



DEPARTMENT OF THE NAVY
NAVAL SUPPORT ACTIVITY MONTEREY
271 STONE ROAD
MONTEREY CA 93943-5189

NSAMINST 11010.1A
N00
15 May 2024

NAVAL SUPPORT ACTIVITY MONTEREY INSTRUCTION 11010.1A

Subj: SPACE UTILIZATION, ALLOCATION AND ASSIGNMENT

Ref: (a) United Facilities Criteria-2-000-05N Facility Planning Criteria for Navy/Marine Corps Shore Installations
(b) United Facilities -3-120-10, Interior Design
(c) United Facilities 4-610-01, Administrative Facilities
(d) SECNAVINST 110011.47D
(e) CNICINST 11011.1
(f) CNICINST 11000.1A
(g) COMNAVREGSWINST 11010.1C
(h) COMNAVREGSWINST 11010.2A
(i) COMNAVREGSWINST 11010.3
(j) NSAMINST 11000.2B

Encl: (1) Sample Space Request Letter
(2) NSA Monterey Commanding Officer Assigned Space Request Form
(3) List of Buildings and Spaces Under the Cognizant Control of the NSAM CO

1. Purpose. To publish guidance and procedures for space assignment or allocation and to prescribe procedures for requesting and assigning space, remodeling space and new construction on Naval Support Activity Monterey (NSAM) and special areas assigned and under the authority of the Commanding Officer, Naval Support Activity Monterey (NSAM CO). These criteria and procedures are designed to promote flexibility, encourage communication, and ensure equitable and prioritized use of limited available space while validating space requirements against Strategic Laydown and Dispersal (SLD) Plans, Installation Development Plans (IDPs), and other pertinent shore infrastructure plans.

2. Applicability. This instruction applies to all federal and non-federal entities occupying, remodeling, or seeking new space on NSAM or special areas including, but not limited to all branches of military service, commands, contractors, and other government agencies.

3. Cancellation. This is a new instruction and must be read in its entirety.

4. Discussion. The efficient use of Department of the Navy (DON) facilities is required to avoid unnecessary investment, sustainment, and operating costs. Furthermore, an ordered process is necessary to request, validate, and prioritize the use of limited available space while balancing current and future competing space requirements.

a. The NSAM space allocation and utilization instruction is derived from and in accordance with references (a) through (i). The primary measurement for allocation of space and facilities for the Navy is the Basic Facility Requirement (BFR).

b. A BFR as defined in reference (a) is a required document detailing the shore-based facilities by category code, necessary to perform the peacetime missions of Navy shore activities. A BFR justification is a calculation of a command's allowances based upon planning criteria. The calculations defined in reference (a) provide guidance to accommodate site-specific or unit-specific loading requirements such as mission, personnel, functions and equipment. The BFR process assesses the command's missions, functions, and tasks in the context of base loading and requirements and translates the output into infrastructure. The BFR further ensures existing and planned facilities are appropriately sized to accomplish the intended mission objectives.

c. Entities seeking, updating, or remodeling space on NSAM will make requests to the NSAM CO via a formal letter with amplifying data provided in enclosure (1). An approved current Basic Facilities Requirement (BFR) per reference (a), is required to evaluate any new space requests. Any installation of equipment or alteration of assigned space requiring permission to support a mission must be accompanied by a comprehensive plan and allocated funds for the proper disposal of materials or restoration of the space to a usable state.

5. Space Utilization and Allocation Policy. NSAM space utilization and allocation will ensure that facilities and the spaces therein align with and support the accomplishment of the command's core mission.

a. Authorities. The NSAM CO retains final decision-making authority for the utilization, allocation, remodeling, updating, and assignment of all physical spaces on NSAM, both on and off the main site.

b. Principles. The following principles will apply to the utilization, allocation, and assignment of physical spaces at NSAM:

(1) Allocation of space must be supported by reference (a) criteria and validated by the Basic Facilities Requirements (BFR), maintained by NSAM Public Works Department (PWD). No command is allowed to exceed the gross square footage allocated by their BFR. An approved current Basic Facilities Requirement (BFR) that is less than two years old is required to evaluate space requests.

(2) No individual space or area is regarded as "real property" belonging to a command at NSAM.

(3) Once space is formally assigned, tenants should occupy and/or begin efforts toward renovations (if applicable) to the newly assigned area within 90 days, or risk loss of the space assignment. In instances where tenants are moving from one space to another, the relocation should likewise begin within 90 days. Additional time may be granted if coordinated and agreed to with the NSAM PWD to accommodate such things as procurement lead times.

