

## **740 COMMUNITY FACILITIES - MORALE, WELFARE AND RECREATION (INTERIOR)**

**This section contains criteria for the following facilities;**

<b>740 01</b>	<b>EXCHANGE RETAIL STORE</b>
<b>740 02</b>	<b>LOCATION EXCHANGE</b>
<b>740 03</b>	<b>EXCHANGE CENTRAL ADMINISTRATION</b>
<b>740 04</b>	<b>EXCHANGE FOOD SERVICE</b>
<b>740 05</b>	<b>EXCHANGE SNACK STAND</b>
<b>740 07</b>	<b>EXCHANGE AUTO PARTS STORE</b>
<b>740 08</b>	<b>EXCHANGE FOOD STORE (OVERSEAS)</b>
<b>740 09</b>	<b>EXCHANGE SERVICE OUTLETS</b>
<b>740 12</b>	<b>RED CROSS/NAVY RELIEF</b>
<b>740 13</b>	<b>EXCHANGE LAUNDRY PLANT</b>
<b>740 15</b>	<b>EXCHANGE DRY CLEANING PLANT</b>
<b>740 16</b>	<b>EXCHANGE MAINTENANCE SHOP</b>
<b>740 17</b>	<b>EXCHANGE CENTRAL SUPPORT FACILITY</b>
<b>740 18</b>	<b>BANK</b>
<b>740 19</b>	<b>CREDIT UNION</b>
<b>740 20</b>	<b>TEMPORARY LODGING FACILITIES</b>
<b>740 21</b>	<b>VISITORS RECEPTION CENTER</b>
<b>740 22</b>	<b>TRANSIENT HOUSING</b>
<b>740 23</b>	<b>COMMISSARY</b>
<b>740 24</b>	<b>COMMISSARY COLD STORAGE</b>
<b>740 25</b>	<b>FAMILY SERVICES CENTER</b>
<b>740 26</b>	<b>INSTALLATION RESTAURANT</b>
<b>740 27</b>	<b>ARMED FORCES RADIO/TV STATION</b>
<b>740 28</b>	<b>AMUSEMENT CENTER</b>
<b>740 29</b>	<b>AREA/REGIONAL EXCHANGE ADMIN FACILITY</b>
<b>740 30</b>	<b>EXCHANGE SERVICE AND AUTO REPAIR STATION</b>
<b>740 31</b>	<b>EXCHANGE SUPPLEMENTAL GASOLINE STATION</b>
<b>740 32</b>	<b>EXCHANGE CUSTOMER OPERATED CAR WASH</b>
<b>740 34</b>	<b>THRIFT SHOP</b>
<b>740 35</b>	<b>HOBBY SHOP - AMATEUR RADIO</b>
<b>740 36</b>	<b>HOBBY SHOP - CRAFT TECH</b>
<b>740 37</b>	<b>MWR EQUIPMENT RENTAL CENTER</b>
<b>740 38</b>	<b>HOBBY SHOP - AUTOMOTIVE</b>
<b>740 39</b>	<b>ENTERTAINMENT WORKSHOP</b>

This section contains criteria for the following facilities; (continued)

740 40 BOWLING CENTER  
740 42 FLEET RECREATION CENTER  
740 43 GYMNASIUM  
740 45 FITNESS CENTER  
740 46 ROLLER/ICE SKATING RINK  
740 47 RECREATION INFORMATION, TICKETS AND TOURS OFFICE  
740 48 CONTRACTED LEISURE TRAVEL AGENCY  
740 50 FIELD HOUSES  
740 52 GUN SKEET AND/OR TRAP BUILDING  
740 53 SWIMMING POOL - INDOOR (includes poolside deck and bathhouse)  
740 54 RECREATION CENTER  
740 55 YOUTH CENTER  
740 56 THEATER  
740 60 COMMISSIONED OFFICER'S MESS, OPEN  
740 63 ENLISTED CLUB  
740 64 ENLISTED MESS, OPEN  
740 66 PETTY OFFICERS' MESS, OPEN/STAFF SNCO CLUB  
740 67 CONSOLIDATED OFFICER/ENLISTED PERSONNEL MESS, OPEN  
740 69 FIRST, SECOND AND THIRD CLASS PETTY OFFICERS' MESS OPEN/NCO CLUB  
  
740 70 CHIEF PETTY OFFICERS' MESS OPEN  
740 71 CLASS VI PACKAGE STORE  
740 74 CHILD DEVELOPMENT CENTER  
740 75 NAVY FLYING CLUB FACILITY  
740 76 LIBRARY  
740 77 COMMUNITY STORAGE (READY ISSUE/SHOP STORES/MISC.)  
740 78 RECREATION PAVILION  
740 79 RIDING STABLES  
740 80 GOLF CLUBHOUSE  
740 81 MWR RENTAL CABIN  
740 82 PUBLIC TELEPHONE FACILITY  
740 84 INDOOR PLAYING COURTS  
740 85 EXCHANGE CENTRAL WAREHOUSE  
740 86 EXCHANGE INSTALLATION WAREHOUSE  
740 87 MARINA SUPPORT BUILDING  
740 88 EDUCATIONAL SERVICES OFFICE  
740 89 BATHHOUSE - (Category Code has been deleted. Criteria incorporated into CCN 740 53, "SWIMMING POOL - INDOOR" )

## GENERAL NOTES

### SPACE ALLOWANCES

These allowances apply to all funding sources and types of construction.

