



## DCMA Manual 4101-01, Volume 2 Enterprise Facilities Standards

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**Organizational Infrastructure Capability Board**

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**Purpose:** This manual, in accordance with the authority in DoD Directive 5105.64, implements policy, assigns responsibility, and prescribes general standards associated with the acquisition, use, and release of real property, furniture, and equipment at sites where DCMA occupies or uses real property, agency-wide.

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## SECTION 1: GENERAL ISSUANCE INFORMATION

### 1.1. APPLICABILITY.

This issuance applies to all DCMA activities unless higher-level regulations, policy, guidance, or agreements take precedence.

### 1.2. POLICY.

It is DCMA policy that:

- a. The acquisition, management, and disposal of real property will be performed to advance the overall mission of the agency, in accordance with DoD Directive 4165.06, DoD Instruction (DoDI) 4165.70, and Unified Facilities Criteria (UFC) 4-610-01, “Administration Facilities.”
- b. DCMA cannot exert jurisdiction over real property, pursuant to Section 2682 of Title 10, United States Code (U.S.C.). A real property facility under the jurisdiction of the DOW, which is used by an activity or agency of DOW other than a military department, will be under the jurisdiction of a military department designated by the Secretary of Defense.
- c. Pursuant to Executive Order (EO) 13327, “Federal Real Property Asset Management” and the Office of Management and Budget (OMB) “Reduce the Footprint” policy, real property occupied and used by DCMA will be managed to promote the most efficient and economic use of DOW real property assets and to ensure management accountability for implementing federal real property reforms.
- d. Pursuant to the OMB “Reduce the Footprint” policy, federal entities must move aggressively to dispose of surplus properties, make more efficient use of government real property assets, and reduce the total square footage of domestic office and warehouse space relative to an established baseline.
- e. Pursuant to Section 102-73 of Title 41, U.S.C., and DoDI 5305.05, DCMA will not seek new government-leased space when requirements can be met in government-owned facilities or in space presently under lease to the government.
- f. For standard office space, teleworking, and hoteling workspace, DCMA standards will mirror the standards for the Pentagon and the National Capital Region, as outlined in the Undersecretary of Defense (Acquisition and Sustainment) Memorandum, “Workspace Utilization in Support of DoD Priorities.”
- g. The Utilizing Space Efficiently and Improving Technologies (“USE IT”) Act, pursuant to Section 2302 of the Thomas R. Carper Water Resources Development Act of 2024 and OMB Memorandum 25-25, “Implementation of the Utilizing Space Efficiently and Improving Technologies Act,” requires federal entities to monitor and report space utilization (occupancy) data for federally leased space. These regulations further dictate that DOW shall ensure building utilization in each federally leased space is not less than 60 percent on average over each 1-year

period. OMB Memorandum 25-25, “Implementation of the Utilizing Space Efficiently and Improving Technologies Act,” dictates that office space acquired after April 2025 must not be designed to exceed an office space design standard of 150 usable square feet (USF) per person. DCMA will ensure that space utilization of all office space meets or exceeds these mandates. For application of these standards in project scope development, refer to Section 3.

h. All DCMA entities will design, construct, rearrange, occupy, use, and alter assigned space in accordance with this manual; related DCMA policies; applicable codes, standards, and guidance on interior treatment of space; and standard industry layout practices. Currently occupied space will not be modified solely to meet the criteria outlined in this manual.

i. The current authorized version of the DCMA Collective Bargaining Agreement (CBA) will take precedence over any agency workspace standards described in this document.

j. This manual will be executed safely, efficiently, effectively, and ethically within DCMA workplaces.

### **1.3. RECORDS MANAGEMENT.**

DCMA employees will maintain all records created as a result of this issuance pursuant to DoDI 5015.02, “DoD Records Management Program,” Volume 1 of DCMA Manual (DCMA-MAN) 4501-04, “Records and Information Management Program,” and Volume 2 of DCMA-MAN 4501-04, “Records Retention Schedule.”

### **1.4. THE INTEGRATED WORKPLACE CONCEPT.**

#### **a. Overview.**

DCMA will strive to create and support the development of the Integrated Workplace for the workforce. The Integrated Workplace concept is a comprehensive, multi-disciplinary approach to developing workspace and work strategies that best support agency strategic business goals and work processes and have the flexibility to accommodate the changing needs of the occupants and the organization. DCMA will use the Integrated Workplace approach in planning and acquiring office space for DCMA employees.

#### **b. Key Concepts.**

Integrated, high-performance workplaces enable work tasks, encourage collaboration, instill pride in mission, and increase productivity. Good interior office design incorporates these characteristics, resulting in work settings that both best fit agency current needs and can be easily adapted to accommodate future needs, thus offering best long-term value. Integrated Workplace concepts support the objectives of EO 13327, which calls for the enhancement of federal agency productivity through an improved working environment. DCMA Facilities Management Board Working Group (FMB WG) will strive to create, maintain, and support the Integrated Workplace concept at all DCMA office spaces within its purview. The key tenets of an integrated, high-performance workplace are:

(1) Functionality.

The workplace meets the functional needs of the users by accommodating the tasks to be undertaken without compromising individual access to privacy, daylight, outside views, and aesthetics. This includes providing facilities that fully comply with all applicable rules and regulations on accessibility.

(2) Sustainability.

The workplace uses environmentally sustainable products and processes that provide a clean, healthy workplace environment, free of harmful contaminants and excessive noise, with access to quality air, light, and water.

(3) Flexibility.

Workplace components can be easily adapted to organizational or work process and functional changes and readily restructured with minimal time, effort, and waste.

(4) Comfort.

Workplace services, systems, and components allow occupants to adjust thermal, lighting, acoustic, and furnishing systems to meet personal and group comfort levels.

(5) Connection.

Full communication and simultaneous data access among distributed coworkers are available for both on-site workplaces, which include individual workstations, team spaces, conference spaces, multimedia space, hoteling or transient space, as well as off-site workplaces, which include telework or commuting centers, home offices, travel venues, etc.

(6) Reliability.

The workplace has efficient, state-of-the-art heating, ventilating, air conditioning, lighting, power, security, and telecommunications systems and equipment that require little maintenance and are designed with backup capabilities to ensure minimal loss of service or downtime.

(7) Sense of Place.

The workplace is endowed with a unique familiarity, character, image, and business identity or “sense of place” that enable and convey a sense of pride, purpose, and dedication in both the individual and the workplace community.

(8) Safety.

The workplace is healthful, free from hazards, and safe from fire.

(9) Security.

The workplace has appropriate security posture in place that meets applicable DOW, DCMA, and Interagency Security Committee Federal Standards, as well as mitigates any local threat and meets the risk tolerance level of the appropriate authority.

## **SECTION 2: RESPONSIBILITIES**

### **2.1. DIRECTOR, DCMA.**

The DCMA Director must:

- a. Ensure a facilities standards program is established and resourced to meet agency mission requirements.
- b. Ensure facilities standards adhere to all laws, policies and regulations governing facilities.

### **2.2. EXECUTIVE DIRECTOR, DIRECTOR, AND COMMANDER, COMMANDS.**

On behalf of their affiliated field offices, the command executive director, director, and commander must:

- a. Participate as a member of the FMB WG and help the Corporate Operations Directorate (DCMA-DC) Director develop fair and mission-focused facility standards.
- b. Ensure adherence to the facilities standards outlined herein.
- c. Use designated funds to purchase approved small furniture items in accordance with the guidance herein and seek higher-level approval and funds for requirements that exceed this authority.

