DEPARTMENT OF THE NAVY
COMMANDER
NAVY REGION, MID-ATLANTIC
1510 GILBERT ST.
NORFOLK, VA 23511-2737

IN REPLY REFER TO:

COMNAVREG MIDLANT
INST 11010.45
REG ENG/Code 20

06 AUG 2004

COMNAVREG MIDLANT INSTRUCTION 11010.45

Subj: SPACE MANAGEMENT

Ref: (a) COMNAVREGMIDLANTINST 11011.10
(b) NAVFACINST 11010.45

Encl: (1) Space Request Letter Format
(2) Space Assignment Letter Format

1. Purpose. Provide guidelines for space allocation and prescribe procedures for requesting, allocating, and assigning space in the Mid-Atlantic Region. The criteria and procedures are designed to promote flexibility, encourage communication, and ensure equitable and properly prioritized use of the limited space available.

2. Cancellation. This instruction supercedes all base and local instructions on this subject in Navy Region, Mid-Atlantic.

3. Background. Per reference (a), Regional Engineer (RE) has regional responsibility for real property and space management, including review and approval of all space requests and assignments. All planning, allocation, and assignment of Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT) space will be under this authority.

4. Policy

a. Assignment of space will be in agreement with Regional Land Management Plans (RLMP) and Regional Shore Infrastructure Plans (RSIP).

b. Assignments of greater than 5,000 square feet (SF) will be based on the activity's validated Basic Facilities Requirement (BFR) document. Assignments of less than 5,000 SF will be based on the judgement of the site Public Works Officer (PWO) working in coordination with the site planning staff and the activity.

c. Assignments will be coordinated with the Installation Commander (IC).

d. Requests for General Services Administration (GSA) space require the validation of non-availability of appropriate government space in the Mid-Atlantic Region. The RE will document all negative replies for availability of Navy space within the region.

5. RESPONSIBILITIES.

a. Activity.

(1) Complete and forward space requests to RE. Enclosure (1) and (2) are samples of format letters. All space requests that exceed 5,000 SF should include a validated BFR. Guidelines for developing a BFR are contained in reference (b) and assistance for non-COMNAVREG MIDLANT funded activities can be obtained from Naval Facilities Engineering Command, Atlantic (NAVFAC ATLANTIC).

(2) Report any vacant or under-utilized space and all proposals to vacate spaces to RE with a copy to the IC. Should a space requirement no longer exist, the activity shall return the assigned space to COMNAVREG MIDLANT in good condition. Tenant is responsible for removal of personal property (i.e., furniture, trash, etc.) and tenant will also coordinate with RE for all final facility inspections.

b. Installation Commanders (IC).

(1) Ensure that all issues involving space management are forwarded to the RE or site PWO for appropriate action, and all requests in excess of 5,000 SF are submitted in writing with supporting BFR documentation via their host Command. Proposed actions which must be reported include any changes in space required for or occupied by an activity (to include under-utilized and unutilized space), proposed space requirements for newly commissioned or expanding activities, and activities desiring to relocate to the Mid-Atlantic Region.

c. Resident Officer In Charge of Construction (ROICC).

(1) Immediately report project completion data to the Regional Engineer Facilities Coordination Department for the updating of the Naval Facilities Assets Database.

d. Regional Engineer.

(1) Provide a space management point of contact at each site and maintain a regional space management database in order to assist IC and tenants.

(2) Provide procedures and guidelines for processing space requests.

(3) Activities requesting GSA space, Regional Engineer must validate the non-availability of government space according to their specified requirements.

G. E. EICHERT
By direction

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(Example of Letter to Request Space)
From: Commanding Officer, Requesting Command
To: Commander, Navy Region, Mid-Atlantic (Regional Engineer)

Subj: REQUEST FOR SPACE

Ref: (a) PHONECON/E-MAIL/LTR POC Requesting Command/ PWC POC of Date

Encl: (1) Validated Basic Facility Requirement (BFR) Document

1. As discussed during reference (a), we hereby request space in the Hampton Roads area. Specific information requested during reference (a) is provided below:

a. Major claimant of requesting activity

b. The reason for this request (i.e., new activity, i.e., new mission, expanding requirements)

c. Space vacated (if applicable)

d. Date of validated BFR

e. Amount, type, and location of space requested

f. Special facilities requirements

g. When and for how long space is required

h. Funding availability for renovation/repair of existing spaces (if applicable)

i. Point of contact

CAPT J. DOE
Commanding Officer

(Example of Letter for Space Assignment)
From: Commander, Navy Region, Mid-Atlantic (Regional Engineer)
To: Commanding Officer, Requesting Naval Command

Subj: ASSIGNMENT FOR SPACE

Ref: (a) Requesting Command ltr of (date)
(b) Mtg requesting command (Code) Name/mtg
(RE) B. Garnett Command on (date)

Encl: (1) Site Plan

1. Per reference (a), you requested # SF of XXXX type space at (site name).

2. Per reference (b) and in accordance with enclosure (1), your space request is provided at (site) and will be available (date).

3. Regional Engineer funding will/will not be provided for this facility assignment. The (Regional Engineer)/(Requesting Command] will be responsible for any and all immediate costs for repairs, design, and construction required for these spaces. In addition, the (Regional Engineer)/(Requesting Command) is also responsible for locks, utilities, security, phone service, janitorial services, Local Area Network (LAN), and all other issues/improvements not addressed directly in this letter. All repairs, modifications, functional changes, improvements and additions, both interior and exterior, shall require Regional Engineer review and approval.

4. Principal contacts to assist you in establishing services are: utilities, point of contact, phone number; phones and LAN, point of contact, phone number; and facilities maintenance, Facilities Maintenance Specialist point of contact, phone number.

5. Regional Facilities Operations office point of contact for this space assignment is (name) at (phone number); for facilities coordination issues is (name); Facilities Operations Officer at (phone number) or (name), Facilities Management Specialist at (phone number).

D. S. BROWN
By direction