Facilities shall be planned to meet the specific requirements of an installation and not arbitrarily to the maximum allowances indicated. An installation will not automatically qualify for all facilities listed but only for those for which specific requirements exist.

Minor exchange facilities operated for the convenience of nonexchange activities that are an integral part of these activities such as barber shops in clubs; food, retail outlets in air terminals, hospitals, schools or large administration buildings; food service in bowling alleys, operations buildings, and service clubs; and snack facilities in theaters are included in the space allowances authorized for the nonexchange activities.

Mechanical Equipment Rooms. Mechanical equipment room space as required should be added to the gross area in the criteria tables. This space varies from 5-10% of the gross area.

### CONVERSION OF EXISTING FACILITIES

A new facility will be provided only when no existing available structure will satisfy the requirements. When an existing structure is converted for morale, welfare or recreational uses, the space allowances may be increased by not more than 20 percent **when necessary** to effect economical use of the existing structure. This increase is **not** allowed in cases where an existing structure is expanded by new construction to accommodate such uses.

### ENVIRONMENTAL ADJUSTMENT FACTORS (EAF'S)

**For exchange facilities** this is a multiplier applied to the count of major customers to adjust for the effect of mission, availability of commercial facilities and availability of family housing.

**For other facilities** (only where specifically indicated under the respective codes), this is a multiplier applied to the space allowance to adjust for various environmental factors.

The allowance tables for facilities in the 740 series provide guidelines for maximum authorized space as prescribed by the MILITARY HANDBOOK (MIL-HDBK) 1190 of 11 Sept 1987, FACILITY PLANNING AND DESIGN GUIDE. Facilities shall be planned to meet specific requirements and **not** arbitrarily to the maximum allowances indicated. Consideration must be given to past and expected utilization of a particular facility, effects of off-installation housing, and nearby available civilian and other military facilities. To this end, a set of EAF's have been developed for a number of morale welfare and recreational facilities for inclusion in the planning procedure. These EAF's may be in the form of a multiplier determined by environmental variables or in the form of a limiting factor if no environmental or utilization data is available. The values of EAF's and the variables to be considered are given under the codes specifically affected. Further refinements of the EAF's can be anticipated.

As a general rule, the EAF's do not apply to overseas installations, however other military installations in close proximity should be considered as equivalent community support providers.

Exceptions to utilization of EAF's for other than exchange facilities will be justified and considered on an individual basis and will require approval of **BUPERS** or, in case of libraries and education centers, CNT.

For Marine Corps activities the application of EAF's, although not mandatory, should be a factor in any facility requirement analysis.

## INSTALLATION MILITARY STRENGTH

The majority of space allowances are based on installation military strength which is basically defined as the entire complement of officers and enlisted personnel permanently assigned to said installation. If Army, Air Force or Coast Guard units are operating as tenants of the installation, their count may be included only if the host activity has the mission to provide morale welfare and recreational support to its tenants. This basic military strength may be modified as follows: (See NAVFACINST 11010.44E section 4.10 - 4-11 for further guidance in determining loading figures. For Marine Corps see MCO P11000.12C, the Facility Support Requirements (FSR) is the base loading document to be used by Marine Corps activities)

1. **Civilians** may be counted only if authorized to receive personnel support.
2. **Military dependents** may be counted only if indicated in the respective allowance table and to the percentage authorized. If civilians are authorized support, their dependents may be included.
3. **Retired personnel** may be counted only if indicated in the respective allowance table and to the percentage authorized. Dependents of retired personnel are not counted. In locations where several military installations, regardless of which Service, are in close proximity, only those personnel supported by the installation in question may be counted.
4. **Reservists.** Eighty percent of average onboard count of reservists on weekend or two week duty may be counted when located at Commander, Naval Air Reserve commanded air stations. Twenty percent of average onboard count may be counted at other Navy installations supporting reserves. Reservists may be counted only for sizing facilities which are specifically affected by this group. Include Marine Corps Reserves.
5. **Students, transients** and other supported personnel may be counted, but with discretion. Only the average number on board may be used and only for sizing facilities which are specifically affected by this group.

