



**DEPARTMENT OF THE ARMY**  
**ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT**  
**600 ARMY PENTAGON**  
**WASHINGTON, DC 20310-0600**

DAIM-ZA

APR 15 2010

**MEMORANDUM FOR**

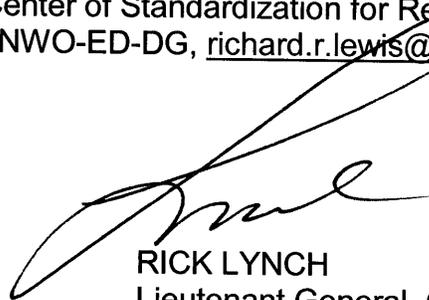
Commander, US Army Corps of Engineers (CEMP), 441 G Street NW,  
Washington, DC 20314

Commander, Installation Management Command (IMLO), 2511 Jefferson Davis  
Highway, Arlington, VA 22202

**SUBJECT: Army Standard for Religious Education Facilities**

1. The enclosed Army Standard for Religious Education Facilities is hereby approved for implementation. The standard applies to all Army Religious Education Facilities. Only the Assistant Chief of Staff for Installation Management has authority to approve exceptions to this standard. Waivers from the Army Standard must be approved in accordance with AR 420-1.
2. The standard is mandatory for all Religious Education Facility construction projects FY12 and beyond.
3. The co-chairs for the Facilities Design Team (FDT) for Religious Education Facilities are: Mr. John Schupp, DAIM-ODC, [jack.schupp@conus.army.mil](mailto:jack.schupp@conus.army.mil), (703) 601-1650, and Chaplain (LTC) Raymond A. Robinson Jr., DACH-IRML, [raymond.robinsonjr@conus.army.mil](mailto:raymond.robinsonjr@conus.army.mil), (703) 601-1122.
4. The FDT POC at the USACE Center of Standardization for Religious Education Facilities is Mr. Richard Lewis, CENWO-ED-DG, [richard.r.lewis@usace.army.mil](mailto:richard.r.lewis@usace.army.mil), (402) 995-2169.

Encl  
as



**RICK LYNCH**  
Lieutenant General, GS  
Assistant Chief of Staff  
for Installation Management



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**The Army Standard for Religious Education Facilities**

**March 2010**

**Description:**

This Army Standard for Religious Education Facilities (Category Code 73018) serves all Soldiers, their Family Members, retirees, DOD civilians, and other authorized personnel on a military garrison. This standard functions as part of a Chapel "functional unit", which consists of a worship supporting component and a religious education supporting component that together supports the full slate of Chaplaincy programs. When the religious education supporting component is combined in a project with the worship supporting component, the set will be referred to as a Chapel Complex. Since the worship supporting component may be provided as a "stand-alone" project (and has a separate Category Code), it is addressed in a separate Army Standard for General Congregation Chapels. Functionally, both components will be placed together on the same site or as a single facility. Historically, this has not been what has been provided and many "legacy" worship supporting facilities exist that do not include space to provide religious education, and a few "legacy" religious education supporting facilities exist that do not include space to provide worship support. Legacy facilities representing every possible mix of these two components also exist. Creating the appropriate proportion of these two components at any garrison will require evaluation of the legacy facilities that exist, and this evaluation will be important when developing any project for new facilities. This Standard has been prepared to meet criteria established by the Office of the Chief of Chaplains, and the corresponding Architectural and Engineering design criteria established by the Headquarters U. S. Army Corps of Engineers.

**Applicability:**

- The Army Standard applies to Active, Reserve, and National Guard Component facilities on Army Garrisons.
- All USACE geographic districts will incorporate the mandatory design features described herein in close coordination with USACE designed Center of Standardization (COS), for Religious Education Facilities.
- All Religious Education Facility projects must be reviewed by the COS to ensure conformance with the Army Standard.
- Specific projects will generally consist of the worship supporting component and the religious education supporting component. An evaluation of the garrison's ASIP population will determine the specific proportions of these space types to be provided

within the limits defined by the Army Standard Design. There are multiple sizes of each component and some flexibility in how they are combined to coordinate with site constraints and other garrison specific circumstances. The primary source for determining authorized allowances is the step function criteria found in the Real Property Planning and Analysis System (RPLANS) IAW the data provided by Office of the Chief of Chaplains, the HQDA functional proponent for religious facilities.

