SUBJECT: Department of Defense Office Furniture Standards for the National Capital Region

References: (a) DoD Instruction 5305.6, subject as above, June 20, 1969 (hereby canceled)
(b) DoD Instruction 5305.3, "Department of Defense Space Occupancy Guide for the National Capital Region," May 23, 1966
(c) Federal Property Management Regulations (FPMR), GSA
(d) Furniture Catalog, GSA Federal Supply Service, National Furniture Center, October 1976

1. REISSUANCE AND PURPOSE

This Instruction reissues reference (a) to update standards for the furnishing of private and open office space categories listed in reference (b). Reference (a) is hereby superseded and canceled.

2. APPLICABILITY AND SCOPE

2.1. The provisions of this Instruction apply to all Defense activities in the National Capital Region that are located in Government owned or leased administrative space, either under the control of the General Services Administration or the Department of Defense.

2.2. Its provisions do not apply to the selection of office machines or specialized office furniture.

2.3. The National Capital Region includes the District of Columbia; Montgomery and Prince Georges Counties in Maryland; Arlington, Fairfax, Loudoun, and Prince
William counties in Virginia, and the cities of Alexandria, Fairfax, and Falls Church in Virginia.

3. OBJECTIVES

3.1. Improvement of the efficiency and effectiveness of all DoD personnel through selection of office furniture that is best suited to operations.

3.2. Effective space utilization through use of reduced scale and unitized furniture items.

3.3. Economies and facilitated procurement by minimizing the kinds, types, and sizes of office furniture.

3.4. Functional and physical interchangeability of office furnishings.

3.5. The selection of office furnishings appropriate for each level of the staff.

4. POLICIES

4.1. It is the policy of the Department of Defense to provide organizational elements conducting essential operations in the National Capital Region with necessary space accommodations in accordance with the standards prescribed herein.

4.2. The overall appearance of office space shall offer functional and attractive working conditions at economical cost, with the goal of achieving improved production from all personnel.

4.3. Procurement of DoD standard office furnishings in the National Capital Region will be governed by the provisions of GSA FPMRs (reference (c)) and by maximum utilization of GSA stock items listed in the GSA Furniture Catalog (reference (d)) or succeeding issues.

4.4. New lines or units adopted as DoD standard office furnishings for the National Capital Region (NCR) will be phased in as stocks of existing items are depleted. DoD activities in the NCR, serviced by Defense Supply Service-Washington (DSS-W) will utilize available stock fund furnishings to meet their requirements. Replacement of existing furnishings will be scheduled with due regard for the remaining economic life of the furniture and continued use through reconditioning. Usable office furniture should be concentrated, thereby extending its
life and maintaining a suitable decor without intermixing old with new.

5. **STANDARDS**

5.1. Furnishings for space categories established by DoD Instruction 5305.3 (reference (b)) are shown in enclosures E1. and E2., with the exception of category P-1 and those offices located in its immediate suite for which no standards are prescribed.

5.2. The contemporary or office landscaping concept of office design emphasizes open planning by substituting free-standing screens for fixed partitions, together with a less formalized alignment of furniture and increased attention to coordinated color schemes. In applying this concept, use the standard furnishings listed in enclosures E1. and E2., and supplement with complementary furnishings from the GSA Furniture Catalog (reference (d)).

5.3. Confine the selection of colors to those offered as standard in the GSA Federal Supply Catalogs and Schedules. However, to facilitate procurement, storage, issue and interchangeability, the desk chair for each private and open work station will be upholstered in black, where available. Color treatment of office areas will be achieved through the selection of upholstery for other chairs, wall paint or wall covering, free standing partitions, and carpet and drapery (if authorized). For DoD elements in the NCR serviced by Defense Supply Service-Washington (DSS-W), stocked colors and carpet are listed in the current DSS-W Stock Fund Catalog.

