



DEPARTMENT OF THE NAVY  
NAVAL SERVICE TRAINING COMMAND  
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NSTCINST 5910.1  
N00/ 537  
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NSTC INSTRUCTION 5910.1

Subj: OFFICE SPACE MANAGEMENT

Ref: (a) UFC 2-000-05N, Facilities Planning Criteria for Navy/Marine Corps Shore Installations

1. Purpose. To establish policy and assign responsibility for the planning, control, and assignment of office space for Naval Service Training Command (NSTC) Headquarters (HQ), Building 1 and Building 3.
2. Discussion. Due to changes of responsibilities and tasking to NSTC, there is frequent need to revise office space allocations and assignments within the staff and Buildings 1 and 3 in general. Although the objective is to minimize relocation of personnel, the requirements of certain staff components may warrant the relocation of staff offices to achieve efficient and equitable office space assignments. Office space control delineated in this instruction extends to Building 1, Building 3, and all NSTC staff components regardless of location.
3. Policy. In providing office space control within NSTC HQ, Building 1, and Building 3, the following policies will be followed:
  - a. Relocation of staff personnel will be made only when benefits are clearly recognized. Relocations strictly to achieve organizational unity or to improve status are not authorized.
  - b. Space allocations will be made using standardized Department of Defense office space criteria issued in reference (a). While existing office space allocations will not be adjusted solely to meet these criteria, all subsequent office space planning and assignments will follow such standards subject to space configuration constraints.
  - c. Rehabilitation of office spaces including cubicle reconfiguration and procurement of office furnishings shall only be accomplished when results are required for efficient and effective utilization of office space.
  - d. To avoid loss or damage to cubicle materials, changes shall only be accomplished by N4 staff utilizing Sailor working parties or contracted services specific to the purpose. Changes are subject to the availability of N4 staff, working parties or acquisition of the required services. Changes for a particular office shall not be made more than one time per calendar year.
  - e. Staff offices requesting summer/student aides or Reserve Component augmentation will provide necessary office space from within their currently assigned areas.

#### 4. Responsibilities

a. Director of Logistics (N4). Manage and control all office spaces within NSTC HQ, Building 1, and Building 3. This includes determining office space requirements based on reference (a), developing allocation plans, and maintaining floor plans of all NSTC HQ, Building 1, and Building 3 office spaces.

b. Division Directors/Special Assistants (DD/SAs). Ensure all office space under their cognizance is efficiently utilized.

#### 5. Action

a. DD/SAs within Building 1 and Building 3. Submit space management requests and space configuration, including cubicle reconfiguration, requests to N4, and based on office space area allocated develop necessary office layouts. Requests shall be in writing with drawings. Change requests must be accompanied with a detailed explanation of why and how the change will benefit the requesting office and the command.

Note: An explanation such as “customer service” is insufficient.

b. Director of Logistics (N4). Upon receipt of any reorganization staff changes or emergent contingencies, N4 will consult with concerned staff members, document requirements, and develop an office assignment plan. Recommendations of office space assignments will be forwarded to NSTC Chief of Staff for approval. Maintain a log of reconfiguration requests and requests executed after major reorganizations.

6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

7. Review and Effective Date. Per OPNAVINST 5215.17A, NSTC will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire ten years after effective date unless reissued or canceled prior to the ten-year anniversary date, or an extension has been granted.



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#### Releasability and distribution:

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