

Design Guide 2013



HQ USMEPCOM



**US MILITARY ENTRANCE PROCESSING STATION
DESIGN GUIDE**

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**US MILITARY ENTRANCE PROCESSING STATION
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DIVISION I – GENERAL REQUIREMENTS

- 1.1 Mission – The United States Military Entrance Processing Command (US MEPCOM) is a joint service, Department of Defense Command that processes applicants for enlistment into the active and reserve armed forces. The Command's Military Entrance Processing Station's (MEPS) determine applicant's qualifications for enlistment based on military service standards.
- 1.2 Enlistment Process – MEPS processing includes Armed Services Vocational Aptitude Battery (ASVAB) testing, medical examination and background screening. The recruiting service counselor meets with each applicant after successful processing to match qualifications and career goals with service requirements. Counselors schedule technical training reservations when a contract agreement is finalized. Applicants take the oath of enlistment and the MEPS arrange transportation to basic training.
- 1.3 Hours of Operation – The core working hours are typically Monday through Friday from 5:30 am to 5:00 pm., and from nine (9) to twenty four (24) Saturdays per year. Certain sections, such as the Liaison or Testing Sections work extended hours and weekends. Therefore the security, mechanical, and electrical systems must be designed to support efficiently these fluctuating hours of operation.
- 1.4 Applicability – This Design Guide provides the basic criteria to program, plan, and design a Military Entrance Processing Station (MEPS). Designers shall use this document in conjunction with HQ USMEPCOM Regulation 420-3 and the Unified Facility Criteria (UFC) 4-010-01 and any Department of Defense documents that provide related guidance, and all applicable Building Codes for preparing contract documents. This document establishes minimum design standards that must be followed. Designers are encouraged to exceed these standards when appropriate.
- 1.5 Space Allocation Standards – The enclosed Space Allocation Standards, at the beginning of each Section, are used to determine the net usable square feet requirements for each MEPS section and the MEPS total. Note that these figures do not include code-required corridors, public restrooms, building utility rooms, vestibules, elevators, or stairwells as required by code. The 15% circulation factor for each MEPS section compensates for internal circulation within that section and for the amount of space the walls utilize.

DIVISION 2 – DESIGN

- 2.1 Basic Design Objectives – Project designs must be safe, functional, esthetic and cost effective to acquire, maintain, and operate. MEPS must present an image, which will enhance the marketing effort of the military services by an attractive, professional appearance and efficient operations. Project designs must also meet contemporary standards with respect to the environment, energy use, materials, and methods of construction.
- 2.2 **Leadership in Energy and Environmental Design (LEED) – Utilization of LEED criteria is required and should be incorporated as much as economically feasible into all new construction or renovation projects. LEED Silver will be our minimum level of certification required for all new construction.**
- 2.3 Design Quality – MEPS exhibit quality by their appearance, and their fulfillment of mission requirements and objectives. Quality is derived from a professional commitment by MEPS staff, planners, and designers to achieve excellence through the delivery of complete and usable facilities. To achieve quality results, the proposed MEPS must satisfy the design intent and present a positive image to applicants, their families, and all visitors.
- 2.4 Energy Conservation – The objective of the USMEPCOM facility energy program is to take part in the national effort to conserve energy. Energy conservation must be considered in the design of MEPS facilities per applicable codes and standards.
- 2.5 Provisions for the Handicapped – The facility must be designed to be in full compliance with the latest Uniform Federal Accessibility Standards. This includes parking, ramps, door hardware, and toilet facilities. Applicable codes, ordinances, and safety regulations in effect regarding accessibility shall also be followed.
- 2.6 Organization and Circulation - The Military Entrance Processing Station (MEPS) facility is made up of five processing sections. Ideally, MEPS facilities are designed for an efficient flexible traffic flow of applicants from the main reception area to and from the processing sections. The main reception area will be readily accessible from the Support Functions and Counselor, Testing, Operations, and Medical Sections.

- 2.7 Space Planning - Each of the five sections must be designed as a single block of contiguous space with one primary point of ingress / egress. Those sections that exceed square footage requirements and/or occupant load will have a code required secondary emergency exit.
- 2.8 Applicant Flow – Personnel safety and efficient applicant processing must be the prime design considerations. The following provides a basic overview of the MEPS process. This is not a fixed system and will vary. It is provided here to give the designer an overall ideal process.
- A. Applicants enter the Central Reception area and are checked in and directed by Control Counter personnel to their respective service branch counselor in the Counselor Waiting area. After initial applications are complete they are directed back to the Control Counter, and then to the Medical Briefing Room.
 - B. After the medical briefing, most applicants are directed to the Medical Control counter to check in again and continue medical and physical processing. If the applicant has not completed the CATASVAB test, they are directed to the Testing Section.
 - C. After completing the medical process, the applicants return to the service counselor, then to the Control Counter to initiate operations processing steps.
 - D. After operations processing, which includes interviews, fingerprinting, and receiving service packets, they return to the main Control Counter. From there, they are directed to the Briefing Room, then the adjacent Ceremony Room for swearing-in the Oath of Enlistment. They again return to the main Control Counter, and then escorted to the airport for shipping to their respective training centers.
- 2.9 **Security – The facility and site shall comply with all applicable Anti-Terrorism/Force Protection (AT/FP) requirements.**
- 2.10 Functional Relationships – Before preparing the Schematic Design, the designer must become acquainted with the MEPS required functional relationships as indicated in by adjacencies listed on the following pages. The optimal functional relationships of one area to another within the MEPS will be based on the processes and procedures employed in the operation of a specific MEPS. Functional planning must enhance operational efficiency, minimize distances between functions, and provide a pleasant safe environment for applicants and staff.
- 2.11 Plans Shapes and Function – Floor plans must be simple and functional. Narrow or irregular room shapes must be avoided. Plans that deviate from guidance must be justified by functional analysis, which will clearly demonstrate the necessity for unusual shapes. Permanent plan elements, such as columns, plumbing, stacks, windows, exterior doors, electrical panels, mechanical shafts and stairways, must be accurately shown so they do not adversely affect the layout late in the design process.
- 2.12 Natural Light – Each office bay on an exterior wall shall have windows covering, at a minimum, 30% of the linear dimension of the bay.
- 2.13 Multi-Story Spaces – Some MEPS, in order to meet space demands, will be located on more than one floor of a multi-story facility. When this situation arises, complete sections must be located on a single floor. For example, functional difficulties arise if part of the Testing Section was on one floor and the remainder was on an adjacent floor. Locate sections on the floors so that applicant processing will not be encumbered. It is mandatory that a MEPS located on adjacent floors has a dedicated applicant-controlled means for the applicants to access each floor thus creating contiguous MEPS controlled space on more than one floor. A public elevator does not meet this requirement.
- 2.14 Flexibility – Flexibility is an important design consideration, considering the cost of facility renovations due to mission changes or if new processes are introduced. It is imperative that any MEPS design consider the possibility for economical spatial flexibility. A variety of methods must be considered to improve long-term flexibility of MEPS facilities. Designs that reflect the required rooms within sections located around a central waiting or processing area allow for changing, adding or removing those functions.
- 2.15 Conceptual Approaches – Open environments contribute to flexibility and should be maximized. Typically, administrative space requirements will be accommodated in open offices unless duties clearly require a private office. The use of systems or modular furniture is encouraged to achieve better utilization of space and to provide individuals semi-private workstations. Floor plans should avoid encirclement of a department by permanent corridors, stairs, or other permanent structural building elements.

DIVISION 3 – CONSTRUCTION SPECIFICATIONS

3.1 Wall Construction Types:

- TYPE 1 Slab to dropped ceiling drywall partition.
- TYPE 2 Slab to slab drywall partition.
- TYPE 3 STC 50 rated drywall partition.

3.2 Door Types:

- TYPE 1 Single or double, stained, solid-core wood interior door(s), 1.75" thick, in a welded hollow metal frame.
- TYPE 2 Single or double, exterior flush metal door(s), in a welded hollow metal frame.
- TYPE 3 Stained, solid-core wood interior door, 1.75" thick, in a welded hollow metal frame, to be equipped with an adjacent, **18" wide**, sidelight. The sidelight shall be constructed of ¼" tempered glass and extend from 32" above the finished floor, to the door frame height. The sidelights will be integral with the doorframe.
- TYPE 4 Stained, solid-core wood "dutch" door with a welded hollow metal frame. On the bottom door leaf, install a 12" deep shelf extending the full width and centered on the door from front to back. Doors are to be equipped with hardware to secure the upper door leaf to the lower door leaf. The bottom door leaf will have spring-type, automatic-closing hinges. Top half of "Dutch" door shall have a deadbolt lock installed.
- TYPE 5 Single or double glass door(s) framed in wood or welded hollow metal, depending on building décor, as approved by the government.

3.3 Door Hardware Notes:

- A. Door closures will be installed as required by applicable code.
- B. Lock cylinders shall have a five-pin tumbler with paracentric keyway.
- C. Lock-sets shall be Grade 1 by ANSI Standards.
- D. The lessor shall coordinate keying with the local MEPS. A grand master key is NOT required.
- E. Front doors shall have either a magnetic lock (600 lbs) with access control reader and request to exit motion sensor and an electric door strike along with balanced magnetic switches (BMS) wired to an alarm panel located in either the electrical room or other suitable location. Door release switch will also be wired to the main control desk.
- F. All other exterior doors shall be equipped with one set of Balanced Magnetic Switches (BMS) installed on each door wired to an alarm panel located in either the electrical room or other suitable location.

3.4 Door Hardware Types:

- TYPE 1 Door equipped with 3 butt hinges, 1 mortised latch-set, commercial grade, and 1 doorstop.
- TYPE 2 Door equipped with 3 butt hinges, 1 mortised lock-set, commercial grade, and 1 doorstop.
- TYPE 3 Door equipped with 3 butt hinges, 1 push-button lock-set, (Simplex L1000 or equal), with key bypass, a closure with hold-open capability, and 1 doorstop.
- TYPE 4 Door equipped with 3 butt hinges, 1 lock-set tied to card-key function, closure with hold-open capability, and 1 doorstop.
- TYPE 5 Door equipped with standard lock-set hardware, with an additional deadbolt lock with a one-inch throw, and a closure with hold-open capability, and one doorstop.
- TYPE 6 Door equipped with 3 butt hinges, 1 privacy lock-set, commercial grade, and 1 doorstop.

TYPE 7 Door equipped with 3 butt hinges, push/pull plates, commercial grade, kick plate, closure with hold-open capability, and one doorstop.

DIVISION 4 – INTERIOR FINISHES

4.1 Finish Notes:

- A. The US MEPCOM overall interior design objective is to create an environment that enhances public image and employee morale, with building finishes that are durable, easy to clean, and cost effective to maintain.
- B. For all construction or lease build-outs, interior design professionals will be used to integrate the furnishings and interior finishes into an overall space plan coordinated with the building's architecture and utility systems. Color schemes, lighting, furnishings, and finishes shall create a unified design.
- C. The interior finish requirements for MEPS facilities are indicated on the enclosed Room Data Sheets. Interior finishes must be appropriate for the design of the building and each functional area or space.
- D. In general, the interior design contractor shall use neutral interior finishes with color accents in furnishings and on certain walls. Trim and walls should blend, do not use extreme contrast colors for doors and walls. The general contractor may request that substitute finishes be considered. Finishes may change or may no longer be available. Hence, interior finishes are most successful if they are neutral in color.
- E. The interior designer is required to use accents (color and material) in the facility.
- Porcelain or ceramic tile accent borders on floors and/or walls in rooms with plumbing.
 - Accent vinyl wallcovering or paint colors used as a visual "focal point" within the facility.
 - Vinyl floor covering accents.
- F. All materials shall be selected based on the following criteria:
- Being suitable for the environments where they will be used.
 - Having low maintenance and life cycle costs for planned usage.
- G. Carpet, vinyl composition tile, and wall finishes are the primary interior colors and should be the basis for the overall color scheme. Use patterned floor finishes **except in the Ceremony Room**.
- H. Corner guards shall be provided and installed in all corridors throughout the facility. Utilize high-impact resistant aluminum, with embossed, rigid vinyl covers.
- I. All items indicated on the room data sheets and on design intent drawings as wood shall be AWI Premium Grade and shall be factory finished by a qualified factory finisher with AWI finish system for conversion varnish, premium finish with rubbed medium gloss sheen. Field finishing will not be acceptable unless noted approved by HQ USMEPCOM, MFA.
- J. All cabinetry noted in the room data sheets shall come complete with hardware and accessories including: drawer glides, hinges, drawer/door pulls, adjustable shelf standards, shelves and locks, where indicated.
- K. The lessor shall provide blinds on all exterior windows throughout the government-leased space.
- L. The lessor shall provide **ONE, and only one**, complete color and materials board, to MEPS/GSA, prior to 65% submittal of construction drawings. Finish selections included on the board shall consist of: carpet, paint, wall covering, vinyl tile, porcelain and ceramic tile, with complementary accent colors shown for each. Also, wall base, plastic laminates, wood stain colors, drapery fabrics, signage color and material, and any other visible material to be installed in the MEPS space.

4.2 Floor / Base Types:

- TYPE 1 Loop construction, 100% quad-lobal type 6,6 nylon, **patterned carpet tile**, with minimum density of 5,000 and minimum face weight of 22 oz./ square yard. Vinyl or rubber resilient base, top set, 1/8" x 4", with factory formed external and internal corners.

- TYPE 2 Cut pile, 100% quad-lobal type 6,6 nylon, **solid color carpet tile or broadloom**, with minimum density of 5,000 and minimum face weight of 26 oz./ square yard. Vinyl or rubber resilient base, top set, 1/8" x 4", with factory formed external and internal corners.
- TYPE 3 Vinyl Composition Tile, 12" x 12" x 1/8". Accent or pattern designs must be approved. Vinyl or rubber resilient base, top set, 1/8" x 4", with factory formed external and internal corners, coved at hard surface flooring.
- TYPE 4 Ceramic or porcelain tile floor with matching grout, seal all grout or use epoxy grout.

4.3 Wall Finish Types:

- TYPE 1 One coat quality interior primer, two coats enamel-eggshell paint.
- TYPE 2 Vinyl Wall-covering, Class A, Type II, minimum 20 oz. per yard.
- TYPE 3 Ceramic-tile wainscoting with matching grout, to 6'-0" above the finished floor, with TYPE 1 wall finish above. All grout shall be sealed or epoxy.
- TYPE 4 Hardwood veneer paneling, with crown molding and wood base. Finish doors and frames to match wood paneling.

All rooms with a chair rail shall have a durable washable paint wainscot below the chair rail.

4.4 Ceiling Types:

- TYPE 1 2'-0" x 2'-0" or 2'-0" x 4'-0" with a centerline score, standard "T" grid with standard edge lay-in acoustical tile. STC rating of 25-29. Edge – Tegal or reveal.
- TYPE 2 5/8" gypsum wallboard, with plaster topcoat, and latex enamel-eggshell paint.

DIVISION 5 – ELECTRICAL

5.1 Electrical Outlet Types / Definitions:

- A. Duplex / Quad Receptacles – Standard 110 V 20-amp outlet for general-purpose use. The receptacles shall not exceed eight (8), per 20-amp circuit.
- B. GFI Duplex / Quad Receptacles – 125 V 20-amp ground fault interrupt outlet. To be used near wall and counter sink in accordance with applicable codes.
- C. Computer Designated (IG) Quadruplex Receptacles – Standard 110V 20-amp orange-bodied or other similarly designed receptacle with isolated-ground capability.

An IG in a branch circuit is a separate, insulated grounding wire that runs from an isolated grounding-type receptacle (usually orange in color) to the panel box. It is connected to a special insulated separate ground strip or bus which is in turn connected by an insulated wire to the main building service ground, avoiding any contact with the conduit, electrical boxes, and neutral bus. This grounding conductor may pass through one or more panel boxes without any connection to the panel box grounding terminal.

An IG shall not run outside of conduit. It shall be enclosed in conduit with the circuit conductors.

An IG should not run to an isolated earth ground or a water pipe. It should run to the electrical service entrance where the neutral of the incoming service or neutral of the service transformer is bonded to the service equipment ground.

IG receptacles shall not exceed four (4), per 20-amp circuit. For computer and related equipment use only.

- D. Dedicated Duplex Receptacles - A 120 V, 208, 20-amp single phase, 3-wire quad outlet on a separate dedicated circuit with no other electrical loads, provided to at least a secondary panel.

Each dedicated outlet shall have its own separate circuit with hot, neutral and ground. Conduit shall not be used as a ground.

Receptacles shall be marked with the breaker number it is connected to. This assures that non-compatible devices are not connected to the same breaker and dedicated line. The receptacles must also be marked by a distinctive different color.

5.2 Electrical Notes:

- A. All duplex / quad outlets shall be circuited separately from the lighting.
- B. See 6.1 – K, below, regarding systems furniture wiring.
- C. MIRS Room to receive a 70 Amp Circuit Breaker with a blanked out receptacle for install of an APC battery back-up and protection system. Installation of back-up system performed by others.

5.3 Lighting Notes:

- A. Standard lighting shall be a three fluorescent-tube lamp fixture. Such fixtures shall be capable of producing and maintaining a uniform lighting level of 50 foot-candles at working surface height throughout the space.
- B. Maintain a lighting level of at least 20 foot-candles at floor level in all corridors.
- C. Lighting levels sufficient to ensure safety shall be maintained in other non-working areas, in accordance with applicable codes.
- D. When the space is not in use interior and exterior lighting shall be turned off, except those essential for safety and security purposes.
- E. Fixture locations shall be coordinated with the proposed furniture layout to minimize shadowing.
- G. Fixtures in office areas shall be specifically designed for use in areas with video display terminals. Dual switching shall be provided in offices, to match lighting levels with tasks.
- H. No more than 1000 square feet of open space shall be controlled by one light switch. If the Government must pay separately for electricity, nor more then 500 square feet of office space may be controlled by one switch.
- I. Overall illumination levels shall be based and designed in accordance with the recommendations of Illuminating Engineering Society of North America (IES) Lighting Handbook.
- J. Exterior lighting must be sufficient to support night time use of closed circuit television (CCTV) surveillance.

5.4 Lighting Types:

- TYPE 1 2' x 2' or 2' x 4' recessed fluorescent fixtures with deep cell parabolic louvers.
- TYPE 2 "High Hat" recessed incandescent fixtures.
- TYPE 3 Adjustable positions, ceiling mounted spotlights of 100 watts each.
- TYPE 4 Wall-mounted washroom sconces / make-up lighting.

DIVISION 6 – TELECOMMUNICATIONS REQUIREMENTS

6.1 Telecommunications Notes:

- A. Four-compartment (Quadruplex) floor outlets, or receptacles on columns, for power, telephone, and data shall be provided in the open office areas (no power poles will be allowed) per the final design. All communications outlets (data ports) will conform to the following:
 - All data port outlets shall be quad outlets, unless an outlet is specifically identified for a special requirement, (Wall phone, Fax/Modem). All quad outlets may be configured for any combination from

4 phones to 4 data outlets. Configuration of outlets will be accomplished by an Information Technology (IT) technician using data patch panels in the Communications room.

- All wiring shall be category 6, Plenum rated, and terminated as outlined by EIA/TIA 568B standard.
 - All wiring and connectivity shall be category 6 compliant and certification tested. Test data shall be provided to the US MEPCOM Information Management Directorate (MIM) point of contact.
 - All outlets shall be labeled with a room and jack number, A&B for voice, C&D for data. (Example: Room 101- Jack3, d connection; 101-3-d.) Rack mounted, 110 type, RJ45 patch panels will be labeled with the room and data jack numbers and outlet type, using the room numbers – outlet-jack number, i.e. 101-3-d, etc.
- B. The Local Area Network (LAN) network consists of several MEPS-wide data systems including MIRS, RSN, and CATASVAB. The systems are linked to a common hub in the Communications Room.
- C. Pre-wiring of data cables:
- Provides a more complete and useable facility upon construction completion. This alleviates occupancy delays, determines responsibility for the facility condition, and prevents damage to interior finishes as a result of a follow-on wiring effort.
 - Provides flexibility in the design and installation of common wiring requirements. This reduces the need and cost of future wiring modifications, which would result from changes in occupancy or reorganization.
- D. Pre-wiring includes the following items:
- Generic communications wiring and duct for single line telephones.
 - Generic intra-building communications wiring and ducts for data network supporting office automation equipment.
 - Communication distribution frames and modular outlets. Cross-connect wiring between the outside plant cable and intra-building wiring is not included.
 - Intra-building communications wiring and duct for fire alarm and energy management and control systems (EMCS) from the building's main communications distribution frame to the alarm system control panel or the EMCS Data Termination Cabinet / Field Interface Device.
 - Intra-building communications cabling and duct for special data requirements if validated by MIM. This includes local area networks, telephones, video teleconferencing, CATV, alarms (other than fire), as well as any other office automation requirements. Integral parts of specialized wiring systems such as distribution frames / backboards, taps, splitters, outlets for connecting end instruments, and line amplifiers are included.
- E. Pre-wiring does not include telecommunication and data equipment and end instruments such as PBX's/digital switches, telephones, workstations (terminals, personal computers, etc.), multiplexers / concentrators, and gateways. Relocation, installation, and testing of all end equipment will be accomplished via a centrally managed contract and is the responsibility of MIM.
- F. Pre-wiring shall be included in all major, and minor new facility construction, additions and alteration projects accomplished with Military Construction Army (MCA) funds. Application to projects involving leased facilities and OMA funded projects will be determined by MIM.
- G. Design Criteria for Pre-wiring: The facility design will conceal all the wiring/cabling systems, provide adequate space for installation and maintenance of telecommunications equipment and wiring, the flexibility of furniture layout in administrative areas, and standardization of common user requirements. The designer is responsible for ensuring that the most economical cable/wire distribution system is specified. It shall be consistent with facility size and function, and will meet current and projected telecommunications / data requirements. It will compliment the Comprehensive Interior Design (CID) concept, and maximize flexibility to accommodate future changes. This system must consider C-CS wiring systems and wiring for electrical convenience outlets.

- H. Wiring for all data and voice shall be Integrated Services Digital Network (ISDN) compatible. Consult with the local service provider for specific cable requirements. Outlets for single-line telephone and office automation networks shall be modular. Each outlet jack shall be numbered and shall be wired with four (4) receptacles. Circuit connectivity shall be provided from each jack to the main communications distribution frame in the Communications Room.
- I. All data wiring shall be category-six, plenum-rated, ISDN compatible. The wiring shall be terminated on category-six, rated RJ-45 connector at the station outlet end. The other end will be terminated on category-six, rated FJ-45 patch panels. All wiring and station outlets are to be labeled, installed, and tested using the latest commercial standards.
- J. When cable consists of multiple runs, the lessor shall provide cable trays to ensure that the cable does not come into contact with suspended ceilings. Cable trays shall be ladder-type, and shall form a loop around the perimeter of the government-occupied space such that the horizontal distance between individual drops does not exceed thirty (30) feet.
- K. Ground all data cables, patch panels, and LAN racks using approved standards and conventions.
- L. The lessor shall provide separate data, telephone, and electrical junction boxes for the base feed connections to government-provided systems furniture, when such feeds are supplied via wall outlets or floor penetrations. Raceways will be provided throughout the furniture panels to distribute the electrical, telephone, and data cable. The lessor shall provide all electrical service wiring and connections to the furniture at designated junction points. Cluster groups at floor or wall locations shall be provided, however, the actual amount will be determined at the time of layout.
- M. Provide design drawings and schedules, which will be the basis of "as-built" cable records. The drawings will show cross-connect and termination points for each cable pair, location and identification number for each modular outlet, and the location and identification number for each line amplifier and multi-port device in the LAN cable system. Approximate cable routing will also be shown. Two copies of these drawings will be updated to "as-built" conditions by the construction contractor and turned over to the installation communications activity and/or USMEPCOM.
- N. For the sizing of transformers, feeders, and equipment, the designer shall assume each staff member will have a personal computer. The non-linear power ratio shall be computed, and the power distribution system shall be designed accordingly.
- O. A ¾" conduit drop with outlet box is required for all computer data cables. A 2" conduit is required at System Administrators (MIRS) room.
- P. The Lessor is responsible for the installation of all blank cover plates.
- Q. The Lessor shall be responsible for bringing adequate-size telephone cable from the street into the building, to the Demarcation Panel. A minimum of 100 pair cable (or larger depending on how many services are needed) shall be installed. Coordinate with MEPS representative for the total number and location of each service.
- R. There will be one main Communications Room, but there may be multiple satellite hub rooms (usually with multi-story facilities) that will need connectivity to that main Communications Room. For multiple rooms, install six strands of 625 micron PVC jacket fiber optic cable terminated with ST type connectors in a fiber optic patch panel. Each telecommunications room requires category 6, plenum rated voice cable installed.

6.2 Public Address System:

- A. A zoned public address system shall be provided and installed. The system shall be all-zone, plus be divided into six (6) separate zones: Headquarters, Common Areas, Operations, Medical, Testing, and Liaisons.
- B. Public Address System Zoning:

ZONE 1 (Common Areas) Includes the Corridors, Visitor Lounge, Applicant Dining, Public Restrooms, Liaison Waiting, Baggage Room, Television Room, Applicant Waiting, Game Room.

ZONE 2 (Headquarters) Includes the Female Staff Locker, Male Staff Locker, HQ Admin. Section, Staff Lounge, Supply, Storage, and Exercise Room.

ZONE 3 (Testing) Includes the entire Testing Section, excluding Test Rooms.

ZONE 4 (Operations) Includes the entire Operations Section, excluding the Ceremony and Briefing Rooms.

ZONE 5 (Medical) Includes the entire Medical Section excluding Medical Briefing and the Audio Room.

ZONE 6 (Liaisons) Includes the entire Liaison Section.

- C. Accessibility - The PA system shall be accessible from the telephone system such that any staff telephone within a zone can access the PA system within that zone and/or all zones.
- D. Speakers - Provide ceiling-mounted, 8 inch, full range cone type speakers with matched black-box and baffle similar to Dukane Model 5A607 or equal. Speakers will have a power rating of at least 10 watts and incorporate a universal-matching transformer with power taps of 0.5, 1.0, and 2.0 watts. Frequency range will be from 30 to 20,000 Hz. Speakers shall not be provided in Test Rooms, Briefing Rooms, Audio Room, and the Ceremony Room.
- Speaker Type 1 – Public address speakers with volume controls at the system amplifier, or mounted on each baffle.
- Speaker Type 2 – Speakers with wall mounted, 10-position in 3-decibel steps, control.
- E. Volume Control – A 10-watt area speaker control similar to Dukane Model 9A1550B or approved equal will be provided and installed. Attenuation shall be provided through a rotary switch of 10 to 12 positions. Attenuation shall increase / decrease at 1.5dB per step.
- F. Amplifiers – Provide mixer / amplifier(s) as required to power voice paging and audio-tape play over all six zones. Maximum number of speakers on any one zone will be 40. Amplifiers shall be similar to Dukane Models 1A1635, 1A1660, 1A1725 or approved equal (wattage varies). The amplifier shall have dedicated inputs for auxiliary and telephone page as well as other inputs as required to interconnect all system components. Telephone paging module shall be built-in to provide signal input of 600 ohms and connection to telephone key switching unit. Individual controls for inputs, tone control, master control and power on/off shall be front panel accessible. In multi-amplifier set-ups, bridging of amplifiers is required to provide an “all call” capability.

6.3 Cable Television:

- A. If cable TV is available then a plenum rated coaxial system shall be installed. The following list the cable type and corresponding maximum distance limitations:
- RG-59 Maximum distance = 150 feet.
 - RG-6 Maximum distance = 250 feet.
 - RG-11 Maximum distance = 400 feet.
- B. If cable television service is not available, the government reserves the right to install a satellite dish on the building.

DIVISION 7 – MECHANICAL

7.1 HVAC Types:

TYPE 1 All areas must comply with ASHRAE 62 Recommended Standard, see SFO.

TYPE 2 The HVAC shall be separately zoned and controlled and be capable of a minimum of two complete air changes per hour with 20% fresh air.

7.2 HVAC Notes:

- A. HVAC System must perform to the “recommended” or “suggested” values of ASHRAE Standard 90.1, Energy Efficient Design of New Buildings Except Low-Rise Residential Buildings, or more restrictive local /

state codes and be equipped with an emergency shut off switch.

- B. HVAC Zones – The system shall be zoned in such a way that the Testing and Counselor Sections can function independently. Ideally, each remaining MEPS section shall be zoned and controlled separately.
- C. Individual thermostat control shall be provided for office space with control areas not to exceed 2000 square feet of space.
- D. Areas having excessive heat gain or heat loss, or affected by solar radiation at different times of the day, will be independently controlled. This is to include the main electrical room along with the MIRS/Communications room.
- E. Thermostats shall be set to maintain temperatures between 70° F and 74° F during the heating season and between 74° F and 76° F during the cooling season. These temperatures must be maintained throughout the leased premises and service areas, regardless of outside temperatures, during the hours of operation.

DIVISION 8 – SECURITY

- 8.1 The government reserves the right to install a government-designed Intrusion Detection System (IDS). Passive security measures that are required: Hinge pins on all exterior doors must not be removable. All exterior glass must be laminated IAW the Unified Facilities Criteria (UFC). The facility and site shall comply with current applicable Anti-Terrorism/Force Protection standards.
- 8.2 Main Entrance/Foyer. For standard MEPS design, 1 duplex receptacle must be installed in the center of the floor to accommodate baggage X-ray machine and metal detector. The main entrance will be equipped with 1 Aiphone (with video) and 1 stand alone access control proximity card reader individually programmable with audit trail. Doors will have balanced magnetic switches (BMS) and magnetic locks rated at 600 LBS minimum with motion sensor exit. Inside foyer, install an alarm activation/deactivation keypad.
- 8.3 Control Desks. Operation’s control desk (front counter) will be equipped with 1 Aiphone receiver; 1 door release switch for the main entrance door and one for the baggage room; and 1 duress button wired to the phone panel. Medical control desk will have 1 duress button wired to the phone panel. Test administrator’s desk will have 1 duress button wired to the phone panel.
- 8.4 Electrical/Mechanical Room. In either room, install 1 alarm panel compatible with either the Military Base Police’s monitoring station or with the GSA Mega Center.
- 8.5 CCTV System. Install necessary conduit and wiring for installation of interior/exterior cameras. Interior camera – normally mounted covering applicant’s waiting/staging areas, dining area, main entrance and baggage room. Exterior camera – normally mounted covering 360 degrees around building. All wire must be in conduit except in plenum rated ceilings, then plenum rated cable must be used. All cameras will be monitored at once central location (normally operation control desk).
- 8.6 Passive infrared (PIR) motion detectors will be installed as directed by J1 Programs Division and connected to the main intrusion detection system. PIR motion detectors will normally be located in main thorough fares and exterior offices with windows.

DIVISION 9 – SIGNAGE

- 9.1 Interior Signage – All rooms throughout the facility shall be provided with a sign. Use the building standards for guidance if appropriate. Coordinate the signage color with the interior color scheme. Specify a sign that allows for room name change. Signage must be on GSA schedule.
 - A. Individual signs should be no larger than 8” x 8” and attached to the adjacent wall, not on the door, unless noted otherwise on the Design Intent Drawings.



- B. Signage must be firmly anchored to the walls or on sidelights with blank back panels. Include fire exit plans in the facility signage package. Placement of the signs must be consistent throughout the facility.
- C. See Room Data Sheets in Sections 3-8 of this document for the exact wording for each individual room sign. Systems Furniture workstations do not require a sign. Each MEPS Section also requires signage at entry and exit doors.
- D. Provide and install the following sign in a conspicuous location near the primary entrance:

ATTENTION ALL PERSONNEL AND VISITORS

IT IS A FEDERAL CRIME TO KNOWINGLY POSSESS OR CAUSE TO BE PRESENT, A FIREARM OR OTHER DANGEROUS WEAPON IN THIS FACILITY. THE LAWFUL PERFORMANCE OF OFFICIAL DUTIES AUTHORIZED BY LAW IS EXEMPT. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

- 9.2 Exterior Signage – Locate one exterior sign on the address side of the building. The sign shall be on a monument, lit to 15 foot-candles with photocell control. If the building has more than one tenant and an exterior sign is not allowed, provide a sign at the main entrance door of the MEPS space.

DIVISION 10 – FURNITURE & EQUIPMENT

- 10.1 All freestanding furniture, files equipment, and systems furniture shall be provided and installed by the government. MEPS / GSA shall provide a final furniture plan to the lessor.

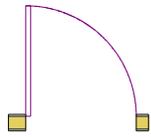
DIVISION 11 – MISCELLANEOUS / GENERAL NOTES

- 11.1 In general, ceiling heights should be maintained at a nine foot finished ceiling height, unless noted otherwise in the room data sheets.
- 11.2 Lessor to provide and install one exterior flagpole, lit to 15 foot-candles. The flagpole location shall be approved by the Contracting Officer.

DIVISION 12 – DEFINITIONS / DRAWING SYMBOLS

- 12.1 Definitions:
 - A. ASVAB – Armed Services Vocational Aptitude Battery.
 - B. Building Net Floor Area – Building net floor area is the total gross floor area in the building, less space occupied by outside walls, permanent interior partitions, stairwells, elevator shafts and equipment, telecommunication space, toilets, janitor closets, permanent or code-required hallways and corridors, basements and mezzanines unsuitable for occupancy. Also, space occupied by machinery and equipment used for heating, ventilating and air conditioning the building, machinery and equipment used to provide electrical power, water, and dispose of waste from the building.
 - C. CATASVAB Test Room – This room supports an automated, applicant-testing network.
 - D. Gross Floor Area – Gross area is computed to the outside of enclosure walls.
 - E. US MEPCOM – United States Military Entrance Processing Command.
 - F. MEPS – Military Entrance Processing Station.
 - G. Room Data Sheets – A room-by-room listing of build-out requirements for the entire MEPS space. Includes wall types, door types, hardware, finishes, power and communication requirements, and special construction requirements.
 - H. Space Allocations Standards – Amount of space allocated for each office and support space throughout each MEPS facility. The SAS is found at the beginning of each section. The standards are used to determine the square footage for each section and the total MEPS net usable square footage requirements.
 - I. Usable Square Footage – See “Building Net Floor Area”.

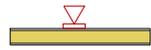
12.2 Drawing Symbols:



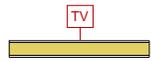
DOOR



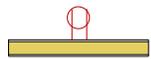
WINDOW



WALL TELEPHONE



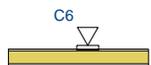
TELEVISION OUTLET



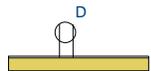
DOUPLEX OUTLET



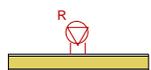
GROUND FAULT INTERRUPT OUTLET



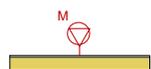
CATEGORY 6 DATA QUADRUPLEX



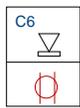
DEDICATED COMPUTER OUTLET



REFRIDGERATOR OUTLET



MICROWAVE OUTLET



FLOOR MOUNTED OUTLETS



ELEVATION VIEWS

**US MILITARY ENTRANCE PROCESSING STATION
DESIGN GUIDE**

The following requirements are to be furnished, installed and maintained by the Lessor. All the items found in these requirements shall be amortized in the overall rental consideration, unless specified otherwise.

COMMAND SECTION

This section is to be located in the ideal area of the offered space, near a secondary, or employee entrance. It should be located to remote from applicant circulation or processing.

COMMAND SECTION SPACE ALLOCATION STANDARDS

PERSONNEL	GRADE	TYPE	QTY	CAT 1	CAT 2	CAT 3	CAT 4	CAT 5	TTL
Commander	4/05	P	1	150					150
Station NCO	E8	P	1	110					110
Secretary	GS5	O	1	60					60
Support Group Supervisor	GS7	P	1	100					100
Budget Assistant	GS5	O	1	60					60
Unit Clerk	E5	O	1	60		Where there are 24+ Military Staff.			Varies
Conference Room		P	1	250					250
Mail / Forms Storage Room		P	1	130					130
HQ Administration		O	1	100					100
Supply Storage / Technician	GS5	P	1	900	800	700	600	500	Varies

DEFINITIONS:

- GRADE: Position level within the Government.
- TYPE O: Open Office Space.
- TYPE P: Private Office Space.
- QTY: Quantity of workspaces that size and grade.
- CAT 1: Square footage allowed per Category 1, MEPS Space.
- CAT 2: Square footage allowed per Category 2, MEPS Space.
- CAT 3: Square footage allowed per Category 3, MEPS Space.
- CAT 4: Square footage allowed per Category 4, MEPS Space.
- CAT 5: Square footage allowed per Category 5, MEPS Space.
- TTL: Total square footage of each type of workspace.

SECTION:	COMMAND	SQUARE FT:	150
ROOM NAME:	Commander Office	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	1
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

FINISHES

FLOORS/BASE: TYPE 2

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4
 Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2
 Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

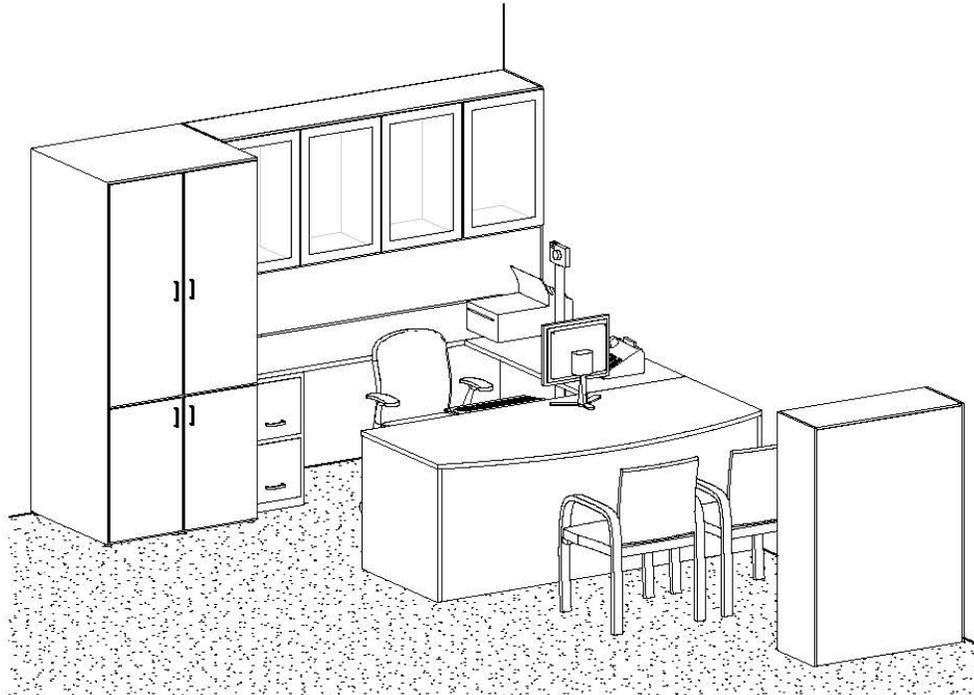
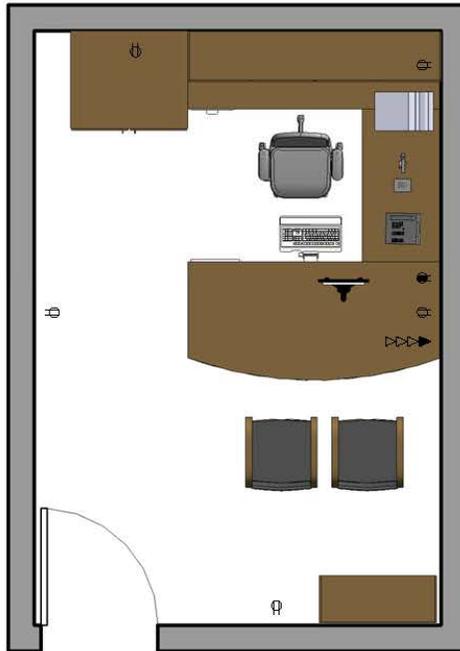
SPECIAL CONSTRUCTION: Provide and install a hardwood chair rail stained to match the doors. Apply a durable washable paint wainscot below chair rail.

EQUIPMENT: Government Provided: PC w/ Printer, Analog Phone, Digital Phone, MIRS Connection

FURNITURE: Government Provided: U-Shaped Executive Wood Workstation, Wardrobe, Bookcase and Seating.

ADJACENCIES: N/A

OTHER: N/A



COMMANDER'S OFFICE

SECTION:	COMMAND	SQUARE FT:	110
ROOM NAME:	Station NCO (SEA)	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	1
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

FINISHES

FLOORS/BASE: TYPE 2

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

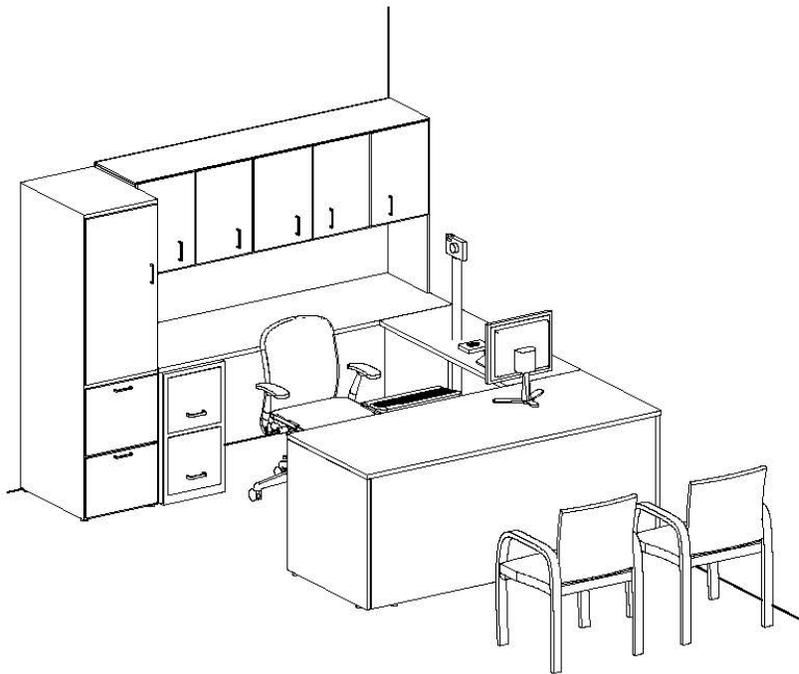
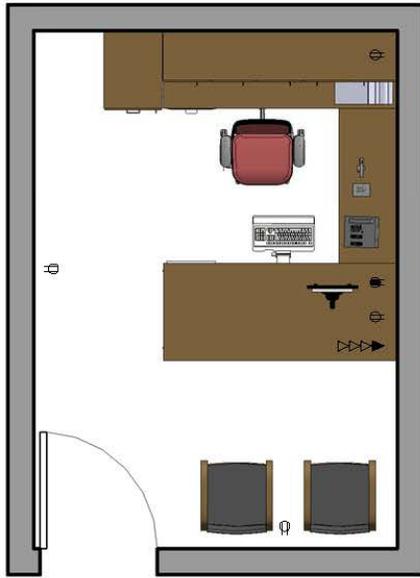
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: PC w/ Printer, Phone, MIRS Connection

FURNITURE: Government Provided: U-Shaped Wood Workstation, Wardrobe and Seating.