5.4. Specialized furniture and equipment requirements for specific positions may require deviations or additions to the standard complements prescribed. Such departures will be held to a minimum, using furnishings which are in harmony with the standards.
6. EFFECTIVE DATE AND IMPLEMENTATION

This instruction is effective immediately. Forward two copies of implementing documents to the Assistant Secretary of Defense (Comptroller) within 60 days.

Fred P. Wacker
Assistant Secretary of Defense (Comptroller)

Enclosures - 2
1. Standard Furnishings, Private Office Space Categories
2. Standard Furnishings, Open Office Space Categories
E1. ENCLOSURE 1

Standard Furnishings, Private Office Space Categories

STANDARD FURNISHINGS

<table>
<thead>
<tr>
<th>Space Category</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>P-2</td>
<td>The Special Assistant to the Secretary and Deputy Secretaries of Defense</td>
</tr>
<tr>
<td></td>
<td>Assistant to the Secretary of Defense (Atomic Energy)</td>
</tr>
<tr>
<td></td>
<td>Deputy Directors, Defense Research and Engineering, and Deputy General Counsel</td>
</tr>
<tr>
<td></td>
<td>General Counsellors of Military Departments, and Assistants to the Secretaries of Military Departments</td>
</tr>
<tr>
<td></td>
<td>Deputy Assistant Secretaries of Defense</td>
</tr>
<tr>
<td></td>
<td>Deputy Under Secretaries of Military Departments</td>
</tr>
<tr>
<td></td>
<td>Deputy Assistant Secretaries of Military Departments</td>
</tr>
<tr>
<td></td>
<td>Joint Staff Directors</td>
</tr>
<tr>
<td></td>
<td>Deputy and Assistant Chiefs of Military Services</td>
</tr>
<tr>
<td></td>
<td>Heads of Directorates, Agencies, Commands, Bureaus, and Offices reporting directly to positions in P-1</td>
</tr>
<tr>
<td></td>
<td>Executive Assistants in Grade GS-18 or equivalent</td>
</tr>
</tbody>
</table>

400 Sq. Ft. Private Office

* Stocked by DSS-W. Other colors available on order.
STANDARD FURNISHINGS

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>P.S.N.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Desk-Double Pedestal - 74 x 38</td>
<td>7110-00-847-0226</td>
</tr>
<tr>
<td>2 Credenza - 66 x 18</td>
<td>7110-00-762-5513</td>
</tr>
<tr>
<td>3 Storage Unit - 42 x 18</td>
<td>7110-00-734-5126</td>
</tr>
<tr>
<td>4 Occasional Table - 36 Dia x 17</td>
<td>7110-00-913-7184</td>
</tr>
<tr>
<td>5 Rotary Desk Chair</td>
<td>7110-01-018-6577</td>
</tr>
<tr>
<td>6 Guest Chairs</td>
<td>7110-00-149-1649 or 1650 *</td>
</tr>
<tr>
<td>7 Guest Chairs</td>
<td>7110-00-149-2072 or 2073 *</td>
</tr>
<tr>
<td>8 Executive Arm Chair</td>
<td>7110-00-149-1215</td>
</tr>
<tr>
<td>9 Carpet</td>
<td>Schedule (DSS-W Stock)</td>
</tr>
<tr>
<td>10 Drapery - Casement Complete - Fl to Clg O.M.</td>
<td></td>
</tr>
</tbody>
</table>

* Stocked by DSS-W. Other colors available on order.