### **2.3. EXECUTIVE DIRECTOR, TECHNICAL DIRECTORATE.**

The Technical Directorate Executive Director must:

- a. Work with DCMA-DCF Director to ensure agency facilities standards complement and coordinate with requisite physical safety criteria.
- b. Participate as an advisory member of the FMB WG and help DCMA-DC develop fair and mission-focused facility standards.
- c. Ensure facilities projects are consistent with DOW policy and the procedures published in DCMA safety manuals.

### **2.4. CHIEF INFORMATION OFFICER, INFORMATION TECHNOLOGY DIRECTORATE (DCMA-IT).**

The DCMA-IT Chief Information Officer must:

- a. Work with the DCMA-DCF Director to ensure agency facilities standards complement and coordinate with requisite DCMA-IT and telecom criteria.

b. Participate as an advisory member of the FMB WG and help DCMA-DC to develop mission-focused facility standards.

c. Formally designate a DCMA-IT Facilities Representative (Fac Rep) to serve as a key point of contact with DCMA-DCF and specifically represent the interests of DCMA-IT at program and project coordination meetings.

## **2.5. EXECUTIVE DIRECTOR, TOTAL FORCE DIRECTORATE (DCMA-TF).**

The DCMA-TF Executive Director must validate size and location of authorized training rooms to be built, furnished, or maintained with agency funds.

## **2.6. DIRECTOR, DCMA-DC.**

The DCMA-DC Director must ensure the establishment of proper agency facilities standards.

## **2.7. TEAM LEAD, FMB WG.**

In support of the FMB WG in its role as an operational element under the Organizational Infrastructure Capability Board within the DCMA business capability framework, the FMB WG Team Lead must:

a. Preside over the FMB WG in developing a fair and mission-focused facility standard in accordance with the Integrated Workplace Concept described in Section 1.

b. Facilitate the FMB WG decision-making process and resolve conflicts through collaboration and consensus building among FMB WG members.

c. Continually survey and seek feedback to assess effectiveness of established facilities policies, guidelines, standards, and procedures to identify and pursue streamlining and improvement opportunities.

## **2.8. DIRECTOR, DCMA-DCF.**

The DCMA-DCF Director must perform the tasks necessary for proper agency facilities standards management. With the support of the DCMA-DCF team, the DCMA-DCF Director must:

a. Develop and coordinate fair and mission-focused facilities standards to meet agency mission requirements.

b. Participate as an advisory member of the FMB WG and help the Corporate Operations Director in developing appropriate facilities standards to support the agency mission.

c. Ensure proper coordination with the agency customer (e.g., command, headquarters (HQ) element, and field office leadership), and assist them in the application of the facilities standards and development of proposed requirements packages.

d. Review and approve valid requests for facility-related equipment and furniture requirements within the government purchase card (GPC) limit for DCMA HQ.

## **2.9. DIRECTOR, OPERATIONAL BUSINESS CENTER (DCMA-DCM).**

The DCMA-DCM Director must:

a. Represent the interests of the commands and closely work with DCMA-DCF to efficiently and fairly apply facilities standards to meet agency mission requirements.

b. Participate as an advisory member of the FMB WG and help the DCMA-DC Director develop fair and mission-focused facility standards.

c. Review and approve validated requests for facility-related equipment and furniture requirements within the GPC limit for field office requirements.

## **2.10. FAC REP, DCMA-DCM.**

On behalf of their affiliated command, the DCMA-DCM Fac Rep must:

a. Represent the interests of the commands and closely work with DCMA-DCF to efficiently and fairly apply facilities standards to meet agency mission requirements.

b. Review and validate requests for facility-related equipment and furniture requirements within the GPC limit for field office requirements.

## **2.11. DIRECTOR, STRATEGIC COMMUNICATION DIVISION (DCMA-DCC).**

The DCMA-DCC Director must represent the interests of the agency and provide technical advice on use of the current agency graphics and other images in and around the physical workspace.

## **2.12. DIRECTOR, SECURITY DIVISION (DCMA-DCS).**

The DCMA-DCS Director must:

a. Work with the DCMA-DCF Director to ensure agency facilities standards complement and coordinate with requisite physical security criteria.

b. Participate as an advisory member of the FMB WG and help the DCMA-DC Director develop fair and mission-focused facility standards.

c. Ensure facilities projects are consistent with DOW policy and the risk posture published in DCMA security manuals.

**2.13. FIELD OFFICE LEADERSHIP.**

The leadership of a field office must:

- a. Manage local facilities day-to-day operations.
- b. Ensure adherence to the facilities standards outlined herein.

## SECTION 3: FACILITIES STANDARDS

### 3.1. OVERVIEW.

This manual fosters an effective space and facilities use program to obtain maximum efficiency and economy in site selections. The criteria outlined herein establish baseline standards for applying the Integrated Workplace approach to DCMA-controlled spaces. When establishing, reconfiguring, and equipping office space, special use space, and other real property, all components will ensure compliance with the general guidelines in this Section.

### 3.2. GENERAL SITING STANDARDS.

#### a. Planning Considerations and Good Stewardship.

##### (1) Reducing Use of Leaseholds.

Pursuant to DoDI 4165.70, it is DCMA policy to take prompt action to dispose of excess leaseholds and relocate activities accommodated in commercial leased building space into U.S. Government-owned facilities, preferably located on a military installation, to the greatest extent possible. This effort can significantly lower life cycle costs for the agency, as well as potentially increase safety for our employees and the DCMA mission.

##### (2) Priority of Use of Available Real Property.

DCMA-DCF and FMB WG will apply standard DOW priorities when evaluating potential office and storage sites. This list represents agency priorities in order, and assumes that all options would meet minimum program requirements:

- (a) Use of DOW-owned facilities, to include Reserve and National Guard facilities.
- (b) Use of federally owned facilities.
- (c) Lease of federally owned space.
- (d) Lease of commercial leased space.

##### (3) Projected Length of Requirement.

The costliest solution for acquisition of space is investment in a property where the mission is not enduring and the requirement goes away after 2 or 3 years. Therefore, in general, significant investment will be based on a 10- or 15-year projection of need. This length of time will be used both for return on investment calculations and analysis of alternatives. Requirements for significantly longer or shorter than 10 years must be specifically identified, as these differences in timeframes will drive different solution sets and affect cost.

(4) Renovation Projects.

Renovation projects are also called “build-outs.” FMB WG will only consider investment in an extensive build-out if the existing space is considered unsuitable, if DCMA safety or security requirements cannot be adequately mitigated, if appropriate office space is unavailable, if prevailing market conditions warrant a move to a new location, or if organizational stability justifies the investment, as applicable. When an extensive renovation solution is chosen, it should reflect the minimum investment required to meet the mission.

**b. Siting Considerations.**

(1) Where possible, DCMA components will site offices to optimize the balance between minimizing the unproductive time employees spend driving to and from contractor sites—known as “windshield time”—and maximizing collocation with other DCMA employees and DCMA entities.

(2) Offices will be located in accordance with physical security requirements that minimize risk through threat assessment of the local area, as articulated in DCMA-MAN 3301-04, “Physical Security” and DCMA-MAN 3301-07, “Antiterrorism.”

(3) All DCMA components and activities will be collocated within geographical areas to the greatest extent possible. When justified, projects may be initiated to collocate and consolidate two or more field office locations that are in the same community or geographical area.

(4) In accordance with EO 13946, “Targeting Opportunity Zones and Other Distressed Communities for Federal Site Locations” of 2020, which amends EO 12072, “Federal Space Management” of 1978, cost and security considerations may take precedence over federal goals to prioritize space acquisition in urban and other targeted investment areas.

