

Activity	OrgCode	OrgName	Source	UIC	Required to be w/in 100 m of Pentagon
(A)WHS	WHS	WHS	WHS	DDAADB	0

### **DOD #301: GSF & Auth Personnel of each owned, admin bldg in space outside**

**Question:** This question should be answered by the following DoD Agencies: DARPA, DeCA, DCAA, DCMA, DFAS, DISA, DLSA, DLA, DSCA, DSS, DTRA, MDA, PFPA. For EACH building of owned, administrative space that you

**Source / Reference:** DoD Agency Facility Manager

**Amplification:** 1. GSF = Gross Square Feet. This measure of square feet should be used when responding to questions about owned space (by the federal government) that is controlled by the DoD (except the Pentagon Reservation). The  
 2. Owned Space = space owned by the federal government and controlled by the DoD.  
 3. Administrative Space = all space in DoD FAC Code Series 6100 and 6200 (aka general office space whether or not  
 4. DC Area = within a 100 mile radius of the Pentagon. Map reference is located in the OSD BRAC Library.  
 5. DoD Host (Installation) = the Military Installation (i.e., Ft. Belvoir) where you are located.  
 6. Authorized = Manpower validated and allocated in a manning document that defines positions in terms of functions,  
 7. DoD Civilian Personnel = funded/budgeted authorized civilian positions may be filled with contractors; if this is the  
 8. On-Board Contractors = non-military personnel physically located within the space occupied by DoD Activity on a  
 9. FTE = Full-time equivalent calculated based on 2087 hours per year.  
 10. Detailees = an individual or continuing position (reimbursable or non-reimbursable) assigned to a DoD facility for a specified period of time with the position remaining on the parent organization's personnel rolls. (One-time assignments

### **DOD #311: USF and Personnel in each building of leased, admin space outside**

**Question:** This question should be answered by all activities in MILDEPs and other DoD entities (including, but not limited to, OSD, DoD Field Activities, the Joint Staff, the DoD IG, and any other stand-alone organizations), and the

**Source / Reference:** DoD Agency Facility Manager/Director, MILDEPs, OSD DA&M

**Amplification:** 1. Activity = This question is directed to "Activities" within the MILDEPs and other DoD entities. It is the intent of the questions about an Activity's real estate to gather information at a level of detail sufficient to allow for  
 2. USF = Usable Square Feet. This measure of square feet should be used when responding to questions about leased space (inclusive of space that is owned by the federal government but controlled by a non-DoD entity such as GSA) and  
 3. Leased Space = all space secured from the private market OR from non-DoD federal government entities.  
 4. Administrative Space = all space in DoD FAC Code Series 6100 and 6200 (aka general office space whether or not  
 5. DC Area = within a 100 mile radius of the Pentagon. Map reference is located in the OSD BRAC Library.  
 6. DoD Host = the DoD lease manager that is procuring space for you (i.e. Corps of Engineers, NAVFAC, WHS [Washington Headquarters Service], GSA [inside of National Capitol Region, not outside]), or Direct (if space secured  
 7. Authorized = Manpower validated and allocated in a manning document that defines positions in terms of functions,  
 8. DoD Civilian Personnel = authorized civilian positions may be filled with contractors; if this is the case, do NOT  
 9. On-Board Contractors = non-military personnel physically located within the space occupied by DoD Activity on a  
 10. FTE = Full Time Equivalent is calculated based on 2087 hours.  
 11. Detailees = an individual or continuing position (reimbursable or non-reimbursable) assigned to a DoD facility for a specified period of time with the position remaining on the parent organization's personnel rolls. (One-time assignments

### **DOD #303: Administrative space**

**Question:** This question should be answered by all owned installations, except the Pentagon Reservation (see amplification for definitions). For EACH building of owned, administrative space that is located on your installation, excluding the

**Source / Reference:** Installation Commander/Mgr

**Amplification:** GSF = Gross Square Feet. This measure of square feet should be used when responding to questions about owned space (by the federal government) that is controlled by the DoD (except the Pentagon Reservation). The definition  
 Owned Space = space owned by the federal government and controlled by the DoD.