(4) Space that is being used for any purpose other than the authorized use must be

returned to the NSAM CO. If a tenant has a requirement to convert some of their existing spaces from one space type to another, (i.e., from warehouse space to administrative space), they are required to get concurrence or approval from the NSAM CO for all actions including, but not limited to, consolidations, conversions, renovations, migrations of personnel, etc. If those requirements require additional square footage beyond what is currently assigned, the tenant must submit an official space request for such additional spaces.

(5) Work induction is the first step to initiate the project planning and determination process including defining the requirement and determining if a facility or infrastructure project is the best method to meet the requirement. Considering only a small percentage of Military Construction (MILCON) or FSRM Centrally Managed Projects (CMP), i.e. special projects, are ever funded, the NSAM CO has final approval of Work Induction Board (WIB) decisions. This ensures that NSAM resources are only spent on projects that have a high probability of programming and appropriation, and local work that aligns to the highest priority missions.

(6) For all projects funded outside of Commander, Navy Installations Command (CNIC) or the MILCON program, the funding command must provide the NSAM CO with a written letter of commitment to fund the planning effort and the eventual requested project. These projects can be subject to cost escalation but need to represent firm commitment to the project. No planning effort will commence for reimbursable work without NSAM CO approval to ensure resources are available and first applied to Navy priority efforts.

(7) There is a limited amount of office space available for contractors working on-site. Contractors should work on-site by exception rather than by rule. Contractors will be authorized to work in government property when the following criteria are met:

(a) The contracted support requires day-to-day interaction with supported on-site staff, facilities or equipment which cannot be effectively executed off-site. The nature of the work- performed and service provided will vary by organization. Normally, work requiring daily face- to-face interaction with customers is the rationale for requiring use of government office space. Every opportunity to use electronic communication tools should be employed to minimize the requirement for contractors to be permanently located in government office space.

6. Guidelines.

a. Facilities that are inefficient, unsafe, or cost prohibitive to maintain will have a priority to be vacated and demolished.

b. Requests for space less than 10,000 square feet from Navy and Marine Corps components may be approved by the NSAM CO.

c. The NSAM Installation Mission Integration Group (IMIG) will determine whether the requested space requirements can be supported and make recommendations to the Region Mission Integration Group (RMIG) Working Group (WG) on requests exceeding local installation authority. The NSAM IMIG is chaired by the NSAM CO and will be comprised of the following representatives:

- (1) IMIG Chair and Voting Member: NSAM Commanding Officer
- (2) IMIG Co-Chair and Voting Member: NSAM Deputy Commander
- (3) Voting Member: NSAM Public Works Officer
- (4) Voting Member: NSAM N9 Quality of Life Director
- (5) Voting Member: FNMOC Project Manager
- (6) Voting Member: NPS Vice President and Chief Operating Officer
- (7) Voting Member: Naval War College Chairman
- (8) Voting Member: Defense Security Cooperation University Representative
- (9) Voting Member: Naval Research Lab Superintendent

d. The NSAM IMIG will meet as necessary to support facilities planning requirements.

e. All requests for space from other federal agencies (excluding Department of Defense (DoD) Components) require a Real Estate Use Agreement per reference (d) and (f).

Required Real Estate instruments are determined by the particular relationship as shown below:	Real Estate Instrument
Navy Component to Navy Component	None
Navy Component to Marine Corps Component	None
Navy Component to Other DoD Component	Space Assignment Support Agreement
Navy Component to Other Federal Agency	Use Agreement
Navy Component to Non-Federal Entity	License, Lease, Easement

f. Non-Federal Entity space requests are to follow reference (j) for guidance with respect to operating on NSAM.

g. For tenants holding Maintenance Unit Identification Code responsibility or tenants requiring services above CNIC Service Level Standards, an agreement documented on a DON Form 7600 (GT&C) is required. A memorandum of agreement may be used to document everything identified above except for funding.

h. Interservice and Intragovernmental Support agreements with CNRSW are only required when recurring reimbursable services are required from NSAM. Tenants must make arrangements with NSAM PWD for the provision of facility related services such as utilities, maintenance, or base operating support (e.g. grounds, custodial services), Naval Computer and Telecommunications Command for telephone services, and FLC San Diego for supply services.

7. NSAM Assigned Spaces Policy and Request for Usage.

a. The following spaces are available for request for command, unit, or department events such as command parties, change of commands, promotion ceremonies, command functions, and retirement ceremonies. For catered services in these spaces, MWR has the first right of refusal. MWR charges only apply to food and beverage provided for events and not for space rental; however, set up fees may apply. Those using the space for non-command or non-military related events such as weddings, birthdays, etc. charges may apply and the NSAM CO retains final decision authority.

