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ARMY COMMUNITY SERVICE CENTERS

Department of the Army

US Army Engineering and Support Center
4820 University Square
Huntsville, Al 35816-1822

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Foreword

The Standard Design Guide has been established to compliment material previously issued under the standard design by Huntsville Center, U.S. Army Corps of Engineers. The standard design follows the concept design for a joint service Unified Facilities Criteria (UFC), Design: Family Services Centers (UFC 4-730-01).

This standard design guide contains project development and planning and design guidance for use in developing Army Community Service Centers. This guidance is applicable to all new construction projects and projects involving the design of new, rehabilitation & conversion of existing facilities.

Preparation of this guide was done under the direction of Headquarters U.S. Army Corps of Engineers and U.S. Army Family and Morale, Welfare and Recreation Command (FMWRC).

All updates to this guide were performed under the direction of the Centers of Standardization (COS) program. Huntsville Center, U.S. Army Corps of Engineers.

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CHAPTER 1 GENERAL DESCRIPTIONS

1.1 Purpose.

The Army Community Center (ACS) is a comprehensive social service program designed to facilitate the commander in identifying emerging social problems and provide comprehensive, coordinated and responsive services which promote self reliance, resiliency and stability of soldiers, retirees, civilian employees and their families.

ACS Vision:

Self- Sufficient families: strong, adaptable, interdependent families, and couples and individuals.

Safety: reduced levels of violence within Army families.

Personnel Preparedness: higher soldier and unit readiness increased “on duty” time.

Community Cohesion: cohesion within the military community, reserve components, command level involvement, interagency partnerships, and active family participation within the Army Community.

1.2 Scope.

The size of the installation Army Community Service Center will be essentially based on the population served. The staff size quite often will depend on the degree of support available for local civilian community and complexity and scope of services provided by the installation. The standard design layout for the army community service center utilizes a traditional layout approach.

1.3 References.

a. Functional Needs:

AR 608-1 Army Community Service Program.

b. Planning and Project Development:

AR 415-15 Army, Military Construction and Non-Appropriated Funded Construction Program Development and Execution.

AR 210-20 Master Planning for Army Installations.

c. Design/ Guidelines/ Standards:

Army Installation Design Standards (IDS).

Architectural Barrier Act (ABA)

Latest Edition of the International Building Code (IBC).

Latest Edition of the International Plumbing Code.

Latest Edition of the International Mechanical Code.

Latest Edition of the Life Safety Code -National Fire Protection, NFPA 101.

Technical Instructions (TI) 800-1 Design Criteria

Technical Criteria For the Installation Information Infrastructure Architecture (I3A) Guide

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Unified Facilities Criteria (UFC) 1-200-01, Design
General Building Requirements.

Unified Facility Criteria (UFC) 4-010-01, DoD
Minimum Antiterrorism Standards for Buildings.

Unified Facility Criteria (UFC) 4-010-02, DoD
Minimum Antiterrorism Standoff Distances for
Buildings.

Unified Facility Criteria (UFC) 3-410-01FA, Design:
Heating, Ventilating, and Air Conditioning.

U.S. Green Building Council – LEED New
Construction guidelines.

Unified Facilities Criteria (UFC) 4-730-01, Family
Service Centers.

Unified Facilities Criteria (UFC) 3-101-01,
Architecture.

Unified Facilities Criteria (UFC) 1-200-02, High
Performance and Sustainable Building Requirements.

Unified Facilities Criteria (UFC) 4-030-01 Sustainable
Development.

Unified Facilities Criteria (UFC) 3-400-001 Energy
Conservation.

Unified Facilities Criteria (UFC) 3-600-01, Fire
Protection for Facilities.

Unified Facilities Criteria (UFC) 3-520-01 Interior
Electrical Systems, with Change 2

Unified Facilities Criteria (UFC) 3-530-01 Design:
Interior and Exterior Lighting and Controls, with
Change 3

1.4 Service Readiness Offices:**a. Financial Readiness.****(1) Financial Readiness Program.**

The Financial Readiness Program (FRP) deals with basic financial management education as well as debt assistance and financial counseling/planning. FRP helps individuals manage their budget through classroom instruction and individual counseling and provides consumer affairs assistance.

(2) Army Emergency Relief.

The Army Emergency Relief (AER) provides emergency financial assistance to soldiers. AER assists and provides commodities such as food, financial assistance and information to help with paying living expenses such as rent, utilities, offers emergency transportation and vehicle repair, funeral expenses, medical/dental expenses, and personal needs.

b. Deployment / Mobilization Readiness.

Deployment and Mobilization and Stability and Support Operations (SSOs) Readiness program prepares families for the expectations and adjustments they should make to make times of deployment a much easier adjustment. This service also provides family assistance and support services to families of active component and reserve component and emergency-essential civilians in support of military operations, deployment, or mobilization and SSOs includes mass casualties, evacuation and natural disasters. The Deployment/ Mobilization Readiness program is better positioned in a medium, large, or extra large size ACS facility.

c. Soldier & Family Readiness.**(1) Family Advocacy Program.**

The Family Advocacy Program (FAP) provides education and support service to build, empower and strengthen family relationships. The program promotes community awareness by teaching individuals to understand, identify and report child and spousal abuse. Other programs

inside the Family Advocacy Program realm may include but not be limited to couples communication, parenting, preventing and reporting child and spouse abuse, problem solving and conflict resolution; anger and stress management; child safety education for both children and parents. Also included amongst the Family Advocacy Program are the new parent support, the single parent's support group, and the spouse abuse victim advocacy.

(2) Exceptional Family Member Program.

The Exceptional Family Member Program (EFMP) works closely with other military and civilian agencies to provide comprehensive support, housing, educational, medical and personal services to families with special needs.

(3) New Parent Support Program.

The New Parent Support (NPS) program goal is to support the needs of Army families by assisting new parents in coping with demands of parenthood and Army life. In addition the program strives to increase parenting knowledge and skills, also seeks to enhance the lives of newborns, and reduce the occurrence of child abuse and neglect.

d. Relocation Readiness.

(1) Relocation Readiness Program.

The Relocation Readiness Program (RRP) seeks to try to lessen the hassles, stress, and strain associated with moving. It provides one-on-one relocation counseling, change of station information and assists families by providing temporary use of household goods thru the lending closet. MilitaryHOMEFRONT is Department of Defense website and it is often times used to plan and initiate a military move. Program amenities offered by the relocation readiness program include:

- Lending Closet
- MilitaryHOMEFRONT
- Spouses Network
- Sponsorship Program
- Multicultural Programs

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(2) Lending Locker.

The lending locker is a storage area used for distribution of common household goods.

(3) MilitaryHOMEFRONT.

MilitaryHOMEFRONT is a Department of Defense website used for official Military Community and Family policy - (MC&P) - program information, policy and guidance designed to help service members and their families, leaders and service providers. This service is available 24/7/365 online.

e. Employment Readiness.

The Employment Readiness Program (ERP) provides both information and referral services in areas of employment, education, training, transition, and volunteer opportunities to give family members a more competitive edge needed to secure employment. The program teaches long term effective job seeking skills that can be utilized anywhere regardless of the location.

1.5 Volunteer Programs:

Volunteer Programs include:

- Army Family Team Building (AFTB)
- Army Family Action Plan (AFAP)
- Army Volunteer Coordinator (AVC)
- Mayors program
- Family and Community Team Sessions (FACTS).

All these programs are targeted at soldiers, family members, retirees, and civilians. These programs seek to enhance the well-being of the total Army family.

a. Army Family Team Building.

The Army Family Team Building (AFTB) program provides family members with knowledge and skills necessary for personal and family readiness. This is usually performed in a classroom type setting to help people to adapt to change and become more self-reliant.

b. Army Family Action Plan.

The Army Family Action Plan (AFAP) program identifies issues that affect quality of life and purpose solutions that build self reliance. The Army Family Action Plan process unities the FMMC community and keeps all levels of the chain of command informed.

c. Army Volunteer Coordinator.

The Army Volunteer Coordinator (AVC) coordinates essentially all the volunteer activity at the garrison.

1.6 Other Program Offices:

The Information and Referral (IR) program provides information on military and civilian resources available to the service member. These resources assist in the areas of legal and financial issues. Referral procedures are used when it is not possible to provide immediate direct assistance. Follow-up procedures are provided to ensure that needs have been meet.

1.7 Administrative Offices and Support Spaces:

a. Directors Office.

The Director of the Army Community Service Center has the primary responsibility of coordination of all the Army Community Service Center programs. The director ensures that the accreditation standards are in compliance. In addition, the director supports mobilization/ deployment efforts, and serves as a backup for various other programs. The design and layout of the director's office shall be flexible to hold small meetings of 1 to 3 people.

b. Volunteer Office.

The volunteer office shall provide use for volunteers at the Army Community Service Center. The volunteer reports directly to the Army Volunteer Coordinator (AVC).

c. Administrative Assistant.

The administrative assistant reports directly to the director and oversees all administrative actions related to the center.

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d. Receptionist.

The Army community service center receptionist provides support to all programs. The receptionist generally sits near the main entrance and sets the personality and tone for the center. Generally this person will greet individuals as they enter and leave the center.

e. Play Area/ Developmental Play Area.

The play area in general is an optional area situated within viewing range where children essentially play with toys or participate in other recreational activities while the parent partakes of the many amenities offered at the Army Community Service Center (ACS).

f. Break Room/ Teaching Kitchen.

The break room/teaching kitchen is a room which contains a sink, refrigerator, microwave, tables and chairs for sitting. This area is intended for use by the ACS employees. The break room/ teaching kitchen can also be used for instructional purposes to serve as a teaching kitchen or working training room.

g. Common Sitting Area.

The common sitting area is a space outside the offices intended for the purpose of sitting and waiting prior to being called into the office for consultation. Quite often the sitting room is used by an associated family member.

h. Lobby Waiting Area.

The lobby should be an open area where customers can be greeted by a receptionist. In addition the area should allow a place for sitting and gathering until the time for being queued for servicing by one of the Army Community Service center Employees.

i. Staff Office.

The staff offices should present an inviting atmosphere and allow space for accommodation of modular furniture. The rooms should contain desk, chairs filing cabinets etc. The rooms should allow natural lighting or at a minimum be located off the corridor or hallway to allow for visible illumination. The offices consist of open floor plan.

j. Interview Room.

The interview room shall consist of a small open room which affords the ability for privacy and allow for an exchange of information between staff and user of the ACS center. The Interview rooms are considered optional offices and shall be included as part of the facility as determined by the program requirements at the individual base installation level.

1.8 Resource Areas:

The computer resource & display area is essentially an open area with computer terminals. Individuals can utilize the computer terminals to search the internet for job opportunities, use the latest leading industry software to help build resumes, write memos, create reports etc. Self contained inside the computer resource center is a display kiosk; display self or bulletin board of some sort which provides a current posting of job opportunities, training, and courses available in the area.

1.9 Instructional Areas:

The classrooms should offer natural lighting and should be flexible enough to allow for ease of expanding the room's sizes – a movable partition is suggested. The classrooms should contain blackboards/white boards and desk for students and desk preferably for the instructor. Classrooms must be hard wired for internet and audio visual capabilities, in addition locations for both the projector and projector screen must be provided.

1.10 Signage.

All Army community service centers shall maintain a sign placed at the front of the facility which clearly serves as a landmark for the facility. The sign should be placed at eye level. Provide standardized signage systems to facilitate movement, provide a sense of orientation and reinforce standards of excellence and visually communicate information and imply simplicity, consistency, and legibility.

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1.11 Parking Requirements.

Recommend a minimum use of a 1:3 ratio on parking requirements. Also recommend each staff member have a dedicated parking space. Refer to NFPA 101 Table 7.3.1.2 for occupant load factor; IBC Section 1106. Table 1106.1 for accessible parking spaces; Traffic Engineer Handbook; and AASHTO GREEN BOOK- A Policy on Geographic Design of Highways and Streets for parking guidelines.

1.12 Value Engineering

Per CEHNC-QP-71-03 Value Management/ Value Engineering (VM/VE), the Technical Manager will assure that a customer awareness letter is forwarded immediately to the customer; the letters should address VE requirements on the project and further contain an estimate for funding requirements to render VE as a service.

1.13 Sustainable Design.

Sustainable design must be considered and incorporated early in design process and should be carried throughout the design package in accordance with Standard Sustainable Design Practices for Engineering and Construction Specifications. Incorporating energy efficiency requirements into the specification for building envelopes, mechanical and electrical equipment, and installed special purpose equipment can result in substantial long term reductions in energy consumption and operating cost for Army community service centers. The rating of “Silver” is the goal for both current and future MILCON projects.

1.14 Anti-Terrorism Force Protection

The Army Community Service center must be designed in compliance with DOD minimum Anti- Terrorism Standards for buildings, Unified Facility Criteria 4-010-01. In addition provisions for access control points shall be further investigated and considered during design.

1.15 Americans with Disability Act Accessibility Guidelines.

All areas of newly designed or newly constructed buildings and facilities and altered portions of existing buildings and facilities shall comply with guidelines in Architectural Barriers Act (ABA) Accessibility Guidelines.

1.16 Other Considerations: Family Assistance Center (FAC).**a. Family Assistance Center (FAC) Operations.**

The FAC is a contingency mission for the ACS. FAC operations provide assistance and support during emergency situations: due to mass deployment, mobilization, terrorist activities, natural and or national disaster. Therefore it is not necessary nor is it recommended for the installation to build a standalone FAC building. Alternatively at the request of the Garrison Commander the ACS Building may be activated to carry out and serve all duties and operations of a FAC facility.

The type of space necessary to carry out FAC operations range from a recommended 5,000 s.f. - 18,000 s.f. of space; the size is generally based on soldier population. FAC operations are better suited in either a medium, large or extra large ACS building.

Ideally classrooms and multipurpose areas in the ACS building shall remain flexible enough to transition to FAC space where desired.

The chain of command must always be notified when a FAC goes into operation. While the Chain of Command is as follows: The Installation Commander activates the FAC, the Director of Morale Welfare and Recreation immediately notifies the Chief of the ACS and the FAC Coordinator makes the necessary plans to expand the FAC into 24 hour mission and then all ACS staff are placed on call and requested to assist with their services and also a 24 hour FAC hotline is then made available.

