

740-1 COMMUNITY FACILITIES - MORALE, WELFARE AND RECREATION (MWR), NAVY EXCHANGE (NEX), AND OTHER SUPPORT FACILITIES (INDOOR)

740-1.1 General Notes

740-1.2 Space Allowances

740-1.2.1 Construction Allowances. These allowances apply to all funding sources and types of construction.

740-1.2.2 Installation Requirements. Facilities shall be planned to meet the specific requirements of an installation and not arbitrarily to the maximum allowances indicated. An installation will not automatically qualify for all facilities listed but only for those for which specific requirements exist.

740-1.2.3 Activities. Minor exchange facilities operated for the convenience of non-exchange activities that are an integral part of these activities such as barber shops in clubs; food, retail outlets in air terminals, hospitals, schools or large administration buildings; food service in bowling alleys, operations buildings, and service clubs; and snack facilities in theaters are included in the space allowances authorized for the non-exchange activities.

740-1.2.4 Mechanical Equipment Rooms. Mechanical equipment room space as required should be added to the gross area in the criteria tables. This space varies from 5-10% of the gross area.

740-1.3 Conversion of Existing Facilities

740-1.3.1 A new facility will be provided only when no existing available structure will satisfy the requirements. When an existing structure is converted for morale, welfare or recreational uses, the space allowances may be increased by not more than 20 percent when necessary to effect economical use of the existing structure. This increase is not allowed in cases where an existing structure is expanded by new construction to accommodate such uses.

740-1.4 Anti Terrorism / Force Protection (AT/FP) Considerations

740-1.4.1 For High Density facilities, such as many of the 740 series MWR facilities and Exchange facilities, AT/FP must be considered in the planning process. AT/FP siting and setback requirements should be considered early on. Please reference the Navy Minimum Standards for AT/FP for definitions, set back requirements, and additional information. Webpage: <http://www.wbdg.org>.

740-1.5 **Covered/Enclosed Malls and Sidewalks**

740-1.5.1 Where elements of a community shopping center, such as the exchange main retail store, snack bar, exchange service outlets, commissary, credit union and a bank, are combined in a common structure and connected by a covered mall, space occupied by the mall will not be charged against (deducted from) space allowances for the respective elements. Likewise, where such elements are in proximity to each other and are connected by a covered walkway, space occupied by the covered walkway will not be charged against space allowances for the respective elements. Entrance canopies should not be counted against the building space allowance.

740-1.6 **Construction from Private Funds / PPV Initiatives**

740-1.6.1 The construction of exchange facilities on military installations may be accomplished from funds of commercial concerns or private individuals subject to the approval of the Secretary of their cognizant Military Department, when pertinent contracts between commercial concerns or private individuals and the exchange specifies that immediately upon completion title thereto passes to the government and stipulate conditions and restrictions that should prevent any future conflict with military requirements, and eliminate any future obligations against appropriated funds. The requirement for passage of the title should not apply to portable or relocatable buildings.

740-2 **COMMUNITY FACILITIES—MORALE, WELFARE AND RECREATION (INDOOR)**

740-2.1 **General instructions**

740-2.2 **Using the criteria**

740-2.2.1 **Size to Accommodate Demand.** These criteria provide the current approach to determining allowances for Morale, Welfare and Recreational (MWR) facilities. Facility allowances are sized to accommodate the projected demand for the anticipated functions. This sizing involves a three-step procedure:

740-2.2.1.1 **Estimate Projected Demand.** Calculate the demand for each functional component of the facility using the demand calculation tables. Then apply any special adjustment factors in the criteria.

740-2.2.1.2 **Determine Capacity Requirements.** Derive the number of required functional units by multiplying the demand by the capacity factors in the criteria.

740-2.2.1.3 Calculate Space Allowances. Apply the space allocation factors to determine the square footage required for each functional component. Add the areas for all components, plus support area factors indicated in the criteria, to determine the total facility allowance. For each step in this planning process, follow the calculations and instructions provided in the criteria for each facility type. In addition to the criteria stated in *NAVFAC P-80*, attention should be given to relevant planning information in the Base Master Plan, Overview and Functional Regional Plans (RSIPs), UFC Criteria, Design Manuals, Military Handbooks or Instructions for the specific facility type.

740-2.2.2 For Marine Corps Installations results of the **MWR Construction Program Patron Survey** will be used to provide Marine Corps specific patron desires. Construction Program Patron Survey data is available from the **Commandant of the Marine Corps**.

740-2.2.3 Space Allowance Flexibility

740-2.2.3.1 Modular Space Allowances

For many of these criteria, usage demand, capacity requirements and space allowances are calculated separately for component function-areas of the facility, and then totaled to derive overall facility space allowances. This procedure is designed to respond to local variations in the set of activities and spaces provided, and the relative demand for different activities depending on the needs of the installation population. This approach can also accommodate diverse existing facility situations, when considering additions or complementary new facilities.

740-2.2.3.2 Space Programs versus Facility Allowances

These criteria are used to determine the total space allowance for a facility. Even though area calculations for functional components of the facility are used in deriving the overall allowance, this does not fix the space sizes of the component program areas of the facility. Local installation decisions, in the space programming and design process, should determine the appropriate allocation of areas for each function-space within the total facility allowance.

740-2.2.3.3 Local Variation

Local demand for program activities may depend on a variety of factors, in addition to the overall installation population, including:

- Proportion and relative participation of different user groups among the population.
- Specific program of activities provided.
- Competing on-base and off-base facilities providing similar programs.
- Geographic distribution and accessibility of the user populations.
- Local climate conditions and operating seasons.
- Overseas situations and local customs.

740-2.2.4 **Population Basis for Demand Calculations**

See Chapter 1 of this instruction for information on population definitions and base loading data.

740-3 **MWR FACILITIES, GENERAL NOTES**

740-3.1 The involvement of MWR representatives in the planning process is required, especially for all Category C business-based projects, in order to ensure a match between program needs, and the types and sizes of spaces to be provided. See below for a listing of Category A-C facilities as defined by MWR.

740-3.2 MWR programs are funded by a combination of non-appropriated funds (NAFs) and appropriated funds (APFs). MWR activities are divided into three categories following DoD policy on funding and function:

740-3.2.1 **Category A** operations are considered essential in meeting the organizational objectives of the Military Services. They shall be funded almost entirely with APF, with the use of NAF limited to specific instances where APF support is prohibited by law or where the use of NAF is essential for the operation of a facility or program. These facilities do not generate any NAF revenues. Examples are gymnasiums, libraries, and sports programs.

740-3.2.2 **Category B** operations are mission enhancing community support programs that support military members and their families. These programs are primarily supported by APF support, but do generate NAF revenues. Examples are outdoor recreation, child development, hobby shops, ITT, community pools, school age care, and youth development programs.

740-3.2.3 **Category C** operations are business-based activities and are authorized minimal APF (such as SRM, environmental compliance, security, and health and safety support; interior renovation and new construction/additions are NAF funded) except at isolated/remote and OCONUS installations where Category C operations are treated the same as Category B operations. Examples are food and beverage operations, bowling centers, cottages, RV parks, slip rental marinas, and golf courses.

For Category B and C facilities an initial market survey and financial analysis or pro forma is required to determine if the facility will be self-sustaining or profitable, in the case of Category C operations. Once the Installation has completed their analysis, the proposal will be submitted via the regional command to NPC (after 1 October 2004, CNIC Field Support Activity) through an Internal Needs Validation Study (INVS). If the project earns sufficient points through the INVS, it will move on to the Project Validation Assessment stage where the demand and scope will be confirmed through independent review.

740-3.3 For overseas activities the net to gross factor (typical net to gross is 1.25 or 25%) will increase as necessary to meet host nation building codes.

740-3.4 **Recreational Planning Context**

Planning for MWR facilities should involve consideration of the individual facility in relationship to a comprehensive recreational program and facilities plan for the installation. Consider the following factors, in addition to those relationships specifically indicated in the criteria for each facility:

- If other MWR facilities serving the same user population provide the same program activities, reduce the allowed capacity of the proposed facility by the capacity provided elsewhere at the installation.
- Consider collocating the facility with other recreational facilities providing complementary programs, to provide the users with the increased convenience and attractiveness of clustered activities, and to take advantage of potential savings in support space requirements and operating costs.
- Size and locate an individual facility appropriately to the target population and geographical area its particular function is designed to serve. Convenient access for users should be considered in balance with the need for efficient facility operation and avoidance of duplicate facilities.

740-4 NAVY EXCHANGE FACILITIES, GENERAL NOTES

740-4.1 Navy Exchange facilities requirements are developed by the Navy Exchange Service Command, 3280 Virginia Beach Blvd, Virginia Beach, VA 23452-5724, Head Planning Branch, 757-631-3535.

740-4.2 The Navy Exchange Service Command, Planning Branch uses a Business Case Analysis model to plan new Navy Exchange facilities. They calculate square footage of new facilities based on sales costs for various product lines and expected sales costs and product lines for new facilities compared to existing facilities. They also incorporate a Market analysis of like facilities in the area. Exchange facilities Navy Facility Category Codes and descriptions are included in this Criteria document; however Navy Planners are instructed to contact the Navy Exchange Service Command for requirements development when a new facility is potentially required. If BFRs are being updated or calculated for existing facilities, in most cases it is reasonable to assume that the requirements are equal to the assets for NEX facilities. Recommend that the Navy facilities planners confirm this determination with NEXCOM prior to setting requirements equal to assets.

740 01 EXCHANGE RETAIL STORE (SF)

74001-1 Navy Exchange facilities requirements are developed by the Navy Exchange Service Command, 3280 Virginia Beach Blvd, Virginia Beach, VA 23452-5724, Head Planning Branch, 757-631-3535. See General Notes for NEX facilities at the beginning of the 740 Series.

74001-2 The exchange retail store is planned as part of an authorized Navy or Marine Corps Exchange. The store includes sales area, immediate back-up stock area, store office, toilets and circulation space. The space allowances for exchange retail stores are determined by the Navy Exchange Services Command, 3280 Virginia Beach Blvd, Virginia Beach, VA 23452, 757-631-3535. The Patron base for the Main NEX Retail Store is all active duty, retirees and families/dependents. All merchandise categories are included in the Main NEX Retail Store. Some categories may be stronger or weaker according to age or rank classifications or base or command populace.

740 02 LOCATION EXCHANGE (SF)

74002-1 Navy Exchange facilities requirements are developed by the Navy Exchange Service Command, 3280 Virginia Beach Blvd, Virginia Beach, VA 23452-5724, Head Planning Branch, 757-631-3535. See General Notes for NEX facilities at the beginning of the 740 Series.

74002-2 Location exchanges are subsidiaries of an exchange and are intended for the purpose of providing convenient exchange coverage at an installation. Location

exchanges may be planned only when authorized by the Navy Exchange Service Command or the Commandant of the Marine Corps. Examples of Location Exchanges include, Mini Marts, Fleet Stores, Country Stores, Home Stores, etc. The Patron base and merchandise selection varies for the type of location exchange.

740 03 EXCHANGE CENTRAL ADMINISTRATION (SF)

74003-1 Navy Exchange facilities requirements are developed by the Navy Exchange Service Command, 3280 Virginia Beach Blvd, Virginia Beach, VA 23452-5724, Head Planning Branch, 757-631-3535. See General Notes for NEX facilities at the beginning of the 740 Series.

74003-2 This is space required for the general administrative effort of an exchange such as accounting, payroll, personnel, purchasing or warehousing. Space required for this facility will be calculated using code 610 10, Administrative Office criteria. Administrative space required for an individual exchange facility, such as office space in warehouses, cafeterias, main retail store or location exchange, shall be provided out of the space authorized for the individual facility.

740 04 EXCHANGE / MWR FOOD SERVICE (SF)

74004-1 These facilities include: cafeterias, specialty shops similar to deli, fast food and pizza, bake shops, ice cream shops, etc. Food serving facilities operated in and for the sole convenience of non-exchange activities such as bowling alleys, theaters, air terminals and similar, is already included in the basic space allowance for such activities.

74004-2 Navy Exchange facilities requirements are developed by the Navy Exchange Service Command, 3280 Virginia Beach Blvd, Virginia Beach, VA 23452-5724, Head Planning Branch, 757-631-3535. See General Notes for NEX facilities at the beginning of the 740 Series.

74004-3 MWR Facilities will be coordinated with CNI (N9, N25) and local MWR personnel. See MWR General Notes at the beginning of the 740 Series.

740 08 EXCHANGE FOOD STORE (GROCERY) (SF)

74008-1 Navy Exchange facilities requirements are developed by the Navy Exchange Service Command, 3280 Virginia Beach Blvd, Virginia Beach, VA 23452-5724, Head Planning Branch, 757-631-3535. See General Notes for NEX facilities at the beginning of the 740 Series.

74008-2 In overseas areas where the need has been clearly established, food retail sales outlets (groceries) may be authorized to operate independently or in conjunction with other exchange outlets or cafeterias.

740 09 EXCHANGE SERVICE OUTLETS (BARBER, UNIFORM, ETC) (SF)

74009-1 Navy Exchange facilities requirements are developed by the Navy Exchange Service Command, 3280 Virginia Beach Blvd, Virginia Beach, VA 23452-5724, Head Planning Branch, 757-631-3535. See General Notes for NEX facilities at the beginning of the 740 Series.

74009-2 Exchanges are authorized outlets for basic services in conjunction with the retail store, such as Barber Shop, Tailor/Uniform Shop, Radio/TV Repair Shop, Portrait Studio, Watch Repair Shop, Optical Shop, Beauty Salon, and Personal Services. In addition to specific outlets as listed above, special outlets may be authorized for which no distinct space allowances are given. Examples of such outlets are: CONUS and OVERSEAS - taxicab and bus service spaces, toylands, flower shops, baggage checkpoints; OVERSEAS only - steam-bath facilities, new car sales points, stock investment offices.

740 11 NEX DEPOT (SERVMART) (SF)

74011-1 Navy Exchange facilities requirements are developed by the Navy Exchange Service Command, 3280 Virginia Beach Blvd, Virginia Beach, VA 23452-5724, Head Planning Branch, 757-631-3535. See General Notes for NEX facilities at the beginning of the 740 Series.

74011-2 An NEX Depot may be provided as dictated by NEXCOM. NEX Depots are similar to traditional Navy Servmarts, and offer the same type of inventory, in a more convenient setting.

740 12 RED CROSS/NAVY RELIEF (SF)

74012-1 Space for Red Cross and/or Navy Relief functions can be provided within the Family Services Center (Code 740 25) when available. This space however should not be counted against the requirements for Family Services Center. Space may be provided in other facilities on base when available. This space is not counted against Navy requirements.

740 13 EXCHANGE LAUNDRY AND DRY CLEANING FACILITY (SF)

74013-1 Navy Exchange facilities requirements are developed by the Navy Exchange Service Command, 3280 Virginia Beach Blvd, Virginia Beach, VA 23452-5724, Head Planning Branch, 757-631-3535. See General Notes for NEX facilities at the beginning of the 740 Series.

74013-2 Laundry and dry cleaning plants, which may be operated under the exchange service, normally shall be limited to non-appropriated fund, cleaning and laundering.

740 16 EXCHANGE MAINTENANCE SHOP (SF)

74016-1 Navy Exchange facilities requirements are developed by the Navy Exchange Service Command, 3280 Virginia Beach Blvd, Virginia Beach, VA 23452-5724, Head Planning Branch, 757-631-3535. See General Notes for NEX facilities at the beginning of the 740 Series.

74016-2 An exchange maintenance shop may be provided for the local repair of exchange equipment, fixtures repair of refrigeration equipment and vending machines, and to provide shop space for facility maintenance crews and personnel.

740 18 BANK (SF)

74018-1 Banks may be established only when they are authorized by the U.S. Treasury Department. Normally there will be only one banking facility at each installation. Branch banks, providing complete services, shall not be established without prior approval. Space allowances are given in Table 74018-1.

Table 74018-1 Space Allowances for Banks

	Gross SF	Personnel Strength (1)	Gross SF
Up to 1,000	1,500	7,001 to 9,000	5,560
1,001 to 2,000	2,375	9,001 to 11,000	6,375
2,001 to 3,000	3,250	11,001 to 13,000	7,190
3,001 to 4,000	3,625	13,001 to 15,000	8,000
4,001 to 5,000	4,000	15,001 to 17,000	10,000
5,001 to 6,000	4,375	17,001 to 20,000	13,000
6,001 to 7,000	4,750	Over 20,000	(2)

Notes:

- (1) Active duty military personnel assigned to an installation and stationed within a commuting area not served by another military banking office plus civilian employees of the installation.
- (2) Determined by Engineering Study.

740 19 CREDIT UNION (SF)

74019-1 Credit unions are private cooperative savings and loan organizations. Facilities for a properly chartered credit union may be provided to serve military personnel, their dependents, and other personnel as permitted in the bylaws of the credit union. If a credit union on an installation restricts or limits membership of installation personnel, it will be denied free use of installation facilities. In such cases another credit union which meets DOD requirements may be organized and provided

with logistic support. Space allowances for credit unions are predicated on size of membership, number of transactions, assets, accounting methods, and number of employees. Each of the variables contributes a number of points, the sum of points determines space allowances. The allowance may be increased by 10 percent to accommodate future business expansion. See Table 74019-1 for point values and space allowances.

Table 74019-1 POINT VALUES AND SPACE ALLOWANCES FOR CREDIT UNIONS

Members	Points
0 to 1,000	2
1,000 to 2,500	4
2,501 to 7,500	6
7,501 to 12,000	8
12,001 to 20,000	10
For Each Additional 10,000, add	2
Accounting	Points
Machines	1
Manual	2
Assets (Dollars)	Points
0 to 100,000	1
100,001 to 500,000	2
500,001 to 1,500,000	3
1,500,001 to 5,000,000	4
Over 5,000,000	5
Transactions Per Day	Points
0 to 99	1
100 to 299	2
300 to 499	3
500 to 749	4
750 to 999	5
For Each Additional 500, add	1
Employees	
2 to 5	1
6 to 9	2
10 to 13	3
14 to 17	4
18 to 21	5
22 to 25	6
For Each Additional 3, add	1

TOTAL POINTS = _____

(Use table below for Gross SF)

GROSS SF = _____

Point Totals	Gross SF	Point Totals	Gross SF
0 to 4	800	18	6,200
5	1,000	19	7,200
6	1,300	20	8,200
7	1,700	21	9,200
8	2,200	22	10,200
10	2,800	23	11,200
12	3,500	24	12,200
14	4,300	25	13,200
16	5,200	For each additional factor, add	1,000

740 20 TEMPORARY LODGING FACILITIES (NAVY LODGE) (SF)

74020-1 Navy Exchange facilities requirements are developed by the Navy Exchange Service Command, 3280 Virginia Beach Blvd, Virginia Beach, VA 23452-5724, Head Planning Branch, 757-631-3535. See General Notes for NEX facilities at the beginning of the 740 Series. This category code should not be used to compute a Basic Facility Requirement (BFR).

74020-2 These facilities are temporary living accommodations which normally are rented for a service charge for overnight or short term use to authorized personnel such as: official military or civilian visitors to the installation, visitors to installation personnel, transient personnel or families awaiting assignment to quarters. Included are motels, hotels, and apartments. Where such facilities are authorized for new construction, they shall be of motel type with bath and with kitchenettes, if required. Living units with kitchenettes shall contain no more than 450 square feet of living area and those without kitchenettes no more than 425 square feet. Appropriate circulation, administration, mechanical and service space will be provided.

NOTE: All leasing, conversion, or construction projects for temporary lodging facilities, regardless of scope and funded by non-appropriated fund activities will be forwarded for review and approval to Assistant Secretary of Defense (I&L).

740 21 VISITOR'S RECEPTION CENTER (RECRUIT TRAINING CENTER ONLY) (SF)

74021-1 A visitor's reception center is limited to installations performing basic training. It serves as a point of contact between trainees and visiting relatives or friends. Approximate planning factor is 1.5 gross square feet per recruit.