ADJACENCIES: N/A

OTHER: N/A



STATION NCO / SEA

SECTION:	COMMAND SECTION	SQUARE FT:	60
ROOM NAME:	Secretary	QUANTITY:	1
SPACE TYPE:	Open Workstation	OCCUPANTS:	1
ROOM NUMBER:			

WALL CONSTRUCTION: N/A – Open Office Suite

DOORS & FRAMES: N/A

HARDWARE: N/A

FINISHES

FLOORS/BASE: TYPE 1

WALLS: N/A

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4
 Computer Designated Quad Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2
 Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

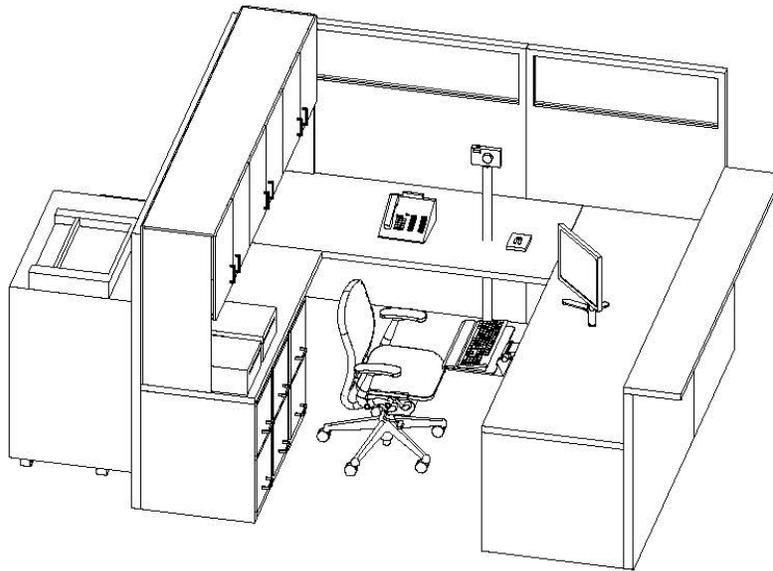
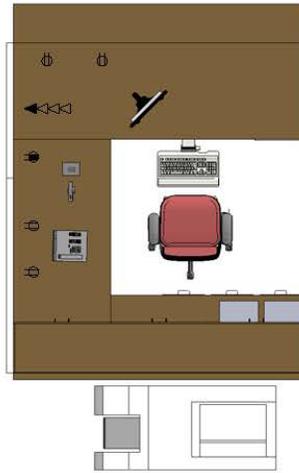
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: PC w/Printer (rest of equipment shared in open office – see HQ Admin)

FURNITURE: Government Provided: Systems furniture with electrified raceway will be utilized.
 Floor cores may be necessary. Power poles will not be allowed. Some equipment will be located in the open space (i.e. Copier, Fax and Digital Sender).

ADJACENCIES: N/A

OTHER: N/A



COMMAND SECRETARY

SECTION:	COMMAND	SQUARE FT:	100
ROOM NAME:	Budget Tech	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	1
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

FINISHES

FLOORS/BASE: TYPE 2

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

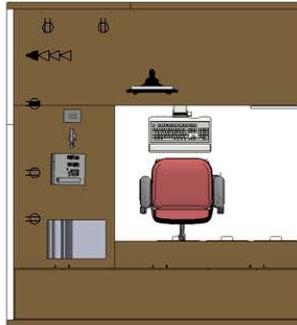
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: PC, Phone, Printer, MIRS Connection, Label Maker

FURNITURE: Government Provided: U-Shaped Workstation and Chair

ADJACENCIES: N/A

OTHER: N/A



BUDGET TECH

SECTION:	COMMAND SECTION	SQUARE FT:	60
ROOM NAME:	Budget Assistant	QUANTITY:	1
SPACE TYPE:	Open office	OCCUPANTS:	1
ROOM NUMBER:			

WALL CONSTRUCTION: N/A – Open Office

DOORS & FRAMES: N/A

HARDWARE: N/A

FINISHES

FLOORS/BASE: TYPE 1

WALLS: N/A

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4
 Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2
 Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

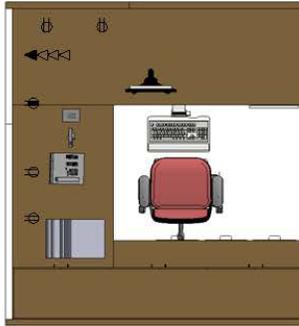
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: PC w/ Printer (rest of equipment shared in open space office – See HQ Admin)

FURNITURE: Government Provided: Systems furniture with electrified raceway will be utilized.
 Floor cores may be necessary. Power poles will not be allowed.

ADJACENCIES: N/A

OTHER: N/A



BUDGET ASSISTANT

SECTION:	COMMAND	SQUARE FT:	250
ROOM NAME:	Conference Room	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	Up to 16
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 3

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 1

FINISHES

FLOORS/BASE: TYPE 2

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 5 (1 flush-floor mounted)

Computer Designated Duplex Receptacles: 2

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 3 (1 flush-floor mounted)

Intercom / Paging System: SPEAKER TYPE 2

Cable TV / Satellite Dish Receptacle: 1

Video Conference System: 1 (Tandberg or equal)

HVAC: TYPE 2

SECURITY: N/A

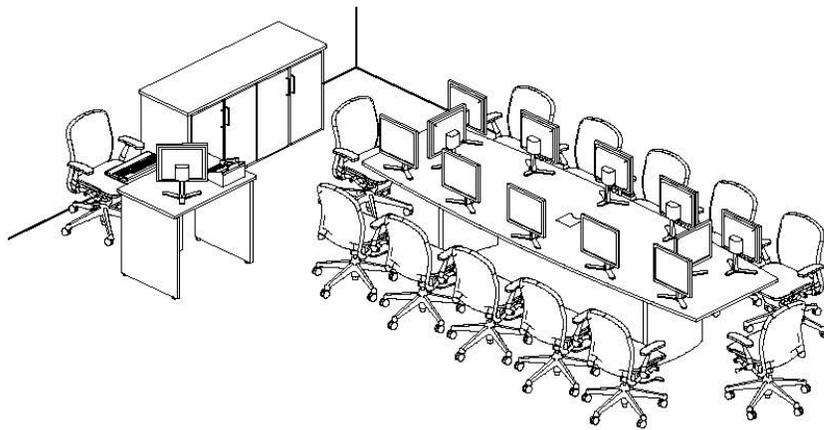
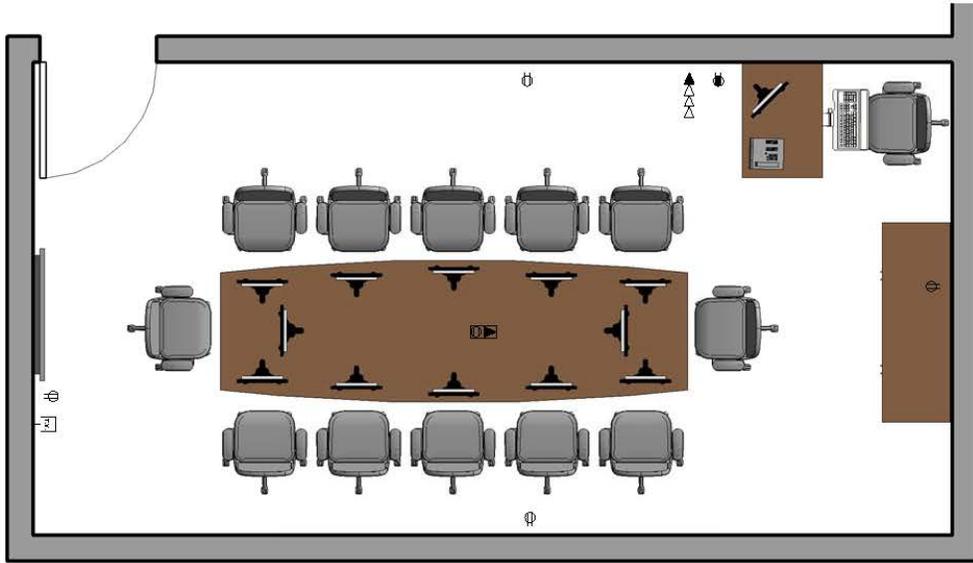
SPECIAL CONSTRUCTION: Provide and install a hardwood chair rail stained to match the doors, on all walls of the room. Apply a durable washable paint wainscot below chair rail.

EQUIPMENT: Government Provided: TV / VCR / DVD; LCD Projector w/ projector screen; PC; VTC system

FURNITURE: Government Provided: Conference table and chairs, credenza and media control station.

ADJACENCIES: N/A

OTHER: Avoid corridor door that opens into the corridor. If this is impossible provide TYPE 2 hardware.



COMMAND CONFERENCE ROOM

SECTION:	COMMAND	SQUARE FT:	130
ROOM NAME:	Mail / Forms Storage Room	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	0
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1 with TYPE 2 Ceiling or TYPE 2 with TYPE 1 Ceiling

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 3

FINISHES

FLOORS/BASE: TYPE 3

WALLS: TYPE 1

CEILING: TYPE 1 or TYPE 2 Depending on Wall Construction

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 6

Computer Designated Duplex Receptacles: 2

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION:

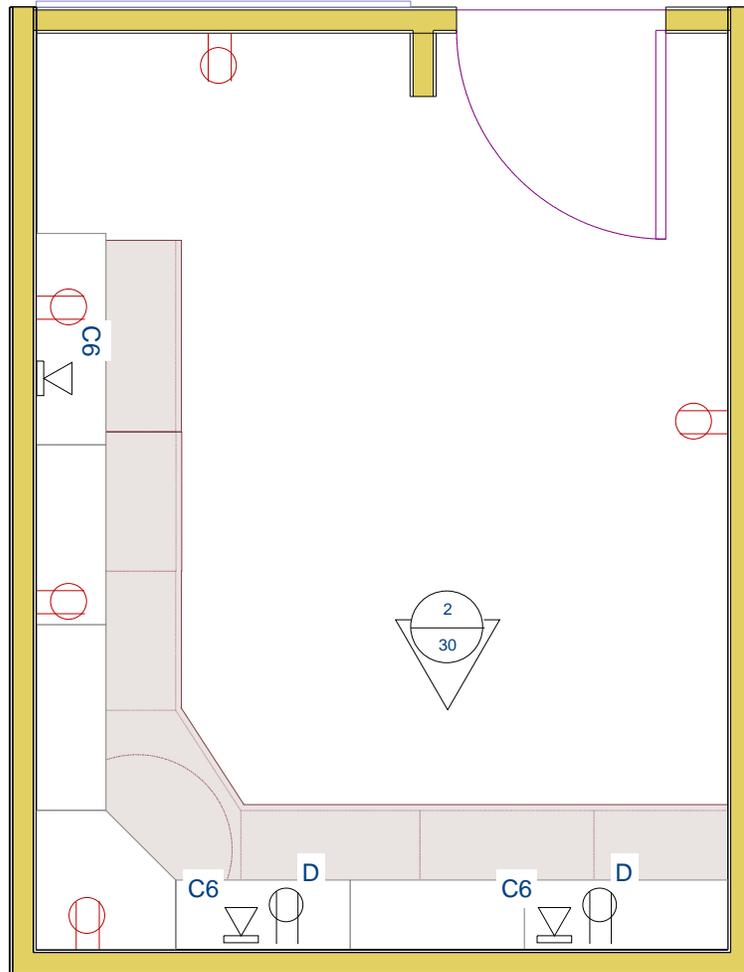
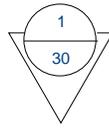
- Provide and install, with drawers and doors, base cabinets with a solid surface counter. All telephone and electric outlets on that wall shall be located above the counter.
- Provide and install above the counter laminate cabinets with interior adjustable shelves and doors.
- Provide and install 12-16 mailboxes, sized to hold 8 ½" x 11" envelopes without bending, set in the drywall partition. Salsbury Aluminum 2200 Series, rear loading, with a three (3) digit single dial combination lock with spring latch and automatic throw-off (combination numbers can be changed by the owner) or equal. (Phone 800-323-3303, Fax 800-323-3099). Verify quantity and placement with the government prior to order and installation.

EQUIPMENT: Government Provided: Postage machine (CPU, monitor, scale, printer)

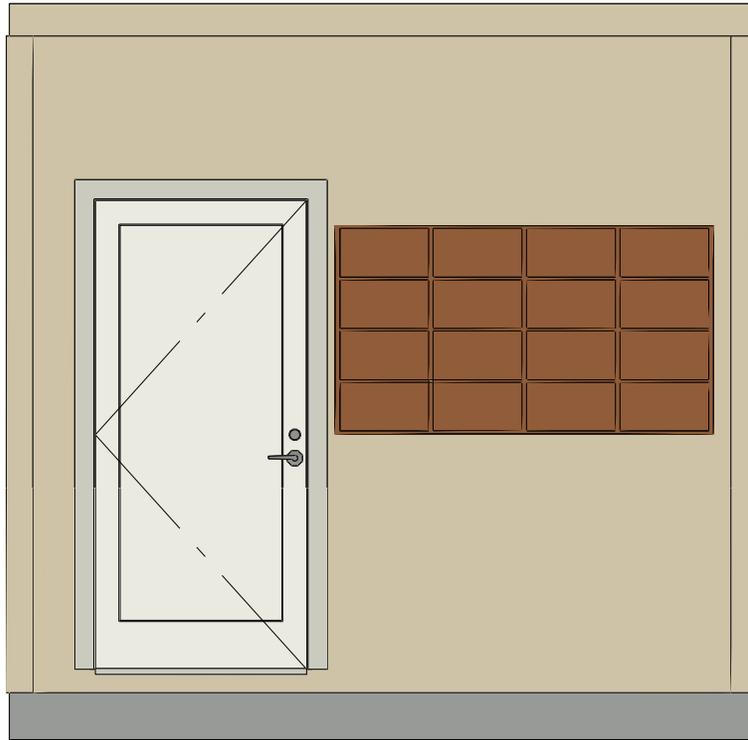
FURNITURE: Government Provided: N/A

ADJACENCIES: N/A

OTHER: Mail and Forms Storage Rooms can be designed into two separate rooms with 60 and 70 square feet per room, respectively.

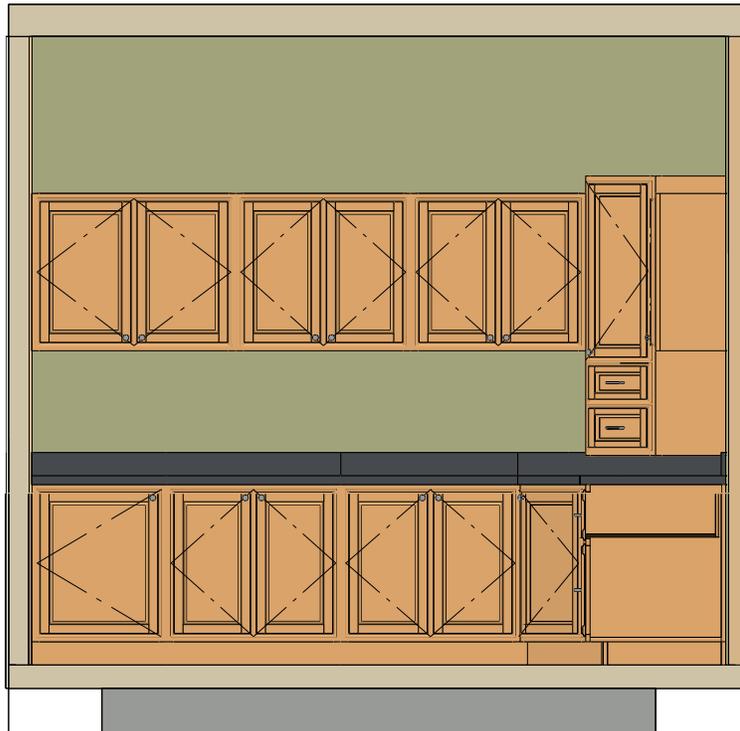


MAIL ROOM
130 sq ft



1
30

MAILBOX ELEVATION



2
30

CABINET ELEVATION

SECTION:	COMMAND	SQUARE FT:	100
ROOM NAME:	HQ Administration	QUANTITY:	1
SPACE TYPE:	Private Office Suite	OCCUPANTS:	Up to 6
ROOM NUMBER:			

WALL CONSTRUCTION: N/A – Open Office

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

FINISHES

FLOORS/BASE: TYPE 1

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2
Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: 1 – 360 degree ceiling mounted passive infrared (PIR) motion detector

SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: Shredder, Copy Machine, Fax Machine, Digital Sender (Shared with rest of Command Section)

FURNITURE: Government Provided: Visitor Seating.

ADJACENCIES: The Command Section offices are adjacent to this area, except the Supply Storage Room which may be located elsewhere.

OTHER: N/A

SECTION:	COMMAND	SQUARE FT:	500-900
ROOM NAME:	Supply Storage/Supply Tech	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	1
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 2

DOORS & FRAMES: Interior: TYPE 4 with a kick plate.
Exterior: TYPE 2 Double doors to the outside of the building or building service corridor.

HARDWARE: Interior: TYPE 3
Exterior: TYPE 5

FINISHES

FLOORS/BASE: TYPE 3

WALLS: TYPE 1

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 9
Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2
Intercom / Paging System: SPEAKER TYPE 1

HVAC: TYPE 1

SECURITY: When "dutch" doors are used, the top half needs a deadbolt lock installed.

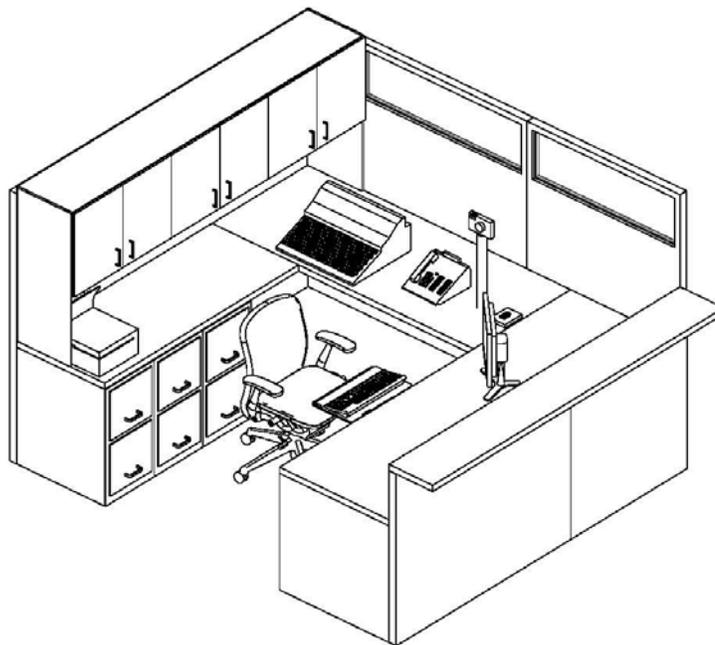
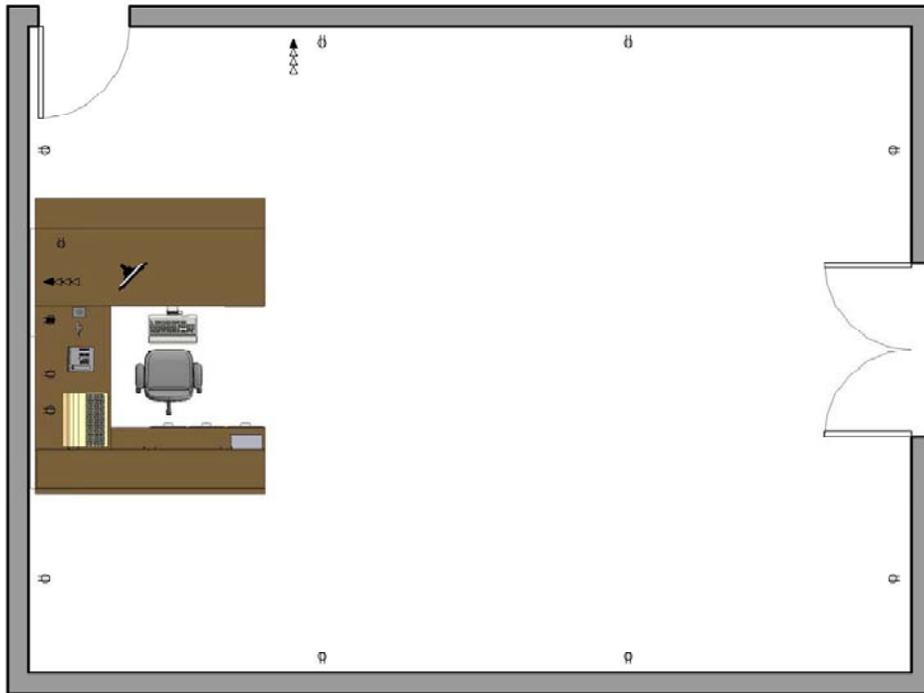
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: PC w/ Printer; Bar Code Scanner w/gun/pen, Phone, Label Maker, Typewriter, MIRS Connection

FURNITURE: Government Provided: Systems furniture workstation for the Supply Technician. Shelving/ Storage units: Two foot deep storage shelves on perimeter wall(s).

ADJACENCIES: To be located at the delivery entrance to the building. Access to the doors from the parking or loading area shall be provided with a minimum 48" wide sidewalk, ramped as required to accommodate changes in elevation. Landing at the door shall match the door(s) width and swing plus six (6) inches.

OTHER: When using double doors ensure one leaf is secured by plunger into floor and door head frame. No part of the locking mechanisms shall be visible from outside the room.



SUPPLY TECH / STORAGE ROOM

**US MILITARY ENTRANCE PROCESSING STATION
DESIGN GUIDE**

The following requirements are to be furnished, installed and maintained by the Lessor. All the items found in these requirements shall be amortized in the overall rental consideration, unless specified otherwise.

SUPPORT FUNCTIONS

This section supports applicant processing and staff welfare requirements. Each related function can be located in separate areas of the offered space per the specific design.

SUPPORT FUNCTIONS SPACE ALLOCATION STANDARDS

SUPPORT FUNCTIONS	TYPE	QTY	CAT 1	CAT 2	CAT 3	CAT 4	CAT 5	TTL
Blind Vending	O	1	150					150
Applicant Dining	P	1	1200	1000	800	600	400	Varies
Food Prep & Storage	P	1	250					250
Female Staff Locker Room	P	1	250					250
Male Staff Locker Room	P	1	250					250
Exercise Room	P	1	250	225	200	175	150	Varies
Staff Lounge	P	1	350	325	300	275	250	Varies
Game Room	P	1	300					300
Applicant Waiting	O	1	800	700	600	500	400	Varies
Visitor Waiting	P	1	300	275	250	225	200	Varies
Baggage Room	P	1	300	250	200	150	125	Varies
Briefing Room	P	1	820	600	480	360	360	Varies
Ceremony Room	P	1	350					350
Public Washrooms	P				As required per local code.			
Circulation Corridors	N/A				As required per the final design intent drawings.			

DEFINITIONS:

- TYPE O: Open Office Space.
- TYPE P: Private Office Space.
- QTY: Quantity of workspaces that size and grade.
- CAT 1: Square footage allowed per Category 1, MEPS Space.
- CAT 2: Square footage allowed per Category 2, MEPS Space.
- CAT 3: Square footage allowed per Category 3, MEPS Space.
- CAT 4: Square footage allowed per Category 4, MEPS Space.
- CAT 5: Square footage allowed per Category 5, MEPS Space.
- TTL: Total square footage of each type of workspace.

SECTION:	SUPPORT FUNCTIONS	SQUARE FT:	550 -1350
ROOM NAME:	Applicant Dining/Blind Vending	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	Varies
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 1

FINISHES

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 9

COMMUNICATIONS: Intercom / Paging System: TYPE 1

Cable TV / Satellite Dish Receptacle: 1

HVAC: TYPE 1

SECURITY: 1 – 360 degree ceiling mounted passive infrared (PIR) motion detector

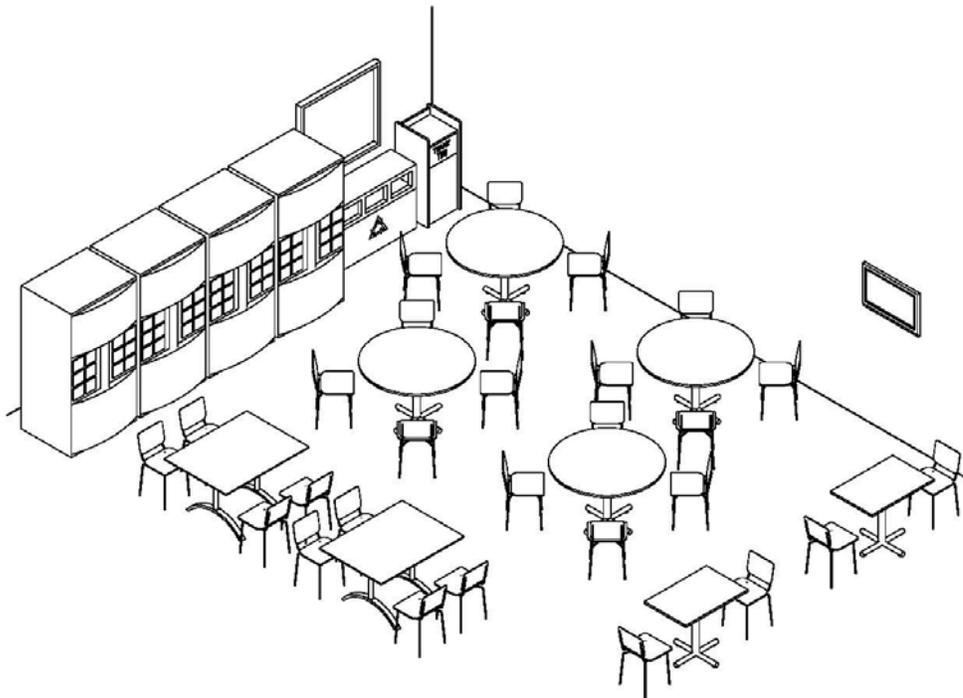
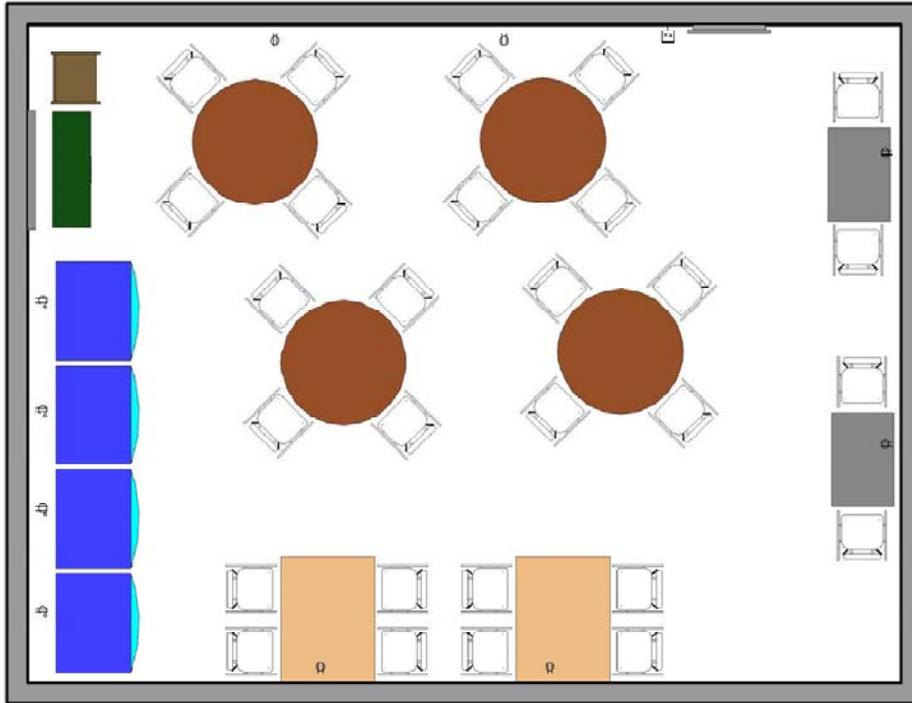
SPECIAL CONSTRUCTION: Provide and install a hard wood chair rail, stained to match the doors, on all walls. Apply a durable washable paint wainscot below chair rail.

EQUIPMENT: Government Provided: N/A

FURNITURE: Government Provided: Tables and chairs, recycling center, waste receptacle, tack board.

ADJACENCIES: Applicant dining, blind vending, food preparation and food storage must be located within the same block of space and ideally, entrance door to area is visible from the main Control Counter.

OTHER: N/A



APPLICANT DINING / BLIND VENDING

SECTION:	SUPPORT FUNCTIONS	SQUARE FT:	250
ROOM NAME:	Food Preparation and Storage	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	1
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 2

FINISHES

FLOORS/BASE: TYPE 3

WALLS: TYPE 1

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 6
GFI Duplex Receptacles: 2

COMMUNICATIONS: N/A

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION:

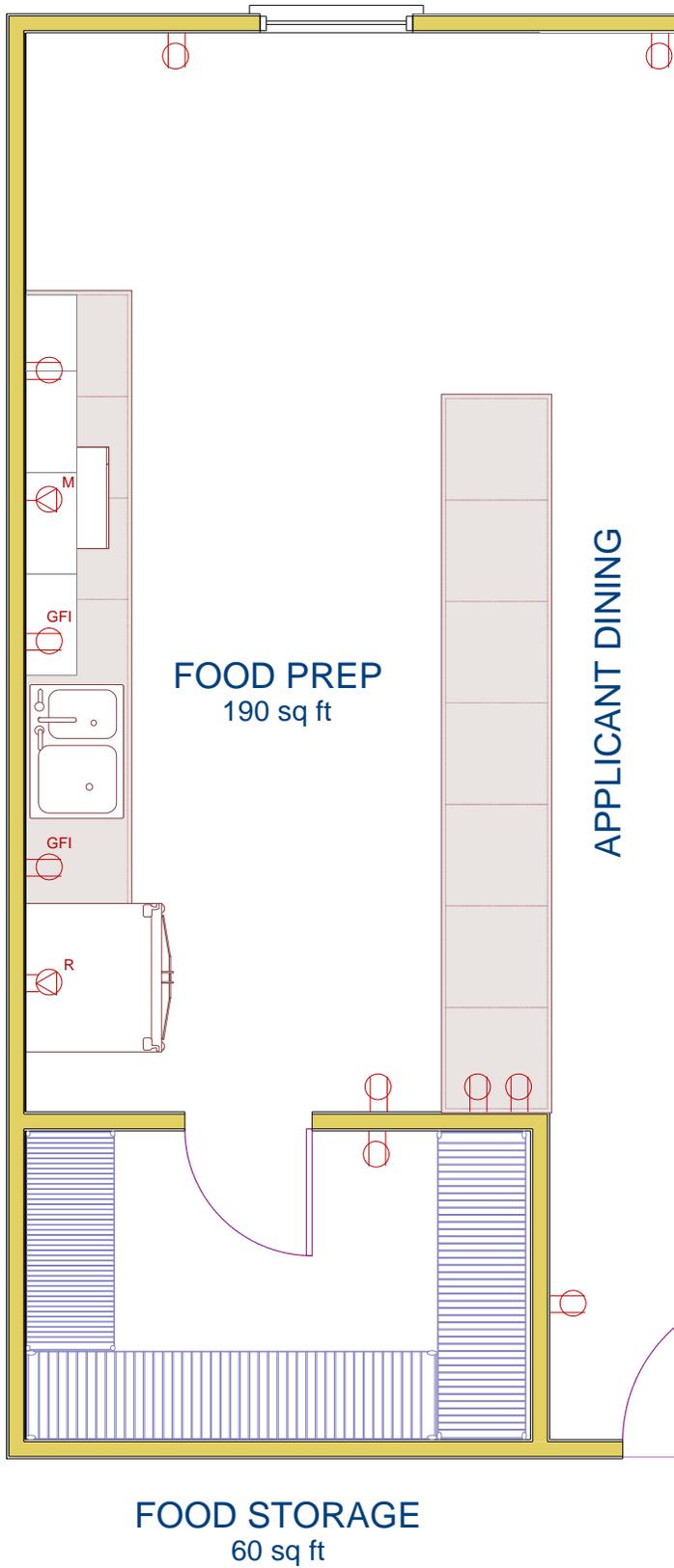
- Provide and install approximately fifteen (15) linear feet of kitchen-type, base and wall cabinets with a solid surface counter. Sink cabinet shall be handicapped accessible. Base cabinets shall have drawers, doors, and one interior adjustable shelf. Upper cabs shall have doors and two interior adjustable shelves.
- Provide and install approximately twelve (12) linear feet of base cabinets with drawers, doors and one interior adjustable shelf with a 34" deep counter for food service into the Applicant Dining Area. The counter shall divide the Food Prep Area from the Applicant Dining Area.
- Provide and install 12 – 5 feet long and 12" deep plywood adjustable shelves in the Storage Room. Paint all exposed plywood surfaces with two coats semi-gloss paint.
- PLUMBING Provide and install a double bowl, self-rimming sink with a mixing valve, swinging goose-neck faucet, and flexible hose spray nozzle. All necessary plumbing for hot and cold water supply, drain and vents shall be provided according to applicable codes. Provide and install a sink-mounted garbage disposal.

EQUIPMENT: Government Food Service Vendor Provided: Refrigerator, microwave
Government Vendor Provided: Vending (drinks/snacks)

FURNITURE: Government Provided: N/A

ADJACENCIES: The food service contractors must have delivery access to the Food Preparation and Storage areas.

OTHER: N/A



SECTION:	SUPPORT FUNCTIONS	SQUARE FT:	250
ROOM NAME:	Female Staff Locker Room	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	Up to 4
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 3

FINISHES

FLOORS/BASE: TYPE 4

WALLS: TYPE 3

CEILING: TYPE 2

ELECTRICAL LIGHTING: TYPE 2 and TYPE 4

ELECTRICAL POWER: GFI Duplex Receptacles: 3

COMMUNICATIONS: Intercom / Paging System: TYPE 2

HVAC: Provide and install an exhaust fan per applicable code, in the shower, connected to the light switch, vented to the outside.

SPECIAL CONSTRUCTION: Provide and install a complete, handicap accessible, ceramic tile shower assembly, to include a frosted glass door. The ceramic tile shall extend to the ceiling. Provide and install mirrors over each sink, a stainless steel paper towel dispenser, foam soap dispenser, tampon/sanitary napkin dispenser, metal toilet partitions with a coat hook, toilet paper dispenser, sanitary napkin disposal, and a soap dish in the shower. Provide and install a bench, affixed to the floor, approximately 8'-0" long.

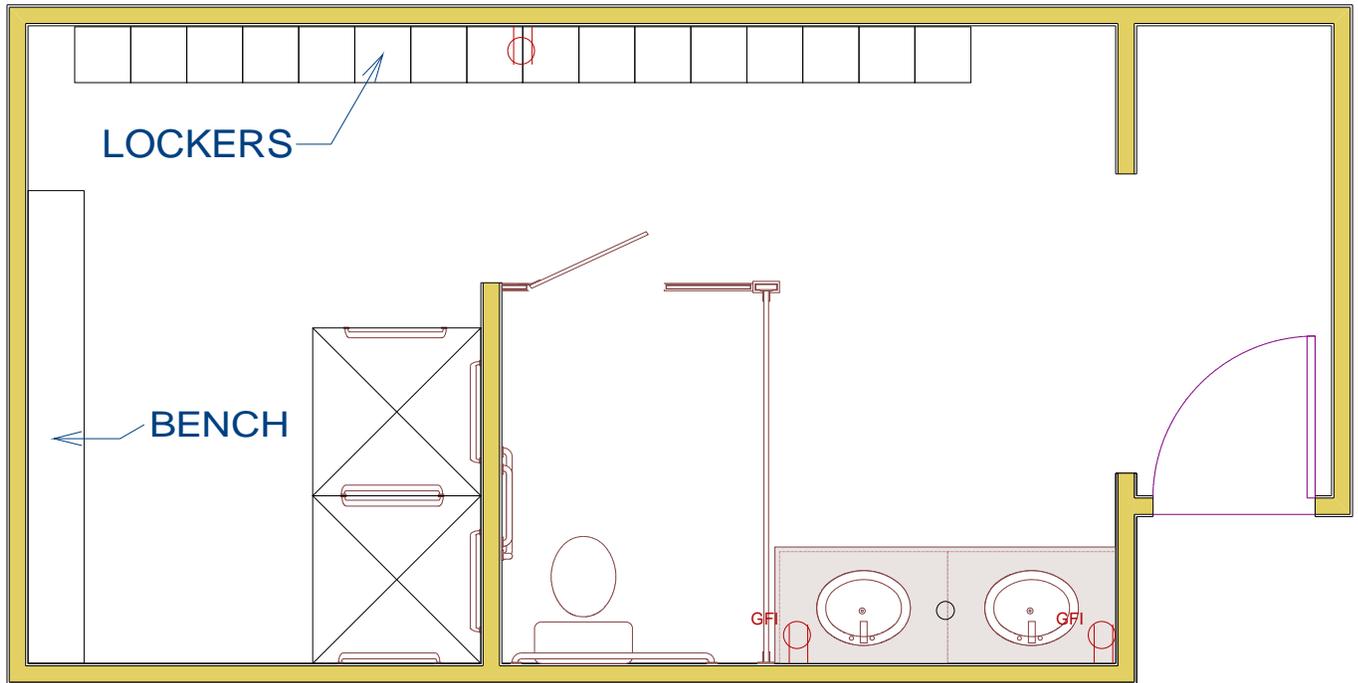
PLUMBING Provide and install two (2), vitreous china sinks with single lever mixing valve in a vanity cabinet with a solid surface counter with opening for trash receptacle below counter and one (1), vitreous china toilet. All necessary plumbing for hot and cold water, drains and vents will be provided according to the applicable codes. The shower shall be provided with a showerhead with a mixing valve and all necessary plumbing for hot and cold water drains and vents.

EQUIPMENT: Government Provided: N/A

FURNITURE: Government Provided: N/A

ADJACENCIES: Collocate with the Male Staff Locker and adjacent to the Exercise Room.

OTHER: Provide and install six (6) full height, and twelve (12) ½ height 12" wide metal lockers on a concrete curb.



FEMALE STAFF LOCKER ROOM
250 sq ft

SECTION:	SUPPORT FUNCTIONS	SQUARE FT:	250
ROOM NAME:	Male Staff Locker Room	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	Up to 4
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 3

FINISHES

FLOORS/BASE: TYPE 4

WALLS: TYPE 3

CEILING: TYPE 2

ELECTRICAL LIGHTING: TYPE 2 and TYPE 4

ELECTRICAL POWER: GFI Duplex Receptacles: 3

COMMUNICATIONS: Intercom / Paging System: TYPE 2

HVAC: Provide and install an exhaust fan per applicable code, in the shower, connected to the light switch, vented to the outside.

SPECIAL CONSTRUCTION: Provide and install a complete, handicap accessible, ceramic tile shower assembly, to include a glass door. The ceramic tile shall extend to the ceiling. Provide and install a mirror over the sink, stainless steel paper towel dispenser, foam soap dispenser, metal toilet partitions, toilet paper dispenser, and a soap dish in the shower. Provide and install a bench, affixed to the floor, approximately 8'-0" long.

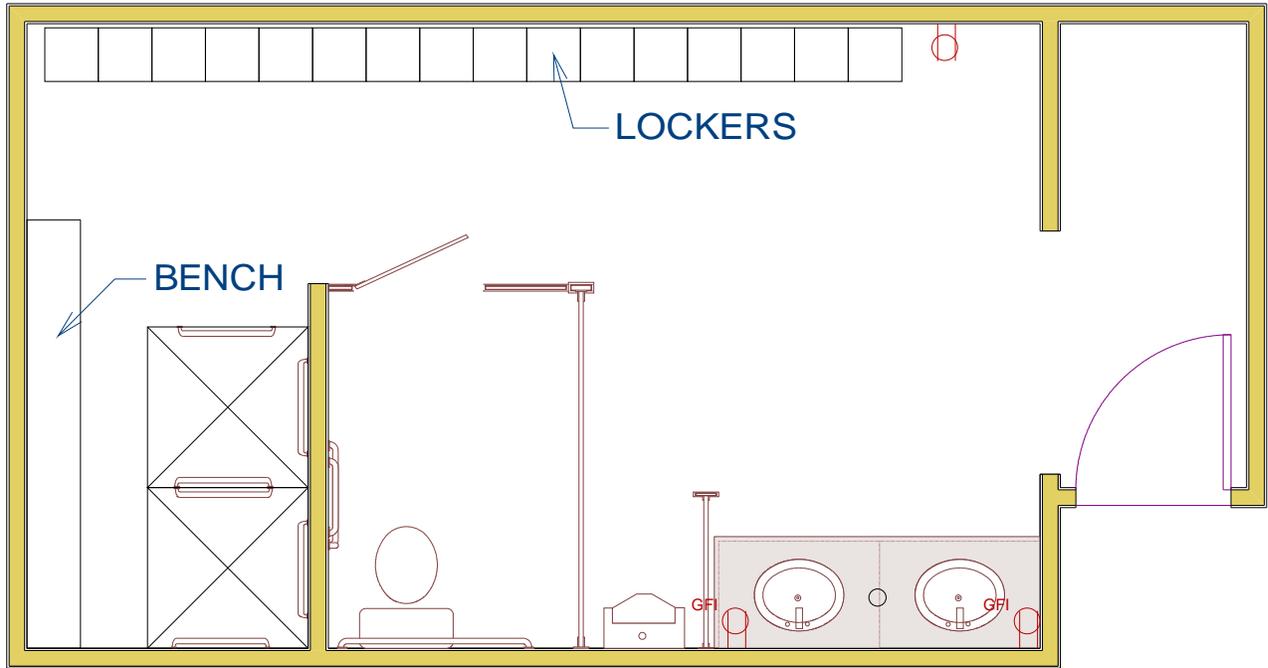
PLUMBING Provide and install two (2) vitreous china sinks with single lever mixing valves in a vanity cabinet with a solid surface counter with opening for trash receptacle below counter, a vitreous china toilet and a urinal. All necessary plumbing for hot and cold water, drains and vents will be provided according to the applicable codes. The shower shall be provided with a showerhead with a mixing valve and all necessary plumbing for hot and cold water drains and vents.