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CHAPTER

2

MODULES

2.1 General:

The modular design concept is an effective technique for putting together program requirements for the facility. The floor plan design layouts represented in this guide provides a basis for design option for the small; medium; large and extra large Army community service center. While the modular designs have been formatted with regard to spatial relationships; the modular designs will allow the flexibility of assembling the best suited program components in support of the local mission of the Army community service center. The satellite Army community service facility is another option easily transpired by modular means simply by adding and/or deducting program offices in fulfillment of mission needs at the local installation.

2.2 Classroom Module:

The Classroom module should be conveniently located for ease of entering and exiting without disturbing or distracting other program offices. Location along a main corridor or placement on an outside wall is most desirable. Ideally this classroom module should be grouped in clustered arrangement. All classrooms generally should contain base and wall cabinets and allow for the ability to store small items. Provide electrical equipment in at least one of the classrooms to service needs for video, teleconference and communications (VTC) for the facility.

2.3 Program Office Module:

The program office modules should primarily be grouped in common areas for ease of sharing information.

This category of program office modules includes:

- Deployment and Mobilization Program & Stability and Support Operations (SSOs)
- Family Advocacy Program- FAP
- Exceptional Family Member Program – EFMP
- Family Readiness – FRP
- Relocation Readiness Program – RRP
- Lending Locker
- Employment Readiness Program – ERP

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- Army Emergency Relief – AER
- Personal Financial Readiness Program – PFR
- Army Family Team Building – AFTB
- Army Family Action Plan – AFAP
- Army Volunteer Coordinator – AVC
- Information and Referral – IR
- New Parent Support Program - NPS

2.4 Computer Resource Module:

The computer module should be located just outside of the lobby area.

2.5 Receptionist / Lobby Module:

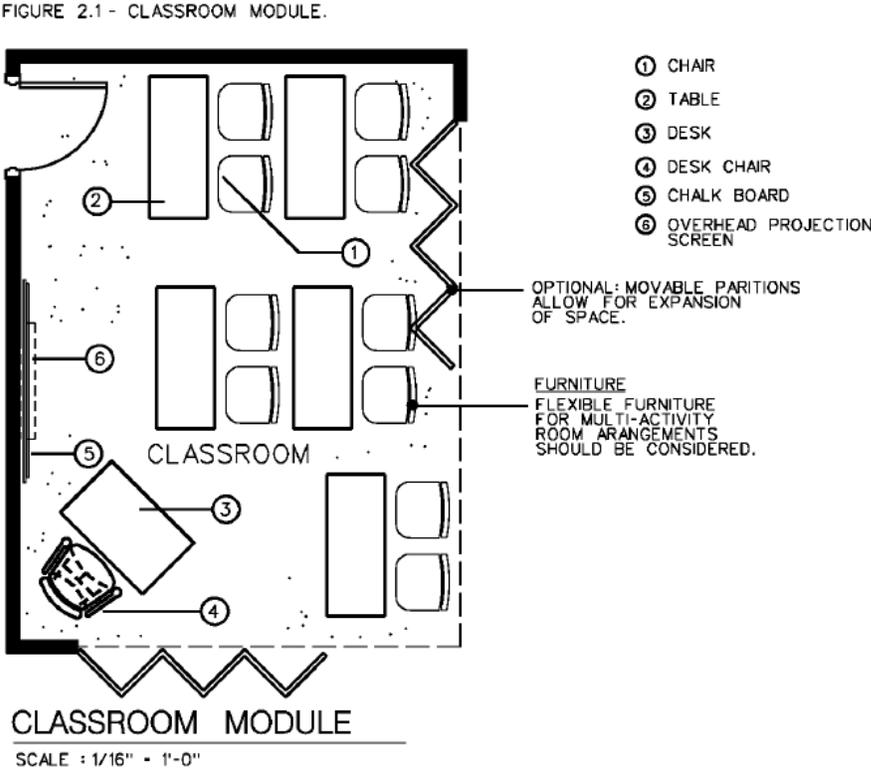
The Receptionist / Lobby module should be placed at the front of the building. This module is the first area approached upon entering the building. This area should be an attractive welcoming space where individuals are greeted and will receive further general instruction on services offered at the Army Community Service Center.

2.6 Toilet Module:

The toilet module should be located near the front portion of the facility for ease of access to the patrons of the Army Community Center. The toilets should comply with the Architectural Barriers Act (ABA) Accessibility Guidelines.

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Figure 2.1 Classroom Module.

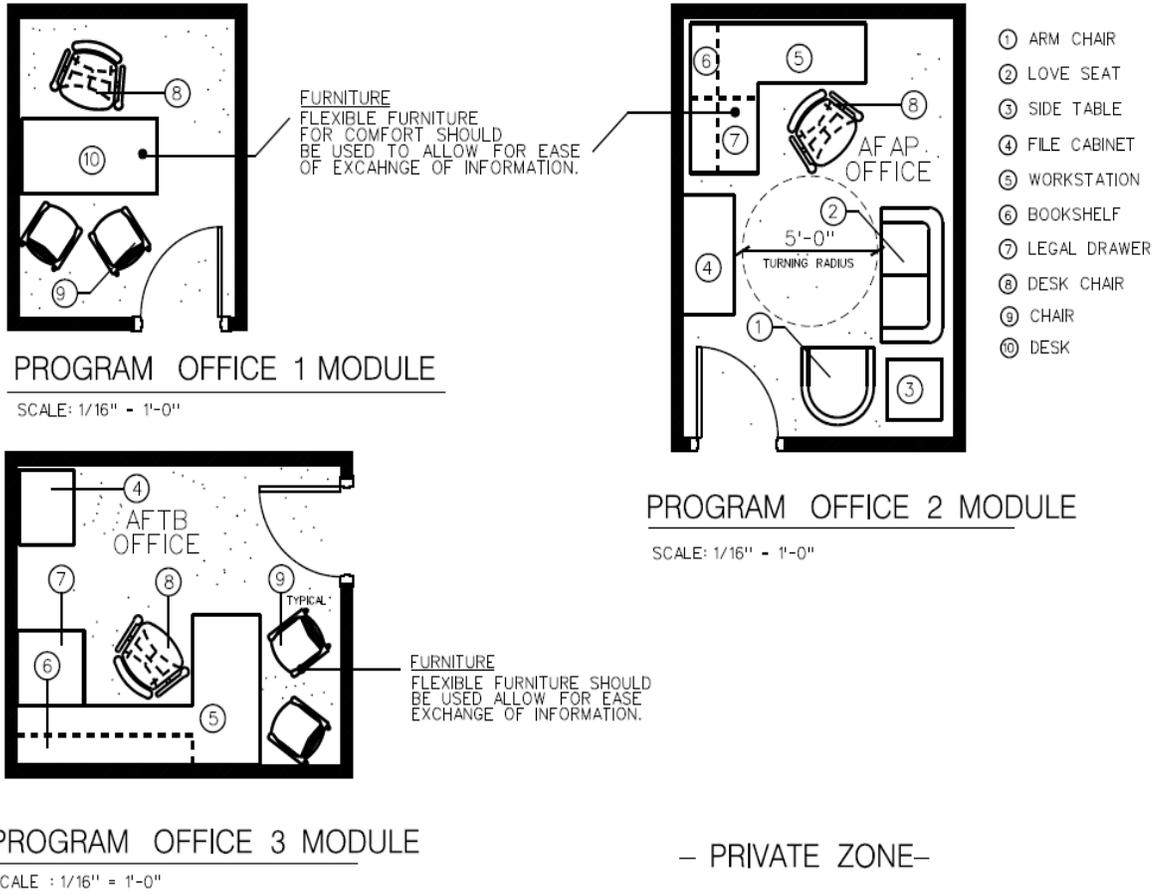


– SEMI-PRIVATE ZONE –

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Figure 2.2 Program Office Modules.

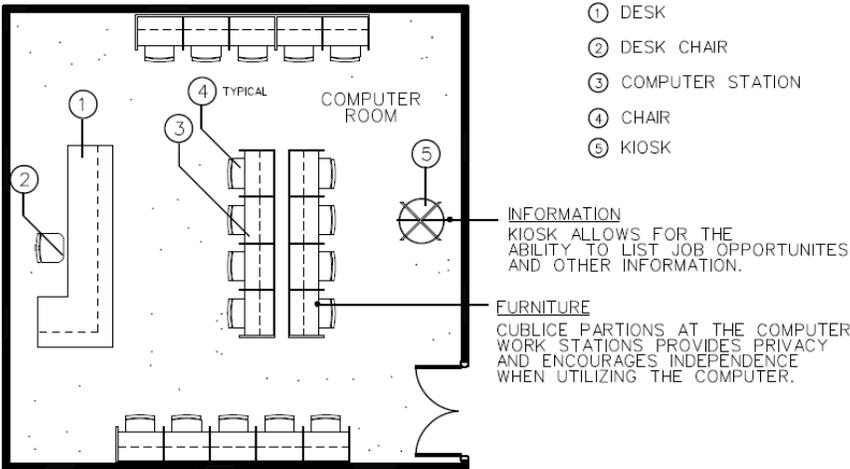
FIGURE 2.2 PROGRAM OFFICE MODULE.



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Figure 2.3 Computer Resource Module.

FIGURE 2.3 - COMPUTER RESOURCE MODULE.



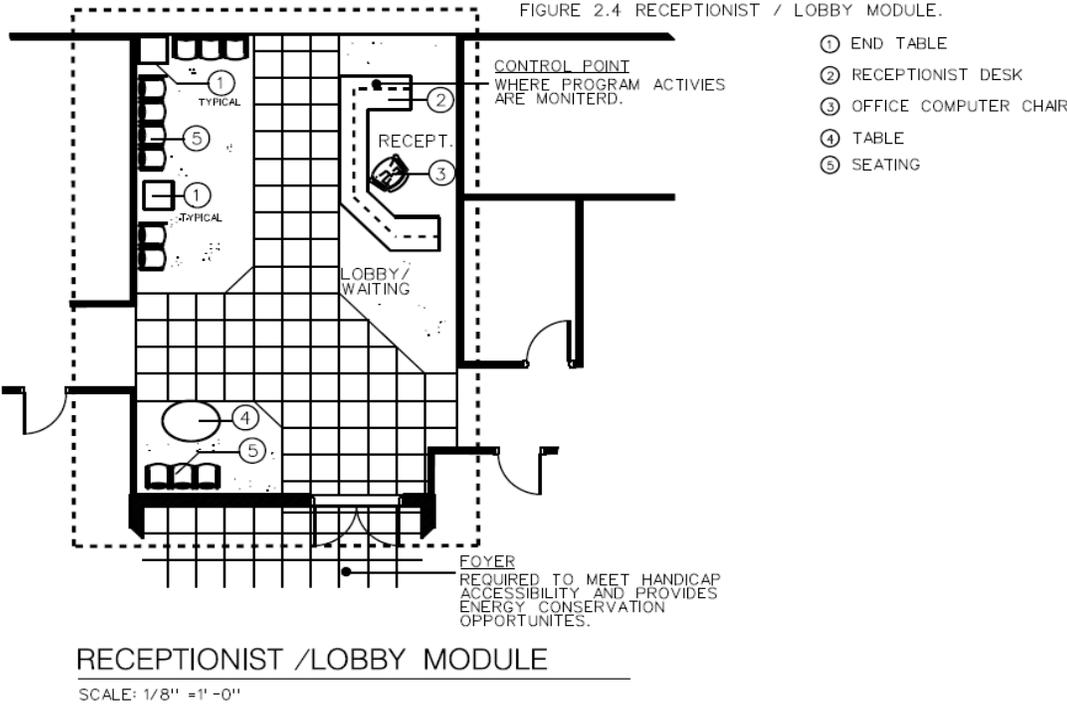
COMPUTER RESOURCE MODULE

SCALE: 1/8" = 1'-0"

– SEMI-PRIVATE ZONE –

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Figure 2.4 Receptionist/ Lobby Module.

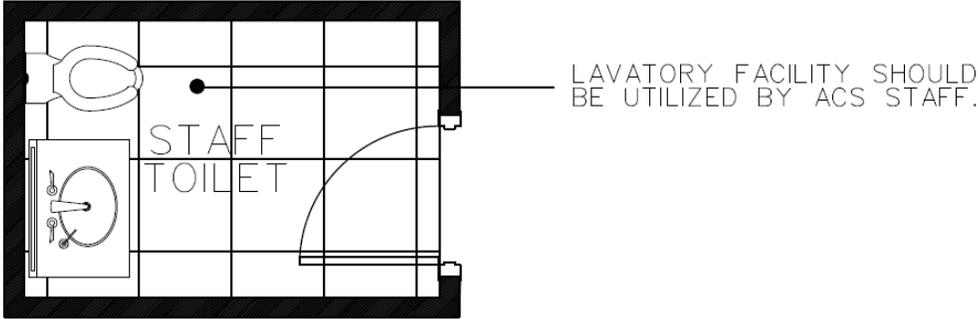


– PUBLIC ZONE –

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Figure 2.6.1 Toilet Module.

FIGURE 2.6.1. - TOILET MODULE.



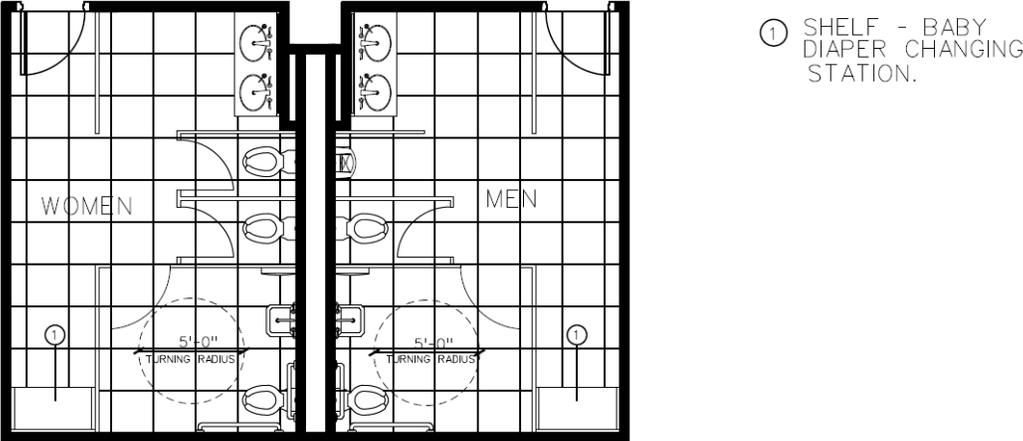
STAFF TOILET MODULE

SCALE: 1/16" = 1'-0"

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Figure 2.6.2 Toilet Module.