740 22 TRANSIENT HOUSING (SF)

74022-1 NAVY

Transient housing is Commander Naval Installations (CNIC)-operated living accommodations rented for a service charge to fleet personnel families of ships undergoing repair. This code is for inventory purposes only and is applicable only to housing units removed from the family housing inventory (Category Group 710) and designated for this purpose by the Chief of Naval Operations.

74022-2 MARINE CORPS

These quarters are operated primarily to provide a service to duty transient personnel and TAD students, and to conserve appropriated funds through reduced per diem payments. Guidance is provided in the Marine Corps Order P11000.22

740 23 COMMISSARY (INCLUDING BACK UP STORAGE) (SF)

74023-1 The Navy Commissary Systems were consolidated into the Defense Commissary Agency (DeCA) along with the other services on 1 October 1991. All Commissary construction planning, programming and execution has been transferred to that organization.

74023-2 Questions regarding Commissary construction plans, policies, procedures and sizing should be directed to the Defense Commissary Agency, Directorate of Facilities, Plans and Programs Division, Fort Lee Virginia, 23801-6300. Commercial telephone number is (804) 734-8000 ext 4-8976.

740 24 COMMISSARY COLD STORAGE (DETACHED) (SF)

74024-1 The Navy Commissary Systems were consolidated into the Defense Commissary Agency (DeCA) along with the other services on 1 October 1991. All Commissary construction planning, programming and execution has been transferred to that organization.

74024-2 Questions regarding Commissary construction plans, policies, procedures and sizing should be directed to the Defense Commissary Agency, Directorate of

Facilities, Plans and Programs Division, Fort Lee Virginia, 23801-6300. Commercial telephone number is (804) 734-8000 ext 4-8976.

740 25 FAMILY SERVICES CENTER (SF)

Design Criteria: UFC 4-740-01 webpage: <http://www.wbdg.org>

74025-1 DEFINITION. The Family Services Center (FSC) facility supports the programs that provide the information and family services necessary to support qualified single and married Department of Defense (DoD) personnel and their family members in meeting the unique demands of the military lifestyle, as defined by DoD Instruction 1342.22, Family Centers. The program and services provide information to DoD personnel and their family members, improve life skills by fostering competencies and coping skills, encourage self-sufficiency, and offer short-term support and assistance when necessary.

74025-2 FAMILY SERVICE CENTERS (FSCs) may be established as required to provide information and referral services, education and training services, and counseling services for the active duty population with services usable to dependents and retirees. The centers require open areas such as visiting rooms and conference areas with the majority of space allotted to individual offices conducive to execution of high quality and confidential service delivery.

74025-3 SPACE ALLOWANCES. They provide for baby/toddler play areas, waiting room, record storage, individual counselor offices, administrative areas, storage areas for hospitality kit, general storage, conference rooms, staff areas, and classroom spaces for training exercises conducted by all FSCs.

74025-4 LOCATION DETERMINENTS. Several factors determine the most appropriate and cost effective location for a FSC.

74025-4.1 Site Size. Ensure adequate site space for the following elements when selecting the FSC site: parking space for customers and staff, Antiterrorism/Force Protection (AT/FP) set-back criteria.

74025-4.2 Customer Access. The FSC should be easily accessible both by Military personnel and by Military personnel family members and reservists. The importance of access by civilians or non-active duty personnel must not be overlooked. Consider locations such as near the Installation gate or other high-traffic areas such as the commissary, retail exchange, or medical facilities. As an alternative, consider locating the FSC off-installation like the Installation visitor's center or local high-traffic commercial/retail centers. If the FSC is located off-base, consider the AT/FP impacts to the design of the facility.

74025-4.3 Capacity. Capacity shall be determined by actual count of active duty and full time reserve military personnel receiving installation support who are entitled to FSC services. Overseas areas should include the number of DOD

employees entitled to services. Justification remains the responsibility of the sponsoring command with requirements based on local needs. Adjust these figures for any projected increase/decrease in military population or mission changes. The population served by the FSC is determined by adding a multiplier to the active duty population. The multiplier varies depending on the location of the proposed FSC.

CONUS: FSC population equals active duty (AD) times **1.6**,

OCONUS: FSC population equals AD population times **2.4**, and

Military (Fleet or Navy) **Concentration Areas:** FSC population equals AD population times **2.4**.

74025-4.4 **New activities.** Determine the total number of active duty and full time reserve personnel receiving direct installation support.

Table 74025-1 FAMILY SERVICE CENTER SIZE CLASSIFICATIONS

Size Classification	Population Served
Small	500 to 3,000
Medium	3,001 to 10,000
Large	10,001 to 40,000
Extra Large	40,000 and Up

Table 74025-2 FAMILY SERVICE CENTER GROSS AREAS

FSC	Gross Area (sq.m./SF)	Gross Area (sq.m./SF)	Estimated Staffing (PN)	Estimated Staffing (PN)
	Navy	Marine Corps	Navy	Marine Corps
Small	321.96 / 3,466	281.38 / 3,029	6-8	4-8
Medium	667.55 / 7,185	463.31 / 4,987	13-17	5-13
Large	1,160.29 / 12,489	813.14 / 8,753	19-26	6-19
Extra Lg.	1,763.39 / 18,981	1,310.78 / 14,109	31-36	12-31

Notes:

1. For full space program for the FSC small, medium, large, extra large please see the UFC 4-740-01 at <http://www.wbdg.org>
2. Many service agencies such as NADSAP, Navy-Marine Corps Relief, American Red Cross and CAA are collocated with FSCs. These areas are not a part of the Family Services Center and should not be counted against the requirements. For Red Cross see CC 740 12.
3. For populations fewer than 500, accommodate the FSC functions in other, non-dedicated facilities.

740 26 INSTALLATION RESTAURANT (MWR) (SF)

74026-1 Restaurants for Military and Civilian Navy may be established where adequate food services are not available. An economic analysis / market analysis is needed to support the financial stability for such facilities. The Installation Restaurant may be operated by NEX or MWR or it may be a commercial restaurant that is contracted by NEX or MWR. For MWR facilities this would be a Category C facility and must provide sufficient Internal Rate of Return (IRR) to justify the investment. Examples of stand alone commercial restaurants are Applebee's, McDonald's, etc. A TRICON found in an exchange, or walk up commercial eateries with common seating areas, such as Subway, Taco Bell, KFC, etc is covered under CCN 740-04, Exchange Food Service.

740 27 ARMED FORCES RADIO/TV STATION (SF)

74027-1 A radio and/or TV station is normally established in overseas locations to provide U.S. installation population with entertainment and news coverage. As a rule, the coverage radius is limited to the installation and immediate vicinity and the facilities are restricted for transmission of prerecorded program material, however if justified, limited studio facilities may be provided. At the present, no space criteria are available for this type of facility. Requirements must be developed on an individual basis.

740 28 AMUSEMENT CENTER / RECREATION MALL (SF)

74028-1 **GENERAL.** See General Notes to 740 series category codes for General Instructions regarding facility allowance planning procedures.

74028-2 **DEFINITION.** Amusement Centers are recreational facilities which cater largely to the leisure needs of younger active-duty personnel and youth from military families. The types of games to be accommodated in an Amusement Center should be revenue-generating, and typically include pool/billiard tables, video games and pinball machines. An MWR Recreation Mall caters to all eligible patrons (Active Duty, Family Members and Retirees) and includes elements of Recreation Centers such as billiard tables / video games / TV/ and Multipurpose rooms. An MWR Recreation Mall also can include/be collocated with food courts areas (CCN 740-04), community spaces (training rooms), indoor play grounds, etc.

74028-3 **RELATED FACILITIES.** In general, development of stand-alone Amusement Centers is not recommended. Consideration should be given to collocating Amusement Centers with related recreational or residential facilities in order to: (i) take advantage of potential savings in space requirements and operating costs; and (ii) benefit from the greater patron traffic generated by clustered facilities. These related recreational facilities include the following:

- 740 40 Bowling Center.
- MWR recreational and food service facilities such as Clubs and Recreation Centers.

- Community support facilities, particularly those in high visibility, high traffic locations such as Base Exchanges.
- Dormitory clusters or waterside piers accommodating vessels with significant numbers of younger, ship based personnel.

74028-4 **SPACE ALLOWANCE.** The maximum space allowances for Amusement Centers/Recreation Malls are determined according to the sizing criteria presented in Table 74028-1 below. Planning considerations include the following:

- The overall sizing of an Amusement Center should be determined on the basis of a return-on-investment analysis. An analysis of the capital investment, and projected costs and revenues must be undertaken to demonstrate the financial viability of the proposed project.
- Installations far removed from off-base recreation alternatives, and with a larger proportion of young, single active-duty personnel and teens from military families, particularly if this population has limited access to personal transportation, may experience a greater demand for Amusement Centers.
- This type of facility may also be in greater demand at overseas installations where there are limited off-base recreation alternatives, or access is impeded by language or cultural differences.

Table 74028-1 MAXIMUM SPACE ALLOWANCE FOR AMUSEMENT CENTER

Installation Population	Active-Duty Max. Gross Area		NOTES
	sq.m	SF	
Less than 5,000	0	0	(1),(2)
5,000 to 10,000	344	3,700	(2),(3)
more than 10,000	567	6,100	(2),(3)

Notes for Space Allowance Table:

- (1) On installations with a population of less than 5,000 active-duty personnel, Bowling Centers, Recreation Centers and Clubs may include the types of uses accommodated in Amusement Centers.
- (2) Minimum size of 242 sq.m. (2,600 GSF) is recommended to ensure economic viability.

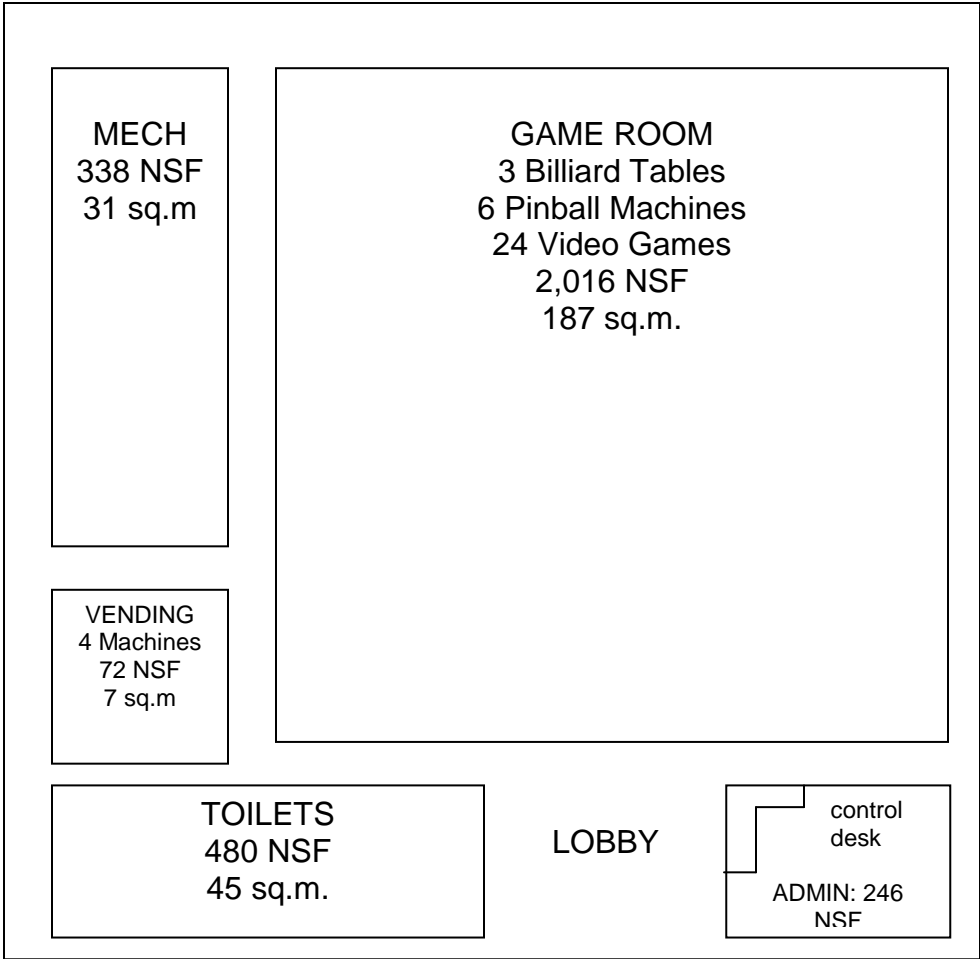
74028-5 ILLUSTRATIVE SPACE PROGRAMS. Three space programs for minimum, medium and large Amusement Centers are presented to illustrate possible breakdowns of the overall space allowances into their primary functional components, with their respective sizes and capacities. These space programs are for illustrative purposes only.

74028-6 SAMPLE LAYOUT DIAGRAM. A layout diagram is presented for a medium-size Amusement Center. This diagram is an example of the composition of such a facility in terms of its functional components, their respective sizes and adjacencies. The layout diagram is for illustrative purposes only.

Table 74028-2 Amusement Center (Category Code 740 28) Sample Space Programs

Functional Component/ Sub Component	Space Allocation Standard	Minimum Size Facility			Medium Size Facility			Large Size Facility		
		Capacity	Net sq.m	Sub-total Net sq.m	Capacity	Net sq.m	Sub-total Net sq.m	Capacity	Net sq.m	Sub-total Net sq.m
ACTIVITY AREA										
Game Room				116			180			328
Billiard Tables	40 Net sq.m. per table	2	80		3	120		6	240	
Video Games	2 Net sq.m. per video game	18	36		24	48		36	72	
Pinball Machines	2 Net sq.m. per machine	0	0		6	12		8	16	
Vending Machines	2 Net sq.m. per machine	3	6	6	4	8	8	5	10	10
SUB-TOTAL ACTIVITY AREA				122			188			338
ACTIVITY SUPPORT										
Toilets (male and female)				36			48			60
Water Closets/Urinals	3 Net sq.m. per fixture	4	12		6	18		8	24	
Lavatories	3 Net sq.m. per fixture	4	12		6	18		8	24	
Handicap Toilets	6 Net sq.m. per toilet	2	12		2	12		2	12	
Administration				18			22			37
Control Desk/Sales	4 Net sq.m. per station	1	4		2	8		2		
Administrative Office	11 Net sq.m. per office	1	11		1	11		2		
Office Storage Area	30% total Net sq.m. office		3			3				
SUB-TOTAL ACTIVITY SUPPORT				54			70			97
BUILDING SUPPORT				56			77			122
Entrance / Lobby / Circulation / Housekeeping Supplies / Janitor's Closet Structure / Partitions	15-19% total Net sq.m. for Activity Area and Activity Support		33			46			74	
Mechanical / Electrical / Communication Equipment Space	9-13% total Net sq.m. for Activity Area and Activity Support		23			31			48	
TOTAL FACILITY ALLOWANCE (GROSS sq.m)		233			336			556		

Figure 74028-1 Layout Diagram—Amusement Center
Medium Size Facility



(Figure is not to scale).

740 30 EXCHANGE GAS/SERVICE AND AUTO REPAIR STATION (SF)

74030-1 Navy Exchange facilities requirements are developed by the Navy Exchange Service Command, 3280 Virginia Beach Blvd, Virginia Beach, VA 23452-5724, Head Planning Branch, 757-631-3535. See General Notes for NEX facilities at the beginning of the 740 Series.

74030-2 This facility provides space for gasoline and oil sales, automotive parts and accessories sales, emergency service and automotive repair service.

740 32 EXCHANGE CAR WASH (SF)

74032-1 Navy Exchange facilities requirements are developed by the Navy Exchange Service Command, 3280 Virginia Beach Blvd, Virginia Beach, VA 23452-5724, Head Planning Branch, 757-631-3535. See General Notes for NEX facilities at the beginning of the 740 Series.

74032-1 An exchange operated car wash may be provided as dictated by the Navy Exchange Service Command. The Navy Exchange normally operates automated, drive-thru car washes. For MWR (self service) car washes see CCN 740-91.

740 34 THRIFT SHOP (SF)

74034-1 This is a nonprofit facility for the sale and purchase by military personnel of used apparel, furnishings and equipment. See Table 74034-1 for space allowances.

Table 74034-1 SPACE ALLOWANCES FOR THRIFT SHOPS

Military Strength	Gross SF
Up to 2,000	1,400
2,001 to 4,000	2,000
4,001 to 6,000	2,700
6,001 to 8,000	3,400
8,001 to 10,000	4,000
10,001 to 12,000	4,500
12,001 to 14,000	4,950
Over 14,000	5,350

740 36 HOBBY SHOP – CRAFTECH (SF)

This CCN is for inventory purposes only.

740 37 MWR OUTDOOR RECREATION CENTER (SF)

Design Criteria: UFC 4-740-03 1 November 2002

Design: Navy and Marine Corps Outdoor Adventure Centers and Rental Centers,

<http://www.wbdg.org>

74037-1 This Category Code applies to three types of facilities: Outdoor Adventure Centers (OAC), Rental Centers (RC), and Outdoor Centers & Other Rentals (OCOR). Generally, OAC, RC, and OCORs are facilities that rent and/or sell goods that are associated with outdoor activities and Outdoor Recreation Programs (ORP). There are three categories of outdoor and rental centers. While the goods may vary between facility types, the general criteria and basic design approaches for all three facility categories are similar. The three facility categories are described below, and Table 74037-1 illustrates their respective missions with regard to equipment and programs.

Table 74037-1 Facility Types

Facility Type	Equipment Offered	Support ORP
OAC	OR	Yes
RC	H&G and/or OR	No
OCOR	H&G and OR	Yes

OR= Outdoor recreation equipment

H&G= Home and garden equipment/tools

74037-1.1 **Outdoor Adventure Centers (OAC)** are human powered and specific to outdoor recreation and adventure activities. An OAC supports an Outdoor Recreation Program (ORP). The Marine Corps does not require that OAC or ORP operations be human powered. The activities offered take place in a natural area, front-country, backcountry, or wilderness environment. The name of the operation may reflect anything related to pursuits that fall within the respective Service's ORP. Of the three facilities, the OAC is the preferred option within the Navy Morale Welfare and Recreation's (MWR's) Outdoor Recreation Program Master Plan.

74037-1.2 **Rental Centers (RC)** carry a variety of equipment unrelated to outdoor recreation but may also carry outdoor recreation equipment. Equipment from both categories may include trailers, boats, dunk tanks, home and garden tools, camping gear, athletic equipment, party items, catering items, rental trucks and trailers, etc. While and RC may rent and/or sell goods associated with outdoor and adventure activities, it does not support and ORP, and as such, it differs from and OAC or OCOR. Anything can be in the rental inventory that is appropriate and within the policies or local agreements, for example, agreements between Navy Exchange (NEX) and MWR. Instruction, repairs, and sales related to the equipment are appropriate. The name, image, and theme will be consistent with what is offered.

74037-1.3 **Outdoor Center and Other Rentals (OCOR)** facility is a combination of the first two categories and rents both home and garden type equipment and outdoor adventure activity type equipment that falls with the respective Service's ORP. The two classifications of items must be physically and visually separated into their own unique areas of the facility. They are marketed separately and have specialized employees for each area. An OCOR also supports an Outdoor Recreation Program.

74037-1.4 **Size Classifications.** The five facility size classifications and the typical active duty populations they serve are shown in Table 74037-2. The customer base is the primary size determinant. The active duty population directly relates to the potential customer base; however, the customer base may also include active duty family members, youth and teen program participants, and others. Consider all potential users when determining the customer base.