Administrative Space = all space in DoD FAC Code Series 6100 and 6200 (aka general office space whether or not

DC Area = within a 100 mile radius of the Pentagon. Map reference is located in the OSD BRAC Library

Authorized = Manpower validated and allocated in a manning document that defines positions in terms of functions,

Military Executive = General or Flag Officers (O7 and above)

Military Management = Colonels, Lieutenant Colonels and Majors (O4-O6), or comparable rank as defined in any of the Military Other Officers = officers on levels of W1-O3.

Civilian Executive = SES positions (defined as Private Space Categories P-1 through P-3 in Enclosure 1 of DODI 5303.5

Civilian Management = GS 12-15 positions (defined as Private Space Categories P-4 through P-6 in Enclosure 1 in DODI

Civilian Other Staff = All staff not included as Executive or Management as previously defined.

DoD Civilian Personnel = funded/budgeted authorized civilian positions may be filled with contractors; if this is the case,

On-Board Contractors = non-military personnel physically located within the space occupied by DoD Activity on a

FTE = Full-time equivalent is calculated based on 2087 hours.

Detailees = an individual or continuing position (reimbursable or non-reimbursable) assigned to a DoD facility for a

specified period of time with the position remaining on the parent organization's personnel rolls. (One-time assignments

Installation = As defined in the Defense Base Closure and Realignment Act of 1990 (Public Law 101-510, as amended through the National Defense Authorization Act of Fiscal Year 2003, the term "military installation" means a base, camp,

UIC = Unit Identification Code

Surge requirement = documented (OPLAN, MOU, MOA or other agreement) contingency, mobilization, or other operational requirements beyond normal operating parameters (i.e. for temporary vacancies, emergencies, seasonal or

## **DOD #462: USF & Personnel of each building of leased, admin space within DC**

**Question:** This question should be answered by all activities in MILDEPs and other DoD entities (including, but not limited to, OSD, DoD Field Activities, the Joint Staff, the DoD IG, and any other stand-alone organizations), and OSD (as

**Source / Reference:** DoD Activity Facility Mgr, MILDEPs, OSD DA&M

**Amplification:** 1. This question is directed to "Activities" within the MILDEPs and other DoD entities. It is the intent of the questions about an Activity's real estate to gather information at a level of detail sufficient to allow for development of o

2. USF = Usable Square Feet. This measure of square feet should be used when responding to questions about leased space (inclusive of space that is owned by the federal government but controlled by a non-DoD entity such as GSA) and

3. Leased Space = all space secured from the private market OR from non-DoD federal government entities.

4. Administrative Space = all space in DoD FAC Code Series 6100 and 6200 (aka general office space whether or not

5. DC Area = within a 100 mile radius of the Pentagon. Map reference is in the OSD BRAC library.. DoD Host = the

DoD lease manager that is procuring space for you (i.e. Corps of Engineers, NAVFAC, WHS [Washington Headquarters

7. Authorized = Manpower validated and allocated in a manning document that defines positions in terms of functions,

8. On-Board Contractors = non-military personnel physically located within the space occupied by DoD Activity on a

9. Full-Time Equivalent (FTE): Full Time Equivalent is calculated based on 2087 hours.

10. Detailees = an individual or continuing position (reimbursable or non-reimbursable) assigned to a DoD facility for a specified period of time with the position remaining on the parent organization's personnel rolls. (One-time assignments

11. Military Executive = Flag or General Officers (O7 and above)

12. Military Management = Colonels, Lieutenant Colonels and Majors (O4-O6), or comparable rank as defined in any of

13. Military Other Officers = officers on levels of W1-O3.

14. DoD Civilian Personnel = funded/budgeted authorized civilian positions may be filled with contractors; if this is the