(5) All sites with more than one DCMA entity present (i.e., a DCMA Host collocated with DCMA mission partners) will share those areas they have in common, pursuant to Volume 1 of DCMA-MAN 4101-01, “Enterprise Facilities Management,” and the general guidance in this manual. These types of shared spaces and amenities generally include, but are not limited to, the reception area, local area network and telecommunication rooms, business supply storage room, copier space, conference room, and break room. The facility should present a seamless DCMA environment with the minimum space required to meet the mission.

(6) Collocation with other Fourth Estate entities, such as Defense Contract Audit Agency and others is also encouraged. If a shared open office environment will meet the mission of the collocated groups, it should present a seamless office environment with the minimum space required to meet the mission.

(a) If desired, field office leadership may establish a site-specific support agreement between the local entities in accordance with DCMA-MAN 4501-05, “Enterprise Agreements,” regardless of the existence of any overarching support agreement between the Agencies.

(b) Pursuant to DCMA-MAN 3301-07, when multiple DOW or DCMA components are collocated, field office leadership will coordinate with other DOW tenants to establish a designated DOW Senior Official. The designated DOW Senior Official is the highest-ranking DOW military or civilian occupant of the facility, based on their position, regardless of the percentage of occupants that official's agency represents, and may or may not be a DCMA official.

### **3.3. GENERAL FACILITIES STANDARDS.**

#### **a. Space Efficiencies.**

Space efficiency is defined as the minimum necessary space for the desired functions to be properly accommodated, with minimum 'waste' between usable area and gross area.

##### **(1) Create an Open Concept.**

To maximize flexibility and prevent the need for costly future reconfigurations, the office design will feature an open concept with minimal architectural barriers.

##### **(2) Minimize Use of Private Offices.**

Private offices typically require more square footage per person than open workstations. Fewer fixed walls allow for easier and cheaper reconfiguration of the office layout as team needs or sizes change, avoiding costly future construction projects. When private offices are required, to the greatest extent possible, they are to be located in the middle of the office interior. This allows the open office area to take full advantage of natural window light. Supervisor use of shared or semi-private offices also reduces the overall footprint and is encouraged.

##### **(3) Maximize Use of Modular Furniture.**

The use of modular furniture, also called "systems" furniture, is encouraged due to its exceptional flexibility, cost-effectiveness, and ability to adapt to the dynamic needs of a modern workplace.

##### **(4) Create Collaboration Rooms.**

Locations requiring client consultation or team space may have shared collaboration rooms for meetings. These can also be used for employee consultation, thereby reducing the number of dedicated, private offices.

##### **(5) Minimize Dedicated Office Space for the Mobile Workforce.**

Field office leadership will assign shared workspace to multiple staff members on complementary telework schedules and maximize the use of non-dedicated hoteling space for mobile, telework, and remote personnel. Office layouts and seat assignments will capitalize on the telework and remote work flexibilities pursuant to DCMA-INST 4201 "Civilian Personnel" series. DCMA Host and field office leadership will also maximize utilization of the flexibilities

pursuant to DCMA Policy-type Memorandum 25-002, “Interim Guidance on Mobile Work,” and subsequent guidance for eligible positions, as appropriate. This flexibility allows an office to accommodate and support more personnel in less space, creating greater efficiency in the use of DCMA-controlled spaces.

**b. Space Allocation for Assigned Positions and Occupants.**

(1) General Guidelines.

Pursuant to the tenets of space efficiency and the mandates of the Utilizing Space Efficiently and Improving Technologies (“USE IT”) Act, as outlined in Section 2302 of the Thomas R. Carper Water Resources Development Act of 2024, and OMB Memorandum 25-25, use the following standards in designing new office spaces and rightsizing existing offices, for both commercial leased and DOW-owned spaces.

(2) How to Determine the Final Design Number for Space Allocation.

(a) Size office space in DCMA-occupied real property in accordance with the reported occupancy rate, if available, to ensure 60 percent or greater utilization, using the Occupancy Rate Method. If there is no reported occupancy rate available, size the space in accordance with the Unit Manning Document (UMD) Method.

1. Using the Occupancy Rate Method.

To determine the initial design number of workstations for a layout—which includes both private offices and cubicles—first obtain the average reported occupancy rate for the preceding six months. Divide this average rate by 60 percent, then round the result up to the nearest whole seat to arrive at the final (i.e., maximum) design number of workstations. If the resulting number of authorized workstations is higher than the number of authorized personnel at this location, the authorized number of workstations should be adjusted downward, using the UMD method.

2. Using the UMD Method.

To determine the initial design number of workstations for a layout—which includes both private offices and cubicles—begin with the list of funded positions from the UMD assigned to that location. From this total, subtract any positions that are vacant without an active request for personnel action, positions filled by employees who have a long-term authorized exemption from reporting to in-person work at that specific location, and positions identified for mobile work, pursuant to DCMA Policy-type Memorandum 25-002. The resulting number represents the initial design number of workstations. Mobile positions should be accommodated in hoteling stations, at a rate of one additional workstation for every 2-4 positions, as described in Section 3.4.d.(2). Due to demonstrated levels of telework, mobile, and remote work across the agency, the resulting number represents the maximum occupant requirement and the final (i.e., maximum) design number of workstations. No additional multiplication factors are authorized to the UMD-derived design number.

(b) Except as specified in this policy, workstations (i.e., private offices or cubicles) will not be provided for any position that is not funded, does not specifically place that position at the intended location, is vacant without an active request for personnel action, or is occupied by a person with a long-term authorized exemption to reporting to in-person work, unless the Agency Deputy Director grants an exception in writing.

(c) No position in the agency is authorized more than one dedicated workstation (i.e., office or cubicle), unless the Agency Deputy Director grants an exception in writing.

(d) Authorized workstations that are not dedicated to specific employees must either be built out as full-sized cubicles or hoteling stations, rather than as private offices, as described in Paragraph 3.4.

**c. Accessibility.**

DCMA policy is to comply with Deputy Secretary of Defense Memorandum, “Access for People with Disabilities,” and make its facilities accessible to persons with disabilities, pursuant to the Architectural Barriers Act (ABA) of 1968, as codified in Section 4151-4157 of Title 42, U.S.C.

(1) The ABA requires that all federal facilities, including buildings and facilities designed, built, altered, or leased with federal funds, be accessible to individuals with disabilities. To achieve this goal in real terms, the DOW recognizes that the agency may need to go beyond the minimum requirements of law. Even if a facility is exempt from coverage under the ABA, compliance with applicable standards will be followed to the maximum extent that is reasonable and practicable without degrading a facility’s military utility.

(2) Currently, as a matter of policy, the more stringent of either the Uniform Federal Accessibility Standards (Federal Register Volume 49, page 31528) or the 1991 version of the Americans with Disabilities Act Accessibility Guidelines (ADAAG) is in effect within DOW. The ADAAG is informed by the requirements of the Americans with Disabilities Act of 1990, Section 12101 of U.S.C. Title 41 and Sections 1190 and 1191 of Code of Federal Regulations Title 36, which provide specific accessibility guidelines for buildings and facilities.

**d. Temperature Control.**

Although the guidance found within the current CBA would take precedence, should temperatures fall below 65 degrees Fahrenheit or exceed 85 degrees Fahrenheit in office spaces and is not correctable within two hours, the agency will place employees in a more suitable environment until temperatures are within the specified range. If such accommodation cannot be made, refer to guidance found within the DCMA-INST 4201 series and the CBA.

**e. Air Quality.**

Pursuant to the Integrated Workplace concept and the tenet to maintain a healthful environment for DCMA employees, the agency will maintain indoor air quality to meet all

current health standards as well as security standards as outlined in Interagency Security Committee Federal Standards.

(1) Smoke-Free and Vape-Free Environment.

