



U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

National Policy

**ORDER  
4665.4A**

Effective Date  
05/26/16

**SUBJ:** Federal Aviation Administration (FAA) Administrative and Technical Space Standards

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- 1. Purpose.** This order provides standards for the construction, reconfiguration and consolidation of administrative and technical spaces; promotes workforce mobility and workplace flexibility; and improves the Agency's space utilization rate. This order supersedes all prior space orders, notices and approved exceptions pertaining to Federal Aviation Administration (FAA) occupied facilities.
- 2. Audience.** This order applies to those responsible for planning, procuring, implementing, maintaining, or occupying administrative and technical spaces in the FAA. It also applies to any other person or entity who has a formal written agreement with the FAA to plan, implement, or maintain FAA space.
- 3. Where can I find this Order?** FAA employees can find this order on the MyFAA Employee website at [https://employees.faa.gov/tools\\_resources/orders\\_notices](https://employees.faa.gov/tools_resources/orders_notices). It is available to the public at [http://www.faa.gov/regulations\\_policies/orders\\_notices](http://www.faa.gov/regulations_policies/orders_notices).
- 4. What this Order cancels.** This order cancels FAA Order.4665.4, FAA Administrative Spaceholder's Management Council Standard Operating Process, Procedures and Guidelines, July 13, 2010.
- 5. Scope.** This order applies to all planned, in-progress, and future FAA administrative office and technical space projects to include consolidations, renovations, reconfigurations, alterations, construction (including build-to-suit facilities), infrastructure upgrades, and personnel relocations.
- 6. Space Authorities and Delegations.** The FAA Administrator assigns all management and oversight of FAA space to the Assistant Administrator for Finance and Management (AFN-1). AFN-1 delegates this authority to the Deputy Assistant Administrator for Regions and Center Operations (ARC-1). ARC-1 oversees all space and associated rent for the FAA space portfolio and has assignment authority for all FAA space. ARC-1 delegates nation-wide management, oversight and assignment of space allocations to the Director of Aviation Logistics Organization (ALO-1). ARC-1 is also the approval authority for nation-wide administrative space projects. As an exception, ARC-1 delegates approval of ATO technical space projects to the ATO Technical Space Team.
- 7. Space Council.** ARC-1 chairs the FAA Space Council. The council meets quarterly to review the status of major space initiatives and projects. The council membership includes all lines of business (LOB) and staff offices (SO). Supplemental council meetings may be scheduled to address time-sensitive actions.

## 8. Space Types.

**a. Administrative Space.** Administrative space includes assigned work spaces for typical office operations and normal day-to-day business.

**b. Administrative Support Space.** Administrative support space includes file areas, copy areas, conference rooms, etc.

**c. Special-Use Space.** Special-use space is non-technical and supports special functions such as operations centers, simulation rooms, Sensitive Compartmented Information Facility (SCIF) spaces, etc.

**d. Joint-Use Space.** Space used by all building occupants with costs shared on a pro-rata basis. Examples include mobility centers, fitness centers, conference centers, etc.

**e. Technical Space.** Technical space refers to non-administrative space that supports the establishment, maintenance and operations of the National Airspace System (NAS). Examples include environmental workshops, NAS electronic workshops, group personal protective equipment storage areas, etc.

**9. Utilization Rate.** The FAA utilization rate (UR) standard is 170 useable square feet (USF) per person. This all-in UR standard includes administrative, support, special-use, and joint-use space; but does not include technical space.

**10. Space Reduction Goal.** The FAA goal is to reduce the administrative square footage by 25% when acquiring new space or consolidating locations for one or more LOBs, SOs or groups of employees. The reduction in space can be accomplished in part by management authorizing eligible employees to telework. Employees who are regularly scheduled to be in the office four (4) days or fewer per pay period (driven by telework, alternate work schedules, or duty assignments) will not be assigned a permanent work space. Their on-site work space requirements will be supported by alternate arrangements such as shared spaces and hoteling.

**11. Program of Requirements.** A Program of Requirements (POR) is mandatory for all space requests (including expiring leased space) to ensure compliance with this order. The POR is the basis for establishing the project requirements to include square footage, staffing totals and titles, work space types, construction criteria, and overall space allowances in accordance with this order. During the POR development and data collection phase, ALO will collaborate with each LOB and SO to capture requirement details. The POR is also used for communication with end-users to determine their needs, resolve ambiguities in requirements, and ensure compliance with this order.