EQUIPMENT: Government Provided: N/A

FURNITURE: Government Provided: N/A

ADJACENCIES: Collocate with the Female Staff Locker Room and adjacent to the Exercise Room.

OTHER: Provide and install eight (8), full height, and sixteen (16), ½ height 12" wide metal lockers on a concrete curb.



MALE STAFF LOCKER ROOM
250 sq ft

SECTION:	SUPPORT FUNCTION	SQUARE FT:	150 - 250
ROOM NAME:	Exercise Room	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	Varies
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 3

FINISHES

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4 (One mounted at 72" AFF)

Dedicated Duplex Receptacles: 4 (For exercise equipment)

COMMUNICATIONS: Telephone/Data Receptacle: 1 (Wall mounted telephone)

Intercom / Paging System: TYPE 2

Cable TV / Satellite Dish Receptacle: 1 (Mounted at 72" AFF)

HVAC: TYPE 2 - With an exhaust fan connected to the light switch.

SECURITY: N/A

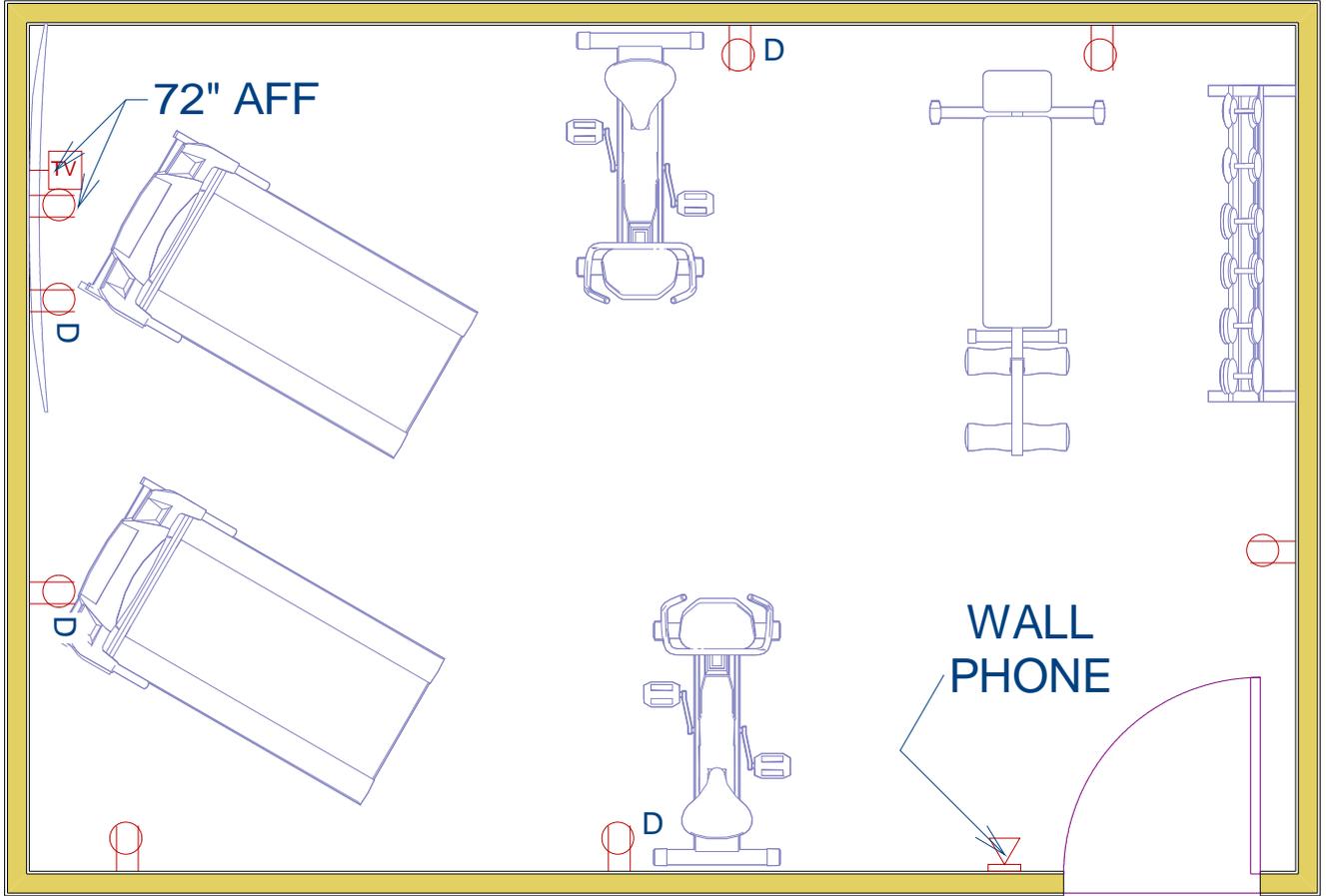
SPECIAL CONSTRUCTION: A 9'-0" minimum ceiling is required throughout the room.

EQUIPMENT: Government Provided: Exercise Equipment, TV/DVD

FURNITURE: Government Provided: N/A

ADJACENCIES: Locate adjacent to the staff locker rooms.

OTHER: N/A



EXCERCISE ROOM
250 sq ft

SECTION:	SUPPORT FUNCTIONS	SQUARE FT:	250 - 350
ROOM NAME:	Staff Lounge	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	Varies
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 1

FINISHES

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 6 (One mounted at 72" AFF)

Computer Designated Duplex Receptacles: 1

GFI Dedicated Duplex Receptacles: 3

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 1 (computer & telephone)

Intercom / Paging System: SPEAKER TYPE 2

Cable TV / Satellite Dish Receptacle: 1 (Mounted at 72" AFF)

HVAC: TYPE 1 – Provide and install a 200 cfm exhaust fan vented to the outside of the building.

SECURITY: N/A

SPECIAL CONSTRUCTION: Provide and install base and wall cabinets with a solid surface counter. Sink cabinet shall be handicapped accessible. Base cabinets shall have drawers, doors, and one interior adjustable shelf. Upper cabinets shall have doors, and two interior adjustable shelves.

Install 32" hardwood chair rail on 3 walls at 32" above floor stained to match door. Apply a durable washable paint wainscot below the chair rail.

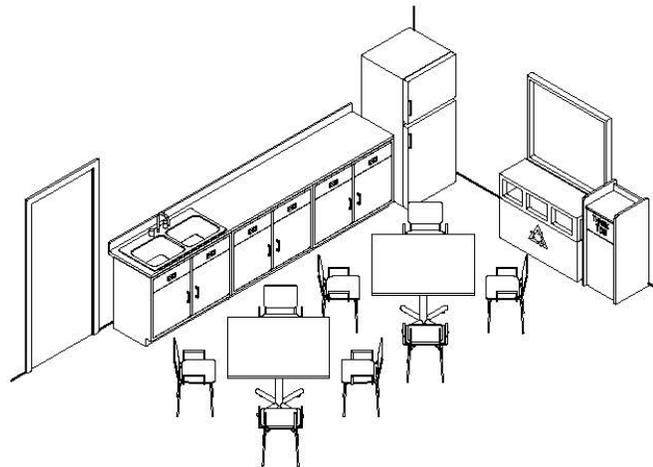
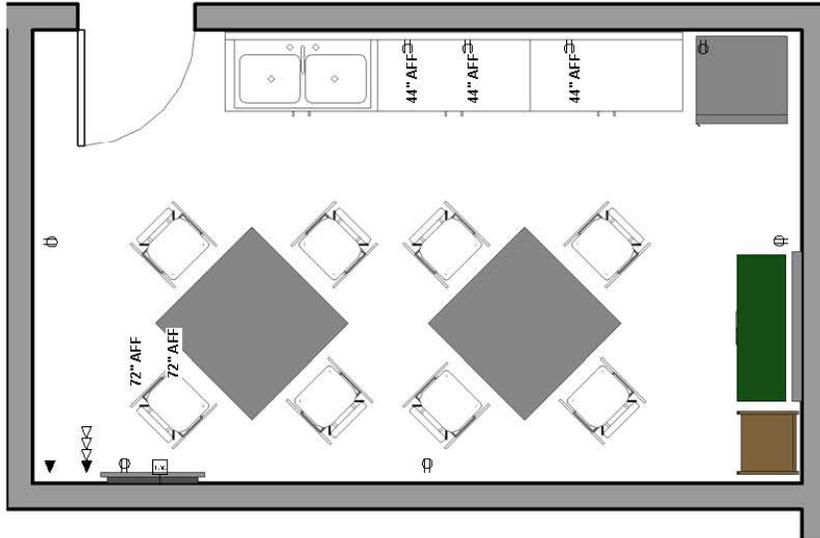
PLUMBING Provide and install a double bowl, self-rimming sink with a mixing valve, swinging goose-neck faucet, and flexible hose spray nozzle. All necessary plumbing for hot and cold water supply, drain and vents shall be provided according to applicable codes.

EQUIPMENT: Government Provided: Refrigerator, microwave

FURNITURE: Government Provided: Dining chairs and tables, recycling center, waste receptacle.

ADJACENCIES: Ideally, locate this function near the staff secondary entrance.

OTHER: N/A



STAFF LOUNGE

SECTION:	SUPPORT FUNCTIONS	SQUARE FT:	300
ROOM NAME:	Game Room	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	Varies
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 3

DOORS & FRAMES: TYPE 3 - With 6 sidelight windows, 2'-0" wide, mounted at 32" above floor.

HARDWARE: TYPE 1

FINISHES

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 8 (On two separate circuits.)

COMMUNICATIONS: Intercom / Paging System: SPEAKER TYPE 1

HVAC: TYPE 2

SECURITY: N/A

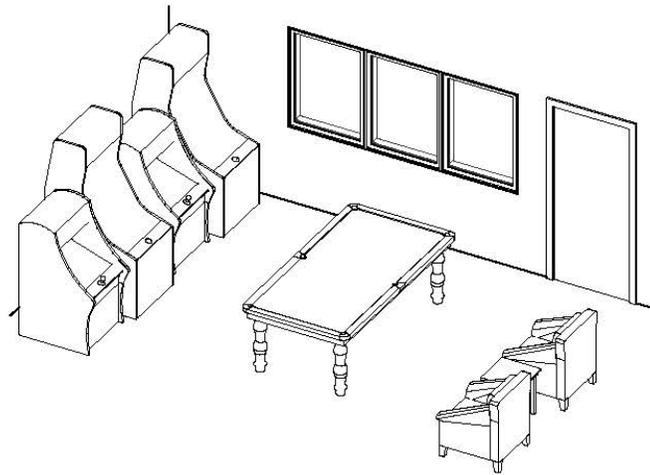
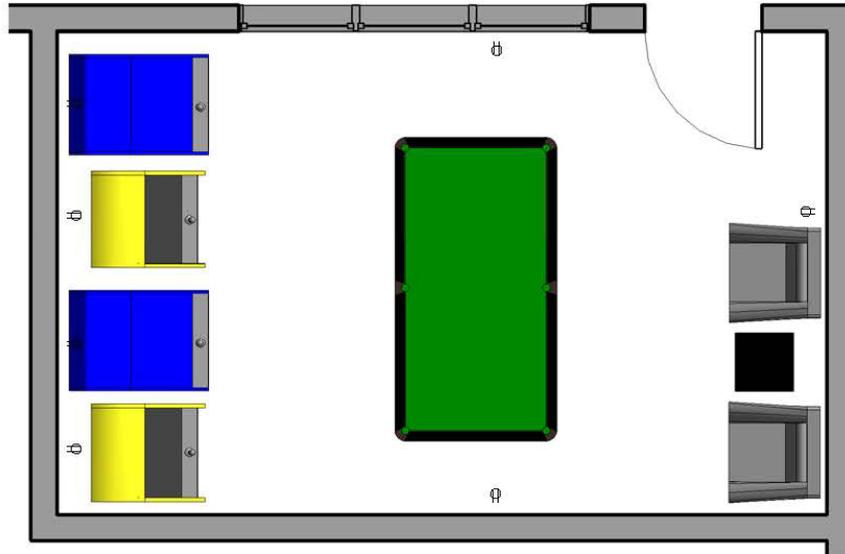
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: Vending and amusement equipment.

FURNITURE: Government Provided: Game tables and chairs.

ADJACENCIES: Visible from the Control Counter and adjacent to Applicant Waiting.

OTHER: N/A



GAME ROOM

SECTION:	SUPPORT FUNCTIONS	SQUARE FT:	400 - 800
ROOM NAME:	Applicant Waiting Room	QUANTITY:	1
SPACE TYPE:	Open	OCCUPANTS:	Varies
ROOM NUMBER:			

WALL CONSTRUCTION: N/A – Per building curtain wall and surrounding rooms.

DOORS & FRAMES: Per applicable code building entrance type doors.

HARDWARE: Main Entry doors: Either magnetic locks (600 lbs) with access control reader and request to exit motion sensor or an electronic door strike. Door release switch should also be wired to the main control desk.

FINISHES

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 5 (One mounted at 72" AFF)

COMMUNICATIONS: Intercom / Paging System: SPEAKER TYPE 1

Cable TV / Satellite Dish Receptacle: 1 (Mounted at 72" AFF)

HVAC: TYPE 2

SECURITY: 1 – 360 degree ceiling mounted passive infrared (PIR) motion detector; 1 – domed interior ceiling mounted color CCTV camera monitored at the control desk.

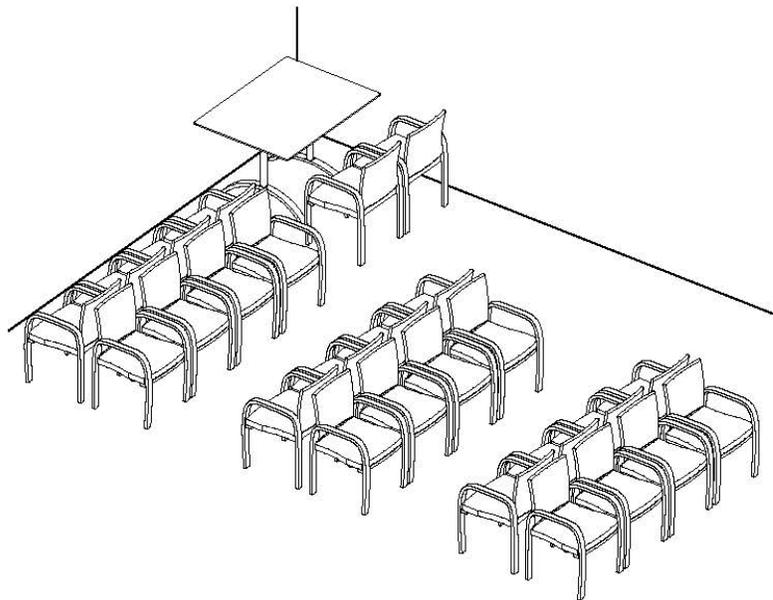
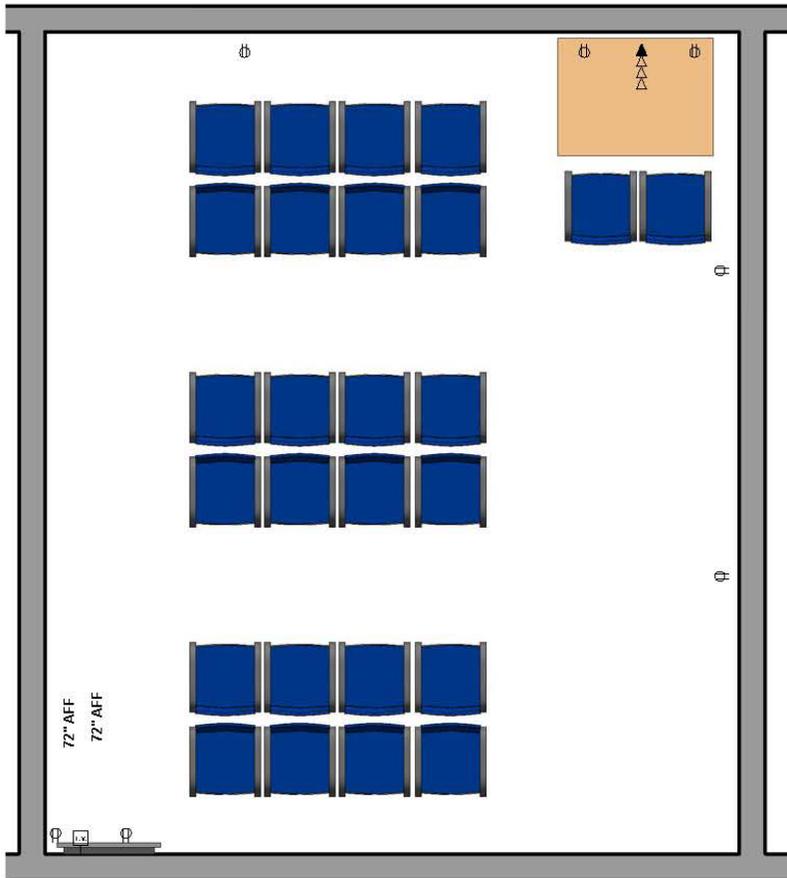
SPECIAL CONSTRUCTION: Provide and install a hardwood chair rails at 32" above floor, stained to match the doors, on all walls. Apply a durable washable paint wainscot below chair rail.

EQUIPMENT: Government Provided: Television Set

FURNITURE: Government Provided: Visitor Seating.

ADJACENCIES: Must be located at or near the main entrance; the following spaces must be located directly adjacent to the main applicant waiting area: the Control Counter, Baggage Room, Game Room, and Visitor Waiting.

OTHER: N/A



APPLICANT WAITING

SECTION:	SUPPORT FUNCTIONS	SQUARE FT:	200-300
ROOM NAME:	Visitor Waiting	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	Varies
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 1

FINISHES

FLOORS/BASE: TYPE 1

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 5

COMMUNICATIONS: Intercom / Paging System: TYPE 1

Cable TV / Satellite Dish Receptacle: 1

HVAC: TYPE 1

SECURITY: N/A

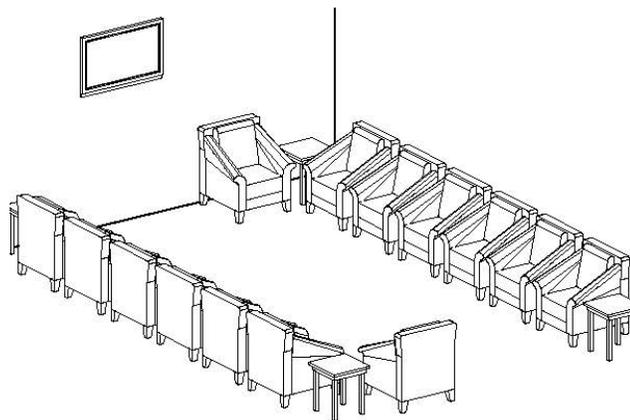
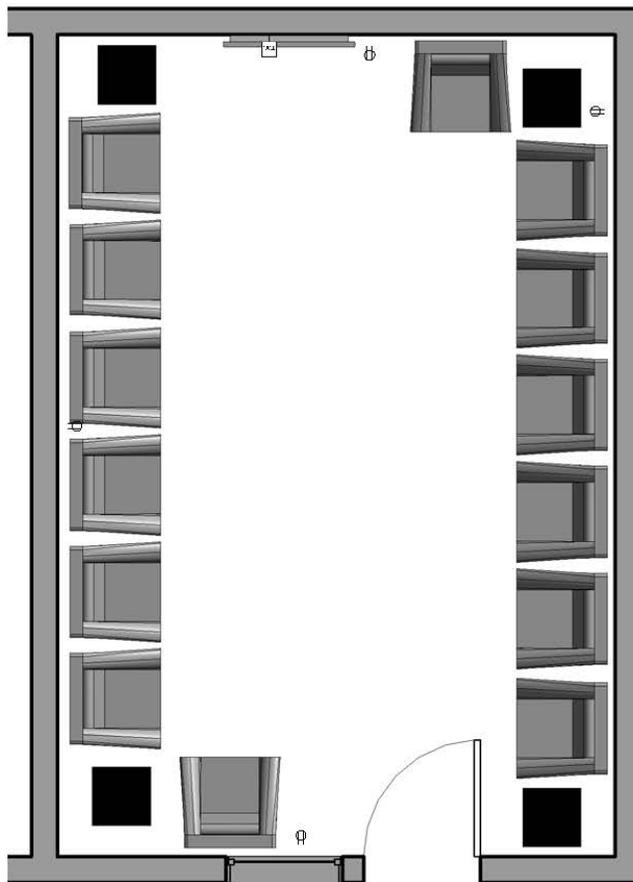
SPECIAL CONSTRUCTION: Provide and install a hardwood chair rail at 32" above floor, stained to match doors. Apply a durable washable paint wainscot below chair rail.

EQUIPMENT: Government Provided: Television set with stand or wall mounted

FURNITURE: Government Provided: Seating / Chairs

ADJACENCIES: Adjacent to the Ceremony Room and ideally visible from the main Control Counter.

OTHER: N/A



VISITOR WAITING

SECTION:	SUPPORT FUNCTIONS	SQUARE FT:	125 - 300
ROOM NAME:	Baggage Room	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	Varies
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWAR: Electronic door strike with release switch wired to the main control desk with key by-pass, and automatic door closure.

FINISHES

FLOORS/BASE: TYPE 3

WALLS: TYPE 1

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 1

COMMUNICATIONS: Intercom / Paging System: SPEAKER TYPE 1

HVAC: TYPE 1

SECURITY: 1 – domed interior ceiling mounted color CCTV camera monitored at main control desk

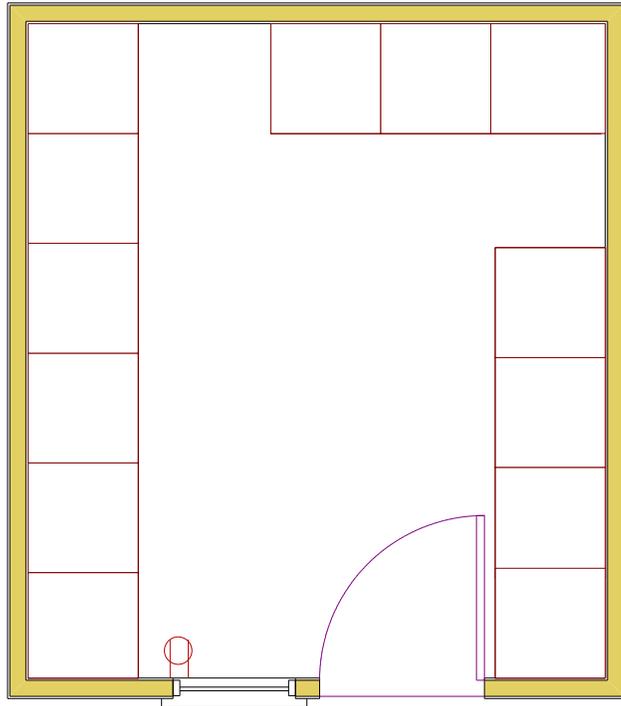
SPECIAL CONSTRUCTION: Provide and install an open compartmentalized shelving system affixed to the walls. Shelves shall be 24" deep and spaced approximately 36" apart.

EQUIPMENT: Government Provided: N/A

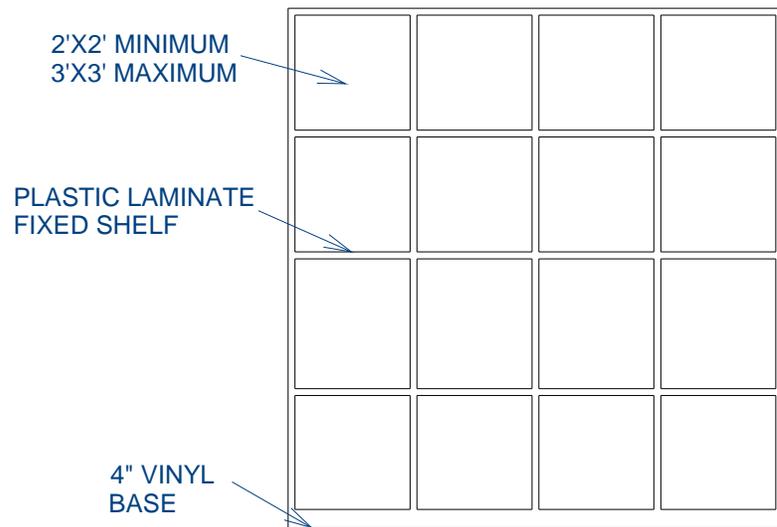
FURNITURE: Government Provided: N/A

ADJACENCIES: Visible from the Control Counter and ideally located between the main entrance and the Liaison Section.

OTHER: N/A



BAGGAGE ROOM
125 sq ft



BUILT IN SHELVING

SECTION:	SUPPORT FUNCTIONS	SQUARE FT:	360 - 820
ROOM NAME:	Briefing Room	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	Varies
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 3

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 1

FINISHES

FLOORS/BASE: TYPE 1

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 6
 Computer Designated Quadruplex Receptacles: 2

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

HVAC: TYPE 2

SECURITY: N/A

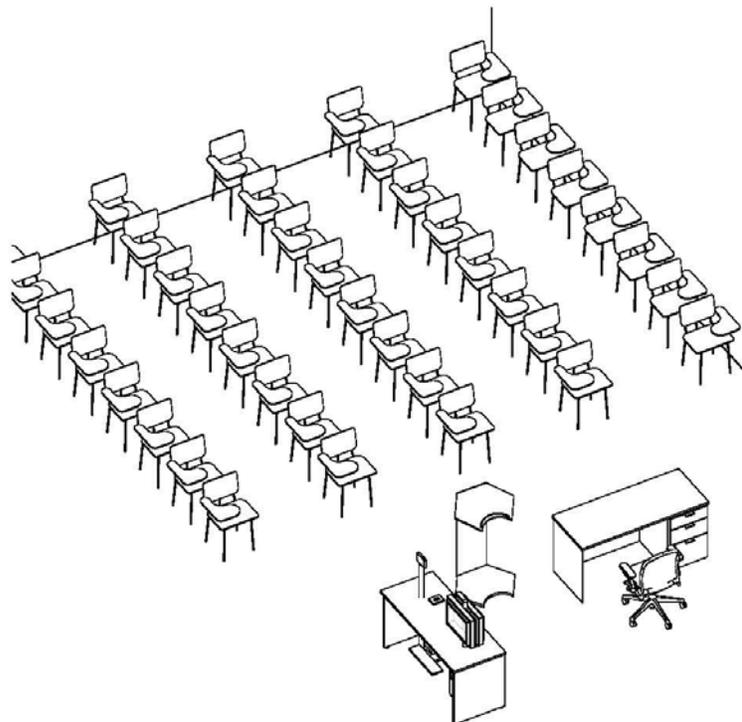
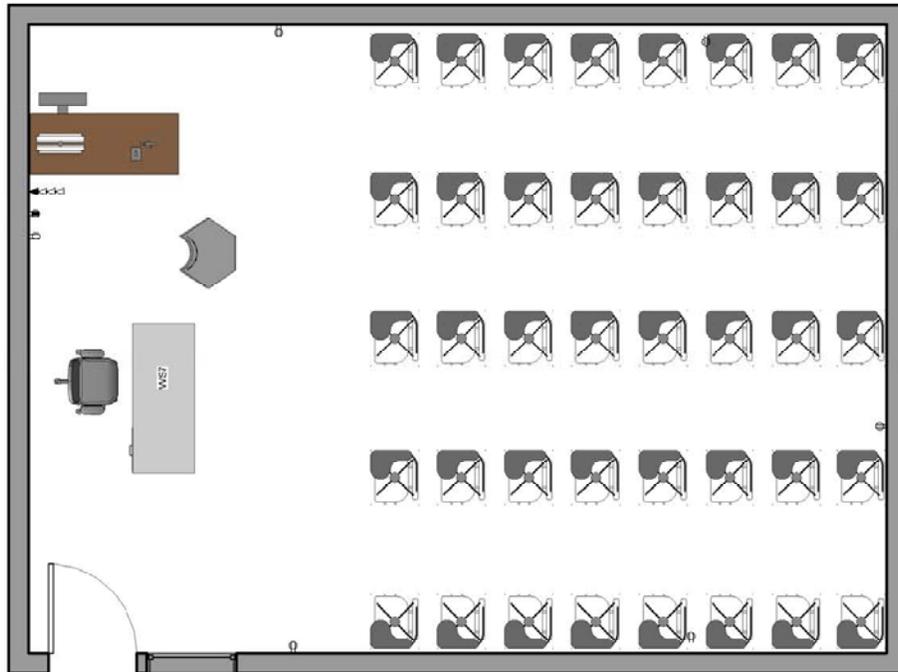
SPECIAL CONSTRUCTION: Provide and install a hardwood chair rail at 32" above floor, stained to match the doors. Apply a durable washable paint wainscot below chair rail.

EQUIPMENT: Government Provided: Digital camera w/ tripod & adaptor; MIRS PC workstation w/ dual monitors; and Electronic Biometric Appliance (EBA) capture station (finger print scanner).

FURNITURE: Government Provided: Chairs with tablet arms, podium, desk, MIRS check-in station.

ADJACENCIES: Locate adjacent to the Ceremony Room and a Common Corridor or Applicant Waiting.

OTHER: N/A



BRIEFING ROOM

SECTION:	SUPPORT FUNCTIONS	SQUARE FT:	350
ROOM NAME:	Ceremony Room	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	Varies
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 3

DOORS & FRAMES: TYPE 3 - Provide double sidelights at double entry doors. Field-stain all doors, and paint hollow metal frames to match wall paneling.

HARDWARE: TYPE 1

FINISHES

FLOORS/BASE: TYPE 2 Provide and install a wood base to match the wall paneling, to the height of the platform.

WALLS: TYPE 4

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1 and three (3) of TYPE 3

ELECTRICAL POWER: Duplex Receptacles: 3 One front and centered on the platform.

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 1

HVAC: TYPE 2

SECURITY: N/A

SPECIAL CONSTRUCTION:

1. A 10'-0" minimum, finished ceiling height is required throughout the entire room.
2. Provide and install a 7" high platform, per the final design intent drawing.
3. Reference elevation and section details for wall panel and platform specifications.
4. Provide and install a heavyweight, stationary fabric drape. Fabric shall be lined with off-white plain fabric suited to the drapery fabric weight. Draperies shall be floor-to-ceiling height, equal in width to the platform. The wall behind the drapes will be painted flat black. The drapes shall be either American flag red or blue.

5. **DRAPERY CONSTRUCTION:** Draperies to be newly installed must be made as follows:

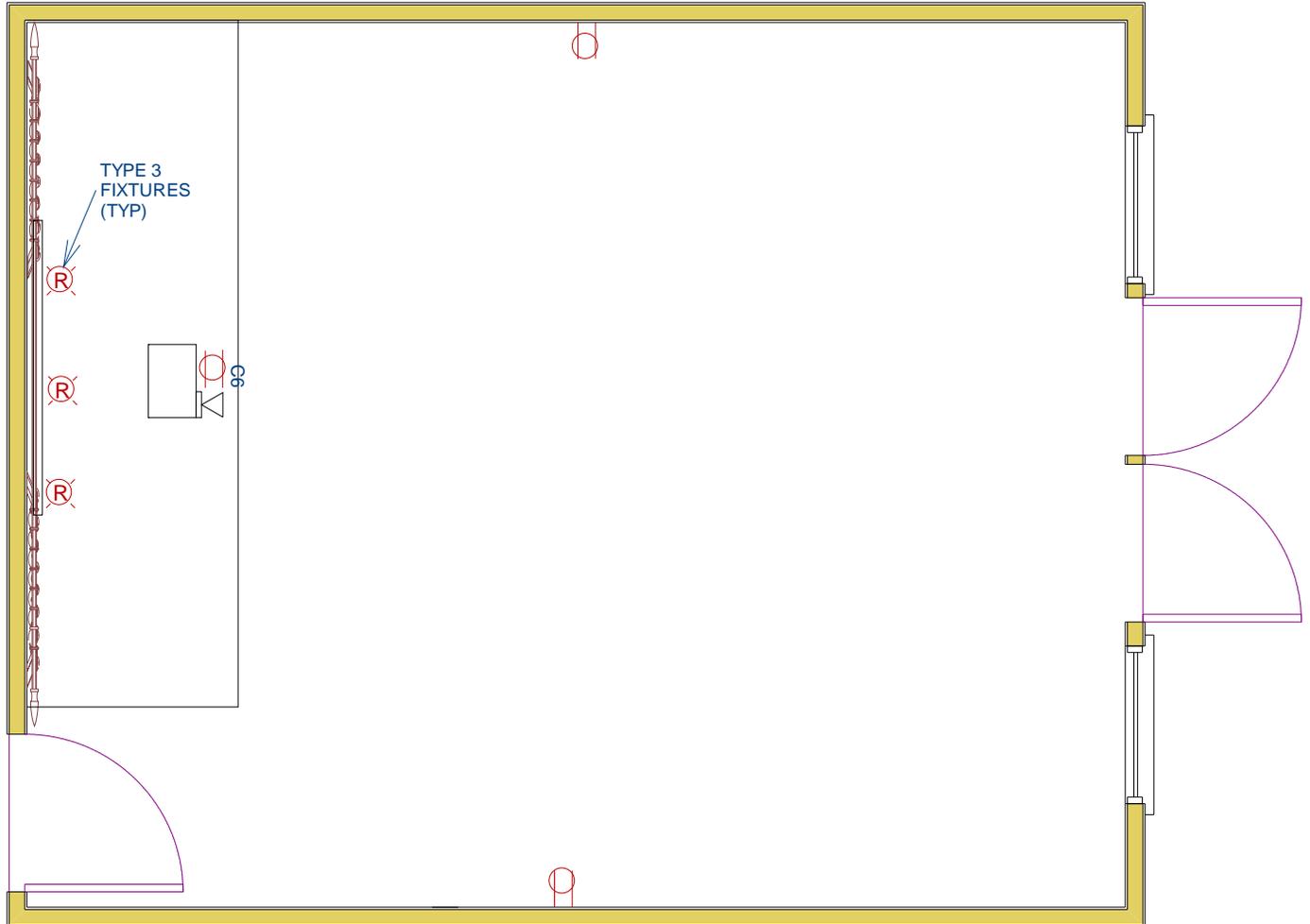
- 100 percent fullness, including overlap, side hems, and necessary returns.
- 4-inch double headings turned over a 4-inch permanently finished stiffener.
- 1 ½-inch doubled side hems; 4-inch doubled and blind stitched bottom hems.
- Three-fold pinch pleats.
- Safety stitched intermediate seams.
- Tacked corners.
- No raw edges or exposed seams.

EQUIPMENT: Government Provided: (See adjacent Briefing Room equipment)

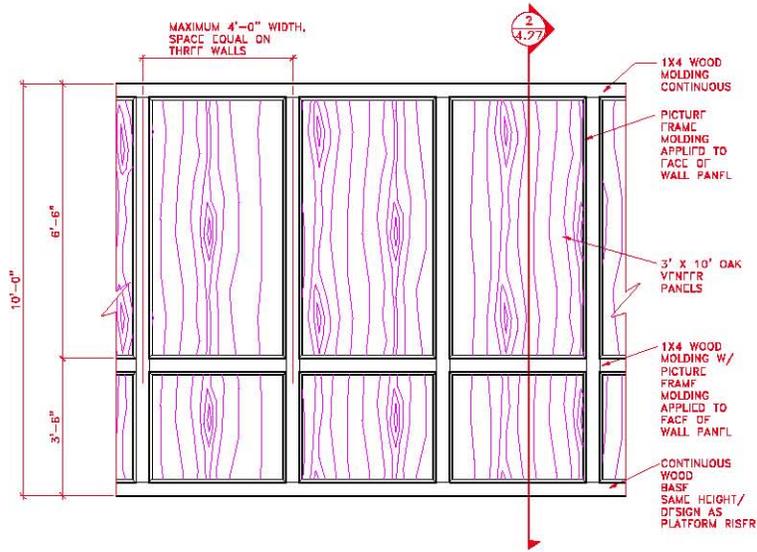
FURNITURE: Government Provided: Platform podium

ADJACENCIES: Locate adjacent to the Briefing Room.

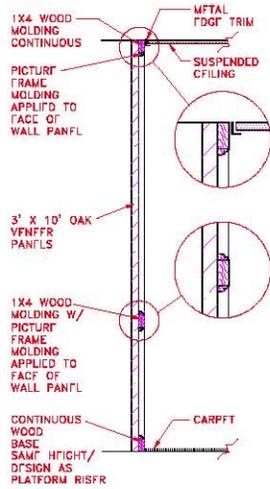
OTHER: This room must project a solemn and dignified atmosphere.



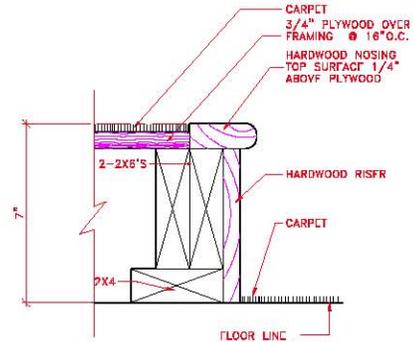
CEREMONY ROOM
350 sq ft



1 ELEVATION OF WALLPANELING NOT TO SCALE



2 WALL SECTION NOT TO SCALE



3 SECTION-PLATFORM NOT TO SCALE

SECTION:	SUPPORT FUNCTIONS	SQUARE FT:	As required
ROOM NAME:	Public Washrooms	QUANTITY:	As required
SPACE TYPE:	Private	OCCUPANTS:	Varies
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 3

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 7

FINISHES

FLOORS/BASE: TYPE 4

WALLS: TYPE 3

CEILING: TYPE 2

ELECTRICAL LIGHTING: TYPE 4

ELECTRICAL POWER: GFI Duplex Receptacles: 2 (above counter)

COMMUNICATIONS: Intercom / Paging System: SPEAKER TYPE 1

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: Provide and install mirrors over the sinks, stainless steel paper towel dispensers, foam soap dispensers, metal toilet partitions with coat hooks, sanitary napkin dispensers, waste dispensers, and toilet paper dispensers.

PLUMBING: Provide and install vitreous china, non-absorbent sinks in a solid surface counter with an opening for a trash receptacle below counter, single lever mixing valves, toilets, and urinals as required. All necessary plumbing for hot and cold water, drains and vents will be provided according to applicable codes.

EQUIPMENT: Government Provided: N/A

FURNITURE: Government Provided: N/A

ADJACENCIES: Near Visitor Waiting Area.

OTHER: N/A

SECTION:	SUPPORT	SQUARE FT:	N/A
ROOM NAME:	Corridors	QUANTITY:	N/A
SPACE TYPE:	Open	OCCUPANTS:	N/A
ROOM NUMBER:			

WALL CONSTRUCTION: N/A – Per applicable codes and requirements of the adjacent rooms.

DOORS & FRAMES: N/A – Per applicable codes and requirements of the adjacent rooms.

HARDWARE: N/A – Per applicable codes and requirements of the adjacent rooms.

FINISHES

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: Convenience outlets as required.

COMMUNICATIONS: Intercom / Paging System: SPEAKER TYPE 1

HVAC: TYPE 1

SECURITY: 360 degree ceiling mounted passive infrared (PIR) motion detectors – as required by HQ USMEPCOM – Programs Division (J-1)

SPECIAL CONSTRUCTION: Provide and install a hardwood chair rail at 32” above floor, stained to match doors. Apply a durable washable paint wainscot below chair rail.

EQUIPMENT: Government Provided: N/A

FURNITURE: Government Provided: N/A

ADJACENCIES: N/A

OTHER: N/A

**US MILITARY ENTRANCE PROCESSING STATION
DESIGN GUIDE**

The following requirements are to be furnished, installed and maintained by the Lessor. All the items found in these requirements shall be amortized in the overall rental consideration, unless specified otherwise.

OPERATIONS SECTION

This section must be a contiguous block of space with the Control Counter, Files Room, Copier, and Packet Breakdown Function located near the entrance to this section off of the Applicant Waiting Area.