Table 74037-2

MWR OUTDOOR RECREATION CENTER FACILITY SIZE CLASSIFICATIONS AND ACTIVE DUTY POPULATIONS SERVED

Size Classification	Active Duty Population Served	Total Building Gross Area	Total Site Support Area
Regional/Extra Large	>14,000	1,434 m2 / 15,440 ft2	1,060 m2 / 11,410 ft2
Large	7,001 – 14,000	871.59 m2 / 9,382 ft2	788.72 m2 / 8,490 ft2
Medium	3,001 – 7,000	651.39 m2 / 7,012 ft2	579.70 m2 / 6,240 ft2
Small	501 - -3,000	433.88 m2 / 4,670 ft2	373.46 m2 / 4,020 ft2
Extra Small	0 - 500	401.82 m2 / 4,325 ft2	373.46 m2 / 4,020 ft2

74037-1.5 **Location Determinants.** Prior to initiating the physical planning of the OAC, RC, or OCOR, perform a space analysis of the existing base. This analysis should identify any existing functions which are programmatically considered an essential element of the ORP program. Following that analysis, consider the following factors to determine the location of the facility.

74037-2 **Overall Business Viability:** Business viability is the primary location determinant. A location favorable to sustaining a self-sufficient operation is needed. Patron access is one major component of business viability, but the entertainment and adventure elements of the facility must also be considered. The location should be attractive with proximity to natural areas and other retail or recreational services.

74037-3 **Existing Program Elements.** On some bases, existing program elements may be clustered in one area. Consider any existing program elements when locating the new facility to take advantage of the population's activity patterns, habits, and knowledge base. This will help with advertising the new facility. This determinant

is more important in siting the OAC and OCOR facilities but should also be considered when site planning an RC.

74037-4 **Goods Access.** These facilities handle large and cumbersome goods and equipment. The site should offer easy access and room to maneuver the goods and equipment both for delivery and rental.

74037-5 **Patron Access.** The facility needs to be visible and easily accessible to the users. Consider locating near other high-visibility areas and related functions. This could be along the pedestrian paths to the existing barracks, existing MWR/NEX/MCCS facilities, and/or the dining facility. To accommodate moving equipment and quick patron access, provide adequate parking as close as possible to the facility, taking into account Antiterrorism/Force Protection (ATFP) requirements.

740 38 MWR AUTO SKILLS CENTER (SF)

SECNAV Approved Standards and Metrics are available for this CCN at <http://mwr.navy.mil/mwrprgms/programstand.htm>.

74038-1 **GENERAL.** See General Notes to 740 series category codes for General Instructions regarding facility allowance planning procedures.

74038-2 **DEFINITION.** The mission of Automotive Skills Center is to provide their customers with a quality, value-based program for the maintenance, repair, modification and improvement of their own vehicles including cars, trucks, trailers, motorcycles, and bicycles. Automotive Skills Centers are not full-service stations, but rather facilities where patron self-help is fostered and automotive skills are learned. Such facilities may also provide space for instructional programs, club meetings, administration, tool issuance, storage and parts sales.

74038-3 **RELATED FACILITIES.** Automotive Skills Centers may be collocated with complementary facilities such as self-service carwashes. Such collocations will have the advantage of drawing more patrons to a single location offering a wider assortment of services.

74038-4 **AUTO BAY DEMAND.** The primary functional component of an Automotive Skills Center is Auto Bays which are sized on the basis of the peak hour demand at each installation as follows:

74038-4.1 Use projected base loading data to determine the population for each significant population category, as listed in Table 74038-1.

74038-4.2 Calculate peak hour demand for Auto Bays by multiplying the population for each category by participation factors found in Table 74038-1. Add the demand for all population categories to derive peak hour Total Demand for Auto Bays.

74038-4.3 Apply the installation mission adjustment factor (divide by 2) for those bases with large numbers of personnel in training schools or on routine deployment.

74038-4.4 Determine the number of indoor or outdoor Auto Bays required to satisfy peak hour demand by dividing the Total Demand by the following capacities per bay per hour and rounding to the nearest whole unit:

- 1.5 users per indoor bay per hour
- 1.0 user per outdoor bay per hour

The split between indoor verses outdoor Auto Bays may be determined at the discretion of the local command. Facility planning considerations based on climatic factors are discussed below under section 4, Space Allowances.

Table 74038-1 AUTO BAY DEMAND CALCULATION

Note	Population Category	Population (per Base Loading)	x	Participation Factor	=	Peak Hour Demand
(1), (2)	Enlisted	_____	x	0.0034	=	_____ users
(1), (2)	Officers	_____	x	0.0022	=	+ _____ users
(1), (2)	Retirees	_____	x	0.0004	=	+ _____ users
(1), (2)	Authorized Civilians	_____	x	0.0006	=	+ _____ users
Total Demand (round to the nearest whole unit)						_____ users
(3)	Divide by installation mission adjustment (for installations with more than 50 percent of their active-duty personnel in training schools or on routine deployment)					divide by 2.0
Adjusted Total Demand (round to the nearest whole unit)						_____ users
(4)	To calculate the number of Indoor Auto Bays divide by the capacity per auto bay					divide by 1.5
Total Demand number of Indoor Auto Bays required to satisfy peak demand (round to the nearest even numbered whole unit)						_____ bays
(4)	LOCAL OPTION: If Outdoor Auto B Bays are locally desired, substitute 3 Outdoor Bays for every 2 Indoor Bays					

Notes for Demand Calculation -- Table 74038-1:

- (1) Population numbers should be consistent with projected base loading data. Officers are O-1 through O-10 and enlisted are E-1 through E-9. Civilians are authorized DoD employees. Retirees are all military retirees within a 30-minute drive of the installation.

For facility planning purposes at installations with deployable forces, the active duty demand population is comprised of all the non-deployable population, plus two-thirds of the deployable population, to reflect time away on deployment. However, calculation of the deployable population may be adjusted based on the actual deployment experience at individual installations.

- (2) Use of facilities by spouses and dependents has been statistically incorporated in the participation factors used in the tables. These participation factors may be revised periodically by NPC, and the most current figures must be used in all demand calculations.
- (3) Installation Mission Adjustment Factor
A factor that influences the use of an Automotive Skills Center is the type of installation and its particular mission. For example, Naval Stations have significant numbers of active-duty personnel routinely deployed, thereby losing potential patronage. Statistics show that even though the automobiles of active-duty personnel are routinely used by spouses and dependents during times of deployment, the skills center facilities are seldom used by these population groups. Likewise, naval installations which have a large percentage of their residents in training schools, with demanding study schedules, suffer declines in the use of Automotive Skills Center since those residents have fewer personally-owned vehicles and/or less leisure time. Therefore, if an installation has a large number of personnel in schools or on routine deployment -- greater than 50 percent of the active-duty population -- the total demand calculation derived in the steps indicated below in Table 74038-1 should be adjusted by dividing by 2.
- (4) The number of Indoor versus Outdoor Auto Bays may be determined by the local Command. If Outdoor Auto Bays are provided, they will substitute for Indoor Auto Bays at the rate of 3 Outdoor Bays for every 2 Indoor Bays.

74038-5 **SPACE ALLOWANCE.** The maximum space allowance for an Automotive Skills Center is determined according to the sizing criteria presented in Table 74038-2. For new construction projects, the actual size is determined through a Project Validation Assessment.

74038-5.1 In warm climates, many skills center activities can be performed outdoors or under canopies. Outdoor Auto Bays may, therefore, be used to increase the total work space allowed for an auto skills center located in a warm climate. Such covered outdoor spaces, however, should be properly shielded from climatic conditions such as wind-driven rain or dust and sand.

74038-5.2 Conversely, in very cold climates, care should be exercised with designs which are drafty, uncomfortable and difficult to heat because of the large number of vehicular openings. The number of vehicular openings may be minimized by adopting a layout more common in commercial garages, with interior circulation to auto bays. However, a facility with a limited number of vehicular entrances will require more interior space for maneuvering cars. In such circumstances, an economic analysis of the options is recommended. This analysis should balance the additional cost of constructing extra space for internal vehicular circulation against the reduced operating cost, the possible savings in perimeter walls, and the improved comfort and, therefore, potentially greater use by customers.

74038-5.2.1 Full compliance with all applicable local, state and federal environmental regulations is required in the planning and development of Automotive Skills Centers at all naval installations. All facilities which have the potential for causing environmental contamination, such as, hydraulic lifts, oil tanks, drains, etc. must be

appropriately designed with adequate safeguards. Furthermore, to avoid problems related to the safety of patrons and staff, provision of paint booths is not recommended; however one may be provided if the local installation and patrons agree. The paint booth must be capable of receiving required environmental permits. In many areas of the country, new permits are not being issued in non-attainment areas.

Table 74038-2 SPACE ALLOWANCE FOR AUTO SKILLS CENTER

Note	Table	Functional Component	# Units	x	Space Allocation Factor	=	Total NSF	Minimum or Maximum NSF
		ACTIVITY AREAS						
(1)	740 38A	Auto Stalls/Bays	___	X	300 NSF per bay	=	___	
		Machine Shop Workbenches (@ one bench per bay)	___	X	65 NSF per bench	=	+ ___	
		Welding Area			25% total NSF for workbenches	=	+ ___	
		Engine Cages (@ one cage per bay)	___	X	40 NSF per cage	=	+ ___	
		Resale/Tool Issue		X	30 NSF per bay	=	+ ___	
		Classroom Teaching Area	___	X	15 NSF per seat	=	+ ___	225 min./ 450 max.
		Storage Area		X	25% total NSF for classroom	=	+ ___	
Subtotal Activity Areas (Net Square Feet)						=	___	
		ACTIVITY SUPPORT						
		Customer Lounge			15% total NSF workbenches	=	___	40 min.
		Patron Support (including lockers, toilets, vending machines)			7-14% X subtotal Activity Areas	=	+ ___	300 min.
		Administration			12-16% X subtotal Activity Areas	=	+ ___	285 min.
Subtotal Activity Support (Net Square Feet)						=	___	
		BUILDING SUPPORT						
		Entrance/Lobby/Circulation/ Housekeeping Supplies/Janitor's Closet/ Structure/Partitions			13-17% X subtotal Activity Areas + subtotal Activity Support Areas	=	___	
		Mechanical/Electrical/ Communication Equipment Space			9-13% X subtotal Activity Areas + subtotal Activity Support Areas	=	+ ___	
TOTAL FACILITY ALLOWANCE (Gross Square Feet)						=	___	

Notes for Space Allowance -- Table 74038-2:

- (1) 300 NSF per auto bay is an average figure. Actual bay sizes may vary, ranging from typically, 288 NSF for muffler/tire/lubrication bays to 336 NSF for general repair/bodywork/steam cleaning bays.

NSF = Net Square Feet

GSF = Gross Square Feet

Minimum or Maximum NSF = Minimum or maximum space allowance to be provided for the particular function or activity.

74038-5 **SAMPLE LAYOUT DIAGRAM.** A layout diagram is presented for a medium size Automotive Skills Center. This diagram is an example of the composition of such a facility in terms of its functional components, their respective sizes and adjacencies. The layout diagram is for illustrative purposes only.

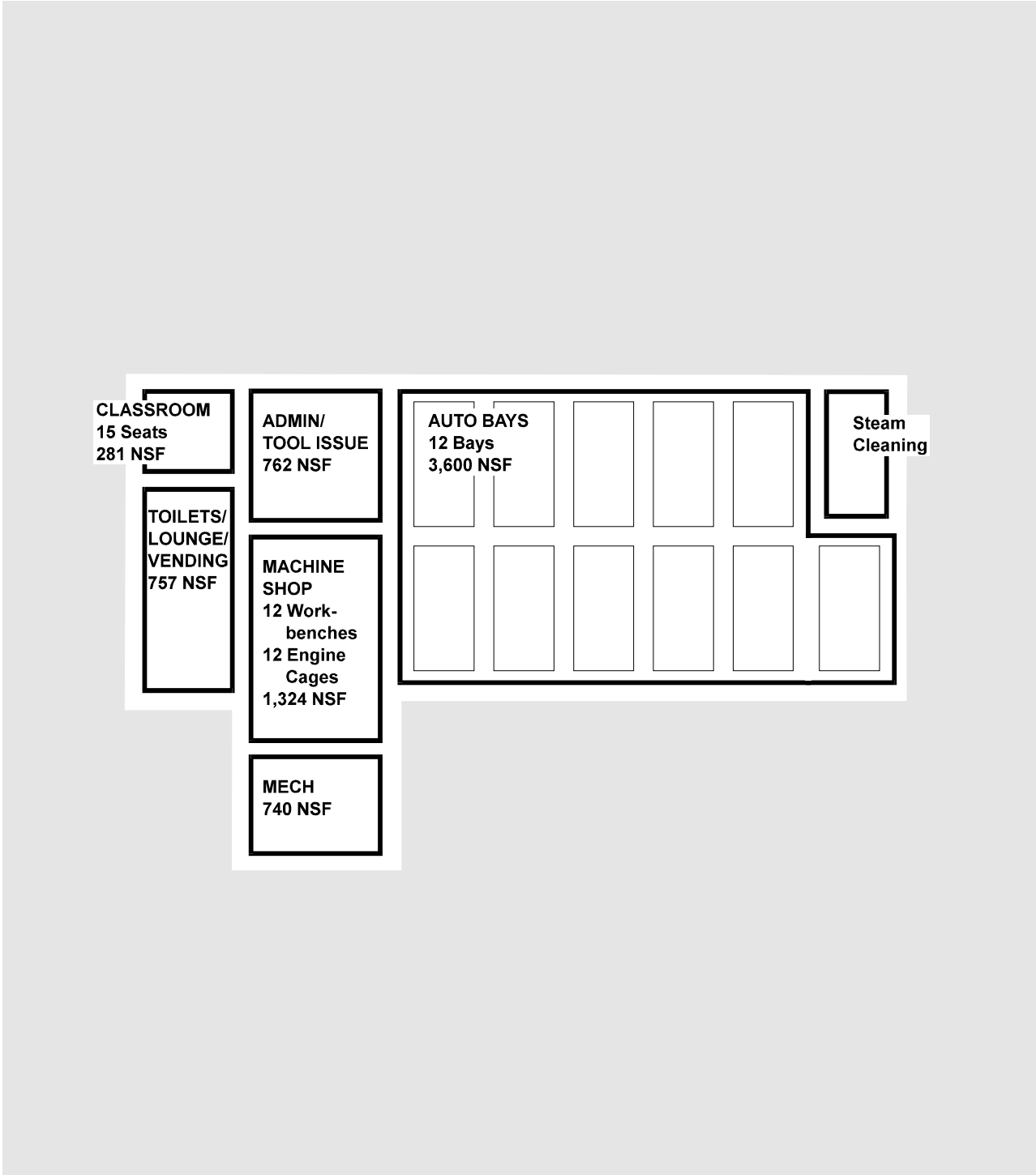


Figure 74038-1 Layout Diagram – Automotive Hobby Shop
Medium Size Facility

740 40 BOWLING CENTER (SF)

SECNAV Approved Standards and Metrics are available for this CCN at <http://mwr.navy.mil/mwrprgms/programstand.htm>

74040-1 **GENERAL.** See General Notes to 740 series category codes for General Instructions regarding facility allowance planning procedures.

74040-2 **DEFINITION.** Bowling Centers are recreational facilities which accommodate bowling and related functions, which may include: open bowling, leagues, tournaments, youth bowling, instruction, exhibitions, and support activities such as equipment sales and rental, food and beverage service, electronic and table games, and meetings.

74040-3 **RELATED FACILITIES.** Consideration should be given to collocating the Bowling Center with the following recreational facilities in order to (i) take advantage of potential savings in space requirements and operating costs, and (ii) provide users with the increased convenience of clustered facilities:

- 740 54 MWR Military Recreation Center
- MWR recreational and foodservice facilities, generally.

74040-4 **BOWLING DEMAND.** The number of bowling lanes required in a Bowling Center is based on the usage demand at each installation, as follows:

74040-4.1 Use projected base loading data to determine the population for each significant population category, as listed in Table 74040-1.

74040-4.2 Calculate the annual bowling lineage demand by multiplying the population for each category by participation factors drawn from the installation's most recent demand survey, and by adjustment factors as indicated in Table 74040-1.

74040-4.3 Find the number of lanes required to accommodate the bowling lineage demand in Table 74040-2. These allowances are based on the minimum number of lines required to generate sufficient revenues to meet standard operating expenses.

74040-4.4 Calculate the capacity requirements for foodservice and games components by multiplying the numbers of bowling lanes and of projected non-bowling patrons by the usage factors in Tables 74040-3 through 74040-7. See Section 5, below, for explanation of these Tables.

74040-4.5 Multiply the number of units required for each functional component by the space allocation factors in Table 74040-8. Add the net square footage

(NSF) for all components and add support area factors as directed in Table 74040-8, to derive the Total Facility Allowance.

* For **Marine Corps Installations** use historical patron data to determine the participation factor.

Table 74040-1 BOWLING LINAGE DEMAND CALCULATION

Note	Population Category	Population (per Base Loading)	x	Participation Factor	x	Adjustment Factor	=	Lines Bowled per Year
(1), (2), (3)	Officers	_____	x	____ %	x	111	=	_____
(1), (2), (3)	Enlisted	_____	x	____ %	x	17	=	+ _____
(1), (2), (3)	Retirees	_____	x	____ %	x	31	=	+ _____
(1), (2), (3)	Family Members	_____	x	____ %	x		=	+ _____
(1), (2), (3)	DoD Civilians	_____	x	____ %	x		=	+ _____
Total Lines Bowled per Year							=	
(4)	Add linage for installations in locations with harsh or long winter							+ 32,500
Adjusted Total Linage Demand							=	_____

Notes for Bowling Linage Demand Calculation:

- (1) Population numbers should be consistent with projected base loading data. Officers are O-1 through O-10 and enlisted are E-1 through E-9. Retirees are all military retirees within a 30-minute drive of the installation.
For facility planning purposes at installations with deployable forces, the active duty demand population is comprised of all of the non-deployable population, plus two-thirds of the deployable population, to reflect time away on deployment. However, calculation of the deployable population may be adjusted based on the actual deployment experience at individual installations.
- (2) The adjustment factors modify linage demand to reflect differential usage patterns among the different user population categories.
- (3) Linage demand for installations in locations with harsh or long winters is adjusted by adding an extra 32,500 lines to the total number of lines bowled per year. This includes all installations located in the following states: Alaska, Colorado, Connecticut, Delaware, Idaho, Illinois, Indiana, Iowa, Kansas, Maine, Maryland, Massachusetts, Michigan, Minnesota, Missouri, Montana, Nebraska, New Hampshire, New Jersey, New York, North Dakota, Ohio, Oregon, Pennsylvania, Rhode Island, South Dakota, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming and the District of Columbia.

Table 74040-2 LANE ALLOWANCES FOR BOWLING CENTERS

Note	Lines Bowled per Year	Number of Lanes Authorized CONUS	Number of Lanes Authorized OCONUS
	Fewer than 10,000	0	0
(1)	10,000 - 18,000	2	2
(1)	18,001 - 36,000	4	4
(1)	36,001 - 54,000	6	6
(1)	54,001 - 69,120	8	8
(1)	69,121 - 86,400	10	10
(1)	86,401 - 107,640	12	12
	107,641 - 124,200	14	18
	124,201 - 140,760	16	20
	140,761 - 165,600	18	24
	165,601 - 231,840	24	32
	231,841 - 298,080	32	40
	298,081 - 364,320	40	50
	Each incremental increase of 17,280	additional 2	additional 2

Note for Bowling Lane Allowances:

- (1) Bowling Centers with 12 lanes or fewer are generally considered uneconomic to operate. Centers of such size can only be approved in exceptional cases, with substantial justification of economic viability.

74040-5 DEMAND FOR FOODSERVICE AND GAMES. The numbers of seats in the snack bar and lounge and the numbers of video games and pool/billiards tables required in the Bowling Center should represent the sum of the demand from both bowling patrons and other users -- guests, spectators, and patrons primarily using the food service or games areas of the center. The size of the non-bowling clientele will depend on such local installation factors as the location of the facility, proximity of potential patron populations, competing food service and amusement center facilities, type and attractiveness of food service and games program operations, and historic usage patterns.

