



Administration  
& Management

OFFICE OF THE SECRETARY OF DEFENSE  
1950 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1950

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## ADMINISTRATIVE INSTRUCTION NO. 62

SUBJECT: Office Space

- References: (a) [DoD Instruction 5305.3](#), "Department of Defense Space Occupancy Guide for the National Capital Region," May 23, 1966  
(b) [DoD Instruction 5305.4](#), "Administrative Space Report, National Capital Region," May 4, 1966  
(c) [DoD Instruction 5305.5](#), "Space Management Procedures, National Capital Region," May 23, 1966

### 1. PURPOSE

The purpose of this Instruction is to establish procedures to obtain or release office space and to prescribe procedures for reporting information relative to space utilization.

### 2. SCOPE

This Instruction applies to all activities of the Office of the Secretary of Defense, the Organization of the Joint Chiefs of Staff, and other activities assigned to the OSD for administrative support.

### 3. POLICY

Activities will be assigned office space in accordance with the standards and criteria prescribed in reference (a) to the extent available. Any space that becomes excess to the needs of the activity to which it is assigned will be promptly released.

#### 4. RESPONSIBILITIES

##### 4.1. Using Activities are responsible for:

4.1.1. Insuring full utilization of all as signed office space in accordance with the standards prescribed by reference (a).

4.1.2. Justifying requests for additional office space.

4.1.3. Releasing promptly any space that is excess to actual needs.

4.1.4. Preparing and submitting necessary feeder data on office space to the Facilities and Services Division, as required.

##### 4.2. The Facilities and Services Division, OASD(A), is responsible for:

4.2.1. Obtaining, assigning, reassigning, and releasing office space.

4.2.2. Conducting, as necessary, space utilization surveys and evaluating space utilization and requests for additional office space.

4.2.3. Taking necessary action to assure effective utilization.

4.2.4. Preparing necessary space layout plans and forms.

4.2.5. Preparing and submitting necessary space reports in accordance with the provisions of reference (b).

#### 5. PROCEDURES

5.1. To Release Space. As programs are curtailed or eliminated office space no longer required will be released for reassignment.

##### 5.1.1. Using Activities will:

5.1.1.1. When a program is to be curtailed or eliminated, determine the amount of office space required for the remaining personnel and equipment.

5.1.1.2. Determine other office space needs for the activity's area of responsibility.

5.1.1.3. Notify the Facilities and Services Division, OASD (Administration), by memorandum as to the amount and location of space being released. Should the activity have a need for this space, appropriate forms and justification will be submitted with the memorandum in accordance with paragraph 5.2., below.

5.1.2. The Facilities and Services Division, OASD (Administration), will:

5.1.2.1. Initiate action to withdraw space from the using activity upon learning that a program is to be curtailed or eliminated.

5.1.2.2. Consider all requests for space and reassign the space involved.

5.1.2.3. Release to the Space Management Branch, Administrative Management Division, OASD (Administration), all office space in excess of known, justified requirements.

5.2. To Obtain Space

5.2.1. Using Activities will:

5.2.1.1. Upon determination that additional office space is required, complete DD Forms 1450 and 1450-1 for the element that needs additional office space. Standards and criteria reflected in reference (a) will be applied. The reverse side of the form will be used to document justification for the additional office space. The Office Services Branch, Facilities and Services Division, will assist with the preparation of DD Forms 1450 and 1450-1.

5.2.1.2. Forward DD Forms 1450 and 1450-1 to the Facilities and Services Division, OASD(A).

5.2.2. The Facilities and Services Division, OASD (Administration), will:

5.2.2.1. Review the request and justification, make necessary space utilization studies, and assign space needed to meet requirements.

5.2.2.2. Prepare requests, including necessary documentation specified in reference (c), for additional space requirements that cannot be met by adjustment within the OSD.

5.2.2.3. Prepare work orders and coordinate necessary alterations, telephone installations, and moving services.

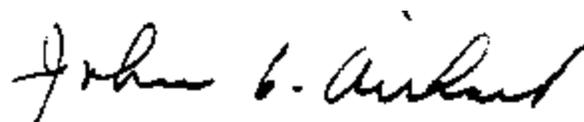
5.3. Reports

5.3.1. Using Activities will submit necessary feeder reports on forms specified by the Facilities and Services Division on the last day of each calendar quarter.

5.3.2. The Facilities and Services Division, OASD (Administration), will prepare and forward prescribed reports to the Space Management Branch, Administrative Management Division, OASD (Administration).

6. EFFECTIVE DATE

This Instruction is effective upon publication.

  
John C. Airhart  
Deputy Assistant Secretary