**ASSIGNMENT**

**Space Category**  **Division Heads in Grade GS-11/16**  **Executive Assistants in Grades GS-11/16**

**Allowance #**

P-3  300  300

Deputies to positions in P-2 category

300 Sq. Ft. Private Office
# STANDARD FURNISHINGS

## ASSIGNMENT

<table>
<thead>
<tr>
<th>Space Category</th>
<th>ASSIGNMENT</th>
<th>Allowance # (Net Sq. Ft.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>P-4</td>
<td>Division Heads in Grades GS-15/14 or Colonel who require private offices, comparable positions</td>
<td>200 - 225</td>
</tr>
<tr>
<td></td>
<td>Branch Heads in Grades GS-15/14 or Colonel who report to Division Heads in P-3 category and require private offices, comparable positions</td>
<td></td>
</tr>
</tbody>
</table>
STANDARD FURNISHINGS

DESRIPTION | P. S. N.
--- | ---
1 Desk - Double Pedestal - Style C 60" or, 7110-00-149-1626 or 1630
1A Table Desk - Type III, 72" 7110-00-997-8023 or 8027
2 Credenza - Style D 60" 7110-00-019-0065 or 0067
3 Desk Chair - Type II, Style A 7110-01-017-3634
4 Guest Chairs - Type III, Style B 7110-00-149-2072 or 2073 *

* Stacked by DSS-W. Other colors available on order.

<table>
<thead>
<tr>
<th>Space Category</th>
<th>ASSIGNMENT</th>
<th>Allowance # (Net Sq. Ft.)</th>
</tr>
</thead>
</table>
P-5 | Division Heads in Grade GS-13 or Lt. Col. who require private offices, comparable positions.
Branch Heads in Grades GS-15/14/13 or Colonel and Lt. Col. who report to Division Heads in P-4 category and require private offices, comparable positions.
Professional or administrative personnel in Grades GS-15/14 or Colonel who require private offices | 150 |

150 Sq. Ft. Private Office
# STANDARD FURNISHINGS

![Diagram of standard furnishings](image)

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>F.S.N.</th>
<th>Black</th>
<th>Porch</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Desk-DP Style C, 60&quot; or,</td>
<td>7110-00-149-1630</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1A Table Desk - Type III, 72&quot;</td>
<td>7110-00-197-8023 or 8037</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Credenza - Style B, 60&quot;</td>
<td>7110-00-128-0066 or 0067</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Desk Chair - Type II, Style A</td>
<td>7110-01-017-3634</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Guest Chairs - Type III, Style B</td>
<td>7110-00-149-2072 or 2073</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Stocked by DSS-W. Other colors available on order.

<table>
<thead>
<tr>
<th>Space Category</th>
<th>ASSIGNMENT</th>
<th>Allowance # (Net Sq. Ft.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>P-6</td>
<td>Branch Heads in Grade GS-12, Major and below who require private offices, comparable positions Professional or administrative personnel in Grade GS-13, Lt. Col. and below who require private offices</td>
<td>100</td>
</tr>
</tbody>
</table>

## 100 Sq. Ft. Private Office
E2. ENCLOSURE 2

Standard Furnishings, Open Office Space Categories

STANDARD FURNISHINGS

TYPICAL 0-1 LAYOUTS

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>METAL FURNITURE</th>
<th>WOOD FURNITURE **</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Desk, Double Pedestal, 60&quot;</td>
<td>7110-00-149-1626 or 1630</td>
<td>7110-00-958-0779</td>
</tr>
<tr>
<td>1A</td>
<td>Desk, L-Unit, 60&quot; Right Pedestal</td>
<td>7110-01-015-1362 or 1361</td>
<td>7110-00-721-9941</td>
</tr>
<tr>
<td></td>
<td>Desk, L-Unit, 60&quot; Left Pedestal</td>
<td>7110-01-016-5642</td>
<td>7110-00-721-9940</td>
</tr>
<tr>
<td></td>
<td>Desk, L-Unit, 60&quot; Left Pedestal</td>
<td>7110-01-021</td>
<td>3609</td>
</tr>
<tr>
<td>2</td>
<td>L-Unit, C1 I, Style A (Clerical) R Att</td>
<td>7110-01-016-7146 or 7147</td>
<td>7110-00-902-8375</td>
</tr>
<tr>
<td></td>
<td>L-Unit, C1 I, Style B (Clerical) L Att</td>
<td>7110-01-016-7148 or 6580</td>
<td>7110-00-902-8374</td>
</tr>
<tr>
<td>3</td>
<td>Chair, Desk, Type II, Style A</td>
<td>7110-01-017-3634</td>
<td>7110-01-017-3634</td>
</tr>
<tr>
<td>4</td>
<td>Chair, Guest</td>
<td>7110-00-149-2072 or 2073 *</td>
<td>7110-00-149-2072 *</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7110-01-149-1649 *</td>
<td>1650 *</td>
</tr>
<tr>
<td>5</td>
<td>Table, Type II, 60&quot; x 30&quot;</td>
<td>7110-00-113-0507 or 0509</td>
<td>7110-00-958-0790</td>
</tr>
</tbody>
</table>

