



**RECRUITING OFFICE  
STANDARDS**



**U.S. AIR FORCE**

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## A

## VISION STATEMENT

The Air Force Recruiting Office Design Guide defines functional space to increase the productivity and motivation of Air Force recruiters and their customers. It outlines design concepts to improve the quality of life of the recruiters and to reinforce the Air Force's image of professionalism and superior technology.

## B

## PURPOSE

This guide provides guidance to program the design of the overall interior appearance of Air Force recruiting offices. It sets standards for minimum spatial recommendations, functional arrangements, and adjacencies that improve the efficiency of the Air Force recruiting office. It creates guidelines for the selection of interior finishes, furniture, artwork, displays, and signage that update the interior image to appeal to the next generation of Air Force recruits. This document develops standards for equipment and communications that are imperative to the effectiveness of the Air Force recruiters.

Users of the guide include the U. S. Army Corps of Engineers (executive leasing agent for the Department of Defense), the recruiting squadron, procurement officers, contract designers, and any other persons involved in choosing the site, leasing, programming, space planning, and selecting finishes and furnishings.

## C

## SCOPE

The guide sets standards for new and existing offices. While it is sometimes difficult to use all of the spatial concepts in this document in existing facilities, the standards for interior finishes and furnishings are still applicable.

## D

## ACCESSIBILITY AND APPLICABLE CODES

By law, all public spaces, including Air Force recruiting offices, must meet the requirements of the American's with Disabilities Act. Exceptions cannot be made since a parent, spouse, or friend who is disabled may accompany an applicant. The Americans with Disabilities Architectural Guidelines (ADAAG) and the Uniform Federal Accessibility Standards (UFAS) define accessibility requirements. When there is a conflict between these two documents, the design shall follow the more stringent guideline.

The Air Force recruiting office must comply with construction standards of the Department of Defense and the Air Force as well as local commercial building codes. When locations do not fall under commercial building codes, follow the current edition of the Building Officials and Code Administrators (BOCA) code. When there is a conflict between codes and standards, the facility must comply with the more stringent requirements.

## A

EXTERIOR  
ARCHITECTURAL  
CHARACTER

When selecting a location for an Air Force recruiting office, look at the architectural appearance of the potential facility. The facility should reflect a professional image. Select facilities with attractive architectural detailing, when possible. While the style of the building may reflect the local architecture, it still should portray a positive image of the Air Force.

## B

## SITE SELECTION



*Air Force Recruiting Office,  
San Antonio, TX*

### 1. Accessibility and Visibility

Accessibility and visibility must be considered when selecting the site of an Air Force recruiting office. Applicants should be able to enter the parking lot without going around obstacles. Recruiting offices should be located on well-known roads that are easily accessed. Choose facilities that are visible from the street, rather than behind other building structures. Select facilities for which directions will be easy to give. Air Force recruiting offices should have storefront access to maximize visibility to the public. Choose facilities that allow for Air Force recruiting office signage viewable from a major highway or road. Place the Air Force recruiting office signage on the mall marquee and on the front of the facility to enhance visibility.

### 2. Flexibility and Expansion

Select facilities that meet the spatial needs and allow for flexibility in design, to the maximum extent possible. Consider the shape of the space when selecting a facility. Long, narrow facilities require more space for circulation. Wider lease spaces allow for shared circulation by having usable space on either side of the corridor, thus reducing the overall space requirements. Ideally, select a facility with space available for future expansion.

### 3. Location

Location has precedence over spatial issues. Major malls and strip malls are primary locations for Air Force recruiting offices. Locate Air Force recruiting offices in facilities that are near major shopping areas, schools, theaters, fitness centers, or other businesses that attract young adults. Select a site near respectable businesses that present a positive impression of the Air Force.

### 4. Parking

Besides being easy to find and access, facilities need to have adequate parking. Select facilities that do not require applicants to park in spaces allocated for other businesses, in adjacent lots, or across the street. Parking must include ADA parking spaces. Convenient parking is crucial to recruiters who are in and out of the office often.



## A

AIR FORCE  
RECRUITING OFFICE  
FUNCTION

The mission of the Air Force Recruiting Service is to “recruit from a cross-section of America a high quality force responsive to Air Force needs”. The Air Force recruiting office serves as a marketing tool to attract quality people to join the Air Force team in serving the United States of America.

Air Force recruiters inform potential applicants about the opportunities the Air Force provides using videos, pamphlets, personal testimony, and experiences. Air Force recruiters screen applicants through an interview process where they discuss Privacy Act issues. Privacy is crucial to protecting applicants’ rights and obtaining accurate information from the applicant so that valuable time is not wasted on unqualified applicants.

Applicants who pass the screening process fill out an application and the recruiter enters that data into a computer network. The recruiter weighs and measures the height of the applicant. The recruit then watches a mandatory Air Force video and takes a pre-test called the Enlistment Screening Test (EST). Recruits who perform well on the EST are sent to another facility to take the Armed Services Vocational Aptitude Battery (ASVAB).

## B

JUSTIFICATIONS  
OF SPACE  
ALLOCATIONS**1. Function and Productivity**

To maximize usage of available space, separate the areas to serve the different functions. Separating the functions requires more space, but it increases the productivity of the Air Force recruiting office and allows the recruiter to help more applicants concurrently. Design spaces to meet industry standards for circulation and work/activity zones. Use professional references, such as *Human Dimensions & Interior Space* by Julius Panero and Martin Zelnik, for standard dimensions to determine room sizes, circulation patterns, and furniture arrangements.