74040-5.1 Demand for meeting/function room space must be based on other users than bowling patrons. The seat capacity requirement should be based on the type and size of specific functions for which there is a justifiable local demand.

74040-5.2 Tables 74040-3 through 74040-7 provide usage factors for calculating the demand for the functional components in the foodservice and games areas.

Notes for Foodservice and Games Demand Calculation - Tables 74040-3 through 74040-7:

- (1) Use number of bowling lanes as derived in Table 74040-2.
- (2) The projected number of non-bowling patrons for each functional component must be determined by the installation and justified based on analysis of specific local experience and requirements. In the absence of local installation data, assume that the numbers of seats required for non-bowling patrons in the foodservice areas, and the numbers of machines and tables for non-bowling patrons in the games area, are equal to those calculated for the bowling patrons.

Table 74040-3 SNACK BAR DEMAND CALCULATION

Note	# Demand Units	x	Usage Factor	=	Peak Demand
(1)	____ Bowling Lanes	x	0.50 seats per lane	=	____ seats
(2)	____ Non-Bowling Patrons per Peak Hour	x	0.25 seat-hours per patron	=	+ ____ seats
Total Demand (round to the nearest whole unit)				=	____ seats

Table 74040-4 LOUNGE DEMAND CALCULATION

Note	# Demand Units	x	Usage Factor	=	Peak Demand
(1)	____ Bowling Lanes	x	0.44 seats per lane	=	____ seats
(2)	____ Non-Bowling Patrons per Peak Hour	x	0.50 seat-hours per patron	=	+ ____ seats
Total Demand (round to the nearest whole unit)				=	____ seats

Table 74040-5 COMBINED SNACK BAR/LOUNGE DEMAND CALCULATION

Note	# Demand Units	x	Usage Factor	=	Peak Demand
(1)	____ Bowling Lanes	x	0.72 seats per lane	=	____ seats
(2)	____ Non-Bowling Patrons per Peak Hour	x	0.33 seat-hours per patron	=	+ ____ seats
Total Demand (round to the nearest whole unit)				=	____ seats

Table 74040-6 VIDEO GAMES DEMAND CALCULATION

Note	# Demand Units	x	Usage Factor	=	Peak Demand
(1)	____ Bowling Lanes	x	1.0 machines per lane	=	____ machines
(2)	____ Non-Bowling Patrons per Peak Hour	x	1.0 machine-hours per patron	=	+ ____ machines
Total Demand (round to the nearest whole unit)				=	____ machines

Table 74040-7 POOL/BILLIARDS DEMAND CALCULATION

Note	# Demand Units	x	Usage Factor	=	Peak Demand
(1)	_____ Bowling Lanes	x	0.22 machines per lane	=	_____ tables
(2)	_____ Non-Bowling Patrons per Peak Hour	x	0.20 table-hours per patron	=	+ _____ tables
Total Demand (round to the nearest whole unit)					= _____ tables

74040-6 SPACE ALLOWANCES. Space allowances for Bowling Centers are determined according to the planning criteria presented in Table 74040-8 below. The total allowance for a facility is the sum total of the space allowances for each functional component. The number of units of each component required to meet the demand is obtained from the calculations in Tables 74040-1 through 74040-7.

Table 74040-8 SPACE ALLOWANCES FOR BOWLING CENTERS

Note	Table	Functional Component	# Units	x	Space Allocation Factor	=	Total NSF	Minimum or Maximum NSF
		ACTIVITY AREAS						
		Bowling						
	A, B	Bowling Lanes (incl. pin spotting, settee, promenade, lockers)	_____	x	650 NSF per lane	=	_____	
	A, B	Workroom	_____	x	70 NSF per lane	=	+_____	120 NSF min. 840 NSF max.
		Food Service						
	C	Snack Bar (incl. seating, kitchen, serving counter, storage)	_____	x	27 NSF per lane	=	+_____	
	D	Lounge (incl. seating, bar, storage)	_____	x	20 NSF per lane	=	+_____	
(1)	E	Combined Snack Bar/Lounge (incl. seating, kitchen, serving counter, bar, storage)	_____	x	25 NSF per lane	=	+_____	
(2)		Meeting/Function Room	_____	x	12 NSF per lane	=	+_____	
		Games						
		Video Games	_____	x	30 NSF per lane	=	+_____	
		Pool/Billiards	_____	x	370 NSF per lane	=	+_____	
Subtotal Activity Areas							= +_____	
		ACTIVITY SUPPORT AREAS						
		Toilets	3% x Subtotal Activity Areas					= +_____
		Administration (incl. pro shop, control counter, storage)	3% x Subtotal Activity Areas					= +_____
Subtotal Activity Support Areas							= +_____	1,000 NSF max.
		BUILDING SUPPORT AREAS						

(3)		Lobby/Circulation/Structure/ Partitions/Janitor	4-5% x (Subtotal Activity Areas + Subtotal Activity Support Areas) = +____	
		Mechanical/Electrical/ Communication Equip. Space	5-10 % x (Subtotal Activity Areas + Subtotal Activity Support Areas) = +____	
			TOTAL FACILITY ALLOWANCE = ____	GSF

Notes for Space Allowance Table:

- (1) Combined snack bar/lounge may be provided as an alternative to separate snack bar and lounge spaces.
- (2) Meeting/function room seating capacity should be based on usage by other than bowling patrons. Usage projection must be justified by demand and economic operations analysis, serving local function requirements.
- (3) Lobby/circulation/structure/partitions/janitor area -- use 5% factor for centers of 24 lanes or less; 4% for 26 lanes or more.

NSF = Net Square Feet

GSF = Gross Square Feet

Minimum or Maximum NSF = Minimum or maximum space allowance to be provided for the particular function or activity.

74040-7 SAMPLE LAYOUT DIAGRAM. A layout diagram is presented for a medium-size Bowling Center. This diagram is an example of the composition of such a facility in terms of its functional components, their respective sizes and adjacencies. The layout diagram is for illustrative purposes only.

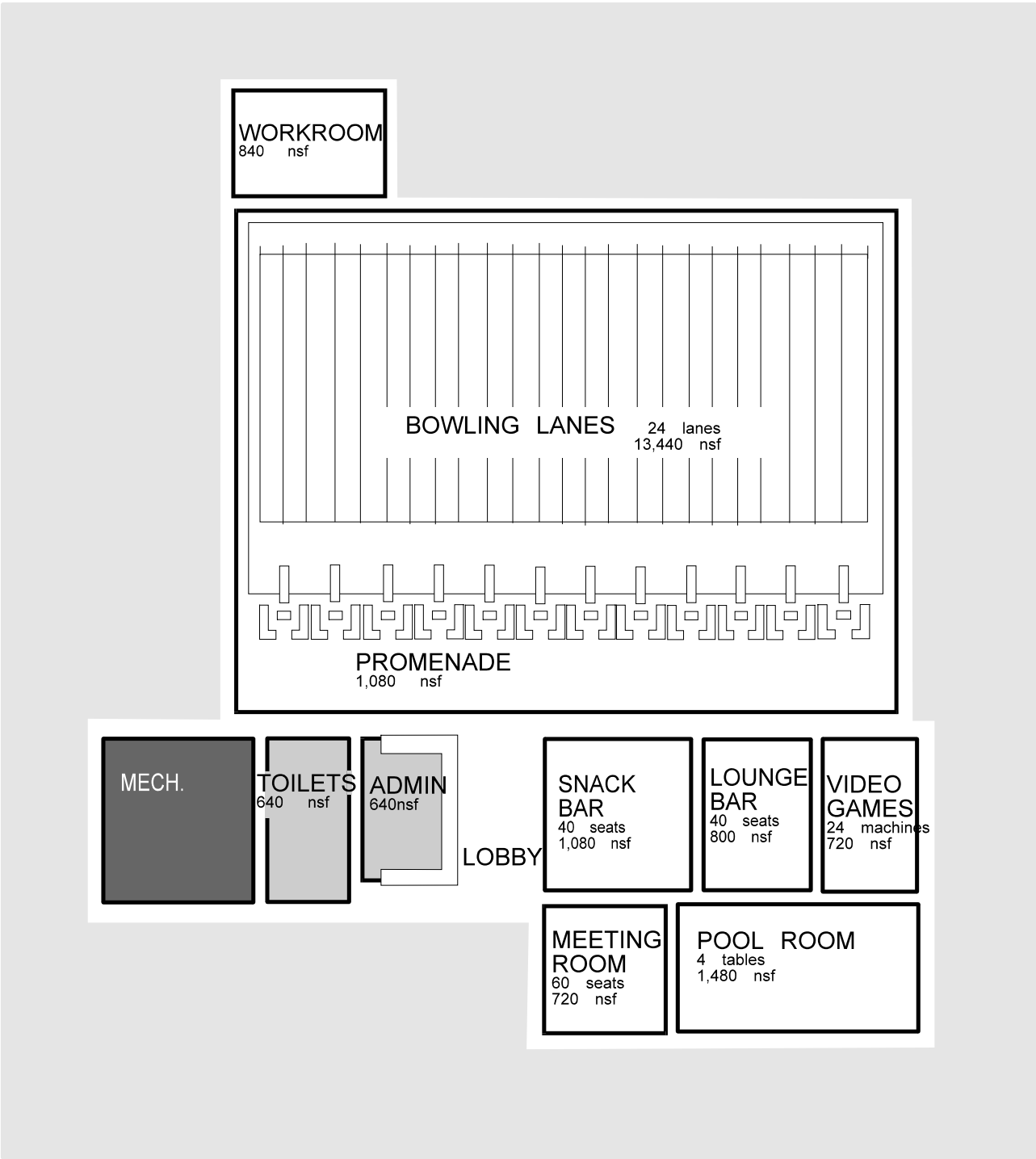


Figure 74040-1 Bowling Center – Medium Capacity

740 42 FLEET RECREATION CENTER (SF)

SECNAV Approved Standards and Metrics are available for this CCN at
<http://mwr.navy.mil/mwrprgms/programstand.htm>

74042-1 **GENERAL.** See General Notes to 740 series category codes for general instructions regarding facility allowance planning procedures.

74042-2 **DEFINITION.** The primary customer for the Fleet Recreation Center is the ship-based sailor (mostly E1-E6). The mission of a Fleet Recreation Center is to support fleet readiness and enhance the morale of sailors through a professionally staffed, customer-oriented recreation program that serves the leisure needs of Fleet sailors. A typical Fleet Recreation Center is located within convenient walking distance (5-10 minutes) of the piers where Navy vessels are berthed, and serves the recreational needs of personnel. Activities accommodated in Fleet Recreation Centers include sports, parties, contests, intraship competitions, and other programs structured to meet the special needs of Fleet sailors. Some basic services such as snack bars, laundromats and telephone banks (individual telephone booths with seats, supervised by a cashier/control desk, and limited space for waiting) may be included in a Fleet Recreation Center.

The decision to provide one large size facility or divide the space allowance among several smaller facilities, conveniently distributed along the length of the waterfront pier area, is at the discretion of the local Command.

Each location where a Navy fleet is based should be individually analyzed to understand its specific situation, and determine the mix of Fleet Recreation Center functions most appropriate to meet local needs. The space allowance should be based on the development of a justifiable program of functions, capacities and sizes, comparable to the Sample Space Programs contained in this criteria section.

74042-3 **RELATED FACILITIES.** Consideration should be given to collocating Fleet Recreation Centers with related facilities in order to (i) take advantage of potential savings in space requirements and operating costs, and (ii) provide users with the increased convenience of a clustered recreation complex. These related facilities include:

- 740 40 Bowling Center
- 740 44 Gymnasium
- 740 53 Swimming Pool
- Foodservice facilities such as Clubs

- Other MWR indoor and outdoor recreational facilities.

74042-4 **SPACE ALLOWANCE.** The maximum facility allowance for Fleet Recreation Centers is according to sizing criteria presented in Table 74042-1. The maximum gross square footage indicated in the table is the maximum total allowance per base, and may be used for a single large complex or multiple facilities.

Table 74042-1 SPACE ALLOWANCE FOR FLEET RECREATION CENTERS

Ship-based Population (rounded to the nearest thousand)	Max. Gross Square Feet (total allowance per base)	Note
less than 2,000	0 GSF	(1), (2), (3)
3,000 to 5,000	5,000 GSF	(2), (3)
6,000 to 15,000	15,500 GSF	(2), (3)
16,000 and over	31,000 GSF	(2), (3), (4)

Notes for Table 74042-1:

- (4) For installations with a ship-based population of 2,000 or less, the base Gymnasium, Bowling Center and other MWR facilities may serve the fleet sailor's recreational needs in lieu of a Fleet Recreation Center.
- (4) Population numbers should be consistent with projected base loading data. For facility planning purposes at installations with deployable forces, the active duty demand population is comprised of all the non-deployable population, plus two-thirds of the deployable population, to reflect time away on deployment. However, calculation of the deployable population may be adjusted based on the actual deployment experience at individual installations.
- (4) Round-off population up or down to the nearest thousand.
- (4) For extra-large installations, the space allowance should be split up into a minimum of two facilities at separate sites conveniently located within proximity to ship-based population concentrations.

74042-5 **SAMPLE LAYOUT DIAGRAM.** A layout diagram is presented for a large size Fleet Recreation Center. This diagram is an example of the composition of such a facility in terms of its functional components, their respective sizes and adjacencies. The layout diagram is for illustrative purposes only.

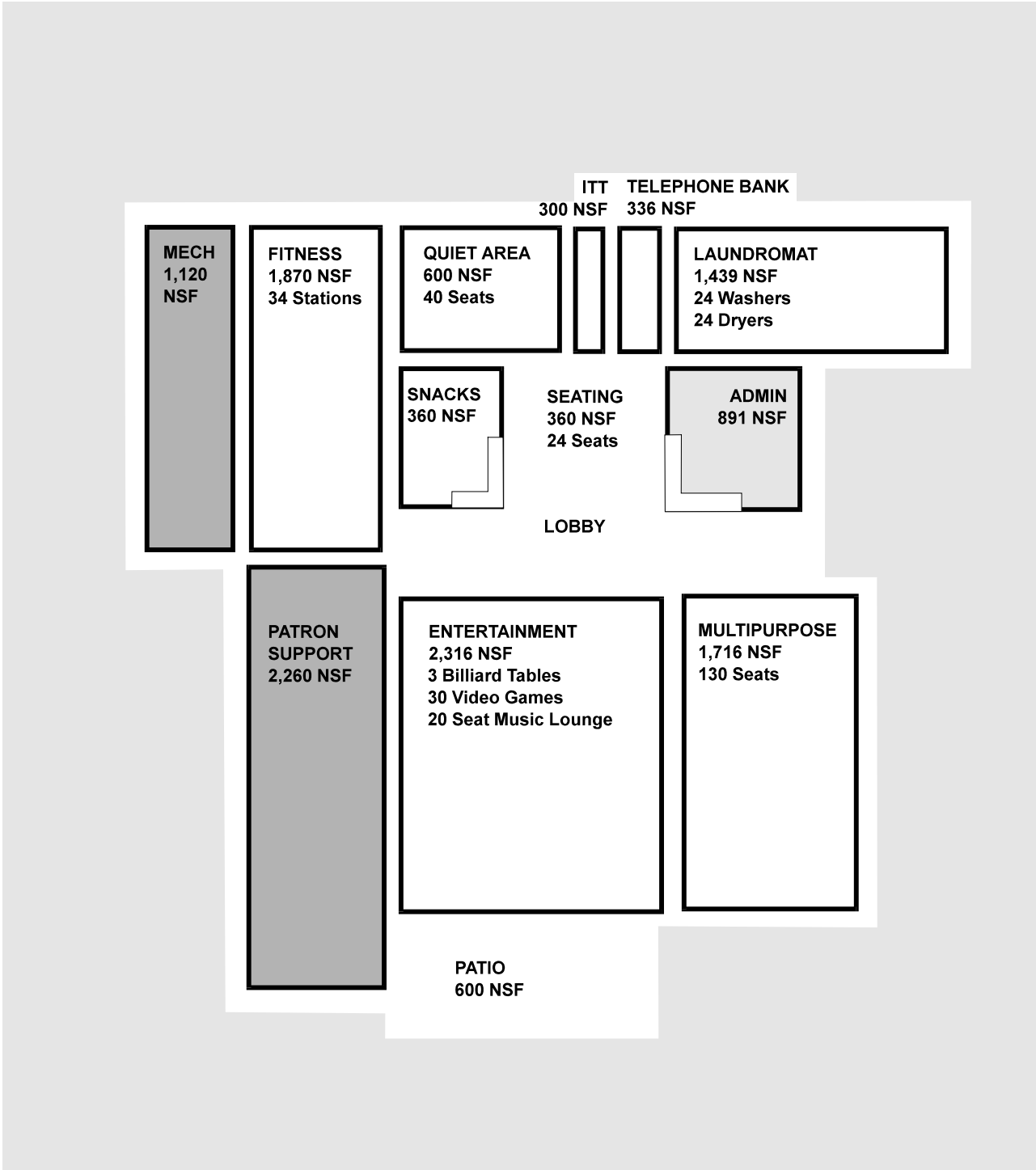


Figure 74042-1 Fleet Recreation Center – Large Size Facility

740 44 INDOOR PHYSICAL FITNESS CENTER (GYM) (SF)

SECNAV Approved Standards and Metrics are available for this CCN at
<http://mwr.navy.mil/mwrprgms/programstand.htm>

Design Criteria: UFC 4-740-02, Fitness Centers (located at www.wbdg.org)

74044-1 **GENERAL.** See introduction to 740 series category codes for General Instructions regarding facility allowance planning procedures.

74044-2 **DEFINITION.** Physical fitness facilities provide facilities and support services to meet the individual physical fitness, coordination, skills development, recreation and training needs of military personnel. The facilities may also serve family members, retirees and authorized civilians. Activities which may be accommodated in a Facility include: aerobics, athletic gear issue, badminton, basketball, boxing, calisthenics, cardiovascular training, gymnastics, handball, jogging, martial arts, physical fitness training, racquetball, volleyball, Wally ball, weight-training, wrestling, group meetings, etc.

74044-3 **RELATED FACILITIES.** Consideration should be given to collocating the facility with the following recreational facilities in order to (i) take advantage of potential savings in space requirements and operating costs, and (ii) provide users with the increased convenience of clustered facilities:

- 740 53 Indoor Swimming Pool
- 750 10 Outdoor Playing Courts
- 750 20 Playing Fields
- 750 30 Outdoor Swimming Pool.

74044-4 **SPACE ALLOWANCE.** The primary functional components of an Indoor Fitness Facility—Basketball Court, Aerobics/Exercise Area, Cardiovascular Training Area, Weight Training Area, and Indoor Playing Court—are sized based on installation population. Installation population ranges are as follows:

XSMALL = Population 0-500

SMALL = Population 501-3,000

MEDIUM = Population 3,001-7,000

LARGE = Population 7,001-14,000

XLARGE = Population 14,001-30,000

74044-4.1 Installation population is defined as Active Duty enlisted and officers, average on board students, transients, and reservists (see paragraph 740-2.2.4). Include authorized civilians and family members overseas. Population numbers should be consistent with projected base loading data.

For facility planning purposes at installations with deployable forces, the active duty demand population is comprised of all the non-deployable population, plus two-thirds of the deployable population, to reflect time away on deployment. However, calculation of the deployable population may be adjusted based on the actual deployment experience at individual installations.

74044-4.2 Based on above population, determine the overall base population for each significant functional component, as listed in Tables 74044-1 through 74044-8.

74044-4.3 Usage of facilities by family members and retirees has been statistically incorporated in the space allowances used in the tables. These allowances may be revised periodically by NAVFAC HQ, BUPERS, and CMC.

74044-4.4 Space allowances in the following tables are minimum allowances. For areas with large concentrations of military population, actual facility usage data may be used to justify additional space.

