



**US Army Corps
of Engineers**

MIDDLE EAST DISTRICT

**CENTER OF STANDARDIZATION -
CONTINGENCY DESIGN STANDARDS**

**Non-Permanent
Administration
Facility**

Facility Standard

December 11, 2013

Description:

This Standard establishes the minimum facility capability baseline for all Theaters across the Unified Land Operations (ULO) spectrum of operations sub-categorized by function/task and mission profile that delineates levels of service (e.g., initial entry (first 180 days), temporary (NMT 2-years), semi-permanent (NLT 2-years and NMT 5-years). Theater unique requirements commonly executed within a geographic region are “special considerations” and contained in the “Specific Theater Design Considerations” segment of the Guidance Section of this Army Standard. The Chief of Engineers (COE) is the Joint Chiefs of Staff (JCS) Executive Agent for programmatic oversight, arbitration, or adjudication ICW the Joint Operations Engineer Board (JOEB) for this Standard.

Applicability:

- The Non-Permanent Administration Facility (hereafter referred to as the NPAF) Standard establishes the baseline planning, design, and construction thresholds for all NPAF functional spaces unless otherwise stipulated (e.g., Theater Options) by superseding Service requirements that cannot be met without a request for deviation (see Waivers below).
- This Standard shall be used in conjunction with the Army Facility Component System (AFCS) and Joint Construction Management System - JCMS (currently fielded as the Theater Construction Management System - TCMS) with Force Structure, operational, and logistics having priority over technical considerations.
- This Standard applies equally to all Non-Permanent facilities of this type and within the mission consideration parameters outlined in the Description above for Initial, Temporary, and Semi-Permanent. When feasible mandatory requirements and guidance for semi-permanent facilities should be incorporated into the design of temporary facilities.
- This Standard supersedes space allowance standards and/or criteria contained in AR 405-70, any permanent construction standards and criteria developed under AR 420-1, and serves as the primary authority for Non-Permanent facilities worldwide.
- This facility is excluded from complying with the Architectural Barriers Act Accessibility Standard for Department of Defense Facilities and the October 31, 2008 DoD Memorandum "Access for People with Disabilities" due to its use only by able-bodied military personnel.
- This facility is not required to provide the code required drinking fountains.
- This standard applies to standalone facilities containing only the functional space described in this standard, as well as multiuse, facilities that contain functional spaces described in this standard.

Waivers:

- Only the COE (as the Joint Operations Engineer Board Co-Chair) has the authority to approve exceptions or deviations to this Standard.
- Waiver Request from this Standard shall be submitted by either the Combatant Command (COCOM), Joint Forces Land Component Command (JFLCC), or Army Service Component Command (ASCC) J/G-4 and forwarded to the Office of the Chief of Engineers – Pentagon), OCE-P, The Pentagon.
- All Waiver Requests shall include Command endorsement of cost, logistics and time or delay to implement the deviation cited.
- Deviations will cite specific metric or threshold in question, any relevant citation or requirements to identify the existing conflict requiring resolution, compelling justification or detailed operational or mission impact if deviation is denied.

- All waiver requests to this Standard requires Contingency Facilities Center of Standardization (C-COS) review, adjudication, and/or conflict resolution prior to submission by the appropriate J/G-4 activity cited above.
- All JOEB approved waivers shall be documented in the appropriate Theater mission/master plan (generally, either the logistics plan or operations plan of the J/G-staff) thereby serving as the modified standards for the facility type affected within confines of the mission scope and duration.
- Permanent construction standards, criteria, and technical engineering guidance may be considered to the extent feasible within the mission context or operational parameters. However, citation of permanent construction standards, criteria, or technical guidance is NOT sufficient, sole justification for deviating from this Standard.
- Late submissions and/or execution delays are NOT sufficient stand alone justification for accelerated review or other dispensation to meeting the Standard contained herein.
- As a non-permanent or expeditionary construction solution, this Standard cannot afford a lengthy adjudication process. Hence, any Waiver Request will be reviewed and adjudicated only once. Multiple submissions absent fundamentally compelling or new facts will not be re-considered. Hence, specificity and definitive explanation of what needs to be deviated from, how that deviation will be met, and a compelling justification of operational or mission impact (what specifically cannot be met) is imperative when submitting a Waiver Request.
- A permanent record of Waiver Requests and their final outcome will be maintained by the C-COS for future trend analysis and refinement of Standards, lessons learned, or future adjudication.

The Standard table(s) establishes thresholds (minimum acceptable) for mandatory requirements contained in this Standard. Deviations from Standard table(s) require waiver approval PRIOR to design implementation or construction execution.

The Guidance Section provides instructions and definitions necessary for the application of the mandatory requirements, thresholds, and metrics outlined and described within the Standard table(s).

As such, they are used in conjunction with the Standard in order to consistently ensure the intent and embedded functionality contained herein will meet the operations requirements for Non-Permanent facility construction within the mission parameters and fiscal constraints for the COCOM Commander.

