



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

IN REPLY REFER TO
BUMEDINST 5910.3B
BUMED-M09B1
5 Sep 2014

BUMED INSTRUCTION 5910.3B

From: Chief, Bureau of Medicine and Surgery
To: All Internal BUMED Codes

Subj: SPACE MANAGEMENT PROGRAM

Ref: (a) DoD Instruction 5305.5 of 14 Jun 1999
(b) SECNAV M-5210.1 of Jan 2012

Encl: (1) Space Allocation Standards

1. Purpose. To establish a Space Management Program and procedures for space allocation and assignment.
2. Cancellation. BUMEDINST 5910.3A and BUMED 5910/1, Request for Minor Space Alignment and BUMED 5910/2, Request for Major Space Assignment or Change.
3. Scope. This instruction applies to the Bureau of Medicine and Surgery Headquarters (BUMED HQ) at the Defense Health Headquarters (DHHQ) and BUMED Detachments.
4. Discussion. Space is a resource that requires careful utilization through systematic planning, budgeting, management, and reporting. Adherence to a standardized process of use will ensure the quantity and quality of space allocation are sufficient to meet the operational needs of Navy Medicine and that space is assigned to and reported by the directorates on an equitable basis per reference (a). Space allocation is based on position and/or grade. Assigned space shall be consistent with operational requirements and space allocation standards per enclosure (1).
5. Definitions
 - a. Space Utilization Board. A board representing BUMED HQ leadership and support services.
 - b. Minor Space Realignment. A movement of personnel or functions within a code's current space allocation without infringing on any other code's current space allocation.
 - c. Major Space Assignment or Change. A movement of personnel or functions at DHHQ or the detachments that requires additional space, exchanges with other codes, or significant modifications beyond the boundaries of current allocated space.
 - d. Hoteling Spaces. The flexible use of identified spaces in order to support the needs of codes and their missions on an as-needed basis. These spaces may be utilized by Navy Medicine support personnel or "visitors" needing a work space.

e. Space Assets. Support Services will:

(1) Maintain a database system containing square footage and occupants for every space at the DHHQ and the detachments.

(2) After Space Utilization Board approval, coordinate with resource management to budget and procure all aspects relative to moves.

f. Records Storage. Official and non-official records shall be maintained per reference (b). For storage of overflow records contact the Navy Medicine Records Manager in the BUMED Secretariat (BUMED-M09B3).

6. Space Utilization Board. Members are the Chairperson: Assistant Chief of Staff (ACOS), Director for Administration (DFA), and Assistant Deputy Chief (ADC) for each code.

7. Responsibilities

a. The Chief of Staff (COS) will approve or disapprove all major space utilization requests.

b. The Chairperson of the Space Utilization Board will hold periodic meetings, no less than once each quarter, to review requests for major space requests at the DHHQ and the detachments.

c. BUMED codes will:

(1) Submit all requests for space and modifications of space to the Space Utilization Board.

(2) Assist Support Services in maintaining a current status of space resources within their codes.

d. BUMED Head, Support Services Branch (BUMED-M09B12) shall:

(1) Maintain and update a space database of all space assets at the DHHQ and the detachments.

(2) Coordinate minor requests and hoteling requests with the appropriate codes.

(3) Serve as an ad hoc member of the Space Utilization Board.

(4) Budget and plan for all major and minor moves.

e. BUMED Director, Financial Management Division (BUMED-M85) shall:

(1) Serve as an ad hoc member of the Space Utilization Board.

(2) Assist Support Services with budgeting and procurement relatives to moves.

f. BUMED Head, Information Technology and Communication Services (ITACS) (BUMED-M09B15) shall:

(1) Assist each code with their information management/information technology needs.

(2) Serve as ad hoc member of the Space Utilization Board.

(3) Ensure that all communication needs be met by verifying the appropriate voice and data cabling is in place to support the users. If the required cabling is not in place, ITACS will work with Support Services to have the necessary cabling installed.

(4) Ensure that all names of those members impacted by the move will be properly updated in the main telephone system to ensure the E911 feature is correct and the Global Address Listing is updated.