OPERATIONS SPACE ALLOCATION STANDARDS

PERSONNEL	GRADE	TYPE	QTY	CAT 1	CAT 2	CAT 3	CAT 4	CAT 5	TTL
OPS Officer	O3/O4	P	1	110					110
Processing NCOIC	E 7	P	1	110					110
Process NCO	E 6	O	1	60					60
Supv Military Proc Clerk	GS 6	O	1	100					100
Processing Specialists/MPC	E5/G4	O	Varies	60					Varies
Lead Military Personnel Clk	GS 5	O	1	60					60
Systems Administrator	GS 6	P	1	110					110

SUPPORT SPACES	TYPE	QTY	CAT 1	CAT 2	CAT 3	CAT 4	CAT 5	TTL
Control Counter	O	1	200					200
PEI Workstation	O	2	200					400
Files Room	P	1	150					150
Copier Room	P	1	125					125
Travel Agency	P	1	150					150
Packet Breakdown	P	1	150					150
MIRS /Communication	P	1	200					200
Telecommunication Closets	P	1	64					64
Operations Waiting Room	O	1	150	125	100	75	75	Varies

DEFINITIONS:

- GRADE Position level within the Government.
- TYPE O Open Office Space.
- TYPE P Private Office Space.
- QTY Quantity of workspaces that size and grade.
- CAT 1 Square footage allowed per Category 1, MEPS Space.
- CAT 2 Square footage allowed per Category 2, MEPS Space.
- CAT 3 Square footage allowed per Category 3, MEPS Space.
- CAT 4 Square footage allowed per Category 4, MEPS Space.
- CAT 5 Square footage allowed per Category 5, MEPS Space.
- TTL Total square footage of each type of workspace.

SECTION:	OPERATIONS	SQUARE FT:	110
ROOM NAME:	Operations Officer	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	1
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

FINISHES

FLOORS/BASE: TYPE 2

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 5

Dedicated Computer Quadruplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

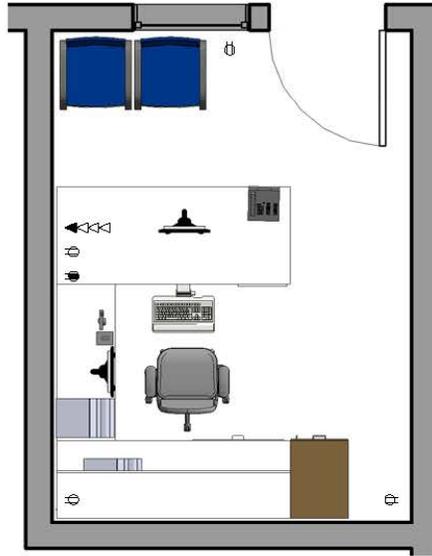
SECURITY: N/A

EQUIPMENT: Government Provided: PC w/ Printer; MIRS workstation; Bar Code Scanner w/ Gun, Digital Camera w/ Printer and Electronic Biometric Appliance (EBA) capture device

FURNITURE: Government Provided: U-shaped workstation, task chair and guest seating

ADJACENCIES: Common to Operations Administration

OTHER: N/A



OPERATIONS OFFICER

SECTION:	OPERATIONS	SQUARE FT:	110
ROOM NAME:	Processing NCOIC	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	1
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

FINISHES

FLOORS/BASE: TYPE 2

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 5

COMMUNICATIONS : Telephone/Data Quadruplex Receptacles : 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

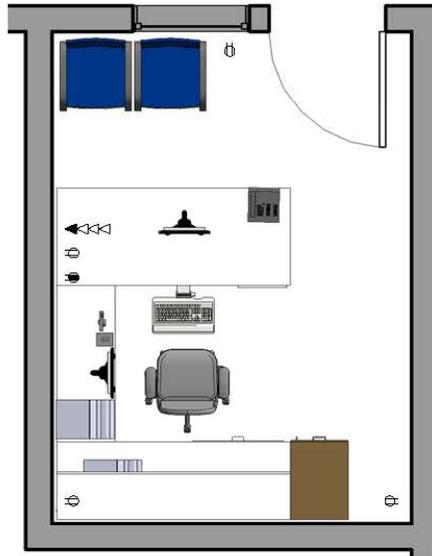
SECURITY: N/A

EQUIPMENT: Government Provided: PC w/ Printer

FURNITURE: Government Provided: U-shaped workstation, task chair and guest seating

ADJACENCIES: Located within Operations Administration.

OTHER: N/A



PROCESSING NCOIC

SECTION:	OPERATIONS	SQUARE FT:	60
ROOM NAME:	Enlistment Processing NCO	QUANTITY:	1
SPACE TYPE:	Open office	OCCUPANTS:	1
ROOM NUMBER:			

WALL CONSTRUCTION: N/A – Open Office

DOORS & FRAMES: N/A

HARDWARE: N/A

FINISHES

FLOORS/BASE: TYPE 1

WALLS: N/A

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2
 Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

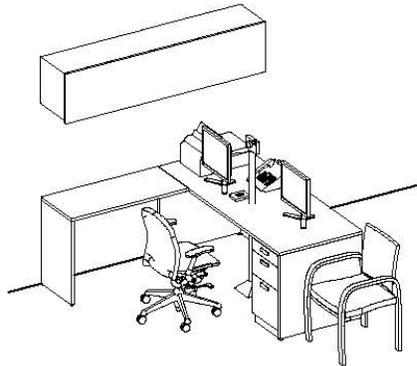
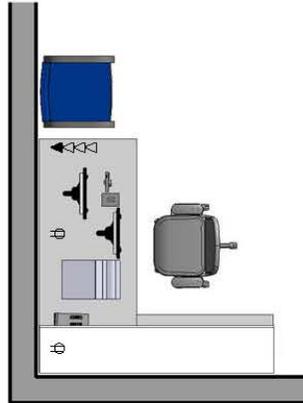
SECURITY: N/A

EQUIPMENT: Government Provided: PC w/ Printer

FURNITURE: Government Provided: Systems furniture with electrified raceway will be utilized. Floor cores may be necessary. Power poles will not be allowed. L-shaped workstation, task chair and guest seating

ADJACENCIES: Located within Operations Administration.

OTHER: Assign total square footage allocated to PEI Workstations within Operations Administration



ENLISTMENT PROCESSING NCO

SECTION:	OPERATIONS	SQUARE FT:	100
ROOM NAME:	Supervisor, Military Processing Clerk	QUANTITY:	1
SPACE TYPE:	Open Office	OCCUPANTS:	1
ROOM NUMBER:			

WALL CONSTRUCTION: N/A – Open Office

DOORS & FRAMES: N/A

HARDWARE: N/A

FINISHES

FLOORS/BASE: TYPE 1

WALLS: N/A

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: TYPE 2

HVAC: TYPE 1

SECURITY: N/A

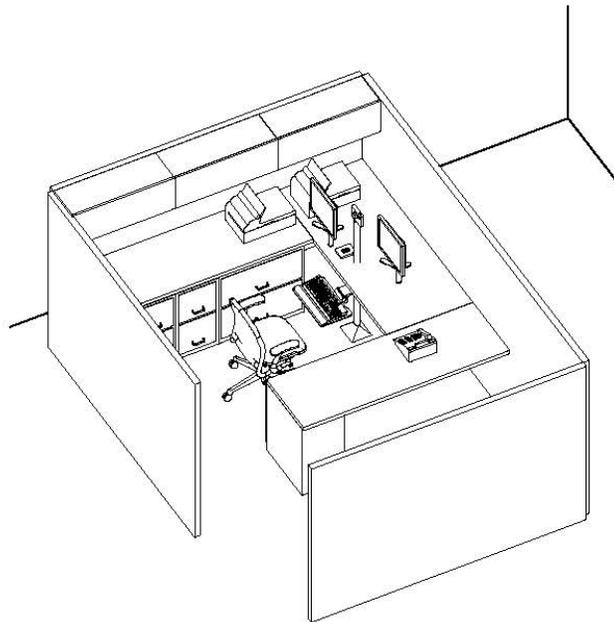
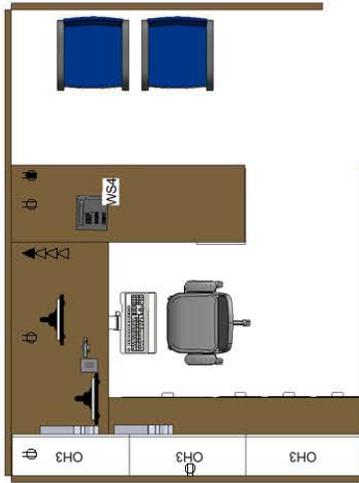
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: PC w/ Printer

FURNITURE: Government Provided: Systems furniture with electrified raceway will be utilize
Floor cores may be necessary. Power poles will not be allowed. U-shaped workstation,
task chair and guest seating

ADJACENCIES: Located within Operations Administration.

OTHER: N/A



SUPERVISORY MILITARY PROCESSING CLERK

SECTION:	OPERATIONS	SQUARE FT:	60
ROOM NAME:	Processing Specialist / MPC	QUANTITY:	Varies
SPACE TYPE:	Open office	OCCUPANTS:	1
ROOM NUMBR:			

WALL CONSTRUCTION: N/A – Open Office

DOORS & FRAMES: N/A

HARDWARE: N/A

FINISHES

FLOORS/BASE: TYPE 1

WALLS: N/A

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4 (See OTHER)

Dedicated Computer Quadruplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 1 (See OTHER)

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: 1 – 360 degree ceiling mounted passive infrared (PIR) motion detector

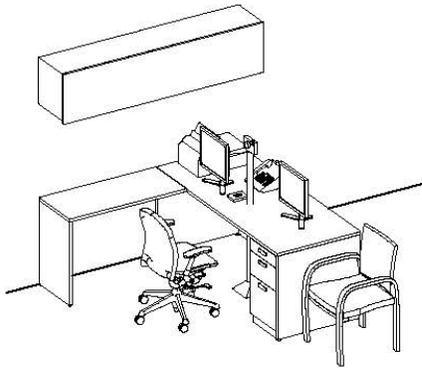
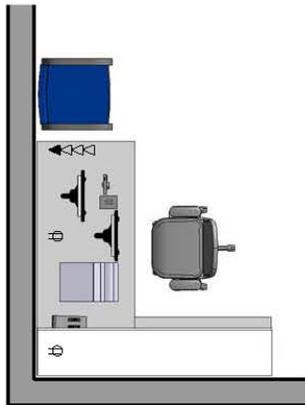
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: USMIRS Work Station; Electronic Biometric Appliance (EBA) capture station

FURNITURE: Government Provided: Systems furniture with electrified raceway will be utilized. Floor cores may be necessary. Power poles will not be allowed. L-shaped workstation, task chair and guest seating

ADJACENCIES: Located within Operations Administration.

OTHER: Additional equipment required for every 2 processing specialists: Digital camera w/ tripod & adaptor; USMIRS printer. In open space – required to have at least one Electronic Fingerprint Capture System (EFCS) – PC w/ barcode reader, 500 V UPS, printer and ten-print scanner.



PROCESSING SPECIALIST / MPC

SECTION:	OPERATIONS	SQUARE FT:	60
ROOM NAME:	Lead Military Personnel Clerk	QUANTITY:	1
SPACE TYPE:	Open office	OCCUPANTS:	1
ROOM NUMBER:			

WALL CONSTRUCTION: N/A – Open Office

DOORS & FRAMES: N/A

HARDWARE: N/A

FINISHES

FLOORS/BASE: TYPE 1

WALLS: N/A

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2
Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

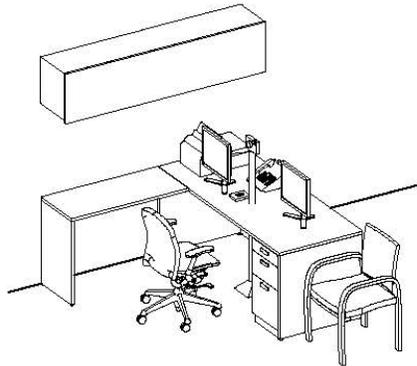
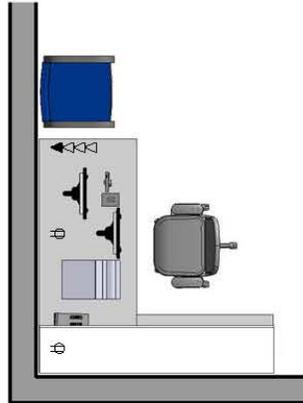
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: PC w/ Printer

FURNITURE: Government Provided: Systems furniture with electrified raceway will be utilized. Floor cores may be necessary. Power poles will not be allowed. L-shaped workstation, task chair and guest seating

ADJACENCIES: Located within Operations Administration.

OTHER: N/A



LEAD MILITARY PERSONNEL CLERK

SECTION:	OPERATIONS	SQUARE FT:	110
ROOM NAME:	Systems Administrator	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	1
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

FINISHES

FLOORS/BASE: TYPE 2

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4
 Computer Designated Quadruplex Receptacles: 4

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 4
 Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 2

SECURITY: N/A

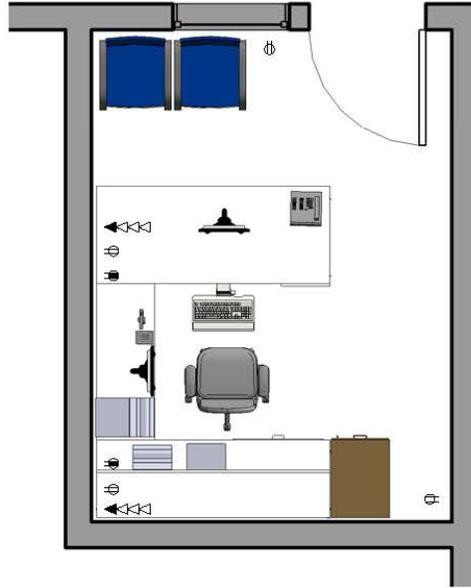
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: PC w/ Printer; Servers; UPS; MIRS workstation w/ dual monitors & printer; and Electronic Biometric Appliance (EBA) capture station

FURNITURE: Government Provided: U-shaped workstation, task chair and guest seating

ADJACENCIES: Common with Operations Administration and next to the MIRS room.

OTHER: Ensure HVAC system is designed to compensate for computer equipment and occupant loads.



SYSTEMS ADMINISTRATOR

SECTION:	OPERATIONS	SQUARE FT:	200
ROOM NAME:	Control Counter	QUANTITY:	1
SPACE TYPE:	Open	OCCUPANTS:	Up to 3
ROOM NUMBER:			

WALL CONSTRUCTION: N/A – Open

DOORS & FRAMES: N/A

HARDWARE: N/A

FINISHES

FLOORS/BASE: TYPE 3

WALLS: N/A

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1 and TYPE 2

ELECTRICAL POWER: Quadruplex Receptacles: 3
 Computer Designated Quadruplex Receptacles: 3

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 4
 Intercom / Paging System: SPEAKER TYPE 1

HVAC: TYPE 1

SECURITY: One fixed position duress alarm switch within immediate reach of control desk attendant; 22" flat screen color monitor on the counter top for CCT monitoring; Aiphone (video) monitor and release switches for the magnetic locks (600lb) on the Main Entry door and the electric door strike on the Baggage Room door; one 16 channel DVR installed under counter and one pan-tilt-zoom (PTZ) camera controller for exterior cameras.

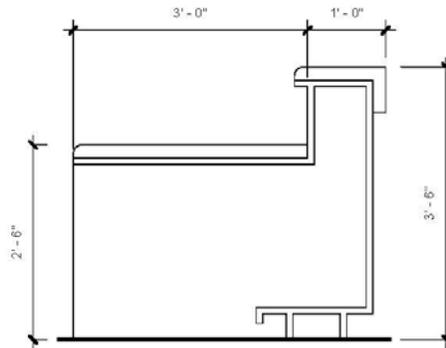
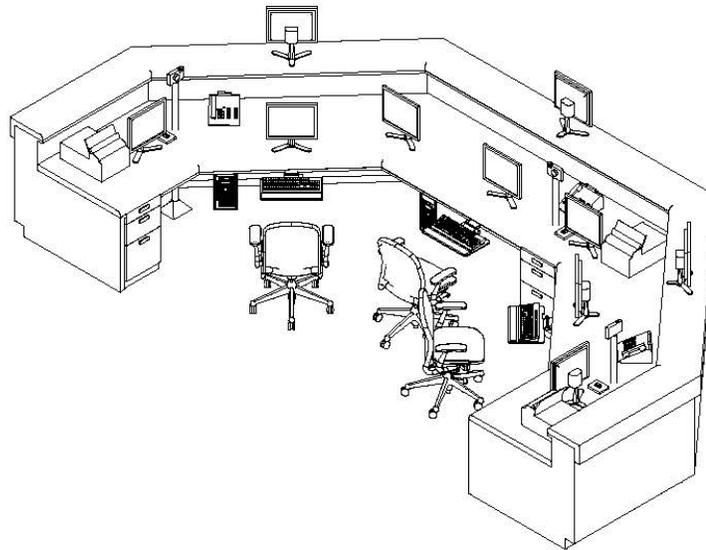
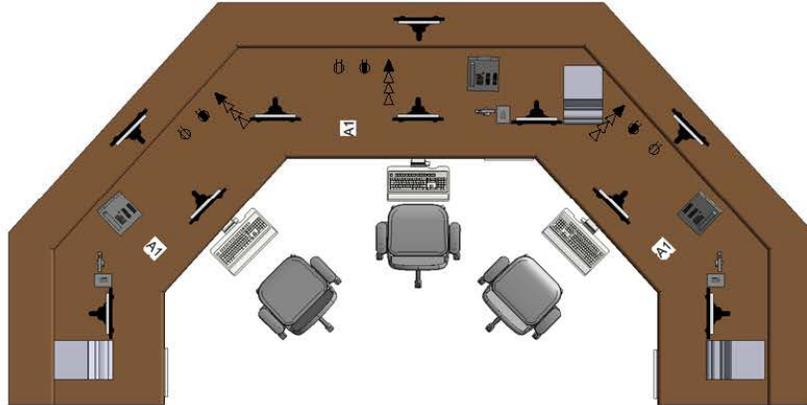
SPECIAL CONSTRUCTION: Provide a soffit at 7'-6" above the finished floor in a 9'-0" high ceiling. For ceilings above 9'-0" high maintain a 1'-6" high vertical soffit. Constructed of gypsum board and structural framing, above the control counter. The soffit shall be the same length and width as the Control Counter. Provide and install a millwork reception desk. Grommet locations shall be centered opposite the keyboard tray.

EQUIPMENT: Government Provided: 3 - PC's w/ Printer; 3 - Digital cameras w/ tripods & adaptors; 3 - MIRS workstations w/ dual monitors & MIRS printer; and 3 - Electronic Biometric Appliances (EBA) capture stations.

FURNITURE: Government Provided: Seating.

ADJACENCIES: Control Counter must be located between the main Applicant Waiting area and File Room; ideally located so that Control Counter personnel have visual control of the main entrance, primary corridors, Game Room, Baggage Room, and entrance to the Counselor Section, Medical Section and Operations Section.

OTHER: Provide and install three (3), adjustable keyboard trays, extended mount with palm rest, or equal, mounted under the Control Counter work-surface.



OPERATIONS CONTROL COUNTER

SECTION:	OPERATIONS	SQUARE FT:	150
ROOM NAME:	Files Room	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	0
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 2

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

FINISHES

FLOORS/BASE: TYPE 1

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4
 Dedicated Computer Quadruplex Receptacles: 2

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2
 Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: When "dutch" doors are used, the top half needs a deadbolt lock installed.

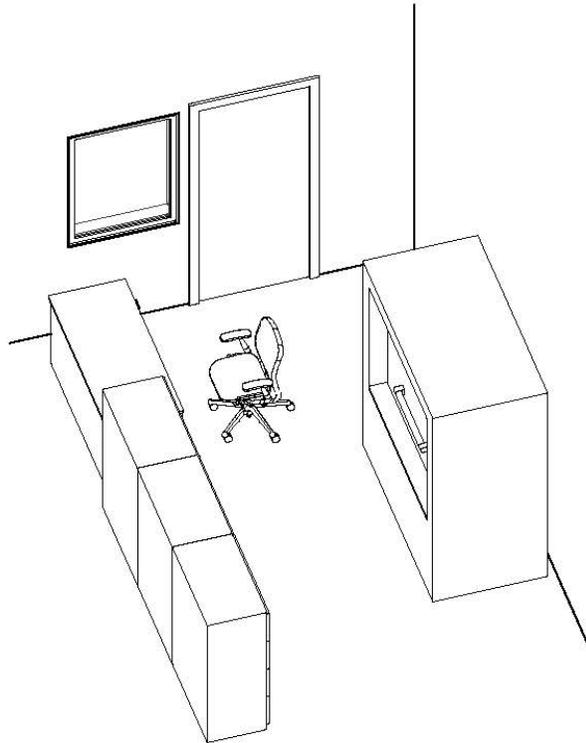
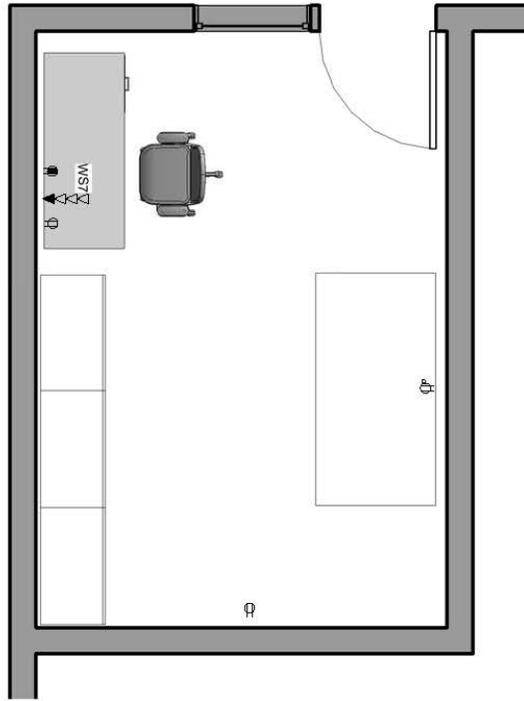
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: Filing system. Future: 2 - USMIRS work stations; 2 - Electronic Biometric Appliances (EBA); Bar Code Printer; 2 - Bar Code Scanners; Digital Sender; Digital Camera w/ tripod & adapter; and USMIRS Printer

FURNITURE: Government Provided: File cabinets, desks and chairs.

ADJACENCIES: Located between the Control Counter and Operations Administration.

OTHER: N/A



FILES ROOM

SECTION:	OPERATIONS	SQUARE FT:	125
ROOM NAME:	Copier	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	0
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 1

FINISHES

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 3

Computer Designated Duplex Receptacles: 2

COMMUNICATIONS : Telephone/Data Quadruplex Receptacles : 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

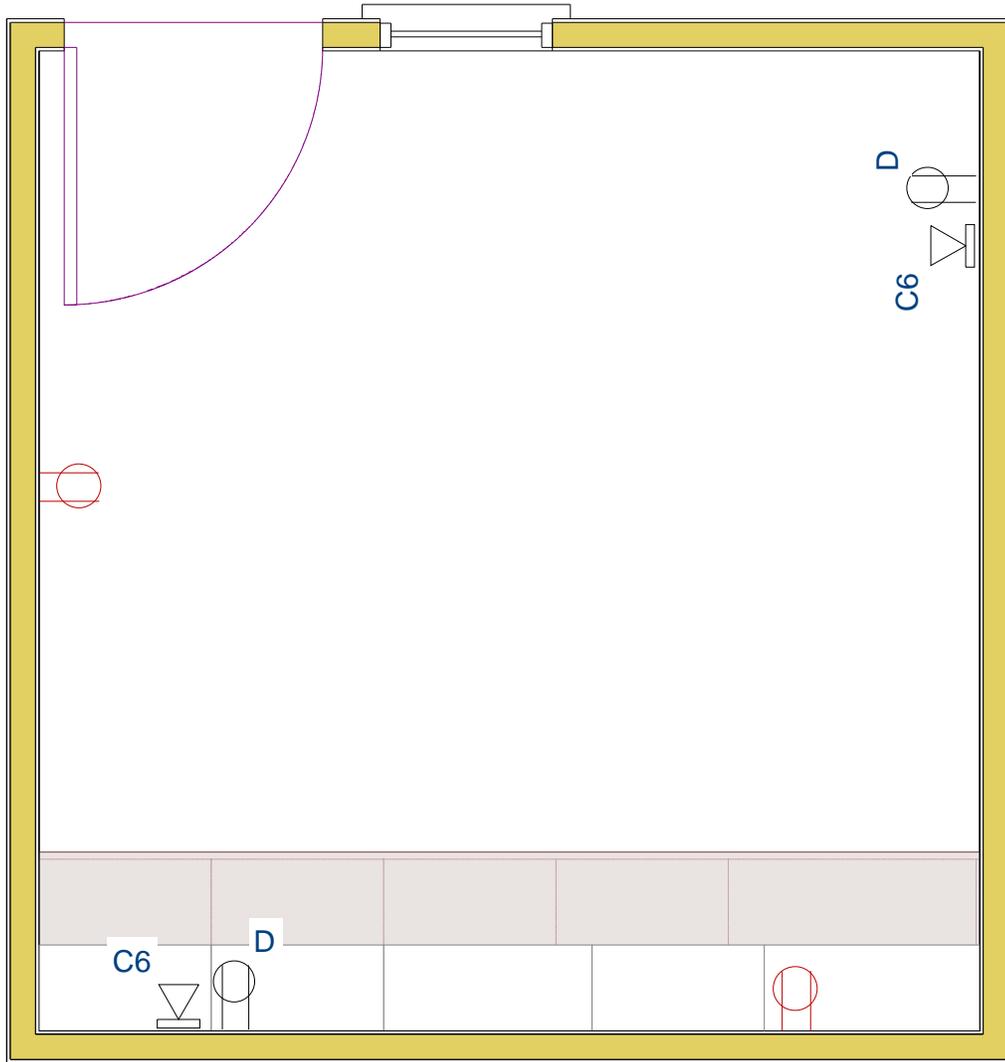
SPECIAL CONSTRUCTION: Provide and install base cabinets with doors and one interior adjustable shelf, a solid surface counter, and upper cabinets without doors. Power / Communications outlets on that wall shall be mounted at 44" above the finished floor.

EQUIPMENT: Government Provided: Copy Machine, Shredder

FURNITURE: Government Provided: N/A

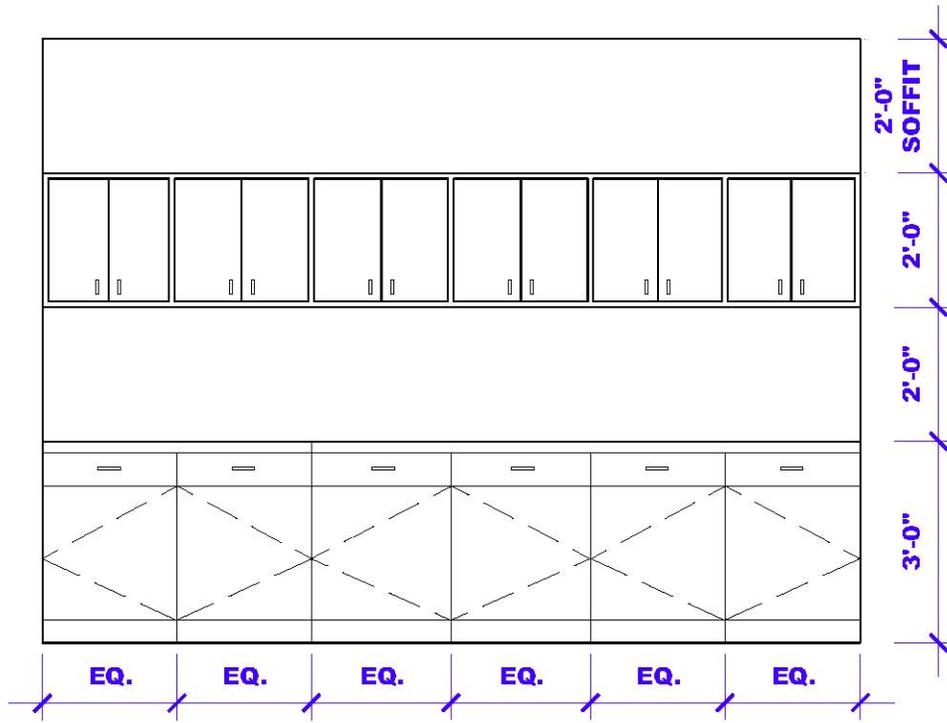
ADJACENCIES: Located adjacent to a corridor, Operations Administration, Files Room, and Packet Breakdown.

OTHER: N/A



COPIER ROOM

125 sq ft



1 ELEVATION OF CABINETRY (TYPICAL)

SECTION:	OPERATIONS	SQUARE FT:	150
ROOM NAME:	Travel Agency	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	2
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

FINISHES

FLOORS/BASE: TYPE 1

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 5
 Computer Designated Duplex Receptacles: 2
 Dedicated Duplex Receptacles: 1

COMMUNICATIONS : Telephone/Data Quadruplex Receptacles : 3
 Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

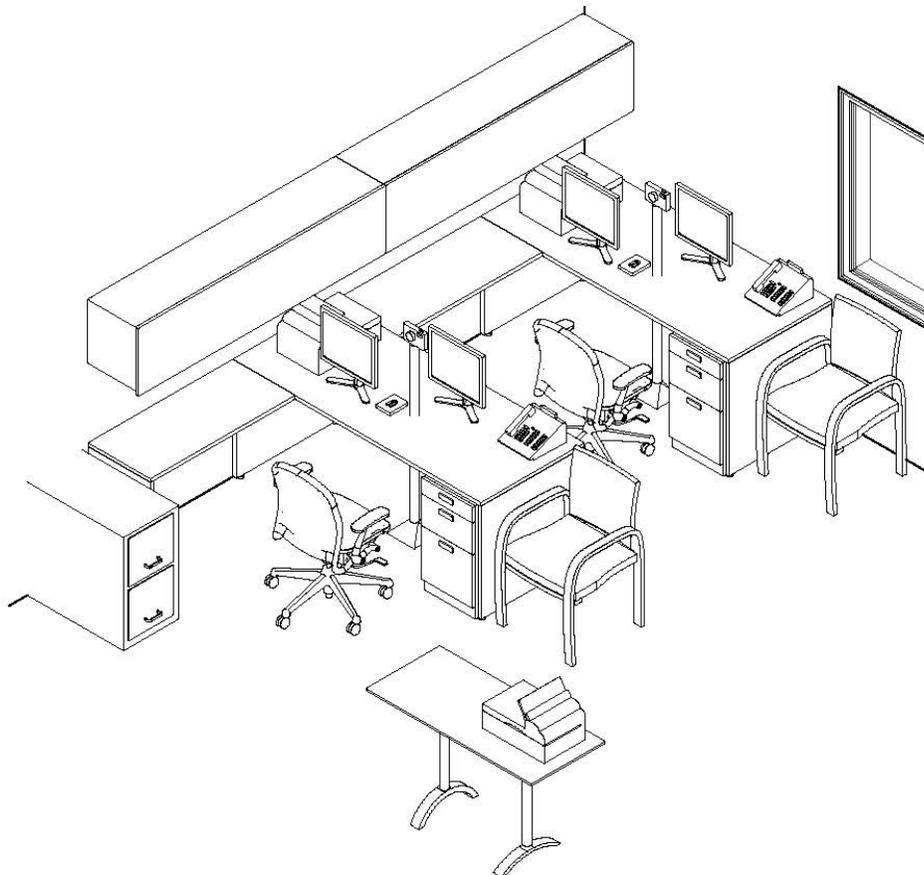
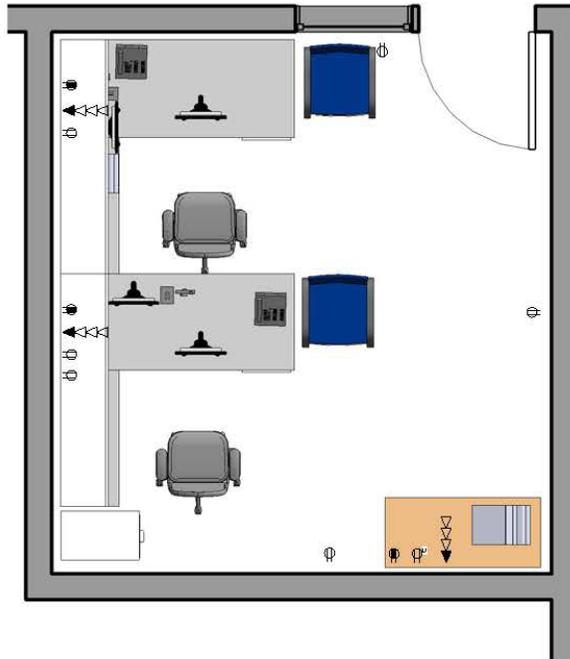
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: 2 – PC's; Ticket Printer; USMIRS Work Station; USMIRS Printer; Bar Code Scanner; Meal Check Printer

FURNITURE: Government Provided: L-shaped workstation, worktable, task chairs and guest seating

ADJACENCIES: Located adjacent to Operations Administration.

OTHER: N/A



TRAVEL CLERK

SECTION:	OPERATIONS	SQUARE FT:	150
ROOM NAME:	Packet Breakdown	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	Varies
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 1

FINISHES

FLOORS/BASE: TYPE 1

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Dedicated Computer Quadruplex Receptacles: 2

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

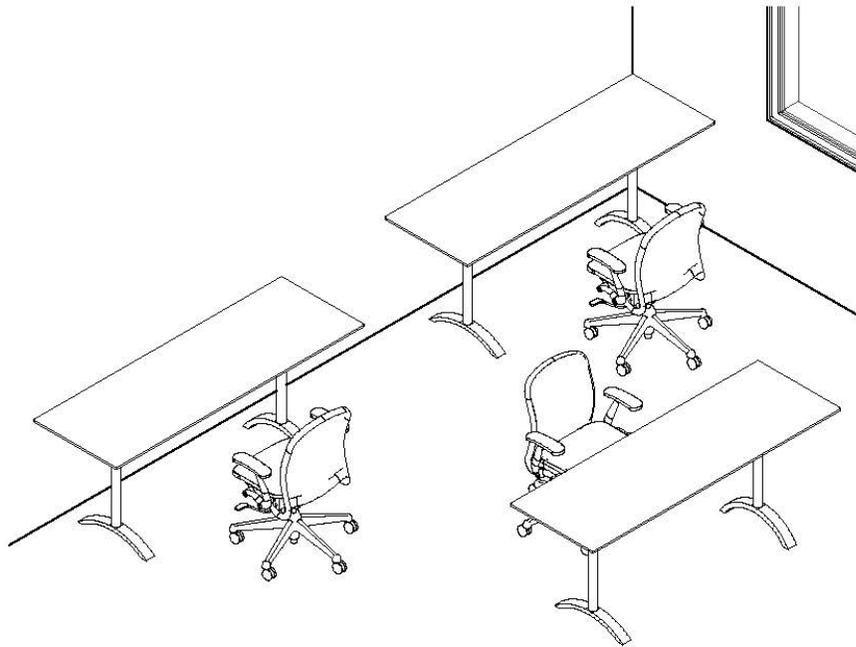
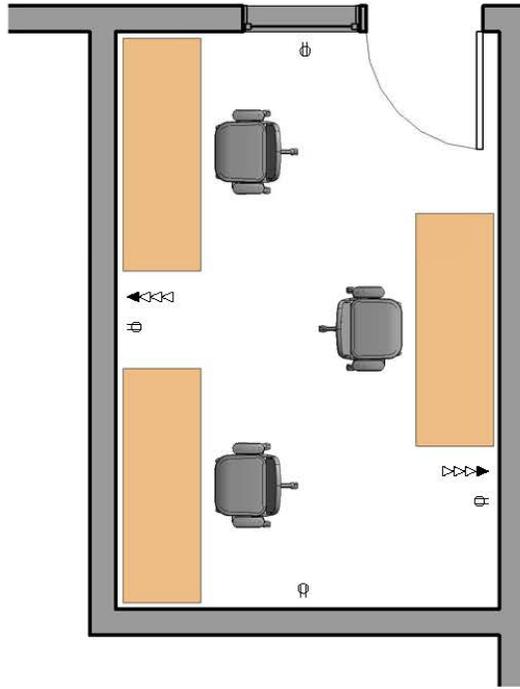
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: Electronic Biometric Appliance (EBA); USMIRS workstation and USMIRS Printer

FURNITURE: Government Provided: Tables and chairs

ADJACENCIES: Located adjacent to, or between Files Room and Operations Administration, or the space can be included in Operations Administration open space.

OTHER: N/A



PACKET BREAKDOWN

SECTION:	OPERATIONS	SQUARE FT:	200
ROOM NAME:	MIRS / Communication	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	0
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 2

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 2

FINISHES

FLOORS/BASE: TYPE 3

WALLS: TYPE 1

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 6
 Dedicated Duplex Receptacles: 3 NEMA 5-20R outlets
 70 Amp Circuit stubbed out for APC: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 5
 Intercom / Paging System: 0

HVAC: TYPE 2 Maximum temperatures in the room shall be no more than 80 degrees Fahrenheit.
 Average heat load: 24,000 BTU's.

SECURITY: N/A

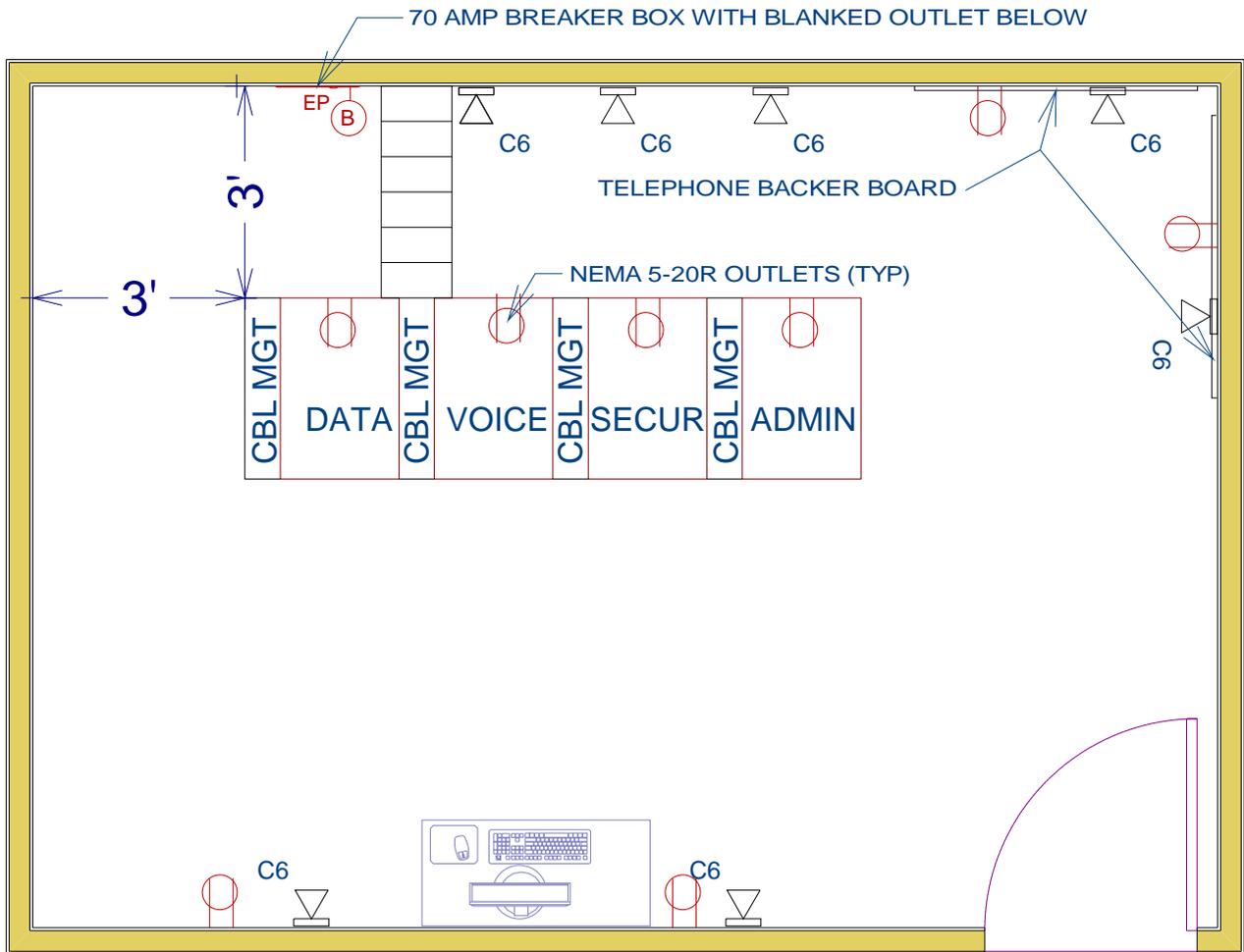
SPECIAL CONSTRUCTION: Provide and install ladder-type aluminum cable trays. Locate the trays so they are within 30 feet horizontal distance to any communication/data outlet.

EQUIPMENT: Government Provided:
 • RSN Equipment (Router, DSU, modem and UPS) 1,500 BTU / hr.
 • MMAC-8FNB Cabletron power supply 2,400 BTU / hr. each
 • Telephone system (estimate) 2,400 BTU / per hr.
 • 2 – PC Workstations
 • 1 – APC back-up power 2,216 BTU / hr

FURNITURE: Government Provided: N/A

ADJACENCIES: To be located off of a public area, accessible to maintenance personnel and the System Administrator.

OTHER: N/A



MIRS/COMM
200 sq ft

SECTION:	OPERATIONS	SQUARE FT:	64
ROOM NAME:	Telecommunications Closets	QUANTITY:	As needed
SPACE TYPE:	Private	OCCUPANTS:	0
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 2

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 2

FINISHES

FLOORS/BASE: TYPE 3

WALLS: TYPE 1

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 3
Dedicated Duplex Receptacles: 2 NEMA 5-20R outlet

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 1

HVAC: TYPE 2 Maximum temperatures in the room shall be no more than 80 degrees Fahrenheit.