Space Category

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Allowance # (Net Sq. Ft.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-1</td>
<td>110</td>
</tr>
</tbody>
</table>

Unit Supervisors in Grade GS-9, E8, WO, 01, or above, who supervise six or more employees

OPEN WORK STATION

0-1
110 Sq. Ft.

* Stacked by DSS-W. Other colors available on order.

** Restricted to Immediate Suites of Private Office categories P=1, P=2, P=3.
# Standard Furnishings

## Typical O-2 Layouts

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Metal Furniture</th>
<th>Wood Furniture**</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Desk, D Ped, 60&quot;</td>
<td>7110-00-149-1626 or 1630</td>
<td>7110-00-958-0779</td>
</tr>
<tr>
<td>1A</td>
<td>Desk, L-Unit, 60&quot; R Ped</td>
<td>7110-01-015-1362 or 1361</td>
<td>7110-00-721-9941</td>
</tr>
<tr>
<td></td>
<td>Desk, L-Unit, 60&quot; L Ped</td>
<td>7110-01-016-5642</td>
<td>7110-00-721-9940</td>
</tr>
<tr>
<td>2</td>
<td>L-Unit, Cl I, Style A (Clerical) R Att</td>
<td>7110-01-016-7146 or 7147</td>
<td>7110-00-902-8375</td>
</tr>
<tr>
<td></td>
<td>Cl I, Style B (Clerical) L Att</td>
<td>7110-01-016-7148 or 6580</td>
<td>7110-00-902-8374</td>
</tr>
<tr>
<td>3</td>
<td>Chair, Desk, Type II, Style A</td>
<td>7110-01-017-3634</td>
<td>7110-01-017-3634</td>
</tr>
<tr>
<td>4</td>
<td>Chair, Guest</td>
<td>7110-00-149-2072 or 2073*</td>
<td>7110-00-149-2072*</td>
</tr>
<tr>
<td></td>
<td>Chair, Guest</td>
<td>7110-00-149-2072*</td>
<td>7110-00-149-2074*</td>
</tr>
<tr>
<td></td>
<td>Chair, Guest</td>
<td>7110-00-149-1649*</td>
<td>7110-00-149-1650*</td>
</tr>
<tr>
<td>5</td>
<td>Table, Type II, 60&quot; x 30&quot;</td>
<td>7110-00-113-0509 or 0509</td>
<td>7110-00-958-0780</td>
</tr>
</tbody>
</table>

**F.S.N.

<table>
<thead>
<tr>
<th>Space Category</th>
<th>Assignment</th>
<th>Allowance # (Net Sq. Ft.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-2 Professional and administrative personnel in Grade GS-7, E8, WO, D1, or above</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>Unit Supervisors in Grade GS-8, E7, or below, who supervise six or more employees</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Open Work Station 0-2:

90 Sq. Ft.

*Stacked by OSS-W. Other colors available on order.