15. Civilian Executive = SES positions (defined as Private Space Categories P-1 through P-3 in Enclosure 1 of DODI

16. Civilian Management = GS 12-15 positions (defined as Private Space Categories P-4 through P-6 in Enclosure 1 in

17. Civilian Other Staff = All staff not included as Executive or Management as previously defined.

18. For all services: Installations ARE NOT REQUIRED TO ANSWER THIS QUESTION (to be answered by

## **DOD #463: GSF & Personnel per bldg owned/admin space w/in DC Area, excl**

**Question:** This question should be answered by the following DoD Agencies: DARPA, DeCA, DCAA, DCMA, DFAS, DISA, DLSA, DLA, DSCA, DSS, DTRA, MDA, PFFA. For EACH building of owned, administrative space that you

**Source / Reference:** Facility Mgr

**Amplification:** 1. GSF = Gross Square Feet. This measure of square feet should be used when responding to questions about owned space (by the federal government) that is controlled by the DoD (except the Pentagon Reservation). The

2. Pentagon Reservation: Land and buildings in Arlington, Virginia, on which the Pentagon Office Building, Federal Building Number 2 (commonly called the Navy Annex), the Pentagon heating and sewage treatment plants, and other
3. Owned Space = space owned by the federal government and controlled by the DoD.
4. Administrative Space = all space in DoD FAC Code Series 6100 and 6200 (aka general office space whether or not
5. DC Area = within a 100 mile radius of the Pentagon. Map reference is located in the OSD BRAC Library.
6. DoD Host (Installation) = the Military Installation (i.e., Ft. Belvoir) where you are located.
7. Authorized = Manpower validated and allocated in a manning document that defines positions in terms of functions,
8. Military Executive = Flag or General Officers (O7 and above)
- 9.. Military Management = Colonels, Lieutenant Colonels and Majors (O4-O6), or comparable rank as defined in any of
10. Military Other Officers = officers on levels of W1-O3.
11. Civilian Executive = SES positions (defined as Private Space Categories P-1 through P-3 in Enclosure 1 of DODI
12. Civilian Management = GS 12-15 positions (defined as Private Space Categories P-4 through P-6 in Enclosure 1 in
13. Civilian Other Staff = All staff not included as Executive or Management as previously defined.
14. DoD Civilian Personnel = authorized civilian positions may be filled with contractors; if this is the case, do NOT
15. On-Board Contractors = non-military personnel physically located within the space occupied by DoD Activity on a
16. Full-Time Equivalent (FTE): Full Time Equivalent is calculated based on 2087 hours.
17. Detailees = an individual or continuing position (reimbursable or non-reimbursable) assigned to a DoD facility for a specified period of time with the position remaining on the parent organization's personnel rolls. (One-time assignments
18. For all services: Installations ARE NOT REQUIRED TO ANSWER THIS QUESTION (to be answered by

## Reference #HSA008 (DoD #4076) : HSA HQS AF303b: - Mil Installations: Admin

**JCSG:** HQs and Support

**Function(s):** MAJ ADM Mil Installations (USAF)

This question is a Capacity question.

**Question:** This question is for targeted Air Force installations and should be answered by the base-level Manpower and Civil Engineer organizations. This is the second part of a 4-part question; the remaining portions of the question are in the The intent of this question is to obtain information on the inventory of administrative space and the personnel occupying

- 1) Identify all DoD FAC 6100, 6101, and 6102 space on the installation. This is available from base real property records (OPR: installation Civil Engineer organization). Use A (single purpose space) and D (space used by category code within a
- 2) Determine if the facility is of permanent or temporary construction and identify the type of temporary construction (as applicable) based on the definitions below. The table allows the installation to choose from one of 5 choices:
  - A. Permanent Construction: A facility suitable and appropriate to serve a specific purpose for a maximum period of time
  - B. Temporary Construction: Any facility not meeting the definition of "permanent construction". For facilities identified
    - (1) Temporary 1: Existing building that will be closed/demolished by not later than 9/1/11.
    - (2) Temporary 2: Trailer
    - (3) Temporary 3: Modular building
    - (4) Temporary 4: Any other temporary facility.
- 3) Identify the Activities that occupy each identified building of administrative space (see #1). Create an entry for each Activity in each building, ensuring that you report the GSF used by each Activity in each building on the appropriate line.
- 4) For each line item (representing each Activity in each building-see #3), count the number of personnel physically occupying the spaces. If the space is temporarily unoccupied (e.g., the facility/facility space is undergoing renovation),
- 5) If you have additional personnel that are not aligned against an authorization or are considered "overages", include that

See Amplification Section for further instructions.