SECURITY: N/A

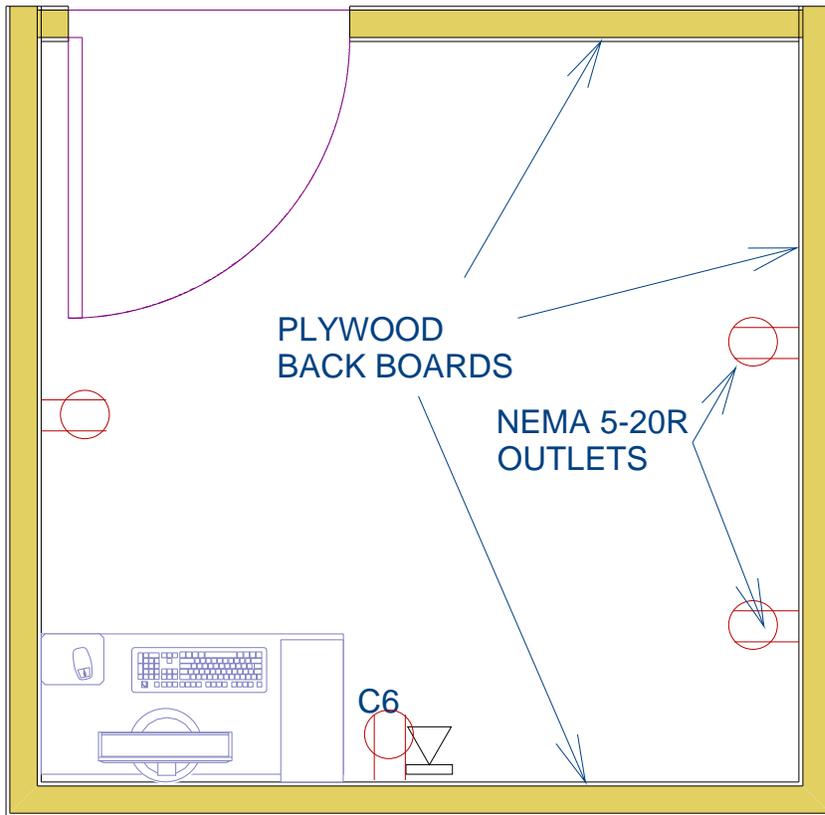
SPECIAL CONSTRUCTION: Provide and install four by eight foot, 3/4" plywood as shown, apply a fire retardant coating to the plywood.

EQUIPMENT: Government Provided: Network hubs and 2 – PC workstations

FURNITURE: Government Provided: N/A

ADJACENCIES: To be located off of a public area, accessible to maintenance personnel and the System Administrator.

OTHER: Each cross-connect closet will serve approximately 10,000 square feet of usable floor space, or if multiple floors are used. The closets serve as an interconnection point between the service outlets and the main communications frame in the MIRS/Communication Room. Wall and floor space will be provided for installation and maintenance of equipment such as frames/backboards, line amplifiers for LANS and concentrators. Network hubs housed on each floor of the MEPS must have fiber optic cable access through a suitable conduit that meets local code requirements. Telecommunications Closets are primarily used when MEPS are located on multiple floors.



TELECOMMUNICATIONS

64 sq ft

SECTION:	OPERATIONS	SQUARE FT:	75-150
ROOM NAME:	OPS Waiting	QUANTITY:	1
SPACE TYPE:	Open	OCCUPANTS:	Varies
ROOM NUMBER:			

WALL CONSTRUCTION: N/A – Open

DOORS & FRAMES: N/A

HARDWARE: N/A

FINISHES

FLOORS/BASE: TYPE 1

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 1 (72" AFF)
 Computer Designated Duplex Receptacles: 0

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 0
 Intercom / Paging System: SPEAKER TYPE 2
 Cable TV / Satellite Dish Receptacle: 1 (72" AFF)

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: Provide and install a hardwood chair rail at 32" above floor, stained to match the doors. Apply a durable washable paint wainscot below chair rail. This is dependent on seating arrangement.

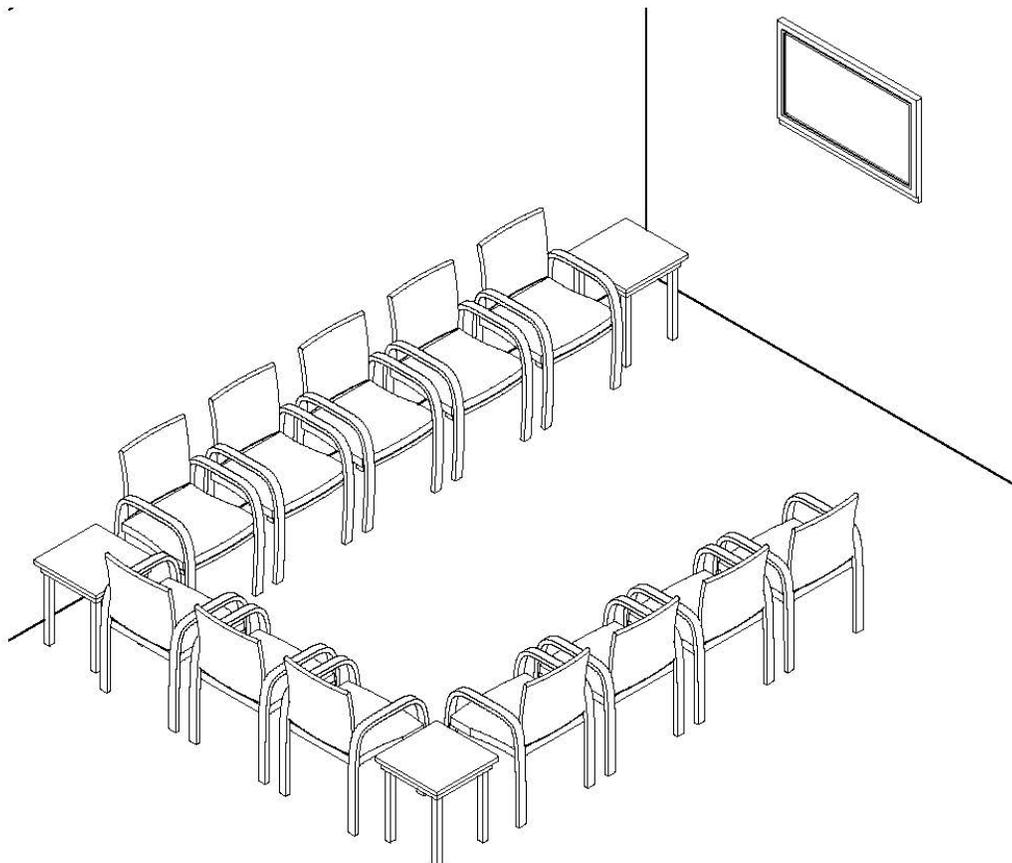
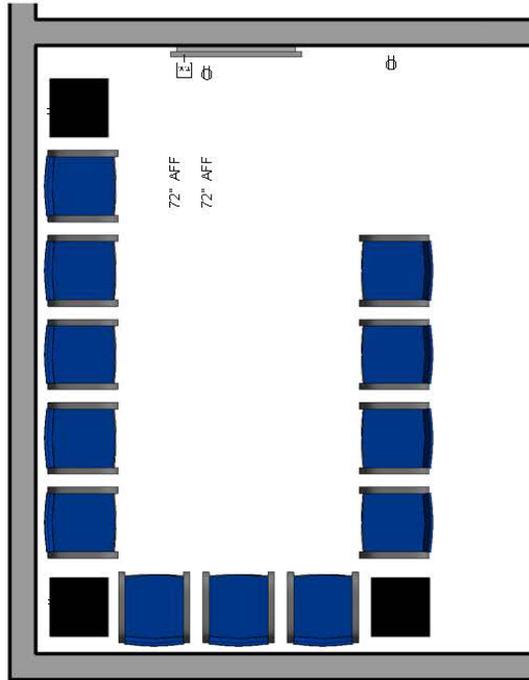
EQUIPMENT: Government Provided: TV

FURNITURE: Government Provided: Visitor seating.

ADJACENCIES: Located within Operations Administration, near the entrance door.

OTHER: N/A

OPS WAITING



OPERATIONS WAITING ROOM

**US MILITARY ENTRANCE PROCESSING STATION
DESIGN GUIDE**

The following requirements are to be furnished, installed and maintained by the Lessor. All the items found in these requirements shall be amortized in the overall rental consideration, unless specified otherwise.

TESTING SECTION

Ideally, this section should be located adjacent to Operations Administration and adjacent to an exterior door to the building.

If possible, locate the test rooms within building interior, away from exterior walls with windows.

TESTING SECTION SPACE ALLOCATION STANDARDS

PERSONNEL	GRADE	TYPE	QTY		TTL
Test Control Officer	O3	P	1	110	110
Education Services Specialist	GS11	P	1	110	110
Test NCO	E6	O	1	60	60
Test Coordinator	GS5	O	1	100	100
Processing Specialist/MPC	E5	O	Varies	60	Varies

SUPPORT SPACES	TYPE	QTY		TTL	
Test Administration / Scoring	P	1	150	150	
ASVAB Storage	P	1	150	150	
Secure Test Storage	P	1	135	135	
Test Rooms	P	2	100	200	
CAT - ASVAB Test Room	P	1	1000	800 600 500 500	Varies

DEFINITIONS:

- GRADE: Position level within the Government.
- TYPE O: Open Office Space.
- TYPE P: Private Office Space.
- QTY: Quantity of workspaces that size and grade.
- CAT 1: Square footage allowed per Category 1, MEPS Space.
- CAT 2: Square footage allowed per Category 2, MEPS Space.
- CAT 3: Square footage allowed per Category 3, MEPS Space.
- CAT 4: Square footage allowed per Category 4, MEPS Space.
- CAT 5: Square footage allowed per Category 5, MEPS Space.
- TTL: Total square footage of each type of workspace.

SECTION:	TESTING	SQUARE FT:	110
ROOM NAME:	Test Control Officer	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	1
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

FINISHES

FLOORS/BASE: TYPE 1

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

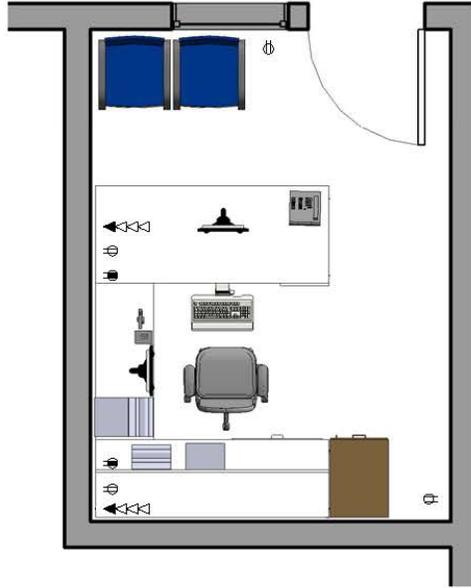
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: USMIRS work station; USMIRS Printer; Bar Code Scanner; PC (WINTIP)

FURNITURE: Government Provided: U-shaped workstation, task chair and guest seating

ADJACENCIES: N/A

OTHER: N/A



TEST CONTROL OFFICER

SECTION:	TESTING	SQUARE FT:	110
ROOM NAME:	ED Services Specialist	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	1
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

FINISHES

FLOORS/BASE: TYPE 2

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

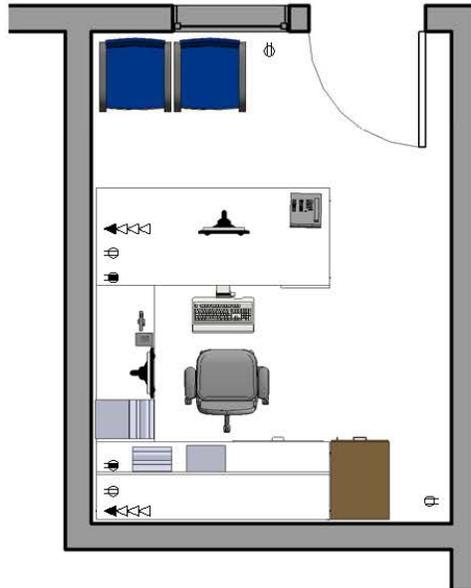
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: PC w/ printer

FURNITURE: Government Provided: U-shaped workstation, task chair and guest seating

ADJACENCIES: This position receives many visitors. Locate adjacent to Test Section entrance door.

OTHER: N/A



ED SERVICES SPECIALIST

SECTION:	TESTING	SQUARE FT:	60
ROOM NAME:	Test NCO	QUANTITY:	1
SPACE TYPE:	Open Office	OCCUPANTS:	1
ROOM NUMBER:			

WALL CONSTRUCTION: N/A – Open Office

DOORS & FRAMES: N/A

HARDWARE: N/A

FINISHES

FLOORS/BASE: TYPE 1

WALLS: N/A

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: When “dutch” doors are used, the top half needs a deadbolt lock installed.

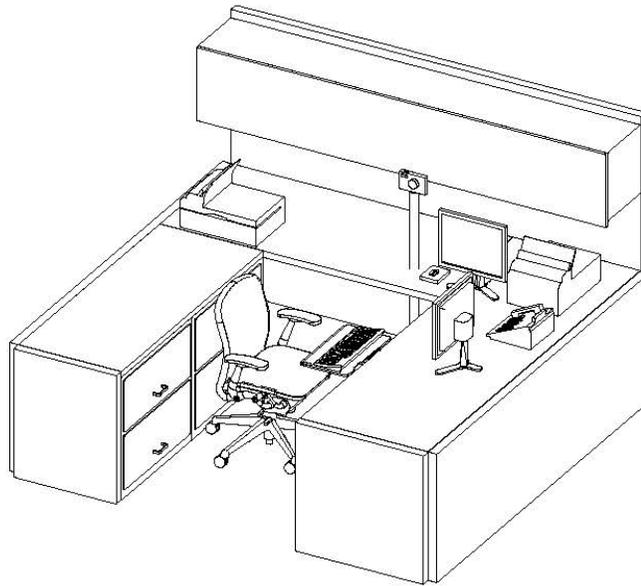
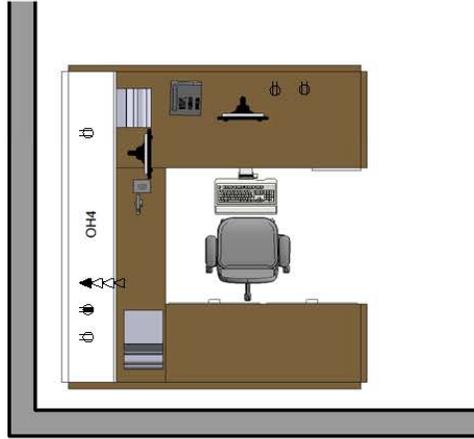
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: PC w/ Printer; USMIRS workstation; MIRS Printer; and Electronic Biometric Appliance

FURNITURE: Government Provided: Systems furniture with electrified raceway will be utilized. Floor cores may be necessary. Power poles will not be allowed. U-shaped workstation and task chair

ADJACENCIES: Located within Test Administration/Scoring.

OTHER: N/A



TEST NCO

SECTION:	TESTING	SQUARE FT:	100
ROOM NAME:	Test Coordinator	QUANTITY:	1
SPACE TYPE:	Open Office	OCCUPANTS:	1
ROOM NUMBER:			

WALL CONSTRUCTION: N/A – Open Office

DOORS & FRAMES: N/A

HARDWARE: N/A

FINISHES

FLOORS/BASE: TYPE 1

WALLS: N/A

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: When “dutch” doors are used, the top half needs a deadbolt lock installed.

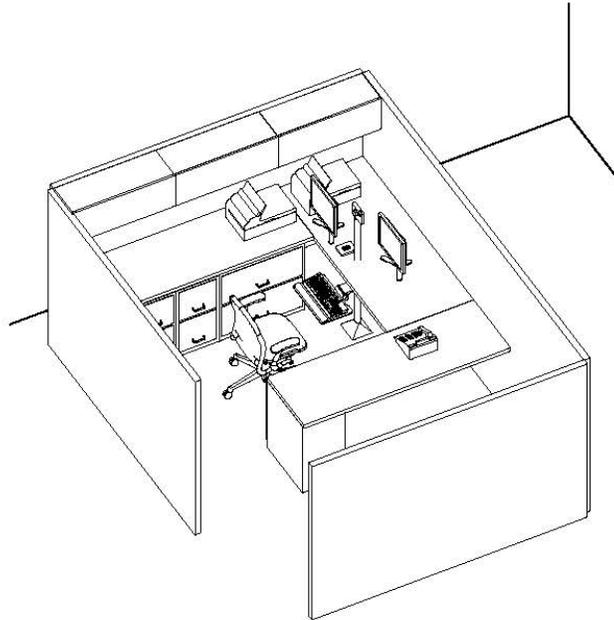
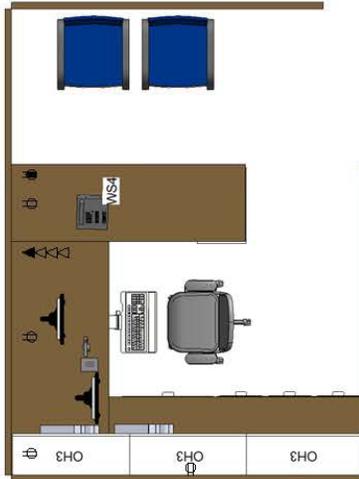
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: USMIRS workstation; USMIRS printer; and Electronic Biometric Appliance

FURNITURE: Government Provided: Systems furniture with electrified raceway will be utilized. Floor cores may be necessary. Power poles will not be allowed. U-shaped workstation, task chair and guest seating

ADJACENCIES: Located within Test Administration/Scoring

OTHER: N/A



TEST COORDINATOR

SECTION:	TESTING	SQUARE FT:	60
ROOM NAME:	Processing Specialist/MPC	QUANTITY:	1
SPACE TYPE:	Open	OCCUPANTS:	1
ROOM NUMBER:			

WALL CONSTRUCTION: N/A – Open

DOORS & FRAMES: N/A

HARDWARE: N/A

FINISHES

FLOORS/BASE: TYPE 1

WALLS: N/A

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: When “dutch” doors are used, the top half needs a deadbolt lock installed.

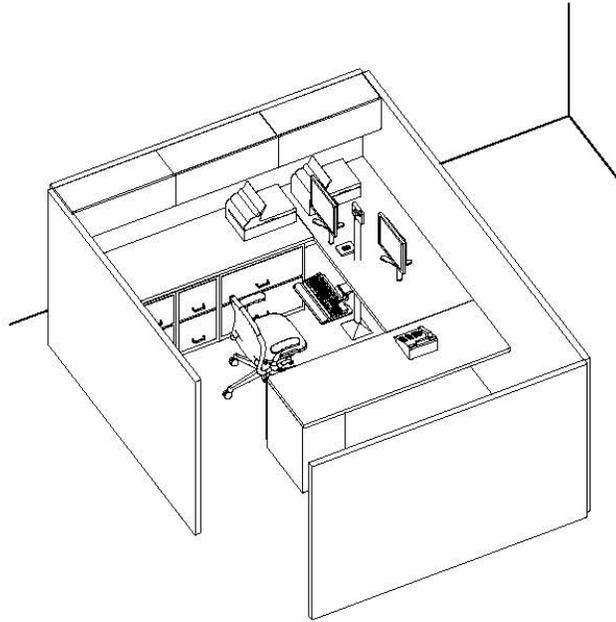
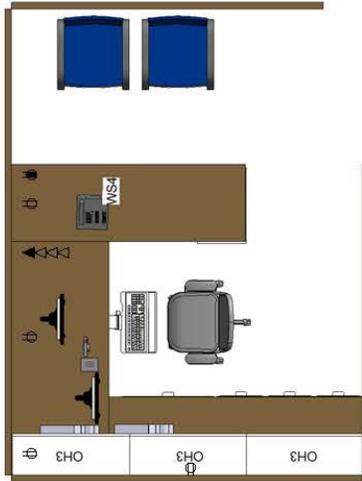
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: USMIRS workstation; Digital Camera w/ tripod & adapter; and Electronic Biometric Appliance

FURNITURE: Government Provided: Systems furniture with electrified raceway will be utilized. Floor cores may be necessary. Power poles will not be allowed. U-shaped workstation, task chair and guest seating

ADJACENCIES: Located within Test Administration/Scoring.

OTHER: N/A



PROCESSING SPECIALIST / MPC

SECTION:	TESTING	SQUARE FT:	150
ROOM NAME:	Test Administration / Scoring	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	Varies
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

FINISHES

FLOORS/BASE: TYPE 1

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4 - 6
 Computer Designated Duplex Receptacles: 1 - 3

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2 - 3
 Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

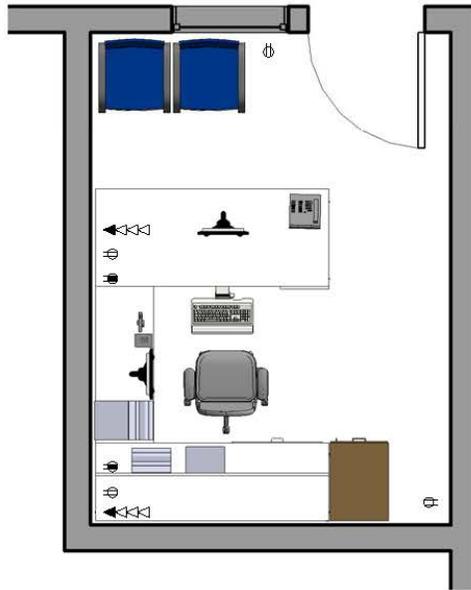
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: USMIRS workstation; and Electronic Biometric Appliance; Optical Mark Recognition (OMR) test scanner

FURNITURE: Government Provided: U-shaped workstation, task chair and guest seating

ADJACENCIES: The Test Section rooms are adjacent to this area except possibly the CAT-ASVAB Test Room. If applicants are required to access this area to get into a Test Room, then a separate Scoring Room function is required. Specifications are identical to the Test Administration with data and power requirements as shown on opposite page.

OTHER: N/A



TEST ADMINISTRATION / SCORING

SECTION:	TESTING	SQUARE FT:	150
ROOM NAME:	ASVAB Storage	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	0
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 2

FINISHES:

FLOORS/BASE: TYPE 3

WALLS: TYPE 1

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 1

HVAC: TYPE 1

SECURITY: N/A

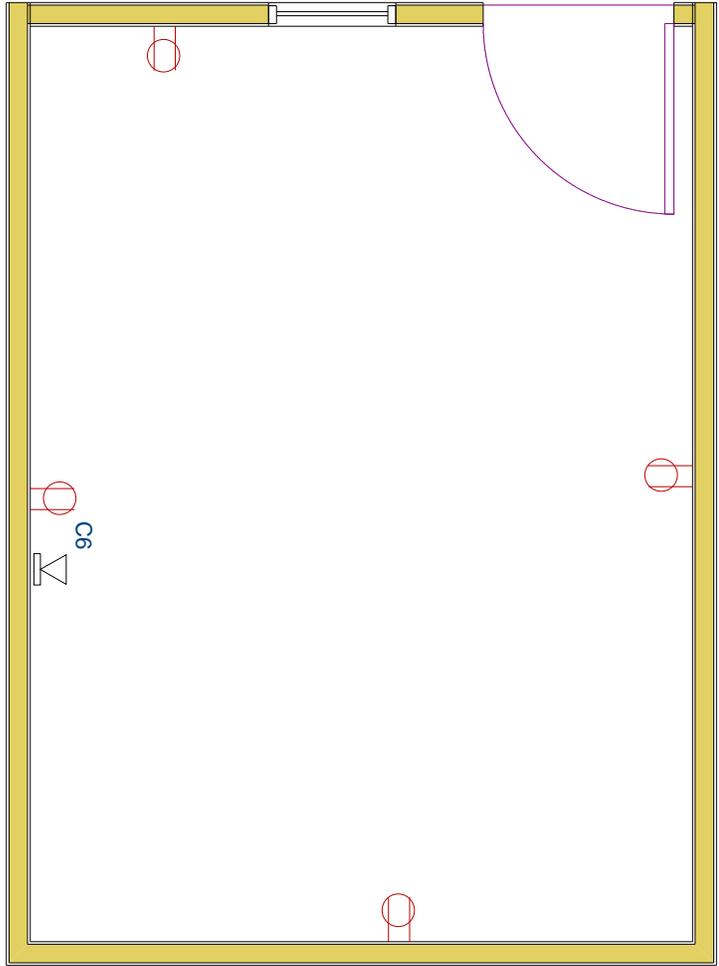
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: N/A

FURNITURE: Government Provided: Shelving Units.

ADJACENCIES: To be located off a public corridor. Items in the storage room are shipped in large quantities.

OTHER: N/A



ASVAB STORAGE
150 sq ft

SECTION:	TESTING	SQUARE FT:	135
ROOM NAME:	Secure Test Storage	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	0
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 2

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 3

FINISHES

FLOORS/BASE: TYPE 3

WALLS: TYPE 1

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 1

Intercom / Paging System: SPEAKER TYPE N/A

HVAC: TYPE 1

SECURITY: N/A

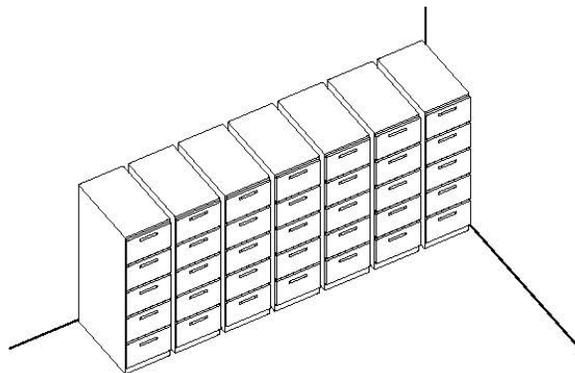
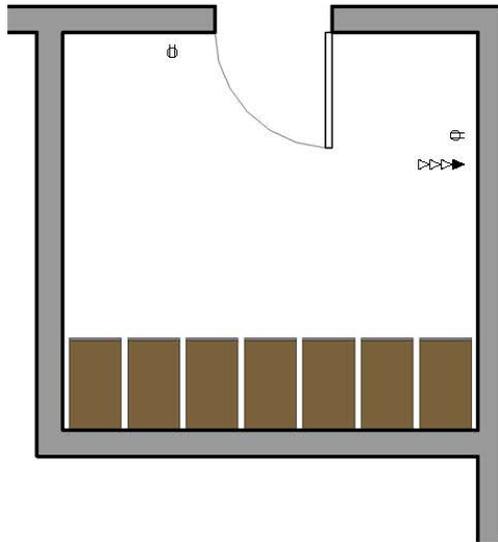
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: N/A

FURNITURE: Government Provided: Safes

ADJACENCIES: Adjacent to the Test Administration/Scoring Room or adjacent to Scoring Room per design. Locate room away from exterior wall; avoid windows or provide additional physical security.

OTHER: N/A



SECURE TEST STORAGE

SECTION:	TESTING	SQUARE FT:	100
ROOM NAME:	Test Rooms	QUANTITY:	2
SPACE TYPE:	Private	OCCUPANTS:	Varies
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 3

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 2

FINISHES

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 6
 Computer Designated Duplex Receptacles: 3

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 3

HVAC: TYPE 1

SECURITY: N/A

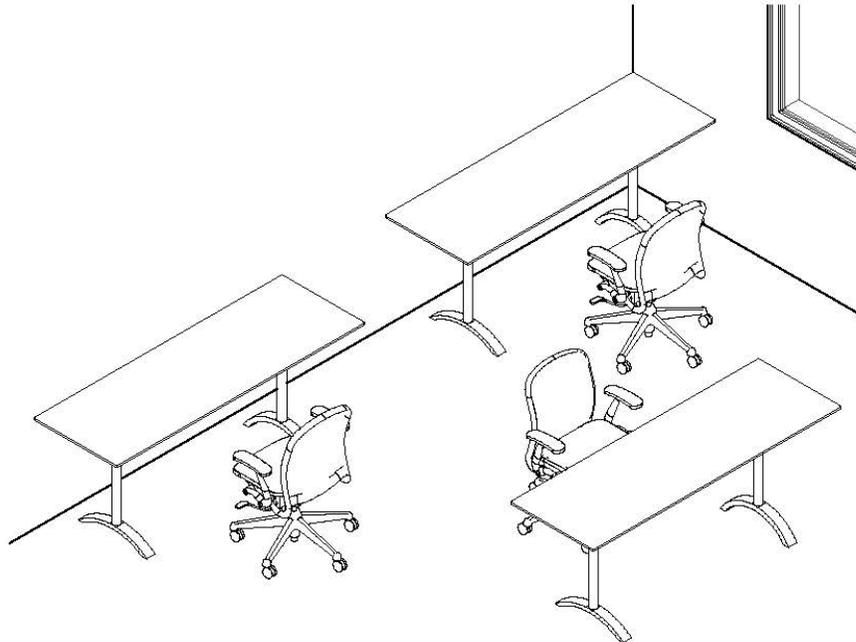
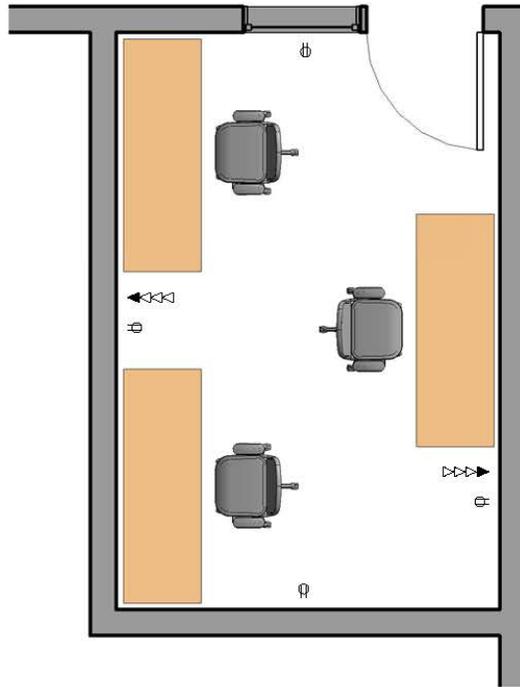
SPECIAL CONSTRUCTION: Provide and install a hardwood chair rail at 32" above floor, stained to match doors. Apply a durable washable paint wainscot below chair rail.

EQUIPMENT: Government Provided: N/A

FURNITURE: Government Provided: Tables and chairs.

ADJACENCIES: Provide direct corridor access if possible; ideally located away from exterior wall with no windows.

OTHER: The two Test Rooms can be combined into one with a total of 200 square feet. Provide and install 6" X 24" glazed opening in door.



TEST ROOMS

SECTION:	TESTING	SQUARE FT:	500 - 1000
ROOM NAME:	CAT - ASVAB Test Room	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	Varies
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 3

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 2

FINISHES

FLOORS/BASE: TYPE 1

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4 – 8

Computer Designated Duplex Receptacles: 10 – 20

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 10 – 20

This room supports an automated, applicant-testing network. Provide a minimum of one 20 amp dedicated electric circuit for every three (3) workstations. Connect data outlets to an empty ¾" conduit routed to the plenum.

HVAC: TYPE 2 and separately zoned.

SECURITY: Install one fixed position duress alarm switch in a location within the attendant's immediate reach.

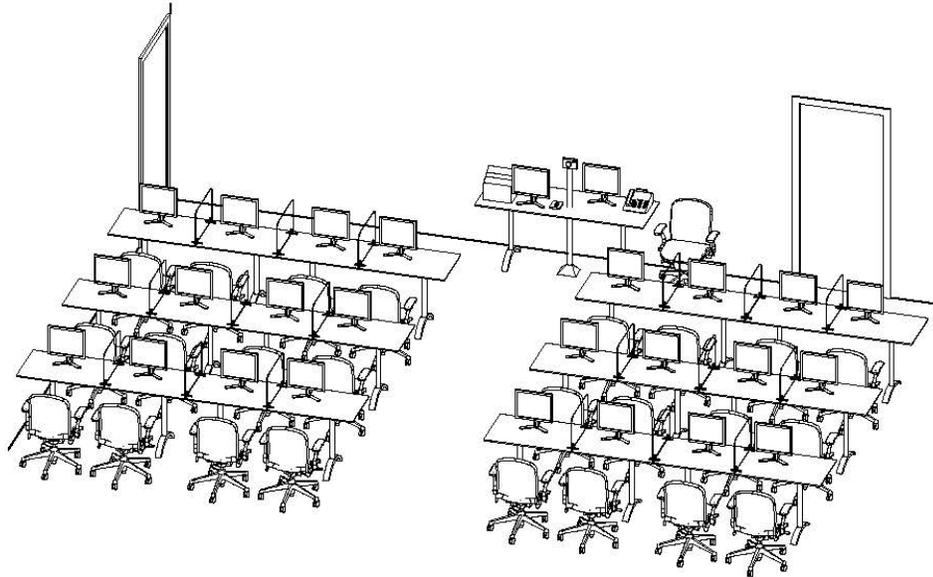
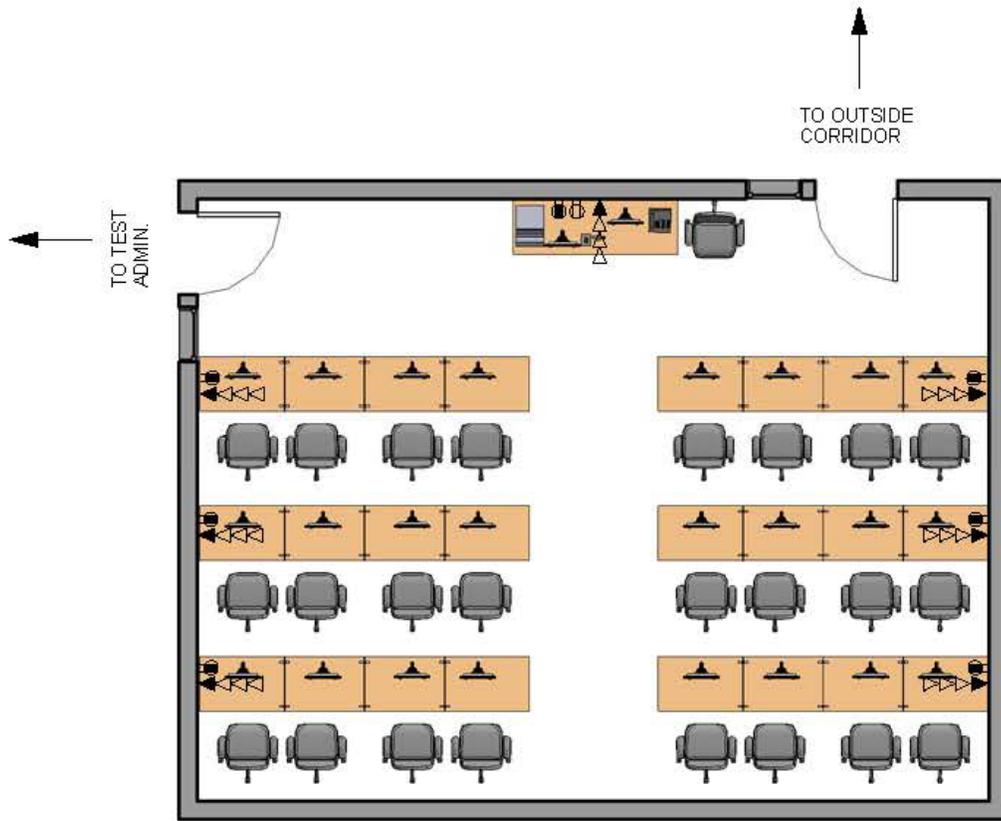
SPECIAL CONSTRUCTION: Provide and install a hard wood chair rail at 32" above floor stained to match the doors. Apply a durable washable paint wainscot below chair rail.

EQUIPMENT: Government Provided: PC's

FURNITURE: Government Provided: Tables and chairs.

ADJACENCIES: The test room may be located separate from the test section, but in an adjacent room or across the hallway from the Test Section. Room ideally located away from exterior wall with no windows.

OTHER: Provide an access door to Test Administration and to a corridor if possible. Provide and install 6" X 24" glazed opening in door.



CAT – ASVAB TEST ROOM

**US MILITARY ENTRANCE PROCESSING STATION
DESIGN GUIDE**

The following requirements are to be furnished, installed and maintained by the Lessor. All the items found in these requirements shall be amortized in the overall rental consideration, unless specified otherwise.

MEDICAL SECTION

The entrance to this section must be visible from the Reception Counter. The Medical Control Center, ideally should have visibility of all the medical functions or the entrances to those functions. This section should be located within the building if possible to avoid exterior windows. If necessary, install appropriate light tight blinds for applicant privacy.

MEDICAL SECTION SPACE ALLOCATION STANDARDS

PERSONNEL	GRADE	TYPE	QTY	CAT 1	CAT 2	CAT 3	CAT 4	CAT 5	TTL
Chief Medical Officer	GS 13	P	1	110					110
Assistant Medical Officer	GS 12	P	1	100					100
Health Technician, Supervisor	E7/G6	P	1	100					100
Medical Lab Specialist	E 5	O	2	0					
Lead Health Technician	GS 5	O	1	60					Varies
Health Technician	GS 4	O	2	60					Varies
SUPPORT SPACES		TYPE	QTY	CAT 1	CAT 2	CAT 3	CAT 4	CAT 5	TTL
Exam Rooms		P	4	4X120	4X120	3X120	3X120	3X120	Varies
EKG / Cot Room		P	1	100					100
Serology		O	2	60					120
Medical Storage		P	1	80					80
Laboratory		P	1	250					250
Medical Admin.		O	1	150					150
Control Counter		O	1	150					150
Medical Briefing		P	1	720	600	480	360	360	Varies
Medical Waiting		O	1	500	400	300	200	200	Varies
Vision Test Room		P	1	200					200
Audio Room		P	1	350					350
Male Urinalysis		P	1	200					200
Female Urinalysis		P	1	150					150
Male Ortho		P	1	720	720	720	225	225	Varies
Female Ortho		P	1	360	360	360	180	180	Varies
Female Dressing		O	1	90	90	90	45	45	Varies
Female Waiting		O	1	100	100	0	0	0	Varies

DEFINITIONS:

GRADE: Position level within the Government.

TYPE O: Open Office Space.

TYPE P: Private Office Space.

QTY: Quantity of workspaces that size and grade.

CAT 1: Square footage allowed per Category 1, MEPS Space.

CAT 2: Square footage allowed per Category 2, MEPS Space.

CAT 3: Square footage allowed per Category 3, MEPS Space.

CAT 4: Square footage allowed per Category 4, MEPS Space.

CAT 5: Square footage allowed per Category 5, MEPS Space.

TTL: Total square footage of each type of workspace.

SECTION:	MEDICAL SECTION	SQUARE FT:	110
ROOM NAME:	Chief Medical Officer	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	1

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 2

FINISHES

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1 – Maintain 75 foot-candles at desk height

ELECTRICAL POWER: Duplex Receptacles: 5
Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2
Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

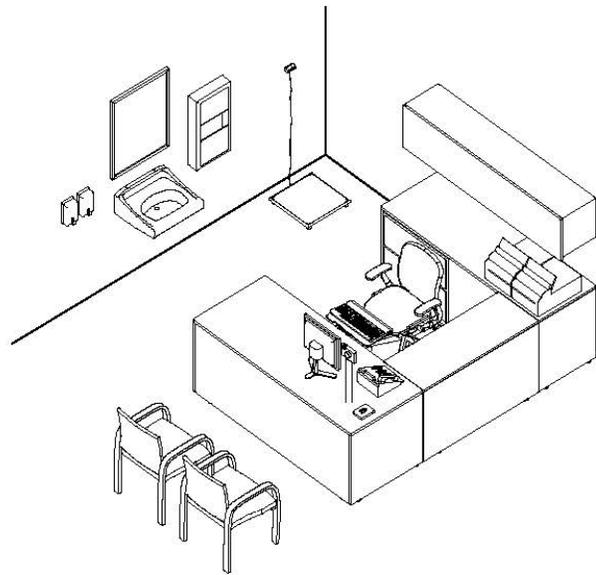
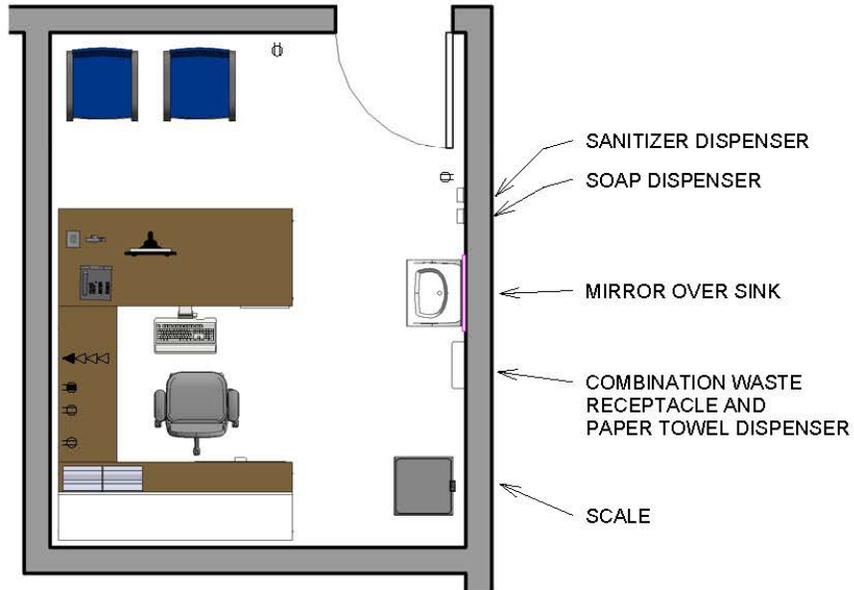
SPECIAL CONSTRUCTION: Provide and install wall-hung, vitreous china, non-absorbent sink with a single lever mixing valve. All necessary plumbing for hot and cold water, drains and vents shall be provided according to applicable codes. Provide a mirror, paper towel dispenser, foam soap dispenser, and waste receptacle.

EQUIPMENT: Government Provided: USMIRS; USMIRS Printer; Bar Code Scanner; and Electronic Biometric Appliance

FURNITURE: Government Provided: U-shaped workstation, task chair and guest seating

ADJACENCIES: Adjacent to the Male Exam and Ortho Rooms.