**2. Privacy**

Separating the functions supports privacy. Recruiters discuss issues that are covered by the Privacy Act, such as health, drug use, criminal records, etc. Privacy is essential to obtain honest information from applicants, thereby increasing the effectiveness of the recruiters.

A private space must be available whether it is a private office or conference room. In small one-person to three-person Air Force recruiting offices, private offices require less space than a conference room. When there are four or more recruiters, provide a conference room for privacy and put recruiters in paneled workstations to conserve space.

Acoustical privacy is especially important for applicants who are testing. Provide walls with a Sound Transmittance Coefficient (STC) of 45 around the testing room. To prevent transmittance of noise between the Air Force recruiting office and other tenants or recruiting services, provide walls that extend to the structure with an STC of 45.

**3. Accessibility**

Accessibility standards set by ADA impact the size of the facility. For example, all public spaces shall provide wheelchair accessibility with a minimum turning diameter of 1500 mm (60 inches). Corridor widths, door widths, clearances adjacent to doors, and other parameters affecting the size of the space are defined in the ADAAG and the UFAS.

## C

### FUNCTIONAL SPACES AND FURNITURE PROVISIONS



Entry View of Glass Walls



Private Office Furniture  
Laminate & Metal Option

photos by Jan Barfield Photography

### 1. Entry

People enter the facility into an entry that should have storefront access. This space serves as a waiting area for recruits, viewing area for mandatory basic training videos and display area for U.S. Air Force marketing tools. Provide the following furniture items and accessories:

- Waiting area seating for 3-4 persons with durable upholstery on a cushioned seat shall be stackable with wall saver feature. Chairs should be light enough to move easily.
- End table
- Multi-media computer. Recruits use the multi-media computer for viewing mandatory recruiting videos and flight simulation programs. The multi-media computer will run marketing videos when not in use; therefore, it should be visible from the storefront to attract attention from outside the Air Force recruiting office.
- Mobile, computer workstation, with shelf underneath, keyboard shelf and grommets in work surface and back of unit.
- Task chair to match waiting chairs
- Freestanding display rack for brochures and magazines. (Refer to Chapter V for photo of display rack)
- Miscellaneous marketing items listed in Chapter V
- Window coverings on storefront windows. Provide roller shades or horizontal blinds.

### 2. Private Office(s)

Provide a private office with floor to ceiling walls for each recruiter. This not only provides privacy to discuss sensitive issues, but also eliminates the constant disruptions caused by an open office plan. Locate the office(s) adjacent to the entry. In long narrow lease spaces, locate the second office directly behind the first office. (See floor plans in Section G of this chapter for examples.) When possible, all offices should have a glass wall to view the entry and waiting area. These glass partitions can be from a systems furniture manufacturer or custom built locally. Provide the following furnishings:

- L-shaped desk with P-shaped conferencing end, phone/data ports and electrical outlets on work surface, and wire management tray
- Pedestal with two file drawers and one pencil drawer
- Provide overhead storage bins that can be supported on the work surface or wall-mounted
- Below bins, provide fabric-covered tack board
- Wardrobe/storage unit with coat storage, two lateral file drawers, and hanging file folders.
- High or mid-back task chair; pneumatic seat height adjustment; lumbar support; adjustable height arms; synchronized tilt with forward tilt tension; forward following tilt mechanism; variable position tilt stop; casters; and lockable, five-star pedestal base.
- Seating for 3 persons that compliment the task chair
- Waste basket
- Wall-mounted clock



Testing Room



Ganged Testing Tables



Service Area

### 3. Testing Room

Recruits use this enclosed room for taking a pre-qualifying test. Recruiters view the progress of testing applicants through a window in the door or a sidelite, a long, vertical window that is adjacent to the door. When possible, locate the testing room away from the entry and storefront windows. In some offices, the recruiter may prefer to relocate the mobile multi-media computer in the testing room for viewing mandatory videos about the Air Force. Provide the following items:

- D-shaped table, 600mm x 1200mm (24" x 48"), with laminate top, and four legs. Provide adjustable height table on casters that can be ganged for conferencing.
- Side chairs to match waiting chairs in the entry, so the chairs can be moved from one room to the other.

*Note:* One-person offices need furniture for one testing applicant. Provide two desks and chairs in a two-person office.

- Horizontal blinds with 25mm (1") slats on the window in the door or sidelite. If locating the room on the storefront is unavoidable, provide window treatments that block 100% of the view for privacy.
- Fabric-covered bulletin board.

### 4. Storage/Work Area

The storage/work area is used for storing brochures, marketing items, and supplies. Preferably, locate this space at the rear of the facility. Enclose the storage/work area with a door except when the configuration of the leased space necessitates incorporating storage within the circulation space. A fax/printer/copier/scanner will sit on a work counter, which is also used for collating mailings and storing supplies. Provide the following items:

- Closed, built-in shelving, a minimum of 2100 mm (84") long and 400 mm (15") deep, with 4 shelves.
- Work counter, 1200mm (48") long and 600 mm (25") deep with closed storage below.
- Four drawer vertical or lateral file cabinet.
- Scale and height measurement device. Scale must be on a hard floor surface, not carpet.
- Paper shredder.