- (1) The Del Monte Room
- (2) The Hotel Del Monte Foyer
- (3) The Roman Plunge
- (4) The Hotel Del Monte Tower Room

b. Entities will make requests to the NSAM CO via a formal letter with amplifying data provided in enclosure (2).

8. Duties and Responsibilities.

a. NSAM Commanding Officer

(1) Evaluating installation-level space and work induction board requests within 30 days of receipt of the request package to determine preliminary assessment and provide final response within 90 days.

(2) Provide an official approval or disapproval response to requesting entity upon Installation or RMIG WG decision via formal letter or electronic letter depending upon the basis of the request.

(3) Provide alternate spaces of essentially equal serviceability for displaced tenants in circumstances when the host finds it necessary to relocate tenants on installation property. In the event that the host's request for relocation is necessitated by accommodation of a function of a different tenant, the tenant activity necessitating the space realignment is responsible for all costs of renovating space and relocation.

(4) Screening requests for new or the renewal of an in-lease of non-federal real property space requirements to assess and/or document whether suitable space is available or in conflict with other demands for installation support. Coordinate with tenants to ensure requests are initiated at least nine months prior to the date of the new lease or lease extension.

(5) Ensuring a space inventory and inspection is conducted with the tenant command entity to document the current physical and environmental condition of the space in writing and/or with photographs.

(6) Brief the Commanders, Navy Region Southwest monthly on approved work induction.

b. NSAM Public Works Officer

(1) Processing and providing a recommendation to the NSAM CO on installation-level space and work induction board requests within 21 days of receipt of the request package to determine preliminary assessment.

(2) Induct NSAM CO approved projects that will be executed locally with CNIC funding and for approved minor reimbursable work being performed by the NSAM PWD.

(3) Ensure NSAM PWD resources are only spent on projects that have a high probability of programming and appropriation, and local work that aligns to the highest priority missions.

(4) Ensure tenant command BFRs are kept current and are not more than seven years old.

c. NSAM Tenant commands and activities are responsible for:

(1) Annually, perform an analysis of their existing spaces to determine if there may be opportunities to reconfigure to make better use of space in order to accommodate a reduction in space or any new space requirement.

(2) Ensure current BFR is not more than seven years old. Assistance for completing BFRs can be obtained from NSAM PWD or NAVFAC SW on a reimbursable basis.

(3) Allocate funds.

8. Review and Effective Date. Per OPNAVINST 5215.17A, the NSAM Deputy and PWO will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



R.S. SMITH

SAMPLE SPACE REQUEST LETTER

11010.1A
Ser Nxx/xxx
Date

From: Commanding Officer, (Requesting Command)
To: Commanding Officer (Installation/Region Name)

Subj: REQUEST FOR SPACE (be specific to type of space and/or location)

Ref: (a) NSAMINST 11010.1A

Encl: (1) Basic Facilities Requirement

1. In accordance with references (a) and (b), requesting space on "Name of installation".
Required information specific to this request is provided below:

2. Budget Submit Office of requesting command.

3. Reason for this request (new command, new mission, expanding mission, existing deficit, etc.).

4. Site specific justification (if requesting specific installation or location).

5. Space currently used to meet this requirement (if applicable) or to be vacated if a new assignment is met.

6. Basic Facility Requirement (BFR) and date it was validated (by NAVFAC/PWD).

7. Summary of amount and type of space requested.

a. Preferred location of space;

b. Special facility requirements;

c. When space is needed;

d. List of current regional occupancy; and

e. Funding availability for renovation and/or repair of existing facilities (if applicable).

8. Point of contact for this matter is [*insert contact's phone # and email*].

REQUESTING OFFICIAL

Enclosure (1)

NSA MONTEREY COMMANDING OFFICER ASSIGNED SPACE REQUEST FORM

1. Requestor's Information.

- a. Requestor's Name: [Insert Name]
- b. Unit/Department: [Insert Unit/Department Name]
- c. Contact Information: [Insert Phone Number] / [Insert Email Address]

2. Event Details.

- a. Event Name: [Insert Event Name]
- b. Date of Event: [Insert Date of Event]
- c. Start Time: [Insert Start Time]
- d. End Time: [Insert End Time]
- e. Estimated Number of Attendees: [Insert Estimated Number of Attendees]
- f. Purpose of Event: [Insert Purpose of Event]

3. Requested Space(s). Please select the space(s) you are requesting for your event:

- The Del Monte Room
- The Hotel Del Monte Foyer
- The Hotel Del Monte Tower Room
- The Roman Plunge
- The Chapel (Note: Only Active Duty Service Members are authorized to have weddings in the NSAM Chapel)

4. Additional Requests/Comments. Please provide any additional requests or comments related to your event:

5. For Active Duty Events. Command Parties, Change of Commands, Promotion Ceremonies, Command Functions, Retirement Ceremonies, etc.