**Restricted to Immediate Suites of Private Office categories P-1, P-2, P-3.
# STANDARD FURNISHINGS

## Typical 0-3 Layouts

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>METAL FURNITURE</th>
<th>WOOD FURNITURE**</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Desk, D Ped, 60&quot;</td>
<td>7110-00-149-1626 or 1630</td>
<td>7110-00-958-0779</td>
</tr>
<tr>
<td>1A</td>
<td>Desk, L-Unit, 60&quot; R Ped</td>
<td>7110-00-013-1362 or 1361</td>
<td>7110-00-721-9941</td>
</tr>
<tr>
<td></td>
<td>Desk, L-Unit, 60&quot; L Ped</td>
<td>7110-00-016-5642</td>
<td>7110-00-902-8366</td>
</tr>
<tr>
<td></td>
<td>Desk, L-Unit, 60&quot; L Ped</td>
<td>7110-00-021-3630</td>
<td>7110-00-902-8375</td>
</tr>
<tr>
<td>1B</td>
<td>Desk, Single Ped, 45&quot; R Ped</td>
<td>7110-00-149-1624 or 1628</td>
<td>7110-00-902-8374</td>
</tr>
<tr>
<td></td>
<td>Desk, Single Ped, 45&quot; L Ped</td>
<td>7110-00-149-1625 or 1629</td>
<td>7110-00-902-8378</td>
</tr>
<tr>
<td>2</td>
<td>L-Unit, Cl I, Style A (Clerical) R Att</td>
<td>7110-00-016-7146 or 7147</td>
<td>7110-00-902-8375</td>
</tr>
<tr>
<td></td>
<td>Cl I, Style B (Clerical) L Att</td>
<td>7110-00-016-7148 or 7149</td>
<td>7110-00-902-8374</td>
</tr>
<tr>
<td></td>
<td>Cl I, Style A (Secretarial) R Att</td>
<td>7110-00-016-7146 or 7147</td>
<td>7110-00-902-8375</td>
</tr>
<tr>
<td></td>
<td>Cl I, Style B (Secretarial) L Att</td>
<td>7110-00-016-7148 or 7149</td>
<td>7110-00-902-8374</td>
</tr>
<tr>
<td></td>
<td>Cl 2, (Secretarial) R or L Att</td>
<td>7110-00-016-7146 or 7147</td>
<td>7110-00-902-8375</td>
</tr>
<tr>
<td></td>
<td>Cl 2, (Secretarial) R or L Att</td>
<td>7110-00-016-7148 or 7149</td>
<td>7110-00-902-8374</td>
</tr>
<tr>
<td></td>
<td>Cl 3, Style A (Secretarial) R Att</td>
<td>7110-00-016-7146 or 7147</td>
<td>7110-00-902-8375</td>
</tr>
<tr>
<td></td>
<td>Cl 3, Style B (Secretarial) L Att</td>
<td>7110-00-016-7148 or 7149</td>
<td>7110-00-902-8374</td>
</tr>
<tr>
<td>3</td>
<td>Chair, Desk, Type II, Style A</td>
<td>7110-00-017-3634</td>
<td>7110-00-017-3634</td>
</tr>
<tr>
<td>4</td>
<td>Chair, Typist, Type IV, Style B</td>
<td>7110-00-000-0102</td>
<td>7110-00-000-0102</td>
</tr>
<tr>
<td></td>
<td>Chair, Guest</td>
<td>7110-00-149-2072 or 2072*</td>
<td>7110-00-149-2072*</td>
</tr>
<tr>
<td></td>
<td>Chair, Guest</td>
<td>7110-00-149-1649*</td>
<td>7110-00-149-1649*</td>
</tr>
<tr>
<td></td>
<td>Chair, Guest</td>
<td>7110-00-149-1650*</td>
<td>7110-00-149-1650*</td>
</tr>
</tbody>
</table>

## ASSIGNMENT

<table>
<thead>
<tr>
<th>Space Category</th>
<th>Open Work Station 0-3 60 Sq. Ft.</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-3 Clerical, stenographic, and all other personnel</td>
<td>60</td>
</tr>
</tbody>
</table>

*Stacked by DSS-W. Other colors available on order.

**Restricted to Immediate Suites of Private Office categories P-1, P-2, P-3.