### 5. Service Area

Recruiters use the service area for storing complimentary beverages for applicants and their guests. When possible, locate the service counter next to or near the restrooms to reduce the cost of plumbing. The service area can be located within the storage/work area. Provide the following items:

- Service counter at least 1200 mm (48") wide by 600 mm (25") deep with enclosed cabinets below and 300 mm (12") deep overhead cabinets. Countertops shall be high-pressure laminate. Base cabinets can be wood or laminate.
- Waste basket
- Small sink
- Coffee Pot
- Under-counter refrigerator
- Small microwave
- Water heater

## **6. ADA Restroom**

Provide a unisex restroom that is ADA accessible with a locking door. It is not necessary to provide a restroom in the Air Force recruiting office if the facility provides an ADA accessible restroom nearby. Collocated recruiting offices and indoor malls normally have a shared corridor to a restroom that is ADA accessible. The restroom requires the following equipment:

- Soap dispenser
- Toilet paper dispenser with paper storage for one roll
- Coat hook on inside face of door
- Paper towel dispenser
- Water closet
- Lavatory
- Grab bars
- Tilted or lowered mirror to meet ADA
- Waste basket
- Sanitary napkin dispenser

## **7. Shower Room**

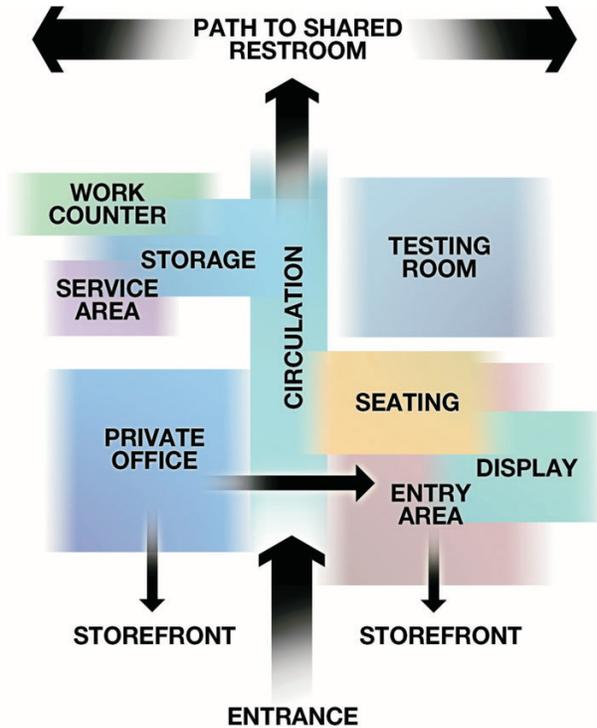
When it is feasible, provide a shower in a two or more person Air Force recruiting office, unless another shower is available to recruiters. A shower adds to the quality of life of the recruiters who exercise to meet Air Force fitness standards and need access to a shower off base. This space does not have to be ADA accessible as it is for recruiters only. Provide the following amenities within the shower room:

- Soap holder
- Towel bar
- Shower stall and door
- Robe hook
- Mirror over sink
- Full length mirror on back of door
- Sink

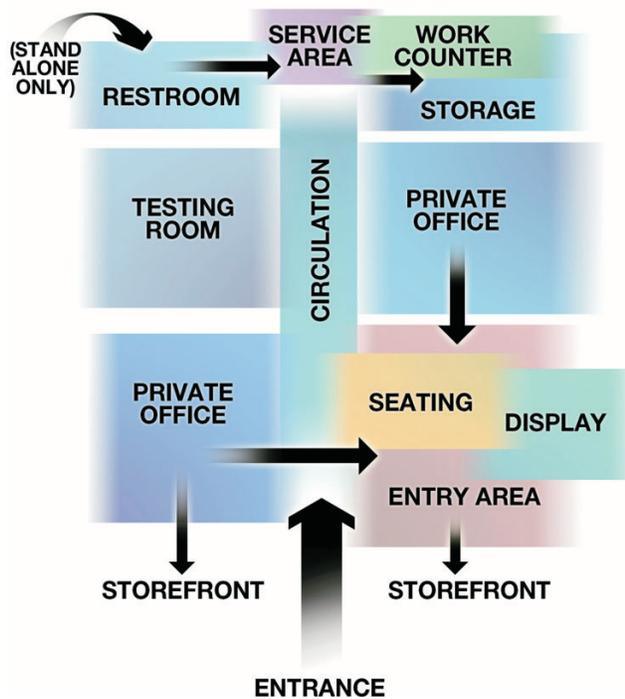
D

ADJACENCY  
DIAGRAM

One-person Air Force Recruiting Office, Collocated



Two-person Air Force Recruiting Office, Stand-alone



## E

### FURNITURE QUALITY STANDARDS

The Air Force recruiting office is a marketing tool for recruiting people into the Air Force. The Air Force is competing with technological industries and colleges, which present impressive work environments. The Air Force recruiting office should promote the “state of the art” image of advanced technology and science to compete with other industries for employees. High-tech furniture is an important part of the overall design. This guide gives direction for the specification of furniture that is durable and well constructed while enhancing the high-tech image of the Air Force. The durability and construction of the furniture is as important as the aesthetics. Select furniture with a life-time warranty, when possible. The materials and finishes must stand up to heavy abuse and frequent dismantling, as offices relocate frequently.