Table 74044-1 SPACE ALLOWANCE FOR INDOOR BASKETBALL/VOLLEYBALL COURTS (1)

Installation Population	# Courts	sq.m.	(NSF)
< 500	0	0	0
501 – 3,000	1	743	8,000
3,001 – 7,000	2	1,486	16,000
7,001 – 14,000	3	1,486	16,000
> 14,001	4	2,229	24,000

Table 74044-2 SPACE ALLOWANCE FOR FITNESS AREA (2)

Installation Population	sq.m.	(NSF)
< 500	93	1,000
501 – 3,000	148	1,600
3,001 – 7,000	325	3,500
7,001 – 14,000	372	4,000
> 14,001	650	7,000

* FOR MARINE CORPS INSTALLATIONS ONLY: If installation population exceeds 3,000, use fitness area space requirements shown as follows:

- 3.5% of installation population determines peak load.
- 3.58 sq.m. (38.5 SF) per patron at peak load determines size of fitness area.

*Ex: 6,000 population x .035 = 210 patrons at peak load.
210 patrons x 3.58 sq.m. (38.5 SF) = 752 sq.m. (8,085 SF)*

Table 74044-3 SPACE ALLOWANCE FOR AEROBIC ROOM

Installation Population	sq.m.	(NSF)
< 500	74	800
501 – 3,000	112	1,200
3,001 – 7,000	140	1,500
7,001 – 14,000	307	3,300
> 14,001	418	4,500

Table 74044-4 SPACE ALLOWANCE FOR INDOOR RACQUETBALL/HANDBALL COURTS

Installation Population	# Courts	sq.m.	(NSF)
< 500	1	74	800
501 – 3,000	2	148	1,600
3,001 – 7,000	4	296	3,200
7,001 – 14,000	4	296	3,200
> 14,001	6	444	4,800

Table 74044-5 SPACE ALLOWANCE FOR MEN'S AND WOMEN'S LOCKER AREA

Installation Population	sq.m.	(NSF)
< 500	93	1,000
501 – 3,000	186	2,000
3,001 – 7,000	232	2,500
7,001 – 14,000	465	5,000

> 14,001	650	7,000
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Table 74044-6 SPACE ALLOWANCE FOR MULTIPURPOSE ACTIVITY ROOM

Installation Population	sq.m.	(NSF)
< 500	46	500
501 – 3,000	139	1,500
3,001 – 7,000	139	1,500
7,001 – 14,000	139	1,500
> 14,001	139	1,500

Table 74044-7 SPACE ALLOWANCE FOR COMBATIVE/MARTIAL ARTS ROOM

Installation Population	sq.m.	(NSF)
< 500	74	800
501 – 3,000	74	800
3,001 – 7,000	149	1,600
7,001 – 14,000	223	2,400
> 14,001	297	3,200

Table 74044-8 SPACE ALLOWANCE FOR FAMILY LOCKER ROOM

Installation Population	sq.m.	(NSF)
< 500	19	200
501 – 3,000	28	300
3,001 – 7,000	37	400
7,001 – 14,000	47	500
> 14,001	56	600

Table 74044-9 SPACE ALLOWANCE FOR STAFF SUPPORT SPACES (3)

Installation Population	sq.m.	(NSF)
< 500	129	1,400
501 – 3,000	166	1,800
3,001 – 7,000	222	2,400
7,001 – 14,000	270	2,900
> 14,001	320	3,450

Notes for Space Allowance Table:

- (1) Spectator seating (minimum capacity 200 for a small facility, maximum capacity 600 for a large facility) should be provided in the basketball court at .4 sq.m. (4 NSF/PN). The seating capacity should be justified by the use of the court for activities drawing significant numbers of spectators. Portable or telescopic bleachers may be used.

- (2) Fitness area includes warm up/cool down area, free weights, circuit/weight training machines, and cardiovascular equipment (bicycle, stepper, rower). Space for one Instructor Station should be included in each separate Weight Training Area.
- (3) Staff support spaces consist of:
 - (a) Control Counter and Administrative Area.
 - (b) Gear Issue and Laundry Room: Check out of athletic gear and recreation equipment for leisure use.
 - (c) Gym Equipment Storage Room: Equipment and supplies, such as roll-away baskets goals, volleyball standards, gym floor coverings, roll-away bleachers, etc.

74044-5 SPACE ALLOWANCES. Minimum space allowances for Gymnasium facilities are determined according to the planning criteria presented in Table 74044-10 below. The total allowance for a facility is the sum total of the space allowances for each functional component. The number of units of each component required to meet the demand is obtained from the calculations in Tables 74044-1 through 74044-9.

Table 740-44-10 SPACE ALLOWANCE FOR PHYSICAL FITNESS FACILITY

Functional Component	sq.m.	(NSF)
Indoor Basketball/Volleyball Courts	_____	_____
Fitness Area	_____	_____
Aerobic Room	_____	_____
Racquetball/Handball Courts	_____	_____
Men's and Women's Locker Area	_____	_____
Multipurpose Activity Room	_____	_____
Combative/Martial Arts Room	_____	_____
Family Locker Room	_____	_____
Staff Support Spaces	_____	_____
Spectator Seating	_____	_____
Subtotal Functional Component	_____	_____
Building Support Component (net to gross conversion)		
Lobby/Circulation/Structure/(15% Functional Sub) Partitions	_____	_____
Mechanical/Electrical/(10% Functional Sub) Communication Equip. Space	_____	_____
Subtotal Building Support Component	_____	_____
TOTAL FUNCTIONAL AND BUILDING SUPPORT (GSF)	_____	_____

740 45 FITNESS ROOM (SF)

74045-1 Fitness Rooms are stand alone gymnasium facilities, usually cardio equipment and weight machines or free weights, in a single area of rooms within a

facility of a different CCN. This CCN is primarily for inventory purposes, and the quantity of “fitness rooms” at an installation should be considered when planning new facilities under CCN 740-44.

740 46 ROLLER/ICE SKATING RINK (SF)

74046-1 This facility serves as a roller/ice skating rink requiring a hard surface floor with potential for multipurpose use. The facility may include administrative space, maintenance, equipment storage, snack bar with kitchen space, locker and spectator areas. The Roller/Ice Skating Rink is a MWR Category C facility (see General Notes MWR) and must be justified through financial analysis. Minimum rink size should be 10,000 SF with additional space as required for support functions based on military population as shown in Table 74046-1.

Table 74046-1 Space criteria for Roller/ice skating rinks

Military Strength (1)	Gross SF
Up to 2,000	10,000 note (2)
2,001 to 20,000	15,000 note (3)
20,001 and up	20,000 note (3)

Gross area is exclusive of mechanical room space.

- (1) Military strength is defined as military population plus 50% of the dependent personnel.
- (2) Plus additional space for support functions.
- (3) Includes space for support functions.

740 47 INFORMATION, TICKETS AND TRAVEL OFFICE (SF)

SECNAV Approved Standards and Metrics are available for this CCN at <http://mwr.navy.mil/mwrprgms/programstand.htm>

74047-1 **GENERAL.** See General Notes to 740 series category codes for General Instructions regarding facility allowance planning procedures.

74047-2 **DEFINITION.** The mission of the Recreation Information, Tickets and Travel (ITT) Office is to serve the military community's leisure needs by providing information on what to see and do locally, offering tours to nearby attractions, selling tickets for musical and theatrical performances, concerts, sporting and other special events, and providing options for Leisure Travel (this may include cruise and airline ticket service).

ITT facilities can vary according to local needs, and may range from ticket selling booths and information counters to travel agency type accommodation with display and office desk/seating/waiting area configurations.

74047-3 **RELATED FACILITIES.** ITT operations may benefit from collocation with high traffic uses such as Base Exchanges.

74047-4 **SPACE ALLOWANCE.** The space allowance for ITT Offices is presented below in Table 74047-2.

74047-4.1 The number and appeal of local attractions and recreational opportunities will have a direct impact on the volume of ticket sales and information requests handled by an ITT Office. This volume is the primary determinant of the number of staff required to serve the market at individual bases. Based on analysis of existing operations, the staffing ratio indicated in Table 74047-1 is recommended.

Table 74047-1 RECOMMENDED STAFFING FOR ITT OFFICE

Active-Duty Installation Population	Full-Time Staff	Part-Time Staff	Note
250 or less	0	2	(1)
251-1,000	1	1	(1)
1,001-5,000	1	2	(1)
5,001-10,000	3	3	(1)
more than 10,000	3	4	(1)

Note for Staffing Table:

- (1) Population numbers should be consistent with projected base loading data. For facility planning purposes at installations with deployable forces, the active-duty demand population is comprised of all of the non-deployable population, plus two-thirds of the deployable population, to reflect time away on deployment. However, calculation of the deployable population may be adjusted based on the actual deployment experience at individual installations.

Table 74047-2 SPACE ALLOWANCE FOR ITT OFFICE

# Staff	Min. Gross Square Feet (rounded up to the next FTE)	Max. Gross Square Feet
1	200 GSF	450 GSF
2	300 GSF	720 GSF
3	500 GSF	990 GSF
4	840 GSF	1,210 GSF
5	1,100 GSF	1,410 GSF

Note for Space Allowance Table:

FTE = Full Time Equivalent, in situations where staffing is made up of full- and part-time employees.

74047-4.2 A good location is critical for running a successful ITT operation -- offices should be located in convenient, high visibility locations. Adequate parking should be available near the office.

74047-4.3 Ticket booths may be located separately from other ITT facilities. On large bases requiring multiple booths, such booths may be clustered in one location or occupy several sites. When siting ticket booths, space for lines to form should be taken into account. Booth locations should allow for long lines to spill over into adjacent parking lots on those occasions when tickets for events drawing large audiences go on sale.

74047-5 **SAMPLE LAYOUT DIAGRAM.** A layout diagram is presented for an extra-large size ITT Office. This diagram is an example of the composition of such a facility in terms of its functional components, their respective sizes and adjacencies. The layout diagram is for illustrative purposes only.

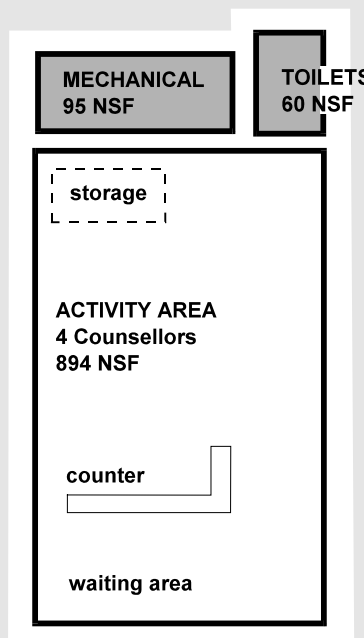


Figure 74047-1 ITT Office – Extra Large Size Facility

740 52 GUN, SKEET AND/OR TRAP BUILDING (SF)

74052-1 This facility is for support of the respective ranges and contains operator's office, storage, sales area, gun maintenance shop, toilets and lounge. The Gun, Skeet and/or Trap Building is an MWR Category C facility (see General Notes MWR) and must be financially self-sustaining. Space allowances are given in Table 74052-1 and may be used in one facility or divided between facilities. See Category Code 750 52 for land requirements.

Table 74052-1 SPACE CRITERIA FOR GUN, SKEET AND/OR TRAP BUILDING

Military Strength (1)	Gross SF
Up to 100	None
101 to 10,000	3,950
10,001 to 15,000	4,300
15,001 to 20,000	4,550
20,001 to 25,000	4,800
25,001 to 30,000	5,100
30,001 to 40,000	5,300
Over 40,000	5,500

(1) Military population consists of military strength assigned to installations.

740 53 SWIMMING POOL - INDOOR (SF) (including poolside deck)

74053-1 **GENERAL.** See General Notes to 740 series category codes for General Instructions regarding facility allowance planning procedures.

The planning criteria presented below for Category Code 740 53 are also applicable to Category Code 750 30, Outdoor Swimming Pool -- Installation.

74053-2 **DEFINITION.** The primary purpose of Swimming Pools is to support physical readiness programs as well as instructional, informal and intramural activities, and to serve the recreational needs of active-duty military personnel and their spouses and children, retirees and DoD authorized civilians. Note that pools with training and fitness missions are funded as MILCON and purely recreational pools are funded as NAFCON. With the exception of extra-small and small bases, each installation must provide either an all-hands indoor or outdoor pool, or access to aquatic resources in the local community to meet patron recreational demands. All on-base aquatics facilities must be ADAAG/ABA compliant.

74053-2.1 The local Command has discretion over the decision to provide indoor or outdoor Swimming Pools. However, in general, large installations requiring more

than one Swimming Pool to meet patron demand, may develop only one indoor pool. The Navy Fitness Program Manager (CNIC N-9) strongly supports an indoor pool collocated with the Fitness Center for all Medium and larger installations to support fitness swimming for Navy Physical Readiness Testing. Additional indoor pools may be developed on the basis of facility planning criteria specified for Combat Training Pool/Tank under category code 179 55.

74053-2.2 In addition to the swimming pool, special features such as diving wells, water slides and wading pools (see relevant criteria and MIL-HDBK) and zero-depth entry areas may be incorporated in the facility if there is sufficient local justification.

74053-2.3 At smaller installations, the potential for shared use of a single pool for both recreational and training needs should be examined.

74053-3 **RELATED FACILITIES.** Consideration should be given to collocating the Swimming Pool with related recreational facilities in order to (i) take advantage of potential savings in space requirements and operating costs, and (ii) provide users with the increased convenience of clustered facilities. These related recreational facilities include:

- 740 44 Indoor Physical Fitness Center (Gym)
- Other MWR recreational and foodservice facilities such as Clubs and Recreation Centers (for purely recreational pools).

74053-4 **DEMAND.** Swimming Pool facilities are sized on the basis of the peak hour demand at each installation, as follows:

74053-4.1 Use projected base loading data to determine the population for each significant population category, as listed in Table 74053-1.

74053-4.2 Calculate peak hour demand by multiplying the population for each category by participation factors found in Tables 74053-1. Add the demand for all population categories to derive Total Demand for each functional component. Adjust the calculated Total Demand as indicated in Table 74053-1 for installations with alternative on-base recreational swimming facilities such as lakes or beaches.

74053-4.3 The determination of the length of the pool is a local Command decision which should be based primarily on patron demand and programmatic considerations. A 25-meter length pool is sufficient to satisfy most fitness and recreational swimming needs. The advantage of a 50-meter length is that the pool may be divided up into 2 or 3 areas and utilized simultaneously for different programs. For example, given sufficient demand, a 50-meter length pool divided into three

separate areas may be used simultaneously for recreational swimming, lap swimming for fitness training, and an instructional class in life-saving techniques.

- 74053-4.4 Calculate the number of lanes required by dividing the Total Demand by the maximum capacity per hour per lane, indicated in Tables 74053-2 or 74053-3, depending on whether the local Command opts for a 25 meter length or 50 meter length Swimming Pool. In general, the development of Swimming Pools with fewer than 6 lanes and more than 10 lanes is not recommended.

Table 74053-1. SWIMMING FACILITY DEMAND CALCULATION

Note	Population Category	Population (per Base Loading)	x	Participation Factor	=	Peak Hour Demand	
(1), (2)	Enlisted	_____	x	.0043	=	_____	users
(1), (2)	Officers	_____	x	.0045	=	+ _____	users
(1), (2)	Retirees	_____	x	.0025	=	+ _____	users
(1), (2)	Authorized Civilians	_____	x	.0015	=	+ _____	users
(1), (2), (3)	Dependents	_____	x	.0093	=	+ _____	users
Total Demand (rounded to the nearest whole unit)						= _____	users
Adjustment (subtraction) for installations with alternative on-base swimming facilities (such as developed beaches or lakes)						- 30	users
Total Demand (rounded to the nearest whole unit)						= _____	users

Notes for Demand Calculation -- Table 74053-1:

- (1) Population numbers should be consistent with projected base loading data. Officers are O-1 through O-10 and enlisted are E-1 through E-9. Civilians are authorized DoD employees. Retirees are all military retirees within a 30-minute drive of the installation.

For facility planning purposes at installations with deployable forces, the active duty demand population is comprised of all the non-deployable population, plus two-thirds of the deployable population, to reflect time away on deployment. However, calculation of the deployable population may be adjusted based on the actual deployment experience at individual installations.

- (2) The participation factors used in the table may be revised periodically by NAVFAC HQ and CNIC (N-9), and the most current figures must be used in all demand calculations.
- (3) Dependent population data may be obtained from the base MWR or Housing Offices.

Table 74053-2. SWIMMING POOL CAPACITY CALCULATION—25 METER LENGTH

Total Demand (rounded to the nearest whole unit)	=	_____ users
Divide by maximum capacity per hour per lane (for a 25 meter length Swimming Pool)		÷ 4 users
Total number of lanes for a 25 meter length Swimming Pool	=	_____ lanes

Table 74053-3. SWIMMING POOL CAPACITY CALCULATION—50 METER LENGTH

Total Demand (rounded to the nearest whole unit)	=	_____ users
Divide by maximum capacity per hour per lane (for a 50 meter length Swimming Pool)		÷ 6 users
Total number of lanes for a 50 meter length Swimming Pool	=	_____ lanes

74053-5 **SPACE ALLOWANCE.** In addition to determining the length of the pool and the number of lanes, a Swimming Pool facility requires a poolside deck area and concession area, as required. Space allowance criteria for these support facilities are presented in Table 74053-4. Furthermore, an adequately sized bathhouse is required and should be sized separately based on the criteria presented under Category Code 74089.

Table 74053-4. SPACE ALLOWANCES FOR SWIMMING POOLS

Note	Table	Functional Component	# Unit s	x	Space Allocation Factor	=	Total NSF	Min. or Max. NSF
		ACTIVITY AREAS						
(1), (2)	74053-2	Swimming Pool—25 meter length	_____	X	674 NSF per lane	=	_____	
(1), (2)	74053-3	Swimming Pool—50 meter length	_____	X	1,348 NSF per lane	=	_____	
		Poolside Deck Area						
		for Indoor Pool			100% total NSF lanes	=	_____	
		for Outdoor Pool			300% total NSF lanes	=	_____	
		BUILDING SUPPORT						
		Entrance/Circulation/House keeping			10-15% X subtotal NSF Activity Support Areas	=	_____	
		Supplies/Janitor's Closet/Structure/Partitions						
		Mechanical/Electrical/Communication Equipment Space			5-10% X subtotal NSF Activity Support Areas	=	_____	
		Pool Plant Room (pump, filter, etc.)			20% total NSF lanes	=	_____	
		Chemical Storage Room(s)			60 NSF per room	=	_____	60 min.
		[Separate rooms for different chemicals, as per safety requirements]						
TOTAL FACILITY ALLOWANCE FOR SUPPORT FACILITIES (Gross Square Feet)						=	_____	

Notes for Space Allowance -- Table 74053-4:

- (1) The determination of the length of the pool is a local Command decision which should be based primarily on patron demand and programmatic considerations.
- (2) Minimum lane width of 7' is recommended, with an additional 1'-6" outside lanes on both sides of the swimming pool.

NSF = Net Square Feet

GSF = Gross Square Feet

Minimum or Maximum NSF = Minimum or maximum space allowance to be provided for the particular function or activity.

74053-6 SAMPLE LAYOUT DIAGRAM. A layout diagram is presented for a 6-lane, 25-meter length Indoor Swimming Pool facility. This diagram is an example of the composition of such a facility in terms of its functional components, their respective sizes and adjacencies. The layout diagram is for illustrative purposes only.