**12. Administrative Space Design Concepts.** A flexible environment with more open space can be created by minimizing enclosed offices and clusters of high-panel workstations. Reduced personal space, balanced with the creation of varied seating/working locations, will increase collaborative exchange opportunities and allow furniture solutions to be adaptive. Fewer offices, lower workstation panel heights, and flexible furniture solutions will provide more efficient flow. Workstations will be located along perimeter windows to provide maximum daylight. Offices and conference rooms will

not be constructed along perimeter windows of buildings, except executive offices. Generally, workstation panel heights will range from 42 to 60 inches. The goal is to limit interior wall construction separating LOB/SO and organizational elements. Only supervisory personnel are authorized enclosed offices.

**13. Administrative Space Standards.** The space standards in this order support collaborative, adaptive, and efficient work space utilization. The criteria used for establishing space standards includes size, capacity, design and space availability, circulation factor, contiguous and collaborative objectives, job functions, and open environments.

**a. Administrative Space**

Band Level	Description	Maximum Space	Work Space Type
Executive (Band 1)	Associate/Assistant Administrator Chief Operating Officer (COO)	400 square feet (sf)	Office
	Deputy Associate Administrator Deputy Assistant Administrator ATO Vice President (VP) AIR/AFS-1 Attorney	300 sf	Office
Executive (Band 2/3)	Director/ Deputy Director Executive Director Executive Division/Directorate Mgr. Executive Deputy Division Mgr. ATO VP Band 2 Regional Administrator Deputy Regional Administrator Chief Scientist/Technical Advisor Attorney	225 sf	Office
M/L/K/J/I	Manager/Supervisor	150 sf	Office
	All other staff	64 sf  (Except FAA HQ Building FB- 10A, which has 48 sf workstations)	Workstation
	Contractor/Intern/Summer Aide	48 sf	Workstation
	Touchdown Station Hoteling Workstation	32 sf	Workstation

**b. Administrative Support Space**

Space Classification	Description	Maximum Space
Team/Collaboration/ Conference Rooms	8-person capacity	150 sf
	10-person capacity	200 sf
	16-person capacity (Executive Bands 1 and 2 only)	300 sf
Other Support Rooms	Copy/Printer Room File/ Storage Room Meeting/ Reception Areas	In accordance with the approved POR

**c. Joint-Use Space**

Space Classification	Description	Maximum Space
Joint-Use	Conference Center/Auditorium Building Amenities (Cafeteria, Snack Bar, Credit Union, Fitness Center, etc.) Shared Services (Guard Desks, Security and Badging, Drug Testing Rooms, Server Rooms, Mail Room, etc.)	In accordance with the approved POR

**14. Technical Space Standards.** A list of technical space classifications is detailed in the ATO Technical Space Guideline v2, which can be accessed at <https://ksn2.faa.gov/ajg/ajg-r/1/R100/Shared%20Documents/ATO%20Technical%20Space%20Guideline%20v2.pdf>.

**15. Exceptions.** Exceptions and deviations from the space standards will be addressed on a case-by-case basis. ARC-1 will consider and serve as the approving authority for exceptions requested by LOB/SO executives (Dash 1s) through a written memorandum (in coordination with Bargaining Unit representatives).

**16. Space Project Requests**

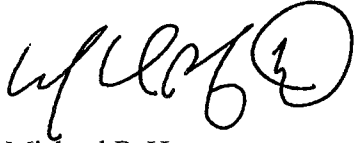
**a.** Space projects include relocations, renovations, construction, reconfigurations, furniture installation, new space requests, and consolidations.

**b.** Space projects that do not include leasing activity (relocations, renovations, construction, reconfigurations, furniture installation, new space requests, and consolidations) will be submitted to the Design and Construction (ALO-300) KSN site at <https://ksn2.faa.gov/arc/arc/arc1/alo/DesignandConstruction>.

**c.** The Space Solution Proposal (SSP) process will be used for space projects that include leasing activity (facility consolidations or relocations). The SSP process and associated templates can be accessed in the Real Property (ALO-200) KSN site at <https://ksn2.faa.gov/arc/arc/arc1/alo/ssp/Document%20Repository/Forms/AllItems.aspx>.

**17. External Authorities Applicable to Real Estate.** The laws, executive orders, regulations, and authorities pertaining to real estate are accessible in the Acquisition Management System (AMS) in Appendix E Part IV: External Authorities applicable to Real Estate.

**18. Communications.** Inquiries may be directed to ALO at [9-AWA-ARC-Space-PMO@faa.gov](mailto:9-AWA-ARC-Space-PMO@faa.gov).

A handwritten signature in black ink, appearing to read 'Michael P. Huerta', with a circled number '1' at the end of the signature.

Michael P. Huerta  
Administrator