## USE OF DEFINITIVES

Most of the space allowance figures have no matching definitive in NAVFAC P-272. In such cases, use the nearest definitive as a guide for detailed planning.

## COVERED/ENCLOSED MALLS AND SIDEWALKS

Where elements of a community shopping center, such as the exchange main retail store, snack bar, exchange service outlets, commissary, credit union and a bank, are combined in a common structure and connected by a covered mall, space occupied by the mall will not be charged against (deducted from) space allowances for the respective elements. Likewise, where such elements are in proximity to each other and are connected by a covered walkway, space occupied by the covered walkway will not be charged against space allowances for the respective elements. **Entrance canopies should not be counted against the building space allowance.**

## WAIVERS AND EXCEPTIONS

**DOD waiver requests** for projects which exceed the space allowances in the Military Handbook are **no longer required**. However, Congress directed that future MCON budget submissions include a certification that projects are within the criteria or scope prescribed in the Handbook. Exceptions must be documented. The activity must provide detailed justification when criteria are exceeded. The justification must be attached to the Facility Study/DD Form 1391. NAVFAC will provide the certification statement for the budget submission.

## **CONSTRUCTION FROM PRIVATE FUNDS**

The construction of exchange facilities on military installations may be accomplished from funds of commercial concerns or private individuals subject to the approval of the Secretary of their cognizant Military Department, when pertinent contracts between commercial concerns or private individuals and the exchange specifies that immediately upon completion title thereto passes to the government and stipulate conditions and restrictions that should prevent any future conflict with military requirements, and eliminate any future obligations against appropriated funds. The requirement for passage of the title should not apply to portable or relocatable buildings.

# 740 COMMUNITY FACILITIES -- MORALE, WELFARE AND RECREATION (INTERIOR)

## General Instructions

These notes apply to the revised criteria for the following facilities:

### Category Code Description

740 28	AMUSEMENT CENTER
740 38	HOBBY SHOP - AUTOMOTIVE
740 40	BOWLING CENTER
740 42	FLEET RECREATION CENTER
740 43	GYMNASIUM
740 45	FITNESS CENTER
740 47	RECREATION INFORMATION, TICKETS AND TOURS OFFICE
740 48	CONTRACTED LEISURE TRAVEL AGENCY
740 53	SWIMMING POOL -- INDOOR (includes poolside deck and bathhouse)
740 54	RECREATION CENTER
740 55	YOUTH CENTER
740 80	GOLF CLUBHOUSE
740 81	MWR RENTAL CABIN
740 84	INDOOR PLAYING COURTS

## USING THE CRITERIA

### 1. SIZE TO ACCOMMODATE DEMAND

The revised criteria provide a new approach to determine allowances for Morale, Welfare and Recreational (MWR) facilities. Facility allowances are sized to accommodate the projected demand for the anticipated functions. This sizing involves a three-step procedure:

#### A. Estimate Projected Demand

Calculate the peak-hour demand for each functional component of the facility using the demand calculation tables. Then apply any special adjustment factors in the criteria.

#### B. Determine Capacity Requirements

Derive the number of required functional units (for example, playing courts or training stations) by multiplying the demand by the capacity factors in the criteria.

#### C. Calculate Space Allowances

Apply the space allocation factors to determine the area required for each functional component. Add the areas for all components, plus support area factors indicated in the criteria, to determine the total facility allowance. For each step in this planning process, follow the calculations and instructions provided in the criteria for each facility type. In addition to the criteria stated in *NAVFAC P-80*, attention should be given to relevant planning information in the Base Master Plan, and existing Design Manuals, Military Handbooks or Instructions for the specific facility type.

The involvement of MWR representatives in the planning process is strongly recommended in order to ensure a match between program needs, and the types and sizes of spaces to be provided.

## **2. DEMAND FACTORS DERIVED FROM SMART COMPASS**

### **A. Participation Factors for Each Population Category**

**Demand calculation** involves application of Participation Factors provided in the criteria for each significant user population category - officers, enlisted personnel, retired military, and authorized civilians. These factors have been statistically derived to represent system-wide standards for **peak-hour participation** by each group, using data from the Smart Compass "Leisure Needs Survey" and other user surveys.

### **B. SMART COMPASS "Leisure Needs Survey"**

The Smart Compass "**Leisure Needs Survey**" is a needs assessment of Morale, Welfare and Recreation (MWR) programs administered by the **Bureau of Naval Personnel (BUPERS)**.

The **Leisure Needs Survey (LNS)** was implemented in 1985 to capture valid and reliable "installation specific" community leisure needs assessment information and comprehensive data for local management to use for short and long range Morale, Welfare and Recreation (MWR) program planning. Each Navy base with an MWR program is surveyed at least once every three years. The survey was scientifically developed by a team of experts made up of university professors with specialties in leisure studies and research statistics. The Navy regularly brings in subject matter experts from universities and the MWR profession to review and validate the results and update the survey process.