OTHER: N/A



CHIEF MEDICAL OFFICER

SECTION:	MEDICAL SECTION	SQUARE FT:	100 (when authorized)
ROOM NAME:	Assistant Medical Officer	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	1
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 2

FINISHES

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1 – Maintain 75 foot-candles at desk height

ELECTRICAL POWER: Duplex Receptacles: 5
 Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2
 Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

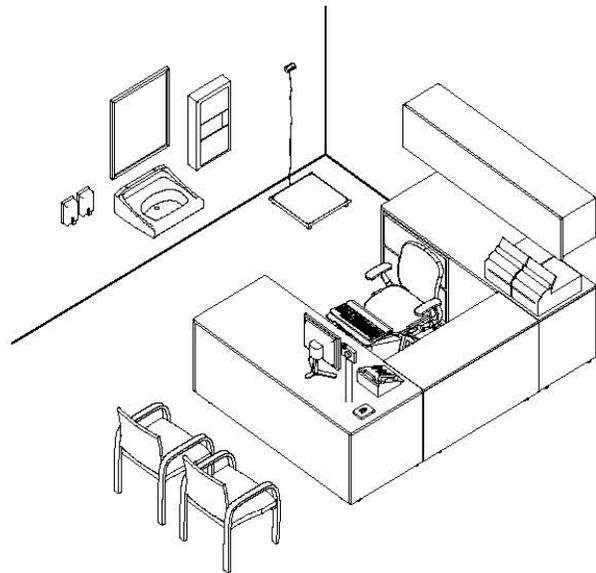
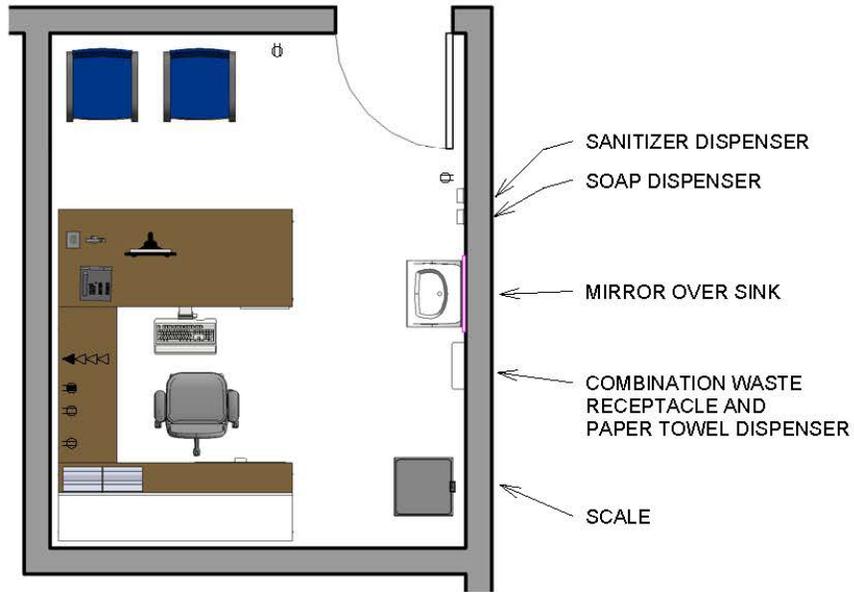
SPECIAL CONSTRUCTION: Provide and install wall-hung, vitreous china, non-absorbent sink with a single lever mixing valve. All necessary plumbing for hot and cold water, drains and vents shall be provided according to applicable codes. Provide a mirror, paper towel dispenser, foam soap dispenser, and waste receptacle.

EQUIPMENT: Government Provided: USMIRS workstation; Bar Code Scanner

FURNITURE: Government Provided: U-shaped workstation, task chair and guest seating

ADJACENCIES: N/A

OTHER: N/A



ASSISTANT MEDICAL OFFICER

SECTION:	MEDICAL SECTION	SQUARE FT:	100
ROOM NAME:	Health Tech Supervisor/Medical NCOIC	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	1
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

FINISHES

FLOORS/BASE: TYPE 2

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 5
 Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2
 Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

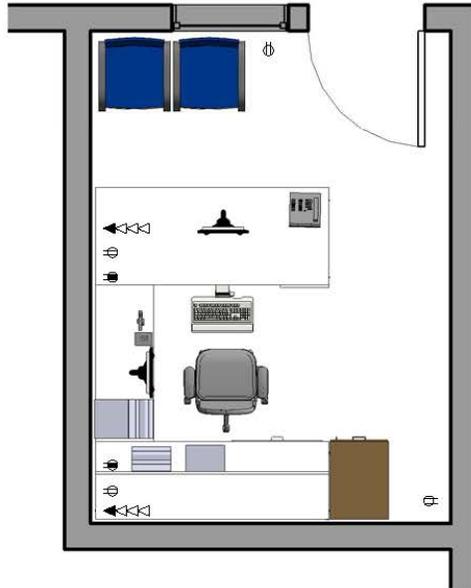
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: USMIRS Workstation; USMIRS Printer; Bar Code Scanner; PC (WINFAT)

FURNITURE: Government Provided: U-shaped workstation, task chair and guest seating

ADJACENCIES: Adjacent to Medical Admin and Medical Control Counter.

OTHER: N/A



HEALTH TECH SUPERVISOR / NCOIC

SECTION:	MEDICAL	SQUARE FT:	120
ROOM NAME:	Exam Rooms	QUANTITY:	3-4
SPACE TYPE:	Private	OCCUPANTS:	Up to 2
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 6

FINISHES

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1 – Maintain 75 foot-candles at desk height

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

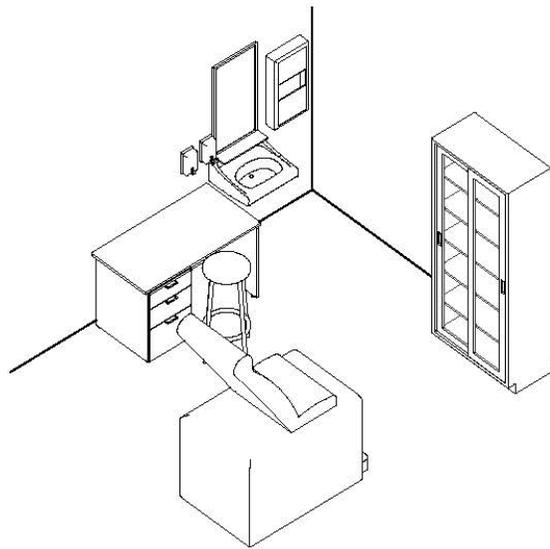
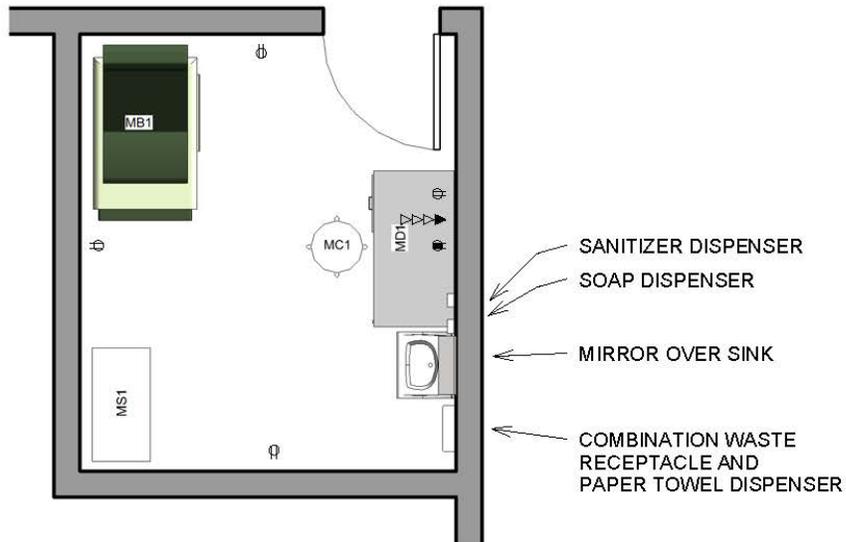
SPECIAL CONSTRUCTION: Provide and install a wall-hung, vitreous china, non-absorbent sink with a single lever mixing valve. All necessary plumbing for hot and cold water, drains and vents shall be provided according to applicable codes. Provide a mirror, paper towel dispenser, foam soap dispenser, and waste receptacle.

EQUIPMENT: Government Provided: USMIRS workstation; and Bar Code Scanner

FURNITURE: Government Provided: Exam table, stools, small table.

ADJACENCIES: Near the Ortho Rooms and the Medical Officer(s).

OTHER: N/A



EXAM ROOM

SECTION:	MEDICAL	SQUARE FT:	100
ROOM NAME:	EKG/Cot Room	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	Up to 2
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 6

FINISHES

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1 –Maintain 75 foot-candles at desk height.

ELECTRICAL POWER: Duplex Receptacles: 3
 Computer Designated Duplex Receptacles: 1
 Dedicated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 1
 Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

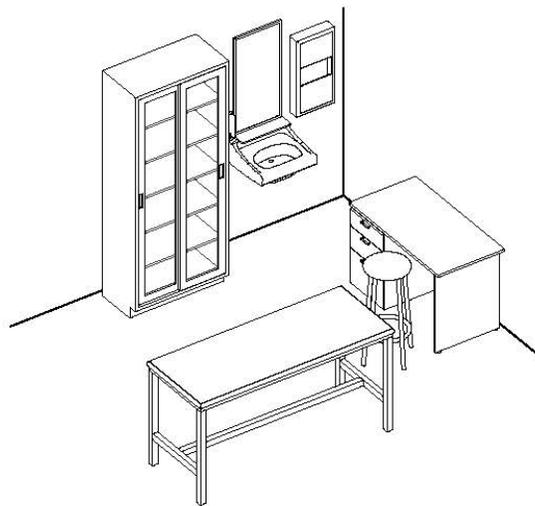
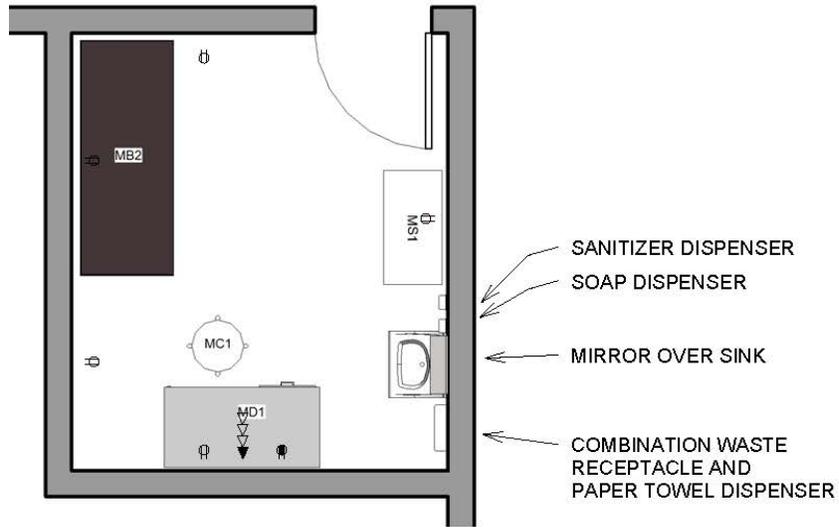
SPECIAL CONSTRUCTION: Provide and install a wall-hung, vitreous china, non-absorbent sink with a single lever mixing valve. All necessary plumbing for hot and cold water, drains and vents shall be provided according to applicable codes. Provide a mirror, paper towel dispenser, foam soap dispenser, and waste receptacle.

EQUIPMENT: Government Provided: EKG Machine.

FURNITURE: Government Provided: Exam table, small table, stools.

ADJACENCIES: Adjacent to Serology

OTHER: N/A



EKG / COT ROOM

SECTION:	MEDICAL	SQUARE FT:	120
ROOM NAME:	Serology	QUANTITY:	2
SPACE TYPE:	Semi-Private	OCCUPANTS:	2 per stall
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: Solid Surface Partitions and Doors/Curtains

HARDWARE: N/A

FINISHES

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 2 –Maintain 75 foot-candles at desk height.

ELECTRICAL POWER: Duplex Receptacles: 2

COMMUNICATIONS: N/A

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: Provide a soffit lowered to seven feet above the finish floor and constructed of gypsum board over structural framing over the serology booths. The plan view of the booth shall be reflected in the soffit ceiling above.

EQUIPMENT: Government Provided: N/A

FURNITURE: Government Provided: Blood draw table, chairs.

ADJACENCIES: Common with Laboratory and adjacent to EKG/Cot Room.

OTHER: N/A



TOILET STALL
PARTITIONS AND
DOORS

SEROLOGY
120 sq ft

SECTION:	MEDICAL	SQUARE FT:	80
ROOM NAME:	Medical Storage	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	0
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 2

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 2

FINISHES

FLOORS/BASE: TYPE 3

WALLS: TYPE 1

CEILING: TYPE 1 – TYPE 2 IF Wall Construction is TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 1

COMMUNICATIONS: N/A

HVAC: TYPE 1

SECURITY: N/A

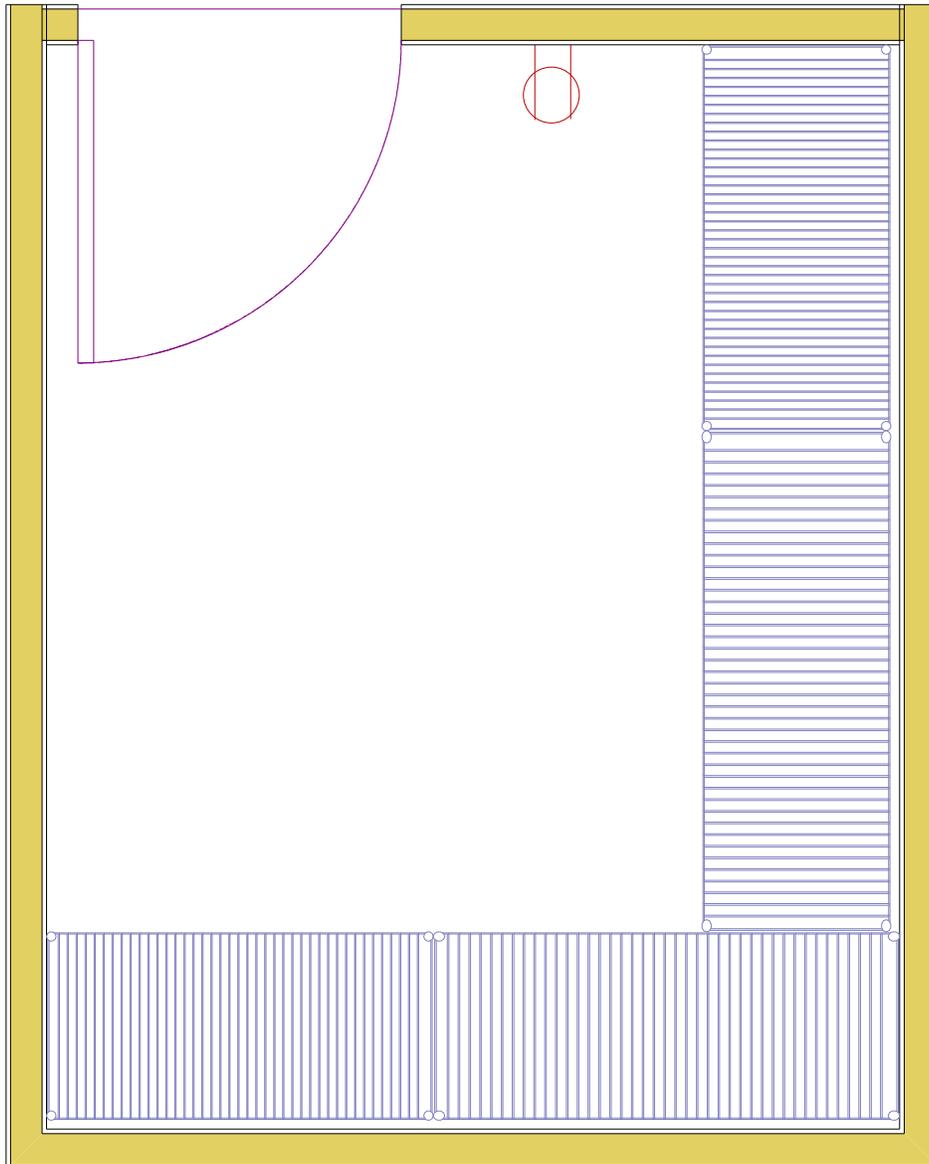
SPECIAL CONSTRUCTION: 18" deep; ½" plywood shelves @ 16" O.C., 5 shelves. Paint all exposed plywood with two coats semi-gloss paint.

EQUIPMENT: Government Provided:

FURNITURE: N/A

ADJACENCIES: Adjacent to the Laboratory.

OTHER: N/A



MEDICAL STORAGE

80 sq ft

SECTION:	MEDICAL	SQUARE FT:	250
ROOM NAME:	Laboratory	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	Up to 2
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 1

FINISHES:

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 3
 GFI Outlets: 2
 Computer Designated Duplex Receptacles: 2
 Dedicated Duplex Receptacles: 2

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2
 Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: Provide and install a double-bowl, self rimming sink with a mixing valve, swinging gooseneck faucet, and flexible hose spray nozzle. All necessary plumbing for hot and cold water supply, drain and vents will be provided according to applicable codes. Provide and install approximately fifteen (15) linear feet of wall cabinets and twenty-five (25) linear feet of kitchen-type, base cabinets and with a stainless steel counter top. Sink cabinet shall be handicapped accessible. Base cabinets shall have drawers, doors and one interior fixed shelf. Upper cabinets shall be locked, and have two interior adjustable shelves, with a drywall soffit above the units.

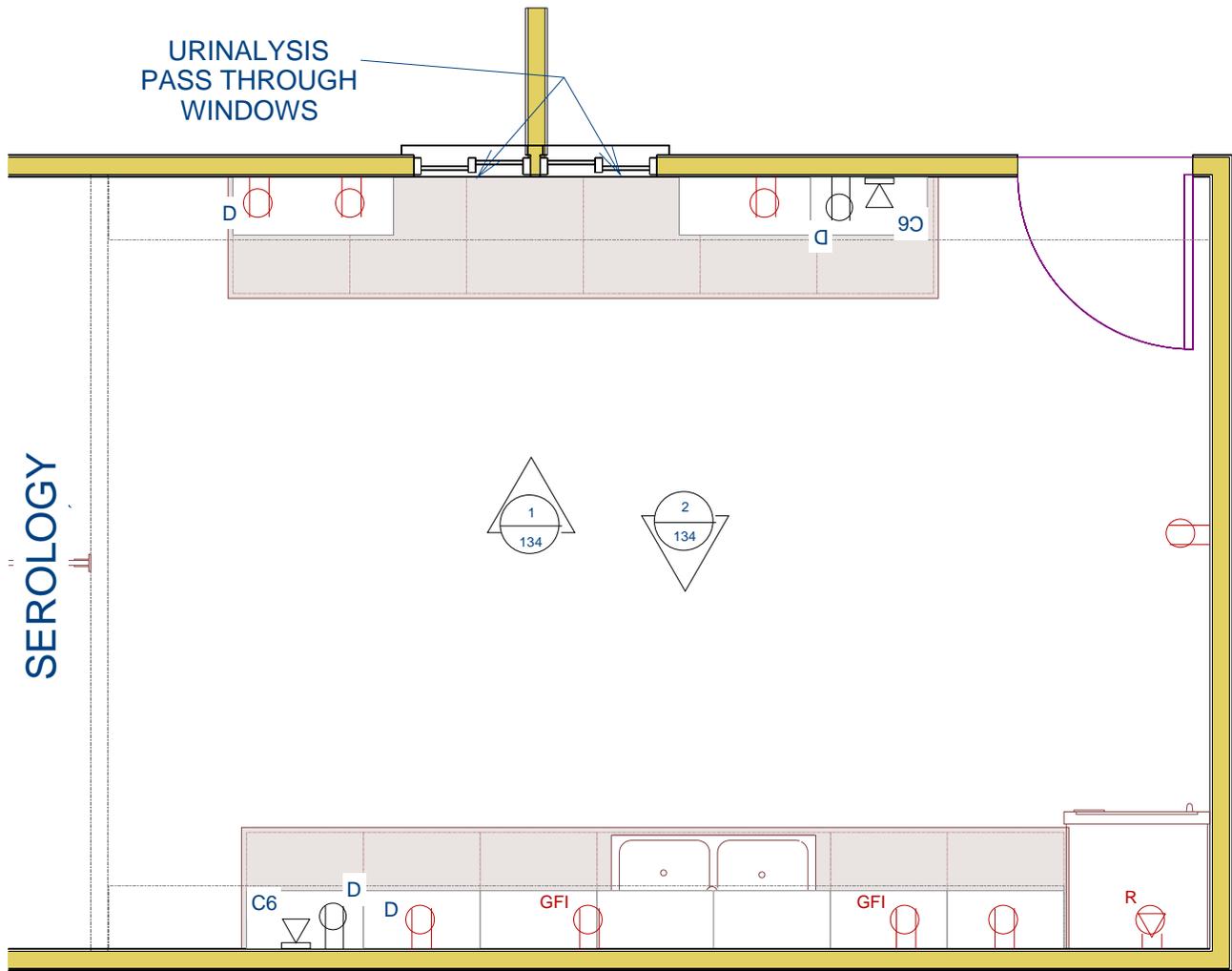
Provide two (2) pass-thru windows, 42" high x 36" wide with swinging frosted, tempered glass windows in an aluminum frame. Provide 12" shelf at 42" above floor. The glass shall pull open from the Male and Female Urinalysis Rooms for placement of urine samples. The doors shall not open directly across the room from one another to allow a line of sight from the Male Urinalysis to the Female Urinalysis rooms. Provide and install a paper towel dispenser, soap dispenser and waste receptacle.

EQUIPMENT: Government provided: 5.4 Cubic foot refrigerator Centrifuge. Provide adequate space under or adjacent to counter. USMIRS workstation; USMIRS Printer; USMIRS Badge/Labeler; Bar Code Scanner (1 MIRS & 1 WASP); PC (HIV); and Electronic Biometric Appliance

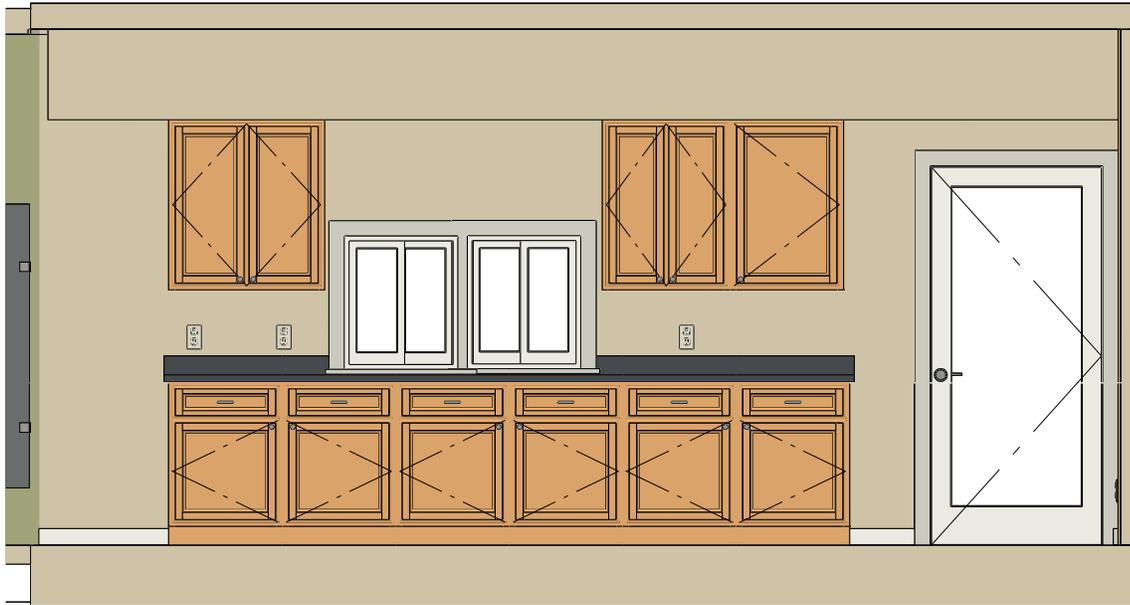
FURNITURE: Government Provided:

ADJACENCIES: Adjacent to Serology, Urinalysis Rooms and Medical Storage.

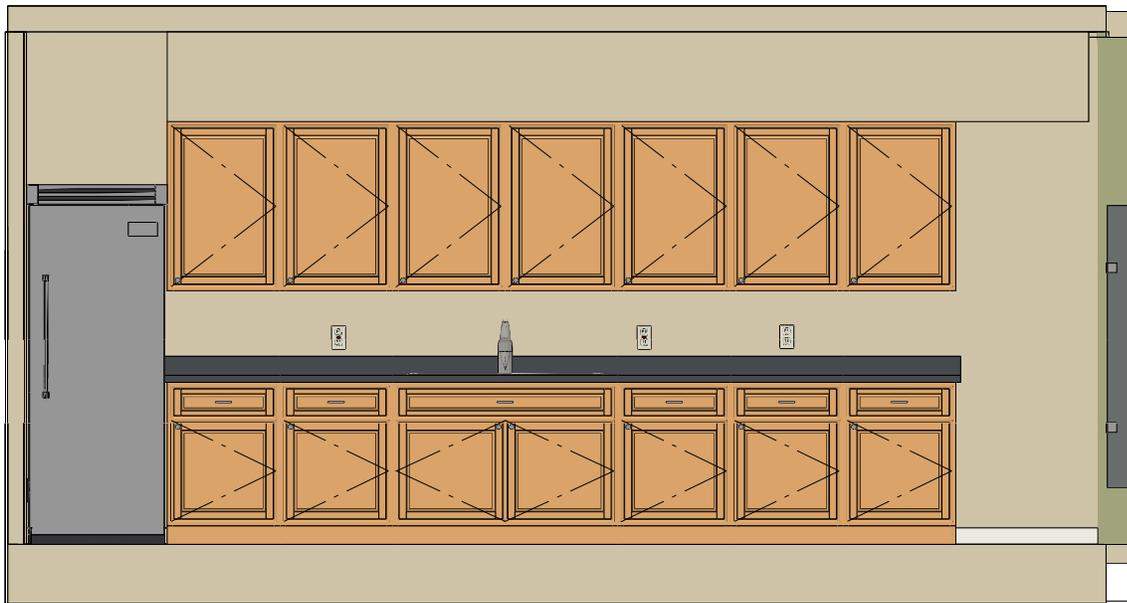
OTHER: N/A



LABORATORY
250 sq ft



1
134 LABORATORY ELEVATION



2
134 LABORATORY ELEVATION

SECTION:	MEDICAL	SQUARE FT:	150
ROOM NAME:	Medical Admin.	QUANTITY:	1
SPACE TYPE:	Private Office	OCCUPANTS:	Varies
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: N/A

HARDWARE: N/A

FINISHES

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 2

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

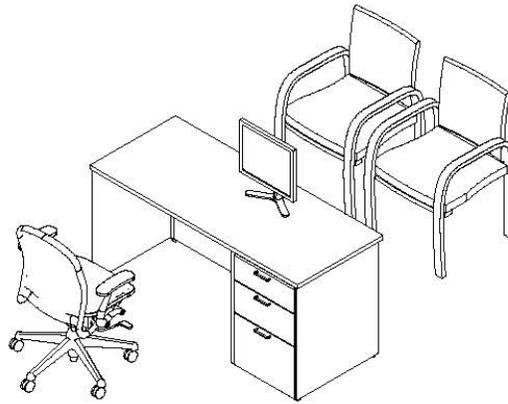
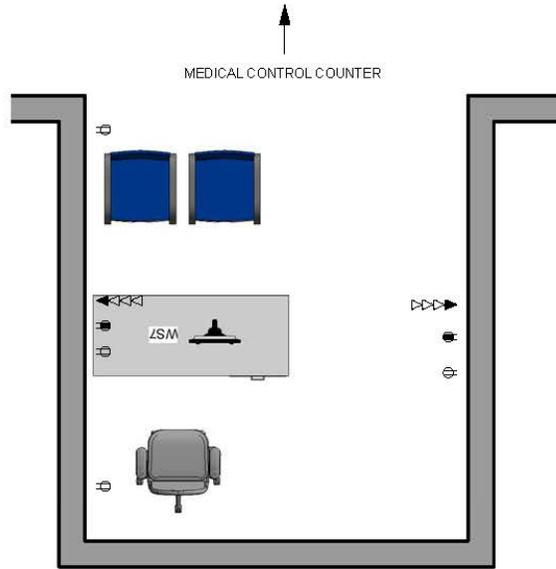
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: PC w/ printer

FURNITURE: Government Provided: Desk, task chair and guest seating

ADJACENCIES: Semi-private space typically located behind the Medical Control Counter and adjacent to Medical NCOIC or Health Technician Supervisor's office.

OTHER: N/A



MEDICAL ADMIN

SECTION:	MEDICAL	SQUARE FT:	150
ROOM NAME:	Medical Control Counter	QUANTITY:	1
SPACE TYPE:	Open	OCCUPANTS:	Varies
ROOM NUMBER:			

WALL CONSTRUCTION: N/A – Open

DOORS & FRAMES: N/A

HARDWARE: N/A

FINISHES

FLOORS/BASE: TYPE 3

WALLS: N/A

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 2

ELECTRICAL POWER: Duplex Receptacles: 6
 Computer Designated Duplex Receptacles: 4

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 4
 Intercom / Paging System: SPEAKER TYPE 1

HVAC: TYPE 1

SECURITY: Install a remote duress receiver on the wall in the medical area. The receiver should be located in a location that the transmitters will activate within any of the rooms in the medical section. Remote duress switches to be carried by medical doctors.

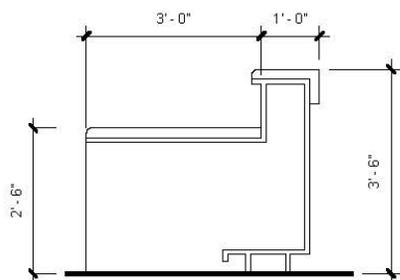
SPECIAL CONSTRUCTION: Provide and install a soffit at 7'-6" above the finished floor in a 9'-0" high ceiling. For ceilings above 9'-0" height maintain a 1'-6" high vertical soffit. Constructed of gypsum board over structural framing over the Medical Control Counter. The plan view of the counter shall be reflected in the soffited ceiling above.

EQUIPMENT: Government Provided: 2 – USMIRS workstations; 2 – USMIRS printers; 3 – Bar Code Scanners; and 3 – Digital Cameras w/ tripods & adapters

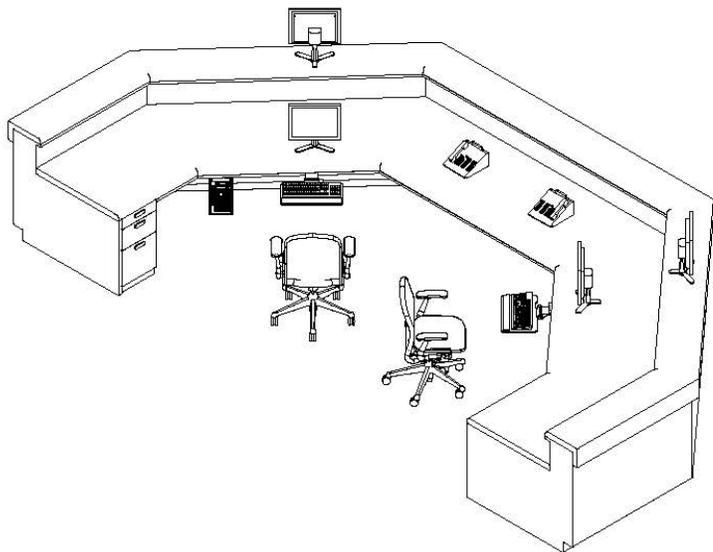
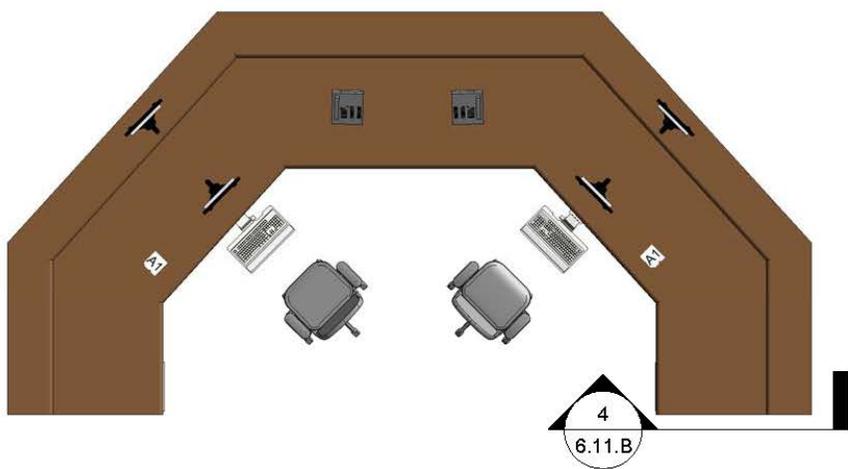
FURNITURE: Government Provided: Seating

ADJACENCIES: At the entrance to Medical Admin.

OTHER: Provide and install two (2), adjustable keyboard trays, extended mount with palm rest, or equal, mounted under the Medical Control Counter work-surface.



4 SECTION CUT



MEDICAL CONTROL COUNTER

SECTION:	MEDICAL	SQUARE FT:	360-720
ROOM NAME:	Medical Briefing	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	Varies

WALL CONSTRUCTION: TYPE 3

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 1

FINISHES

FLOORS/BASE: TYPE 1

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 6
Computer Designated Duplex Receptacles: 2

COMMUNICATIONS: Telephone/Data Receptacles: 2
Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

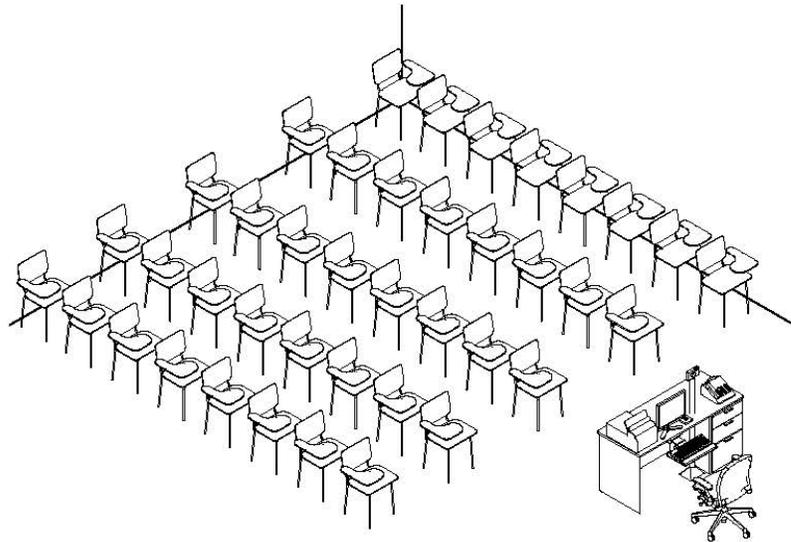
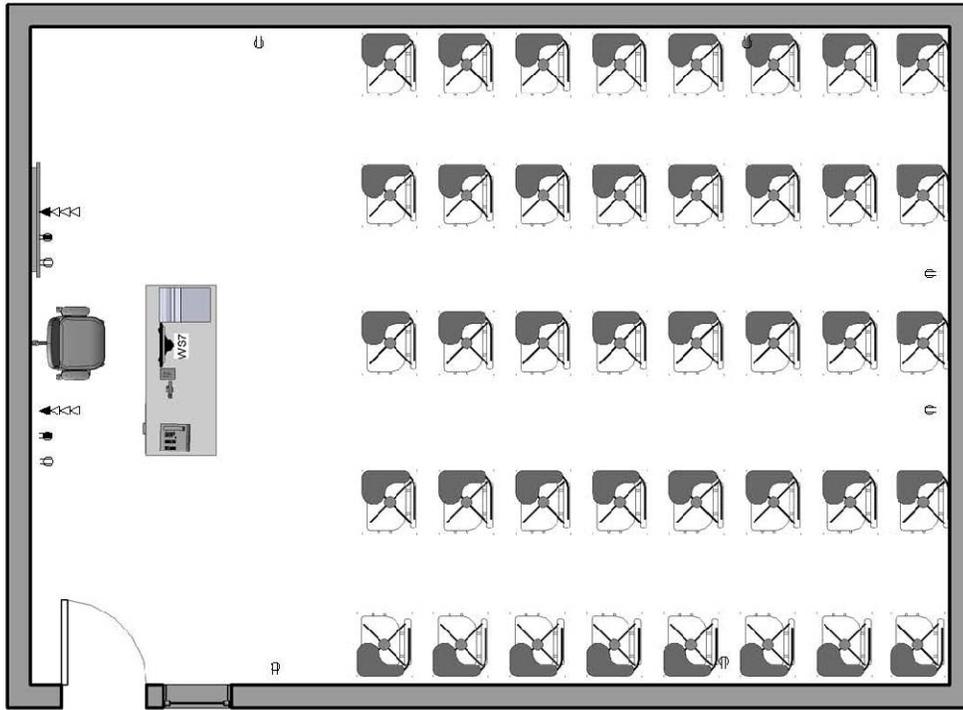
SPECIAL CONSTRUCTION: Provide and install a hard wood chair rail, stained to match the doors, on all walls. Apply a durable washable paint wainscot below chair rail.

EQUIPMENT: Government Provided: USMIRS workstation; USMIRS printer; USMIRS Badge/Labeler; Bar Code Scanner; PC; LCD Projector and drop down screen

FURNITURE: Government Provided: Tablet arm chairs, desk and task chair

ADJACENCIES: Adjacent to Medical Waiting.

OTHER: N/A



MEDICAL BRIEFING

SECTION:	MEDICAL	SQUARE FT:	200-500
ROOM NAME:	Medical Waiting	QUANTITY:	1
SPACE TYPE:	Open	OCCUPANTS:	Varies
ROOM NUMBER:			

WALL CONSTRUCTION: N/A – Per Building curtain wall and surrounding rooms.

DOORS & FRAMES: TYPE 3 – Suite Entry Doors

HARDWARE: TYPE 2 – Suite Entry Hardware

FINISHES

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4-8

COMMUNICATIONS: Intercom / Paging System: SPEAKER TYPE 1

Cable TV / Satellite Dish Receptacle: 1

HVAC: TYPE 2

SECURITY: Install one 360 degree ceiling mounted passive infrared (PIR) motion detector; Install one domed ceiling mounted color CCTV camera in applicant waiting room to be monitored from main control desk. Requirement to be validated by J1/MHR-PR.

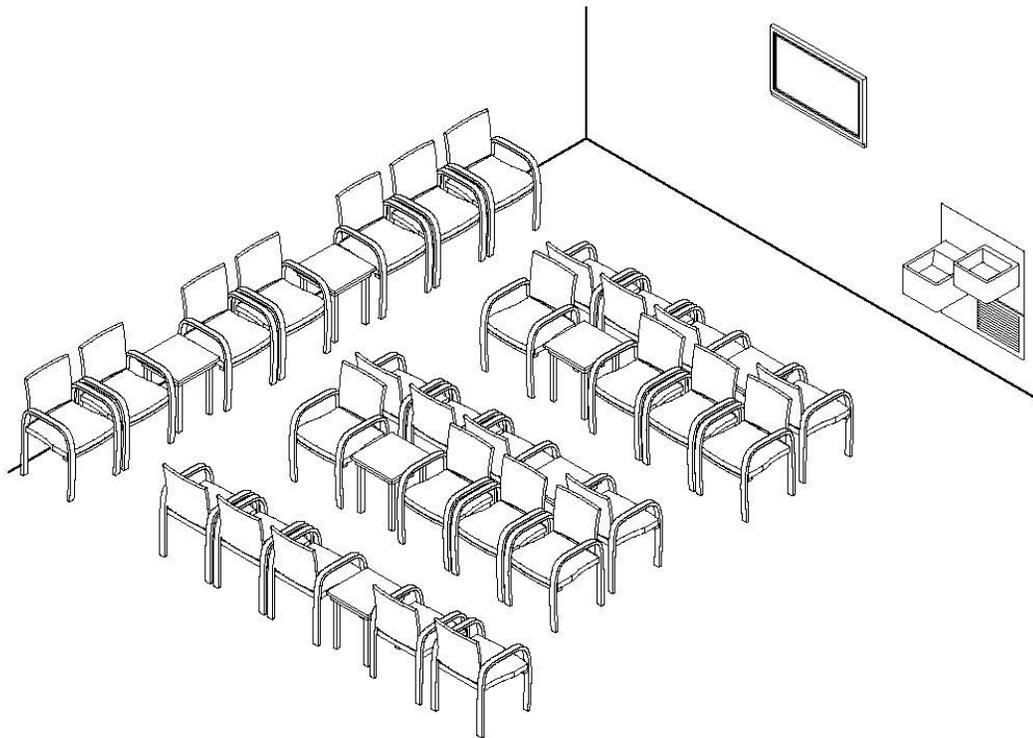
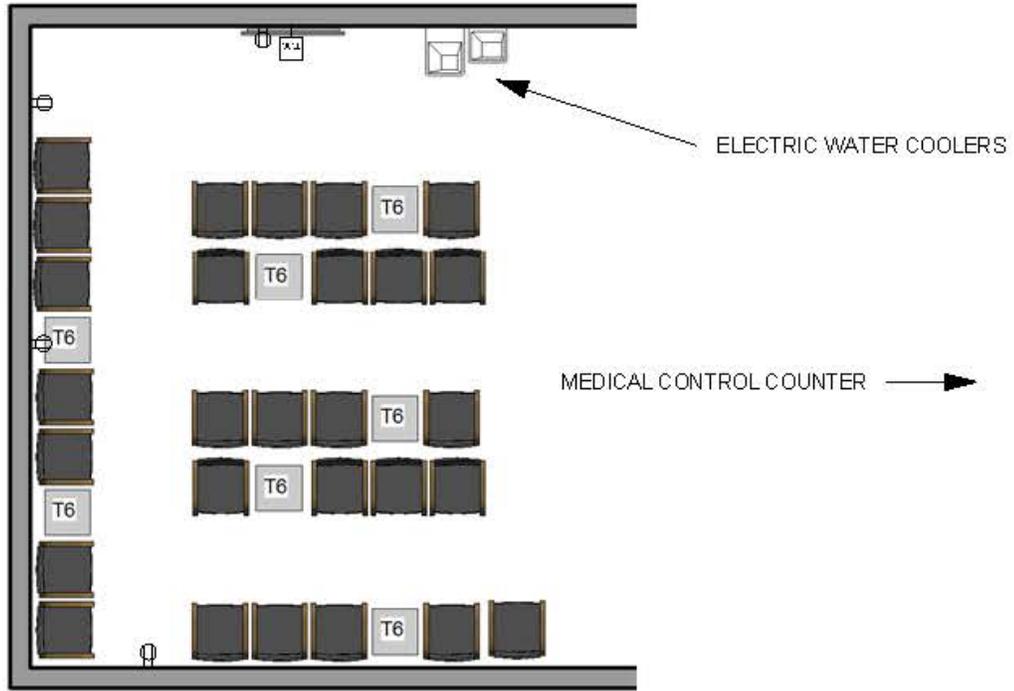
SPECIAL CONSTRUCTION: Provide and install a hard wood chair rail, stained to match the doors, on all walls. Apply a durable washable paint wainscot below chair rail. Provide and install water coolers (1 standard, 1 ADA height) in the waiting area.

