



# UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



## Subject: University Space Committee

### Instruction 5306

(PRS)

RECEIVED FEB 23 2018

#### ABSTRACT

This instruction details policy implementation of the DoD space utilization and allocation at Uniformed Services University (USU).

#### A. Purpose.

1. Establishes guiding principles and policies for space utilization at USU.
2. Assigns responsibilities and procedures for making recommendations to the USU President, about the utilization and allocation of space.

#### B. Reference. *See Enclosure 1*

#### C. Applicability.

This Instruction applies to USU space, which includes campus buildings 70-75, Armed Forces Radiobiology Research Institute (AFRRI) buildings 42-47, Naval Support Activity Bethesda (NSAB) buildings 28, 53, 59, and 79, and any other temporary space on NSAB. The committee should also be aware of grant-funded leased space, but is not expected to make recommendations about its use.

#### D. Definitions.

1. University Space Committee (USC): An advisory group appointed by the USU President to review space-related issues and requests, and make recommendations to the President.
2. Space Survey: Room-level data, including space category (see below), type (e.g. laboratory, office, storage), departmental assignment, and net square footage. These data are analyzed and summarized for the USC to assist in space-related recommendation.
3. Space categories:
  - a. Education space: Space used primarily for teaching, such as auditoriums, classrooms, and the learning resource center.

- b. Research space: Space used primarily for research, to include laboratories and lab support spaces, such as freezer storage and animal management.
- c. Academic and institutional support space: All other university space, to include administrative offices for supported and supporting staff, logistics areas, and eateries.

4. Net Square Feet (NSF): Used for government-owned space. Area of an individual room, or the usable floor space in an open area, measured from the inside finished surface of surrounding partitions or enclosing elements, and from the outline of the floor area for a space in an open area.

5. Departmental Gross Square Feet (DGSF): Used for government-owned space. Measurement of an assemblage of rooms and spaces as assigned to a department or service and includes internal departmental and/or service circulation, and partitions, columns, and projections enclosing the structural elements of the building within the departmental space. The boundary defining DGSF is drawn from the inside finish of the permanent exterior building walls to the centerline of separating wall partitions, or to the centerline of corridors which separate and provide access to spaces in adjoining departments.

6. Usable Square Feet (USF): Used for leased space. Includes the specific area the tenant will occupy to do business. For a partial-floor lease, this includes all office space plus any storage, private restrooms, circulation, columns, and projections.

7. Rentable Square Feet (RSF): Used for leased space. This represents the USF plus a pro rata share of building common areas, such as lobbies, stairwells, and public restrooms.

#### **E. Guiding Principles.**

- 1. Establish a transparent space management process
- 2. Facilitate collaboration and productivity
- 3. Optimize the use of shared space
- 4. Promote growth of priority programs
- 5. Reduce clutter

#### **F. Policies and Processes.**

1. All space is funded by the Department of Defense. The USU President is authorized to manage its use. The President primarily delegates use of space to Responsibility Center leaders, but retains the authority to reallocate space across centers, or at the departmental level if required.

2. Departments may retain underutilized lab space for three years, before it reverts to the SOM/GSN for reallocation.

3. Departments may borrow space from another department temporarily. Space loan agreements must be documented and maintained by the Facilities Department.

4. The committee will develop a timeline for implementing central Multi-Disciplinary Lab (MDL) scheduling of conference rooms. Departments with internal conference rooms may reserve them up to 90% of the time when the MDL sends out the annual room request each August.

5. All departments are required to consider tele-work as an option for newly hired or existing employees. The determination of whether it is appropriate or not is made by the departmental leaders and employee.

#### **G. Responsibilities**

1. The President will appoint a USC chairperson and secretary. The President will serve as the decision maker for committee recommendations.

2. The USC Chair will convene committee meetings and provide recommendations to the President, as frequently as deemed necessary.

3. The USC Secretary will record meeting minutes and make them available to all USU employees.

4. Each Responsibility Center and the Faculty Senate will appoint a representative to the committee. Representatives will communicate changes in space assignment, unmet space needs, and underutilized space locations to the committee.

5. The Facilities Department will support the USC with architectural/design and space utilization expertise, using Space Survey and other data analyses, to assist in the decision-making process.

#### **H. Effective Date.**

This Instruction is effective immediately.



Richard W. Thomas, MD, DDS, FACS  
President

Enclosure:  
Reference

**REFERENCES**

- A. USUHS Instruction 5306, "University Space Committee," dated 21 May 2013. (Cancelled)
- B. RLF, "Uniformed Services of the University Space Optimization Study," Pre-Final Report, dated 23 October 2017.