The LNS measures MWR user intentions and trends of active duty Navy, spouses, retirees and authorized civilian patrons of MWR services. The survey contains demographics of patrons, leisure time activity preferences, evaluation of services and facilities, and barriers to participation. The random sampling process in use was carefully developed to ensure that the sampling enables us to generalize from a small representative group to a larger one. The LNS is an accepted, reliable and validated survey tool used by many local commands to modify MWR programs and to justify the construction of MWR facilities.

For questions concerning **Smart Compass** contact the **Bureau of Naval Personnel, Code Pers-651**. **Summaries of the local Leisure Needs Survey** results are available in the **MWR office on each Navy base**.

For **Marine Corps Installations** results of the **MWR Construction Program Patron Survey** will be used to provide Marine Corps specific patron desires. Construction Program Patron Survey data is available from the **Commandant of the Marine Corps**.

### **C. Survey Data Already Incorporated in Factors**

The Participation Factors already incorporate the demand implications of the Smart Compass data. Users of these criteria do not need to use any Smart Compass data in applying the demand calculation tables, **except as specified in the Bowling Center and Golf Course criteria**.

The Participation Factors may be revised periodically by NAVFAC HQ, BUPERS, and the Commandant of the Marine Corps (MWR). The most current figures must be used in all demand calculations.

### **3. SPACE ALLOWANCE FLEXIBILITY**

#### **A. Modular Space Allowances**

For many of these criteria, usage demand, capacity requirements and space allowances are calculated separately for component function-areas of the facility, and then totalled to derive overall facility space allowances. This procedure is designed to respond to local variations in the set of activities and spaces provided, and the relative demand for different activities depending on the needs of the installation population. This approach can also accommodate diverse existing facility situations, when considering additions or complementary new facilities.

#### **B. Space Programs versus Facility Allowances**

These criteria are used to determine the total space allowance for a facility. Even though area calculations for functional components of the facility are used in deriving the overall allowance, this does not fix the space sizes of the component program areas of the facility. Local installation decisions, in the space programming and design process, should determine the appropriate allocation of areas for each function-space within the total facility allowance.

#### **C. Local Variation**

Local demand for program activities may depend on a variety of factors, in addition to the overall installation population, including:

- (a) Proportion and relative participation of different user groups among the population.
- (b) Specific program of activities provided.
- (c) Competing on-base and off-base facilities providing similar programs.
- (d) Geographic distribution and accessibility of the user populations.
- (e) Local climate conditions and operating seasons.
- (f) Overseas situations and local customs.

### **4. POPULATION BASIS FOR DEMAND CALCULATIONS**

#### **A. Use Base Loading Data**

Population figures used in the demand calculations should be consistent with projected base loading data. Officers are O-1 through O-10. Enlisted are E-1 through E-9. Authorized Civilians are authorized DoD employees.

#### **B. Deployable Forces**

For facility planning purposes at installations with deployable forces, the active duty demand population is comprised of all the nondeployable population, plus 67% of the deployable population, to reflect time away on deployment. However, calculation of the deployable population may be adjusted based on the actual deployment experience at individual installations.

### **C. Dependent Demand Incorporated in Factors**

Demand for facility use by dependent spouses and youth is already statistically incorporated in the Participation Factors provided in the criteria, as derived from system-wide utilization data.

### **D. Authorized Retirees**

Retirees are all military retirees residing within a 30-minute drive of the installation. In the absence of other available installation data on authorized retiree population, the installation should use the DoD Statistical Report on the Military Retirement System (published by DoD, Office of the Actuary, RCS No. DDM (A) 1375), and apply the data for zip codes within a 30-minute drive of the installation.

### **E. Reservists**

For demand calculations, reservist population should be included with the active duty military populations. Numbers of reservists should be counted according to the percentage factors indicated in Item 4, Reservists, of NAVFAC P-80, Section 740, General Notes, Installation Military Strength.

## **5. RECREATIONAL PLANNING CONTEXT**

**Planning for MWR facilities should involve consideration of the individual facility in relationship to a comprehensive recreational program and facilities plan for the installation.** Consider the following factors, in addition to those relationships specifically indicated in the criteria for each facility:

- If other MWR facilities serving the same user population provide the same program activities, reduce the allowed capacity of the proposed facility by the capacity provided elsewhere at the installation.
- Consider collocating the facility with other recreational facilities providing complementary programs, to provide the users with the increased convenience and attractiveness of clustered activities, and to take advantage of potential savings in support space requirements and operating costs.
- Size and locate an individual facility appropriately to the target population and geographical area its particular function is designed to serve. Convenient access for users should be considered in balance with the need for efficient facility operation and avoidance of duplicate facilities.