**Waivers:**

- Only the Assistant Chief of Staff for Installation Management has authority to approve exceptions to the Army Standard.
- Waivers from the Army Standard must be requested in accordance with the Army Regulation (AR) 420-1 and the Army Facilities Standardization Program Charter, latest edition.
- All waiver requests to the Army Standard require COS conflict resolution prior to submission by the Garrison Commander.
- Garrison Army Standard waiver request submissions must be received in sufficient time to allow completion of Facility Design Team review and development of recommendations or courses of action for the Army Facilities Standardization Committee to consider prior to implementation into project design.
- All Headquarters, Department of the Army (HQDA) approved waivers will be documented in installation master plans if intended to be applicable for all Installation locations, thereby serving as the installation's modified standards for the facility type affected.
- Late submissions and/or project delays are NOT sufficient stand-alone justification for accelerated review or other dispensation to meeting the Army Standard contained herein.

## The Army Standard

ITEM	MANDATORY CRITERIA												
Site Selection and Planning	<p>Locate the Religious Education Facility in an area that is centrally located in relation to housing areas and chapel facilities on the garrison master plan. Ensure the site includes sufficient parking and a bike rack.</p>												
Primary Facility Scope and Capacity	<p>Provide a Religious Education Facility (Small) with a primary space for not more than 250 occupants. Provide a building scope of not less than 22,500 gross square feet.</p> <p>Provide a Religious Education Facility (Medium) with a primary space for not more than 500 occupants. Provide a building scope of not less than 28,700 gross square feet.</p> <p>Provide a Religious Education Facility (Large) with a primary space for not more than 750 occupants. Provide a building scope of not less than 36,500 gross square feet.</p> <p>The Basis of Authorization.</p> <ul style="list-style-type: none"> <li>• The Religious Education Facility (REF) will be authorized on garrisons IAW the following criteria:</li> </ul> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Population</th> <th style="text-align: center;">REF Size</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1,601 to 10,000</td> <td style="text-align: center;">Small (22,500 SF)</td> </tr> <tr> <td style="text-align: center;">10,001 to 20,000</td> <td style="text-align: center;">Medium (28,700 SF)</td> </tr> <tr> <td style="text-align: center;">20,001 to 35,000</td> <td style="text-align: center;">Large (36,500 SF) *</td> </tr> <tr> <td style="text-align: center;">35,001 to 45,000</td> <td style="text-align: center;">Large *</td> </tr> <tr> <td style="text-align: center;">45,001 to 55,000</td> <td style="text-align: center;">Large *</td> </tr> </tbody> </table> <p>Notes:</p> <p>* Garrisons with populations over 20,000 will have at least one Large REF and will determine additional REF size requirements based on an analysis of the total square footage needed to support its population.</p> <p>** Requirement generated only where a chaplain is authorized.</p> <p>*** Deviations from REF sizes due to existing facilities will be</p>	Population	REF Size	1,601 to 10,000	Small (22,500 SF)	10,001 to 20,000	Medium (28,700 SF)	20,001 to 35,000	Large (36,500 SF) *	35,001 to 45,000	Large *	45,001 to 55,000	Large *
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	<p>requested from DACH-4/6/8/EN/Stratcom.</p> <ul style="list-style-type: none"> <li>Population is defined as:</li> </ul> <p>CONUS Population = Authorized Military Population + Dependent Population (Dependant Population = Military Population x 2.5).</p> <p>OCONUS Population = Authorized Military Population + Dependent Population + Civilian Population.</p>
Director of Religious Education Offices	Provide Director of Religious Education Offices for each DRE based on size of facility. They will be well lighted and allow for ample workspace. Each office will be not less than 150 square feet. Provide not less than 4 offices in the large facility, 3 offices in the medium facility, and 2 offices in the small facility.
Youth Ministry Center	Provide one Youth Ministry Center for Youth Workers. The area will be a shared work space for two Youth Ministry personnel of not less than 1,232 square feet in the large facility, 840 square feet in the medium facility, and 840 square feet in the small facility.
Resource Center	Provide one resource center with a space for a resource center coordinator in each facility. Provide an area of not less than 1,232 square feet in the large facility, 840 square feet in the medium facility, and 840 square feet in the small facility.
Conference Room	Provide one conference room per facility capable of seating a minimum of 25 people around a single table area and with enough room for chairs around the wall to seat up to 48 persons Provide an area of not less than 758 square feet in the large facility, 680 square feet in the medium facility, and 380 square feet in the small facility.
Classroom (Small)	Provide small classrooms with a storage cabinet for religious instruction/activities. Each small classroom will accommodate 16 students and two volunteers in an area of not less than 528 square feet. Storage cabinets will be not less than 20 square feet. Classrooms designated for infants/toddlers will have child appropriate sinks and toilets with half walls. Provide not less than 20 classrooms in the large facility, 16 in the medium facility, and 12 in the small facility.

