect / Telephone / Compressor Room	14	150	19	200	23	250	14	150	19	200	23	250
Subtotal Maintenance, Repair, Storage, & Support	146	1,550	222	2,365	277	2,990	72	770	195	2,085	289	3,110

Number of Engine Companies	Headquarter Fire Station						Satellite Fire Station					
	1		2		3		1		2		3	
Total Crew Force	11		21		32		11		21		32	
Number of Crew Bedrooms	5		10		14		5		10		14	
COMPONENT	Net Area		Net Area		Net Area		Net Area		Net Area		Net Area	
	m ²	SF	m ²	SF	m ²	SF	m ²	SF	m ²	SF	m ²	SF
Apparatus Room												
Bays plus Command Vehicle ⁶	170	1,825	219	2,355	219	2,355	170	1,825	219	2,355	219	2,355
Aerial Ladder ⁷	0	0	0	0	65	700	0	0	0	0	65	700
Subtotal Apparatus Room	170	1,825	219	2,355	284	3,055	170	1,825	219	2,355	289	3,110
Subtotal of All Components Excluding Apparatus Room	483	5,183	737	7,898	944	10,153	384	4,133	646	6,928	887	9,533
Apparatus Room	170	1,825	219	2,355	284	3,055	170	1,825	219	2,355	284	3,055
Net to Gross (25% of Subtotal Excluding Apparatus Room)	121	1,296	184	1,975	236	2,538	96	1,033	162	1,732	222	2,383
Net to Gross (7% of Apparatus Room)	12	128	15	165	20	214	12	128	15	165	20	214
Total	786	8,432	1,155	12,393	1,484	15,960	662	7,119	1,042	11,180	1,413	15,185

¹ Telecommunications/Computer Room includes space for an UPS system

² For one-company stations, no training room is provided. An additional 11SM (120 SF) is provided in the day room.

³ Adjust number of bedrooms as required to account for individual circumstances.

⁴ Space for protective clothing lockers is included as a separate room within the Maintenance, Repair, Storage, and Support component. If locker space is not included in this component, it can be added to the apparatus bay component.

⁵ Outdoor area not included in total

⁶ Minimum size for apparatus room; size to be determined using the layout for Apparatus Rooms.

⁷ Add/subtract space for aerial ladder as required using the layout for Apparatus Rooms.

Table 73010-2. Additive Functions

FUNCTION	m ²	SF
Assistant Chief Fire Prevention Office (1)	12	130
Vehicle Maintenance Office (2)	14	150
Vehicle Maintenance Parts and Tools (2)	40	430
Deputy Chief's Office (3)	12	130
Deputy Chief's Bunkroom (3)	12	130
Ambulance Bay	(5)	(5)
Ambulance Admin Space	8	90
Ambulance Storage	9	100
Ambulance Bunks (3 personnel/ambulance)	31	330
Fire Prevention bureau	(4)	(4)
Hazardous Waste Vehicle	(5)	(5)
Hazardous Waste Storage	14	150
Hazardous Waste Bunks (3 personnel/vehicle)	31	330
Specialized Equipment (foam unit, brush truck, etc.)	(5)	(5)
Heavy Rescue Vehicle	(5)	(5)
Boat/Trailer Bay	(5)	(5)
Boat Equipment Storage	9	100
Disaster Preparedness Admin	8	90
Disaster Preparedness Storage	9	100
Emergency Response Center	19	200

Notes:

- (1) Authorized where there are more than 4 inspectors
- (2) Authorized only where PWC does not maintain fire/rescue vehicles.
- (3) Authorized where there are 4 or more engine Companies
- (4) Size according to CCN 610-10 criteria
- (5) Determined by space analysis

730 11 FIRE HOSE DRYING STRUCTURE (EA)

FAC: 7311

BFR Required: N

730 12 FIRE CART/HOSE DRYING FACILITY (SF)

FAC: 7311

BFR Required: N

73012-1 **DEFINITION.** Category Code 730 11 and 12 are for inventory purposes only in cases where these facilities are provided in a separate building or structure. For planning purposes, they are to be considered 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, code 740-01 at most existing and all new stores.

CCN is included for inventory purposes only.

730 15 BRIG (SF)

FAC: 7312

BFR Required: Y

Design Criteria: MIL-HDBK-1037/4 for Renovation only.
Use the American Correctional Facilities Guidelines for New Construction.

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).

73015-3 **PROCESS.** A request for approval of the establishment of a brig as a naval 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.

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

73015-4 **AREA 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 sq.m. (72 SF) net sleeping area per prisoner. All cells should be planned for single occupancy and be of 6' x 8' x 8' minimum dimensions.

73015-5 **REQUIREMENTS.** 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 sq.m. (75 gross SF) per prisoner.

73015-6 **BRIG.** 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.

73015-7 **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.

73015-7.1 **Administrative Section.** Admin. section; Brig Officer's office; prisoner, visitor and legal visiting rooms.

73015-7.2 **Prisoner Processing.** Receiving and release room; prisoner storage; holding cell.

73015-7.3 **Medical Exam Spaces.** Doctor, Dentist and Psychiatrist.

73015-7.4 **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.

73015-7.5 **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.

73015-7.6 **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 which houses the shore patrol and military or civilian police forces may vary in use from a standard police station to a large security department providing counter-terrorism functions and investigative services. Security buildings are generally located well within the base perimeter, and not adjacent to gatehouses. This category code also applies to Naval Criminal Investigative Services (NCIS) facilities.

73020-2 **STANDARD POLICE STATIONS.** For a police force that has functions 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, laboratories, 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, combined dispatch centers with fire and medical services, and NCIS, individual justification for space requirements is needed. Spaces may include: administrative areas, waiting areas, customer service and report writing areas, interrogation rooms with adjacent viewing rooms, evidence vaults, dispatch centers including consolidated dispatch centers for medical, fire and security, training including classrooms and simulators, armory, Pass and ID services, package inspection, ready issue communication equipment storage, general supply, and break lounges.

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

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 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	11.5
501 to 6,000	Strength X 0.285	1	10.0
Over 6,000	Strength X 0.285	1	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)

FAC: 7371

BFR Required: N

73045-1 This code is used for inventory purposes only. Supervised care for 3 and 4 year old children of military families should be included in Child Development Centers, Category Code 740 74.

730 50 DEPENDENT SCHOOL - KINDERGARTEN (SF)

FAC: 7352

BFR Required: Y

730 55 DEPENDENT SCHOOL - GRADE SCHOOL (SF)

FAC: 7352

BFR Required: Y

730 60 DEPENDENT SCHOOL - HIGH SCHOOL (SF)

FAC: 7352

BFR Required: Y

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 dependant 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 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.

This category code was created to support primarily 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.

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: Y**

73066-1 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 70 DECONTAMINATION FACILITY (SF)

FAC: 8999

BFR Required: N

73070-1 This is usually an integral part of a pressurized protective shelter and therefore is not planned separately.

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 (preINVS), 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: Y

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 KENNEL - MILITARY WORKING DOGS (SF)

FAC: 1445

BFR Required: Y

73076-1 **DEFINITION** Use this category code for Military Working Dog (MWD) kennels and quarantine facilities operated by the Installation security department. Refer to CCN 730 74 for kennels operated by Morale, Welfare & Recreation (MWR).

73076-2 **REQUIREMENTS.** Use the following criteria to plan MWD kennel facilities:

73076-2.1 Before considering new construction, Activities must consider using existing facilities or consolidating support functions with other activities.

73076-2.2 Locate the kennel adjacent to or in proximity to an existing military police facility that provides 24 hour observation of the kennel and also to eliminate the need for separate exterior lighting and fencing.

73076-2.3 Allow a maximum of 7 square meters (75 square feet) per dog for the kennel area including circulation space.

73076-2.4 Allow a maximum of 14 square meters (150 square feet) support area for food preparation, treatment and workspace.

- Suggested floor plans, construction criteria for a typical 4 dog kennel and approval procedures are provided in OPNAVINST 5585.2B dated August 1997. This document can be found at <http://neds.nebt.daps.mil>.

73076-2.5 Kennel surfaces must be impervious. Surfaces shall have a liquid glaze applied.

73076-3 **DEPARTMENT OF THE NAVY PROGRAM MANAGEMENT** The MWD Program Manager at the Chief of Naval Operations (CNO) N09N3 / Naval Criminal Investigative Service (NCIS) Code 24F has responsibility to review and approve future MWD facility construction programs. Regional Commanders must submit program requirements to N09N3 for approval.

73076-4 **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 80 PARKING BUILDING (SF)

FAC: 8531

BFR Required: Y

73080-1 A multilevel parking garage may be planned for non-organizational vehicles only where justified by land restrictions and economic considerations. Allow 33 sq.m. (40 SY) for each passenger vehicle. See Table 85210-1 for authorized spaces.

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

Number of major faith group facilities in the surrounding civilian community within 8 kilometers (5 miles) of the installation gate	HOUSING		
	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) In CONUS, installation population consists of assigned military personnel. For overseas areas, personnel working on the installation.
- (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.