FIGURE 2.6.2. -TOILET MODULE.



PUBLIC TOILET MODULE

TOTAL AREA: 500 SQ. FT. PER ROOM
** SEE TABLE(S) A-1: D-1 FOR SQUARE FOOTAGE REQUIREMENTS.
SCALE: 1/8" = 1'-0"

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CHAPTER

3

DESIGN CRITERIA

3.1 Site Planning Design Considerations

a. Soils Testing

A qualified geo-technical engineer licensed in the state of the location for the Army community service center shall be retained to take borings on site and recommend an adequate foundation system. The soils analysis report will reveal potential problems with site adaptations for the Army community service center. Spread footing is suitable for one story facilities.

b. Groundwater and runoff.

The control of water flow around the site, site runoff and below grade ground water is critical to ensuring the long term drainage runoff on the parking area. The presence of ground water within the frost depth of the foundation system typically warrants the use of a complete subsurface drainage system and/or the use of perimeter foundation drains. Loose or clayey soils will argue for piping all roof and site runoff into a controlled storm drainage system. At minimum the recommended requirements for most soil conditions are foundation drains and to minimize roof runoff onto grade. It is a good idea to pipe away water whenever possible.

c. Accessibility.

The Army community service center -must meet the standards of the Architectural Barriers Act (ABA) Accessibility Guidelines. Provide designated handicapped parking spaces in all major parking lots and drop-off zones for persons with mobility impairments. Modify existing structures for handicapped accessibility whenever repairs are made to that part of the facility or renovation/ modernization to the whole facility.

d. Environmental.

The location of the facility on land should result in the minimal disturbance to the existing topography, vegetation and drainage patterns and greatly reduce negative impact on the environment.

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3.2 Building Design Considerations.

The building design standard must provide the function and character of the building as well as the arrangement of the buildings to one another and their environment.

a. Utilize the architectural style material and colors indigenous to the region. Preserve the historically and culturally significant structures.

b. Position building design layouts which include more floors in a vertical structure that results in a smaller footprint and more efficiently utilizes limited land areas. Utilize clear span structural and mechanical system capability to quickly change interior layouts to accommodate changing requirements. Locate windows to maximize natural light, ventilation and outward views.

c. Buildings with pitched roofs must utilize gutter and downspouts to control rainwater runoff. All roofing shall be designed with positive drainage. Flat roofs without slopes are not permitted.

3.3 Circulation Design Considerations

Provide circulation that meets antiterrorism and security requirements and promotes and enhance public health and safety. Provide safe and efficient vehicular movement that results in better orientation and contributes to the development of a positive environment for installation personnel and visitors. The circulation system provides a primary vantage point for the Army community service center.

a. Facilities that require pickups and deliveries will have a service area that allows for easy access to a loading dock exclusively for service vehicles. These areas will be designed to provide direct, easy access for vehicles and not conflict with road operations. They will be screened from public view to reduce negative visual impacts. Service areas must meet all antiterrorism requirements.

b. Facilities that include high percentage of persons arriving by vehicle must include a vehicle drop-off area. The access drive must be clearly defined and marked and the use should be clear to prevent parking of vehicles in those areas and that drop-off lanes will not be located under any inhabited portion of a building. Drop-off lanes should meet criteria guidelines established in Unified Facility Criteria (UFC) 4-010-01, DoD Minimum Antiterrorism Standards for Buildings and Unified Facility Criteria (UFC) 4-010-02, DoD Minimum Antiterrorism Standoff Distances for Buildings.

3.4 Parking Design Considerations

Minimum Parking Requirements for Small Facility provide:

14 parking spaces for staff.

1 parking for staff Handicap.

13 parking spaces for regular parking.

1 parking space for regular Handicap.

Grand Total Parking required: **29 parking spaces**

Minimum Parking Requirements for Medium Facility provide:

24 parking spaces for staff.

1 parking for staff Handicap.

37 parking spaces for regular parking.

2 parking spaces for regular Handicap.

Grand Total Parking required: **64 parking spaces**

Minimum Parking Requirements for Large Facility provide:

36 parking spaces for staff.

2 parking for staff Handicap.

132 parking spaces for regular parking.

7 parking spaces for regular Handicap.

Grand Total Parking required: **177 parking spaces**

Minimum Parking Requirements for Ex-Large Facility provide:

48 parking spaces for staff.

3 parking for staff Handicap.

226 parking spaces for regular parking.

12 parking spaces for regular Handicap.

Grand Total Parking required: **289 parking spaces**

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3.5 Landscape Design Considerations

Utilize plant material within the installation to improve the physical and psychological well being of the community. Consider use of sustainable landscape features where possible. Preserve and enhance urban trees, forest land, detailed planting features; such as shrubs and groundcover. Native plant material improves the overall visual quality of the installation. Landscape planting plans should be approved by qualified personnel to ensure quality assurance and promote design consistency within each visual zone. Use the architecture of the building to evaluate the planting design and selection of plants.

3.6 Site Elements Design Considerations

Provide site furnishings to support function of outdoor areas on installations. Furnishings shall be accessible to and usable by persons with disabilities. Site furnishings include the following:

- Seating.
- Tables.
- Telephone Booths.
- Shelters.
- Kiosks.
- Wall and fences.
- Trash Receptacles.
- Recycling containers.
- Dumpsters.
- Flagpoles.
- Movable planters.
- Bicycle Racks.
- Tree grates.
- Bollards.
- Play Equipment.
- Mailboxes.
- Monuments.
- Memorial.
- Military Equipment Static Displays.
- Drinking Foundations.

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3.7 Force Protection Design Considerations

The Security and Antiterrorism Standards will be integrated into the total project. Design of protective elements will seek to visually function, enhance and complement the design of a facility. Site elements such as fences, court yards, screen walls, swales, berms, planters, and retaining walls can be used effectively for facility protection.

a. Design decisions to meet security and antiterrorism requirements and resolve conflicts will require coordination among the design disciplines and appropriate functional areas to include land planners, landscape architects, architects, intelligence personnel, security personnel, Force Protection Officer, facility users and engineers.

b. When the minimum standoff distances cannot be achieved because land is unavailable, the standards allow for building hardening mitigating blast effects.

3.8 HVAC.

The design of the HVAC system should comply with requirements of most current edition of the International Mechanical Code (IMC). Outside mechanical heating and cooling is not recommended. Air movement should be controlled with use of a vestibule / airlock with two sets of entry doors: - The system should have an operating range able to maintain 68 to 76 degrees (F) year round at 50% relative humid or less.

a. 8 to 12 air changes per hour.

b. Temperature controls: Independent to zone.

3.9 Mechanical System Noise Control.

The noise from the building services should not interfere with the usage of the space. Noise Criteria (NC) is generally accepted, single number standard to determine what amount of sound can exist in a space and still allow full usage. The NC standards are subjective criteria but derived from multiple signal curves calculated along the entire audible range. The NC measure mechanical noise and more specialized criteria for dampening specific sound frequencies require further engineering. NC standards simply establish how much sound can be contributed to a space before it becomes annoying and no longer falls within the accepted NC class for that usage.

a. To achieve these criteria at any level should follow these guidelines: Provide mass in the walls around mechanical equipment spaces. Recommend concrete block masonry be used, whenever possible.

b. Avoid locating roof top units directly overhead or horizontally adjacent to noise sensitive spaces. Recommend locating the roof top units only over support spaces such as storage rooms or restrooms. When located on roofs, provide concrete curbs and sound isolating spring cushions.

3.10 General Construction and Other Design Criteria

General construction for the design of an Army community service center could be wood/metal stud construction or be constructed with concrete masonry units. The design should make use of the natural ventilation by placement of spaces along outside walls. The arrangement and coordination of interior colors and finishes as well as the building materials should be done with assistance of a design professional. The use of a standard pattern for the floors could prove cost effective. However providing floors with patterns is an excellent method of adding contrast and diversity to the overall color scheme of the interior. Coordinating wall tile patterns, wall graphics, and paint, toilet and shower partitions help to aesthetically tie many of the elements together.

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3.11 SCHEDULE OF FINISHES

| Site Requirements | Standard | Preferred | Minimum |
|------------------------|---|---|---|
| Sidewalks, Bicycle Pad | Apply a broom finish to concrete w/ control joints. Provide edging on all curbs and use planter beds to enhance the landscape | Provide concrete broom finish w/ accent pavers and control joints. | Apply broom finish to all concrete surfaces. |
| Parking | Apply a sealed asphalt finish. Provide marked parking access and appropriate signage for the handicapped and disabled. Include stripping for emergency vehicles | Apply a sealed asphalt finish. Provide striped painted parking throughout and include parking access for the handicapped and disabled. Provide wheel stops at all parking spaces. | Apply a sealed asphalt finish. Provide parking access for the handicapped and disabled. |

| Receptionist/ Lobby/ Decompression/ Play Area / Waiting Room Requirements | Standard | Preferred | Minimum |
|---|--|---|--|
| Ceilings | 2x 2 suspended acoustical tile with gypsum board dropped beams and soffits for accent. | 2x 2 suspended acoustical tile. Include cathedral ceilings & soffits wherever necessary. Use of Sky lights and/or clerestory windows for natural light is optional. | 2x 2 suspended acoustical tile with gypsum board dropped beams and soffits over the lobby area. |
| Lighting | Fluorescent 2x4 lighting, recessed with accent down lighting. | Fluorescent 2x4 lighting, recessed with accent down lighting. | Fluorescent 2x4 lighting, recessed. Utilize a uniform pattern with limited accent down lighting. |
| Wall Materials | 5/8" gypsum board, painted includes floor molding. | 5/8" gypsum board, painted includes floor molding. | 5/8" gypsum board, painted includes floor molding. |
| Flooring | Provide carpet at the sit areas and 12x12 to 24x24 Porcelain tile w accents. | Provide carpet at the sit areas and terrazzo with accents and /or floor patterns & emblems. | Provide carpet. |
| Casework/ Counters | Custom grade (AWI) wood casework w/ solid surface counters. | Premium grade (AWI) wood casework w/ solid surface counters. | Custom grade (AWI) wood casework w/ plastic laminate counters. |

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| Administrative, Staff, Support Spaces and Program Office Requirements | Standard | Preferred | Minimum |
|--|--|--|--|
| Ceilings | 2x 2 suspended acoustical tile with gypsum board dropped beams and soffits for accent. | 2x 2 suspended acoustical tile. Include cathedral ceilings & soffits wherever necessary. Sky lighting and or clerestory windows for natural light. | 2x 2 suspended acoustical tile with gypsum board dropped beams and soffits for accent. |
| Lighting | Fluorescent 2x4 lighting, recessed with accent down lighting. | Fluorescent 2x4 lighting, recessed with accent down lighting. | Fluorescent 2x4 lighting, recessed. Utilize a uniform pattern with limited accent down lighting. |
| Wall Materials | 5/8" gypsum board, painted includes floor molding. | 5/8" gypsum board, painted includes floor molding. | 5/8" gypsum board, painted includes floor molding. |
| Flooring | Provide carpet. | Provide carpet. | Provide carpet. |
| Furnishings | Utilize modular furniture. | Utilize modular furniture. | Utilize modular furniture. |
| Classrooms Requirements | Standard | Preferred | Minimum |
| Ceilings | 2x 2 suspended acoustical tile with gypsum board dropped beams and soffits for accent. | 2x 2 suspended acoustical tile. Include cathedral ceilings & soffits wherever necessary. Sky lighting and or clerestory windows for natural light. | 2x 2 suspended acoustical tile with gypsum board. |
| Lighting | Fluorescent 2x4 lighting. | Fluorescent 2x4 lighting. | Fluorescent 2x4 lighting. |
| Wall Materials | 5/8" gypsum board, painted includes floor molding. | 5/8" gypsum board, painted includes floor molding. | 5/8" gypsum board, painted includes floor molding. |
| Flooring | Vinyl Composition Tile or Carpet. | Vinyl Composition Tile or Carpet. | Vinyl Composition Tile or Carpet. |
| Furnishings | Utilize modular furniture. | Utilize modular furniture. | Utilize modular furniture. |

| Computer Resource Requirements | Standard | Preferred | Minimum |
|---------------------------------------|--|--|--|
| Ceilings | 2x 2 suspended acoustical tile with gypsum board dropped beams and soffits for accent. | 2x 2 suspended acoustical tile. Include cathedral ceilings & soffits wherever necessary. Sky lighting and or clerestory windows for natural light. | 2x 2 suspended acoustical tile with gypsum board. |
| Lighting | Fluorescent 2x4 lighting. | Fluorescent 2x4 lighting. | Fluorescent 2x4 lighting. |
| Wall Materials | 5/8" gypsum board, painted includes floor molding. | 5/8" gypsum board, painted includes floor molding. | 5/8" gypsum board, painted includes floor molding. |
| Flooring | Provide carpet. | Provide carpet. | Provide carpet. |
| Furnishings | Utilize modular furniture. | Utilize modular furniture. | Utilize modular furniture. |