(a) Pursuant to Section 102-74.190, Sub-Part B of CFR Title 41, it is the policy of the Executive Branch to establish a smoke-free environment for federal employees and members of the public visiting or using federal facilities. The smoking of tobacco and vapor products is prohibited in all interior space owned, controlled, rented, or leased by DCMA, and in any outdoor areas under agency control, in front of doors, and air intake ducts.

(b) When possible, field office leadership may designate an outdoor area that provides a measure of protection from the elements for use of smoked tobacco and vapor products. If provided, the area will be reasonably accessible to employees. Field office leadership may develop and locally negotiate outdoor smoking and vaping policies consistent with current regulations.

(2) Air Quality Testing.

Although the guidance found within the current CBA will take precedence, the employee may request the agency conduct an evaluation of air quality, pursuant to DCMA-MAN 4201-16, "Safety and Occupational Health Program." The agency will respond to the employee's request commensurate with the level of risk but no later than 6 months.

**f. Furniture and Equipment.**

Pursuant to the Integrated Workplace concept and the tenet to maintain an ergonomic environment for DCMA employees, DCMA-DCF will ensure that all office furniture and equipment provided can adjust to a sufficiently broad range of physical characteristics. DCMA-DCF will also provide technical assistance in obtaining appropriate, specialized furniture solutions to accommodate employees whose needs fall outside of standard ergonomic equipment ranges.

**g. Space Heaters.**

Pursuant to Section 102-74.190 of Code of Federal Regulations Title 41, operation of portable heaters, fans, and other such devices in U.S. Government-controlled facilities are prohibited unless authorized by the building manager for the federal agency (i.e., the DOW Host or General Services Administration (GSA) representative) that has oversight of the facility. Where space heaters are permitted, use must follow Director Policy Statement 014, "Space Heaters in the Workplace."

**3.4. GENERAL OFFICE STANDARDS.**

Open office space comprises most of DCMA-controlled space. This is where the DCMA workforce conducts administrative business, and affects the employee's perception of the

agency, as well as that of DCMA customers. DCMA-DCF will ensure that agency office space will comply with the following standards:

**a. Open Plan Concept.**

(1) When designing office space, all decisions and aspects of the layout must prioritize long-term flexibility to accommodate future floor plan changes. The success of an open-plan design is dependent on a well-executed balance of acoustics, views, daylight access, and high-quality systems furniture.

(2) An open-plan approach, which utilizes furniture with limited height partitions, is encouraged due to its inherent efficiency and flexibility. This design choice provides easier distribution of natural light, heating, and cooling throughout working areas, and fosters increased interaction between individuals and work groups. However, open plans inherently offer less acoustical control, reduced visual privacy, and fewer individual environmental controls compared to traditional closed offices. These drawbacks can be effectively mitigated by creating a limited number of dedicated closed rooms for specific functions that require enhanced quiet or privacy, such as formal conference rooms or rooms designed to house noisy equipment like copiers.

**b. Overall Office Standards.**

Space planning guidance for all DCMA-controlled locations is pursuant to DoDI 5305.05, unless exceptions are made in this manual. More restrictive standards are allowable, should the host command or GSA require use of a more stringent standard, or should higher-level regulations, policy, guidance, or agreements take precedence. Adjusting the workspace to meet current standards should occur during routine build-out, but not as the sole basis of the project.

(1) General Office Space.

Pursuant to OMB Memorandum M-25-25, “Implementation of the Utilizing Space Efficiently and Improving Technologies Act,” and the Under Secretary of Defense Memorandum, “Lease and General Services Administration Occupancy Agreement Reduction Plans,” newly acquired and designed office space must not exceed an office space standard of 150 USF per person, which is roughly equivalent to 210 rentable square feet (SF) per person. Included in the “USF per person” rate are the tenant’s dedicated areas, including all cubicles, private offices, administrative areas, storage rooms, and filing cabinets. Rentable square footage (i.e., gross square footage) is comprised of USF plus a pro-rated portion of common use areas like entries, lobbies, hallways, toilets, and other common areas.

(2) Size and Equipment Standards.

All sizes described herein are desired standards. The FMB WG may authorize modification of this standard if the facility configuration does not support it, if mission needs require deviation, or if additional space or specialized equipment is required for Reasonable Accommodation, in accordance with the DCMA-INST 4201 series.

(3) Telephone and data connections and equipment.

All workstations and private offices will have appropriate telephone and data connections and equipment.

(4) Security Equipment and Construction.

All security equipment and construction must meet requirements of applicable DOW requirements, UFC, Interagency Security Committee Standards, DCMA-MAN 3301-04, and as dictated by local threat.

(5) Interior finishes.

Interior finishes must be in accordance with UFC 4-610-01. Upgrades to this standard must be requested in writing and may only be granted by FMB WG.

**c. Standard Cubicles or Workstations.**

(1) Applicability.

(a) Every employee assigned to a DCMA workspace should be provided an appropriate workstation, where and when needed, to perform their duties. It may either be designated or shared, depending on their work schedule. A description of the standard cubicle is provided in Paragraph 3.4.c.(2) of this manual, unless the CBA states otherwise.

(b) Cubicles solely intended for and dedicated to intermittent employees or visitors are not permitted in the design of new office space. Assigned temporary detailees and summer hires will use existing workstations as they become available.

(2) Size.

The standard size for a full-time, all-day cubicle or workstation is targeted at 6 by 8 feet. In accordance with UFC 4-610-01 and DoDI 5305.05, these dimensions may be nominally reduced to a minimum of 6 by 6 feet. Standard cubicles that are not designated for hoteling will utilize a mid-height configuration, with panels ranging from 43” to 56” high. The specific height used will be dictated by which modular systems best suit the space constraints. All cubicles must have a minimum exit width of 28 inches.

(3) Furniture.

Open modular or systems furniture that includes under-counter file cabinets and desk drawers is the standard configuration. Cubicles may also be configured with a non-powered, sit-to-stand worksurface. Features such as sliding or closing entry doors on systems furniture, overhead cabinets, clear panels, and task lighting are not considered standard in the open office environment. These elements require special justification and approval by the FMB WG.

(4) Equipment.

Each cubicle will be provided as standard with a fully adjustable, ergonomic task chair and an adjustable height desktop. Lockable storage—such as a cabinet or drawer—should also be included for the secure, temporary storage of controlled unclassified information, as well as personal items like purses, wallets, and cellphones. A standing anti-fatigue mat may be provided for up to 20 percent of the total workstations during the initial design of a new office space. If additional mats are needed, field office leadership may procure them subsequently, following the small furniture purchase procedures detailed on the resource page of this manual.

**d. Temporary Use or Hoteling Workstations.**

(1) Temporary use cubicles, often referred to as shared-use or “hoteling” stations, are both allowable and desired for maximizing space efficiency. In existing office environments, standard cubicles may simply be designated for use as hoteling stations. When designing a new office space, however, temporary use or hoteling workstations will be low-walled, not exceeding 42 inches in total height, and provide at least a 4-foot-wide worksurface. These stations may be configured with a non-powered, sit-to-stand worksurface and will include all standard amenities described in Paragraph 3.4.c.(4).

(2) As DCMA standards for DCMA-controlled workspace will mirror the standards for the Pentagon and the National Capital Region, and pursuant to the Undersecretary of Defense (Acquisition and Sustainment) Memorandum, “Workspace Utilization in Support of DoD Priorities,” the following guidelines apply:

(a) Sites with employees who telework or perform mobile work between 30 and 60 percent of the time will be allocated one shared hoteling workspace within the DCMA-controlled office space for every two such employees. The final number of required workstations should be rounded up to the next whole seat.