**Source / Reference:** Installation Manpower and Civil Engineer organization

1. Provide real property data from ACES-RP
2. Provide the active and full-time ARC manpower authorization data from the Unit Manning Document (UMD)

**Amplification:** 1) For a listing of USAF facility category codes that are associated with DoD FAC 6100, 6101, and 6102, please refer to the HSA JCSG (Headquarters and Support Activities, Joint Cross Service Group) folder in the BRAC

- 2) Check to ensure that for each line item “Total Authorized Military Personnel (including Full Time Reserves)” + “Total Authorized Civilian Personnel” + “On-Board Contractors FTE (Pers)” + Other Personnel/Detailees” = “Grand Total
- 3) Space/buildings occupied by DoD Defense Agencies should NOT be included; space occupied by other tenant organizations should be included. In the final column answer this yes/no question: If additional personnel ARE required
- 4) GSF = Gross Square Feet. The definition of GSF is all floor area in a building measured to the outer surfaces of exterior or enclosing walls. Tenants on military installations should confirm assignments of GSF with their host entity. When
- 5) Owned Space = space owned by the federal government and controlled by the DoD. Hence, do NOT include leased
- 6) Authorized = Manpower validated and allocated in a manning document that defines positions in terms of functions,
- 7) Personnel Definitions:
- a. Military Executive = General or Flag Officers (O7 and above)
  - b. Military Management = Colonels, Lieutenant Colonels and Majors (O4-O6), or comparable rank as defined in any of
  - c. Military Other Officers = officers on levels of W1-O3.
  - d. Civilian Executive = SES positions (defined as Private Space Categories P-1 through P-3 in Enclosure 1 of DODI
  - e. Civilian Management = GS 12-15 positions (defined as Private Space Categories P-4 through P-6 in Enclosure 1 in
  - f. Civilian Other Staff = All staff not included as Executive or Management as previously defined.
  - g. DoD Civilian Personnel = funded/budgeted authorized civilian positions may be filled with contractors; if this is the
  - h. On-Board Contractors = non-military personnel physically located within the space occupied by DoD Activity on a
  - i. FTE = Full-time equivalent is calculated based on 2,087 hours per year and relates directly to on-board contractors.
  - j. Detailees = an individual or continuing position (reimbursable or non-reimbursable) assigned to a DoD facility for a specified period of time with the position remaining on the parent organization's personnel rolls. (One-time assignments
  - k. Surge requirement = documented (OPLAN, MOU, MOA or other agreement) contingency, mobilization, or other operational requirements beyond normal operating parameters (i.e. for temporary vacancies, emergencies, seasonal or

**Reference #HSA010 (DoD #1909) : HSA-HQS133101 - Activities: Statutory Req to JCSG: HQs and Support**

**Function(s):** MAJ ADMIN - TARGET ACTIVITIES

to be located anywhere within the DC Area? If yes, identify the specific statute establishing the requirement and the specific location of the requir

**Source / Reference:** U.S. Code

JCSG (Headquarters and Support Activities Joint Cross Service Group) folder in the BRAC Library, Section II. B., page 70, which provides a specific list

Activity = This question is targeted to selected “Activities” within the DoD, except intelligence activities. JCSG (Headquarters and Support Activities Joint Cross Service Group) folder in the BRAC Library for maps of the DC Area.

reference to where Activity must be located.