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| Lending Closet Requirements | Standard | Preferred | Minimum |
|---|--|--|--|
| Ceilings | Drywall ceiling | None - Leave ceiling area exposed | Either leave expose or use drywall ceiling |
| Lighting | Fluorescent 2x4 lighting. | Fluorescent 2x4 lighting. | Fluorescent 2x4 lighting. |
| Wall Materials | 5/8" gypsum board, painted includes floor molding. | 5/8" gypsum board, painted includes floor molding. | 5/8" gypsum board, painted includes floor molding. |
| Flooring | Vinyl Composition Tile or Sealed Concrete | Vinyl Composition Tile or Sealed concrete floor. | Sealed concrete floor. |
| Casework/ Counters | Not Applicable | Not Applicable | Not Applicable |
| Electrical - Mechanical Requirements | Standard | Preferred | Minimum |
| Ceilings | Drywall or none leave ceiling area exposed. | Drywall or None - Leave ceiling area exposed | None leave ceiling area exposed. |
| Lighting | Fluorescent 2x4 lighting. | Fluorescent 2x4 lighting. | Fluorescent 2x4 lighting. |
| Wall Materials | 5/8" gypsum board, painted includes floor molding. | 5/8" gypsum board, painted includes floor molding. | 5/8" gypsum board, painted includes floor molding. |
| Flooring | Sealed Concrete | Sealed Concrete | Sealed Concrete |
| Toilet Requirements | Standard | Preferred | Minimum |
| Ceilings | 2x 2 suspended acoustical tile with gypsum board dropped beams and soffits over the countertops and / or toilets | 2x 2 suspended acoustical tile with gypsum board dropped beams and soffits over the countertops and / or toilets | 2x 2 suspended acoustical tile with gypsum board dropped beams and soffits over the countertops and / or toilets |
| Lighting | Fluorescent Lighting coves or recesses soffits over toilets and counters. | Fluorescent Lighting coves or recesses soffits over toilets and counters. | Fluorescent Lighting coves or recesses soffits over toilets and counters. |
| Wall Materials | Half height ceramic tile wet walls and wainscots at fixture areas. Painted gypsum board. | Half height 2x2 or 4x4 ceramic tile with borders and/ or patterns | Half height ceramic tile at wet walls only. Gypsum board epoxy painted. |
| Flooring | 2x 2 ceramic tiles with single filed color with accent border or pattern. Mud set. | 2 x2 ceramic tiles with custom borders and or patterns. Mud set. | 2 x2 ceramic single colors as selected by base installation. |
| Casework/ Counters | Plastic laminate counters. | Plastic laminate counters. | Plastic laminate counters. |

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| Teaching Kitchen/ Break room Requirements | Standard | Preferred | Minimum |
|---|--|---|--|
| Ceilings | Drywall ceiling or use 2x 2 suspended acoustical tile with gypsum board. | 2x 2 suspended acoustical tile with gypsum board. | 2x 2 suspended acoustical tile with gypsum board. |
| Lighting | Fluorescent 2x4 lighting. | Fluorescent 2x4 lighting. | Fluorescent 2x4 lighting. |
| Wall Materials | Ceramic Tile | Ceramic Tile | 5/8" gypsum board, painted includes floor molding. |
| Flooring | Quarry Tile w/ Quarry tile base | Quarry Tile w/ Quarry tile base | Vinyl composition tile w/ vinyl wall base. |
| Casework/ Counters | Plastic laminate counters. | Plastic laminate counters. | Plastic laminate counters. |

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CHAPTER

4

ARMY COMMUNITY SERVICE CENTER – COHESIVE UNIT

4.1 Overall Army Community Service Center.

The integrated modules and their placement are most effective as a cohesive unit and the placement of the modular units will play a major part in the successful mission of the Army community service center.

4.2 Function / Description.

The interior function and layout of the overall Army community service centers should be one which promotes a professional appearance and invites a warm friendly atmosphere. The layout of the interior components should be flexible and allow for ease of movement. A transitional space should be provided for visitors and users to be greeted upon entry and allow the users to orient themselves to take advantage of the various activities offered. It is paramount the receptionist control desk be located within the vicinity of the lobby of the Army community center.

4.3 Direct Adjacencies.

The direct adjacencies should allow for privacy when individual spaces are occupied. Direct adjacencies would include lobby and computer resource area.

4.4 Indirect Adjacencies.

Indirect adjacencies should allow for ease of movement. The indirect adjacencies would include the restrooms.

4.5 Ceiling Height.

The ceiling height of the army community service center may vary.

- a. Classroom: Max Ceiling Height 12'-18'
Min ceiling Height 9'
- b. Office: Max Ceiling Height 12'
Min ceiling Height 9'
- c. Computer Resource: Max Ceiling Height 12'
Min Ceiling Height 9'
- d. Receptionist/ Lobby: Max Ceiling Height 15'
Min Ceiling Height 9'

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CHAPTER

5

MATERIALS & FINISHES

5.1 Wall Materials.

The wall material selected essentially should be durable. The concrete block whenever used should be fully tooled.

5.2 Ceiling Finishes.

An exposed structure inside the landing closet exhibits the effect of a high tech industrial look. However an exposed structure is recommended in the landing closet for ease of installing light fixtures and it provides the ability to achieve max ceiling height; but for a more finished look a drywall ceiling is acceptable.

5.3 Entrances and Window Finishes.

Aluminum frames with a natural clear coated finish or powder coat paint system is preferred for consistency of appearance and maintenance.

5.4 Wall Finishes.

Mirrors, graphics, and soft textures help soften the overall appeal of the facility.

5.5 Hardware Finishes.

Hardware Finish: Satin stainless steel or satin chrome is recommended.

5.6 Flooring.

The flooring material should be durable and easily maintained. Recommendation includes terrazzo, carpet, porcelain tile, quarry tile, ceramic tile and resilient tile.

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CHAPTER

6

MECHANICAL PLUMBING & ELECTRICAL

6.1 Plumbing.

Consider providing a drinking fountain in the lobby or in the proximity of the lobby. All drinking fountains and plumbing fixtures should meet minimum and maximum height guidelines set by the Architectural Barriers Act (ABA) Accessibility Guidelines.

6.2 Mechanical (HVAC).

The mechanical system should be capable of adjusting to different internal loads and occupants at different times of the day. Indoor conditions shall conform to the Unified Facilities Criteria (UFC 3-410-01FA), Design: Heating, Ventilating, and Air Conditioning. The temperature controls should be independent to the respective zone.

6.3 Electrical Lighting.

Lighting is crucial to providing a stimulating environment for an Army community Service Center. While both color and lighting considerations impact the overall design. Recommend white or a basic light color for the interior walls and ceiling. Provide display lighting within casework for merchandising or featured items at casework and displays cases. Under counter lighting is recommended where wall cabinets are used.

6.4 Illumination.

Illumination of 40 to 50 foot candles is recommended in circulation spaces and a 30 foot candle is recommended in lobby. A minimum of 50 foot candles is recommended at desk height in various offices space.

6.5 Power.

A 220/ 240 single phase is recommended for less expensive room lighting and vestibule supplemental heating units. An 110V circuit is recommended for accent room lighting. Convenience 110V outlets are required every 10'-0" interval along the outside walls. Provide outlets on the interior walls and include GFCI outlets in the restrooms and kitchen areas. Provide 110V power to circuits as needed to control desk for computer terminals.

6.6 Communication.

Provide adequate power and data connections for classroom space which will serve as conference rooms, VTC, Crisis Action /Response Rooms etc.

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CHAPTER

7

WINDOWS & DOORS

7.1 Windows.

Aluminum window framing is preferred but hollow metal frames are acceptable. Ferrous metal window and frames should be coated with water based epoxy.

7.2 Doors.

Provide aluminum entrance frames with insulated aluminum door with an insulated glass insert. Continue use of the aluminum framing and aluminum glass doors within the lobby and vestibule.

a. Consider the afternoon sun angles and control desk locations to avoid glare. Tempered glass is recommended for typical modules.

b. Door hardware; Satin stainless steel or chrome is preferred with high frequency ball bearing hinges. All doors should meet guidelines established by the Architectural Barriers Act (ABA) Accessibility Guidelines.

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CHAPTER

8

Energy Efficiency Considerations

The climate zone used was 3A. The design weather location is Fort Bragg, NC. In order to achieve energy efficiency 30% greater above the requirements in ASHRAE 90.1 2007 the following energy improvements were incorporated in the COS standard design.

*** Note: The Energy Improvements included in this design package are not mandatory but are provided only as a means to give the designer suggestions on how to improve the energy efficiency in an ACS facility. The designer shall be entirely responsible for selecting the most appropriate construction material, equipment and systems for that specific climatic region.*

I. Structural Elements:

A. Structural System:

1. Truss System:

There were no energy improvements made to roof truss system design as shown. Otherwise the Roof Truss system shall be as selected by the designer of record.

Refer to Architectural Elements for energy improvements to the roof.

2. Floor System:

There were no energy improvements made to floor system design as shown. Otherwise the floor system shall be as selected by the designer of record.

3. Foundation System:

There were no energy improvements made to foundation system design as shown. Otherwise the Foundation system shall be as selected by the designer of record.

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II. Architectural Elements:**A. Building Envelope:****1. Roof: assembly calculation; R-Value: 51.38**Standing Seam Metal Roof: R-Value 61Structural Insulated Panels (SIPS): R-Value 20Continuous Air Barrier: R-Value 15/8" Structural Roof Sheathing: R-Value .77R-30 Batt Insulation in Attic space: R-Value 30**2. Walls:****Exterior Wall: Half Brick / Half Stucco Finish****Total Exterior Wall Assembly calculation;****R-Value: 35.83**

- Fiberglass Reinforced Latex modified Stucco: R-Value .25
- 1/8" Expanded Metal Lath
- 15 lb Building Felt
- 7" Galv. Steel Stud w/R-30 Batt. Insulation: R-Value 30
- 5/8" Fiberglass Reinf. Gyp. Bd. Sheathing: R-Value .77
- 2" Air Space: R-Value 1
- 3/4" E.P.S. : R-Value 3.375
- 4" Face Brick or 4" CMU: R-Value .44

Interior Wall:**Total Interior Wall Assembly calculation;****R-Value: 15.76**

- 5/8" Gypsum Bd. Both Sides: R-Value 1.54
- 6" Galv. Steel Stud w/R-15 Batt. Insulation: R-Value 14.22

3. Doors:

All Exterior Doors should be weather stripped and sealed including Foyer and Vestibule doors. Door Material is as shown in design package.

4. Windows:**Framing Material**

Frame Material is as shown in design package.

Glazing

Dual Pane Glass with Low-E Coating

All windows should be caulked and sealed against air and moisture penetration.

III. Mechanical, Electrical and Plumbing Elements:

A. HVAC system:

1. HVAC

- Water Source Heat Pump (WSHP)
- Exhaust Fan (EF)
- Unit Heater (UH)
- Dedicated Outdoor Air Unit Schematic (DOAS)
- Energy Recovery Ventilation Control (ERV)
- Condenser Water Loop System
- Direct Digital Control (DDC) provided to operate building mechanical system.

B. Lighting System:

1. Lighting

Occupancy Sensors have been added to several of the rooms to assist with conservation of energy.

C. Plumbing System:

1. Plumbing:

Plumbing fixtures comply with baseline plumbing and fittings and water consumption requirements as required by LEED.

- ✓ Conventional Toilet fixtures use a 1.6 gallon per flush (gpf).
- ✓ Conventional Urinals use a 1.0 (gpf)
- ✓ Conventional Public Lavatory use 0.5 gpm or ≤ 0.25 gpc

***** Note: The Energy Improvements included in this design package are not mandatory but are provided only as a means to give the designer suggestions on how to improve the energy efficiency in an ACS facility. The designer shall be entirely responsible for selecting the most appropriate construction material, equipment and systems for that specific climatic region.***

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| Energy Modeling: Architectural Material R-Values | | | | | | |
|---|--------|------|-----------------------------|---------|---------------|-----------------------|
| Material Name | R/inch | R/s | Material Thickness (inches) | Total R | Total U Value | % Light Transmittance |
| Insulation Materials | | | | | | |
| Rigid Insulation-Behind Masonry | 5 | | N/A | N/A | N/A | |
| Rigid Insulation-Metal Siding | 5 | | N/A | N/A | N/A | |
| Rigid Insulation-Behind Shear Wall | 5 | | N/A | N/A | N/A | |
| Rigid Insulation-Roof | 5 | | N/A | N/A | N/A | |
| Rigid Insulation-Foundation | 5 | | 1 | 5 | .2 | |
| Spray Foam Insulation - Wall Cavity | 7 | | 3 | 21 | .048 | |
| Spray Foam Insulation - Under Roof Deck | 7 | | N/A | N/A | N/A | |
| Fiberglass Batt Insulation 9.5" | 3.16 | | 9.5 | 30.02 | .033 | |
| Fiberglass Batt Insulation 4.5" | 3.16 | | 4.5 | 14.22 | .070 | |
| Fiberglass Blown (Attic) | 2.18 | | N/A | N/A | N/A | |
| Fiberglass Blown (Wall) | 3.82 | | 0 | N/A | N/A | |
| Structural Insulated Panels (SIPS) | | 20 | 0 | 20 | .05 | |
| Expanded Polystyrene (EPS) | 4.5 | | .75 | 3.375 | .2962 | |
| Fiberglass Reinf. Latex Modified Stucco | .20 | | .125 | .025 | 40 | |
| Construction Materials | | | | | | |
| Brick 4" common | | 0.80 | | 0.80 | 1.25 | |
| Brick 4" face | | 0.44 | | 0.44 | 2.273 | |
| Poured Concrete | .08 | | | | | |
| Steel Stud 16" O.C. | | 0 | | | | |
| 4" CMU | | .80 | | .80 | 1.25 | |
| 12" CMU | | 1.28 | | 1.28 | .78125 | |
| Sheathing Materials | | | | | | |
| Gypsum Sheathing 1/2" | | 0.63 | | N/A | N/A | |
| Structural Roof Sheathing 5/8" | | .77 | | .77 | 1.30 | |
| Interior Finish Materials | | | | | | |
| Gypsum 5/8" | | 0.56 | | 0.56 | 1.79 | |
| Flooring Materials | | | | | | |
| Tile, Linoleum | | 0.05 | | | | |
| Roofing Materials | | | | | | |
| Standing Seam Metal Roof | | 0.61 | | 0.61 | 1.639 | |
| Windows | | | | | | |
| Double insulating glass (1/2" w/ Low-E 0.20) | | 3.57 | .25" per | 0 | | 73% |
| Addition for tight fitting drapes or shades, or closed blinds | | 0.29 | | | | |
| Doors | | | | | | |
| Metal Hollow Core Flush (1 3/4") | | 1 | | 1 | | |
| Wood Solid Core Flush (1 3/4") | | 3.03 | | 3.03 | | |
| Metal Insulating Door (2" w/Urethane) | | 15.0 | | N/A | N/A | |
| Air Films | | | | | | |
| Interior Ceiling | | .61 | | .61 | 1.639 | |
| Interior Wall | | .68 | | N/A | N/A | |
| Exterior | | .17 | | .17 | 5.88 | |
| Air Spaces | | | | | | |
| 1/2" to 4" approximately | | 1 | | 1 | 1 | |

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CHAPTER

9

Appendix



9.1 Logo

The **Theme** is “Self-Help, Service and Stability.”