#### 1. Metal Furniture Components

Use of metal furniture is preferred to promote the high-tech image of the Air Force recruiting office. Consider the following when selecting metal furniture:

- Metals are appropriate for desk bases, filing, contemporary side chairs, and task chair bases, when it is appropriate to the climate.
- Use steel when strength is necessary. Steel should be properly treated with a plating or painting process to prevent rust.
- Aluminum is not as strong as steel but is affordable and rust resistant. Use aluminum in areas where humidity and sea air are a factor, as most metals will corrode.
- Avoid metal finishes that may chip, as this usually leads to rust and corrosion.
- Select metals that are 1.5mm (16 gauge) or lower, as lower gauges are thicker.
- Choose either welded or bolted connections on metal furniture.

#### 2. Wood Furniture Components

Wood is acceptable for side chairs, end tables, the computer workstation, freestanding desks, and other accessories. Look for the following characteristics when specifying wood furniture:

- Pieces constructed of solid wood veneers, hardwood solids, or five-ply lumber core with wood veneers
- Oak or equal durable hardwood for all solid parts and veneers
- Avoid specifying products using particleboard



*Computer Workstation*  
photo by Versteel



*Data/Phone and Power Outlet  
on Work Surface*  
photo by KI



*Waiting Chair, can be used as  
Office Side Chair*  
photo by Herman Miller

### 3. Freestanding Desks and Tables

Provide desks and tables that meet the standards of construction outlined in Chapter 2, Furniture Systems, Desk Based Furniture System Guide (<http://www.afcee.brooks.af.mil/dc/dcd/interior/intdespu.asp>).

- Metal desks and tables with laminate work surfaces usually are more affordable than wood while still being strong and durable. Many products are available that promote a contemporary design. Laminate selections and hardware can enhance the high-tech appearance.
- Wood desks and tables are appropriate when it fits within the budget, but should promote a high-tech image. Avoid products with traditional detailing. Wood is preferred for vertical surfaces and laminates are best for work surfaces, as they wear better and resist scratches. Avoid melamine surfaces as they wear poorly.
- Whether specifying metal or wood desks, be consistent by selecting similar finishes on all furniture items.
- Specify desks with power connections at the work surface to allow for easy connection.
- Choose work surfaces with rolled, soft edges for comfort.
- Select drawers that have full extension, stop action, and progressive slides with precision ball bearings. Drawers with no metal-to-metal connections are necessary for smooth, quiet operation. Provide lockable drawers that are keyed alike within each office and have removable cylinders for re-keying.

### 4. Filing

- Lateral file storage should have front-to-back and side-to-side filing options.
- Specify all filing with glides or leveling devices to ensure drawers and doors open properly.
- Choose file cabinets that are electrostatically painted at the factory.
- Use filing cabinets manufactured with rolled metal that is seamless on three sides and rounded at the corners for a smooth finish.
- When wood file cabinets are appropriate, use veneer surfaces and hardwood edges.
- Select filing with an interlock system on drawers so that only one drawer will extend at one time.
- Drawers should have ball-bearing suspension systems with anti-rebound devices.

### 5. Waiting Chairs

- Select chairs that have metal frames or kiln-dried hardwood.
- Number one common or better grade hardwoods with uniform grain and color are appropriate for exposed parts of wood chairs. Specify chairs that have carefully fitted and secured dowels at the frame joints. Frames need to be reinforced with corner blocks mitered to fit securely.
- Select chairs that can be field reupholstered and repaired.
- Chairs shall be lightweight for ease of moving.
- Specify stackable chairs that have a wall saver option, to protect wall finishes.
- Upholstered chairs with high-density foam cushions are preferred for comfort.



Task Chair  
photo by Herman Miller

## F

### SPECIAL CONSIDERATION FOR RENOVATION PROJECTS

#### 6. Task Chairs

Ergonomics is a key factor when choosing task chairs. Look for the following characteristics:

- Five-prong base chairs with lockable casters, for stability and mobility
- Casters composed of a dual-hard wheel for use on carpet
- Adjustable height seat, to fit multiple body types
- Forward following tilt mechanism with locking capabilities
- Adjustable height arms. Provide chairs with replaceable arms that can be repaired in the field. Molded plastic arms are easier to maintain.
- Select chair frames in chrome or a powder coated epoxy

#### 7. Office Side Chairs

Office side chairs should coordinate with the task chair or be the same as the waiting chair from the entry.

#### 8. Upholstery

Durability is most important to the selection of fabrics. The following criteria pertain to the selection of fabrics:

- A minimum of 50,000 double rubs according to the Wyzenbeek Test for durability
- Treat upholstery with soil retardants to improve maintenance and reduce staining
- Use mildew resistance treatments when humidity is a problem