**Reference #HSA011 (DoD #1910) : HSA-HQS133102 - Activities: Statutory Req to JCSG: HQs and Support**

**Function(s):** MAJ ADMIN - TARGET ACTIVITIES

requiring you to remain in your current location? If yes, identify the specific statute establishing the requirement and the specific location of the

**Source / Reference:** U.S. Code

JCSG (Headquarters and Support Activities Joint Cross Service Group) folder in the BRAC Library, Section II. B., page 70, which provides a specific list

Activity = This question is targeted to selected “Activities” within the DoD, except intelligence activities. reference to where Activity must be located.

**Reference #HSA012 (DoD #1911) : HSA-HQS14101 - Activities: Identify Primary**

**JCSG:** HQs and Support

**Function(s):** MAJ ADMIN - TARGET ACTIVITIES

mission, using the definitions provided in the amplification section. Choose only one from the available selections. Explanations of the selection

**Source / Reference:** Senior Leadership of Activity

JCSG (Headquarters and Support Activities Joint Cross Service Group) folder in the BRAC Library, Section II. B., page 70, which provides a specific list

Activity = This question is targeted to selected “Activities” within the DoD, except intelligence activities. JCSG (Headquarters and Support Activities Joint Cross Service Group) folder in the BRAC Library for maps of the DC Area.

or majority of personnel within the DC Area AND provides planning for, management of, or personnel/forces used in security and/or defense of the DC

headquarters or majority of personnel located within the DC Area AND provides direct administrative and operational support to DoD Activities, or other non-DoD

personnel located within the DC Area and does not provide 1) Security and Defense of the DC Area or 2) Direct DC Area Administrative Support (as defined ab

located outside of the DC Area, no matter what type of general mission your Activity is engaged in.

**Reference #HSA013 (DoD #1912) : HSA-HQS23101 - Leased AT/FP % of Bldg and**

**JCSG:** HQs and Support

**Function(s):** HQS - AT/FP

section), answer the following questions using the table provided, with the building names and numbers matching exactly to information provided in Data

A. What % of the building’s total square feet is leased to and/or occupied by DoD entities?

B. Is the building within a Controlled Perimeter?

C. What is the distance in feet to the controlled perimeter?

D. What is the distance in feet to the nearest Parking and/or Roadways?

answer no.)

parking, answer no.)

contracts for and manages leased space (such as Washington Headquarters Services, US Army Corps of Engineers, NAVFAC, AFRPA, or any other organization (incl

are included via responses from the noted managers of leased space. It is not necessary to respond to this question if an office is located on a mili

-DeCA: HROD-Alexandria

-DFAS: all locations, inclusive of all Civilian Personnel Offices

-DISA: all Civilian Personnel Offices

-DLA: Customer Support Offices in Columbus, OH and New Cumberland, PA

-Navy: HRSCs

-HRC Alexandria/PERSCOM (Army - Virginia)

-HRC St. Louis/ARPERSCOM (Army – St. Louis)

-HRC Indianapolis/EREC (Army – Indiana)

-Air Reserve Personnel Center (ARPC), Denver

-MCRSC (Marines – Kansas City, Missouri)

-DoDEA

-DTRA

-DSS

-Any Locations of Local Finance and Accounting Activities that are in leased space.

**Source / Reference:** Facilities Managers

**Amplification:** Leased Space = All space secured from the private market OR from non-DoD federal Closure and Realignment Act of 1990 (Public Law 101-510), as amended through the National Defense Authorization Act of Fiscal Year 2003, the term “mil

compute, divide the total USF in the building under lease to DoD organizations (may be multiple leases and should include all space contracted for by GSA an

boundary at which vehicle access is controlled at the perimeter of an installation, an area within an installation, or another area with restricted access.

from the controlled perimeter to the closest point on the building exterior or inhabited portion of the building.

Measure the standoff distance from the closest edge of parking areas and roadways to the closest point on the building exterior or inhabited portion of the bui

Measure the standoff distance from the closest edge of parking areas and roadways to the closest point on the building exterior or inhabited portion of the build

gates, electronic security equipment, and/or guards that can deny entry to unauthorized personnel or vehicles."

manages leased space (such as Washington Headquarters Services, US Army Corps of Engineers, NAVFAC, AFRPA, or any other organization (including military i







**be within DC area**