The **Legend:** This emblem represents the cross, the gyroscope, and the heart--an idea associated with the giving of kind-hearted help and stability. The cross, a symbol for help, and the gyroscope, a symbol for equilibrium and stability, are combined with a heart to reflect the program as a living, sustaining force in the lives of Army personnel and their family members. The color of the Army green uniform and the gold buttons and insignia are combined in the emblem. The full circle represents the whole, the Army Community.

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Appendix 9.2 Space Program

Table A-1 Small Space Program for Army Community Service Center

| Functional Component | Space Allocation Standard - Small | | | |
|---|-----------------------------------|------|-----------------------|--------------------|
| | No. Items required | ft2 | Standard Nomenclature | Total ft2 Required |
| Required Spaces | | | | |
| Classroom/ Computer Resource | 1 | 170 | per classroom | 170 |
| Family Advocacy Program - (FAP) Office / Exceptional Family Member Program - (EFMP) Office | 1 | 90 | per office | 90 |
| Decompression Waiting Room | 0 | 80 | per room | 0 |
| Lending Locker | 1 | 33 | per room | 33 |
| Secure Storage | 0 | 96 | per secure storage | 0 |
| Relocation Readiness Program - (RRP) Office | 1 | 125 | per office | 125 |
| Deployment or Mobilization & Stability and Support Operations (SSOs) | 0 | 100 | See Note a. | 0 |
| Copy Graphics | 1 | 24 | per room | 24 |
| Teaching Kitchen/ Break Area | 1 | 80 | per room | 80 |
| Victim Advocacy Program – (VAP) Office | 1 | 100 | per office | 100 |
| Financial Readiness Program - (FRP) Office / Army Emergency Relief – (AER) Office | 0 | 105 | per office | 105 |
| Conference Room | 1 | 86 | per room | 86 |
| Lobby Waiting Area | 1 | 195 | per 4 people | 195 |
| Director's Office | 1 | 175 | per office | 175 |
| Employment Readiness Program - (ERP) Office | 1 | 109 | per office | 109 |
| Army Family Action Plan - (AFAP) Office/ Army Family Team Building - (AFTB) Office/ Army Volunteer Coordinator - (AVC) Office | 1 | 124 | per office | 124 |
| Vending | 1 | 32 | per machine | 32 |
| New Parent Support Program - (NPS) Office | 0 | 80 | per office | 0 |
| File Room | 0 | 99 | per room | 0 |
| Public Toilet | 2 | 76.5 | per fixture | 153 |
| Janitor | 0 | 45 | per room | 0 |
| Volunteer Office | 0 | 96 | per office | 0 |
| Storage Area | 0 | 96 | per room | 0 |
| Information and Referral (I& R) | 0 | 92 | per office | 0 |
| SUBTOTAL required Army Community Service Building Net Area | | | | 1,601 |
| Service Area – Mechanical, Electrical , Communication Room @ | 14% | | | 597 |
| Circulation Area – Aisles, Corridors and Foyers @ | 47% | | | 1,932 |
| TOTAL required Army Community Service Building Gross Area | | | | 4,130 |
| TOTAL w/Energy Improvements Added _ Not to Exceed the DD1391 | .0128% | | | 4,183 |
| Optional Spaces * | | | | |
| Developmental Play Area (Optional Space) | 1 | 43 | per play unit | 43 |
| Short Term Alternative Child Care -(Optional Space) | 1 | 245 | per child | 245 |

* Optional spaces include 20% building factor

Estimated Staffing may vary: 14

*** **Note a.** Deployment or Mobilization & Stability and Support Operations (SSOs) area is better suited in the Medium, Large and Extra Large size ACS facilities.

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Table B-1 Medium Space Program for Army Community Service Center

| Functional Component | Space Allocation Standard - Medium | | | |
|--|------------------------------------|------|-----------------------|--------------------|
| | No. Items required | ft2 | Standard Nomenclature | Total ft2 Required |
| Required Spaces | | | | |
| Classroom | 1 | 132 | per classroom | 132 |
| Family Advocacy Program - (FAP) Office | 1 | 160 | per office | 160 |
| Decompression Waiting Room | 1 | 187 | per room | 187 |
| Lending Locker | 1 | 67 | per room | 67 |
| Secure Storage | 1 | 76 | per secure storage | 76 |
| Computer Resource | 1 | 165 | per 12 person | 165 |
| Relocation Readiness Program - (RRP) Office | 1 | 181 | per office | 181 |
| Copy Graphics | 1 | 24 | per room | 24 |
| Teaching Kitchen/ Break Area | 1 | 105 | per unit | 105 |
| Exceptional Family Member Program - (EFMP) Office | 1 | 106 | per office | 106 |
| Financial Readiness Program - (FRP) Office | 1 | 136 | per office | 136 |
| Interview Room | 0 | 92 | per room | 0 |
| Lobby (Waiting Area; Receptionist.; including Security Desk) | 1 | 312 | per 12 people | 312 |
| Administrative Assistant | 1 | 184 | per office | 184 |
| Director's Office | 1 | 212 | per office | 212 |
| Employment Readiness Program - (ERP) Office | 1 | 165 | per office | 165 |
| Army Family Action Plan - (AFAP) Office | 1 | 114 | per office | 114 |
| Army Family Team Building - (AFTB) Office | 1 | 114 | per office | 114 |
| Vending | 6 | 12 | per machine | 72 |
| New Parent Support Program - (NPS) Office | 1 | 136 | per office | 136 |
| File Room | 1 | 130 | per room | 130 |
| Public Toilets | 2 | - | sets | 804 |
| Janitor | 1 | 48 | per room | 48 |
| Volunteer Office | 1 | 150 | per office | 150 |
| Storage Area | 1 | 43 | per room | 43 |
| Army Volunteer Coordinator - (AVC) Office | 1 | 158 | per office | 158 |
| Army Emergency Relief - (AER) Office | 1 | 182 | per office | 182 |
| Staff Toilets | 1 | 64 | per fixture | 64 |
| Conference Room | 1 | 189 | per office | 158 |
| Mob/ Demob Support Office | 1 | 168 | - | 168 |
| Victim Advocacy Program (VAP Office) | 1 | 168 | - | 168 |
| Deployment or Mobilization & Stability and Support Operations (SSOs) | 1 | 828 | - | 828 |
| Staff Offices | 2 | 98 | per office | 196 |
| SUBTOTAL required Army Community Service Building Net Area | | | | 5,745 |
| Service Area – Mechanical, Electrical , Communication Room @ | 13% | | | 1,433 |
| Circulation Area – Aisles, Corridors and Foyers @ | 34% | | | 3,718 |
| TOTAL required Army Community Service Building Gross Area | | | | 10,896 |
| TOTAL w/Energy Improvements Added _ Not to Exceed the DD1391 | | | | 11,036 |
| Optional Spaces * | | | | |
| Developmental Play Area (Optional Space) | 2 | 86 | per play unit | 172 |
| Short Term Alternative Child Care -(Optional Space) | 1 | 1050 | per child | 1050 |

* Optional spaces include 20% building factor

Estimated Staffing may vary: 24

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Table D -1 Extra Large Space Program for Army Community Service Center

| Functional Component | Space Allocation Standard - Extra Large | | | |
|---|---|------|-----------------------|--------------------|
| | No. Items required | ft2 | Standard Nomenclature | Total ft2 Required |
| Required Spaces | | | | |
| Classroom/ Deployment or Mobilization & Stability and Support Operations (SSOs) | - | - | per classroom | 3357 |
| Family Advocacy Program - (FAP) Office | 1 | 224 | per office | 224 |
| Decompression Waiting Room | 1 | 325 | per room | 325 |
| Lending Locker | 1 | 84 | per room | 84 |
| Secure Storage | 1 | 343 | per secure storage | 343 |
| Computer Resource | 1 | 441 | per 24 person | 441 |
| Relocation Readiness Program - (RRP) Office | 1 | 168 | per office | 168 |
| Copy Graphics & Work Area | 1 | 24 | per room | 24 |
| Teaching Kitchen/ Break Area | 1 | 704 | per unit | 704 |
| Exceptional Family Member Program - (EFMP) Office | 1 | 204 | per office | 204 |
| Financial Readiness Program - (FRP) Office | 1 | 160 | per office | 160 |
| Lobby (Waiting Area; Receptionist; Security) | 1 | 364 | per 24 people | 364 |
| Administrative Assistant | 1 | 230 | per office | 230 |
| Director's Office | 1 | 209 | per office | 209 |
| Employment Readiness Program - (ERP) Office | 1 | 180 | per office | 180 |
| Army Family Action Plan - (AFAP) Office | 1 | 213 | per office | 213 |
| Army Family Team Building - (AFTB) Office | 1 | 150 | per office | 150 |
| Vending | 6 | - | per machine | 132 |
| New Parent Support Program - (NPS) Office | 1 | 201 | per office | 201 |
| File Room | 1 | 81 | per room | 81 |
| Public Toilet | 2 | - | sets | 1172 |
| Janitor | 1 | 77 | per room | 77 |
| Volunteer Office | 1 | 135 | per office | 135 |
| Storage Area | 1 | 28 | per room | 28 |
| Army Volunteer Coordinator - (AVC) Office | 1 | 145 | per office | 145 |
| Army Emergency Relief - (AER) Office | 1 | 144 | per office | 144 |
| Staff Toilets | 1 | 64 | per fixture | 64 |
| Conference Room | 1 | 203 | per room | 203 |
| Stage Area | 1 | 204 | per stage | 204 |
| Victim Advocacy Program (VAP) Office | 1 | 298 | per office | 298 |
| Mob/ Demob Office Support Office | 10 | - | per office | 930 |
| | | | | |
| | | | | |
| | | | | |
| SUBTOTAL required Army Community Service Building Net Area | | | | 11,194 |
| Service Area – Mechanical, Electrical , Communication Room @ | 10% | | | 2,216 |
| Circulation Area – Aisles, Corridors and Foyers @ | 42% | | | 9,529 |
| TOTAL required Army Community Service Building Gross Area | | | | 22,939 |
| TOTAL w/Energy Improvements Added Not to Exceed the DD1391 | .0128% | | | 23,233 |
| | | | | |
| Optional Spaces * | | | | |
| Developmental Play Area (Optional Space) | 4 | 43 | per play unit | 172 |
| Short Term Alternative Child Care -(Optional Space) | 1 | 2100 | per child | 2100 |

* Optional spaces include 20% building factor

Estimated Staffing may vary: 48

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Appendix 9.3 Standard Design Commentary

Standard Design - Small

- For Small Standard Design refer to COS website: <http://mrsi.usace.army.mil/cos/>
- The room adjacencies must remain in the order as described in the headquarters ACS standard however the physical layout of the building may vary slightly; the overall square footage shall not exceed the DD 1391.
- The exterior design and material of the Army Community Service Center should be consistent with service installation architectural standards i.e. Base Exterior Architectural Plan (BEAP).

Standard Design - Medium

- For Medium Standard Design refer to COS website:
<http://mrsi.usace.army.mil/cos/>
- The room adjacencies must remain in the order as described in the headquarters ACS standard however the physical layout of the building may vary slightly; the overall square footage shall not exceed the DD 1391.
- The exterior design and material of the Army Community Service Center should be consistent with service installation architectural standards i.e. Base Exterior Architectural Plan (BEAP).

Standard Design – Large

- For Large Standard Design refer to COS website: <http://mrsi.usace.army.mil/cos/>
- The room adjacencies must remain in the order as described in the headquarters ACS standard however the physical layout of the building may vary slightly; the overall square footage shall not exceed the DD 1391.
- The exterior design and material of the Army Community Service Center should be consistent with service installation architectural standards i.e. Base Exterior Architectural Plan (BEAP).

Standard Design – Extra Large

- For Extra Large Standard Design refer to COS website:
<http://mrsi.usace.army.mil/cos/>
- The room adjacencies must remain in the order as described in the headquarters ACS standard however the physical layout of the building may vary slightly; the overall square footage shall not exceed the DD 1391.
- The exterior design and material of the Army Community Service Center should be consistent with service installation architectural standards i.e. Base Exterior Architectural Plan (BEAP).

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Appendix 9.3 Energy & Sustainability Record Card

| ENERGY & SUSTAINABILITY RECORD CARD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|---|----------------------------------|---|----------|-------|--------|------|-----------|---------|---|------|-----------|---------|---|----|---|---|---|----|---|---|---|----|---|---|---|----|---|---|---|
| Building: Army Community Service (ACS) Center | SF: 23,052 | RPUID: 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Project/PA: Army Community Service (ACS) Center_COS REVIT Energy Model | PA: (Refer DD1391) KUSD | Project #: 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Inst.: Fort Bragg | | Inst. Code: 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Brief Building Description / Special Energy & Sustainability Highlights: (Refer to ACSC_Fact Sheet tab for more specific details). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DASHBOARD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| COMPLIANCE DASHBOARD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EPAAct 2005: <input checked="" type="checkbox"/> EISA 2007: <input checked="" type="checkbox"/> Low Impact: <input checked="" type="checkbox"/> I: <input checked="" type="checkbox"/> II: <input checked="" type="checkbox"/> III: <input checked="" type="checkbox"/> IV: <input checked="" type="checkbox"/> V: <input checked="" type="checkbox"/> GP OVERALL: <input checked="" type="checkbox"/> | Certification Silver LEED NC 3.0 | Energy Use to Baseline | Water Use to Baseline | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Waste Diversion | Legend: <input checked="" type="checkbox"/> 85%-100% <input type="checkbox"/> 70%-85% <input checked="" type="checkbox"/> < 80% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PERFORMANCE DATA & STATISTICS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Gross Energy Intensity (kBTU/SF) Target (40% Savings): 71.1 as Designed: 37.2 Actual: 0.0 | Total Energy Savings vs. Baseline: 48% Savings from 90.1-2007 (782,640 kBTU/yr) | Annual Energy Usage (kBTU) <table border="1"> <thead> <tr> <th>%</th> <th>Baseline</th> <th>Model</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td>100%</td> <td>1,639,936</td> <td>857,297</td> <td>0</td> </tr> <tr> <td>100%</td> <td>1,639,936</td> <td>857,297</td> <td>0</td> </tr> <tr> <td>0%</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> | | % | Baseline | Model | Actual | 100% | 1,639,936 | 857,297 | 0 | 100% | 1,639,936 | 857,297 | 0 | 0% | 0 | 0 | 0 | 0% | 0 | 0 | 0 | 0% | 0 | 0 | 0 | 0% | 0 | 0 | 0 |
| % | Baseline | Model | Actual | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 100% | 1,639,936 | 857,297 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 100% | 1,639,936 | 857,297 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0% | 0 | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0% | 0 | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0% | 0 | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0% | 0 | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fossil-Fuel Energy Intensity (kBTU/SF) Target (65% Savings): 71.1 as Designed: 37.2 Actual: 0.0 | Fossil-Fuel Derived Energy Savings vs. Baseline: 48% Savings from 90.1-2007 (782,640 kBTU/yr) | Annual Energy Demand: Fossil-Fuel Derived Energy Consumption: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Water Intensity (Gal/SF) Target (30%): 5.86 as Designed: 3.47 Actual: 3.47 | Renewable Energy Production: 0% of Total Energy Demand 0 kBTU produced per year | Non-Renewable, Non-Fossil-Fuel Energy: Net Renewable Energy Used On-Site: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Water Savings vs. Baseline: 41% Savings from IPC 2006 55,000 gallons/yr | Renewable Energy/RECs Exported Off-site: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| POC: Name, Symbol Phone: 800-555-1224 eMail: POC.Name@USACE.Army.Mil | | | 2-Jul-14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | | |
|---|-------------|----------------------------|
| Building: Army Community Service (ACS) Center | RPUID: | Certification: LEED NC 3.0 |
| Project: Army Community Service (ACS) Center_COS REVIT Energy Model | Project #: | Received: Silver |
| Inst.: Fort Bragg | Inst. Code: | Reg. Number: |
| City: Fort Bragg | State: N.C. | Country: USA |
| Square Footage: 23,052 | | PA: (Refer DD1391) kUSD |

| | |
|---|--|
| Cell Color Key: | Grey - Not applicable filler; no input |
| Blue - Calculated/auto-filled from elsewhere; no user input | Green - User data input |