735 EDUCATION FACILITIES - MISCELLANEOUS

735-40 SCHOOL PLAYGROUND (EA)

FAC: 7354

BFR Required: N

73540-1 DEFINITION. School playgrounds are outdoor recreation areas located adjacent to school facilities and are provided to meet the recreational demands of the students attending the school. Each school playground is specifically planned and designed to meet the age-appropriate activity needs of children in support of the school programs and curriculum. School playgrounds have a defined boundary, one or more types of play equipment, and fall-protection surfacing appropriate for the equipment utilized (Examples of surfacing may include wood chips, rubber chips, rubber tiles or a rubberized, poured surface). A playground is differentiated from an open play area which does not have a defined boundary with surfacing. Playgrounds do not include purpose-built fields or tracks to support specific sports (refer to the 750 series of Category Codes for other sports facilities).

For community playgrounds, refer to CCN 75110.

73540-2 PROPERTY RECORD CARD USAGE. Each school 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 and does not include planning requirements or sizing methodology.

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: <http://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, in order 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)

FAC: 7346

BFR Required: Y

74002-1 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.

74002-2 Location exchanges are subsidiaries of an exchange and are intended for the purpose of providing convenient exchange coverage at an installation. Location exchanges may be planned only when authorized by the Navy Exchange Service Command or the Commandant of the Marine Corps. Examples of Location Exchanges include, Mini Marts, Fleet Stores, Country Stores, Home Stores, etc. The Patron base and merchandise selection varies for the type of location exchange.

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 / MWR 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. Food serving facilities operated in and for the sole convenience of non-exchange activities such as bowling alleys, theaters, air terminals and similar, is 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 08 EXCHANGE FOOD STORE (GROCERY) (SF)**FAC: 7346****BFR Required: Y**

74008-1 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.

74008-2 In overseas areas where the need has been clearly established, food retail sales outlets (groceries) may be authorized to operate independently or in conjunction with other exchange outlets or cafeterias.

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, toylands, 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

	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	(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 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. 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, the sum of points determines space allowances. The allowance may be increased by 10 percent to accommodate future business expansion. See Table 74019-1 for point values and space allowances.

Table 74019-1. Point Values And Space Allowances For Credit Unions

Members	<i>Points</i>
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
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
Employees	
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 Points = _____
 (Use table below for Gross SF)

Gross SF = _____

Point Totals	Gross SF	Point Totals	Gross SF
0 to 4	800	18	6,200
5	1,000	19	7,200
6	1,300	20	8,200
7	1,700	21	9,200
8	2,200	22	10,200
10	2,800	23	11,200
12	3,500	24	12,200

14	4,300	25	13,200
16	5,200	For each additional factor, add	1,000

740 20 TEMPORARY LODGING FACILITIES (NAVY LODGE) (SF)

FAC: 7441

BFR Required: N

74020-1 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. This category code should not be used to compute a Basic Facility Requirement (BFR).

74020-2 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.

NOTE: 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 CENTER ONLY) (SF)

FAC: 7446

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.

740 22 TRANSIENT HOUSING (SF)

FAC: 7441

BFR Required: N**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: <http://www.wbdg.org>

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, 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: parking space for customers and staff, 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)		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 Lg.	1,763.39 / 18,981	1,310.78 / 14,109	31-36	12-31

Notes:

1. For full space program for the FSC small, medium, large, extra large please see the UFC 4-730-01 at <http://www.wbdg.org>
2. 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.
3. For populations fewer than 500, accommodate the FSC functions in other, non-dedicated facilities.

740 26 INSTALLATION RESTAURANT (MWR) (SF)**FAC: 7332****BFR Required: Y**

74026-1 Restaurants for Military and Civilian Navy may be established where adequate food services are not available. An economic analysis / market analysis is needed to support the financial stability for such facilities. The Installation Restaurant may be operated by NEX or MWR or it may be a commercial restaurant that is contracted by NEX or MWR. For MWR facilities this would be a Category C facility and must provide sufficient Internal Rate of Return (IRR) to justify the investment. Examples of stand alone commercial restaurants are Applebee's, McDonald's, etc. A TRICON found in an exchange, or walk up commercial eateries with common seating areas, such as Subway, Taco Bell, KFC, etc is covered under CCN 740-04, Exchange Food Service.

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)**FAC: 7417****BFR Required: Y**

74028-1 **GENERAL.** See General Notes to 740 series category codes for General Instructions regarding facility allowance planning procedures.

74028-2 **DEFINITION.** Amusement Centers are recreational facilities which cater largely to the leisure needs of younger active-duty personnel and youth from military families. The types of games to be accommodated in an Amusement Center should be revenue-generating, and typically include pool/billiard tables, video games and pinball machines. An MWR Recreation Mall caters to all eligible patrons (Active Duty, Family

Members and Retirees) and includes elements of Recreation Centers such as billiard tables / video games / TV/ and Multipurpose rooms. An MWR Recreation Mall also can include/be collocated with food courts areas (CCN 740-04), community spaces (training rooms), indoor play grounds, etc.

74028-3 **RELATED FACILITIES.** In general, development of stand-alone Amusement Centers is not recommended. Consideration should be given to collocating Amusement Centers with related recreational or residential facilities in order to: (i) take advantage of potential savings in space requirements and operating costs; and (ii) benefit from the greater patron traffic generated by clustered facilities. These related recreational facilities include the following:

- 740 40 Bowling Center.
- MWR recreational and food service facilities such as Clubs and Recreation Centers.
- Community support facilities, particularly those in high visibility, high traffic locations such as Base Exchanges.
- Dormitory clusters or waterside piers accommodating vessels with significant numbers of younger, ship based personnel.

74028-4 **SPACE ALLOWANCE.** The maximum space allowances for Amusement Centers/Recreation Malls are determined according to the sizing criteria presented in Table 74028-1 below. Planning considerations include the following:

- The overall sizing of an Amusement Center should be determined on the basis of a return-on-investment analysis. An analysis of the capital investment, and projected costs and revenues must be undertaken to demonstrate the financial viability of the proposed project.
- Installations far removed from off-base recreation alternatives, and with a larger proportion of young, single active-duty personnel and teens from military families, particularly if this population has limited access to personal transportation, may experience a greater demand for Amusement Centers.
- This type of facility may also be in greater demand at overseas installations where there are limited off-base recreation alternatives, or access is impeded by language or cultural differences.

Table 74028-1. Maximum Space Allowance For Amusement Center

Installation Population	Active-Duty Max. Gross Area		NOTES
	sq.m	SF	
Less than 5,000	0	0	(1),(2)
5,000 to 10,000	344	3,700	(2),(3)
more than 10,000	567	6,100	(2),(3)

Notes for Space Allowance Table:

- (1) On installations with a population of less than 5,000 active-duty personnel, Bowling Centers, Recreation Centers and Clubs may include the types of uses accommodated in Amusement Centers.
- (2) Minimum size of 242 sq.m. (2,600 GSF) is recommended to ensure economic viability.

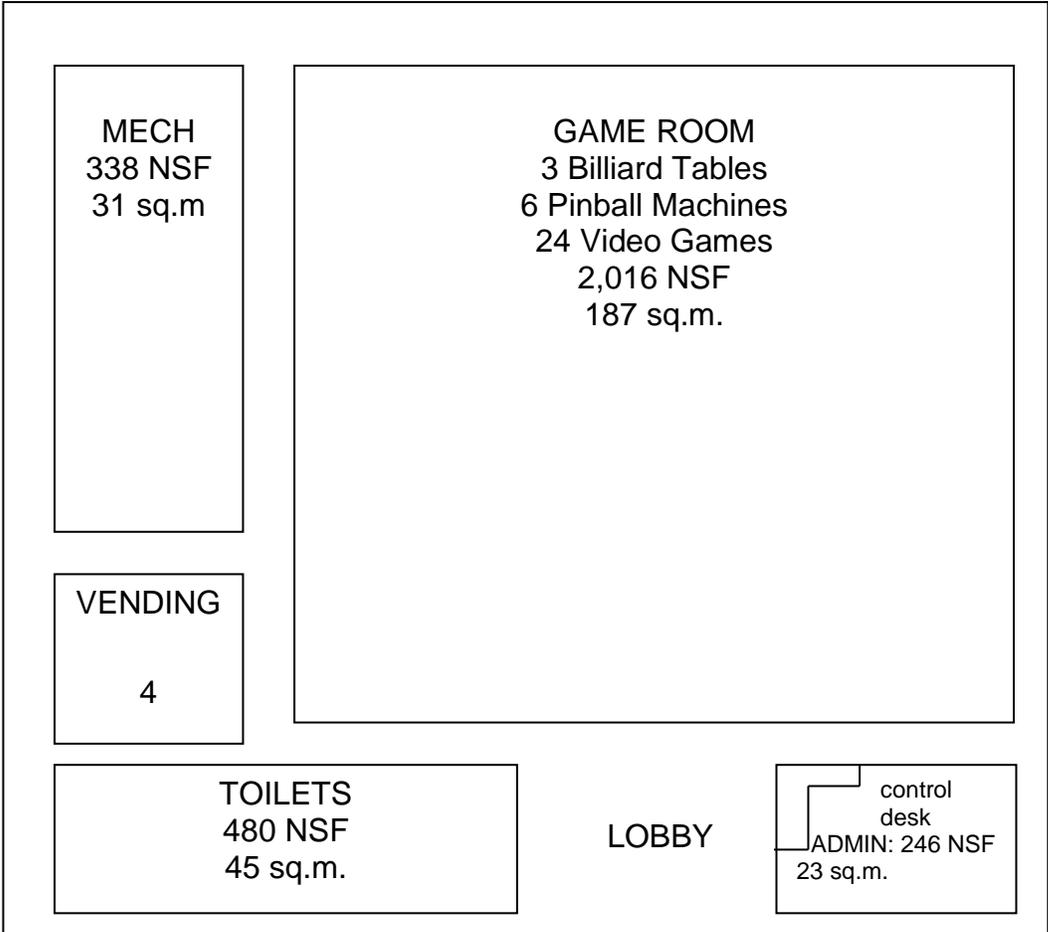
74028-5 **ILLUSTRATIVE SPACE PROGRAMS.** Three space programs for minimum, medium and large Amusement Centers are presented in Table 74028-2 to illustrate possible breakdowns of the overall space allowances into their primary functional components, with their respective sizes and capacities. These space programs are for illustrative purposes only.