- a. There is no cost to rent these spaces.

b. For catered services, MWR has the first right of refusal. MWR charges only apply to food and beverage provided for events and not for space rental. MWR Point of Contact for Catering: mwrcatering@nps.edu

c. Chairs and tables may be provided at no cost by NSAM Public Works. Individuals requesting will need to coordinate pick up, set up, and return of these items by calling 831-656-2526. Tables and chairs can also be rented from MWR for a cost.

6. For Non-Command or Military Events (such as weddings), charges may apply, and the NSAM CO retains final decision authority.

Requestor's Signature: _____ Date: _____

For NSA Monterey Commanding Officer Use Only

Approval Granted: Yes No Comments: _____

Approved By: _____ Date: _____

LIST OF BUILDINGS AND SPACES UNDER THE COGNIZANT CONTROL OF THE
NSAM CO FOR INSTALLATION SUPPORT MISSIONS, FUNCTIONS, AND TASK

The following buildings and spaces are under the cognizant control of the NSAM CO and are utilized for the specified installation support missions, functions, and tasks:

a. NSAM Headquarters:

(1) Buildings 271, 272, 275 and 300

b. Morale Welfare and Recreation:

(1) Buildings 55, 57, 58, 191, 195, 208, 210, 220, 221, 222, 292, 303, 336, 424, 439, 442, 444, 445, 446, 451 and 452 with the following exceptions:

(a) Building 55: Assigned the second floor and east section of the first floor.

(b) Building 220: Assigned all spaces with the exception of rooms: 011, 022A-H, 025, 026, 027, 026, 028, 028, 029, 031, 033, 033A, 034A, 036A-E, 038A-D, 039A-B, 040, 040A-B, 043, 043A-B, 045, 045A-B, 046, 046A-C, 047, 047B-C, 048, 061, 061B-C, 067, 069A, 073, 074ST, 084, 085, 085A, 110, 135, 135A-D, 136, 136A-B, 138, 138A-B, 139, 139A-J, 141, 141A-E, 142, 143, 144, 145, 145A-C, 146, 146A, 160, 159, 158, 156, 109, 131, 127, 127C-F, 121, M1A, M4, M4A, M5, M5A-B, M6, M6A-E, M7A, M9, M9A, M11, M12, M12A, M14, M14A, M15, 401, 404, 404A, 405, 406, 407, 408, 410, 411, 412, 413, 415, 416, 417, 418, 419, 420, 431, 433, 434 and 435

(c) Building 222: Assigned all spaces with the exception of rooms: 409, 410, 411, 412, 413, 414, 415 and 416

(d) Building 303: Shared space of 138 and all of 139

(e) Building 336: Assigned the classroom, office space, restrooms and storage closet

c. NSAM Navy Security Forces:

(1) Buildings 31, 248, 254, 258, 289, 436 and 439

d. Navy Criminal Investigation Services:

(1) Buildings 437

e. NSAM Public Works:

(1) Buildings 194, 223, 236, 240, 242, 243, 295, 427, 426, 435 and 438

- f. Navy Supply Fleet Logistics Center:
- (1) Buildings 55, 260 and 349
 - (a) Building 55: Assigned two office spaces, a computer room and the copy room.
 - (b) Building 260: Assigned rooms 113, 114 and shared space of 103 and 107
 - (c) Building 349: Assigned 101A, 104, 104A, 200 and half of 101
- g. Navy Exchange Command:
- (1) Buildings 303, 334, 336, 348 with the following exceptions:
 - (a) Building 303: Assigned rooms 114-118, 120-130, 133-137 and shared space of
 - (b) Building 336: Assigned the mini-mart space
- h. Region Legal Service Office:
- (1) Building 273
 - (a) Building 273: Assigned rooms 001, 002, 004, 005 and 006
- i. Navy Personal Command Common Access Card/Identification Card Office:
- (1) Building 280
- j. Navy Passenger Transportation Office (NAVPTO) San Diego:
- (1) Building 220: Assigned room 031
- k. United States Postal Service:
- (1) Building 260
 - (a) Building 260; Assigned rooms 100, 101, 104, 105, 110, 116 and shared space of
- l. Navy Medical Administrative Unit:
- (1) Building 220
 - (a) Building 220: Assigned rooms 404-408, 410-413, 415-421, 431-435