8. Procedures

a. General Guidance. Spaces shall not be altered, renovated, or modified without obtaining prior approval from the Space Utilization Board.

b. Requests

(1) All requests for space must be based upon justified and approved needs. The space assets database is available for review and is maintained in BUMED-M09B12.

(2) All code specific minor space moves require a completed BUMED 5910/6, Bureau of Medicine and Surgery Move Request. This request must be completed by the code's Deputy or their designee and forwarded to the DFA.

(3) All codes requesting a major space assignment or change must prepare a BUMED 5910/6. This request must be submitted via the Deputy or their designee to the Space Utilization Board for review and forwarded to the COS with recommendations for approval or disapproval.

(4) Requests for temporary space utilization for hoteling, ceremonies, exhibits, commercial sales, etc., must be e-mailed to BUMED-Facilities@med.navy.mil, who will coordinate with the affected directorates or with the appropriate conference center coordinator.

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c. Approval Process. Copies of all approved request forms will be forwarded to BUMED-M09B12 and the BUMED-M85 for planning and implementation coordination, with the original approval and recommendations forwarded to the generating code.

d. Hoteling. Requesting hoteling spaces for more than 14 days will require the code's ADC endorsement. Any space requested for over 30 days will be forwarded to the Space Utilization Board and treated as a request for long-term space.

e. Additional Requirements

(1) Any required alterations to spaces must be included in the space request, as soon as the requirements are discovered.

(2) Any cost associated with moving furniture, files, or equipment is the responsibility of Support Services. Availability of funds to support any associated cost must be verified prior to approving the move.

9. Action. Effective with the issuance of this instruction, all codes will adhere to the provisions of this instruction before relocating any personnel or functions within the DHHQ or the detachments.

10. Records. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of Jan 2012.

11. Forms. BUMED 5910/6 (09-2013), Bureau of Medicine and Surgery Move Request is available electronically at: <http://www.med.navy.mil/directives/Pages/BUMEDForms.aspx>



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Acting

Distribution is electronic only via the Navy Medicine Web site at:
<http://www.med.navy.mil/directives/Pages/BUMEDForms.aspx>

SPACE ALLOCATION STANDARDS

Note: Due to variations in position titles and organizational structure, the position titles shown are not directly applicable in all cases. Bureau of Medicine and Surgery (BUMED) Headquarters (HQ) Space Management Board and Deputy Chief's will utilize the following criteria when assigning space categories. Consideration for roles and responsibilities within that position justify the allocation of a private office. Private office should be allocated based on fact finding information such as Department of Defense and Department of the Navy instructions that indicate the need of a private office. BUMED HQ spaces within the Defense Health Headquarters (DHHQ) are outfitted with privacy rooms that allow staff members an additional level of privacy during confidential conversations. Hence, personally identifiable information (PII) is not considered a strong justification in assigning private office spaces. Open space planning is encouraged and the use of private offices is limited to executive level and management positions. All other means should be exhausted prior to allocating private office space to a government contractor on a permanent basis.

Position Title	Grade	Private/Open Space Categories	
		Private Office (SQ FT)	Open Space (SQ FT)
		P-1 (600 SQ FT)	
Surgeon General (SG), Deputy Surgeon General (DSG)	O-9, O-8	P-2 (400 SQ FT)	
Senior Executive Services (SES), Chief of Staff (COS), Deputy Chiefs	O-7, E-9, SES	P-3 (300 SQ FT)	
Assistant Deputy Chiefs (ADC), Executive Assistant to the SG/DSG, Assistant Chief of Staff (ACOS)	GS/GM-15/14, O-6, E-9	P-4 (200 SQ FT)	
Director, Deputy Director	GS/GM-15/14/13, O-6, O-5, O-4	P-5 (150 SQ FT)	O-1 (64 SQ FT)
Department Heads, Professional, or Administrative Personnel	GS-12, GS/GM-13, O-3, O-4	P-6 (100 SQ FT)	O-2 (48 SQ FT)