Table 74028-2. Amusement Center (Category Code 740 28) Sample Space Programs

Functional Component/ Sub Component	Space Allocation Standard	Minimum Size Facility			Medium Size Facility			Large Size Facility		
		Capacity	Net sq.m	Sub-total Net sq.m	Capacity	Net sq.m	Sub-total Net sq.m	Capacity	Net sq.m	Sub-total Net sq.m
ACTIVITY AREA										
Game Room				116			180			328
Billiard Tables	40 Net sq.m. per table	2	80		3	120		6	240	
Video Games	2 Net sq.m. per video game	18	36		24	48		36	72	
Pinball Machines	2 Net sq.m. per machine	0	0		6	12		8	16	
Vending Machines	2 Net sq.m. per machine	3	6	6	4	8	8	5	10	10
SUB-TOTAL ACTIVITY AREA				122			188			338
ACTIVITY SUPPORT										
Toilets (male and female)				36			48			60
Water Closets/Urinals	3 Net sq.m. per fixture	4	12		6	18		8	24	
Lavatories	3 Net sq.m. per fixture	4	12		6	18		8	24	
Handicap Toilets	6 Net sq.m. per toilet	2	12		2	12		2	12	
Administration				18			22			37
Control Desk/Sales	4 Net sq.m. per station	1	4		2	8		2		
Administrative Office	11 Net sq.m. per office	1	11		1	11		2		
Office Storage Area	30% total Net sq.m. office		3			3				
SUB-TOTAL ACTIVITY SUPPORT				54			70			97
BUILDING SUPPORT				56			77			122
Entrance / Lobby / Circulation / Housekeeping Supplies / Janitor's Closet Structure / Partitions	15-19% total Net sq.m. for Activity Area and Activity Support		33			46			74	
Mechanical / Electrical / Communication Equipment Space	9-13% total Net sq.m. for Activity Area and Activity Support		23			31			48	
TOTAL FACILITY ALLOWANCE (GROSS sq.m)				233			336			556

74028-6 **SAMPLE LAYOUT DIAGRAM.** A layout diagram is presented for a medium-size Amusement 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 74028-1
Layout Diagram—Amusement Center, Medium Size Facility



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 32 EXCHANGE CAR WASH (SF)

FAC: 7348

BFR Required: Y

74032-1 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.

74032-1 An exchange operated car wash may be provided as dictated by the Navy Exchange Service Command. The Navy Exchange normally operates automated, drive-thru car washes. For MWR (self service) car washes see CCN 740-91

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
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: 7447

BFR Required: Y

Design Criteria: UFC 4-740-03 1 November 2002
 Design: Navy and Marine Corps Outdoor Adventure Centers and Rental Centers,
<http://www.wbdg.org>

74037-1 This Category Code applies to three types of facilities: Outdoor Adventure Centers (OAC), Rental Centers (RC), and Outdoor Centers & Other Rentals (OCOR). Generally, OAC, RC, and OCORs are facilities that rent and/or sell goods that are associated with outdoor activities and Outdoor Recreation Programs (ORP). There are three categories of outdoor and rental centers. While the goods may vary between facility types, the general criteria and basic design approaches for all three facility

categories are similar. The three facility categories are described below, and Table 74037-1 illustrates their respective missions with regard to equipment and programs.

Table 74037-1. Facility Types

Facility Type	Equipment Offered	Support ORP
OAC	OR	Yes
RC	H&G and/or OR	No
OCOR	H&G and OR	Yes

OR= Outdoor recreation equipment
H&G= Home and garden equipment/tools

74037-1.1 **Outdoor Adventure Centers (OAC)** are human powered and 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 and RC may rent and/or sell goods associated with outdoor and adventure activities, it does not support and ORP, and as such, it differs from and 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.

74037-1.4 **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	>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	501 - -3,000	433.88 m2 / 4,670 ft2	373.46 m2 / 4,020 ft2
Extra Small	0 - 500	401.82 m2 / 4,325 ft2	373.46 m2 / 4,020 ft2

74037-1.5 Location Determinants. Prior to initiating the physical planning of the OAC, RC, or OCOR, perform a space analysis of the existing base. 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.

74037-2 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 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.

74037-4 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.

74037-5 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 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 verses 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, <u>substitute</u> 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

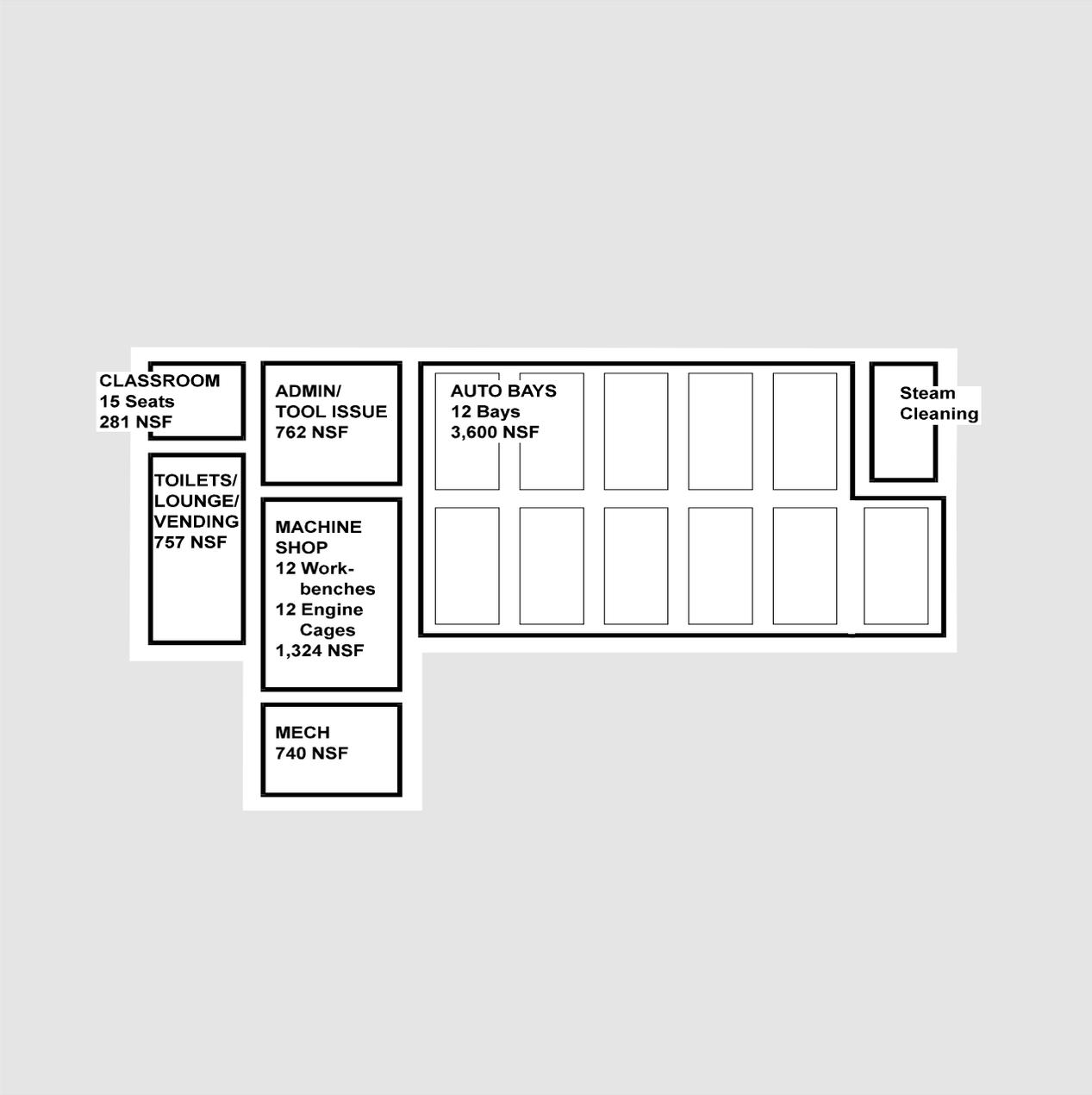
GSF = Gross Square Feet

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 54 MWR Military 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 linage 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 linage 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

<i>Note</i>	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
	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:

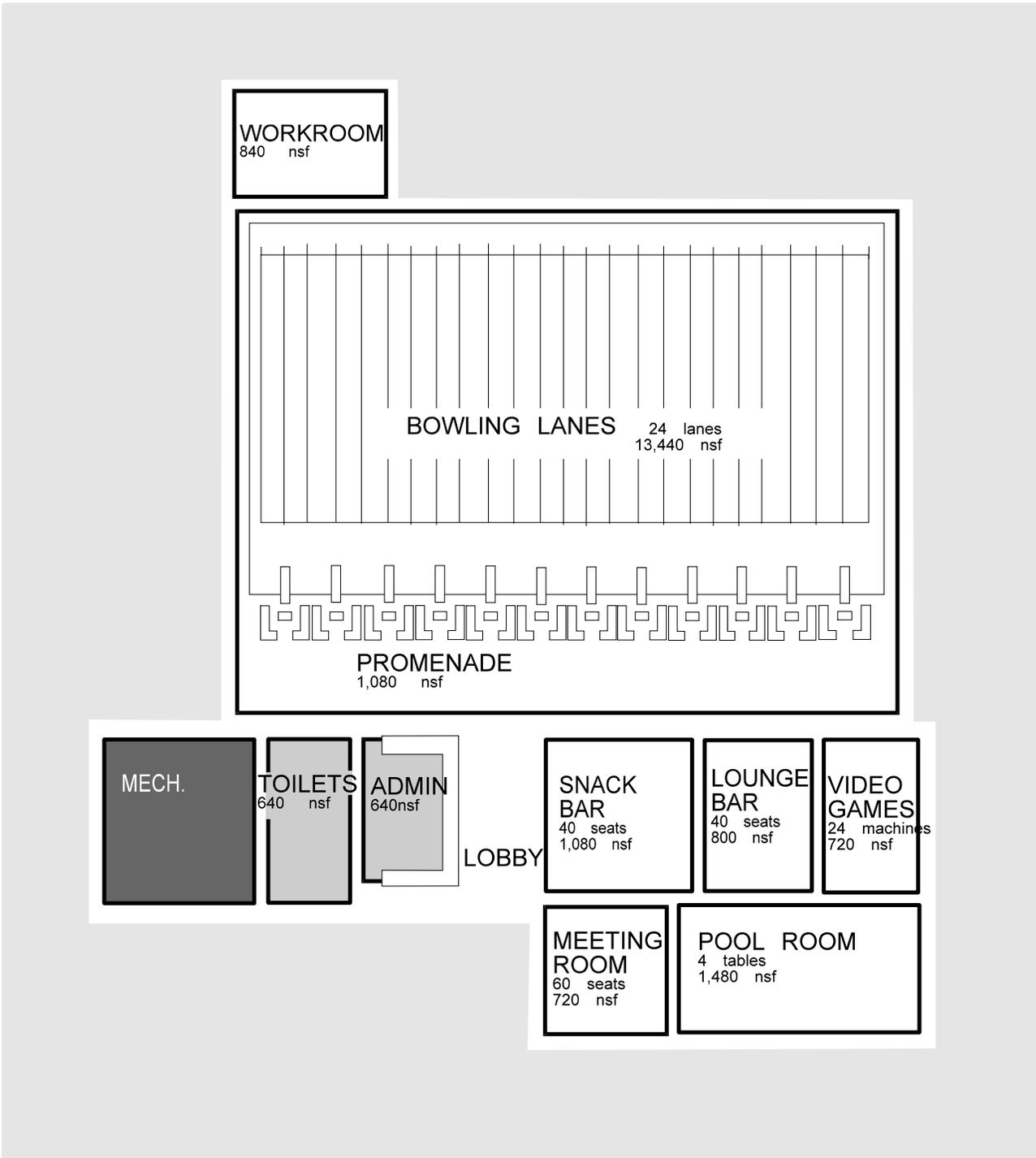
- (1) Combined snack bar/lounge may be provided as an alternative to separate snack bar and lounge spaces.
- (2) Meeting/function room seating capacity should be based on usage by other than bowling patrons. Usage projection must be justified by demand and economic operations analysis, serving local 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 FLEET 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 Fleet Recreation Center is the ship-based sailor (mostly E1-E6). The mission of a Fleet 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. A typical Fleet Recreation Center is located within convenient walking distance (5-10 minutes) of the piers where Navy vessels are berthed, and serves the recreational needs of personnel. Activities accommodated in Fleet Recreation Centers include sports, parties, contests, intraship competitions, and other programs structured to meet the special needs of Fleet sailors. Some basic services such as snack bars, laundromats and telephone banks (individual telephone booths with seats, supervised by a cashier/control desk, and limited space for waiting) may be included in a Fleet Recreation Center.

The decision to provide one large size facility or divide the space allowance among several smaller facilities, conveniently distributed along the length of the waterfront pier area, is at the discretion of the local Command.

Each location where a Navy fleet is based should be individually analyzed to understand its specific situation, and determine the mix of Fleet 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 Fleet Recreation Centers with related 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 a clustered recreation complex. These related facilities include:

- 740 40 Bowling Center
- 740 44 Indoor Physical Fitness Center
- 740 53 Swimming Pool
- Foodservice facilities such as Clubs

- Other MWR indoor and outdoor recreational facilities.

74042-4 **SPACE ALLOWANCE.** The maximum facility allowance for Fleet 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 Allowance For Fleet Recreation Centers

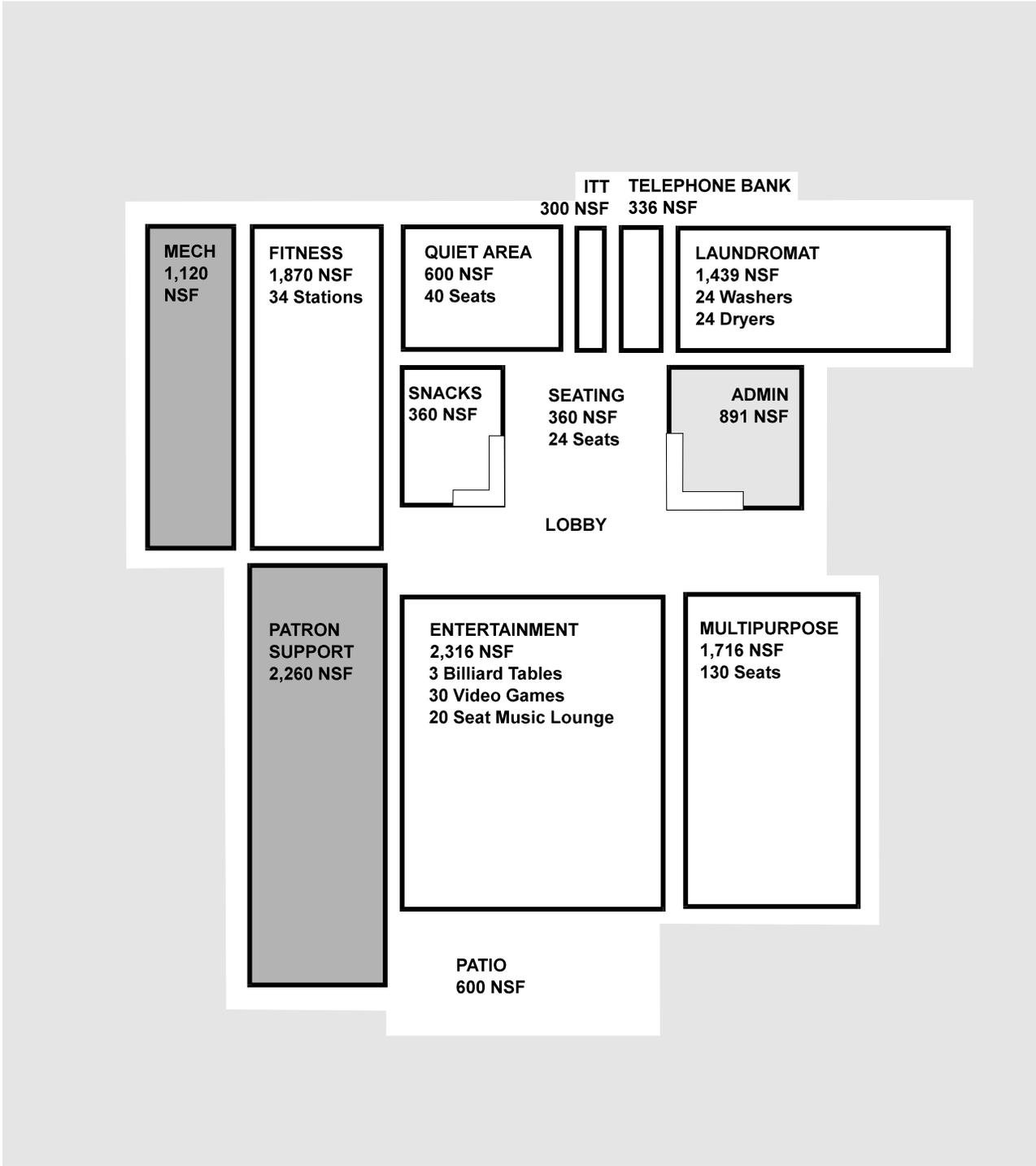
Ship-based Population (rounded to the nearest thousand)	Max. Gross Square Feet (total allowance per base)	Note
less than 2,000	0 GSF	(1), (2), (3)
3,000 to 5,000	5,000 GSF	(2), (3)
6,000 to 15,000	15,500 GSF	(2), (3)
16,000 and over	31,000 GSF	(2), (3), (4)

Notes for Table 74042-1:

- (4) For installations with a ship-based population of 2,000 or less, the base Gymnasium, Bowling Center and other MWR facilities may serve the fleet sailor’s recreational needs in lieu of a Fleet Recreation Center.
- (4) 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.
- (4) 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 DIAGRAM.** A layout diagram is presented for a large size Fleet Recreation 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 74042-1. Fleet 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"
 (http://www.wbdg.org/ccb/DOD/UFC/fc_4_740_02n.pdf)

74044-1 **GENERAL.** See introduction to 740 series category codes for general instructions regarding facility allowance planning procedures.

