



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON, D.C. 20350

IN REPLY REFER TO  
OP-405G/skq  
Ser 583P405G

2 MAY 1972

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*NIC-01*  
*12-72*

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From: Chief of Naval Operations  
To: Distribution List

Subj: Reduction of Defense Activities in the National Capital Region (NCR)

Ref: (a) SECDEF Memo of Feb 24, 1972 (NOTAL)  
(b) SECNAV INST 5910.5 of 14 September 1965

Encl: (1) Potential Relocation Candidates  
(2) Relocation Data Questionnaire

1. Reference (a) cited the need for a reduction of Defense activities in the NCR and tasked the Military Departments to nominate specific activities for consolidation or relocation from the NCR over the next five years. The Navy/Marine Corps allocation is 950,000 square feet of administrative space to be vacated on military installations or in General Services Administration leased/owned facilities. The relocation of an activity into an existing military installation in the United States with minimum cost and personnel turbulence is the Secretary of Defense assigned goal. New construction of facilities for relocated activities is to be kept to an absolute minimum. There has been only a minimal, net reduction in administrative space since June 1969 which may be applied to the above target amount for credit purposes.

2. A recently convened OPNAV NCR Planning Committee has selected the commands or activities shown in enclosure (1) as potential candidates for relocation from the NCR. This initial selection was based primarily on the relocation analysis criteria of enclosure (1) to reference (b). A more complete review and a decision is dependent upon several factors, including an analysis of completed data information from enclosure (2).

3. Distribution is made herewith for action and coordination to second echelon commanders who are either listed in enclosure (1) as relocation candidates or who are the echelon two senior for relocation candidates listed therein. Submission of completed enclosure (2) data statements to the Chief of Naval Operations (OP-04) not later than 15 May 1972 is directed.

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Distribution List:  
(See Page 2)

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POTENTIAL RELOCATION CANDIDATES

<u>CANDIDATE</u>	<u>REPORT SUBMISSION RESPONSIBILITY</u>
Bureau of Medicine and Surgery	Chief, Bureau of Medicine and Surgery
Bureau of Naval Personnel	Chief of Naval Personnel
Naval Personnel Program Support Activity	Chief of Naval Personnel
Naval Personnel Research and Development Laboratory	Chief of Naval Personnel
Navy Recruiting Command	Chief of Naval Personnel
Navy School Diving and Salvage	Chief of Naval Personnel
Navy Tactical Doctrine Activity	Chief of Naval Personnel
Navy School Communications System Technician	Chief of Naval Personnel
Navy Purchasing Office	Commander Naval Supply Systems Command
Marine Corps Institute	Marine Corps Institute
Oceanographer of the Navy	Oceanographer of the Navy
Naval Weather Service Headquarters	Commander Naval Weather Service Command
Naval Investigative Service Headquarters	Commander Naval Intelligence Command
Naval Communications Command Headquarters	Commander Naval Communications Command
Military Sealift Command	Commander Military Sealift Command
Naval Oceanographic Office	Oceanographer of the Navy

<u>CANDIDATE</u>	<u>REPORT SUBMISSION RESPONSIBILITY</u>
Board of Inspection and Survey	President, Board of Inspection and Survey
Navy Experimental Diving Unit	Chief of Naval Material
Naval Facilities Engineering Command Headquarters	Chief of Naval Material
Naval Ordnance Systems Command Headquarters	Chief of Naval Material
Naval Ship Systems Command Headquarters	Chief of Naval Material
Naval Ship Engineering Center	Chief of Naval Material
Naval Electronics Systems Command Headquarters	Chief of Naval Material
Naval Air Systems Command Headquarters	Chief of Naval Material
Naval Material Command Support Activity	Chief of Naval Material
Naval Weapons Engineering Support Activity	Chief of Naval Material
Naval Weapons Systems Analysis Office	Chief of Naval Material
Navy Logistics Management School	Chief of Naval Material
Naval Supply Systems Command Headquarters	Chief of Naval Material
Navy Subsistence Office	Chief of Naval Material

RELOCATION DATA QUESTIONNAIRE

I. Organization/Command

A. Title

B. Current location(s) - Installation name, building number and name, street address, floors and rooms occupied, as appropriate.

C. Name, title and phone number of individual who may be contacted for future reference to this data submission.

II. Space Data

\*A. Total gross space now occupied. (See Tab A)

B. Total net space now occupied. (See Tab A)

\*C. Total gross administrative space now occupied. (See Tab A)

D. Total net administrative space now occupied. (See Tab A)

\*If occupying GSA space(s), this information is not required.

III. Mission and Manpower

A. Mission statement.

B. Manpower Information

1. Military Requirements and Onboard

<u>Pay Grade</u>	<u>Current 1000/2 Allowance</u>	<u>Projected 5 Yr. Requirements</u>	<u>Current Onboard (See Note)</u>
F & Above	-	-	-
G & H	5	5	5
I - P	11	14	11
E-9, E-8	2	2	3
E-7	10	11	8
E-6, E-5	27	29	14
E-1 - E-4	25	29	37

## 2. Civilian Authorizations and Onboard

<u>Grade</u>	<u>Current Auth.</u>	<u>Proj. 5 Yr. Auth.</u>	<u>Current On Board (See Note)</u>	<u>Minority Employ. Ratio</u>	<u>Turnover Ratio</u>
GS-14 & Above	14	14	11	0	21%
GS-9 - GS-13	85	85	69	0	22%
GS-1 - GS-8	148	148	114	.087	28%

NOTE: Include personnel assigned to fill authorized allowances, contractor representatives, Washington based field activities, components, etc.

