DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:
CELD-ZE

3 March 1997

MEMORANDUM FOR COMMANDER, USACE COMMANDS,
ATTN: DIRECTORS/CHIEFS, LOGISTICS
MANAGEMENT OFFICES

SUBJECT: Policy Letter of Instruction (LOI) No. 96-1, Change No. 1, Space for Emergency Operations Centers

1. References:

a. ER 500-1, 11 March 1991, Natural Disaster Procedures, para. 3-7.

b. ER 500-1-XX, Emergency Operations Command and Control (Final Draft), 23 December 1996, para. 3-3.

c. CELD-ZE Letter of Instruction (LOI) No. 96-1, 7 February 1996, Space Management.

2. The purpose of this LOI change is to reclassify Emergency Operations Centers (EOCs), as well as to clarify and better define the components of the typical EOC. This change was specifically requested by and coordinated with the Directorate of Civil Works. The Directorate of Civil Works has concurred with the contents of this memorandum for immediate issue and application.

3. Reference 1c clarified the overall USACE administrative space utilization goal of 162 nsf/pn. It addressed our collective need to reduce the cost of space to be more competive as well as be good stewards of government resources. It further categorized EOCs as a component of administrative space, and to be counted within the 162 nsf/pn goal. Consistency in how EOCs have been reported for the Command Management Review (CMR) continues to be problematic.

4. EOCs must meet mission requirements while keeping the size and costs of emergency operations centers to a minimum. Reference 1b, when issued in final form, will provide additional guidance on the space requirements of the various individual rooms within an EOC. For information purposes, the components of a typical EOC are: Emergency Management Staff Area, Operations Room, Communications Room, Briefing Room, Life Support Area and Storage Area.

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5. All EOC space must be planned like any other space. However, it will now be considered non-administrative space--exempt from the USACE goal of 162 nsf/pn. It should be listed under "Other Space" in the Administrative Space Utilization Report, along with warehousing, parking, and the other exemptions listed in the basic LOI No. 96-1. Full-time emergency management personnel assigned to EOC space should no longer be included among the authorized personnel spaces listed on the Report. Any space reduction planning underway locally should be revised as appropriate to reflect this change.

6. This LOI change is intended for your guidance in planning, justifying, and reporting your necessary EOC and administrative space requirements in a consistent manner. This change is effective upon receipt.

7. POCs are Ed Hecker, CECW-OE, (202) 761-0409 and Larry Robinson, CELD-ZE, (202) 761-8774.

FOR THE COMMANDER:

Gary L. Anderson

GARY L. ANDERSON
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