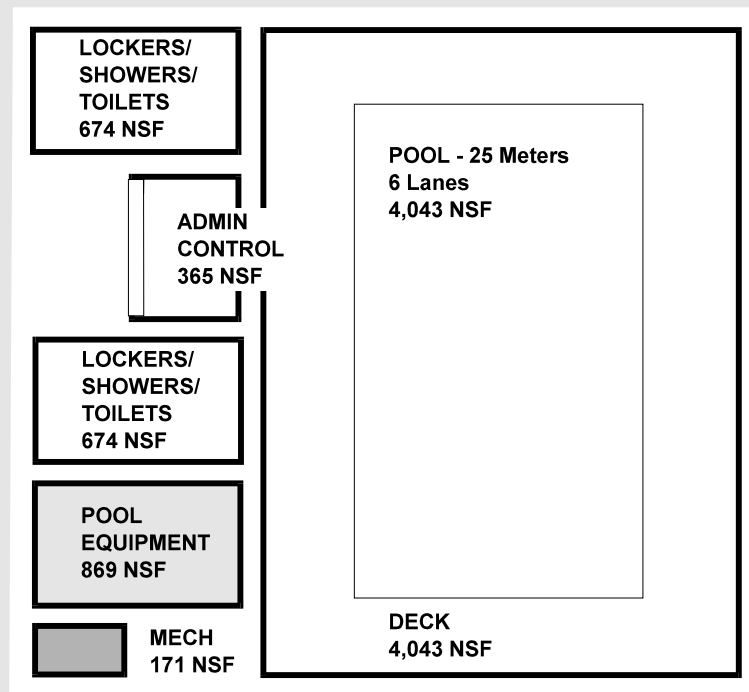


Figure 74053-1 Indoor Swimming Pool – 25 Meters

740 54 MWR MILITARY RECREATION CENTER (SINGLE SAILOR CENTER / MARINE CENTER) (SF)

SECNAV Approved Standards and Metrics are available for this CCN at <http://mwr.navy.mil/mwrprgms/programstand.htm>

Design Criteria: UFC 4-740-16, webpage: <http://www.wbdg.org>

74054-1 **GENERAL.** See General Notes to 740 series category codes for General Instructions regarding facility allowance planning procedures.

74054-2 **DEFINITION.** A Recreation Center is designed to serve primarily younger (ages 18-24) enlisted personnel (mostly E1-E6), particularly those living in Bachelor Enlisted Quarters. The Navy / Marine MWR Military Recreation Center is not for family use, but is intended for active duty personnel only. Rec. Centers offer patrons programmed activities staffed with trained personnel. Activities to be accommodated in the Rec. Center include: "hanging out", informal group activities, tournaments and competitions, special events, theme activities for holidays, music practice and "jam" sessions, talent shows, movie marathons, game show nights, demonstrations, classes, lectures, board games, cards, television, trivia contests and special programs for women. Some basic support facilities such as a vending / snack area and a telephone bank (with private booths and a waiting area) may be included for the convenience of patrons, particularly in locations where such services may not otherwise be available.

Each base where a Rec. Center is located should be individually analyzed to understand its specific situation, and determine the mix of Rec. Center functions most appropriate to meet local needs. The space allowance should be based on the development of a justifiable program of functions, capacities and sizes, comparable to the Sample Space Programs contained in this criteria section.

74054-3 **RELATED FACILITIES.** Rec. Centers should be located within convenient walking distance of Bachelor Enlisted Quarters/dormitory facilities.

Consideration should also be given to collocating the Rec. Center with related facilities in order to (i) take advantage of potential savings in capital and operating costs (for example, consolidation of administrative and support spaces, site development and staffing), (ii) provide users with the increased convenience of clustered facilities, and (iii) take advantage of synergies between facilities. Such related facilities include:

- 740 40 Bowling Center
- 740 44 Gymnasium
- 740 64 Enlisted Mess, Open.

74054-4 **SPACE ALLOWANCE.** Recreation Center facilities are sized on the basis of the E1-E6 population at each installation. The maximum facility allowance for Rec. Centers is according to sizing criteria presented in Table 74054-1.

Table 74054-1 SPACE ALLOWANCE FOR RECREATION CENTER

Note	Population Category	Population (per Base Loading)	Maximum Gross Square Footage (GSF)
(1), (2)	E1-E6	less than 1,000	0 GSF
(2)	E1-E6	2,000 to 5,000	6,600 GSF
(2)	E1-E6	6,000 to 15,000	10,900 GSF
(2)	E1-E6	16,000 and over	15,900 GSF

Notes for Table 74054-1:

- (1) For installations with an E1-E6 population of 1,000 or less, the base Community Center or other MWR facilities should be used to accommodate Recreation Center functions.
- 2) Population numbers should be consistent with projected base loading data. For facility planning purposes at installations with deployable forces, the active duty demand population is comprised of all the non-deployable population, plus two-thirds of the deployable population, to reflect time away on deployment. However, calculation of the deployable population may be adjusted based on the actual deployment experience at individual installations. Round-off population up or down to the nearest thousand.

74054-4.1 Location is an important factor in the utilization of Rec. Centers. Since their primary users are younger enlisted personnel, many of whom may not have access to personal vehicles, Rec. Centers should be conveniently located within a 5-10 minute walking radius of the majority of BEQ's (Bachelor Enlisted Quarters).

74054-4.2 The local Command has the option of providing the total space allowance as one Rec. Center or distributing the square footage among several smaller facilities. The latter approach may be appropriate on larger bases with multiple concentrations of E1-E6 residential populations.

74054-4.3 At installations with smaller populations, Rec. Center functions may be accommodated in a Community Center which serves both younger single sailors and older personnel with families. Facility planning criteria for Community Centers are addressed separately under Category Code 714 32.

74054-5 **SAMPLE LAYOUT DIAGRAM.** A layout diagram is presented for a medium size Recreation Center facility. This diagram is an example of the composition of such a facility in terms of its functional components, their respective sizes and adjacencies. The layout diagram is for illustrative purposes only.

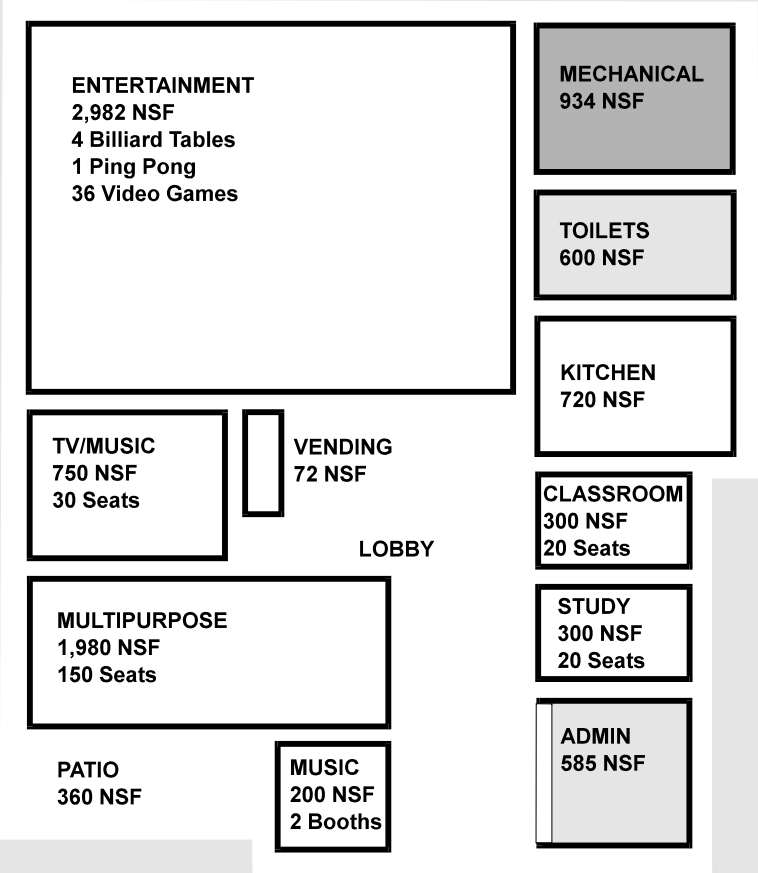


Figure 74054-1 Recreation Center – Medium Size Facility

740 55 YOUTH (6-18 YRS) & SCHOOL AGE CARE (SAC) (6-12 YRS) CENTER (SF)

SECNAV Approved Standards and Metrics are available for this CCN at <http://mwr.navy.mil/mwrprgms/programstand.htm>

Design Criteria: UFC 4-740-06, webpage: <http://www.wbdg.org>

74055-1 **GENERAL.** See introduction to 740 series category codes for General Instructions regarding facility allowance planning procedures.

74055-2 **DEFINITION.** The Youth Center is a social and recreational center primarily for use by children ages 6 to 18 in support of a Youth Program, as defined by DoD Instruction 6060.3 for School Age Care and DoD Instruction 6060.4 for Youth Programs. The Youth Center supports opportunities for youth to develop their physical, social, emotional, and cognitive abilities and to experience achievement, leadership, enjoyment, friendship, and recognition. Youth Program activities are generally offered free of charge or at a reasonable cost to parents to encourage participation and make them affordable to families. Included in the Youth Center facility, but generally separated from the youth program functions, is a School-Age Care (SAC) program. The SAC program provides accountable child care (ages 6-12) for a fee. This includes picking children up after school or having them dropped off by school bus and keeping them until parents can pick them up from the center.

74055-3 **RELATED FACILITIES.** The location of Youth Centers should be determined primarily for proximity to the family housing areas served - preferably accessible by the youth within fifteen minutes walk or bicycle ride. Collocation of Youth Centers with other MWR facilities is recommended, in particular with youth playing fields, outdoor playing courts, and playgrounds. Consideration should be given to potential savings in Youth Center space requirements for specific Activity Areas, if other MWR facilities provide the same functions conveniently accessible and available for use by the youth.

74055-4 **SIZE DETERMINANTS.** Several factors determine the size of the facility: Needs Validation Assessment. Conduct a Needs Validation Assessment to determine the need for each of the three core program areas (SAC Program, Youth Program, and Teen Program), the optional spaces, and the size of the populations to be served by each program. The three core program areas may be sized differently within a single facility. In some cases, one or more core program areas may not be needed if the population served is too small or if that population is served by other, existing facilities. When reviewing existing facilities, consider both facilities on the installation and facilities within the community, such as the Boys & Girls Clubs of America, 4-H, and other community centers.

74055-4.1 **SAC Program Size.** Once the need and population size for the SAC program area has been determined, the SAC area is sized based on the

number of SAC activity rooms needed. Each room serves two ratio groups or a total of 30 children. The maximum number of SAC rooms permitted per facility is eight. If the needs assessment determines that more than eight rooms are required, provide multiple facilities.

74055-4.2 Youth Program Size. Once the need for the Youth Program area has been determined, the size is classified by the number of youth to be accommodated. Each size category provides for appropriate space in the Commons (including the Game Area, Snack and Eating Areas, and circulation space) and support areas and provides the appropriate number of activity rooms.

Table 74055-1 YOUTH PROGRAM SIZE CLASSIFICATIONS

Size Class (No. of Youth)	Navy and Marine Corps Activity Rooms (General or Special)	Navy and Marine Corps Homework / Computer Rooms
Up to 60 Youth	1	1
61 to 90 Youth	2	1
91 to 135 Youth	3	2
136 to 155 Youth	4	2

74055-4.3 Teen Program Size Classifications: Once the need for the Teen Program area has been determined, classify the size as follows: Up to 15 teens, 16 to 30 teens, 31 to 45 teens, and 46 to 60 teens.

74055-4.4 Optional Spaces: Once the Core program areas have been sized (above), determine which optional spaces should be included. Optional spaces include administrative space, multipurpose room, music or multi media room, laundry room, and outdoor activity area or open area.

74055-5 SPACE PROGRAM. The space program for the Youth Centers is developed through the use of an interactive spreadsheet. Please see the UFC 4-740-06, website <http://www.wbdg.org> to download the spreadsheet.

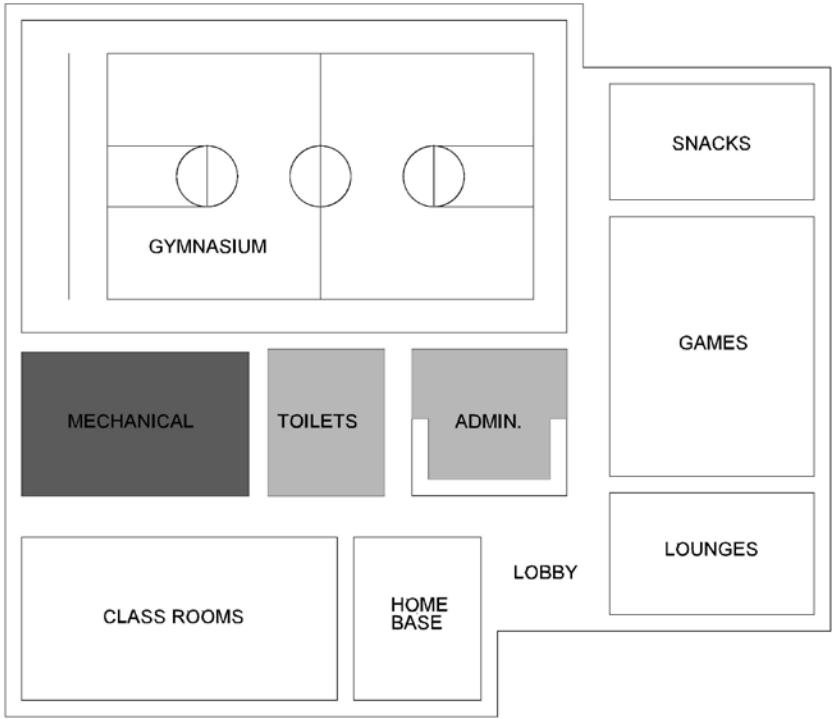
74055-6 **LOCATION DETERMINANTS.** Several factors determine the most appropriate and cost-effective location for a Youth Center.

74055-6.1 **Access.** The Youth Center should be easily accessible by busses (dropping off), privately-owned vehicles (either dropping off/picking up or parking), and by youth patrons via foot or bicycle. Weigh these considerations against the effect on traffic during peak pick-up/drop-off times. For example, a location near or adjacent to a school or child development center may be convenient for patrons, but it may cause traffic congestion at peak times. To accommodate parent/patron access, provide adequate parking as close as possible with a covered walkway to the facility, taking into account AT/FP requirements.

74055-6.2 **Safety.** Consider the above-noted pedestrian and bicycle traffic by the youth patrons. Minimize the degree to which the pedestrian and bike paths cross vehicular paths in the approach to the Youth Center site. If pedestrian and bike paths cross or run adjacent to busy streets and intersections, provide mitigation measures, such as bollards, to increase safety. Also consider the location of bus access for drop-off and pick-up.

74055-6.3 **Other Factors:** Consider locating near other facilities such as youth sports fields, open park space, etc.

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NOT TO SCALE

Figure 74055-1 Youth Center – Medium Capacity

740 56 THEATER (SF)

Space allowances for theaters will be determined by the following method:

- 74056-1 Step 1: Determine basic authorized number and seating capacity from Table 74056-1.
- 74056-2 Step 2: Determine Environmental Adjustment Factor from Table 74056-2 and adjust the value obtained from Step 1 accordingly.
- 74056-3 Step 3: Determine gross SF requirements from Table 74056-3.

All facilities, except the general purpose facility, will be provided with a stage.

Note: The mini-theater that may be provided in the Military Recreation Center (Single Sailor Center) should not be counted against this allowance since it is not accessible to families, and is a Category A facility. Theaters are operated as Category C facilities (see General Notes MWR) except for the 8-mm.-film program provided to the ships, Single Sailor Centers, and some Youth Centers. Consequently, to be programmed as a NAF project, any new or replacement theaters would have to be financially justified.

Table 74056-1 AUTHORIZED NUMBERS AND SEATING CAPACITIES FOR THEATERS

Military Population (1)	Number	Seat Capacity	Dressing Rooms
Up to 300	Note (2)		
301 to 1,000	1	General Purpose	Without
1,001 to 2,000	1	350	With
2,001 to 3,000	1	500	With
3,001 to 25,000	Program as an auditorium CCN 171-25		

(1) Military population military strength plus 50% of dependents.

74056-4 **Environmental Adjustment Factors.** The maximum allowances obtained from Table 74056-1 must be adjusted to reflect available community support and other recreational facilities available on installation. Table 74056-2 gives the environmental variables and the individual EAF's for each variable. The product of these individual EAF's is the final EAF to be used. An example of EAF use follows Table 74056-2.

Table 74056-2 ENVIRONMENTAL ADJUSTMENT FACTORS FOR THEATERS

Condition	Civilian Community Facilities (1)	Other Recreational Facilities (2)	Current Installation Theater (3)
Normal	0.70	0.70	1.00
Poor	1.00	1.00	0.50

(1) Civilian Community Facilities

Normal: At least one civilian theater or drive-in within 30 minutes driving time of installation and local TV or CATV reception.

Poor: No civilian theater or drive-in within 30 minutes driving time or no local TV or CATV.

(2) Other Recreational Facilities (On-installation)

Normal: Three or more of the following five facilities are either available or construction funds have been appropriate:

- 1) a club or open mess
- 2) bowling alley
- 3) hobby shop
- 4) gymnasium;
- 5) playing courts and fields.

Poor: Two or less of the five facilities are available and no construction funds have been appropriated for them.

EXAMPLE: Assume the military strength is 6,000. There are several theaters close by and the TV reception is good. The installation has only open messes and a gymnasium that currently doubles as a theater. Current attendance is less than one-third full for two shows.

1. **Maximum seating allowance** from Table 74056-1 is: 1,000 seats
2. **Environmental Adjustment Factors:**
 - (a) Civilian community - **normal:** select 0.70
 - (b) Other recreational facilities - **poor** since only two of the five types are available: select 1.00
 - (c) Current attendance - **poor:** select 0.50

Therefore EAF is $(0.70) \times (1.00) \times (0.5)$ = 0.35
3. Adjusted seating capacity is: $1,000 \times 0.35 =$ **350 seats** (Use Table 74056-3 for GSF Allowance)

Table 74056-3 SPACE ALLOWANCES FOR THEATERS

Capacity Seats	Gross SF with dressing rooms	Gross SF w/out dressing rooms
General Purpose	3,500	3,500
350	6,500	5,800
500	10,900	9,600
1,000	17,200	15,500

740 60 COMMISSIONED OFFICERS' CLUB (SF)

74060-1 This CCN is for inventory purposes. To program a new stand-alone club, CNIC N925, N944 concurrence will be required and should be planned under CCN 740-67, All Hands Club.

740 64 ENLISTED CLUB (SF)

74064-1 This CCN is for inventory purposes. It is to be used in cases where one consolidated club accommodates all enlisted grades (E1 through E9). To program a new stand-alone club, CNIC N925, N944 concurrence will be required and should be planned under CCN 740-67, All Hands Club.

740 67 ALL HANDS CLUB (SF)

Design Criteria: (This category code will become a primary facility in future revisions as: Food / Beverage / Entertainment / Facilities - Clubs) New projects will be reviewed by CNIC N925, N944.

74067-1 **DEFINITION.** This code is used to plan the space requirements for a single facility to accommodate on-base facilities, surrounding competitive environment and size of the supporting population. The facility may include one or more of the following components: Full Table Service Restaurant, Quick Service (over the counter) Restaurant, Banquet/Catering Room(s), Cafeteria, Bingo space, Gaming Room (OCONUS, non-US), Beverage Lounge(s) (may be rank specific) with or without Entertainment. Support spaces such as offices, restrooms, storage, etc. would also be included.

74067-2 **SPACE ALLOWANCE.** For space requirement purposes only, the space allowances in Table 74067-1 may be used. However, the actual size of any programmed club project is based upon market analysis and consequent financial projections that must justify programming of the facility and comply with the financial performance requirements of DODINST 7700.18. Contact CNIC N925, N944 for additional information.