ANNUAL ENERGY DEMAND

| | | | |
|----------------------------------|-----------|---------|------|
| Sum of all Sources Below: | 1,639,936 | 857,297 | 0 |
| Target Savings from 90.1-2007: | 40% | 48% | 100% |

ANNUAL ENERGY CONSUMPTION BY SOURCE

| Annual Fossil-Fuel Energy Usage | 90.1-2007 Baseline | Design Model | Metered Actual |
|---|-----------------------|-----------------|-------------------|
| Fossil-Fuel Derived Electric Grid (kWh) = above kWh converted to kBTU: | 224,836 | 176,635 | 0 |
| Natural Gas (kBTU) | 767,172 | 602,704 | 0 |
| Propane (kBTU) | 872,764 | 254,593 | 0 |
| Steam/HW - Fossil-fuel Boiler Plant (kBTU) | | | |
| Fuel Oil (kBTU) | | | |
| Coal (kBTU) | | | |
| Other Fossil Fuels (kBTU) | | | |
| Total Annual Fossil-Fuel Usage in kBTU: | 1,639,936 | 857,297 | 0 |
| EISA 2007 Savings Target from CBECS: | 65% | 48% | 100% |

Non-Fossil, Non-Renewable Energy Usage

| | Baseline | Model | Actual |
|--|-----------|---------|--------|
| Non-Fossil Derived Electric Grid (kWh) = above kWh converted to kBTU: | 0 | 0 | 0 |
| On-site Nuclear Electric (kWh) = above kWh converted to kBTU: | 0 | 0 | 0 |
| On-Site Steam/Hot Water (kBTU) | | | |
| Other On-Site Non-Fossil, Non-Renewable | | | |
| Total Non-Fossil, Non-Renewable Usage: | 0 | 0 | 0 |
| Total Non-Renewable Energy Usage: | 1,639,936 | 857,297 | 0 |

ANNUAL ENERGY HARVEST

| On-Site, on the Installation, on Federal lands, or on Native American lands) | Baseline | Model | Actual |
|--|----------|-------|--------|
| Sun - Electric/Photovoltaic (kWh) = converted to kBTU: | 0 | 0 | 0 |
| Wind - Electric (kWh) = converted to kBTU: | 0 | 0 | 0 |
| Water (Hydro/Ocean) - Electric (kWh) = converted to kBTU: | 0 | 0 | 0 |
| Waste (MSW/Landfill/Septic gas) (kWh) = converted to kBTU: | 0 | 0 | 0 |
| Geothermal Electric (Not GSHP) (kWh) = converted to kBTU: | 0 | 0 | 0 |
| Biomass/Biogas (kWh) = converted to kBTU: | 0 | 0 | 0 |
| Total On-site Renewable Electric: | 0 | 0 | 0 |

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| Grid Renewable Energy/RECs (Off-site and on non-Federal and/or non-Native American lands) | | | |
|---|---|---|---|
| Type(s): _____ (kWh) | | | |
| _____ (kBTU) | 0 | 0 | 0 |

| Non-Electric Renewable Energy (kBTU) | | | |
|--|---|---|---|
| Solar Water Heating (Baseline=30% HW Demand) | | 0 | |
| Air Heating (e.g. Transpired Panels) | | 0 | |
| Renewable Steam/Radiant HW Systems | | | |
| Ground Source Heat Pump/Geothermal | | | |
| Mechanical (e.g. Wind-driven Pump) | | | |
| Other Renewable Non-electric Energy | | | |
| Annual Total Production/Offset: | 0 | 0 | 0 |

| | | | |
|---|------|------|---------|
| Annual Renewable Energy Produced: | 0 | 0 | 0 |
| - Renewable Energy Exported Off-Site: | | 0 | |
| Net Renewable Energy Used On-Site: | 0 | 0 | 0 |
| Gross Percentage of Annual Demand: | 0.0% | 0.0% | #DIV/0! |

WATER

| Water Demand in Gallons | Baseline: | IPC 2006 | Design | Actual |
|-------------------------|---------------------------------------|----------|--------|---------|
| | <i>Domestic Water</i> | 100,000 | 80,000 | |
| | <i>Process Water</i> | 35,000 | 0 | |
| | Total Annual Usage in Gallons: | 135,000 | 80,000 | 100,000 |

| Grey Water Harvesting Systems (Gallons) | | | | |
|---|--|---------|--------|--------|
| | <i>Condinsate Water Capture</i> | | 0 | |
| | <i>Rainwater Harvesting</i> | | 0 | |
| | <i>[fill-in type here]</i> | | | |
| | <i>[fill-in type here]</i> | | | |
| | Annual Total Production/Offset: | 0 | 0 | 20,000 |
| | Non-building usage deduction: | | | |
| | Net Water Usage | 135,000 | 80,000 | 80,000 |
| | Net Savings Target: | 30% | 41% | 41% |

RECYCLED MATERIALS and WASTE DIVERSION

| Units: CY | Target | Current | Actual |
|---------------------------------------|--------|---------|--------|
| <i>Waste Creation Avoided:</i> | | 1,000 | |
| <i>Waste Recycled/Diverted:</i> | | 3,000 | |
| <i>Waste Disposed of to Landfill:</i> | | 7,000 | |

| | | |
|---------------------|--------------|-------------------------|
| <i>Name, Symbol</i> | 800-555-1224 | POC.Name@USACE.Army.Mil |
|---------------------|--------------|-------------------------|

| | |
|--|--|
| Color Key: | Grey - Not applicable filler; no input |
| Blue - Calculated/auto-filled from another tab; no input | Green - Data input cells |

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Energy & Sustainability Mandates Worksheet

Significant Legislative Requirements
Does not include mandates prior to 2005 or those that are generally met

| Topic | August 2005: EPA Act 2005 | December 2007: EISA 2007 |
|--|---|---|
| Building Energy Intensity (Gross) | | Reduce building energy intensity 3% annually through 2015, or 30% total reduction by 2015 (baseline 2003) [§431] |
| Qualitative Compliance: | | 100% |
| Energy Efficiency in New Construction and Major Renovations | Achieve energy performance 30% beyond ASHRAE 90.1-2007. [§109] | New Federal buildings and Federal buildings undergoing major renovations shall reduce their fossil fuel-generated energy (baseline 2003) consumption by: [§433] - 55% by 2010 - 65% by 2015 - 80% by 2020 - 90% by 2025 - 100% by 2030 |
| Qualitative Compliance: | 100% | 100% |
| Renewable Energy Generation | Double count renewable energy produced on Federal or Indian lands and used on-site at Federal facilities [§203]. Requires the installation of 20,000 solar energy systems in Federal buildings by 2010 [§204] | |
| Qualitative Compliance: | 100% | |
| Renewable Energy Usage | Defines "renewable energy." Increase renewables 3% in FY 2007-2009, [§203] - Increasing to 5% in FY 2010-2012 - Increasing to 7.5% in FY 2013 & on. | 30% of hot water demand in new Federal buildings and major renovations must be met with solar hot water if life-cycle cost effective [§523] |
| Status: | 25% | 100% |
| Fleet Vehicle Support | | Install at least one renewable fuel pump at each Federal fleet fueling center by 2010 [§246] |
| Qualitative Compliance: | | 0% |
| High Performance Sustainable Buildings | Includes application of sustainable design principles for new buildings [§109]. | Requires sustainable design principles be applied to the siting, design, and construction of buildings subject to the standards [§433] Ensure major replacements of installed equipment, renovation, or expansion of existing space employ the most energy-efficient designs, systems, equipment, and controls life-cycle cost effective [§434] As of December 19, 2010, Federal agencies are prohibited from leasing buildings that have not earned the ENERGY STAR label (some exemptions apply) [§435] |
| Qualitative Compliance: | 100% | 100% |
| Advanced Metering and Measurement | Federal buildings must be metered by October 1, 2012, with data provided at least daily and electricity consumption measured hourly [§103]. | Identify "covered facilities" constituting at least 75% of the agency's facility energy use. Each covered facility must have an energy manager designated and meet additional requirements. Energy and water evaluations must be completed every 4 years for each facility. Facility energy managers are also responsible for commissioning equipment and establishing O&M plans for measuring, verifying, and reporting energy and water savings [§432]. By October 16, 2016, each agency shall provide for equivalent metering of natural gas and steam [§434(b)]. |
| Status: | 100% | 100% |
| Building Management | | |
| Qualitative Compliance: | | |
| Products and Equipment | Requires Federal agencies to incorporate energy efficiency criteria consistent with ENERGY STAR and FEMP-designated products for all procurements involving energy-consuming products and services [§104]. | Encourages agencies to minimize standby energy use in purchases of energy-using equipment. [§524] Requires procurement to focus on ENERGY STAR and FEMP-designated products [§525]. (Also note that Direct Digital Control (DDC) is required when upgrading, retrofitting or replacing HVAC systems per FAR part 23.) |
| Qualitative Compliance: | 100% | 100% |
| Support for Local Communities | | |
| Qualitative Compliance: | | |
| Overall Rating: | 88% | 86% |

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High Performance Sustainable Buildings - Guiding Principles Compliance Worksheet

| Element Color Coding: | |
|-------------------------------|---------------------------------|
| Entry/Drop-Down Box Selection | Compliance Indications: |
| Data-Entry Subquestions | Yes - Compliant with Element |
| No Entry | Maybe - Possible Compliance |
| Not Required | No - Not Compliant with Element |

| Federal Requirements for High Performance Sustainable Buildings (HPSB) | | | |
|--|----------------|---|---|
| HPSB I: Employ Integrated Design Principles | | | |
| Achievable Points | 2 | Possible Points | 2 |
| Yes | HPSB I.1 | Integrated Design | 1 |
| Yes | HPSB I.2 | Commissioning | 1 |
| HPSB II: Optimize Energy Performance | | | |
| Achievable Points | 5 | Possible Points | 5 |
| Yes | HPSB II.1 | Energy Efficiency. Achieve Option 1 or 2 and insert design percentage | 1 |
| | 1 | Yes | Reduce energy use 30% Below ANSI/ASHRAE/IESNA Standard 90.1- 2007, OR |
| | 2 | Yes | If not at least 30% below ANSI/ASHRAE/IESNA Standard 90.1-2007, will the design achieve the maximum level of energy efficiency that is life-cycle cost-effective? |
| | | 30.0% | Insert percentage below ANSI/ASHRAE/IESNA Standard 90.1-2007 in terms of energy use (e.g. 32) |
| | | | Insert building energy intensity (Btu/SF) calculated with the energy model per 10 CFR 433 |
| | | | Roof Attributes (Recommended) |
| | | | Cool roof (LEED SS cr 7.2 or Energy Star) |
| | | | Green roof |
| | | | Solar electric |
| | | | Solar thermal |
| | | | Solar passive |
| | | No | Achieve "Designed to Earn the Energy Star" rating - Benchmark from first year of operation (Recommended) |
| Yes | HPSB II.2 | Preferential use of ENERGY STAR or FEMP-designated equipment, when lifecycle cost effective | |
| Yes | HPSB II.3 | On-site Renewable Energy - Solar Hot Water Heater System | |
| | | Yes | Lifecycle cost assessment found solar hot water heater system not effective |
| | | No | When lifecycle cost effective, solar hot water system installed - min 30% demand |
| | | | Insert percentage achieved |
| Yes | HPSB II.4 | On-site Renewable Energy | |
| | | Yes | Lifecycle cost assessment found renewable energy generation projects not effective |
| | | No | When lifecycle cost effective, renewable energy generation projects installed |
| | | | Renewable energy type |
| | | | Insert first renewable energy type, if applicable |
| | | | Insert second renewable energy type, if applicable |
| | | | Insert generation capacity (kW) |
| | | | Insert percentage of total building |
| Yes | HPSB II.5 | Measurement and Verification - Advanced Metering | |
| | | Yes | Water Metering: Select N/A if not used |
| | | Yes | Electric Metering: Select N/A if not used |
| | | Yes | Natural Gas Metering: Select N/A if not used |
| | | N/A | Steam Metering: Select N/A if not used |
| No | HPSB II.6 | Project Case Study Entered in High Performance Federal Buildings Database (Recommended) | |
| No | EISA 2007 II.7 | Reduction in fossil fuel-generated energy consumption (Recommended) | |
| No | EISA 2007 II.8 | Data Center Energy Consumption (Recommended) | |
| HPSB III: Protect and Conserve Water | | | |
| Achievable Points | 7 | Possible Points | 7 |
| Yes | HPSB III.1 | Indoor Water - 20% Reduction | 1 |
| | | 20.0% | Insert percentage achieved |
| Yes | HPSB III.2 | Outdoor Water - Reduce Potable Water Use by 50% | |
| Yes | HPSB III.3 | Outdoor Water - Stormwater runoff | |
| Yes | HPSB III.4 | Outdoor Water - Achieve Pre-Development Hydrology when technically feasible, when disturbance > 5,000 GSF | |
| | | | Insert cost to implement |
| Yes | HPSB III.5 | Process water potable water use | |
| | | Yes | Energy efficiency measures using water were considered and the cost was included in lifecycle cost assessment |
| | | No | Energy efficiency measures using water were not considered for the design |
| Yes | HPSB III.6 | Water-Efficient Products | |
| Yes | HPSB III.7 | Water Efficient Products - Irrigation Contractors | |