Classroom (Large)	Provide large classrooms with a storage cabinet for religious instruction/activities. The classrooms in the large facility will be equipped with a sound divider/partition. The storage cabinet will be not less than 12 square feet. Each large classroom will accommodate 35 students and 4 volunteers in an area not less than 850 square feet in the large and medium facilities and not less than 940 square feet in the small facility. Provide not less than 4 classrooms in the large facility, 2 in the medium facility, and 1 in the small facility.
Multi-purpose Area	Provide not less than one Multi-purpose area per facility with an area of not less than 3,900 square feet in the large facility, 3,528 square feet in the medium facility, and 2,482 square feet in the small facility.
Kitchen	Provide one full service kitchen complete with counter space, cabinets, and two separate food preparation and pantry areas outfitted with appliances and a double sink. Provide an area not less than 293 square feet in the large facility, 233 square feet in the medium facility, and 233 square feet in the small facility.
Storage Rooms	Provide storage rooms for religious education supplies and equipment and to store tables, chairs and portable platform from the multipurpose room. Storage rooms will be strategically placed throughout the facility near groupings of classrooms, the Multi-Purpose Area, and the offices and conference room with combined storage capability of not less than 1,267 square feet in the large facility, 1,066 square feet in the medium facility, and 945 square feet in the small facility.
Toilets (Adult and Children)	Provide separate adult and children toilet facilities. Provide not less than 2 separate adult toilet facilities and not less than 1 separate children's toilet facility in the large, medium and small facilities. Provide toilet fixtures at a quantity per the Unified Facilities Criteria requirements for the building population. All toilets will provide the appropriate user access to urinals, lavatories, soap dispensers, paper towel dispensers and toilet tissue dispensers. Toilets will be well-lighted. Provide a total toilet area of not less than 1,570 square feet in the large facility, 1,440 square feet in the medium facility, and 1,419 square feet in the small facility.

Reception Area	Provide one reception area per facility with an area of not less than 388 square feet in the large facility, 388 square feet in the medium facility, and 196 square feet in the small facility.
Lobby Area	Provide lobby area that is welcoming, well-lighted and large enough to accommodate flow of traffic in and out. There will be a single multi-door entrance to allow for ease in monitoring of persons entering and exiting the facility. All other exterior doors will be considered fire safety exits rather than general entrance/exit locations. One office/admin space adjacent to the lobby area main entrance will have a large picture window for child safety/ monitoring purposes. Provide a lobby area of not less than 1,422 square feet in the large facility, 1,013 square feet in the medium facility, and 664 square feet in the small facility.
Hallways	Provide hallways that are well lighted and ample for ease of movement of groups from one area of the facility to another without major disruption of other groups or activities. Hallways will be equipped with water fountains at both child and adult height.
Janitor's Closet	Provide a janitor's closet not less than 28 square feet in the large facility, 22 square feet in the medium and small facilities to store ample bathroom and cleaning supplies and equipment. Provide a mop sink with hot and cold running water.
Recycling/Vending Area	Provide a recycling area of not less than 172 square feet in the large and medium facilities and 160 square feet in the small facility. Every effort will be made to facilitate recycling/green facility operation.
Energy	Facilities will be designed in compliance with all statutes and policies regarding maximum energy conservation
Sustainable Design Development	Facility will be designed to meet current sustainable design and development policy requirements as established by the Department of the Army
Accessibility	The Americans with Disabilities Act Accessibility Guidelines (ADAAG) will be met.
Child Protection	Child protection is a major consideration in the design of this facility. Facility will be designed in such a way that every office, conference room, resource area, storage room, classroom, every hall, lobby, and