Table 74067-1 SPACE ALLOWANCES FOR ALL HANDS CLUBS

Size Classification	Installation Population	Gross Area (SQ.M./SF)
Small	< 3,000	743.22 sq.m/8,000 SF
Medium	3,001 – 7,000	1,300.64 sq.m/14,000 SF
Large	7,001 – 14,000	1,858.06 sq.m/20,000 SF
Extra Large	> 14,000	2,415.48 sq.m/26,000 SF

740 68 MWR OPERATED CATERING FACILITY (SF)

74068-1 This facility may be stand alone or combined with and Officers' Club, Enlisted Club, All Hands Club, Bowling Center, Marina Clubhouse, or Golf Clubhouse. The Catering facility often includes bingo operations in at least one room. The size of the facility is based upon market analysis and consequent financial projections that must justify programming of the facility. New projects will be reviewed by CNI N9.

740 70 CHIEF PETTY OFFICERS CLUB (SF)

Design Criteria: UFC 4-722-01, Dining Facilities

74070-1 This CCN is for inventory purposes only. It provides facilities for Navy Chief Petty Officers in grades E7 through E9. To program a new stand-alone club, CNIC N925, N944 concurrence will be required and should be planned under CCN 740-67, All Hands Club.

740 71 EXCHANGE PACKAGE STORE (SF)

74071-1 Navy Exchange facilities requirements are developed by the Navy Exchange Service Command, 3280 Virginia Beach Blvd, Virginia Beach, VA 23452-5724, Head Planning Branch. See General Notes for NEX facilities at the beginning of the 740 Series.

74070-2 This facility provides for retail sales to authorized customers and the transfer (wholesale) of alcoholic beverages to clubs and open messes. A select few locations have package stores operated by MWR as permitted by Congress.

740 74 CHILD DEVELOPMENT CENTER (SF)

Design Criteria: UFC 4-740-14

Design: Child Development Centers. <http://www.wbdg.org>

74074-1 Child Development Centers may be established as required to provide child care/development for children ages 6-weeks to 6 years old for full-day, part-day, and hourly care. The minimum capacity is 48 children and the maximum capacity for a center is 305 children. When a need exists for more than 305 children, consideration should be given to accommodation by the Family Home Care Programs as an adjunct to the center based care, and/or establishing additional centers. Space allowances for child development centers are shown in Table 74074-1.

74074-1.1 **Land area requirements.** Land area includes the minimum hectare (acreage) required to accommodate the CDC facility and the developmental play program to include the building, parking, service area, outdoor activity area, and vehicular circulation.

Table 74074-1 SITE SIZE REQUIREMENTS

CDC Size	Min Site Size- Hectares	Min Site Size- Acres
Small (less than 100 children)	0.84	2.07
Medium (100 to 200 children)	1.53	3.78
Large (200 to 305 children)	2.09	5.15

74074-1.2 Impact on Neighborhood. The designer and community planner must give serious consideration to the impact that a large CDC will have on land use, peak traffic patterns and safety of the children. Providing CDC facilities adjacent or proximate to another may have an impact on traffic, but doing so should not be precluded. Adjacent facilities may be more customer responsive in that a parent may have children in both facilities. Additional site criteria can be found in Chapter 3 and Chapter 7 of UFC 4-740-14. In addition, OPNAVINST 1700.9D should be reviewed as a source for site criteria.

74074-1.3 Locating: Locate the CDC as recommended by the community planner and as approved by the installation commander. Consider practical future expansion to the facility and AT/FP issues.

74074-1.4 Space allowances provide for infant, pre-toddler, toddler, and pre-school age activity rooms/spaces, infant crib space, isolation area with toilet, lobby/reception, food service/kitchen, staff training / lounge / curriculum development spaces, offices, laundry, toilets, janitor closet(s), and storage.

74074-1.5 Entrance canopies may be provided for pickup and discharge of passengers in inclement weather regions. This covered space is not included in the building gross square footage.

Outdoor shade structure(s) are required without penalty to Building GSF, and may be provided by use of building overhangs or separate structures.

74074-1.6 Outdoor storage (playgrounds) is required without penalty to Building GSF, and may be provided within the building or in a separate storage shed.

74074-1.7 Outdoor play areas are based on 100 SF per child up to 100 children. When greater than 100 children, add 50 SF per additional child.

74074-1.8 Capacity shall be determined by actual count of **Military Dependents** through age 6 receiving installation support who will be using the facility. Actual count must be determined by questionnaire, survey, documented historical data or similar process. **Dependents of Civilian Employees** through age 6 may be included as per DOD Instruction 6060.2 "Child Development

Programs" of March 3, 1989. Justification remains the responsibility of the sponsoring command with requirements based on local needs. Adjust these figures for any projected increase/decrease in military/civilian employee population or mission changes.

74074-1.9 New activities. Determine the total number of married military families receiving direct installation support and multiply by 15 percent, plus the number of children of single parent military families receiving direct installation support. When including dependents of civilian employees, determine the total number of civilian employees and multiply by 2.5 percent.

For detailed space allowances, please see UFC 4-740-14 and the space programming template.

740 75 NAVY FLYING CLUB FACILITY (SF)

Design Reference: Federal Aviation Regulation (Part 141)

74075-1 The Navy Flying Club is a recreational flying activity located on or near military installations used by authorized personnel and approved by the Department concerned. Flying Clubs are Category C facilities (See General Notes MWR) and must be financially justified for new construction. The space allowances shown in the table below for aero clubs are intended to provide hangar space to be used to maintain aircraft and for aircraft storage during inclement weather to provide ramp space for outdoor aircraft tie-down area, and to provide multipurpose space for administrative, training, classrooms, operations scheduling, safety meetings, and flight planning. Space requirements are based on the number of aircraft operated by the club.

74075-2 Each Navy Flying Club facility must have adequate area for refueling operations, i.e. fuel truck or permanent tanks that meet all local, state, and federal regulations pertaining to that operation.

Table 74075-1 SPACE ALLOWANCES FOR AERO CLUBS

Number of Aircraft	Gross SF Hangar Space	Gross SF Multi-Purpose Space	Gross SF + Ramp Space (Approx. 45' x 20')
1	900	500	Note (1)
2 to 5	2,300	1,000	Note (1)
6 to 10	3,800	1,200	Note (1)
11 to 15	5,300	1,500	Note (1)
16 to 20	6,800	1,700	Note (1)
For each additional 5, add	1,500	375	Note (1)

Note (1): For each aircraft operated multiply by 1350 SF to obtain the required Ramp Space. (# Aircraft) x 1350 SF = Ramp SF

740 76 LIBRARY (SF)

SECNAV Approved Standards and Metrics are available for this CCN at
<http://mwr.navy.mil/mwrprgms/programstand.htm>

74076-1 Main Libraries. This facility is for recreational reading and study. Space allowances are given in Table 74076-1. The allowances may be increased to 10% where the facility is also designated as a command reference center. If bookmobiles are operated from the main library, an additional 300 SF per bookmobile will be required for book storage, trucks, and work space for bookmobile staffs.

74076-2 Branch Libraries. Based on individual justification, branch libraries may be provided in support of an educational services office or for each increment of 3,000 military strength over 10,000. Each branch library shall not exceed 4,000 gross SF area. Where practical, the individual incremental allowances may be combined in one branch library.

For BFR purposes: The total allowance is the main library plus the branch libraries.

Table 74076-1 SPACE ALLOWANCES FOR MAIN LIBRARIES

Military Population (1)	Gross SF
Up to 500	2,500 (2)
501 to 1,500	4,500
1,501 to 2,500	6,250
2,501 to 4,000	8,000
4,001 to 6,000	10,500
6,001 to 8,000	12,000
8,001 to 12,000	18,000
12,001 to 16,000	20,000
16,001 to 20,000	24,000
20,001 to 26,000	30,000
26,001 to 32,000	36,000
32,001 to 40,000	44,000
40,001 to 50,000	54,000
50,001 to 60,000	64,000
60,001 to 70,000	72,800
70,001 to 80,000	81,000
80,001 to 90,000	90,000
90,001 to 100,000	98,000
For each additional 10,000, add	8,000

(1) Military population is active duty military plus 40% of dependents.

(2) Accommodate in other facilities.

740 77 MWR READY ISSUE/SHOP STORES/MISC. STORAGE (SF)

(Not applicable to Marine Corps activities)

74077-1 Storage facilities for miscellaneous equipment and/or goods related to community support will be provided only where they can be individually justified. There are no criteria for this type of facility. General information on normal stacking heights, SF per measurement ton requirements and other parameters are provided in Category Code 440 series.

740 78 RECREATION PAVILION (SF)

74078-1 The purpose of this facility is to support recreation areas such as parks, playgrounds, picnic areas, beaches, etc. This facility may include lounge, toilets, bathhouses, storage areas, snack bars, and/or concession stand for limited and related items as required. This CCN also includes concessions stands, restrooms, and announcer's booth facilities associated with ball fields. Space allowances may be utilized in varying numbers and sizes of pavilions. See Table 74078-1 for space allowances.

Table 74078-1 SPACE ALLOWANCES FOR RECREATION PAVILIONS

Military Population (1)	Gross SF
Up to 1,000	800
1,001 to 3,000	1,350
3,001 to 7,000	2,600
7,001 to 10,000	3,200
10,001 to 15,000	4,000
15,001 to 20,000	4,900
20,001 to 25,000	5,600
25,001 to 30,000	6,300
30,001 to 40,000	7,300
40,001 to 50,000	8,500
50,001 to 60,000	9,600
60,001 to 70,000	10,600
70,001 to 80,000	11,500
80,001 to 90,000	12,400
90,001 to 100,000	13,300
For each additional 10,000 add	900

(1) Military population consists of active duty military plus 60% of dependent population and 25% of retirees supported by the installation.

740 79 RIDING STABLES (SF)

74079-1 Provides space for single stalls, box or double stalls, treatment stalls, quarantine areas, quarters for one operator, hay storage area, grain room, tack lockers, sweat pad and blanket drying area, office, and toilets. See Table 74079-1 for space allowances. This CCN also includes boarding stable operations. Both stable types are Category C facilities (See General Notes MWR) and require financial justification for new construction.

Table 74079-1 SPACE ALLOWANCES FOR RIDING STABLES

Military Population (1)	Gross SF
Up to 100	None
101 to 1,000	2,100
1,001 to 3,000	2,500
3,001 to 5,000	3,600
5,001 to 7,000	4,700
7,001 to 10,000	5,900
10,001 to 15,000	7,700
15,001 to 20,000	9,600
20,001 to 25,000	11,250
25,001 to 30,000	12,800
30,001 to 40,000	17,800
40,001 to 50,000	18,600
50,001 to 60,000	20,400
60,001 to 70,000	22,800
70,001 to 80,000	24,900
80,001 to 90,000	27,000
90,001 to 100,000	29,000
For each additional 10,000 add	1,600

(1) Military population consists of military strength plus 25% of dependent population

740 80 GOLF CLUBHOUSE (SF)

74080-1 **GENERAL.** See General Notes to 740 series category codes for General Instructions regarding facility allowance planning procedures. Contact CNIC (N9) for additional information.

74080-1.1 In siting golf clubhouses, it is important for sight lines from the pro shop to the first and tenth holes to be maintained. It is also desirable for sight

lines from the patio or snack bar areas to the ninth and eighteenth greens to be maintained.

74080-1.2 All golf clubhouse projects must be financially justified as Category C operations. See General Notes MWR at the beginning of the 740 Series.

74080-1.3 Catering Facilities (740-68) may be constructed as part of a golf clubhouse to serve both golf functions and other catering business. When this is done, the restroom support areas should be calculated separately for the golf clubhouse and the catering facility.

74080-2 **DEMAND.** The primary functional components of a Golf Clubhouse - Foodservice and Golf Equipment Areas - are sized based on the number of holes of the golf course and other user demand factors, as follows:

74080-2.1 Use Table 74080-1 to determine the seating demand for each foodservice area. Calculate the number of snack bar and lounge or combined snack bar/lounge seats required to serve golfing patrons, based on the number of golf course holes. Additional capacity may be required to serve non-golfing patrons in snack bar, lounge, and function room spaces, as directed in Notes (1) and (2) to Table 74080-1. Add golfing and non-golfing patron demand to determine number of seats required for each functional component. Food service seating areas should be sufficient to seat a full golf scramble at one time. This would indicate a capacity of 72 seats for 9-hole courses and 144 seats for 18-hole or larger courses. This seating could be in a function room, a snack bar/dining area, a covered patio, or a combination of adjacent areas. Demand for both dining space and pro shop is developed not only by population and number of holes, but also by the number of rounds of golf played on an annual basis.

74080-2.2 Multiply the number of seats required for each functional component by the space allocation factors in Table 74080-2.

74080-2.3 Demand for golf equipment facilities - pro shop, golf bag and cart storage - is directly related to the number of golf course holes. Multiply the number of 9-hole units by the space allocation factors in Table 74080-2. Golf Club Storage for privately owned clubs is not generally a primary functional component because the return on investment for the space required is insufficient to break even financially. Storage of rental clubs is a subset of the Pro Shop along with retail merchandise stock storage.

74080-2.4 Add the net square footage (NSF) for all components and add support area factors as directed in Table 74080-2, to derive the Total Facility Allowance for the Golf Clubhouse.

74080-2.5 Demand for golf course support facilities—golf cart storage and maintenance building—is directly related to the number of golf course holes and golf cars. Cart storage facilities are supported for the number of MWR owned or leased carts. The number of MWR golf carts should be approximately 18 per 9 holes. The number may increase for snack/beverage service carts and course marshal carts. Where the cart storage is located away from the golf maintenance facility a separate maintenance area should be included within the facility. Construction of space for rental to private golf cart owners is not authorized. The golf maintenance building should always be separate from the golf clubhouse and location to provide efficient access to the course preferably screened from view by the golfers. A basic maintenance facility should be 3500 GSF plus equipment wash-down area and fertilizer/pesticide/herbicide storage mixing facility. Depending on the local environmental conditions, additional space for golf maintenance equipment storage may be justified. Equipment wash-down areas should have runoff collected and routed through an oil-water separator. Multiply the number of units for each functional component by the space allocation factors in Table 74080-3 to determine the space allowances.

Table 74080-1 GOLF CLUBHOUSE FOODSERVICE SEATING CAPACITIES

Note	Number of Golf Course Holes	Snack Bar	Lounge	Combined Snack Bar/Lounge	Function Room
(1), (2)	9-18	20	10	25	--
(1), (2)	27-36	40	20	50	--
(1), (2)	45-54	60	30	75	--

Notes for Foodservice Seating Capacities:

- (1) The figures for seating capacities accommodate only golfing patron demand. Additional snack bar, lounge, and combined snack bar/lounge capacity for non-golfing patrons must be justified by demand analysis and economic operations projections based on local conditions. For example, if the golf course is situated near other installation facilities with significant numbers of workers, there may be a substantial number of non-golfing patrons at lunchtime. In the absence of specific local installation data, assume that non-golfing patron demand requires a 100% increase in snack bar seating and 50% increase in lounge seating from that required to meet the demand of golfing patrons alone.
- (2) The capacity of a function room should be based on the size of special events and large group functions for which there is a local requirement, justified by demand analysis and economic operations projections.

74080-3 **SPACE ALLOWANCES.** Space allowances for Golf Clubhouse facilities are determined according to the planning criteria presented in Tables 74080-2 and 74080-3, below. The total allowance for a facility is the sum total of the space allowances for each functional component. Seating capacity requirements for foodservice components are obtained from Table 74080-1.

Table 74080-2 SPACE ALLOWANCES FOR GOLF CLUBHOUSES

Note	Table	Functional Component	# Units	x	Space Allocation Factor	=	Total NSF	Minimum NSF
ACTIVITY AREAS								
		Foodservice						
	A	Snack Bar (including seating, kitchen, storage)	___	x	27 NSF per seat	=	___	
	A	Lounge (including seating, bar, storage)	___	x	20 NSF per seat	=	+ ___	
(1)	A	Combined Snack Bar/ Lounge (including seating, kitchen, bar, storage)	___	x	25 NSF per seat	=	+ ___	
	A	Function Room (including seating, service kitchen)	___	x	17 NSF per seat	=	+ ___	
		Pro Shop (including sales area, stockroom)	___	x	500 NSF per 9 holes	=	+ ___	530
(2)		Golf Cart Storage/Rental	___	x	150 NSF per 9 holes	=	+ ___	200
Subtotal Activity Areas						=	___	
ACTIVITY SUPPORT AREAS								
		Patron Support (including lockers, showers, toilets)	20% x Subtotal Activity Areas			=	___	
		Administration/Storage/ Support	5% x Subtotal Activity Areas			=	+ ___	120
Subtotal Activity Support Areas						=	___	
BUILDING SUPPORT AREAS								
		Lobby/Circulation/ Structure/ Partitions	25% x (Subtotal Activity Areas + Subtotal Activity Support Areas)			=	+ ___	
		Mechanical/Electrical/ Communication Equip. Space	5-10% x (Subtotal Activity Areas + Subtotal Activity Support Areas)			=	+ ___	
(3)	TOTAL FACILITY ALLOWANCE					=	___	GSF

Table 74080-3 SPACE ALLOWANCES FOR GOLF COURSE SUPPORT FACILITIES

Note	Table	Functional Component	# Units	x	Space Allocation Factor	=	Total NSF	Minimum NSF
(4)		Golf Car Storage	___	x	65 NSF per car	=	___	
(5)		Maintenance Building	___	x	2,500 NSF per 9 holes	=	___	3,750

Notes for Space Allowance Tables 74080-2 and 74080-3:

- (1) A combined snack bar/lounge may be provided as an alternative to separate snack bar and lounge areas.
- (2) Minimum 200 NSF for golf bag and cart storage allows for 60 club sets (both patron-owned and rental), with bags and carts.

- (3) Covered outdoor space (such as an entrance canopy or sheltered patio) is counted at 50% of its area, and must be included within the total gross square footage allowance for the facility.
- (4) For safety reasons, the golf car storage facility should be a separate structure, or designed for safety separation if accommodated in the same structure.
- (5) For safety reasons, the maintenance building should be a separate structure. Space for pesticide/fertilizer storage should be designed for safety separation if accommodated in the same structure.

NSF = Net Square Feet

GSF = Gross Square Feet

Minimum NSF = Minimum space allowance to be provided for the particular function or activity.

74080-4 **SAMPLE LAYOUT DIAGRAM.** A layout diagram is presented for a medium-size Golf Clubhouse facility. This diagram is an example of the composition of such a facility in terms of its functional components, their respective sizes and adjacencies. The layout diagram is for illustrative purposes only.