(b) Sites with employees who telework or perform mobile work more than 60 percent of the time will be allocated one hoteling workspace within the DCMA-controlled office space for every four of these employees, rounded up to the next whole seat.

(c) Sites with contractors who perform work directly for DCMA will be allocated one hoteling workspace for every four contractors, rounded up to the next whole seat.

**e. Private Offices.**

Private offices are assigned based strictly on specific position requirements, as they are more expensive to construct and offer less flexibility compared to standard workstations within an open-office environment. Command suites, executive spaces, and other areas not explicitly covered in this document will be designed in accordance with UFC 4-610-01 and DoDI 5305.05. There are three basic types of private offices: Executive, Standard, and Temporary (Shared Use).

(1) General Guidelines for All Private Office Types.

(a) Private offices are reserved for specific positions that require regular private consultation, as identified by applicable documentation. These positions include agency senior leaders, supervisors, resident lawyers, FOIA officials, medical records managers, and 100-percent union representatives.

(b) The requirement to privately view personally identifiable information does not automatically warrant the need for a private office or a high-walled cubicle with a door. The ability to privately view personally identifiable information can be managed effectively using monitor privacy screens, which field office leadership may purchase locally. If a private conversation must occur during the business day, a conference room or a collaboration work room may be scheduled for appropriate use. As such, the following positions are not automatically authorized a dedicated private office: team leads, non-supervisory personnel, supervisors of employees who are 100 percent remote, and part-time union representatives, unless the CBA states otherwise.

(c) Only the FMB WG may grant exceptions to this policy, and only the FMB WG can authorize funds to build, convert, or furnish a private office or high-walled cubicle for any other agency position or purpose.

(d) Field office leadership has the discretion to administratively dedicate an existing, underused private office to an employee in a position that would not typically warrant one; however, this action may establish an unsustainable local precedent. The recommended solution is to officially re-designate any unused private office as a team collaboration work room, available for ad hoc use by all employees.

(e) Interior finishes will be in accordance with UFC 4-610-01. Upgrades to this standard must be requested in writing and may only be granted by FMB WG.

(2) Executive Private Offices.

(a) Size.

Executive private offices with a door should not exceed the maximum sizes described as follows, unless the existing office layout or the geometry of the existing space dictates otherwise:

- Agency Director, 400 SF
- Agency Deputy Director and other Senior Executive Service (SES), 300 SF
- Deputy Executive Directors and HQ Functional Directors, 200 SF
- Command Director of at least 100 employees, 200 SF

(b) Furniture.

Executive private offices will typically have standard furniture including a freestanding desk, a credenza or side table, a file cabinet or drawers, side chairs, a whiteboard, and a bookshelf. These offices will also be provided with an additional side conference table of an appropriate size, complete with the necessary number of chairs.

(c) Equipment.

1. All executive private offices will have a fully adjustable, executive-style task chair, an adjustable height desktop, and a standing anti-fatigue mat as a standard.

2. Designated executive offices will typically have one wall-mounted, flat screen monitor for situational awareness, screen sharing, and discussion purposes. A 65-inch nominal screen is preferred but may be smaller due to the office geometry. Private offices provided a flat screen monitor are:

- Agency director and deputy director
- Agency chief of staff
- HQ executive director and executive deputy director
- HQ functional director
- Command director and deputy director of at least 100 employees
- Contract management office (CMO) director and deputy director
- Any flag officer
- Any SES

(3) Standard Private Offices.

(a) Size.

Standard private offices that have a door, which includes high-walled cubicles, should not exceed the maximum sizes described. Exceptions to these limits are permitted only if dictated by the existing office layout or the specific geometry of the available space:

- Command deputy director of at least 100 employees, 150 SF
- CMO director and deputy CMO director, 150 SF
- CMO deputy director and tertiary CMO director, 150 SF
- Supervisors and lawyers, 150 SF
- All other private offices, 120 SF

(b) Furniture.

Private offices will typically have a freestanding desk, a credenza or side table, file cabinet or file drawers, one or two side chairs, whiteboard, and bookshelf as a standard.

(c) Equipment.

1. All private offices will have a standard height, executive-style, fully adjustable task chair, an adjustable height desktop, and a standing anti-fatigue mat as a standard.

2. Designated standard private offices will have one wall-mounted, flat screen monitor for situational awareness, screen sharing, and discussion purposes. A 42-inch nominal screen is preferred but may be smaller due to the office geometry. Private offices provided a flat screen monitor are:

- Agency director of security
- Agency emergency manager

(4) Temporary use (shared use) private offices.

(a) Applicability.

A temporary or shared use private office is intended for use by one supervisor at a time. These shared spaces are allowable and desired for space efficiency.

(b) Size.

Temporary or shared use private offices with a door should not exceed 120 SF, unless the existing office layout or the geometry of the existing space dictates otherwise.

(c) Furniture.

Temporary or shared use private offices should be furnished as a standard private office, as described in Paragraph 3.4.e.

(d) Equipment.

Temporary or shared use private offices will have a standard height, executive-style, fully adjustable task chair, an adjustable height desktop, and a standing anti-fatigue mat as a standard. No wall-mounted, flat screen monitor is required for these offices.

**f. Functional Office Suites.**

High-walled suites are to be allocated sparingly based strictly on functional requirements, as they are more expensive to construct and less flexible than standard workstations in an open office environment. These suites, defined as an area where multiple offices and cubicles are enclosed by either floor-to-ceiling drywall or high-walled modular partition walls, are limited to the following functions:

- Flag officer and SES command suites
- Agency security division

- General counsel suites
- Sensitive compartmentalized space (see Paragraph 3.5.o.)
- Others presented for consideration and approval by the FMB WG

**g. Resource Centers.**

Resource centers are relatively small, 800-1200 SF offices that take advantage of the efficiencies inherent with the telework workforce, and are much more cost-effective to build than full-sized, traditional offices. Resource centers allow intermittent in-person collaboration as required for the mission. The offices and cubicles provided in a resource center will be shared use, not dedicated, unless a certain number of dedicated workstations are specifically validated and endorsed by the command. Although a resource center may be sized moderately smaller or larger as circumstances dictate, the standard features and amenities of a resource center are as follows:

- 1 - 2 shared use private offices
- 4 - 6 hotel or temporary use workstations
- 1 small conference room, 200 SF (see Paragraph 4.5.b.)
- 1 information technology (IT) office workroom, 150 SF (see Paragraph 4.5.i)
- 1 local area network closet or cabinet, 10-20 SF (see Paragraph 4.5.j)
- 1 printer station with supply storage cabinet
- 1 break area countertop or cubicle with a mini-fridge, microwave, and coffee maker.
- 1 unisex-style toilet, or access to common area toilets

**3.5. SPECIAL PURPOSE AREA STANDARDS.**

Special purpose areas are dedicated, specialized, or multi-purpose spaces designed to meet the shared needs of an entire workgroup. These spaces are typically excluded from the 110 SF per workstation target goal, as described in Paragraph 3.4.b. The descriptions that follow are nominal measurements.

**a. Entries and Waiting Areas.**

If required and justified, size entries and waiting areas will be a minimum practical size with minimal furnishings, in accordance with expected use. Typically, office entrances will not be equipped with automatic door openers, unless required by Deputy Secretary of Defense Memorandum, "Access for People with Disabilities."

**b. Conference Rooms.**

(1) Applicability.

If required and justified, DCMA-DCF may authorize conference rooms in accordance with this policy. If practical, conference rooms should be located in the windowless interior of the building to prevent glare on screens, maximize temperature control, and improve noise control within the space.

(2) Size.