74044-2 **DEFINITION.** Physical fitness facilities provide facilities and support services to meet the individual physical fitness, coordination, skills development, recreation and training needs of military personnel. Depending on the Installation location, 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 collocating the facility 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 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

74044-4.1 Installation population is defined as Active Duty enlisted and officers, average on board students, transients, and reservists (see paragraph 740-2.2.4). Include authorized civilians and family members overseas. 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.

74044-4.2 Based on the calculated installation population size, determine the authorized facility space allowance from the interactive Space Planning spreadsheet referred to in paragraph 74044-5.

74044-4.3 Usage of facilities by family members and retirees has been statistically incorporated in the space allowances used in the spreadsheet. These allowances may be revised periodically by NAVFAC HQ, BUPERS, and CMC.

74044-4.4 Space allowances developed from the Space Planning spreadsheet are minimum allowances. For areas with large concentrations of military population, actual facility usage data may be used to justify additional space.

FOR MARINE CORPS INSTALLATIONS ONLY: If installation population exceeds 3,000, use fitness area space requirements as follows:

- a. 3.5% of installation population determines peak load.
- b. 3.58 sq.m. (38.5 SF) per patron at peak load determines size of fitness area.

*Example: 6,000 population x .035 = 210 patrons at peak load.
210 patrons x 3.58 sq.m. (38.5 SF) = 752 sq.m. (8,085 SF)*

74044-5 **SPACE PLANNING SPREADSHEET.** Minimum space allowances for Indoor Physical Fitness Centers are determined according to the planning criteria incorporated into the Space Planning Spreadsheet, which can be found at http://www.wbdg.org/references/pa_dod_sps.php. 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.

Notes for using the Space Planning Spreadsheet:

- (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 .4 sq.m. (4 NSF/PN). 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.
- (2) Fitness area includes warm up/cool down area, free weights, circuit/weight training machines, and cardiovascular equipment (bicycle, stepper, rower). Space for one Instructor Station should be included in each separate Weight Training Area.
- (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, gym floor coverings, roll-away bleachers, etc.

740 45 FITNESS ROOM (SF)

FAC: 7421

BFR Required: N

74045-1 Fitness Rooms are stand-alone gymnasium facilities, usually cardio equipment and weight machines or free weights, in a single area of rooms within a facility of a different CCN. 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.

740 46 ROLLER/ICE SKATING RINK (SF)

FAC: 7418

BFR Required: Y

74046-1 This facility serves as a roller/ice skating rink requiring a hard surface floor with potential for multipurpose use. The facility may include administrative space, maintenance, equipment storage, snack bar with kitchen space, locker and spectator areas. The Roller/Ice Skating Rink is a MWR Category C facility (see General Notes MWR) and must be justified through financial analysis. Minimum rink size should be 10,000 SF with additional space as required for support functions based on military population as shown in Table 74046-1.

**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: 7447

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:

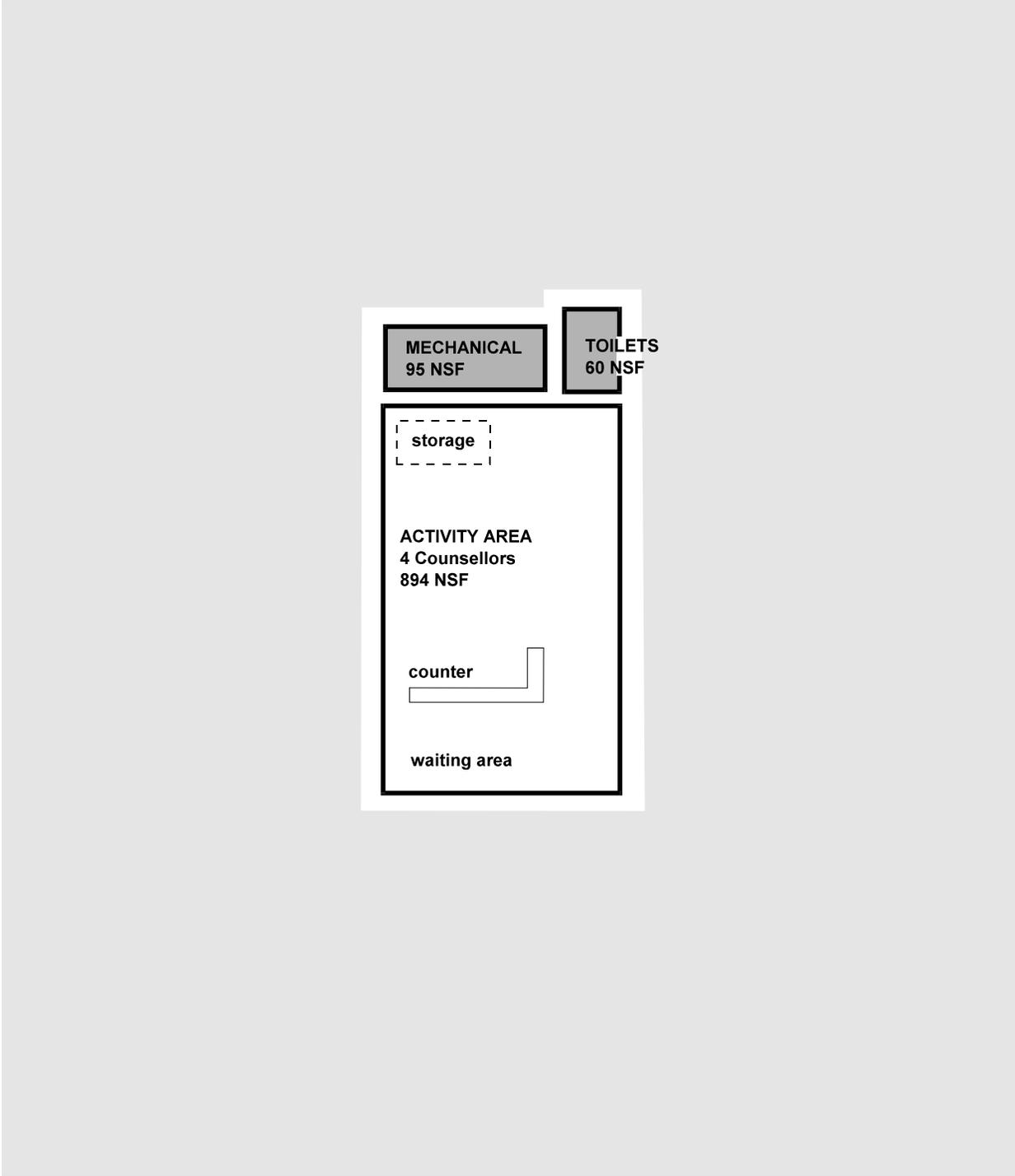
FTE = Full Time Equivalent, in situations where staffing is made up of full- and part-time employees.

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.

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 52 GUN, SKEET AND/OR TRAP BUILDING (SF)
FAC: 7447
BFR Required: Y

74052-1 This facility is for support of the respective ranges and contains 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. Space allowances are given in Table 74052-1 and may be used in one facility or divided between facilities. See Category Code 750 52 for land requirements.

**Table 74052-1
Space Criteria For Gun, Skeet And/Or Trap Building**

Military Strength (1)	Gross SF
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 53 SWIMMING POOL - INDOOR (SF)

FAC: 7422

BFR Required: Y

(INCLUDING POOLSIDE DECK)

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 (see relevant criteria and MIL-HDBK) 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	# Unit s	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/House keeping			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	=	_____	
		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)						=	_____	

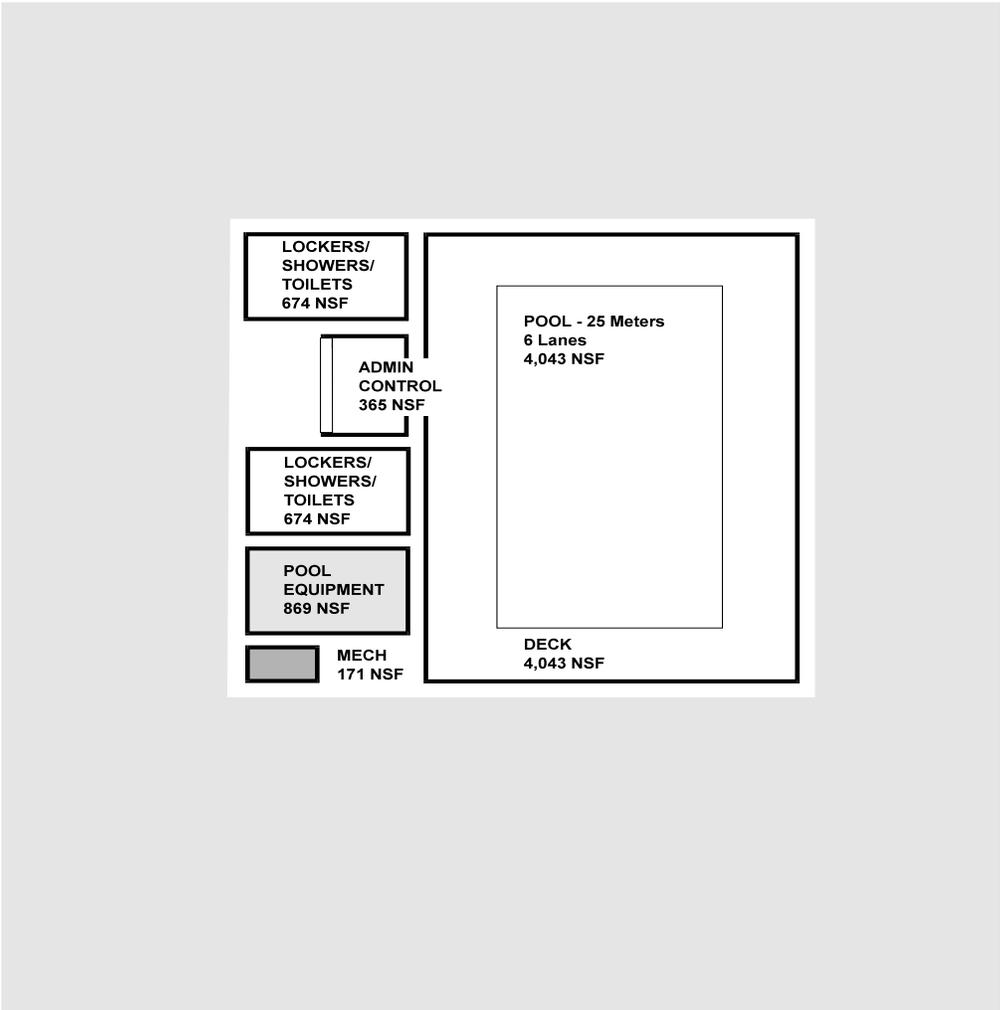
Notes for Space Allowance -- Table 74053-4:

- (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)

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 4-740-16, webpage: <http://www.wbdg.org>

74054-1 **GENERAL.** See General Notes to 740 series category codes for General Instructions regarding facility allowance planning procedures.

74054-2 **DEFINITION.** A Recreation Center is designed to serve primarily younger (ages 18-24) enlisted personnel (mostly E1-E6), particularly those living in Bachelor Enlisted Quarters. The Navy / Marine MWR Military Recreation Center is not for family use, but is intended for active duty personnel only. Rec. Centers offer patrons programmed activities staffed with trained personnel. Activities to be accommodated in the Rec. Center include: "hanging out", informal group activities, tournaments and competitions, special events, theme activities for holidays, music practice and "jam" sessions, talent shows, movie marathons, game show nights, demonstrations, classes, lectures, board games, cards, television, trivia contests and special programs for women. Some basic support facilities such as a vending / snack area and a telephone bank (with private booths and a waiting area) may be included for the convenience of patrons, particularly in locations where such services may not otherwise be available.

Each base where a Rec. Center is located should be individually analyzed to understand its specific situation, and determine the mix of Rec. 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.

74054-3 **RELATED FACILITIES.** Rec. Centers should be located within convenient walking distance of Bachelor Enlisted Quarters/dormitory facilities.

Consideration should also be given to collocating the Rec. Center with related facilities in order to (i) take advantage of potential savings in capital and operating costs (for example, consolidation of administrative and support spaces, site development and staffing), (ii) provide users with the increased convenience of clustered facilities, and (iii) take advantage of synergies between facilities. Such related facilities include:

- 740 40 Bowling Center
- 740 44 Indoor Physical Fitness Center

- 740 64 Enlisted Mess, Open.

74054-4 **SPACE ALLOWANCE.** Recreation Center facilities are sized on the basis of the E1-E6 population at each installation. The maximum facility allowance for Rec. Centers is according to sizing criteria presented in Table 74054-1.

Table 74054-1. Space Allowance For Recreation Center

Note	Population Category	Population (per Base Loading)	Maximum Gross Square Footage (GSF)
(1), (2)	E1-E6	less than 1,000	0 GSF
(2)	E1-E6	2,000 to 5,000	6,600 GSF
(2)	E1-E6	6,000 to 15,000	10,900 GSF
(2)	E1-E6	16,000 and over	15,900 GSF

Notes for Table 74054-1:

- (1) For installations with an E1-E6 population of 1,000 or less, the base Community Center or other MWR facilities should be used to accommodate Recreation Center functions.
- (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. Round-off population up or down to the nearest thousand.

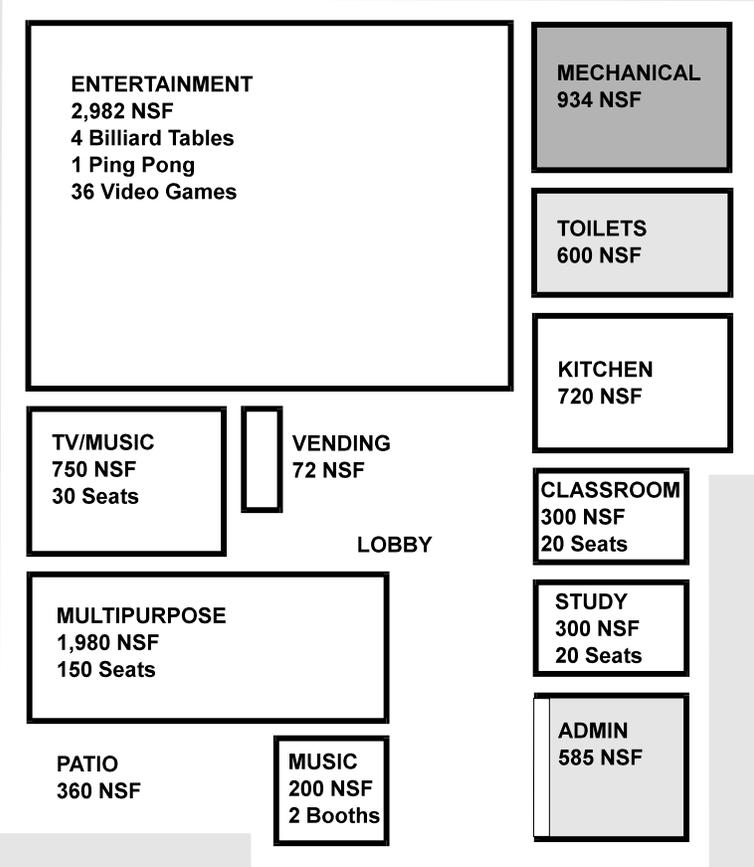
74054-4.1 Location is an important factor in the utilization of Rec. Centers. Since their primary users are younger enlisted personnel, many of whom may not have access to personal vehicles, Rec. Centers should be conveniently located within a 5-10 minute walking radius of the majority of BEQ's (Bachelor Enlisted Quarters).

74054-4.2 The local Command has the option of providing the total space allowance as one Rec. 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.

74054-4.3 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.

74054-5 **SAMPLE LAYOUT DIAGRAM.** A layout diagram is presented for a medium size Recreation Center 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 74054-1. Recreation Center – Medium Size Facility



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: <http://www.wbdg.org>

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 child care (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 multi media room, laundry room, and outdoor activity area or open area.

74055-5 **SPACE PROGRAM.** The space program for the Youth Centers is developed through the use of an interactive spreadsheet. Please see the UFC 4-740-06, website <http://www.wbdg.org> to download the spreadsheet.

74055-6 **LOCATION DETERMINANTS.** Several factors determine the most appropriate and cost-effective location for a Youth Center.

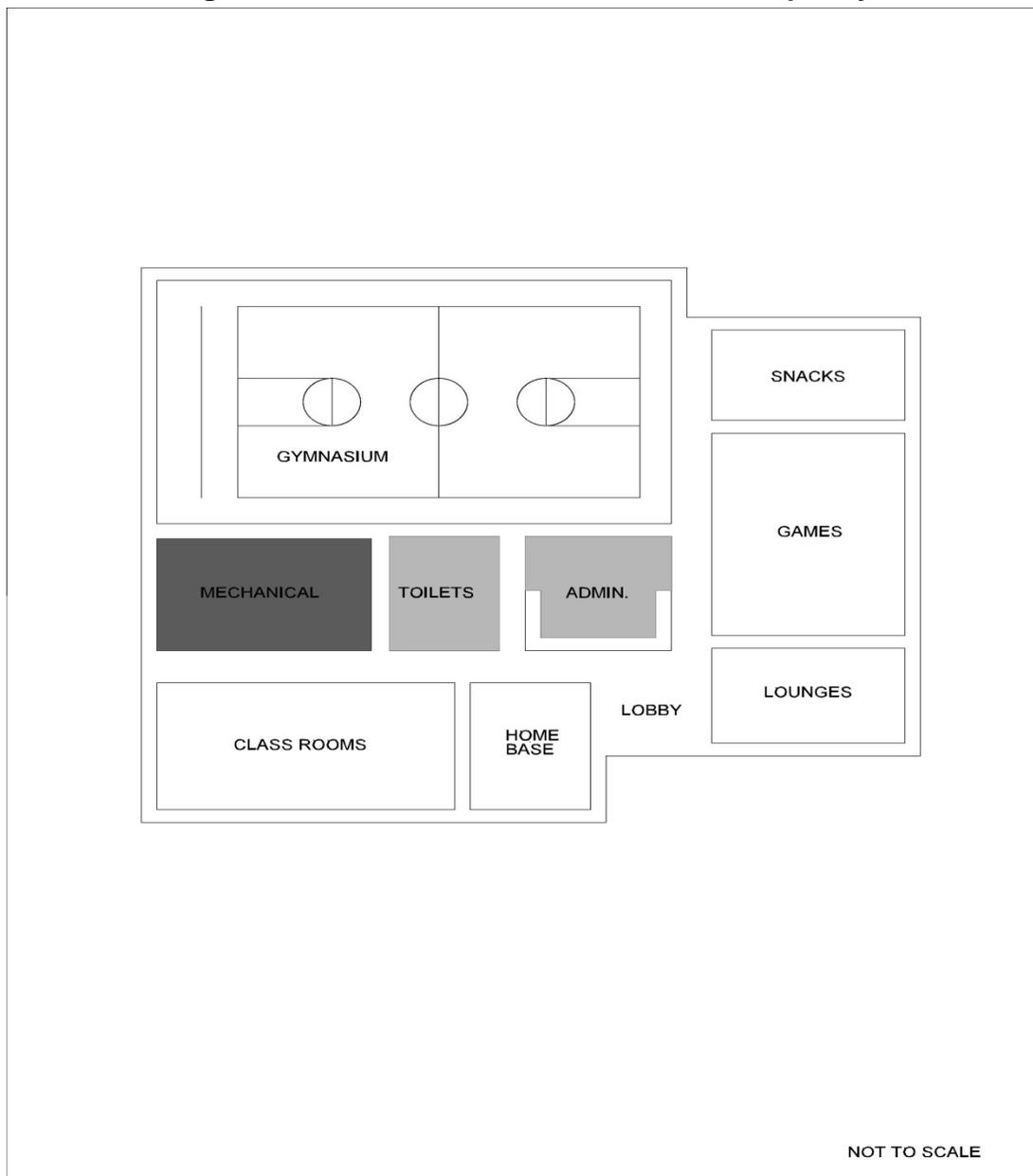
74055-6.1 **Access.** The Youth Center should be easily accessible by busses (dropping off), privately-owned vehicles (either dropping off/picking up or parking), and by youth patrons via foot or bicycle. Weigh these considerations against the effect on traffic during peak pick-up/drop-off times. For 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.