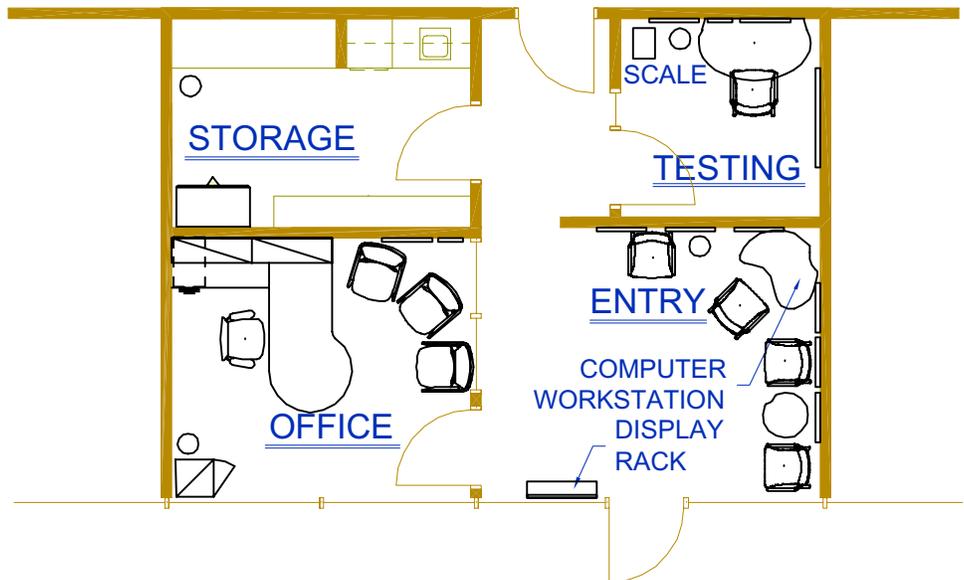
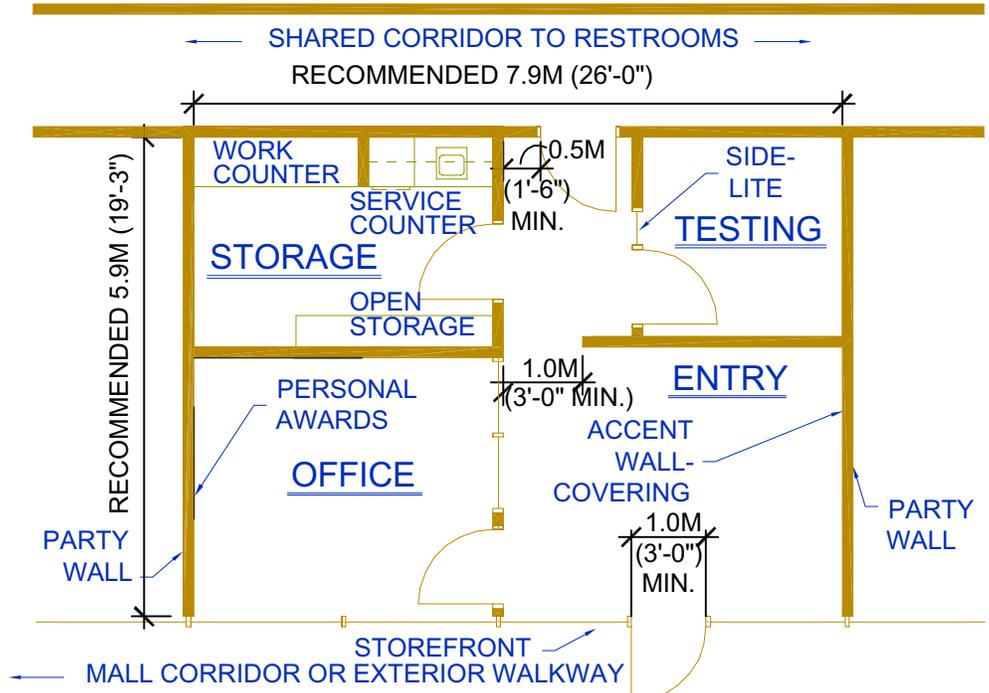
When renovating an existing Air Force recruiting office, spatial limitations are a factor. The most important functional goal of the design is to provide acoustical privacy for testing and recruiters. If there is not enough space to provide a hard-wall office, systems furniture is an alternative. Provide an acoustical panel workstation that accommodates a task chair, desk, secondary work surface, and three guest chairs. Panels adjacent to the entry should have a vision panel, so the recruiter can see who is waiting in the entry. Also, the marketing function of the office is crucial and should include the multi-media computer display in the entry or, at the least, the testing room.

In renovation projects, it is not always possible to implement all of the spatial recommendations of the guide. But every office renovation project needs to include upgrading the finishes, signage, and furniture listed in the guide to promote the high-tech image and professional appearance desired by the Air Force.