One or more conference rooms may be appropriate, depending on the number of workstations at a site:

- Less than 10 workstations, a conference room will not be authorized.
- 10 - 24 workstations: One 200 SF conference room.
- 25 - 49 workstations: One 250 SF conference room.
- 50 - 100 workstations: Two 250 SF conference rooms.
- 101 - 150 workstations: Three 250 SF conference rooms.
- More than 150 workstations, total number and configuration to be tailored.
- Resource center: One 200 SF conference room (see Paragraph 3.4.g.).

(3) Furniture.

Conference rooms will have one or more appropriately sized conference tables and an adequate number of conference chairs. Alternatively, if a more informal meeting arrangement is desired, a conference room may be equipped with sofa seating and laptop trays.

(4) Equipment.

Conference rooms will have standard audio/video (A/V) capability, with microphones, camera, and projectors, screens, or wall-mounted flat screen monitors, as appropriate. When procured and installed with the construction of the space, DCMA-DCF will fund the initial A/V equipment for a conference room. Subsequent retrofit, repair, replacement, and upgrades will be funded by others, in accordance with appropriate acquisition rules and regulations.

(5) Temperature Control.

Air handling for conference rooms will be adjustable to accommodate the size and varying occupancy levels.

**c. All-Hands Rooms (not permitted).**

All-Hands rooms are sized to accommodate the assembly of all employees assigned to a given site and are not a permitted space in DCMA. Likewise, Resource Centers are not permitted to include conference rooms that can accommodate all telework and remote positions assigned to a given site. If local DOW Host facilities are not available to meet the need for a periodic in-person all-hands gathering, the requesting office may rent temporary use conference space, in accordance with appropriate acquisition rules and regulations.

**d. Break Areas.**

(1) Applicability.

Commercial or other lunch facilities on or adjacent to the duty station will generally preclude the construction of dedicated, enclosed breakrooms, in accordance with UFC 4-610-01. Although the guidance found within the current CBA would take precedence, unless a dedicated, enclosed break area is authorized in accordance with UFC 4-610-01, an open break area will be provided.

(2) Size.

The number of break areas and amenities depend on the number of concurrent occupants at a site:

- 1 - 9 workstations, a break area countertop or cubicle (see Paragraph 4.5.d (4)(a)).
- 10 - 24 workstations: One 150 SF break area.
- 25 - 49 workstations: One 200 SF break area.
- 50 - 100 workstations: One 250 SF break area.
- Resource Center: One break area countertop or cubicle (see Paragraph 4.5.d (4)(a)).

(3) Furniture.

Break areas will have an appropriate number of stackable or nesting chairs and lunch tables. Cloth seating is not permitted in these areas. Additionally, provide each break area with two wall-mounted bulletin boards in the general vicinity: One standard board measuring approximately 3 by 3 feet, and one similarly sized lockable bulletin board.

(4) Equipment.

Break areas will have equipment based on use by groups, not for individuals. All electrical equipment must be plugged directly into a wall outlet and may not be plugged into surge protectors or otherwise “daisy-chained.”

(a) A countertop or cubicle break area will have one small refrigerator with automatic defrost; one commercial-grade microwave oven; one commercial, traditional, or pod-style coffee system; and small trash and recycle bins. Neither the refrigerator nor coffee system are to be equipped with functional waterline hook-ups.

(b) A 150 SF or larger break area will have one sink with a garbage disposal, one refrigerator with automatic defrost, one commercial microwave oven, one commercial, traditional, or pod-style coffee system, and trash and recycle bins. Neither the refrigerator nor coffee system are to be equipped with functional waterline hook-ups. If desired, a break area that is separated from the open office environment may also be equipped with one wall-mounted flat screen monitor.

(c) To purchase new or replacement authorized break area equipment not associated with a build-out, follow the instructions provided on the resource page of this manual.

**e. Training Rooms and Classrooms.**

Training rooms and classrooms are not typically authorized at the field office level. Only DCMA-TF may authorize these spaces at specific central locations, provided they notify the FMB WG in writing. Small CMOs are encouraged to use their existing conference rooms for training purposes, or they may periodically rent temporary classroom space, provided they adhere to appropriate acquisition rules and regulations.

(1) Size.

The authorized size for a standard training room is 800 SF, which will accommodate approximately 20 students. DCMA-TF may authorize larger rooms, provided they officially notify the FMB WG. If the training room is a rectangular shape, a high-quality acoustic partition that divides the space in half may be provided. One section of the room will be referred to as Room A and the other as Room B. Users will have the ability to utilize these spaces in either a divided or separate mode.

(2) Furniture.

DCMA-DCF will equip training rooms with an appropriate number of instructor and student chairs, along with non-powered training tables, during the initial build-out phase. Additional furniture may be authorized by DCMA-TF in writing, provided they issue an official notification to the FMB WG. However, acquiring this additional classroom furniture may require funding from sources outside of DCMA-DCF.

(3) Equipment.

When authorized, training rooms will have standard A/V capability, with microphones, camera, projectors and screens, or wall-mounted flat screen monitors, as appropriate. This equipment will be funded by DCMA-DCF during the initial build-out. Subsequent retrofit, repair, replacement, and upgrades will be funded by others, in accordance with appropriate acquisition rules and regulations.

**f. Supply Storage Rooms.**

The standard size for an administrative supply storage room is 100 SF for each 100 workstations, or part thereof.

**g. Business Center.**

A business center is frequently used as a central mail distribution point, copier room, and shredder area, and may be justified for certain sites. If the command or executive directorate requires a business center, the standard is between 150 and 200 SF.

#### **h. Team Collaboration Work Room.**

Team rooms and open collaborative areas strategically placed in an office plan can be useful for casual, unscheduled meetings and collaboration. Meeting styles can range from the stand-up/touch-down high-top tables and stools to low comfortable lounge seating. Small team collaboration areas can also be used for alternate work areas to support an occasional influx of teleworkers, keystones, and visiting mission partners within the office environment. If an existing private office becomes underused, the recommended solution is for field office leadership to re-designate it as a team collaboration work room, for ad hoc use by all employees, versus dedicating the space to a position that does not warrant a private office (see Paragraph 3.4.d.). If the command or executive directorate requires a team collaboration work room in an initial build-out, the standard is between 150 and 200 SF and one room may be provided for every 50 employees supported, or part thereof.

#### **i. IT Work Rooms.**

The standard size for an IT work room is 200 SF. This space is furnished appropriately to function both as a standard hoteling-type workstation for the local, resident IT specialist and as a repair and staging area for in-process IT support projects. The room may have extensive power requirements—potentially needing its own power panels and dedicated outlets—as well as computer preparation work surfaces and shelving for maintenance and storage.

#### **j. Local Area Network and Telecommunication Rooms.**

The local area network and telecommunication room serves as an IT cable distribution area. The standard size is 110 SF (i.e., 10' wide by 11' deep, minimum) per 10,000 SF of workspace. A minimum of one local area network and telecommunication room will be established on each floor of DCMA occupied space. Depending on the configuration of the office space, there may be a requirement for more than one local area network and telecommunication room per floor. In most instances, security panels, components, and uninterrupted power supply are co-located in the local area network and telecommunication room. Unless otherwise coordinated between DCMA-DCS and DCMA-IT during design, security systems will require their own equipment rack in the local area network and telecommunication room. If a site does not require a local area network and telecommunication room or the security system cannot be collocated with IT equipment, appropriate security equipment location and storage will be coordinated with the DCMA-DCS physical security program manager or DCMAS program security officer during project design.