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

Space allowances for theaters will be determined by the following method:

74056-1 Step 1: Determine basic authorized number and seating capacity from Table 74056-1.

74056-2 Step 2: Determine Environmental Adjustment Factor from Table 74056-2 and adjust the value obtained from Step 1 accordingly.

74056-3 Step 3: Determine gross SF requirements from Table 74056-3.

All facilities, except the general purpose facility, will be provided with a stage.

Note: 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.

**Table 74056-1
Authorized Numbers And Seating Capacities For Theaters**

Military Population (1)	Number	Seat Capacity	Dressing Rooms
Up to 300	Note (2)		
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		

(1) Military population military strength plus 50% of dependents.

74056-4 **Environmental Adjustment Factors.** The maximum allowances obtained from Table 74056-1 must be adjusted to reflect available community support and other recreational facilities available on 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 (1)	Other Recreational Facilities (2)	Current Installation Theater (3)
Normal	0.70	0.70	1.00
Poor	1.00	1.00	0.50

(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.

(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.

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** since only two of the five types are available: select 1.00
 - (c) Current attendance - **poor:** select 0.50

Therefore EAF 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)

Table 74056-3. Space Allowances For Theaters

Capacity Seats	Gross SF with dressing rooms	Gross SF w/out 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: Y**

74060-1 This CCN is for inventory purposes. To program a new stand-alone club, CNIC N925, N944 concurrence will be required and should be planned under CCN 740-67, All Hands Club.

740 64 ENLISTED CLUB (SF)**FAC: 7333****BFR Required: Y**

74064-1 This CCN is for inventory purposes. It is to be used in cases where one consolidated club accommodates all enlisted grades (E1 through E9). To program a new stand-alone club, CNIC N925, N944 concurrence will be required and should be planned under CCN 740-67, All Hands Club.

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.

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 FACILITY (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**

Design Criteria: UFC 4-722-01, Dining Facilities

74070-1 This CCN is for inventory purposes only. It provides facilities for Navy Chief Petty Officers in grades E7 through E9. To program a new stand-alone club, CNIC N925, N944 concurrence will be required and should be planned under CCN 740-67, All Hands Club.

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, 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.

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

Design Criteria: UFC 4-740-14
 Design: Child Development Centers. <http://www.wbdg.org>

74074-1 Child Development Centers may be established as required to provide child care/development for children ages 6-weeks to 6 years old for full-day, part-day, and hourly care. The minimum capacity is 48 children and the maximum capacity for a center is 305 children. When a need exists for more than 305 children, consideration should be given to accommodation by the Family Home Care Programs as an adjunct to the center based care, and/or establishing additional centers. Space allowances for child development centers are shown in Table 74074-1.

74074-1.1 **Land area requirements.** Land area includes the minimum hectare (acreage) required to accommodate the CDC facility and the developmental play program to include the building, parking, service area, outdoor activity area, and vehicular circulation.

Table 74074-1. Site Size Requirements

CDC Size	Min Site Size- Hectares	Min Site Size- Acres
Small (less than 100 children)	0.84	2.07
Medium (100 to 200 children)	1.53	3.78
Large (200 to 305 children)	2.09	5.15

74074-1.2 **Impact on Neighborhood.** The designer and community planner must give serious 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 or proximate to another 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 Chapter 3 and Chapter 7 of UFC 4-740-14. In addition, OPNAVINST 1700.9D should be reviewed as a source for site criteria.

74074-1.3 **Locating:** Locate the CDC as recommended by the community planner and as approved by the installation commander. Consider practical future expansion to the facility and AT/FP issues.

74074-1.4 **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.

74074-1.5 **Entrance canopies** may be provided for pickup and discharge of passengers in inclement weather regions. This covered space is not included in the building gross square footage.

Outdoor shade structure(s) are required without penalty to Building GSF, and may be provided by use of building overhangs or separate structures.

74074-1.6 **Outdoor storage** (playgrounds) is required without penalty to Building GSF, and may be provided within the building or in a separate storage shed.

74074-1.7 **Outdoor play areas are based on 100 SF per child up to 100 children. When greater than 100 children, add 50 SF per additional child.**

74074-1.8 **Capacity** shall be determined by actual count of **Military Dependents** through age 6 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 6 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/decrease in military/civilian employee population or mission changes.

74074-1.9 **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.

For detailed space allowances, please see UFC 4-740-14 and the space programming template.

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. (# 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
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 and maintenance building—is directly related to the number of golf course holes and golf cars. 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. The

golf maintenance building should always be separate from the golf clubhouse and location to provide efficient access to the course preferably screened from view by the golfers. A basic maintenance facility should be 3500 GSF plus equipment wash-down area and fertilizer/pesticide/herbicide storage mixing facility. Depending on the local environmental conditions, additional space for golf maintenance equipment storage may be justified. Equipment wash-down areas should have runoff collected and routed through an oil-water separator. 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	=	+ ___	
		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	=	___	
(5)		Maintenance Building	___	x	2,500 NSF per 9 holes	=	___	3,750

Notes for Space Allowance Tables 74080-2 and 74080-3:

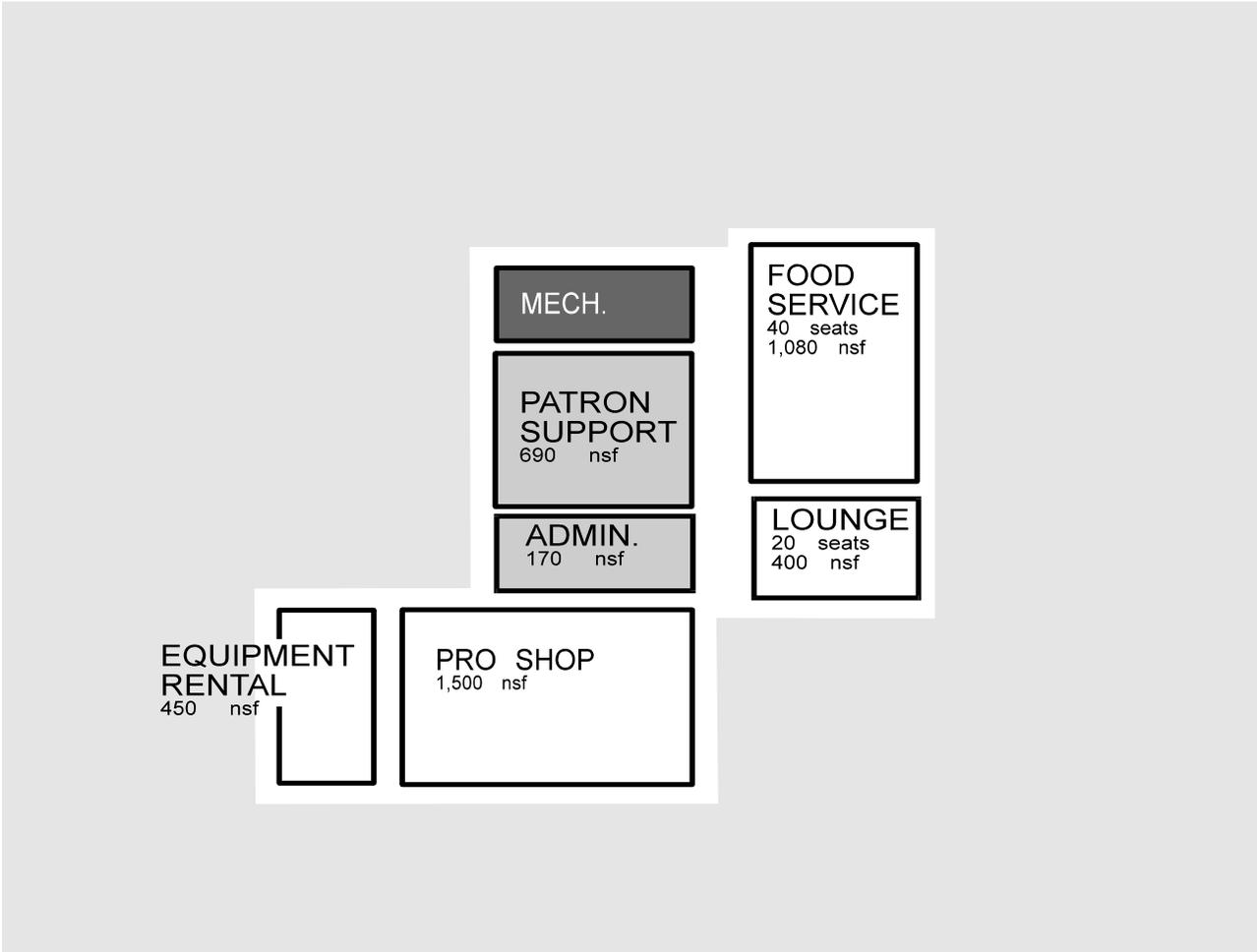
- (1) A combined snack bar/lounge may be provided as an alternative to separate snack bar and lounge areas.
- (2) Minimum 200 NSF for golf bag and cart storage allows for 60 club sets (both patron-owned and rental), with bags and carts.
- (3) Covered outdoor space (such as an entrance canopy or sheltered 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.
- (5) For safety reasons, the maintenance building should be a separate structure. Space for pesticide/fertilizer storage should be 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 ACCOMMODATION (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	8 800	74.32
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.

