

NASPNCPLAINST 11012.2E
Code 18000
20 Dec 94

NASPNCCLA INSTRUCTION 11012.2E

Subj: MOVES WITHIN AND TO FACILITIES

Ref: (a) NASPNCPLAINST 11014.1H

1. Purpose. To establish a policy for moving within, rearranging, or altering facilities at Naval Air Station Pensacola and to eliminate unauthorized move alternations which result in ancillary expenses.

2. Cancellation. NASPNCCLA Instruction 11012.2D

3. Background

a. In the past, personnel have rearranged offices, shops, storerooms, or other spaces as need occurred. Often, minor alterations such as adding or relocating GSA panels, installing wall panels, ceiling panels, room air-conditioners, etc., were done by the do-it-yourself method. Many problems have been created by such rearranging or altering of work areas. Sometimes, simple rearrangement of office furniture or equipment will require moving electrical outlets, telephones, lights, or doors.

b. Organizations have often moved from one facility to another, or, because of expansion, occupied additional facilities previously occupied by other tenants. Such changes must be acknowledged and approved prior to undertaking to assure compliance with space allotment plans and availability of funds.

4. Information

a. Intra-facility Moves. Moves or rearrangement of furniture and equipment within an activity's authorized space is acceptable without prior notification to the Facilities Management Officer (FMO), if no expense is involved. These rearrangements should be thoroughly planned, with consideration given to telephone, electrical outlets, and lighting. If changes to any utility are needed, a request with justification must be submitted to the FMO for cost estimate and approval prior to the planned move.

b. Moves Into Other Facilities. Moves from one facility to another must be approved before the move is made. Tenants that vacate an area are to notify the FMO. Requests for another/additional existing space may be made by memorandum to the FMO, Building 1754. Detailed justification for moves into other facilities must be described on the request. The FMO will evaluate the request, secure estimate of cost, and determine the structural and functional capabilities for use of any given building. The evaluation will be used in junction with Basic Facilities Requirements (BFR) and with available resources to satisfy requirements.

5. Policy

a. The station's facilities represent a large investment and must be used effectively and accounted for with exactness. Each department and tenant must utilize only those spaces essential to its mission. Since facility spaces are scarce in relation to the demands of the activities, space NASPNCLAINST 11012.2E priorities are established to meet the most urgent needs first. Some requests may be delayed due to lack of available space.

b. An accurate account of the facilities, uses, and conditions must be maintained in order to most effectively meet operational needs. All moves from one facility to another, expansion into additional facilities, moves to newly constructed facilities, moves from facilities, and known changes in utility service, regardless of expenses involved, shall be reported to the FMO to ensure accuracy of facility occupancy records.

6. Responsibility

a. Organizational segments shall be responsible for their preliminary evaluation and planning of moves and arrangements, shall critically consider expense involved before action is taken, and shall comply with reference (a).

b. Facilities Management Officer shall:

(1) Approve or disapprove any move from one facility to another, any expansion into additional facilities, or any repairs, alterations, or utility services required by such changes.

(2) Set priorities and evaluate work requests that will be generated by a move. Requirements generated by a move made without prior authorization will not be considered urgent or an emergency, and will be accomplished only when approval is granted and if funds are available.

(3) Ensure facility records are brought into agreement with actual space occupied.

(4) Notify the Navy Public Works Center of the tenant's required utilities and facilities occupied.

/s/

TIMOTHY THOMSON

Distribution:

A C

(NASPNCLAINST 5216.1Q)

Stocked:

Commanding Officer

NAS Pensacola

190 Radford Blvd

Pensacola, FL 32508-5217