EQUIPMENT: Government Provided:

FURNITURE: Government Provided: Seating

ADJACENCIES: Medical Control Counter

OTHER: N/A



MEDICAL WAITING

SECTION:	MEDICAL	SQUARE FT:	200
ROOM NAME:	Vision Test Room	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	Varies
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 3

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 1

FINISHES

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1 and/or TYPE 2 – The light level in this room must have the capability to be uniformly reduced. Provide either incandescent fixtures on dimmer control switch or wire separately each light tube in fluorescent fixtures. All light fixture lenses must be non-reflective.

ELECTRICAL POWER: Duplex Receptacles: 8
 Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 1
 Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

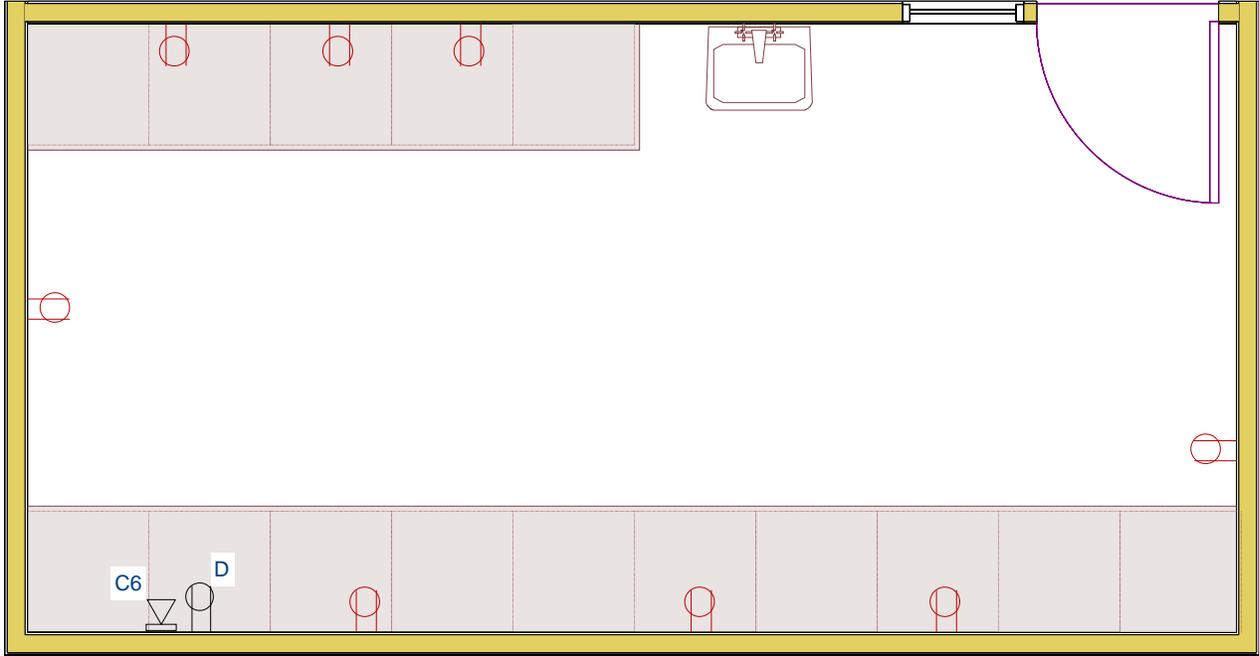
SPECIAL CONSTRUCTION: Provide and install a solid surface counter, 30" deep x 20'-0" long x 42" AFF, with a 4" back-splash and under-counter supports as needed. Space electrical outlets every 48" under the counter with a 2" grommet opening in the counter above. Provide and install a vitreous china lavatory with a single lever mixing valve and all necessary plumbing for hot and cold water. Drains and vents shall be provided per code.

EQUIPMENT: Government Provided: Vision machines (Stereo Vision; Color Perception; Refractors & Lanterns)

FURNITURE: Government Provided: Seating.

ADJACENCIES: N/A

OTHER: N/A



VISION TEST ROOM
200 sq ft

SECTION:	MEDICAL	SQUARE FT:	350
ROOM NAME:	Audio Room	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	Varies
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 3

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 1

FINISHES

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 5 (1 mounted at 72" AFF for Audio Booth)

Computer Designated Duplex Receptacles: 2

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: N/A

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION:

- A 10'-0" minimum finished ceiling height is required.
- An under floor 4 inch duct system shall be installed between the audio booth and the Audiometer Console for signal cabling.
- Provide necessary floor loading for the Audio Booth. Approximate weight and dimensions:

<u>No. of Positions</u>	<u>Weight</u>	<u>Dimensions</u>
4	4000 lbs	8'-0" W x 6'-0" L x 7'-4" H
6	5000 lbs	8'-0" W x 8'-0" L x 7'-4" H
8	7000 lbs	8'-0" W x 11'-0" L x 7'-4" H
10	7700 lbs	8'-0" W x 13'-2" L x 7'-4" H

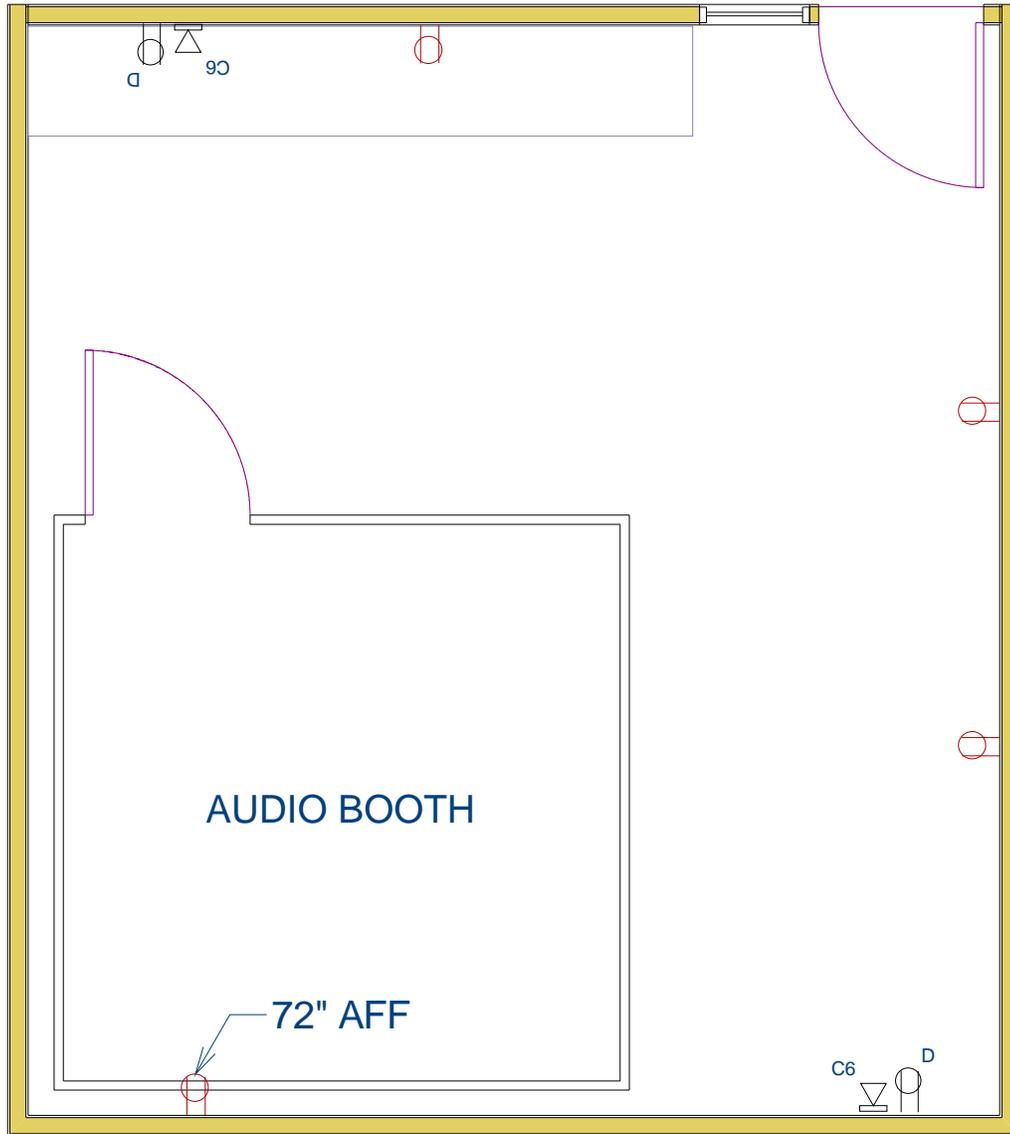
The number of positions shall be specified for each MEPS location.

EQUIPMENT: Government Provided: Audio Booth with Audiometers and UPS for Audiometers

FURNITURE: Government Provided: Seating and worktable

ADJACENCIES: N/A

OTHER: The Audio Booth will be furnished and installed by the government.



AUDIO TEST ROOM
350 sq ft

MEDICAL

SQUARE FT:

200

SECTION:

ROOM NAME:	Male Urinalysis	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	Varies
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 2

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 7

FINISHES

FLOORS/BASE: TYPE 4

WALLS: TYPE 3

CEILING: TYPE 2

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: GFI Duplex Receptacles: 1
Duplex Receptacles: 1

COMMUNICATIONS: Intercom / Paging System: SPEAKER TYPE 1

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION:

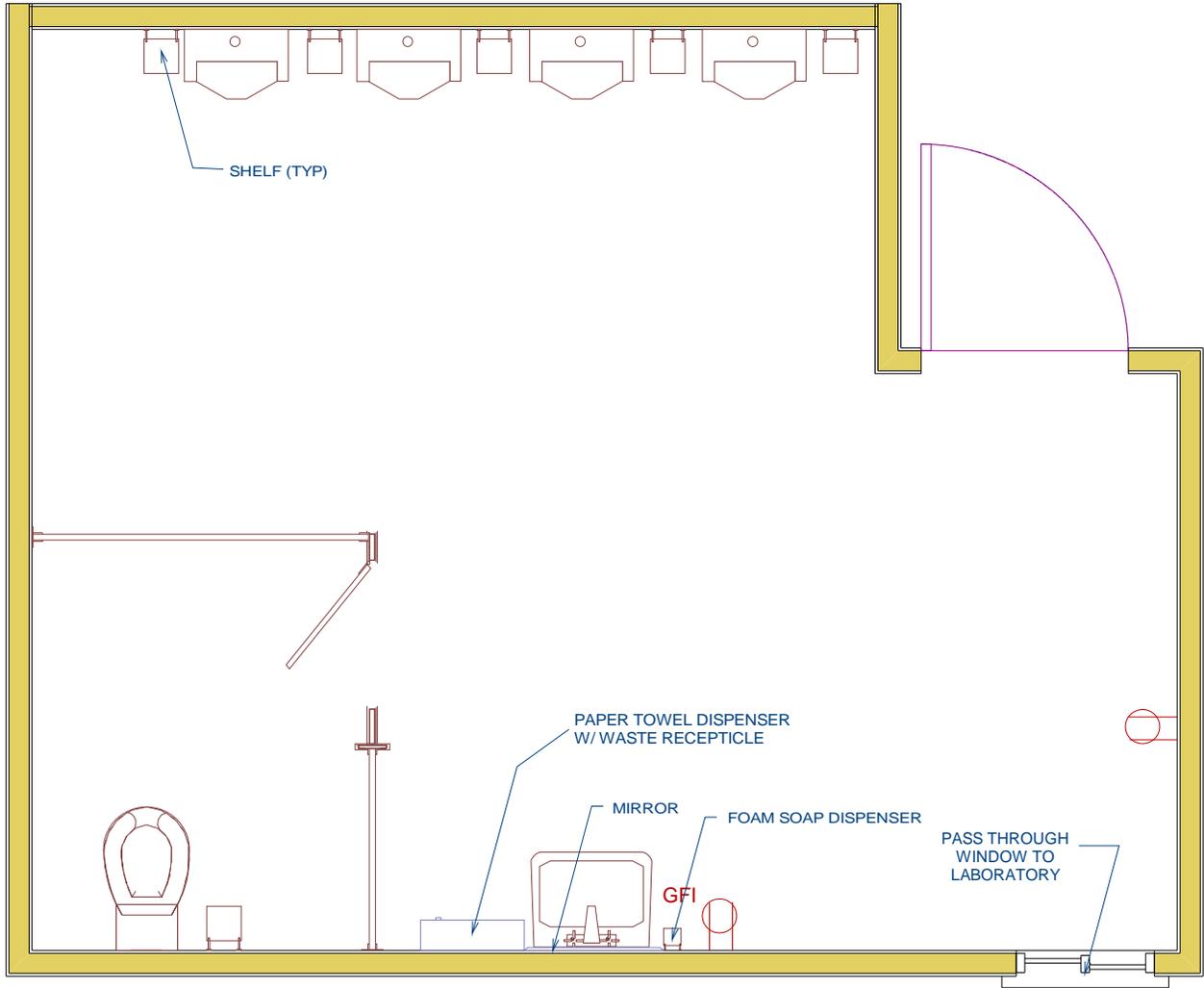
- Provide and install a vitreous china lavatory with a single lever mixing valve and all necessary plumbing for hot and cold water. Drains and vents shall be provided per code.
- Provide and install a wall hung, tankless, vitreous china water closet with a flush valve. All necessary plumbing from water supply, drain, and venting shall be provided per code.
- Provide and install four (4) vitreous china urinals with flush valves and all necessary plumbing for water supply, drain, and venting per code. One (1) urinal shall be mounted at handicap-accessible height.
- Provide and install a stainless steel shelf approximately 4" x 6" above each urinal and in each toilet stall. Firmly secure the shelf to the wall.
- Provide and install metal toilet partitions with ADA required grab bars and a toilet paper dispenser. Install door in a 90 degree hold-open position.
- Provide a pass-thru window opening into the lab, 42" high x 36" wide with frosted, tempered glass windows in an aluminum frame. The glass shall pull open from the Urinalysis Room with a magnetic push-latch.
- Provide and install a mirror above the lavatory, a paper towel dispenser and a foam soap dispenser.
- Provide and install an exhaust fan, vented to the outside, connected to the light switch.

EQUIPMENT: Government Provided: N/A

FURNITURE: Government Provided: Waste receptacles.

ADJACENCIES: The room must be directly adjacent to the Laboratory.

OTHER: Pass through shelf shall be 12" deep, 36" wide and 42" above floor.



MALE URINALYSIS

200 sq ft

SECTION:	MEDICAL	SQUARE FT:	150
ROOM NAME:	Female Urinalysis	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 2

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 7

FINISHES

FLOORS/BASE: TYPE 4

WALLS: TYPE 3

CEILING: TYPE 2

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: GFI Duplex Receptacles: 1

Duplex Receptacles: 1

COMMUNICATIONS: Intercom / Paging System: SPEAKER TYPE 1

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION:

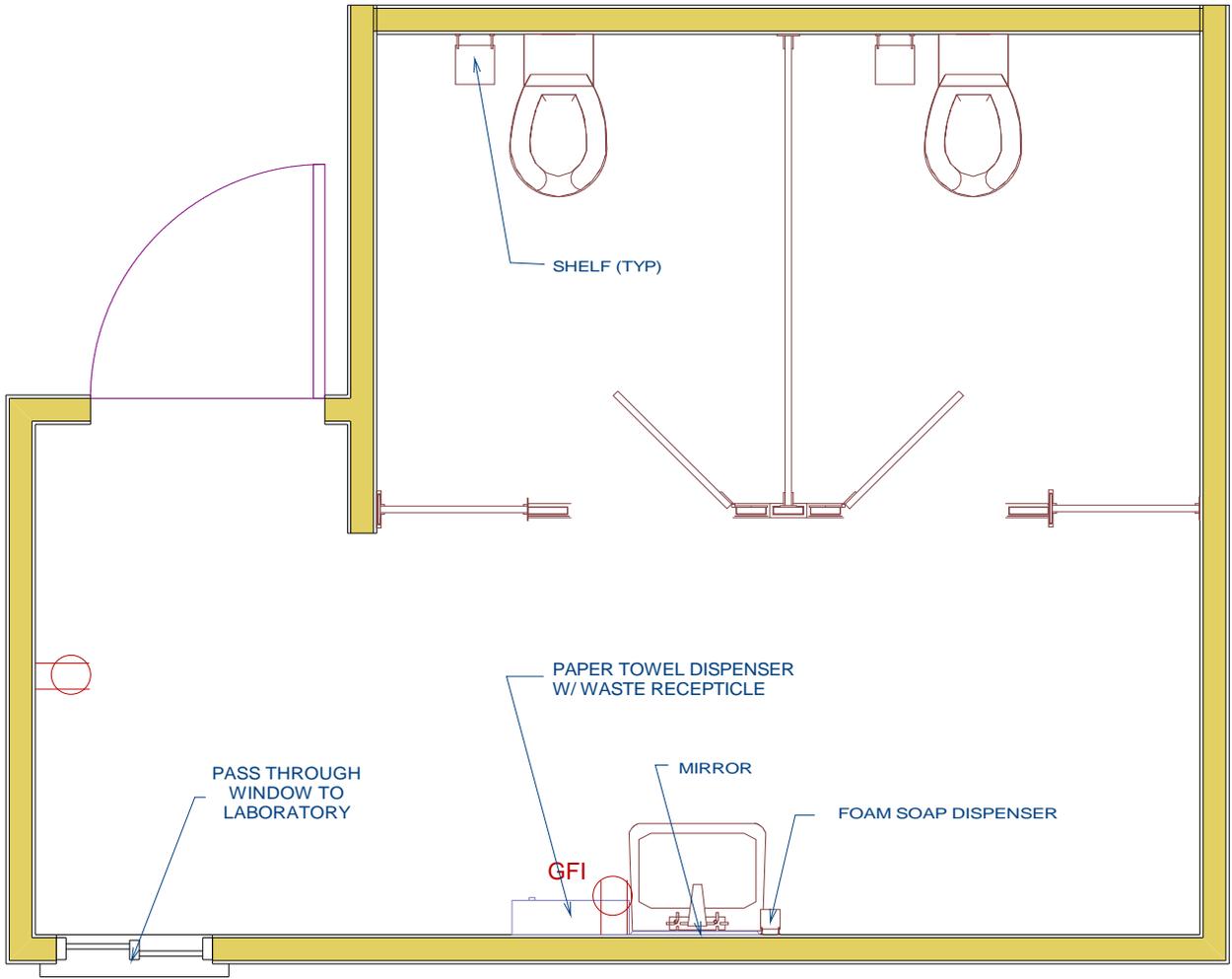
- Provide and install a vitreous china lavatory with a single lever mixing valve and all necessary plumbing for hot and cold water. Drains and vents shall be provided per code.
- Provide and install two (2), wall hung, tankless, vitreous china water closets with flush valves. All necessary plumbing from water supply, drain, and venting shall be provided per code.
- Provide and install a stainless steel shelf approximately 4" x 6" adjacent to toilet paper dispenser. Firmly secure the shelf to the wall or the toilet partition.
- Provide and install metal toilet partitions with ADA required grab bars and toilet paper dispensers. Install doors in a 90 degree hold-open position.
- Provide a pass-thru window opening into the lab, 42" high x 36" wide with frosted, tempered glass windows in an aluminum frame. The glass shall pull open from the Urinalysis Room with a magnetic push-latch.
- Provide and install a mirror above the lavatory, a paper towel dispenser and a foam soap dispenser.
- Provide and install an exhaust fan, vented to the outside, connected to the light switch.

EQUIPMENT: Government Provided: N/A

FURNITURE: Government Provided: Waste receptacles.

ADJACENCIES: The room must be directly adjacent to the Laboratory.

OTHER: Pass through shelf shall be 12" deep, 36" wide and 42" above floor.



FEMALE URINALYSIS

150 sq ft

SECTION:	MEDICAL	SQUARE FT:	360-720
ROOM NAME:	Male Ortho	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	Varies
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 6

FINISHES

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1 – Lighting must be maintained at a level of 75 foot-candles at 30” AFF.

ELECTRICAL POWER: Duplex Receptacles: 6

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 1

Intercom / Paging System: SPEAKER TYPE 1

HVAC: TYPE 2 – Maintain temperatures between 72F and 76F.

SECURITY: N/A

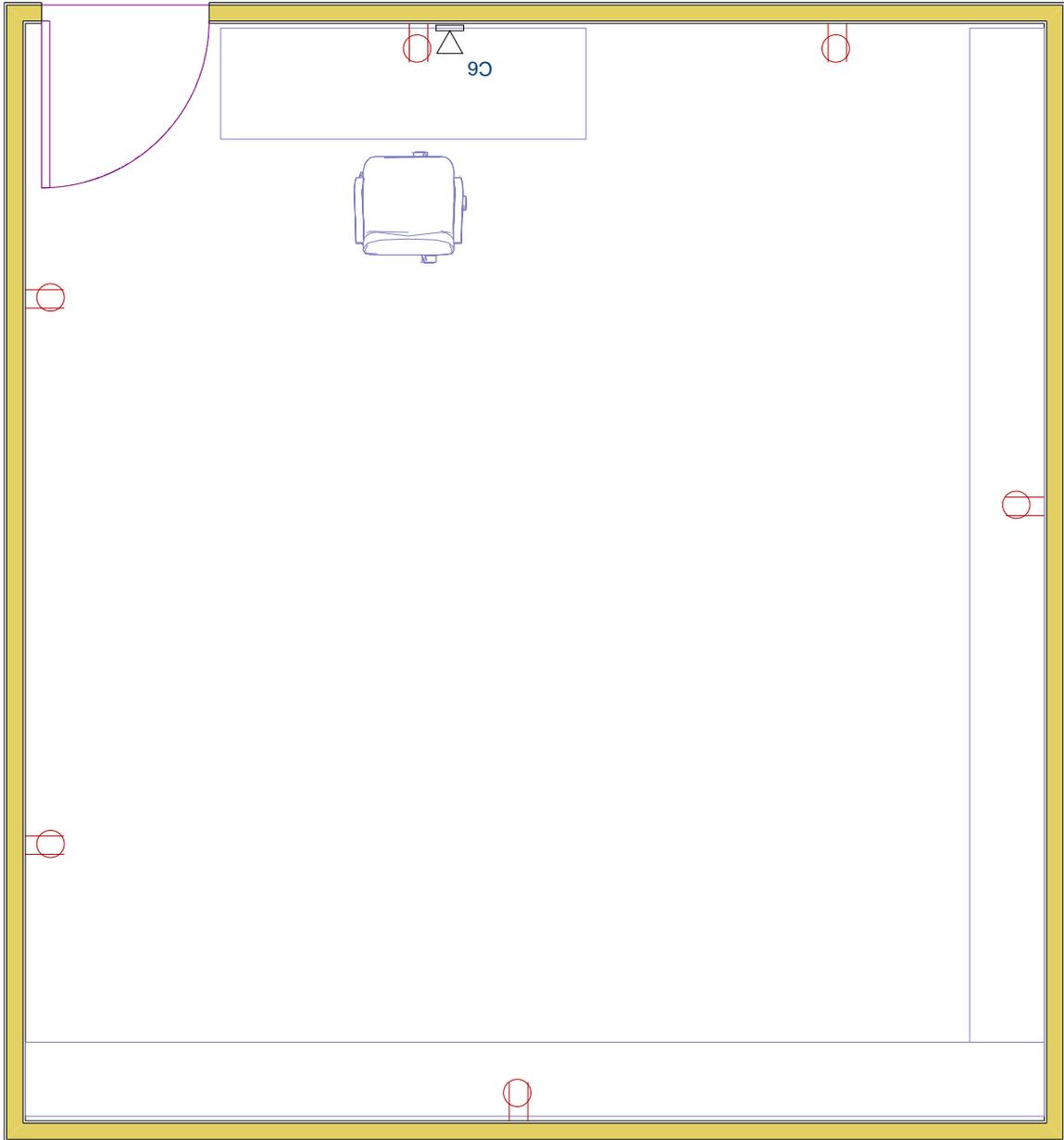
SPECIAL CONSTRUCTION: A 10'-0” minimum finished ceiling height is required. Provide and install at 18” AFF, 1'-4” deep solid surface benches along two walls. Provide and install brass or stainless steel clothes hooks with through bolts at 24” on center.

EQUIPMENT: Government Provided: USMIRS workstation; and Bar Code Scanner

FURNITURE: Government Provided: Waste receptacles, desk and task chair

ADJACENCIES: Adjacent to the Chief Medical Officer and Male Exam Rooms.

OTHER: N/A



MALE ORTHO
(360 - 720 SF)
360 sq ft

SECTION:	MEDICAL	SQUARE FT:	225-450
ROOM NAME:	Female Ortho / Dressing	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	Varies
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 6

FINISHES

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1 – Lighting must be maintained at a level of 75 foot-candles at 30” AFF.

ELECTRICAL POWER: Duplex Receptacles: 5

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 1

Intercom / Paging System: SPEAKER TYPE 1

HVAC: TYPE 2 – Maintain temperatures between 72F and 76F.

SECURITY: N/A

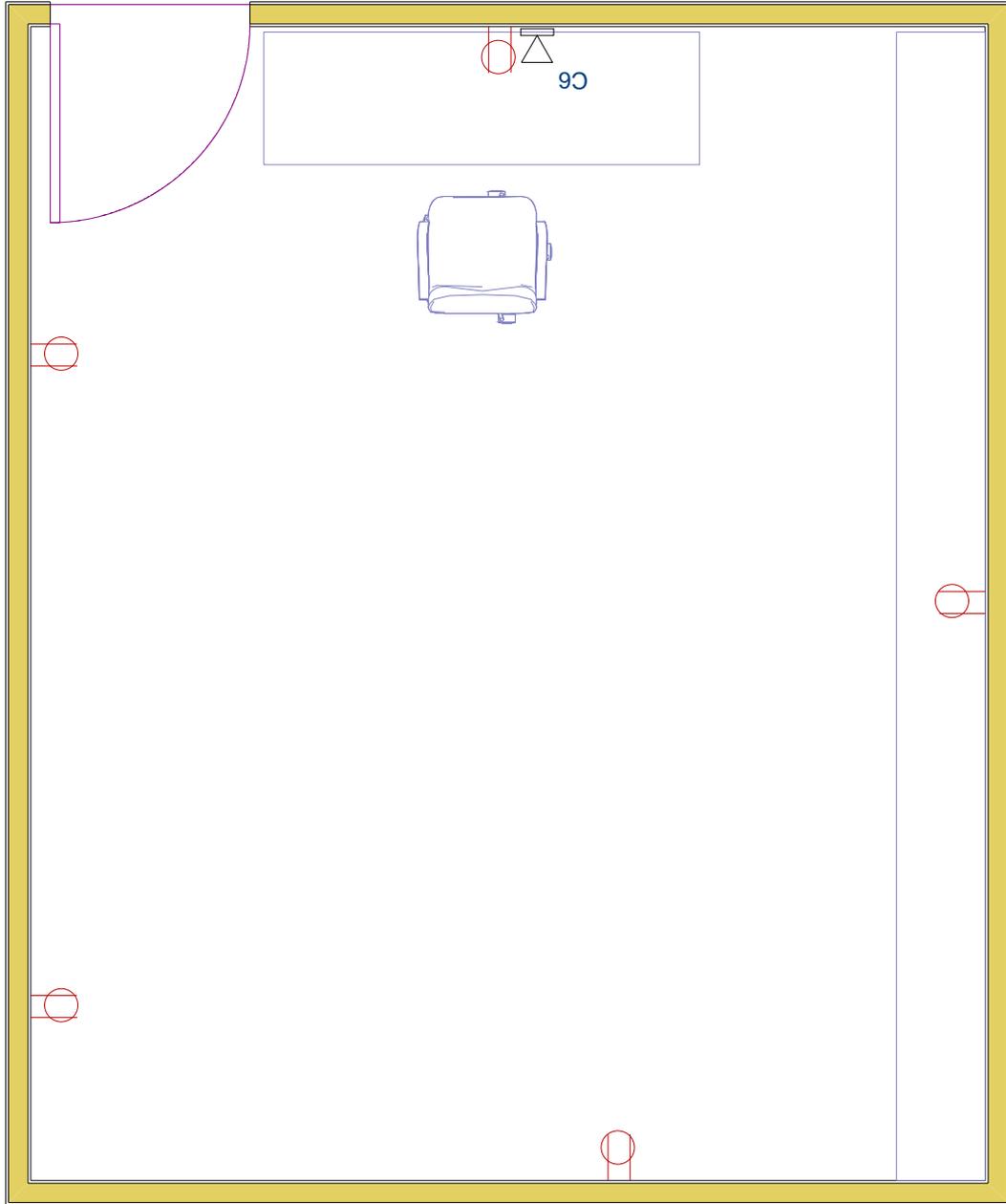
SPECIAL CONSTRUCTION: A 10'-0” minimum finished ceiling height is required. Provide and install at 18” AFF, 1'-4” deep solid surface bench. Provide hospital-type cubicle curtains mounted in ceiling tracts to create 4 cubicles. Opaque curtains must hang above bench and to a height of 6’AFF. Provide and install 12 brass or stainless steel clothes hooks with through bolts (three per cubicle).

EQUIPMENT: Government Provided: USMIRS workstation; and Bar Code Scanner

FURNITURE: Government Provided: Waste receptacles, desk and task chair

ADJACENCIES: Adjacent to the Female Exam Rooms and Female Waiting.

OTHER: N/A



FEMALE ORTHO
(225 - 450 SF)
 250 sq ft

SECTION:	MEDICAL	SQUARE FT:	100
ROOM NAME:	Female Waiting	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	Up to 8
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 1

FINISHES

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 2

COMMUNICATIONS: Intercom / Paging System: SPEAKER TYPE 1

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: Provide and install a hard wood chair rail, stained to match the doors, on all walls. Apply a durable washable paint wainscot below chair rail.

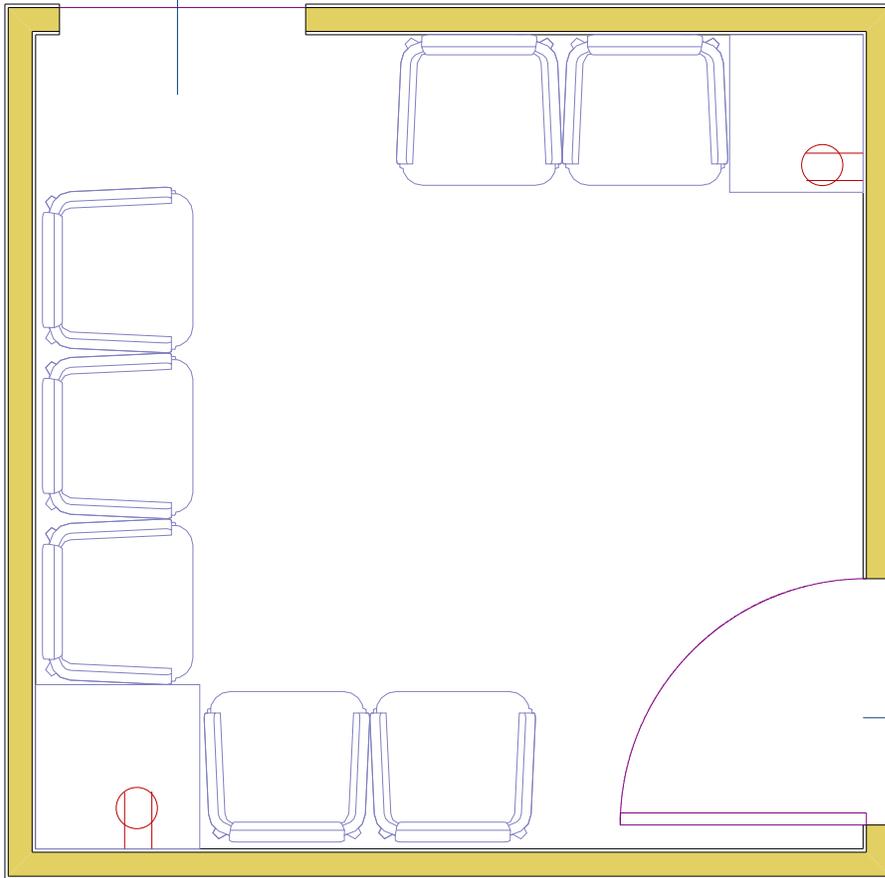
EQUIPMENT: Government Provided:

FURNITURE: Government Provided: Seating

ADJACENCIES: Directly adjacent to the Female Urinalysis, Female Exam Room, and the Female Ortho Room.

OTHER: N/A

TO FEMALE
ORTHO



MEDICAL
WAITING

FEMALE WAITING
100 sq ft

**US MILITARY ENTRANCE PROCESSING STATION
DESIGN GUIDE**

The following requirements are to be furnished, installed and maintained by the Lessor. All the items found in these requirements shall be amortized in the overall rental consideration, unless otherwise specified.

LIAISON SECTION

The Liaison Section must be located in a self-contained office suite with a secondary entry/exit door, access to staff toilets, and after hours HVAC. The entrance door to this section must be visible from the Main Control Counter. The MEPS must be able to secure the door to the Liaison Section preventing unauthorized after-hours Liaison access to the remaining MEPS sections. If required by code, the secondary door from the Liaison Section to the MEPS space shall have a magnetic strike, with a hold close function, connected to the fire alarm system, to be released in emergency situations.

LIAISON SECTION SPACE ALLOCATION STANDARDS

PERSONNEL	GRADE	TYPE	QTY	CAT 1	CAT 2	CAT 3	CAT 4	CAT 5	TTL
Army Senior Counselor		P*	1	110					110
Army Liaison		O	1	100					100
Army Clerk		O	1	60					60
Navy Senior Counselor		P*	1	110					110
Navy Liaison		O	1	100					100
Navy Clerk		O	1	60					60
Air Force Senior Counselor		P*	1	110					110
Air Force Liaison		O	1	100					100
Marine Corps Senior Counselor		P*	1	110					110
Marine Corps Liaison		O	1	100					100
Coast Guard Senior Counselor		P*	1	110					110
Coast Guard Liaison		O	1	100					100
National Guard Sr. Counselor		P*	1	110					110
National Guard Liaison		O	1	100					100

SUPPORT SPACES	TYPE	QTY	CAT 1	CAT 2	CAT 3	CAT 4	CAT 5	TTL
Security Interview	P	1	100					100
Army ARADS	O	1	60					60
Navy Advance Placement Test	P	1	100					100
Air Force PROMIS Station	O	1	60					60
Waiting Area	O	1	800	700	600	500	400	Varies
TV Room	O	1	400	350	300	250	200	Varies

DEFINITIONS:

GRADE: Position level within the Government.

TYPE O: Open Office Space.

TYPE P: Private Office Space.

QTY: Quantity of workspaces that size and grade.

CAT 1: Square footage allowed per Category 1, MEPS Space.

CAT 2: Square footage allowed per Category 2, MEPS Space.

CAT 3: Square footage allowed per Category 3, MEPS Space.

CAT 4: Square footage allowed per Category 4, MEPS Space.

CAT 5: Square footage allowed per Category 5, MEPS Space.

TTL: Total square footage of each type of workspace.

NOTE: Within each service liaison section, provide the Senior Counselor a private office if he/she supervises 6 or more staff members.

SECTION:	LIAISON	SQUARE FT:	110
ROOM NAME:	Army Senior Counselor	QUANTITY:	1
SPACE TYPE:	Private (if supervising 6 or more staff)	OCCUPANTS:	1
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

FINISHES

FLOORS/BASE: TYPE 2 – If located in Private Office; TYPE 1 – If located in Open Office

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

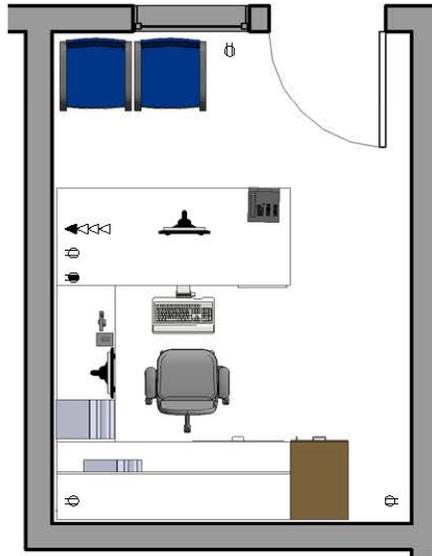
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: PC w/ printer

FURNITURE: Government Provided: Desk, Credenza, Chair

ADJACENCIES: Located within the Army Liaison Section

OTHER: N/A



ARMY SENIOR COUNSELOR

SECTION:	LIAISON	SQUARE FT:	100
ROOM NAME:	Army Liaison	QUANTITY:	1
SPACE TYPE:	Private Office Suite	OCCUPANTS:	1
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

FINISHES

FLOORS/BASE: TYPE 1

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2, For Entire Open Office Area

HVAC: TYPE 1

SECURITY: N/A

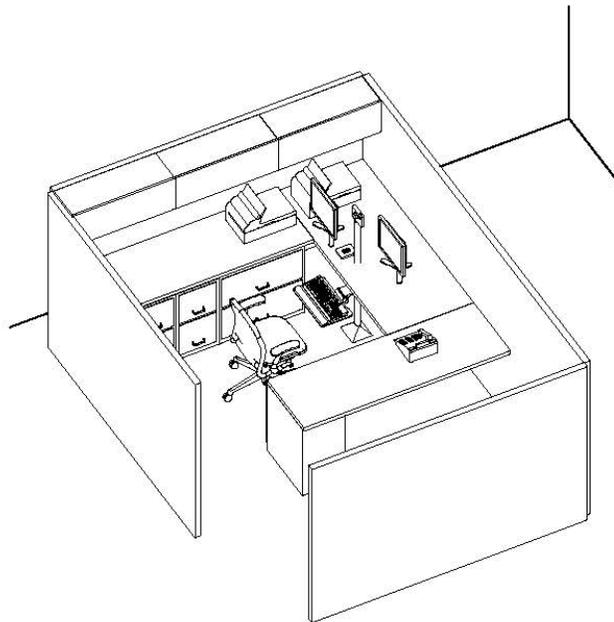
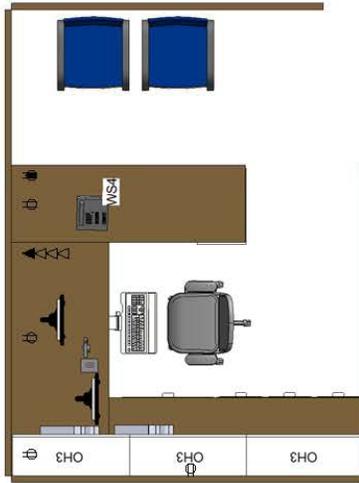
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: USMIRS workstation; USMIRS Printer; Electronic Biometric Appliance; and Bar Code Scanner; Digital Camera w/ Tripod and adaptors.

FURNITURE: Government Provided: Systems furniture with electrified raceway will be utilized. Floor cores may be necessary. Power poles will not be allowed. U-shaped workstation, task chair and guest seating

ADJACENCIES: Near Senior Liaison and Part of the Liaison Open Office Space.

OTHER: Number of assigned liaisons varies.



ARMY LIAISON

SECTION:	LIAISON	SQUARE FT:	60
ROOM NAME:	Army Clerk	QUANTITY:	1
SPACE TYPE:	Open Office	OCCUPANTS:	1
ROOM NUMBER:			

WALL CONSTRUCTION: N/A

DOORS & FRAMES: N/A

HARDWARE: N/A

FINISHES

FLOORS/BASE: TYPE 1

WALLS: N/A

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4
 Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

HVAC: TYPE 1

SECURITY: N/A

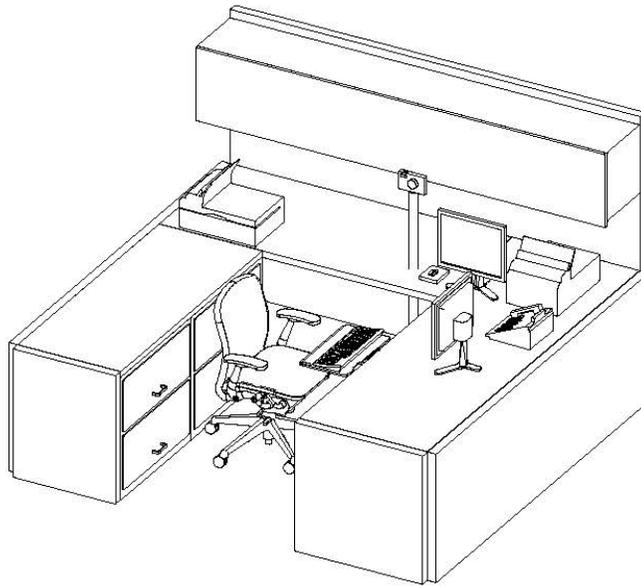
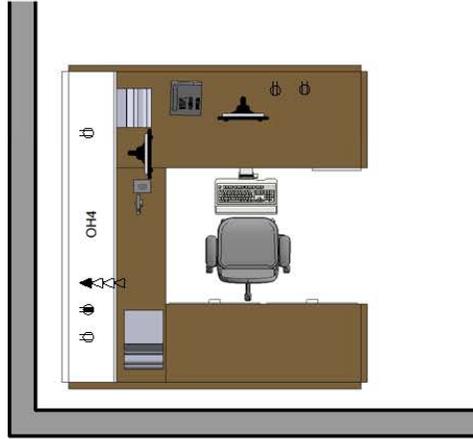
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: USMIRS workstation; USMIRS printer; Electronic Biometric Appliance; and Bar Code Scanner

FURNITURE: Government Provided: Systems furniture with electrified raceway will be utilized. Floor cores may be necessary. Power poles will not be allowed. U-shaped workstation, task chair and guest seating

ADJACENCIES: Part of the Liaison Open Office Space.