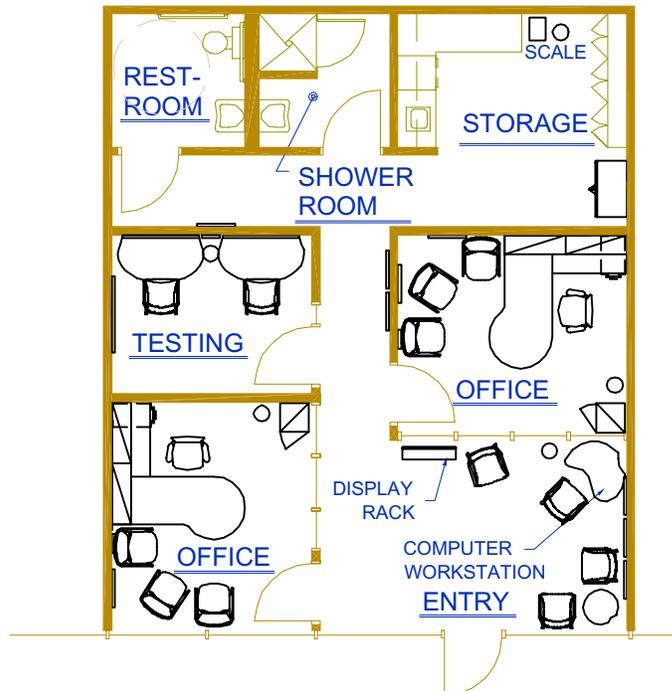
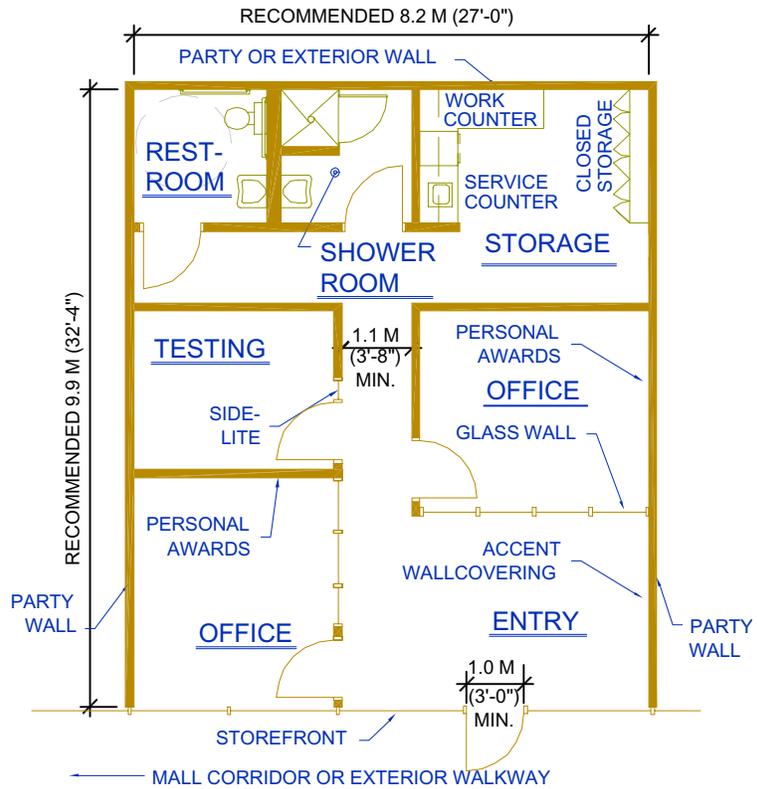
G

TYPICAL FLOOR PLANS & FURNITURE PLANS

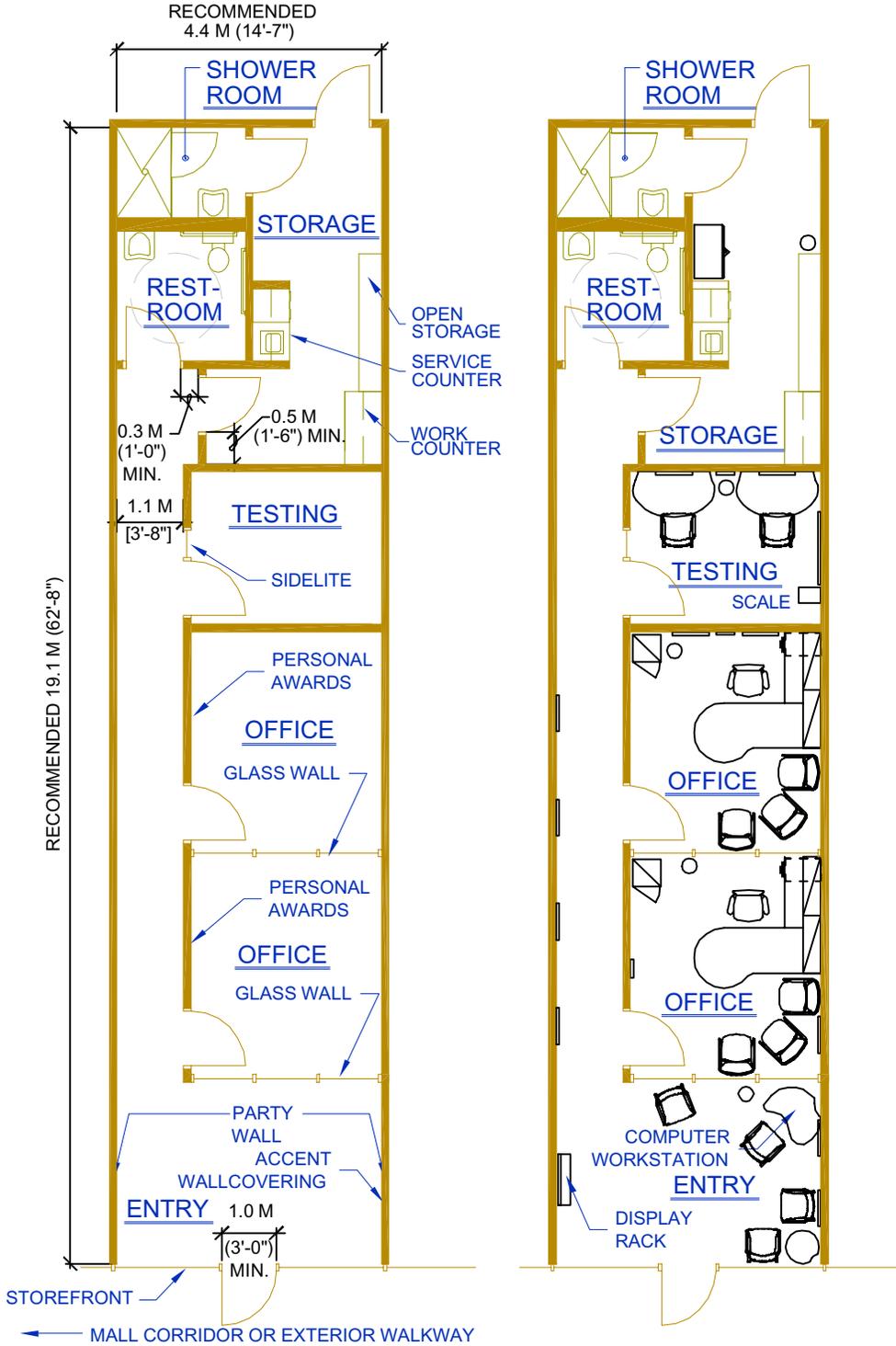
One-person Air Force Recruiting Office, Collocated