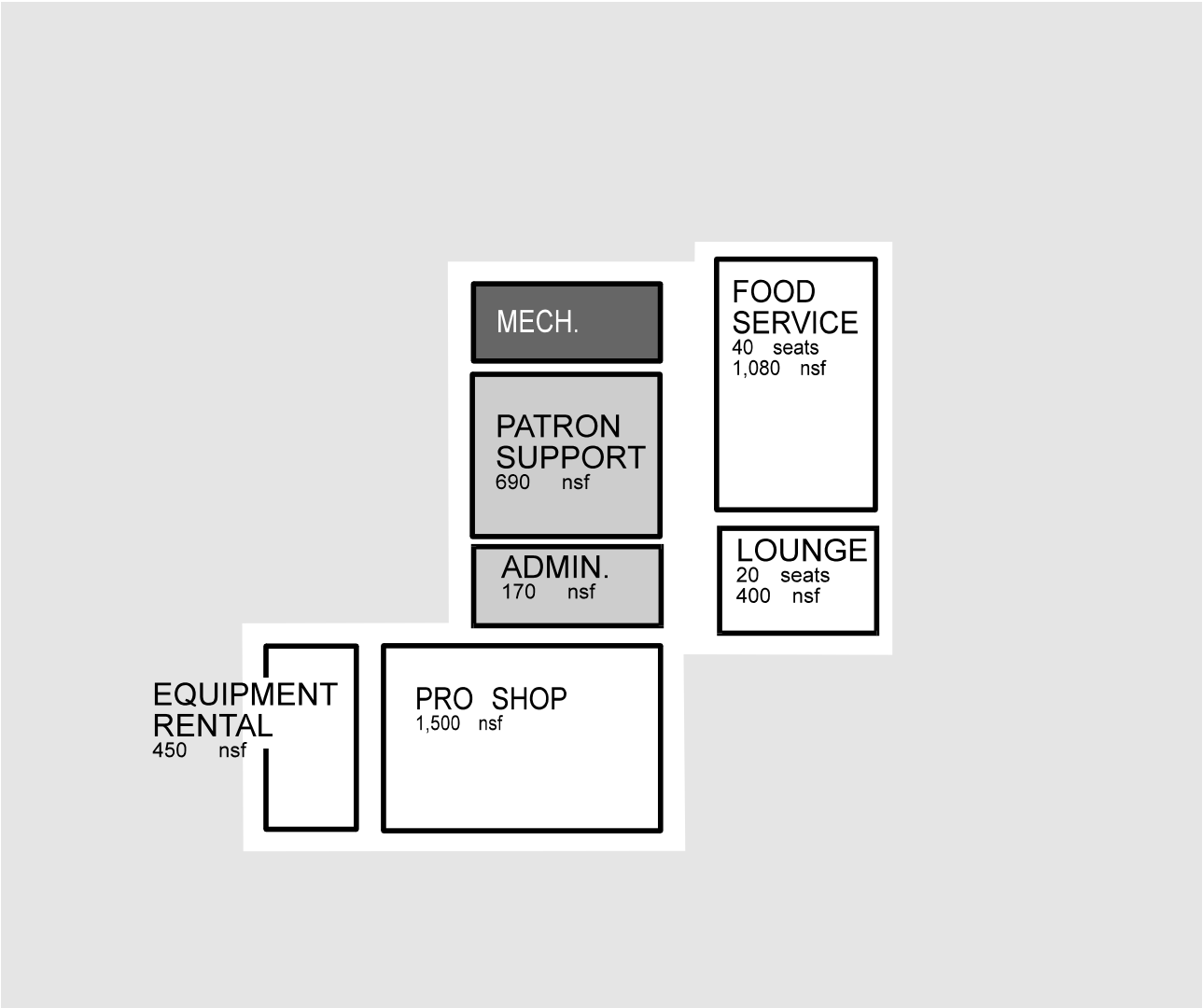


Figure 74080-1 Golf Clubhouse – Medium Capacity

740 81 MWR RENTAL ACCOMMODATION (SF)

74081-1 **GENERAL.** See General Notes to 740 series category codes for General Instructions regarding facility allowance planning procedures. Contact CNIC (N944) for additional information.

74081-2 **DEFINITION.** MWR Rental Accommodations are permanent “stand-alone” or multiplex structures. They may take the form of modern motels, multi-level hotels, primitive camping cabins with no utility connections, or almost anything in between, depending on the geography, the market being served, and demand. Such MWR Rental Accommodation facilities are typically developed to provide recreation overnight and extended stay units in locations which offer outdoor leisure opportunities such as boating, canoeing, fishing, hiking, skiing, golfing, swimming/beach-going, and leisure travel/tourism.

In addition to sleeping rooms/areas, each Rental Accommodation may include a living/dining space, bathroom, kitchen (or kitchenette), and storage area. An open or covered outdoor seating terrace/deck/patio may be provided in appropriate locations.

Where clusters of cottages are planned, a support facility may be included to provide for a janitor closet, laundry, linen storage, and housekeeping supplies/equipment storage.

74081-3 **RELATED FACILITIES.** Locations suitable for the development of MWR Rental Accommodation facilities may also include RV Parks, camping sites, marinas, golf courses, beachfronts, other waterfronts, other outdoor recreation venues, or support facilities to provide patrons with a range of options for accommodation. Support facilities may include recreation/amusement centers, snack bars/restaurants, administrative/check-in offices, supply stores, swimming pools, cabanas, or bathhouses.

74081-4 **SPACE ALLOWANCE.** Space allowances for rental accommodations need to address the following issues:

74081-4.1 **Total Number of Accommodation Units**

The total number of rental accommodation units planned for a site should be based on the following considerations:

- Capacity of the site to accommodate the development of units in a manner which is economical, environmentally appropriate, aesthetically pleasing, and appropriate for the market to be served. Critical site planning considerations include vehicular access and parking, utilities, Antiterrorism/Force Protection (ATFP) considerations, privacy, views, and preservation of flora and fauna. For example, the development of a sufficient number of units in a location with steep, densely wooded slopes

would need to weigh the costs of infrastructure provision and the clearing of areas with the impact on the environment.

- Return on Investment (ROI) analysis is based on projected demand/market, revenues, capital investment, and operating and maintenance costs. This type of analysis will determine the financial feasibility of the proposed project and the number and type of units required to ensure a viable outcome. This analysis must follow the requirements of the template developed by Navy Personnel Command (PERS-652). This template may be obtained by e-mailing your request to either P652D2@persnet.navy.mil or P656D@persnet.navy.mil.

74081-4.2 Types and Sizes of Individual Rental Cottages/Units

The type/size of individual units is based on the customer/patron demand determined through a market research/survey process. The research should determine whether individual cottages, efficiencies, primitive camping cabins, or motel/hotel-type lodging is required to meet the documented demand. The space allowance guidance for the different sizes of cottages, efficiencies, cabins, and motel spaces is presented in Table 74081-1 below. The space shown should normally be considered the maximum, with larger units requiring additional justification. Individual units may also include porches, patios, balconies, or deck, etc. that may be covered, open, or screened that are not counted against the respective space allowance guidance.

Table 74081-1 SPACE ALLOWANCES FOR MWR RENTAL ACCOMMODATIONS

CAPACITY	SPACE ALLOWANCE GUIDANCE	
	(Gross Area)	
2 Bedroom Cottage	800	74.32
3 Bedroom Cottage	1,000	92.90
Efficiency	500	46.45
Primitive cabin	150	13.94
Single Room	240	22.30
Double Room	350	32.52
Queen Room	400	37.16
King Room	440	40.88
Queen Suite	500	46.45

King Suite	550	51.10
Group Camp (per 8 bunks) (Accommodates 16 people)	1600	148.64

74081-5 **SPACE PROGRAMS.** Space programs for two-bedroom MWR Rental Accommodation (Cottages) are presented to illustrate the possible breakdown of the overall space allowances into functional components, with their respective sizes and capacities. This space program is for illustrative purposes only.

74081-6 **SAMPLE LAYOUT DIAGRAM.** A layout diagram is presented for a two-bedroom MWR Rental Accommodation (Cottage), illustrating the relative sizes and adjacencies of component areas.

74081-7 **SITE PLANNING.** When site planning for a group of MWR Rental Cottages, keep in mind that privacy between cottages is important and that subdivision or zero-lot-line development is discouraged as it detracts from the quality of the experience for the intended patrons.

**Table 74081-2 MWR RENTAL ACCOMMODATION (CATEGORY CODE 740 81)
SAMPLE SPACE PROGRAM**

ROOM / SPACE	FLOOR AREA (SF)			No. of Occupants Design
	No. Req'd	Net Area Per Room	Total Net Area	
2-Bedroom Unit				
Entry Foyer	1	20	20	3
Living Area	1	200	200	6
Kitchen/Eating Area	1	140	140	4
Master Bedroom	1	155	155	2
Bedroom 2	1	125	125	2
Bathroom	1	70	70	-
Laundry Closet	1	30	30	-
Utility Room	1	As required		-
Net Area & Occupant Totals			740	6
Allowance for porch, deck, or lanai	23,600		150	6

Sample Layout:



Figure 74081-1 MWR Rental Accommodation

740 85 EXCHANGE DISTRIBUTION CENTER (WAREHOUSE) (SF)

74085-1 Navy Exchange facilities requirements are developed by the Navy Exchange Service Command, 3280 Virginia Beach Blvd, Virginia Beach, VA 23452-5724, Head Planning Branch. See General Notes for NEX facilities at the beginning of the 740 Series.

74085-2 This type warehouse may be provided for bulk back-up storage (exchange stock and operating supplies) to support all exchange operations within a geographical area as determined by NEXCOM or Marine Corps Exchange Services.

74085-3 This central warehouse allowance does not void the need for the installation exchange warehouse, Code 740-86, preferably located contiguous to the exchange main retail store. Space allowances for central warehouses shall be provided by NEXCOM.

740 86 EXCHANGE INSTALLATION WAREHOUSE (SF)

74086-1 Navy Exchange facilities requirements are developed by the Navy Exchange Service Command, 3280 Virginia Beach Blvd, Virginia Beach, VA 23452-

5724, Head Planning Branch. See General Notes for NEX facilities at the beginning of the 740 Series.

74086-2 The total storage space that may be provided in installation exchange warehouses to accommodate back-up storage for exchange retail activities on an installation will be provided by NEXCOM. Wherever practicable, the installation exchange warehouses shall be located contiguous to the exchange main retail store in order to reduce the cost of moving stock from the warehouse to the main store sales area.

740 87 MARINA SUPPORT BUILDING (SF)

74087-1 This facility provides space for office, equipment check-out, repair, and storage. It does not include docks, marina slips, and walkways which are listed under Code 750 60. This is a special facility which is required only at outdoor recreation areas which have waterfront facilities available for boating activities.

74087-2 This facility may be made up of more than one individual building. Generally, repair facilities would be located in a separate building spaced away from the marina dock, clubhouse and patron parking. The marina clubhouse may include space for dock master/marina manager's office, meeting/training, yacht club office, chandlery/store with convenience items, customer service counter, shower room/restrooms, and equipment storage/checkout. The marina may also support a stackable boat storage facility and a dry land storage operation in either a fenced compound or in small, individual boat storage facilities attached to each other in a T-hangar fashion. All marina facilities must be justified financially. See Category C facilities, General Notes MWR, beginning of 740 Series Section.

See Table 74087-1 for space allowances.

Table 74087-1 SPACE ALLOWANCES FOR MARINA SUPPORT BUILDING

Military Population (1)	Gross SF
Up to 100	None
101 to 1,000	3,500
1,001 to 3,000	5,800
3,001 to 5,000	8,450
5,001 to 7,000	10,500
7,001 to 10,000	12,650
10,001 to 15,000	15,600
15,001 to 20,000	18,700
20,001 to 25,000	20,800
25,001 to 30,000	22,000
30,001 to 40,000	23,600

40,001 to 50,000	25,400
50,001 to 60,000	27,000
60,001 to 70,000	28,300
70,001 to 80,000	29,500
80,001 to 90,000	30,600
90,001 to 100,000	31,600
For each additional 10,000 add	1,000

(1) Military population consists of military strength plus 15% of dependent population.

740 88 EDUCATIONAL SERVICES OFFICE (SF)

74088-1 The space allowances shown in Table 74088-1 are intended to provide facilities for the advancement of the academic, technical, and vocational education of military personnel of all grades and ranks in order to enhance their potential to the service. These facilities shall make joint use of existing classrooms or other suitable facilities to the maximum extent possible. In cases where joint use is impractical and separate educational facilities are requested, detailed supporting justification is required. When justified by installation requirements, a supporting branch library may be provided in accordance with criteria for Code 740 76.

Table 74088-1 SPACE ALLOWANCES FOR EDUCATIONAL SERVICES OFFICES

Military Strength	Basic	OJT (1)	CAC (2)
Up to 250	(3)	None	None
251 to 1,000	4,125	300	500
1,001 to 3,000	8,700	500	500
3,001 to 5,000	13,500	700	500
5,001 to 7,000	16,100	900	500
7,001 to 10,000	19,800	1,200	500
10,001 to 15,000	26,300	1,700	500
15,001 to 20,000	31,800	2,200	500
20,001 to 25,000	36,300	2,700	500
25,001 to 30,000	40,500	3,200	500
30,001 to 40,000	48,000	3,700	500
40,001 to 50,000	55,000	4,200	500
50,001 to 60,000	60,000	4,700	500
For each additional 10,000 add	4,000	500	500

(1) On-The-Job Training program management personnel space. This added space is authorized only in newly constructed facilities.

(2) Career Advisory and Counseling section. This added space is authorized only in newly constructed facilities. If more than one counselor is required, add 80 square feet per counselor.

(3) Accommodate in other facilities.

740 89 BATHHOUSE (SF)

74089-1 **GENERAL.** See General Notes to 740 series category codes for General Instructions regarding facility allowance planning procedures.

74089-2 **DEFINITION.** The primary purpose of a bathhouse is to provide a facility for pool and beach users to store their belongings while using the recreational facility, to clean up, and have a place to use the restroom. In addition, the bathhouse contains the offices for the administrative staff and lifeguards.

74089-3 **RELATED FACILITIES.** This category code should be used in conjunction with the following category codes:

- 740 53 Swimming Pool - Indoor
- 750 30 Outdoor Swimming Pool - Installation

74089-4 **SPACE ALLOWANCE.** The space authorized for a bathhouse should be calculated based on the criteria presented in Table 74089-1. This space allowance is valid for bathhouses supporting pools not colocated with Fitness Centers. Where pools are built with Fitness Centers, the lockers, showers and Toilets are intended to be joint use between the Fitness Center and the pool. For that reason, Fitness Center Unified Facilities Criteria (UFC 4-740-02) support family changing rooms where the pool is colocated. The remaining spaces to support a control desk, pool office, lifeguard office and storage are supported for colocated pools.

Table 74089-1. SPACE ALLOWANCES FOR BATHHOUSES

Note	Table	Functional Component	# Unit s	x	Space Allocation Factor	=	Total NSF	Min. or Max. NSF
		ACTIVITY SUPPORT						
		Bathhouse						
(1), (2)	74053-4	Lockers, Showers, Toilets			33.33% total NSF lanes	=	_____	
		Control Desk	_____	X	45 NSF per station	=	_____	45 min.
		Administrative Office	_____	X	120 NSF per office	=	_____	120 min.
		Lifeguard Office	_____	X	40 NSF per station	=	_____	80 min.
		Storage (equip., supplies, etc.)	_____	X	20 NSF per lane	=	_____	100 min.
		Subtotal Activity Support Areas				=	_____	
TOTAL FACILITY ALLOWANCE (Gross Square Feet)						=	_____	

Notes for Space Allowance -- Table 74089-1:

- (1) The total NSF lanes should be determined in Table 74053-4.
- (2) For undeveloped beaches use a six-lane, 25-meter pool equivalent and for developed beaches use an eight-lane, 50-meter pool equivalent.

NSF = Net Square Feet

GSF = Gross Square Feet

Minimum or Maximum NSF = Minimum or maximum space allowance to be provided for the particular function or activity.

740 90 MWR EQUIPMENT MAINTENANCE SHOP (SF)

74090-1 An MWR Equipment Maintenance Shop is required at installations where MWR equipment such as NAF vehicles and grounds maintenance equipment (non-golf), must be maintained. Size according to amount of equipment and equipment size with typical work space, circulation, and net to gross factors, using a space analysis and equipment inventory list.

740 91 MWR OPERATED CAR WASH (SF)

Contact CNIC (N9) for additional information.

74091-1 An MWR operated car wash may be provided at installations where supported by business case analysis. A car wash is a Category C facility. Size according to industry standards. For planning purposes, the Industry Standard for car washes requires 1,500 people residing in or working in the immediate area, for each bay. On average, a car wash is two cycles (4 minutes per cycle is industry average) with half of the car wash users using the vacuum. Navy car washes generally cost \$1.25 and vacuuming is \$0.50 for an average cost of \$3.00 per wash.

740 92 MWR RV PARK SUPPORT BUILDING (SF)

SECNAV Approved Standards and Metrics are available for this CCN at
<http://mwr.navy.mil/mwrprgms/programstand.htm>.

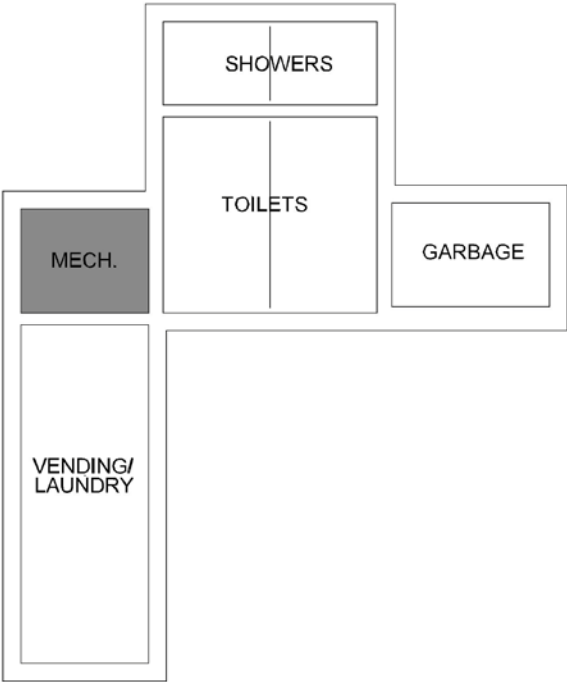
74092-1 **GENERAL.** See General Notes to 740 series category codes for General Instructions regarding facility allowance planning procedures. Contact CNIC (N9) for additional information.

74092-2 **DEFINITION.** Recreational RV Parks provide the military community with outdoor recreation opportunities at locations with attractive natural resources. To complement the camping experience, and depending on location, Recreational RV Parks may offer activities such as boating, canoeing, fishing, hiking, hunting, skiing and swimming. Facilities should be designed to take advantage of the natural features of the site, from vegetation to good views to unusual topography. At the same time, development should be environmentally appropriate, and not threaten the preservation of the natural heritage and scenic resources.

The planning criteria in this Category Code addresses only the campground support facilities (particularly in relatively remote locations) such as a bathhouse, laundry, and janitor's closet/storage. The on-site manager's office, community room, kitchen, and convenience store are optional spaces that must be separately justified conceptually and financially. Recreational RV Parks are encouraged to make use of the Camp Host concept to assist in the management of the RV Park. Space allowances for MWR Rental Cabins are addressed under Category Code 740 81. RV Parks may also be associated with Golf Operations and MWR Rental Accommodations. Where a RV Park includes a Rental Accommodation operation, a staff laundry may be included as part of the Support Building.

74092-3 **RELATED FACILITIES.** Where such locations are adjacent to the sea or other body of water, support facilities such as marinas, boat ramps and RV/vehicle/boat storage compounds maybe sited in close proximity to Recreational RV Parks.

74092-4 **SPACE ALLOWANCE.** The Recreational RV Park Support Building will be sized in accordance with a market survey approach. As a Category C facility the RV Park Support Building must be profitable and a financial analysis or pro forma will be provided as well as the NPC Internal Needs Validation Study (INVS), and finally the Project Validation Assessment. The Planner will accomplish the initial demand investigation and review along with local MWR personnel. If the project is financially sound it will be forwarded via the region to NPC (after 1 October 2004, CNIC Field Support Activity) for INVS Scoring and possible Project Validation Assessment.



NOT TO SCALE

Figure 74092-1 Recreational Campground Support Building

740 93 SMOKING GAZEBO (SF)

74093-1 Smoking Gazebo's are provided as designated smoking areas outside of Navy and Marine Corps facilities. Size is standard. This CCN is for inventory purposes.

740 94 VISITOR'S QUARTERS (NGIS SINGLE MISSION SUPPORT ROOMS) (SF)

74094-1 GENERAL. This criteria is currently being written and will be posted upon completion.

740 95 VISITOR'S QUARTERS (NGIS MISSION SUPPORT SUITES) (SF)

74095-1 GENERAL. This criteria is currently being written and will be posted upon completion.

740 96 VISITOR'S QUARTERS (NGIS MISSION SUPPORT DV SUITES) (SF)

74096-1 GENERAL. This criteria is currently being written and will be posted upon completion.

740 98 NGIS-OPERATED CONFERENCE CENTER (SF)

74098-1 GENERAL. This criteria is currently being written and will be posted upon completion.

740 99 MWR-OPERATED NGIS CONFERENCE CENTER (SF)

74099-1 GENERAL. This criteria is currently being written and will be posted upon completion.