C. Tenant, Component, Related or Support activities that would be affected by relocation of the command/organization (List by title with a brief of mission/function). *None*

1. Provide separate manpower information data as in III.B.1. and III.B.2. above for activities in this category which should not relocate by nature of their dedicated mission to other NCR activities. *N/A*

2. Provide separate manpower information data as in III.B.1. and III.B.2. above for activities in this category which should also relocate with the organization reported on. *N/A*

D. Major services provided to other Washington commands (e.g., computer installations which primarily serve the command but also provide a basic service not otherwise available to other commands in Washington). *N/A*

E. Significant interfaces with other commands in the NCR and effects on these interfaces of relocation.

### IV. Relocation Factors

A. Unique Requirements. Address needs of the command which would bear on location to which the command would relocate. *(1) Completely dedicated. Common practice. (2) Computer for personal use. (3) photo system.*

B. Relocation Area. Indicate three preferences as to geographic area for relocation with major reasons therefore. Discuss without regard to availability of space at relocation site. *(3) photo system. Army. Airport facility.*

C. Rear Echelon Actions (organizational/functional).

which would be required in association with the move, for example, need to establish offices for NCR liaison/contact or expansion of appropriate OPNAV or other organizational element to provide minimum NCR resident expertise.

V. Physical Installation Data

A. Description of space(s) to be vacated:

1. Identification and location (if different from heading, above).
2. DOD Category Code(s) applicable to this space.
3. This space is the custodial responsibility of:
  - a. This activity
  - b. Host activity
  - c. GSA
  - d. Other (Identify)
4. The building in which the space is located is:
  - a. Navy owned
  - b. Federally owned
  - c. Leased by Navy
  - d. Leased by GSA
  - e. Other (Identify)
5. The building is of permanent, semi-permanent, temporary construction.
6. If Navy owned: Acquisition cost and date.
7. If Federal office or GSA leased: Date of occupancy, modifications and special equipment installation costs.
8. If other than 6 or 7 above: Date and terms of lease, including annual rent and method of payment for

command sponsored alterations and equipment installations.

9. For military owned property:

a. Validated maintenance backlog for assigned space(s).

b. MILCON projects affecting assigned space(s) for preceding 5 years (FY-68 - FY-72) by year by line item with current status.

c. Future MILCON projects in P.O., by year.

10. Annual operating costs by appropriation and object class at current location(s).

11. Estimated annual operating costs (by appropriation and object class) of organizational elements not susceptible to relocation (identified in III.C.1. above).

VI. Other. Include any other information (sketches, plans, data, photographs) considered necessary to the evaluation of relocation from the NCR. Discuss any additional and significant facts related to a proposed relocation from the NCR or possible consolidation within the NCR.



SPACE DEFINITIONS

A. Total Gross Space.

The total usable area of all floors, including mezzanines, basements and penthouses, as determined by the effective outside dimensions of the building. Full area shall be included for mechanical and service space, enclosed passageways and porches, and covered raised loading platforms. One-half area shall be included for uncovered raised loading platforms, covered ground level or depressed loading facilities, and covered but not enclosed passageways and porches. Exterior uncovered stairs, uncovered stoops and paved terraces, and all enclosed space having an average ceiling height of less than 7 ft 0 in. shall be excluded.

B. Total Net Space.

Total gross space less the areas noted in paragraph E below.

C. Total Gross Administrative Space.

The sum of paragraphs D and E below.

D. Total Net Administrative Space.

1. The following types of spaces are included:

- a. Individual desk and working area, space for working files, bookcases, reference tables, personal libraries and circulation space.
- b. Central files and administrative records.
- c. Conference, board, bid, briefing, court, and MIC rooms.
- d. Storage (for office operation supplies).
- e. Reproduction room (not printing plants).
- f. Mail distribution points.
- g. Reception area.
- h. Snack bars and minor food service space.

2. The following special type space should be included when it is part of the administrative facility.

- a. Drafting room.
- b. Computer room.
- c. Command and control center.
- d. Technical or functional reference libraries (law, engineering, contract administration, catalogs, etc.).
- e. Restaurants and other messes and dining facilities.
- f. Message center, telephone exchange.
- g. Dispensary.
- h. Auditoriums.
- i. Credit unions and banks.
- j. Recreational library.
- k. Training rooms.
- l. Family service, Red Cross, Travelers aid.
- m. Printing plant.
- n. Photo lab.

E. Gross Space - Add-on Items.

1. The following types of spaces are normally applied as a difference between the net and gross square feet. They should be added to net building total square footages to arrive at gross square feet, or vice versa.

- a. Hallways and corridors.
- b. Heads and latrines.
- c. Elevator shafts (including elevator machine rooms).

- d. Stairwells.
- e. Interior portions.
- f. Exterior walls.
- g. Mechanical equipment areas for heating, ventilating, air conditioning and power equipment.
- h. Janitorial rooms and lobbies.