## Two-person Air Force Recruiting Office, Stand-alone – Option 1



# Two-person Air Force Recruiting Office, Stand-alone – Option 2



H

**SPACE ALLOCATIONS**

**Table 3.1**

Square Meter (Useable Square Footage) & Space Allocations (dimensions are approximate)				
AREA	STAND ALONE	COLLOCATED (or similar facility w/ access to ADA restrooms)	STAND ALONE	COLLOCATED (or similar facility w/ access to ADA restrooms)
Entry	10.2m <sup>2</sup> (110ft <sup>2</sup> )	10.2m <sup>2</sup> (110ft <sup>2</sup> )	10.2m <sup>2</sup> (110ft <sup>2</sup> )	10.2m <sup>2</sup> (110ft <sup>2</sup> )
Testing	6.0m <sup>2</sup> (65ft <sup>2</sup> )	6.0m <sup>2</sup> (65ft <sup>2</sup> )	7.9m <sup>2</sup> (85ft <sup>2</sup> )	7.9m <sup>2</sup> (85ft <sup>2</sup> )
Storage/Work Room	6.0m <sup>2</sup> (65ft <sup>2</sup> )	6.0m <sup>2</sup> (65ft <sup>2</sup> )	7.0m <sup>2</sup> (75ft <sup>2</sup> )	7.0m <sup>2</sup> (75ft <sup>2</sup> )
Office(s)	11.7m <sup>2</sup> (125ft <sup>2</sup> )	11.7m <sup>2</sup> (125ft <sup>2</sup> )	23.3m <sup>2</sup> (250ft <sup>2</sup> )	23.3m <sup>2</sup> (250ft <sup>2</sup> )
Service Area	2.8m <sup>2</sup> (30ft <sup>2</sup> )	2.8m <sup>2</sup> (30ft <sup>2</sup> )	2.8m <sup>2</sup> (30ft <sup>2</sup> )	2.8m <sup>2</sup> (30ft <sup>2</sup> )
<b>Net Square Meters</b>	<b>36.7m<sup>2</sup> (395ft<sup>2</sup>)</b>	<b>36.7m<sup>2</sup> (395ft<sup>2</sup>)</b>	<b>51.2m<sup>2</sup> (550ft<sup>2</sup>)</b>	<b>51.2m<sup>2</sup> (550ft<sup>2</sup>)</b>
Circulation	13.2m <sup>2</sup> (142ft <sup>2</sup> )	14.2m <sup>2</sup> (153ft <sup>2</sup> )	20.9m <sup>2</sup> (225ft <sup>2</sup> )	19.3m <sup>2</sup> (208ft <sup>2</sup> )
Shower Room (Optional)	N/A	N/A	3.3m <sup>2</sup> (35ft <sup>2</sup> )	N/A (If access to collocated shower)
Restroom	4.7m <sup>2</sup> (51ft <sup>2</sup> )	N/A	4.7m <sup>2</sup> (51ft <sup>2</sup> )	N/A
Wall Thickness	2.5m <sup>2</sup> (27ft <sup>2</sup> )	2.5m <sup>2</sup> (27ft <sup>2</sup> )	5.0m <sup>2</sup> (54ft <sup>2</sup> )	51.2m <sup>2</sup> (550ft <sup>2</sup> )
<b>Gross Square Meters</b>	<b>57.1m<sup>2</sup> (615ft<sup>2</sup>)</b>	<b>54.5m<sup>2</sup> (575ft<sup>2</sup>)</b>	<b>85.1m<sup>2</sup> (915ft<sup>2</sup>)</b>	<b>74.4m<sup>2</sup> (800ft<sup>2</sup>)</b>

The net areas shown in the table are the functionally necessary spaces for an Air Force recruiting office. Net area calculations are determined by furniture arrangement, number of occupants and circulation patterns. The gross area includes optional spaces such as the shower room and restroom. Gross area includes circulation and wall thickness, which may fluctuate depending on the shape of the lease space and the number of rooms. For example, long narrow facilities require more circulation than wider spaces to access rooms in the back of the facility. Wider facilities allow circulation to be shared.

## A

## INTERIOR IMAGE



*Blue/Red Color Scheme with Metallic Accents*

*photo by Jan Barfield Photography*

## B

## INTERIOR CONSTRUCTION STANDARDS

## 1. General

This design guide sets the design standard for Air Force recruiting offices. Perhaps the most important outcome of this design standard is to establish and promote a corporate Air Force image. The interior finishes should create an image that is professional and high-tech. It should appeal to young adults in a way that is intriguing and exciting while reflecting the Air Force's pursuit of excellence.