STANDARD

ITEM	MANDATORY CRITERIA	Mission Phase
Site Selection & Planning	The area served by a stand alone non-Permanent Administration facility should have a minimum population of 750 personnel.	Initial/Temporary/Semi-Permanent
Administration Facility	Provide space for varied administrative work and meeting space.	Initial/Temporary/Semi-Permanent
	Provide space for general administrative work. If Commander determines meeting space is required provide space for No Less Than (NLT) 4 and No More Than (NMT) 20 personnel.	Initial
	Provide 9.1 m ² gross area per person NGT 2100 m ² total gross area.	Temporary
	Provide 9.1 m ² gross area per person NLT 91 m ² (10 pn staff) NMT 2100 m ² (230 pn Company +) total gross area.	Semi-Permanent
	Building area minimum of 205 m ² to maximum of 2137 m ² gross area, for Type IIB non-combustible construction and 836 m ² gross area, for Type VB combustible construction.	Initial/Temporary/Semi-Permanent
Entry Vestibule	If Commander determines energy conservation measures are mandatory provide an Entry vestibule. Provide if security requirements mandate use for controlled facility access. Entry Vestibule to be NLT 3.7 m ² gross area and NMT 6 m ² gross area	Initial/Temporary/Semi-Permanent
Interior Configuration	Minimize the use of Interior Walls to create open and flexible office configurations and to increase potential for reconfiguration based on occupant needs in the future.	Initial/Temporary/Semi-Permanent
Meeting Space	If Commander determines meeting space is required provide NMT 1.5 m ² net area per person and NLT 1.4 m ² per person for net seating area with immediate access from facility entry.	Initial/Temporary/Semi-Permanent
Toilets	Provide if no latrine available within 100 meters. Latrine NMT 3.7 (ADA compliant) and NLT 1.4 gross m ² per person Toilet ratio is NLT 1:20 and NMT 1:10 Lavatory ratio is NLT 1:20 and NMT 1:10	Initial/Temporary/Semi-Permanent
Tele-communications Room	If Commander determines computer network and telephone service is required provide a Telecom Area. Comply with I3A Technical Criteria.	Initial/Temporary/Semi-Permanent

GUIDANCE

General. The following guidance for application of this Standard is provided for design/construction agent use in coordination with the construction provider within Theater and as designated by the Service Component Commander (SCC)/ Forces Land Component Commander (JFLCC) or equivalent activity as designated by the Combatant Command (COCOM). All design/construction agents shall incorporate the key mandatory design features described within the Guidance Section herein in close coordination with the US Army Corps of Engineers (USACE) Contingency - Center of Standardization (C-COS) – Middle East District, Transatlantic Division. All Temporary and Semi-Permanent Facility projects must be reviewed by the COS.

1. This section of the Standard is a necessary component for determining the application and implementation of the mandatory requirements and thresholds established in this standard. The C-COS, in coordination with the Contingency Facility Design Team (FDT), is the final arbitrator for any conflicts or inconsistencies in the application of these standards as well as a mandatory reviewer prior to submission of any formal Waiver Requests. Citing project execution delays as the sole justification for expedited review or other accelerated dispensation for deviating from meeting the Standards is NOT considered a compelling reason for deviation. Late submissions must be substantiated by unforeseen impact; documented life safety, health and welfare issue; or, compelling mission imperatives that cannot be met without an approved waiver.
2. This Standard applies to the full range of Initial through Semi-Permanent construction solutions throughout the spectrum of operational durations.

Design Philosophy.

1. Doctrine, operations, and readiness requirements validation across all Doctrine, Organization, Training, Materiel, Leader Development and Education, Personnel, and Facilities (DOTMLPF) domains were used as the foundation for requirements. These requirements are vetted by joint processes in response to capabilities identified through the Joint Capabilities Identification and Documentation System (JCIDS) to the maximum extent feasible. Consequently, requirements that are contained herein consider past shortfalls and gaps, current needs, and future requirements simultaneously from a facilities context. Hence, deviation from these requirements must carefully consider longer-term needs when considering temporary and/or semi-permanent solutions.
2. The primary staff activity responsible for construction in the Theater of Operations is the J/G-4 in the COCOM, JFLCC, or SCC staff. Consideration to logistical and fiscal tails associated with building materials, indigenous capabilities, threat, and mission scope/duration are primary decision points that override engineering solutions within a deployed or contingency arena. As such, mission decision parameters may override engineering technical solution or approach except in the areas of health and life safety. Notwithstanding are host nation or Status of Forces Agreements that are many times outside the military commander's purview. While every effort to consider sustainability, design impact, and standardized layout will be made, Force Structure, geopolitical, threat, security, and mission decision parameters will be paramount in selecting any construction solution method, materials, or approach (FM 3-34, JPub 3-34).
3. All requirements are portrayed in performance results at the function or task level. This affords a wide range of construction material and engineering method solutions that are tailorable to the mission profile of the support mission at the time a facility is planned and designed. Mission duration projections may influence the selection of materials or methods of construction. This standard should not be utilized to perform 'what if' scenario analysis. Threat and security are critical decision components for this aspect of design application and significantly influence ultimate design and construction solutions. Essentially, if the nature of the construction is to strive for a level of durability, constructability, or efficiency commensurate to permanent construction standards and criteria, then the design and construction requirements fall outside the mission scope and intent of this Standard. It is imperative that prior to

commencing planning and design, such a determination be made at the COCOM, JFLCC, or SCC level, whichever echelon has been designated as the “executing” or “executive” agent within Theater.

4. As a Non-Permanent solution, this Standard must also consider allied, coalition, and host nation requirements that are theater unique if they exceed the UFC 1-201-01 requirements. When these conditions exist or are known habitual considerations, they shall be addressed in individual Theater Baselines contained below.

Specific Theater Design Consideration(s):

- None

Application Guidance.

The minimum requirement is a single room for administrative support.

Reference Criteria. The designs shall use the latest editions of the following design criteria:

The United Facilities Criteria:

- UFC 1-201-01 Non-Permanent DOD Facilities in Support of Military Operations

Facility Category Code: The category code does not automatically imply specific GSF limit. “T” designates Non-Permanent Construction.

CATEGORY CODE	DESCRIPTION
T61050	Administration Facility