#### **k. IT Storage Rooms.**

Offices with 30-100 persons assigned to and supported by a local area network administrator may be authorized a 100 SF lockable storage room for receiving, staging and distributing IT equipment. The actual number of persons assigned to and supported by a local area network administrator may significantly exceed the number of physical workstations on-site, due to alternative workplace arrangement flexibilities. An additional 100 SF storage room may be provided for each additional 100 employees supported, or part thereof.

### **l. Toilet Rooms.**

Toilet rooms are to be sized in accordance with local building codes and ADAAG. Toilet facilities for exclusive use of DCMA will have automatic door openers. The FMB WG may consider contributing to the cost of renovating toilet rooms and adding automatic door openers for shared DOW and GSA space but will typically not bear the cost alone.

### **m. Wellness Rooms.**

Lactating mothers and employees with specific medical treatment needs (e.g., injections or oxygen treatments) must be provided with a safe, accessible area that is shielded from view and located in reasonably close proximity to the facility toilets. The room has a nominal size of 8 feet by 10 feet. In accordance with UFC 1-200-01, “DoD Building Code,” and the Undersecretary of Defense Memorandum, “Department-Wide Policy for Nursing and Lactation Rooms,” this space must be provided as needed, cannot be within close proximity to restroom stalls, and must be free from intrusion by others, although there are no permanent infrastructure requirements. The area must have electrical power available for pumps and medical equipment, along with a small table or other flat surface. A reclining chair featuring a durable, wipeable surface material may be appropriate. A small, dedicated refrigerator with automatic defrost capabilities may also be provided. Finally, careful consideration must be given to acoustics concerning adjacent spaces.

### **n. Fitness Centers (not permitted).**

These rooms house fitness equipment and are not a permitted space in DCMA. Guidance on use of available DOW and commercial fitness centers is described in the DCMA-INST 4201 series.

### **o. Sensitive Compartmented Information Facilities (SCIF).**

A SCIF is an accredited area, room, group of rooms, or an entire building designed for the storage, use, discussion, or electronic processing of sensitive compartmentalized information, as applicable. SCIF and Special Access Program Facility (SAPF) space will be provided only when the DCMA Special Programs Command has a valid mission requirement. Guidance and construction standards for SCIF and SAPF facilities are detailed in Intelligence Community Directive 705, “Sensitive Compartmented Information Facilities,” DoD Manual 5205.07, and other applicable policies. All-Hands and training rooms are generally not authorized within a SCIF or SAPF unless specifically requested in writing; exceptions can only be granted by the FMB WG. To the maximum extent possible, break areas, unclassified storage, and other informal use areas must be located outside the secure perimeter. The requirement sponsor is expected to present their rationale and cost justification to the FMB WG if they request an exception to these standards.

**p. Union Offices.**

Full-time union representatives must have space and equipment in accordance with the current CBA, federal policy, and applicable law. A full-time union representative will not be provided both a private office and a standard workstation. Part-time union representatives will not be provided a private office but may use available private spaces, such as workrooms or collaboration rooms, on an as-needed basis. Union representatives who service multiple DCMA locations will not be provided more than one private office or standard workstation. Refer to the CBA for specific policies and procedures regarding the establishment or relocation of a union office.

**q. Commercial Cable Television (CATV) and Support Equipment.**

Field office leadership is responsible for the purchase and installation of television monitors, CATV connections, cabling, or conduit for CATV access.

**r. Water Fountains and Water Bottle Service.**

(1) Water fountains will be provided in accordance with local building codes. They must be equipped with an internal ground-fault circuit interrupter (GFCI) feature or connected to a GFCI outlet or GFCI circuit breaker.

(2) Water bottle service provided by commercial companies is not an allowable expense when using appropriated dollars. Field office leadership may, however, approve employees to self-fund such a service if circumstances permit.

(3) In commercial space, should the water supply become undrinkable, it is incumbent on the lessor to provide temporary water supplies to tenants in compliance with GSA protocols.

**s. Miscellaneous.**

DCMA-DCF may authorize and fund miscellaneous items such as speaker's podiums, awards display cases, artwork, interior signage, artificial plants, white boards, standard bulletin boards, lockable bulletin boards, entrance mats, and other furnishings as part of the initial build-out project. The command may authorize and fund these items after the move-in date.

**t. Exceptions to Policy.**

The requirement sponsor (i.e., command executive director, director, commander, or equivalent) will submit all requests for exceptions to policy and other space requests via formal memorandum to DCMA-DCF, for consideration by the FMB WG. The requirement sponsor will be available to present their rationale for a standards exception to the FMB WG upon request.

**3.6. SIGNAGE STANDARDS.**

Signage and branding are important for government agencies because they build public trust, assist in wayfinding, and strengthen the relationship between the agency and its customers. On

the other hand, a specific field office may need to eliminate or reduce exterior signage for operational security reasons to protect its personnel, assets, and sensitive information from potential threats. The specific application of agency signage can vary depending on the field office's mission, its location, and the nature of its work. Many DCMA field offices display the DCMA logo and field office name at their office entrance, on floor mats, in conference rooms, and even on furniture pieces. DCMA-DCF typically provides signage during initial build-out or major renovation of any DCMA-controlled space. At all other times, signage is the responsibility of the field office leadership. When considering signage for the exterior or interior of a DCMA-controlled space, field office leadership will consult with the following DCMA-DC Divisions for advice and guidance:

- a. DCMA-DCC will provide the latest graphics files of the current logos and other agency images. They will also provide advice on proper use and display of these images.
- b. DCMA-DCS will provide guidance on appropriate use of signage, or its elimination entirely, for operational security reasons.

### **3.7. CONTRACTOR SPACE CONSIDERATIONS.**

a. The Federal Acquisition Regulation (FAR) clauses 52.246-2(d) and 52.246-3(d) provide the basis for DCMA to occupy space at contractor facilities. Implicit in FAR 52.246-2(d) and 52.246-3(d) is the requirement for a contractor to provide space at its facility if work is of a sufficient amount to require a permanent DCMA presence. The space provided is expected to be comparable to what is furnished to contractor employees.

b. Although FAR 52.246 provides an implicit right, it is the field office leadership's and applicable administrative contracting officer's (ACO) authority to enforce FAR 52.246-2(d) and 52.246-3(d). Any issues that arise concerning DCMA occupying contractor space should be resolved through the appropriate ACO and field office leadership.

c. While it is contractually expected that this office space will meet all local building codes and federal requirements, the space provided may or may not meet DCMA minimum standards. When it does not meet DCMA minimum standards, field office leadership, the appropriate ACO, and requirements sponsor will identify this as a requirements gap, and in consultation with DCMA General Counsel, consider seeking remedy from the contractor. DCMA-DCF has no authority to enforce workspace standards in contractor facilities.

d. In instances where a new DCMA office is required, or an existing office within a contractor facility is required to relocate or close, the field office leadership must submit a request via the agency requirements intake process, pursuant to Section 4.5 of Volume 1 of DCMA-MAN 4101-01. Although DCMA-DCF does not centrally fund or manage space in contractor facilities, DCMA-DCS and DCMA-IT will review the requirements intake request to ensure the DCMA office space is equipped to meet DCMA security and technical requirements.

### **3.8. PARKING CONSIDERATIONS.**

#### **a. Non-Tactical Vehicles (NTVs).**

(1) DCMA-DC will ensure that reserved parking is provided for NTVs assigned to a GSA-leased or DOW-hosted site. Parking spaces for NTVs at any site will be visually marked and reserved for exclusive use, in accordance with DCMA-MAN 4101-05, “Enterprise Non-Tactical Vehicles.”

(2) Pursuant to Section 4 of Volume 1 of DCMA-MAN 4101-01, the requirement sponsor will identify in the agency requirements intake item the number of required NTV parking spaces at a site, whether for a new build-out, a reduction-in-place, or a continuing need.