	<p>gathering space provides maximum possibility for line-of-sight monitoring of activity within the space to ensure that unauthorized personnel do not gain entry or that activities throughout the building can be monitored for utmost child safety and security.</p>
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## GUIDANCE SECTION

<b>CATEGORY CODE</b>	<b>DESCRIPTION</b>
73018	Religious Education Facility

1. General Design Philosophy: As the Army transforms to the future force, Religious Education Facilities must also keep pace with the current and emerging religious education needs of the war fighter and his/her Family. This standard design for Religious Education Facilities supports the religious education needs of the war fighter and his/her Family by providing facilities that enable the conduct of quality religious education, youth ministry, religious education volunteer training, and fellowship activities and services that address the faith development/sustainment needs of Soldiers and Family members on Army garrisons. This facility type is intended to work hand-in-hand with the three general congregation chapel designs targeted for use with military family congregations to meet the full spectrum of Chaplaincy support-to-the-military-community programs. In some cases this facility may be programmed and/or sited together with such a chapel facility. When the worship supporting component is combined in a project with another Chaplaincy facility type such as the religious education supporting component, it will be referred to as a Chapel Complex.

2. Director of Religious Education Offices. Director of Religious Education Offices will be large enough for normal office work, small meetings, work space, and storage space. Offices will have installed book shelves/cabinets on at least one wall for professional reference materials, resources, and curriculum materials. Offices will be wired for phone and computer/internet/LAN access with outlets strategically placed for maximum use of space. All office doors will have a glass viewing panel to allow full visual access to the space. Offices will be located as close to the entrance of the facility and lobby area as possible. At least one office must have a glass partition for monitoring who enters and exits the facility for maximum child protection.

3. Youth Ministry Center. The youth ministry center will be large enough for normal office work, small meetings, work space, and storage space. The space will have floor-to ceiling book shelves on at least one wall for professional reference materials, resources, and curriculum materials. The space must have phone and computer outlets strategically placed for maximum use of space. Because these are shared spaces, each youth ministry center will be wired for a minimum of two phones and two computer/internet access locations. All office doors will have a glass viewing panel to allow full visual access to the space.

4. Resource Center. The resource center is critical space for both a learning laboratory environment for individual and group exploration of faith formation information, and a repository for the safe and secure display, storage and management of all resources and equipment that support the learning laboratory. The resource center will be wired with at least 4 internet access and phone locations for learning lab computers. The space will be wired for phone and computer/internet access. The door to the resource center will have glass viewing panels to allow full visual access to the space.

5. Conference Room. The conference room will accommodate a minimum of 25 people around a central table with room for chairs along the wall for additional participants. The conference room must be equipped with cable television, telephone, and computer/internet capability hookups on at least two walls. The conference room will have installed proxima projector overhead, large drop down screen, and digital white boards. The door to the conference room will have a glass viewing panel to allow full visual access to the space.

6. Classroom (Small). Small classrooms must be able to safely support up to 16 students and 2 teachers/leaders to support a variety of learning techniques and activities. Each classroom must have a door that contains as a minimum a glass viewing panel to allow full visual access to the entire classroom. The Infant/toddler classrooms will have toilets with half walls and two sinks, and a diaper changing area. Each classroom will have built-in storage capability. Each classroom must be equipped with cable television, computer/internet hook-ups, a ceiling-installed projector and drop down screen. The classroom must also have wall display space, white boards and/or digital white board technology wall systems. Windows will be equipped with room darkening features.