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| HPSB IV: Enhance Indoor Environmental Quality | | Possible Points | 9 |
|--|---|--|----|
| Achievable Points | 8 | | |
| Yes | HPSB IV.1 | <u>Thermal Comfort, ASHRAE 55-2004</u> | 1 |
| Yes | HPSB IV.2 | <u>Ventilation: ASHRAE 62.1-2007</u> | 1 |
| Yes | HPSB IV.3 | <u>Moisture Control</u> | 1 |
| No | HPSB IV.4 | <u>Daylighting - 75% of Spaces</u> | 1 |
| Yes | HPSB IV.5 | <u>Daylighting - Controllability of Systems</u> | 1 |
| Yes | HPSB IV.6 | <u>Low Emitting Materials</u> | 1 |
| Yes | HPSB IV.7 | <u>Protect Indoor Air Quality during Construction</u> | 1 |
| Yes | HPSB IV.8 | <u>Protect Indoor Air Quality after Construction</u> | 1 |
| Yes | HPSB IV.9 | <u>Environmental Tobacco Smoke (ETS) Control</u> | 1 |
| HPSB V: Reduce Environmental Impact of Materials | | Possible Points | 6 |
| Achievable Points | 6 | | |
| Yes | HPSB V.1 | <u>Recycled Content</u> | 1 |
| Yes | HPSB V.2 | <u>Biobased Content</u> | 1 |
| Yes | HPSB V.3 | <u>Environmentally Preferable Products</u> | 1 |
| Yes | HPSB V.4 | <u>Waste and Materials Management - Recycling</u> | 1 |
| Yes | HPSB V.5 | <u>Waste and Materials Management - Divert 50% from Disposal</u> | 1 |
| Yes | HPSB V.6 | <u>Ozone Depleting Compounds</u> | 1 |
| HPSB Totals | | Possible Points | 29 |
| 28 | Federal Requirements Achieved (29 line items) | | |
| 0 | Federal Requirements Maybe Achieved | | |
| 1 | Federal Requirements Not Achieved | | |
| 97% | Overall Compliance with High Performance Sustainable Buildings (HPSB) Guiding Principles | | |

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| | | |
|---|---------------------------------|---|
|  | Yes | Pursuing formal LEED® Certification |
| | | Date Project Registered with USGBC (MM/DD/YY) |
| | LEED® 3.0 NC | LEED® Rating System |
| | 60 | LEED® Credits Achievable |
| | | LEED® Certification Level Achievable |
| | | LEED® Credits Awarded by GBCI (e.g. 42) |
| | 27 | LEED® Energy and Water Credits Achievable |
| Element Color Coding: | | |
| Entry/Drop-Down Box Selection | Compliance Indications: | |
| Data-Entry Subquestions | Yes - Compliant with Element | |
| No Entry | Maybe - Possible Compliance | |
| Not Required | No - Not Compliant with Element | |

| LEED® 3.0 NC Checklist | | | |
|---|------------|---|---|
| Text Color Codes: | | | |
| LEED® Credits and/or Prerequisites that meet HPSB Requirements | | | |
| LEED® Credits and/or Prerequisites that align closely with HPSB Requirements | | | |
| LEED® Credits that meet Energy & Water Criteria (may depend on technologies & strategies) | | | |
| Sustainable Sites | | Possible Points | |
| Achievable Points | 12 | Sustainable Sites | 26 |
| Yes | Prereq 1 | Construction Activity Pollution Prevention (HPSB GP3) | Required |
| No | Credit 1 | Site Selection | 1 |
| Yes | Credit 2 | Development Density & Community Connectivity | 5 |
| No | Credit 3 | Brownfield Redevelopment | 1 |
| No | Credit 4.1 | Alternative Transportation - Public Transportation Access | 6 |
| No | Credit 4.2 | Alternative Transportation - Bicycle Storage & Changing Rooms | 1 |
| No | Credit 4.3 | Alternative Transportation - Low-Emitting & Fuel Efficient Vehicles | 3 |
| Yes | Credit 4.4 | Alternative Transportation - Parking Capacity | 2 |
| No | Credit 5.1 | Site Development, Protect or Restore Habitat | 1 |
| No | Credit 5.2 | Site Development, Maximize Open Space | 1 |
| Yes | Credit 6.1 | Stormwater Design, Quantity Control (HPSB GP3) | 1 |
| Yes | Credit 6.2 | Stormwater Design, Quality Control (HPSB GP3) | 1 |
| Yes | Credit 7.1 | Heat Island Effect - Non-Roof | 1 |
| Yes | Credit 7.2 | Heat Island Effect - Roof | 1 |
| Yes | Credit 8 | Light Pollution Reduction | 1 |
| | | Select which LEED® Interior Lighting Option was used | |
| Water Efficiency | | Possible Points | |
| Achievable Points | 4 | Water Efficiency | 10 |
| Yes | Prereq 1 | Water Use Reduction - 20% Reduction (HPSB GP3) | Required |
| 2 | Credit 1 | Water Efficient Landscaping (HPSB GP3) | 2 to 4 |
| | | 2 | Reduce Potable Water Use by 50% (HPSB GP3) |
| | | 4 | No Potable Use or Irrigation (HPSB GP3) |
| No | Credit 2 | Innovative Wastewater Technologies | 2 |
| 2 | Credit 3 | Water Use Reduction (HPSB GP3) | 2 to 4 |
| | | 2 | 30% Reduction (HPSB GP3) |
| | | 3 | 35% Reduction (HPSB GP3) |
| | | 4 | 40% Reduction (HPSB GP3) |
| Energy & Atmosphere | | Possible Points | |
| Achievable Points | 17 | Energy & Atmosphere | 35 |
| Yes | Prereq 1 | Fundamental Commissioning of the Building Energy Systems (HPSB GP1) | Required |
| Yes | Prereq 2 | Minimum Energy Performance (HPSB GP2) | Required |
| Yes | Prereq 3 | Fundamental Refrigerant Management (HPSB GP5) | Required |
| 10 | Credit 1 | Optimize Energy Performance (HPSB GP2) | 1 to 19 |
| | | 1 | 12% for New Buildings/8% for Existing Building Renovations |
| | | 2 | 14% for New Buildings/10% for Existing Building Renovations |
| | | 3 | 16% for New Buildings/12% for Existing Building Renovations |
| | | 4 | 18% for New Buildings/14% for Existing Building Renovations |
| | | 5 | 20% for New Buildings/16% for Existing Building Renovations |
| | | 6 | 22% for New Buildings/18% for Existing Building Renovations |
| | | 7 | 24% for New Buildings/20% for Existing Building Renovations |
| | | 8 | 26% for New Buildings/22% for Existing Building Renovations |
| | | 9 | 28% for New Buildings/24% for Existing Building Renovations |
| | | 10 | 30% for New Buildings/26% for Existing Building Renovations |
| | | 11 | 32% for New Buildings/28% for Existing Building Renovations |
| | | 12 | 34% for New Buildings/30% for Existing Building Renovations |
| | | 13 | 36% for New Buildings/32% for Existing Building Renovations |
| | | 14 | 38% for New Buildings/34% for Existing Building Renovations |
| | | 15 | 40% for New Buildings/36% for Existing Building Renovations |
| | | 16 | 42% for New Buildings/38% for Existing Building Renovations |
| | | 17 | 44% for New Buildings/40% for Existing Building Renovations |
| | | 18 | 46% for New Buildings/42% for Existing Building Renovations |
| | | 19 | 48%+ for New Buildings/44%+ for Existing Building Renovations |
| 0 | Credit 2 | On-Site Renewable Energy (HPSB GP2) | 1 to 7 |
| | | 1 | On-site 1% |
| | | 2 | On-site 3% |
| | | 3 | On-site 5% |
| | | 4 | On-site 7% |
| | | 5 | On-site 9% |
| | | 6 | On-site 11% |
| | | 7 | On-site 13% |
| Yes | Credit 3 | Enhanced Commissioning (HPSB GP1) | 2 |
| Yes | Credit 4 | Enhanced Refrigerant Management (HPSB GP5) | 2 |
| Yes | Credit 5 | Measurement & Verification (HPSB GP2) | 3 |
| No | Credit 6 | Green Power | 2 |

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| Materials & Resources | | Achievable Points | Possible Points |
|---|---|--|-----------------|
| | | 8 | 14 |
| Yes | Prereq 1 | Storage & Collection of Recyclables (HPSB GP5) | Required |
| 0 | Credit 1.1 | Building Reuse, Maintain Existing Walls, Floors & Roof | 1 to 3 |
| | | 1 Maintain 55% of Existing Walls, Floors & Roof | 1 |
| | | 2 Maintain 75% of Existing Walls, Floors & Roof | 1 |
| | | 3 Maintain 95% of Existing Walls, Floors & Roof | 1 |
| No | Credit 1.2 | Building Reuse, Maintain 50% of Interior Non-Structural Elements | 1 |
| 0 | Credit 2 | Construction Waste Management (HPSB GP5) | 1 to 2 |
| | | 1 50% Recycled or Salvaged | 1 |
| | | 2 75% Recycled or Salvaged | 1 |
| 2 | Credit 3 | Materials Reuse | 1 to 2 |
| | | 1 5% | 1 |
| | | 2 10% | 1 |
| 2 | Credit 4 | Recycled Content (HPSB GP5) | 1 to 2 |
| | | 1 10% | 1 |
| | | 2 20% | 1 |
| 2 | Credit 5 | Regional Materials | 1 to 2 |
| | | 1 10% Extracted, Processed & Manufactured | 1 |
| | | 2 20% Extracted, Processed & Manufactured | 1 |
| Yes | Credit 6 | Rapidly Renewable Materials (HPSB GP5) | 1 |
| Yes | Credit 7 | Certified Wood (HPSB GP5) | 1 |
| Indoor Environmental Quality | | Achievable Points | Possible Points |
| | | 14 | 15 |
| Yes | Prereq 1 | Minimum IAQ Performance (HPSB GP4) | Required |
| Yes | Prereq 2 | Environmental Tobacco Smoke (ETS) Control (HPSB GP4) | Required |
| Yes | Credit 1 | Outside Air Delivery Monitoring | 1 |
| Yes | Credit 2 | Increased Ventilation | 1 |
| Yes | Credit 3.1 | Construction IAQ Management Plan, During Construction (HPSB GP4) | 1 |
| Yes | Credit 3.2 | Construction IAQ Management Plan, Before Occupancy (HPSB GP4) | 1 |
| Yes | Credit 4.1 | Low Emitting Materials, Adhesives & Sealants (HPSB GP4) | 1 |
| Yes | Credit 4.2 | Low Emitting Materials, Paints & Coatings (HPSB GP4) | 1 |
| Yes | Credit 4.3 | Low Emitting Materials, Flooring Systems (HPSB GP4) | 1 |
| Yes | Credit 4.4 | Low Emitting Materials, Composite Wood & Agrifiber Products (HPSB GP4) | 1 |
| Yes | Credit 5 | Indoor Chemical & Pollutant Source Control | 1 |
| No | Credit 6.1 | Controllability of Systems, Lighting (HPSB GP4) | 1 |
| Yes | Credit 6.2 | Controllability of Systems, Thermal Comfort | 1 |
| Yes | Credit 7.1 | Thermal Comfort, Design (HPSB GP4) | 1 |
| Yes | Credit 7.2 | Thermal Comfort, Verification | 1 |
| Yes | Credit 8.1 | Daylight & Views - Daylight 75% of Spaces (HPSB GP4) | 1 |
| Yes | Credit 8.2 | Daylight & Views - Views for 90% of Spaces | 1 |
| Innovation & Design Process | | Achievable Points | Possible Points |
| | | 3 | 6 |
| Yes | Credit 1.1 | Innovation in Design 1.1 | 1 |
| | | Energy Select if ID 1.1 was for energy and/or water | |
| Yes | Credit 1.2 | Innovation in Design 1.2 | 1 |
| | | Select if ID 1.2 was for energy and/or water | |
| No | Credit 1.3 | Innovation in Design 1.3 | 1 |
| | | Select if ID 1.3 was for energy and/or water | |
| No | Credit 1.4 | Innovation in Design 1.4 | 1 |
| | | Select if ID 1.4 was for energy and/or water | |
| No | Credit 1.5 | Innovation in Design 1.5 | 1 |
| | | Select if ID 1.5 was for energy and/or water | |
| Yes | Credit 2 | LEED® Accredited Professional | 1 |
| Regional Priority Credits | | Achievable Points | Possible Points |
| | | 2 | 4 |
| Yes | Credit 1.1 | Regional Priority 1.1 | 1 |
| | | Energy Select if RP 1.1 was for energy and/or water | |
| Yes | Credit 1.2 | Regional Priority 1.2 | 1 |
| | | Water Select if RP 1.2 was for energy and/or water | |
| No | Credit 1.3 | Regional Priority 1.3 | 1 |
| | | Energy Select if RP 1.3 was for energy and/or water | |
| No | Credit 1.4 | Regional Priority 1.4 | 1 |
| | | Select if RP 1.4 was for energy and/or water | |
| LEED Project Totals (pre-certification estimates) | | Possible Points 110 | |
| 60 | LEED® Credits Achievable | | |
| 0 | LEED® Credits Maybe Achievable | | |
| 16 | LEED® Credits Not Achievable | | |
| 27 | LEED® Energy and Water Credits Achievable | | |
| Certified: 40-49 points, Silver: 50-59 points, Gold: 60-79 points, Platinum: 80-110 | | | |