#### **b. Privately Owned Vehicles.**

(1) Pursuant to the U.S. Government Accountability Office B-168096, “Policy of the Federal Government on Providing Parking Spaces to Employees,” ordinarily, employees will furnish their own transportation to and from a place of employment or duty, and if they choose to use a private automobile for such purposes, the U.S. Government is under no obligation to provide a parking space. In other words, a “free” parking space at the worksite is not an entitlement for federal employees.

(2) For GSA-leased or DOW-hosted office space, DCMA will not pay for general employee parking unless it is supplied free of charge as part of a lease (i.e., the lessor offers parking at no cost as part of the GSA occupancy agreement) or it is provided under the DOW Host support agreement. The GSA lease may, however, include paid spaces for NTVs, as appropriate (see Paragraph 3.7.a.(2)).

(3) Identification and allocation of any reserved, dedicated parking spaces for DCMA use, if allowed by the lessor or Host Installation, will be at the discretion of field office leadership and be prioritized in accordance with Section 102-74.285 of Code of Federal Regulations Title 41, as follows:

- (a) Agency NTVs.
- (b) Vehicles of patrons and visitors, including those with disabilities, whenever a field office mission necessitates visitor parking.
- (c) Private vehicles owned by employees, using spaces not needed for official business.

## GLOSSARY

### G.1. ABBREVIATIONS AND ACRONYMS.

<b>ACRONYM</b>	<b>MEANING</b>
ABA	Architectural Barriers Act of 1968
ACO	administrative contracting officer
ADAAG	Americans with Disabilities Act Accessibility Guidelines
A/V	audio/video
CATV	cable TV
CBA	collective bargaining agreement
CMO	contract management office
DCMA-DC	Corporate Operations Directorate
DCMA-DCC	Corporate Operations Directorate, Strategic Communication Division
DCMA-DCF	Corporate Operations Directorate, Facilities & Logistics Division
DCMA-DCM	Corporate Operations Directorate, Operational Business Center
DCMA-DCS	Corporate Operations Directorate, Security Division
DCMA-INST	DCMA Instruction
DCMA-IT	Information Technology Directorate
DCMA-MAN	DCMA Manual
DCMA-TF	Total Force Directorate
DoDI	DoD instruction
EO	executive order
Fac Rep	Facilities Representative
FAR	Federal Acquisition Regulation
FMB WG	Facilities Management Board Working Group
GFCI	ground-fault circuit interrupter
GPC	government purchase card
GSA	General Services Administration
HQ	headquarters
IT	information technology
NTV	non-tactical vehicle

OMB	Office of Management and Budget
SAPF	Special Access Program Facility
SCIF	Sensitive Compartmented Information Facility
SES	senior executive service
SF	square feet or square foot
UFC	Unified Facilities Criteria
UMD	unit manning document
U.S.C.	United States Code
USF	usable square feet

## GLOSSARY

### G.2. DEFINITIONS.

TERM	MEANING
agency location	This is an established physical office setting where DCMA performs specific services or functions. DCMA employees may perform functions at work sites that are not in office settings and that are not agency locations. These work sites specifically include site inspection at facilities privately owned contractor plants. In some cases, employees working at these sites report to a specific supervisor that may be at an agency location that differs from their own work site.
DCMA Host	The DCMA Host is the DCMA entity with overall responsibility for the office space. They support not only their own employees but also assigned mission partners (i.e., DCMA employees that report to a DCMA entity “other than” the DCMA Host but share space with the DCMA Host.)
DOW Senior Official	The designated DOW Senior Official is the highest-ranking DOW military or civilian occupant of the facility based on their position, regardless of the percentage of occupants that official’s agency represents. Because this may or may not be a DCMA official, depending on the local occupants of a site, this role should not be confused with the role of the “DCMA Host.” DOW Senior Official requirements and responsibilities are addressed in DCMA-MAN 3301-07.
field office	A field office is a DCMA-controlled location. Field office guidance in this manual applies to all types of local offices, including DCMA HQ, CMOs, tertiary CMOs, and stand-alone elements of Executive Directorates outside of the Fort Lee area. Field office leadership includes the ranking CMO or executive directorate senior leaders (also called the “DCMA Host”) having oversight of the specific field office.
gross area	This is the total floor area contained within the measure line, generally the outside surface of the exterior enclosure of a building. In other words, it is the total constructed area of a building; it is the sum of all spaces on all floors of a building measured to the exterior enclosing walls.
lease	A lease is a written agreement, which conveys a possessory interest in real property, usually exclusive, for a period of time

for a specified consideration. A lease carries a present interest and estate in the real property for the period specified. The estate of the lessee, or tenant, is called the term and the estate of the lessor, or property owner, is the reversion. Generally, the lessee may occupy and use the premises for any lawful purpose not injurious to the reversion. However, the lease may have express provisions or conditions restricting the use of the property.

lessor	Any individual, firm, partnership, Limited Liability Company, trust, association, state or local government, or legal entity that is the rightful owner of the property leased to the federal government. Synonym for property owner.
mission partners	Mission partners are employees that occupy physical workspace that is under the purview of a non-affiliated CMO or other DCMA entity (called the “DCMA Host”). “DCMA mission partners” are supported agency employees from another CMO or executive directorate. “Fourth Estate mission partners” are supported DOW employees from the Defense Contract Audit Agency, Defense Information Systems Agency, or other entities.
mobile work	Mobile work is characterized by routine and regular travel to conduct work with customer(s) or other worksites as opposed to performing duties at a single authorized worksite. Mobile work differs from telework or remote work in that mobile workers will fulfill the requirement of on-site presence at the agency worksite by performing their duties at the various sites, facilities, or other authorized location assigned to them.
National Capital Region	This geographic area is comprised of the District of Columbia; Montgomery and Prince Georges counties, Maryland; the cities of Alexandria, Fairfax and Falls Church, Virginia; and Fairfax, Arlington, Loudoun, and Prince William counties, Virginia.
occupancy agreement	An agreement between GSA and a DCMA Region to occupy a certain space. This agreement has: the property address, the amount of space to be occupied, the term of the lease (both firm and renewal option periods), the amount of rent to be paid, the terms for paying tenant build-out costs (either up-front lump sum or amortized throughout the lease term), any additional clauses required by GSA or the tenant, signatures of both parties, and dates signed.

real property	The full definition of Real Property is in Section 102-71.20 of Code of Federal Regulations Title 41, and in part includes land and rights in land, together with the improvements, structures, and fixtures located thereon, including prefabricated movable structures, such as Butler-type storage warehouses and Quonset huts, and house trailers with or without undercarriages. It includes office space and warehouse space but does not include furnishings or equipment. DCMA cannot exert jurisdiction over real property, in accordance with Section 2682 of Title 10, U.S.C.
requirement sponsor	This refers to the command executive director, director, commander, and other equivalent agency entities with facilities oversight and responsibility, that have a valid requirement for facilities space or services.
tenant	A unit or activity of one agency or organization that occupies facilities on, and receives specified types of supply and support from, another agency or organization. DCMA is a tenant at several DOW Host installations.
UMD	A detailed work force listing showing the distribution of work force allocations into a finite structure of authorizations. UMDs are the approved statements of work force requirements and authorizations for an activity to accomplish its assigned missions. UMDs account for all workforce resources (i.e., DOW civilian, military, and locally engaged staff) and provide pertinent workforce management information on funded and unfunded work force requirements. The UMD is the single authoritative source used to identify validated requirements, funded positions, and significant work force changes.
usable area	Spaces of a building that can be assigned to a specific occupant.

## REFERENCES

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