7. Classroom (Large). Larger classrooms must be able to safely support up to 35 students and 4 teachers/leaders to support a variety of learning techniques and activities. Each classroom must have a door that contains as a minimum a glass viewing panel to allow full visual access to the entire classroom. Each classroom will have built-in storage capability, which does not reduce the overall square footage of the room. Each classroom must be equipped with cable television, computer/internet hook-ups, a ceiling installed projector and drop down screen. The classroom must also have wall display space and digital white board technology wall system. Windows will be equipped with room darkening features.

8. Multi-purpose Area. The multi-use design of this facility requires the ability to support more than one meeting/event in the facility at the same time. The multi-purpose area must be able to be used by the same group or by separate groups at the same time and must have an overhead audio/visual and installed sound system that supports this requirement. Provide storage area adjacent to the multi-purpose area to store all the tables or chairs in order to retain the multi-functional aspect of the space. Provide multiple entry/egress locations with double doors at each location. The area will not contain any permanently installed stage or platform. Ability to raise and lower lighting levels from a single panel or location is necessary to provide appropriate lighting for various functions.

9. Kitchen. Kitchen with ample counter top workspace, overhead cabinets, under counter cabinets and drawers, and two separate food preparation and pantry areas will be provided to accommodate kosher requirements of distinctive faith groups. Kitchen is designed for the keeping, cooking/reheating, and serving of food. Kitchen will have a double sink, appliances, and ample overhead and counter lighting.

10. Storage Rooms. Storage rooms must be strategically placed near groups of classrooms, the multi-purpose area and/or the conference room and offices as to provide ample, well lighted space for the safe and secure storage of all materials, curriculum, resources, equipment and supplies needed throughout the facility. Those storage spaces must be large enough to house large and bulky equipment such as chair and table carts, audio/visual carts, portable platforms, sound equipment, etc. It will be designed with both open shelving for curriculum and closed cabinetry for storage of supplies and equipment.

11. Toilet Facilities (Adult/Children). Toilet facilities must be strategically located both to classroom areas, the Multi-Purpose Area, and to the lobby area. Adult and children facilities will be separated. Children toilet facilities will contain stalls/dividers that provide sufficient privacy while allowing for maximum child protection issues at the same time. Toilet facilities will be well lighted. Sinks/lavatories, toilet tissue dispensers, paper towel dispensers, soap dispensers, etc., must be accessible to the intended users.

12. Lobby Area. The lobby area will be well lighted and large enough to allow for easy and safe movement of groups and individuals, but not so large that much-needed classroom space will be sacrificed. Due to the need to provide maximum child protection and ingress/egress monitoring, one central entrance shall be provided. Other outside doors will be located for fire safety purposes and will normally be used for emergency exits rather than for frequent access during operational hours. The main entrance will contain multiple glass doors with appropriate panic bars.

13. Reception Area. The reception area will incorporate a counter space and two half-height glass walls to facilitate registration and building/hall-way monitoring functions.

14. Hallways. Hallways will be well lighted and large enough to move groups and equipment easily from one part of the building to another.

15. Janitor's Closet. Janitor's closet will have a mop sink and provide ample storage for cleaning equipment and supplies.

16. Mechanical Room. HVAC system shall be designed to provide individual zones to groups of Classrooms, Multi-purpose area, Offices and Admin areas, Resource Center, and Entrance Areas. Multiple zone HVAC will enable heating/cooling for only those parts of building that are in use.

17. Electrical Room.

18. Telecommunication Room. Telecommunications rooms and telecommunications entrance facilities will be provided for the network and voice equipment, and cabling infrastructure. There will be a minimum of one telecommunications room. Additional telecommunications rooms will be provided as necessary to ensure that the total copper cable

length does not exceed the 295 foot limitation. The telecommunications room will be designed and provisioned in accordance with I3A and ANSI/TIA/EIA-569-B. A main TR with telecommunications entrance capability will be provided for the facility. Backbone cabling will be provided in accordance with I3A. The TR will also have the following requirements:

- Access will be from a centralized corridor within the building: (No exterior access will be allowed).
- Room will be a minimum of 8 feet wide to accommodate working clearances around data equipment and racks. Odd shaped TR's (e.g. "L" shaped) that decreases the useable area for backboards, racks, etc. will be avoided.