OTHER: N/A



ARMY CLERK

SECTION:	LIAISON	SQUARE FT:	100
ROOM NAME:	Security Interview	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	Up to 2
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

FINISHES

FLOORS/BASE: TYPE 2

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 1

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

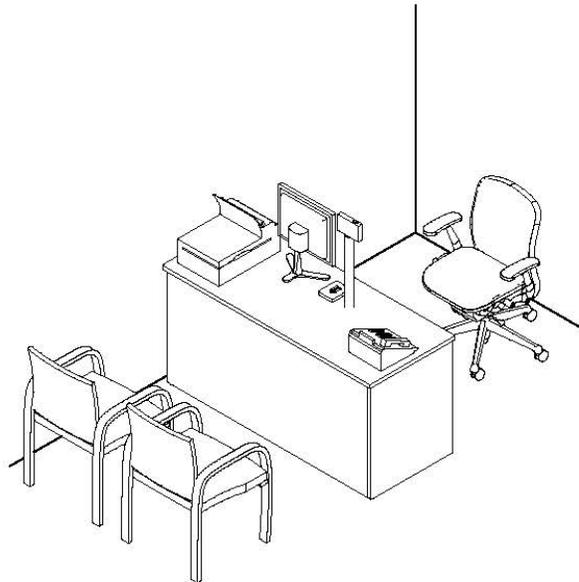
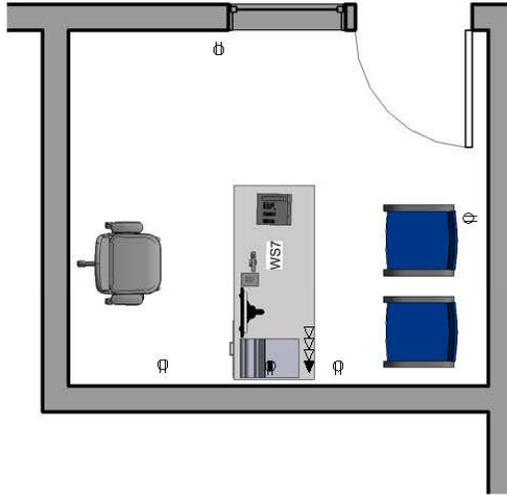
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: PC

FURNITURE: Government Provided: Desk and chairs.

ADJACENCIES: Located adjacent to Liaison Waiting area.

OTHER: N/A



SECURITY INTERVIEW

SECTION:	LIAISON	SQUARE FT:	110
ROOM NAME:	Navy Senior Counselor	QUANTITY:	1
SPACE TYPE:	Private (if supervising 6 or more staff)	OCCUPANTS:	1
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

FINISHES

FLOORS/BASE: TYPE 2 - If located in Private Office; TYPE 1 - If located in Open Office

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

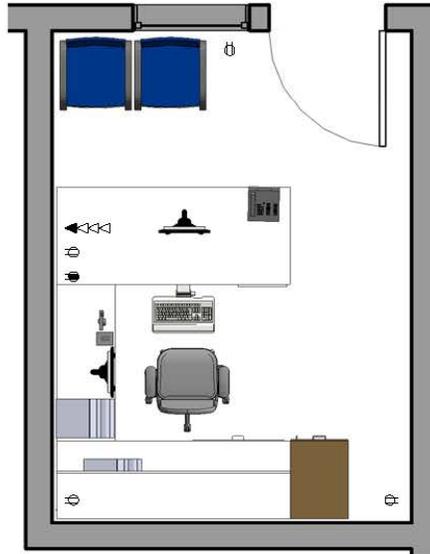
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: PC w/ printer

FURNITURE: Government Provided: U-shaped workstation, task chair and guest seating

ADJACENCIES: Located within the Navy Liaison Section.

OTHER: N/A



NAVY SENIOR COUNSELOR

SECTION:	LIAISON	SQUARE FT:	100
ROOM NAME:	Navy Liaison	QUANTITY:	1
SPACE TYPE:	Private Office Suite	OCCUPANTS:	1
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

FINISHES

FLOORS/BASE: TYPE 1

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2, For Entire Open Office Area

HVAC: TYPE 1

SECURITY: N/A

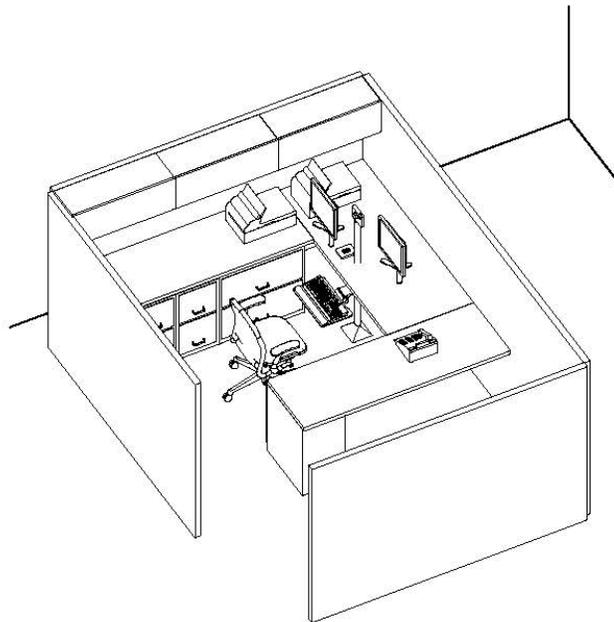
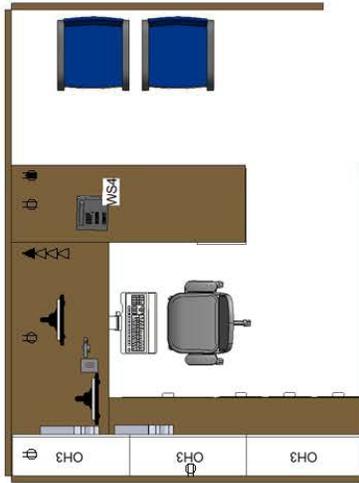
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: USMIRS workstation; USMIRS Printer; Electronic Biometric Appliance; and Bar Code Scanner; Digital Camera w/ Tripod and adaptors.

FURNITURE: Government Provided: Systems furniture with electrified raceway will be utilized. Floor cores may be necessary. Power poles will not be allowed. U-shaped workstation, task chair and guest seating

ADJACENCIES: N/A

OTHER: N/A



NAVY LIAISON

SECTION:	LIAISON	SQUARE FT:	60
ROOM NAME:	Navy Clerk	QUANTITY:	1
SPACE TYPE:	Open Office	OCCUPANTS:	1
ROOM NUMBER:			

WALL CONSTRUCTION: N/A

DOORS & FRAMES: N/A

HARDWARE: N/A

FINISHES

FLOORS/BASE: TYPE 1

WALLS: N/A

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4
 Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Receptacles: 2
 Intercom / Paging System: SPEAKER TYPE N/A

HVAC: TYPE 1

SECURITY: N/A

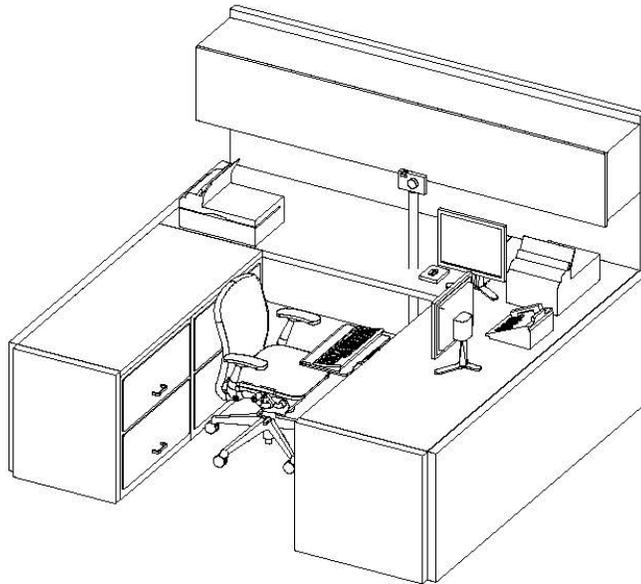
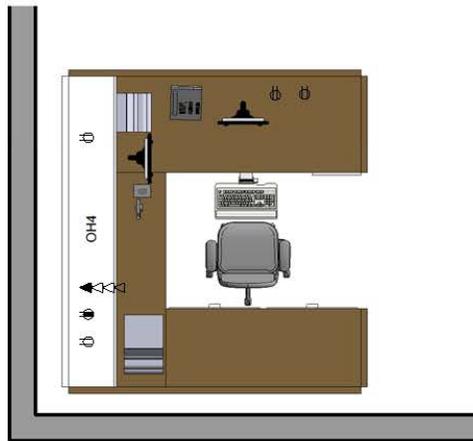
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: USMIRS workstation; USMIRS printer; and Bar Code Scanner

FURNITURE: Government Provided: Systems furniture with electrified raceway will be utilized. Floor cores maybe necessary and power poles will not be allowed. U-shaped workstation, task chair and guest seating

ADJACENCIES: N/A

OTHER: N/A



NAVY CLERK

SECTION:	LIAISON	SQUARE FT:	100
ROOM NAME:	Navy Advanced Placement Test	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	Varies
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 3

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 1

FINISHES

FLOORS/BASE: TYPE 1

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4
 Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

HVAC: TYPE 1

SECURITY: N/A

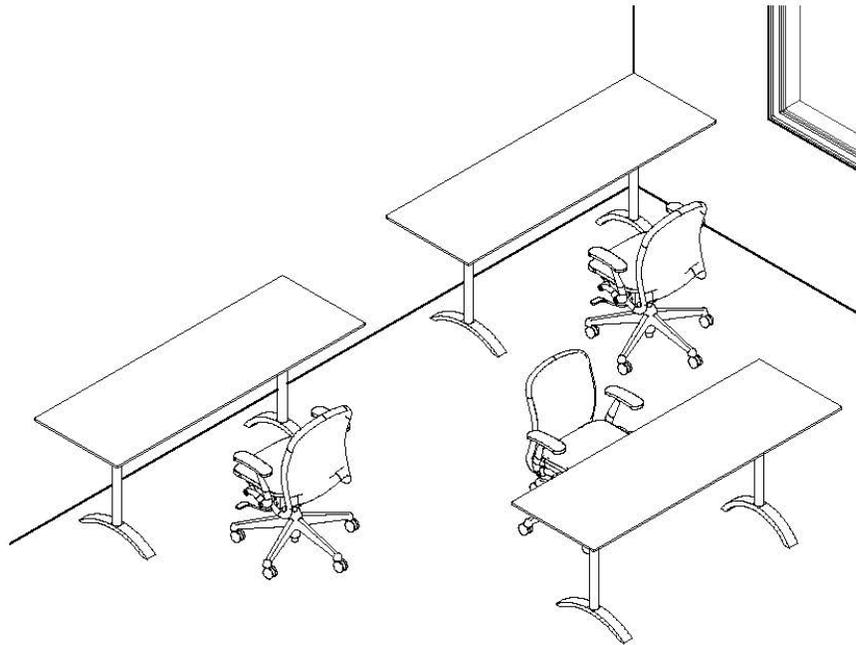
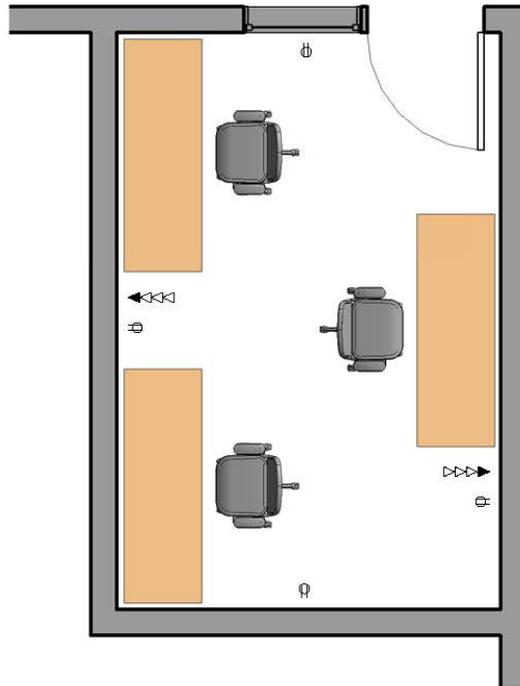
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: N/A

FURNITURE: Government Provided: Tables and chairs

ADJACENCIES: N/A

OTHER: N/A



NAVY ADVANCED PLACEMENT TEST

SECTION: LIAISON **SQUARE FT:** 110
ROOM NAME: Air Force Senior Counselor **QUANTITY:** 1
SPACE TYPE: Private (if supervising 6 or more staff) **OCCUPANTS:** 1
ROOM NUMBER:

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

FINISHES

FLOORS/BASE: TYPE 2 - If located in Private Office; TYPE 1 - If located in Open Office.

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER; Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

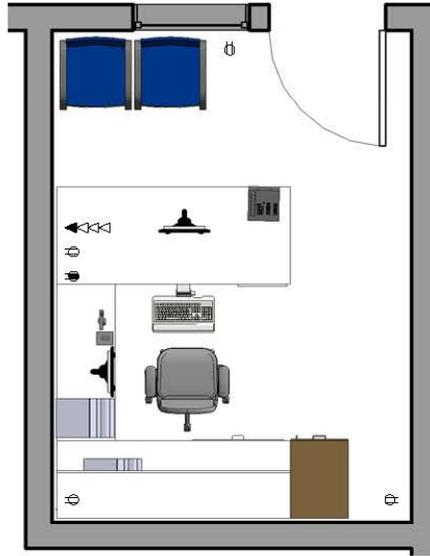
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: PC

FURNITURE: Government Provided: U-shaped workstation, task chair and guest seating

ADJACENCIES: Located within the Air Force Liaison Section.

OTHER: N/A



AIR FORCE SENIOR COUNSELOR

SECTION:	LIAISON	SQUARE FT:	100
ROOM NAME:	Air Force Liaison / Counselor	QUANTITY:	1
SPACE TYPE:	Private Office Suite	OCCUPANTS:	1
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

FINISHES

FLOORS/BASE: TYPE 1

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4
 Computer Designated Duplex Receptacles: 1

COMMUNICATIONS Telephone/Data Quadruplex Receptacles: 2
 Tele/Data Dedicated Duplex Receptacles: 1
 Intercom / Paging System: SPEAKER TYPE 2, For Entire Open Office Area

HVAC: TYPE 1

SECURITY: N/A

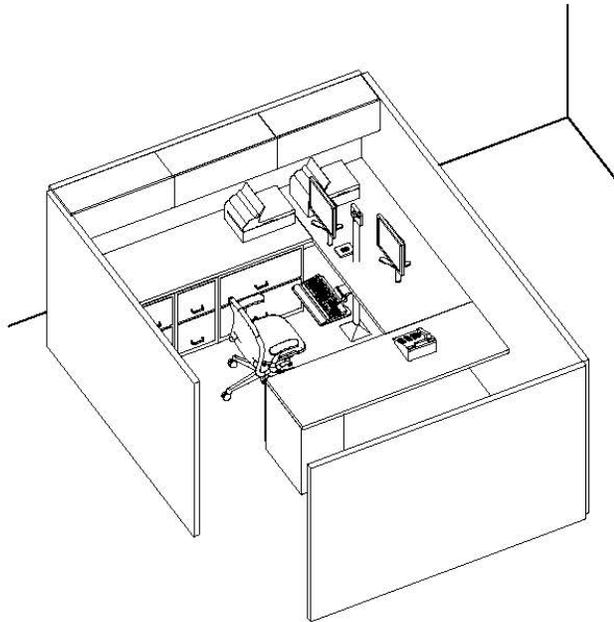
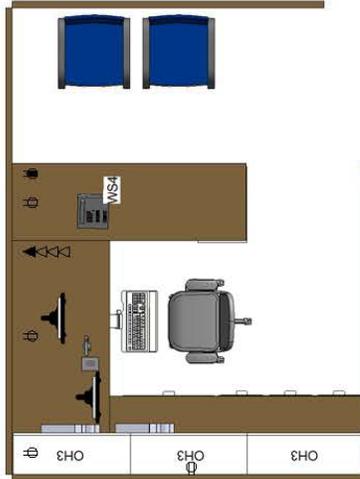
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: USMIRS workstation; USMIRS printer; Electronic Biometric Appliance; and Bar Code Scanner; Digital Camera w/ tripod and adaptors

FURNITURE: Government Provided: Systems furniture with electrified raceway will be utilized cores may be necessary. Power poles will not be allowed. U-shaped workstation, task chair and guest seating

ADJACENCIES: N/A

OTHER: N/A



AIR FORCE LIAISON / COUNSELOR

SECTION:	LIAISON	SQUARE FT:	110
ROOM NAME:	Marine Corps. Senior Counselor	QUANTITY:	1
SPACE TYPE:	Private Office Suite	OCCUPANTS:	Varies
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

FINISHES

FLOORS/BASE: TYPE 1

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

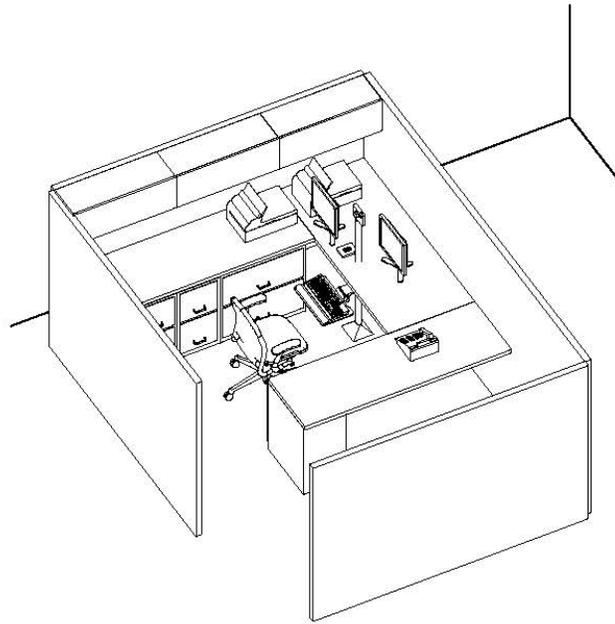
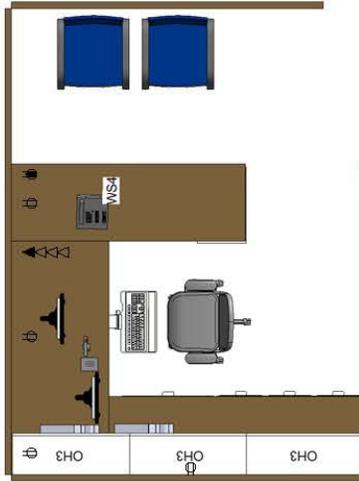
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: USMIRS workstation; USMIRS printer; Electronic Biometric Appliance; and Bar Code Scanner; Digital Camera w/ Tripod and adaptors

FURNITURE: Government Provided: U-shaped workstation, task chair and guest seating

ADJACENCIES: N/A

OTHER: Office area may increase to accommodate more than one but less than six Liaisons.



MARINE CORPS SENIOR COUNSELOR

SECTION:	LIAISON	SQUARE FT:	100
ROOM NAME:	Marine Corps Liaison	QUANTITY:	1
SPACE TYPE:	Open Office Area	OCCUPANTS:	1
ROOM NUMBER:			

WALL CONSTRUCTION: N/A

DOORS & FRAMES: N/A

HARDWARE: N/A

FINISHES

FLOORS/BASE: TYPE 1

WALLS: N/A

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4
 Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2
 Intercom / Paging System: SPEAKER TYPE 2, For Entire Open Office Area

HVAC: TYPE 1

SECURITY: N/A

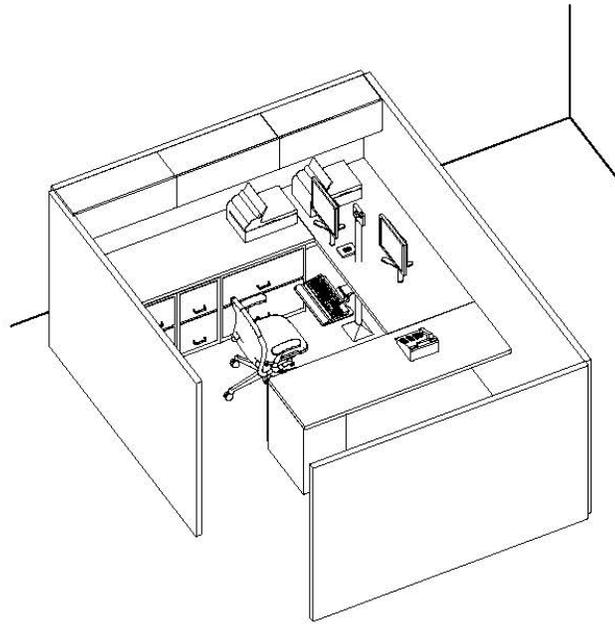
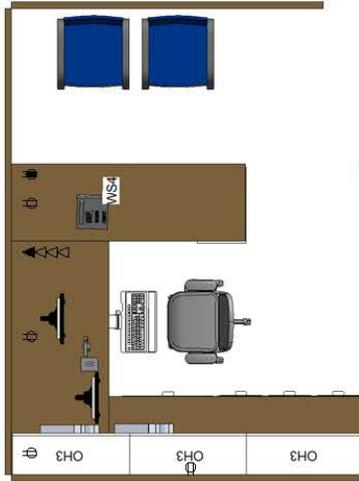
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: USMIRS workstation; USMIRS printer; Electronic Biometric Appliance; and Bar Code Scanner

FURNITURE: Government Provided: Systems furniture with electrified raceway will be utilized. Floor cores may be necessary. Power poles will not be allowed. U-shaped workstation, task chair and guest seating

ADJACENCIES: N/A

OTHER: N/A



MARINE CORPS LIAISON

SECTION:	LIAISON	SQUARE FT:	110
ROOM NAME:	Coast Guard Senior Counselor	QUANTITY:	1
SPACE TYPE:	Private Office Suite	OCCUPANTS:	Varies
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

FINISHES

FLOORS/BASE: TYPE 1

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

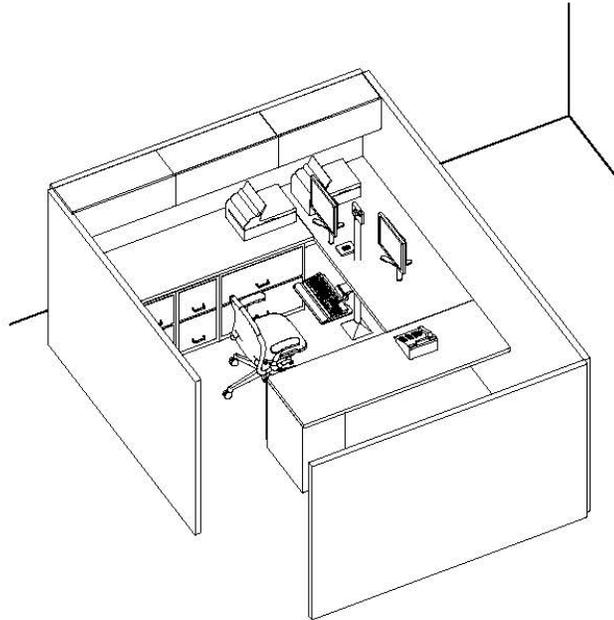
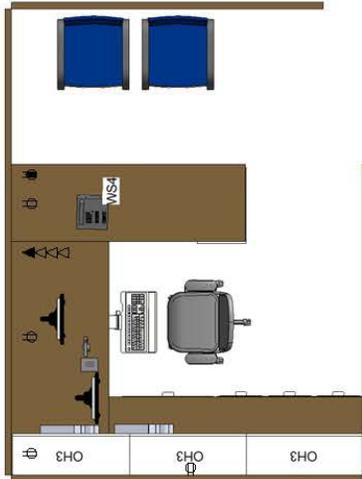
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: PC w/ printer

FURNITURE: Government Provided: U-shaped workstation, task chair and guest seating

ADJACENCIES: N/A

OTHER: Office area may increase to accommodate more than one but less than six Liaisons.



COAST GUARD SENIOR COUNSELOR

SECTION:	LIAISON	SQUARE FT:	100
ROOM NAME:	Coast Guard Liaison	QUANTITY:	1
SPACE TYPE:	Open Office	OCCUPANTS:	1
ROOM NUMBER:			

WALL CONSTRUCTION: N/A

DOORS & FRAMES: N/A

HARDWARE: N/A

FINISHES

FLOORS/BASE: TYPE 1

WALLS: N/A

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4
 Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2
 Intercom / Paging System: SPEAKER TYPE 2, For Entire Open Office Area

HVAC: TYPE 1

SECURITY: N/A

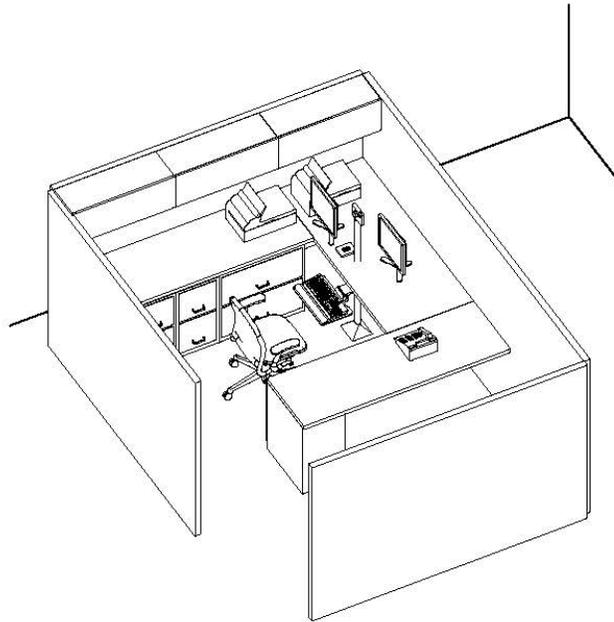
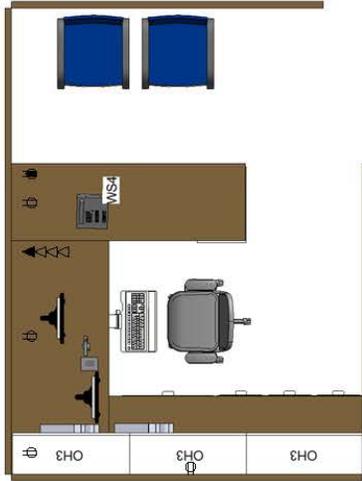
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: USMIRS workstation; USMIRS printer; Electronic Biometric Appliance; and Bar Code Scanner

FURNITURE: Government Provided: Systems furniture with electrified raceway will be utilized. Floor cores may be necessary. Power poles will not be allowed. U-shaped workstation, task chair and guest seating

ADJACENCIES: N/A

OTHER: N/A



COAST GUARD LIAISON

SECTION:	LIAISON	SQUARE FT:	110
ROOM NAME:	National Guard Senior Counselor	QUANTITY:	1
SPACE TYPE:	Private (if supervising 6 or more staff)	OCCUPANTS:	1
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

FINISHES

FLOORS/BASE: TYPE 1

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

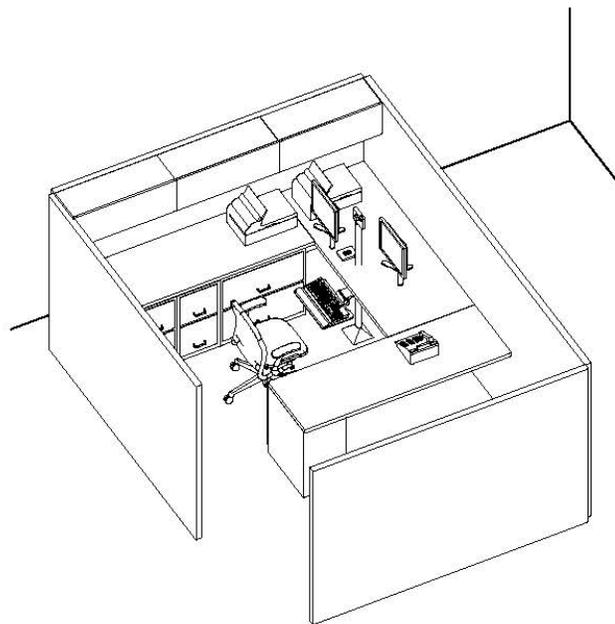
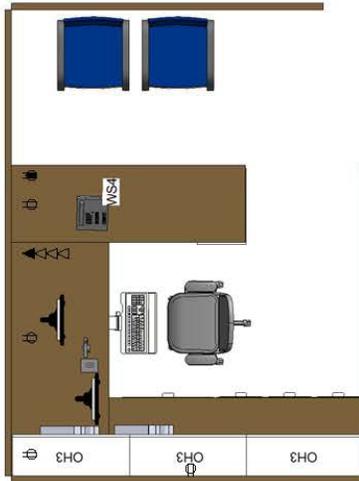
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: PC w/ printer

FURNITURE: Government Provided: U-shaped workstation, task chair and guest seating

ADJACENCIES: Locate within the National Guard Section.

OTHER: N/A



NATIONAL GUARD SENIOR COUNSELOR

SECTION:	LIAISON	SQUARE FT:	100
ROOM NAME:	National Guard Liaison	QUANTITY:	1
SPACE TYPE:	Open Office	OCCUPANTS:	1
ROOM NUMBER:			

WALL CONSTRUCTION: N/A

DOORS & FRAMES: N/A

HARDWARE: N/A

FINISHES

FLOORS/BASE: TYPE 1

WALLS: N/A

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4
 Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Receptacles: 2
 Intercom / Paging System: SPEAKER TYPE 2, For Entire Open Office Area

HVAC: TYPE 1

SECURITY: N/A

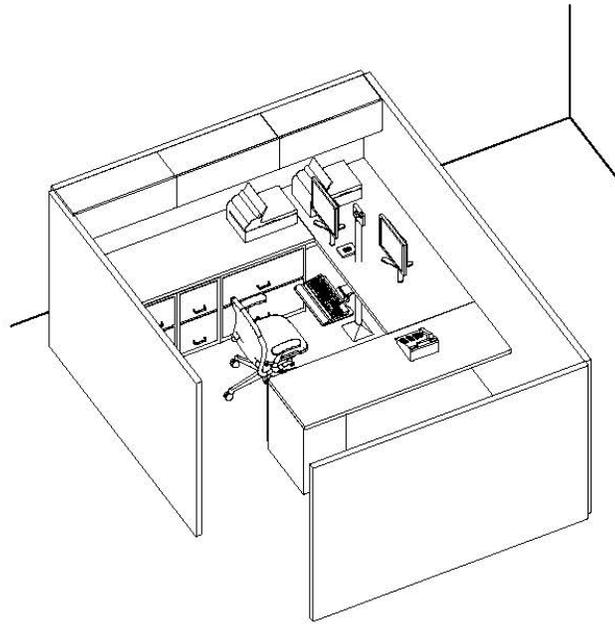
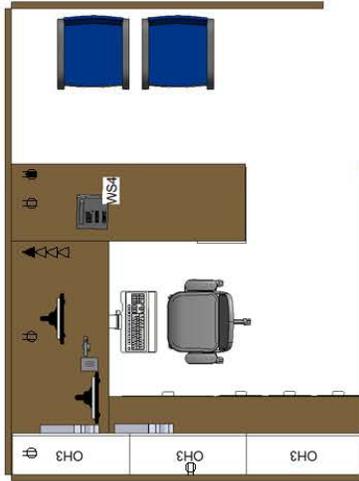
SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: USMIRS workstation; USMIRS printer; Electronic Biometric Appliance; and Bar Code Scanner

FURNITURE: Government Provided: Systems furniture with electrified raceway will be utilized. Floor cores may be necessary. Power poles will not be allowed. U-shaped workstation, task chair and guest seating

ADJACENCIES: N/A

OTHER: N/A



NATIONAL GUARD LIAISON

SECTION:	LIAISON	SQUARE FT:	400-800
ROOM NAME:	Waiting Area	QUANTITY:	1
SPACE TYPE:	Private	OCCUPANTS:	Varies
ROOM NUMBER:			

WALL CONSTRUCTION: TYPE 2

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

FINISHES

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 8

COMMUNICATIONS: Telephone/Data Receptacles: 0
 Intercom / Paging System: SPEAKER TYPE 1
 Cable TV / Satellite Dish Receptacle: 1

HVAC: TYPE 2

SECURITY: Install one 360 degree ceiling mounted passive infrared (PIR) motion detector; Install one domed interior ceiling mounted color CCTV camera monitored at the main control counter. Requirement to be validated by J1/MHR-PR.

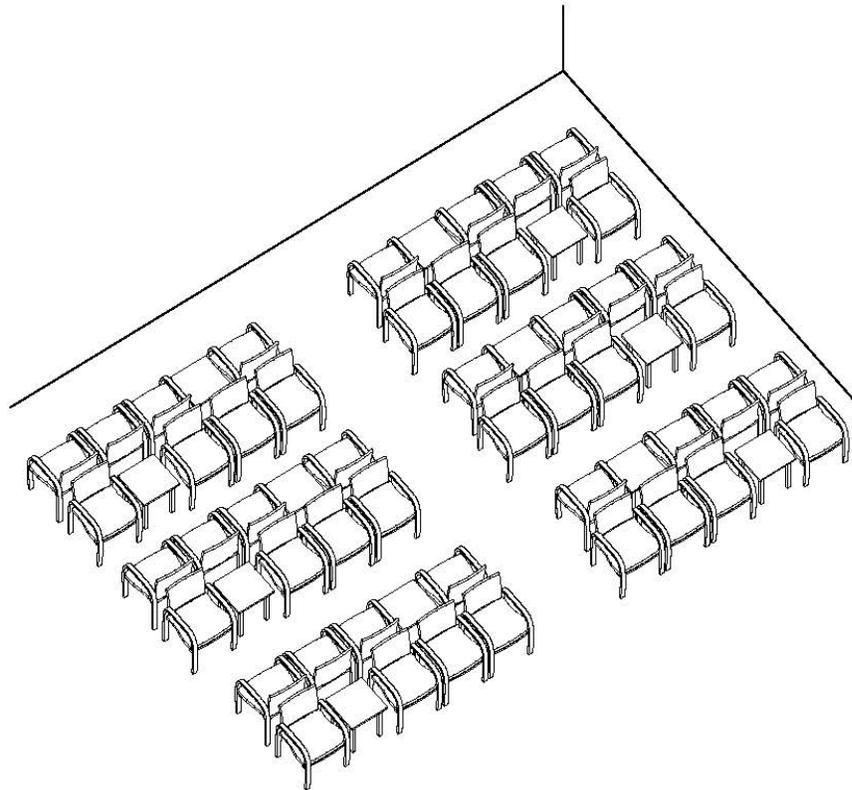
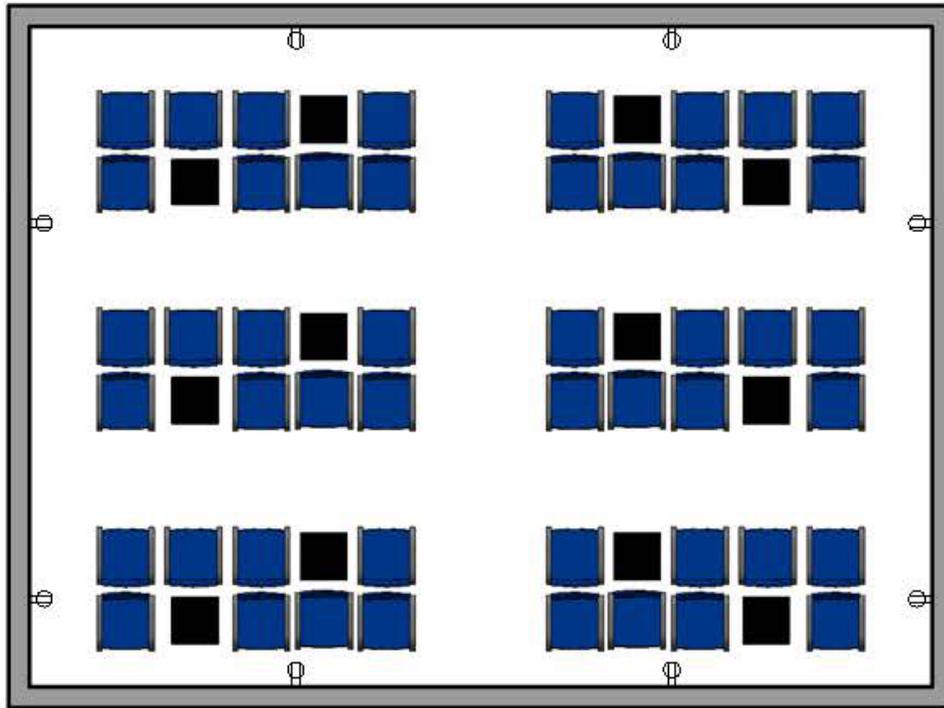
SPECIAL CONSTRUCTION: Provide and install a hardwood chair rail at 32" above floor, stained to match the doors, on all walls. Apply a durable washable paint wainscot below chair rail.

EQUIPMENT: Government Provided: TV

FURNITURE: Government Provided: Seating

ADJACENCIES: Centrally located within the Liaison Section and combined with TV Room function.

OTHER: N/A



LIAISON WAITING AREA

SECTION:	SUPPORT AND/OR LIAISON FUNCTIONS	SQUARE FT:	200-400
ROOM NAME:	TV Room	QUANTITY:	1
SPACE TYPE:	Open	OCCUPANTS:	Varies
ROOM NUMBER:			

WALL CONSTRUCTION: N/A

DOORS & FRAMES: N/A

HARDWARE: N/A

FINISHES

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

COMMUNICATIONS: Intercom / Paging System: TYPE 1

Cable TV / Satellite Dish Receptacle: 1

HVAC: TYPE 2

SECURITY: N/A

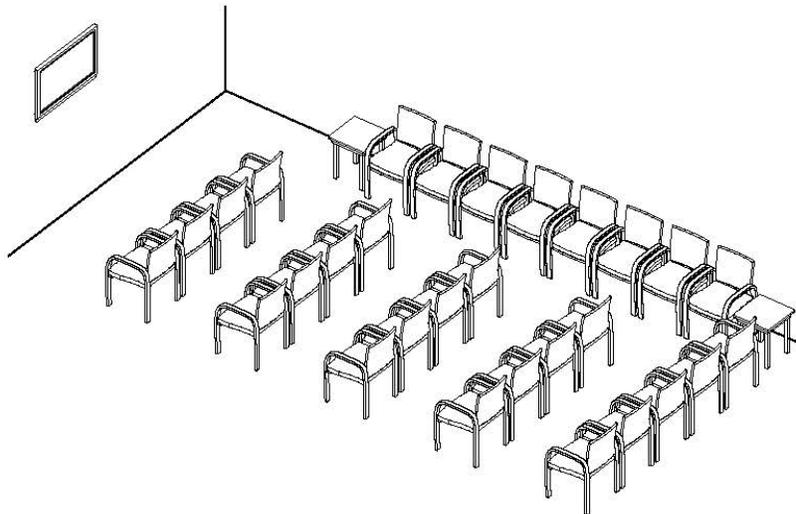
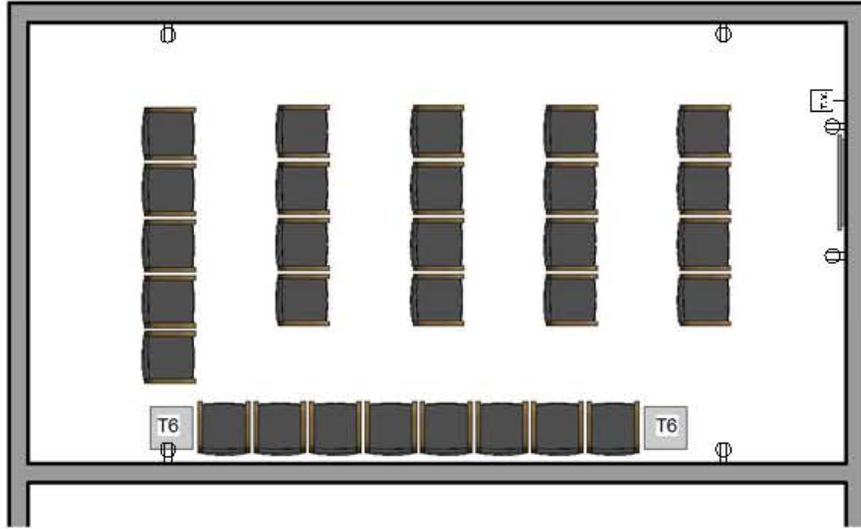
SPECIAL CONSTRUCTION: Provide and install a hardwood chair rail at 32" above floor, stained to match the doors, on all walls. Apply a durable washable paint wainscot below chair rail.

EQUIPMENT: Government Provided: Television set.

FURNITURE: Government Provided: Seating

ADJACENCIES: This function is included in the Applicant Waiting Room and/or the Liaison Waiting Area.

OTHER: N/A



TV ROOM