

## 730 85 POST OFFICE (sq.m./SF)

Central Post Office. Space allowances for central post offices are given in Table 730 85. These figures represent normal allowances and are given for general guidance. Additional space may be provided if a central post office serves specialized functions on an installation such as:

1. Postal directory.
2. Nonresident schools.
3. Major and subordinate headquarters, commands, personnel centers, service schools, major hospitals, air material areas, supply depots.
4. Carrier delivery to family housing units.
5. Activities generating high volume of accountable mail that requires overnight vault storage.
6. Self-service postal units installed within the lobby of the facility.

At CONUS installations (see footnote 4 of Table 730-85), the determination of specific total requirements and provisions for the specialized functions listed above, shall be coordinated with the U.S. Postal Services Regional Postmaster General. This should be accomplished during the initial planning stage and the DD Form 1391 should be annotated to that effect.

Postal Service Center. When justified by specific requirements and approved by the U.S. Postal Services Regional Postmaster General, a postal service center may be provided at which mail may be deposited and picked up by individual post office box holders, as opposed to bulk distribution of mail to the various elements on a military installation. A postal service center may be combined with, or separate from, a central or branch post office. The number of boxes shall not exceed the number of unmarried and unaccompanied married military and civilian personnel plus 25% to accommodate specific key personnel and compensate for box reassignment vacancy period. Space allowances per box are given in Table 730 85.

Branch Post Offices. At large installations with personnel concentrations located at such a distance from the central post office that service through the latter is impractical, branch offices, each not exceeding 139 sq.m. (1,500 GSF) may be provided.

**For Basic Facility Requirement purposes,** the total requirement for Code 730 85 is the sum total of central post offices, postal service centers and branch post offices.

TABLE 730 85  
Space Allowances for Post Offices

Installation Population (1)	Central Post Office Gross Area (2)		Postal Service Center Gross Area Per Box (3)			
	sq.m.	SF	CONUS (4)		OVERSEAS (5)	
			sq.mm.	SF	sq.mm.	SF
Up to 500	37	400	55700	0.60	55700	0.60
501 to 1,000	56	600	55700	0.60	55700	0.60
1,001 to 2,500	162	1,750	55700	0.60	46500	0.50
2,501 to 4,500	272	2,925	55700	0.60	46500	0.50
4,501 to 7,500	418	4,500	55700	0.60	41800	0.45
7,501 to 11,500	588	6,325	55700	0.60	37200	0.40
11,501 to 16,500	766	8,250	55700	0.60	37200	0.40
16,501 to 22,500	941	10,125	55700	0.60	37200	0.40
22,501 to 28,500	1,160	12,525	55700	0.60	37200	0.40
28,501 to 34,500	1,390	14,925	55700	0.60	37200	0.40
34,501 to 40,500	1,610	17,325	55700	0.60	37200	0.40
40,501 to 46,500	1,830	19,725	55700	0.60	37200	0.40
46,501 to 52,500	2,060	22,125	55700	0.60	37200	0.40
52,501 to 58,500	2,280	24,525	55700	0.60	37200	0.40

- (1) In Conus, installation population consists of assigned military personnel. For overseas areas, personnel working on the installation.
- (2) Excludes space required for loading platforms.
- (3) Number of boxes shall not exceed the number of unmarried and unaccompanied married military and civilian personnel plus 25% for key official military and civilian personnel needs.
- (4) CONUS includes the 50 States and all other geographical area in which the U.S. Postal Service operates.
- (5) Use 55700 sq.mm. (0.60 SF) per box throughout when the postal service center is separated from the central post office.