OCTOBER 2014

Acronyms

A

AAFES Army and Air Force Exchange Service
ACAP Army Career and Alumni Program
ACES Army Continuing Education System
ACS Army Community Service
AD Active Duty
ADCO Alcohol Drug Control Officer
ADSW Active Duty for Special Work
AER Army Emergency Relief
AF Appropriated Funds
AFAP Army Family Action Plan
AFN Armed Forces Network
AFRTS Armed Forces Radio and Television Network
AFTB Army Family Team Building
AG Adjutant General
AGR Active Guard Reserve
AI Assignment Instructions
AIT Advanced Individual Training
AMC Army Material Command
AO Administrative Officer
AO Area of Operations
APC Armored Personnel Carrier
APF Appropriated Funds
APFT Army Physical Fitness Test
APO Army Post Office
AR Armor (following a unit number)
AR Army Regulations (followed by regulation number)
AR Army Reserve
ARC American Red Cross
ARCOM Army Reserve Command
ARNG Army Reserve National Guard
ARPERCEN Army Reserve Personnel Center
ARS Army Relief Society
ASAP Alcohol Substance Abuse Program
ASAP As Soon As Possible
AT Annual Training
ATM Automatic Teller Machine
AUSA Association of the United States Army
AVC Army Volunteer Coordinator
AWOL Absent Without Leave

OCTOBER 2014

B

BAC Breath Alcohol Content
BAH Basic Housing Allowance
BAQ Basic Allowance for Quarters
BAS Basic Allowance for Subsistence
BC Battery Commander
BCT Basic Combat Training
BDE Brigade
BDU Battle Dress Uniform
BG Brigadier General (1-Star)
BN Battalion
BNCOC Basic Noncommissioned Officer Course
BNS1 Battalion Adjutant (United States Army) S1
BTY Battery
BX Base Exchange (Air Force)

C

CAC Community Action Council
CAC Common Access Cards (Identification Cards)
CAFAP Consumer Affairs and Financial Assistance Program
CAR Chief of Army Reserve
CDR Commander
CDS Child Development Services
CDST Central Daylight Standard Time
CFNCO Command Financial Non-Commissioned Officer
CG Commanding General
CGSC Command and General Staff College
CHAMPUS Civilian Health and Medical Program of the United States
CID Criminal Investigation Division
CINC Commander In Chief
CIV Civilians
C-fe Community fe
CMWRF Community Moral, Welfare and Recreation Funds
CNGB Chief, National Guard Bureau
CO Commanding Officer
CO Company
COB Close of Business
COB Command Operating Budget

OCTOBER 2014

CoC Chamber of Commerce
COFS Chief of Staff
COL Colonel
COLA Cost of living Allowance
COM Commercial (If phone number follows COM)
CONUS Continental United States
CP Command Post
CPAC Civilian Personnel Advisory Center
CPL Corporal
CPOL Civilian Personnel Online
CPT Captain
CPX Command Post Exercise
CQ Charge of Quarters
CR FWD Carry Forward
CS Chief of Staff
CSA Chief of Staff, Army
CSM Command Sergeant Major
CTA Common Table of Allowances
CWO Chief Warrant Officer
CY Calendar Year
CYS Child and Youth Services

D

DA Department of the Army
DAC Department of Army Civilian
DANTES Defense Activity for Non-Traditional
Educational Support
DAT Developmental Assessment Team
DCA Director of Community Affairs
DCSPER Deputy Chief of Staff for Personnel
DDP Delta Dental Plan
DDPR Drug Demand Reduction Program
DECA Defense Commissary Agency
DEERS Defense Eligibility Enrollment Reporting
System
DEH Director of Engineering and Housing
DENTAC Dental Activity
DEROS Date of estimated return from Overseas
DF Distribution Form
DFAS Defense Finance Accounting System
DI Drill Instructor
DO Duty Officer

OCTOBER 2014

DOB Date of Birth
DOD Department of Defense
DOR Date of Rank
DPCA Director of Personnel and Community Activities
DPP Deferred Payment Plan
DPW Director of Public Works
DSN Defense Switched Network
DUI Driving Under the Influence
DWI Driving While Intoxicated

E

EANGUS Enlisted Association of the National Guard of the United States
EAP Employee Assistance Program
ECECS Executive Control and Essential Command Supervision
ECERS Early Childhood Environmental Rating Scal
EDRE Emergency Deployment Reaction Exercise
EE Emergency Essential
EFM Exceptional Family Member
EFMP Exceptional Family Member Program
EER Enlisted Evaluation Report
EM Enlisted Member
EN Enlisted
ENG Engineer
EOM End-of-the-Month
ERP Employment Readiness Program
ESGR Employer Support of the Guard and Reserve
ESM Enlisted Strength Management
ETA Estimated Time of Arrival
ETS Expiration Term of Service
EUSA Eight United States Army
EWS Enlisted Wives Club

F

FA Field Artillery
FAC Family Assistance Center
FAP Family Advocacy Program
FCC Family Child Care
FCP Family Care Plan
FDCRS Family Day Care Rating Scale

OCTOBER 2014

FDU Full Dress Uniform
FLO Family Liaison Office
FM Family Member
FONECON Phone Conversation
FORSCOM Forces Command
FOUO for Official Use Only
FPC Family Program Coordinator (Guard and Reserve)
FRC Family Readiness Center
FRG Family Readiness Group
FRO Family Readiness Officer
FRP Financial Readiness Program
FRT Financial Readiness Training
FSA Family Separation Allowance
FSB Forward Support Battalion
FSSA Family Subsistence Supplemental Allowance
FTDTL Forensic Toxicology Drug Testing Laboratory
FTX Field Training Exercise
FY Fiscal Year
FYI For Your Information

G

G1 Personnel
G2 Intelligence
G3 Training/Operations
G4 Supply
G5 Civil-Military
GA General of the Army (5-Star)
GED General Education Diploma
GEN General (4-Star)
GO General Officer
GS General Schedule

H

HQDA Headquarters Department of the Army
HHC Headquarters and Headquarters Company
HMO Health Maintenance Organization
HQ Headquarters
HS Home Station

OCTOBER 2014

I

I&R Information and Referral
IACH Irwin Army Community Hospital
IADT Initial Active Duty Training
IBTC Installation Biochemical Testing Coordinator
IBTP Installation Biochemical Testing Point
IDT Inactive Duty Training
IE Initial Entry
IEP Individual Education Plan
IET Initial Entry Training
ID Identification Card
IG Inspector General
IMA Individual Mobilization Augmentee
IN Infantry
INFO For the Information of
INF Inactive National Guard
INSCOM Intelligence and Security Command
IO Information Officer
IRF Immediate Reaction Force
IRR Individual Ready Reserves
ITO Information Travel Office
ITO Invitational Travel Order
ITR Information, Ticketing and Registration
ITT Information, Tours and Travel
IVC Installation Volunteer Coordinator
IVP Installation Volunteer Program

J

JAG Judge Advocate General
JR EN Junior Grade Enlisted Personnel
JR NCO Junior Grade Noncommissioned Officer
JROTC Junior Reserve Officer Training Corps
JUMPS Joint Uniform Military Pay System

K

KIA Killed In Action
KP Kitchen Patrol
LES Leave and Earnings Statement

OCTOBER 2014

L

LC Lending Closet
LGI Locally Generated Income
LN Local National
LOD Line Of Duty
LOI Letter of Instruction
1LT First Lieutenant
2LT Second Lieutenant
LTC Lieutenant Colonel
LTG Lieutenant General (3-Star)
LZ Landing Zone

M

MACOM Major Command
MAIN Maintenance
MAJ Major
MDW Military District of Washington
MEDCOM Medical Command
MEDDAC Medical Department Activity
MEO Most Efficient Organization
METL Mission Essential Task st
MFO Multinational Forces and Observer
MFR Memorandum of Record
MG Major General (2-Star)
MI Military Intelligence
MIA Missing In Action
MIP Model Installation Program
MOA Memorandum of Agreement
MOAA Military Officers' Association
MOS Military Occupational Specialty
MOU Memorandum of Understanding
MP Military Police
MPD Military Personnel Division
MRE Meals Ready to Eat
MTF Medical Treatment Facility
MSG Master Sergeant
MSO Moral Support Officer
MTMC Military Traffic Management Command
MUSARC Major United States Army Reserve Command
MUTA Multi-Unit Training Assembly
MWR Morale, Welfare and Recreation

OCTOBER 2014

N

NA Not Applicable
NAF Nonappropriated Funds
NAFSAC Nonappropriated Fund Supply Acquisition and Contracting
NATO North Atlantic Treaty Organization
NCO Noncommissioned Officer
NCOA Noncommissioned Officers' Association
NCOER Noncommissioned Officer Evaluation Report
NCOIC Noncommissioned Officer In Charge
NCOWC Noncommissioned Officer's Wives Club
NEO Noncombatant Evacuation Operation
NG National Guard
NGAUS National Guard Association of the United States
NGB National Guard Bureau
NHTSA National Highway Traffic Safety Administration
NLT Not Later Than
NPSP New Parent Support Program

O

O CLUB Officers' Club
OAC Officer Advanced Course
OBC Officer Basic
OBE Overcome By Events
OCAR Office of the Chief, Army Reserve
OCONUS Outside Continental United States
OD Officer of the Day
OER Officer Evaluation Report
OIC Officer In Charge
OJT On the Job Training
OPF Official Personnel File
ORE Operational Readiness Exercise
ORT Organization Review Team
OSM Officer Strength Management
OWC Officers' Wives Club

OCTOBER 2014

P

PAC Personnel Administration Center
PAM Pamphlet
PAO Public Affairs Office
PARR Program Analysis and Resource Review
PBG Program Budget Guidance
PCM Primary Care Management
PCP Personal Care Plan
PCS Permanent Change of Station
PDIP Program Development Increment Package
PDQ Pretty "Darn" Quick
PERSCOM Personnel Command (United States Total Army)
PFC Private First Class
PLT Platoon Primary Level Training
PM Provost Marshal
PMOS Primary Military Occupational Specialty
POA Power of Attorney
POC Point of Contact
POE Port of Embarkation
POI Program of Instruction
POV Privately Owned Vehicle
PPO Preferred Provider Organization
PR&C Purchase Request and Commitment
PRSG Personnel Reassignments Work Center
PSC Personnel Service Company
PT Physical Training
PTD Permissive Temporary Duty
PTI Parent Training and Information
PFC Private First Class
PV1 Private
PV2 Private Second Class
PVT Private
PX Post Exchange
PZ Primary Zone

OCTOBER 2014

R

RA Regular Army
RC Reserve Components
RD Rear Detachment
RDC Rear Detachment Commander
RDF Rapid Deployment Force
R&D Research and Development
REG Regulation
REGT Regiment
RET Retired
RFO Request For Orders
RIF Reduction In Force
RO Roundout
RON Remain Overnight
ROTC Reserve Officer Training Corps
R&R Rest and Recreation
RRP Relocation Readiness Program

S

1SG First Sergeant
S1 Personnel
S2 Intelligence
S3 Training/Operations
S4 Supply/Logistics
S5 Civil-Military
SAB Subject As Above
SAB Same As Above
SAV Staff Assistance Visit
SBP Survivor Benefit Plan
SD Staff Duty
SDNCO Staff Duty Noncommissioned Officer
SDO Staff Duty Officer
SES Senior Executive Service
SFC Sergeant First Class
SFSC Soldier and Family Support Center
SG Servicemembers' Group Life Insurance
SGM Sergeant Major
SGT Sergeant
SIDPERS Standard Installation Division Personnel Reporting System
SIG Signal
SIO Standard Installation Organization

OCTOBER 2014

SIR Serious Incident Report
SITES Standard Installation Topic Exchange Service
SJA Staff Judge Advocate
SLDR Soldier
SMA Sergeant Major of the Army
SMGT Strength Management Work Center
SMI Supplemental Medical Insurance
SOC Service Members Opportunity Colleges
SOCOM Special Operations Command
SOP Standard Operating Procedure
SOW Statement of Work
SPC Specialist
SPON Sponsor
SQD Squad
SQT Skills Qualification Test
SRB Selective Reenlistment Bonus
SRRP Soldier Risk Reduction Program
SSCRA Soldiers' and Sailors' Civil Reef Act
SSG Staff Sergeant
SSN Social Security Number
STARC State Area Command
STOMP Specialized Training of Military Parents
SWS Social Work Services
SZ Secondary Zone

T

TAG The Adjutant General
TAPS Tragedy Assistance Program for Survivors
TASC Training and Support Center
TBA To Be Announced
TBD To Be Determined
TDA Table of Distribution and Allowances
TDY Temporary Duty
TIG Time In Grade
TLA Temporary Living Allowance
TMP Transportation Motor Pool
TPU Troop Program Unit
TRADOC Training and Doctrine Command
TREA The Retired Enlisted Association
TROA The Retired Officer Association
TSP Thrift Savings Plan
TTAD Temporary Tour Active Duty

OCTOBER 2014

U

UFR Unfinanced Requirement
UPL Unit Prevention Leader
U.S. United States
U.S.A. United States of America
USACE United States Army Corps of Engineers
USACFSC United States Army Community and Family Support Center
USACIDC United States Army Criminal Investigation Command
USAISC United States Army Information Systems Command
USAR United States Army Reserve
USARC United States Army Reserve Command
USAREUR United States Army Europe
USARF United States Army Reserve Forces (Schools)
USARNG United States Army National Guard
USARPAC United States Army Pacific
USARSO United States Army South
USASOC United States Army Special Operations Command
USDA United States Department of Agriculture
USO United Services Organizations
UTA Unit Training Assembly
UTP United States Army, Europe Theater Plan

V

VA Veterans Affairs
VAP Victim's Advocate Program (abuse issues)
VHA Variable Housing Allowance
VOLAR Volunteer Army

W

WIC Women, Infants and Children Program
WO Warrant Officer
WG Wage Grade
WO Warrant Officer
WOAC Warrant Officer Advanced Course
WOC Warrant Officer Candidate Course
WOSC Warrant Officer Senior Course

X

XO Executive Officer

This Marks the End of Document.

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Department of the Army

US Army Engineering and Support Center
4820 University Square
Huntsville, AL 35816-1822