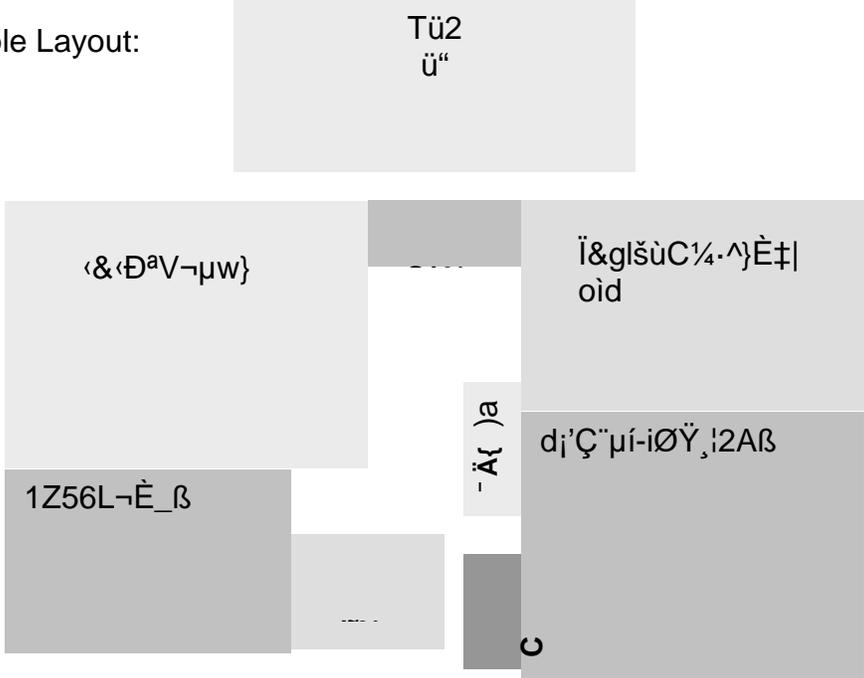
**Table 74081-2
MWR Rental Accommodation (Category Code 740 81) Sample Space Program**

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
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:



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	# Unit s	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: 7447

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 work space, circulation, and net to gross factors, using a space analysis and equipment inventory list.

740 91 MWR OPERATED CAR WASH (SF)**FAC: 7348****BFR Required: Y**

Contact CNIC (N9) for additional information.

74091-1 An MWR operated car wash may be provided at installations where supported by business case analysis. A car wash is a Category C facility. Size according to industry standards. For planning purposes, the Industry Standard for car washes requires 1,500 people residing in or working in the immediate area, for each bay. On average, a car wash is two cycles (4 minutes per cycle is industry average) with half of the car wash users using the vacuum. Navy car washes generally cost \$1.25 and vacuuming is \$0.50 for an average cost of \$3.00 per wash.

740 92 MWR RV PARK SUPPORT FACILITIES (SF), REVISED DEC 2011**FAC: 7443****BFR Required: Y**

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

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 VISITOR'S QUARTERS - NGIS MISSION SUPPORT (SF), REVISED OCT 2011

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:

3. 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.
4. 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			

Functional Program Area	Central	Satellite	Description
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
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:

4. Obtain occupancy rate information for the facility or facilities in question for the previous two year period.
5. 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.
6. 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
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:

- 6) The total # of rooms in the inventory is the total room capacity for a building or series of buildings
- 7) The total # of room nights per month = number of days in the month (x) the number of rooms in inventory
- 8) The total # of room nights sold is the sum of rooms sold each night for the month
- 9) % Occupancy Equation = Total # room nights sold / Total # room nights
- 10) 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.

- e) 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.)
- f) 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.
- g) 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%
- h) 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 re-calculate 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/Quan	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
	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

Functional Program Area	Base Area (See Note 1)		Space Standard (planning factor)	Notes/explanation	Sample (See Notes 2 & 4)			
	ft2	m2			Option/Quan	ft2	m2	
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 gst rms +50sf per ea addl 200 gst rm. 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 gst rms +25sf per ea addl 100 gst rm. 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 gst rm	Accommodates two to four washers and two to four dryers per every 40 gst rm	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
	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

Functional Program Area	Base Area (See Note 1)		Space Standard (planning factor)	Notes/explanation	Sample (See Notes 2 & 4)		
	ft2	m2			Option/Quan	ft2	m2
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
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
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

Floor Support

Functional Program Area	Base Area (See Note 1)		Space Standard (planning factor)	Notes/explanation	Sample (See Notes 2 & 4)		
	ft2	m2			Option/Quan	ft2	m2
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. Provide a minimum of 0.5 parking spaces per guest room. 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 VISITOR'S QUARTERS - NGIS MISSION SUPPORT SUITES (SF), REVISED OCT 2011

FAC: 7441

BFR Required: Y

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 96 VISITOR'S QUARTERS (NGIS MISSION SUPPORT DV SUITES) (SF)

FAC: 7441

BFR Required: Y

74096-1 **GENERAL.** This criteria is currently being written and will be posted upon completion.

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.

740 99 MWR-OPERATED NGIS CONFERENCE CENTER (SF)

FAC: 6100

BFR Required: N

74099-1 GENERAL. This criteria is currently being written and will be posted upon completion.

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 nonappropriated 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: Military Handbook (MIL-HDBK-1037/3) -- Outdoor Sports and Recreation 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: Military Handbook (MIL-HDBK-1037/3) -- Outdoor Sports and Recreation 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 CC 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 - REMOTE (EA)**FAC: 7542****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)**FAC: 7512****BFR Required: N**

75034-1 Wading pools normally are planned as adjuncts to main pools (see CC 740 53 Swimming Pool—Indoor). This code is for inventory purposes and only in those cases where wading pools are detached from the main facility.

750 35 ACTIVITY TV RECEIVER ANTENNA (EA)**FAC: 8929****BFR Required: N**

75035-1 This Category Code Number is provided for inventory purposes only.

750 36 TV DISTRIBUTION SYSTEM (EA)**FAC: 8929****BFR Required: N**

75036-1 Category Codes 750 35 and 750 36 are for inventory purposes only. Such facilities are provided only at remote installations where central TV reception and local distribution systems can be individually justified.

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, 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./SF)**FAC: 7541****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. Markey 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: Military Handbook (MIL-HDBK-1037/3) -- Outdoor Sports and Recreation 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)**FAC: 7541****BFR Required: Y**

75058-1 Please see CCN 750-59 for general description of campground. This CCN will be used for tent camping vs. RV's. No vehicle pads are required. See Table 75059-1 for sanitary facilities requirements for tent campgrounds.

**750 59 RECREATION CAMPGROUND - RV (SQ.M./SF), REVISED
DEC 2011****FAC: 7541****BFR Required: Y**

Project Review: Base MWR representatives, EFD, NAVFAC HQ, BUPERS (Pers-656D)
Design Criteria: *(Military Handbook is not currently available)*

Project Review: Base MWR representatives, CNIC Fleet & Family Readiness (N944A)
Design Criteria: *(Military Handbook is not currently available)*

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 maybe 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 (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 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 the 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. For a Category B sailing program marina, it is necessary to document the demand and to ensure that APF will be available to support operation of the sailing program. 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 Code 740 87 for marina support building criteria. There are two categories of Marina: Category B is the MWR sailing program and Category C is the rental slips 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 COMMUNITY PLAYGROUND (EA)

FAC: 7511

BFR Required: N

75110-1 DEFINITION. Community playgrounds are outdoor activity areas provided for children and are an integral part of the functions associated with 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 community 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).

Refer to CCN 73540 for school playgrounds.

75110-2 PROPERTY RECORD CARD USAGE. Each community 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 and does not include planning requirements or sizing methodology.

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.®-