## 2. Color Scheme

The color scheme should reflect this high-tech image while associating with the Air Force. Include blue in the carpeting and furnishings. Use red as a minimal accent color for items such as ceramic tile accents, desk accessories or matting on artwork. Use beige, warm gray, silver or gray-blue for wall paint and wall coverings. Brushed chrome, stainless steel, or other metallic finishes are appropriate to use on chair rails, hardware, and furniture. Gunmetal or graphite colors are good choices for base cabinet laminates and trim on furnishings, as well. Interior window and door frames can be aluminum or match the adjacent storefront finish. An aluminum trim piece must be provided at the top of walls to provide a smooth transition from wall to ceiling. Use aluminum light switches and electrical outlet covers, as well. In climates exposed to corrosive sea-air, use wood or powder-coated finishes rather than clear metal. Use vinyl wall coverings and high-pressure laminates that are available in high-tech, metallic looking finishes.

## 1. General

While the overall appearance of the facility is important, durability, maintenance, sustainability, and cost take precedence. Use materials that are environmentally friendly, such as those made from recycled products or are biodegradable. Look for products whose manufacturing processes are less polluting to the environment. Avoid products that emit volatile gases or other pollutants that cause "Sick Building Syndrome". For further information, see the Air Force Interior Design Guides website at [www.afcee.brooks.af.mil/dc/dcd/interior/intdespu.asp](http://www.afcee.brooks.af.mil/dc/dcd/interior/intdespu.asp). Chapter 5, Ergonomics in the Work Environment gives guidance on environmental issues. Chapter 4, Interior Design Principles, provides direction on interior design and finish selections. Chapter 6, Engineering Technical Letter, Air Force Carpet Standards contains minimum standards for all Air Force Facilities.

## 2. Flooring

- Carpet— Select attractive, quality, nylon carpet to improve the professional look of the office. Use patterned, textured, multi-colored carpeting in dark colors to hide stains. Carpet tile and broadloom are both acceptable. For Air Force carpet standards, see the Air Force Interior Design Guides website at [www.afcee.brooks.af.mil/dc/dcd/interior/intdespu.asp](http://www.afcee.brooks.af.mil/dc/dcd/interior/intdespu.asp). Chapter 7 is the Carpet Selection Handbook for guidance on the selection, installation, and maintenance of carpeting.
- Vinyl Composition Tile— Use 300mm x 300mm (12" x 12") tile, 3.2mm (1/8") gauge, pattern to go full depth of tile.
- Ceramic or Porcelain Tile— Provide tile that is water and slip-resistant.

### 3. Base

- Resilient Base— Provide rubber cove base that is 100mm (4") high and 3.2mm (1/8") thick. Use resilient base wherever carpet or vinyl composition tile is installed. Select a color that blends with the door and window frames; for example, use a gray/beige base with an aluminum door and frame trim.
- Ceramic or Porcelain Tile— Provide tile that is water and slip-resistant.

### 4. Walls

- Vinyl Wall Covering—Select fabric-backed vinyl wall coverings with patterns that are high-tech yet professional looking. Select vinyl wall coverings that are Type II and have a Class A fire rating (NFPA 101). In humid climates, avoid using vinyl wall coverings on the inside of exterior walls, as the wallboard may deteriorate. Wherever possible, stop wall coverings on an inside corner. When this is not feasible, provide clear corner guards at outside corners to protect exposed edges. Vinyl wall covering may be installed in the entry for an upscale look.
- Painted Gypsum Wall Board— For general areas, use latex paint for all painted surfaces. Specify an orange-peel or texture over gypsum wallboard. Paint walls with a satin or eggshell finish.
- Chair Rail (Optional)— Select profiles and finishes for the chair rail that promote a high-tech image. Molded plastic with a metallic finish is a suggestion. Mount chair rails to coordinate with the back height of the side chairs. Chair rails may be used in the entry or the private offices to protect the walls and enhance the space. Do not use a chair rail if the horizontal mullions can not align with the chair rail height. In this situation, specify a side chair that will not damage the walls.
- Glass Partitions— Provide full height glass walls in the recruiter's office to allow recruiters full visibility of the entry. Use clear glazing on the upper portion of the wall and frosted windows along the bottom to block the view under the recruiter's desk. Horizontal members of the window frame shall align with the chair rail, if provided.
- Ceramic or Porcelain Tile— Provide tile that is water and slip-resistant at wet walls.

### 5. Ceiling

- Acoustical Ceiling Tile— Remove stained, sagging or damaged ceiling tiles. New acoustical ceiling tiles only match within a production run, so replace damaged tiles with relocated existing tiles and put all new tiles in a room together. When the majority of the tiles are damaged, replace all the tiles with a tegular-edge, medium-textured tile in the size appropriate for the existing ceiling grid. Paint the ceiling grid as necessary. When the grid is 600mm x 1200mm (24" x 48"), choose a tile that is scored to look like a 600mm x 600mm (24" x 24") ceiling tile. Tegular-edge tiles that are scored provide an upscale appearance.
- Painted Gypsum Wall Board— Provide water-resistant gypsum wall board at showers. Paint gypsum wall board with semi-gloss latex or alkyd-based paint on wall board and other painted surfaces.
- Trim piece— Provide a trim piece where the dry wall meets the ceiling, for a smooth transition.

### 6. Shower Construction

- Use shower stalls with ceramic tile walls and ceramic tile floors; pre-cast, cast-in-place, or pressure-molded receptors; or gel-coated, glass fiber reinforced, polyester resin (ANSI Z124.1) with integral molded receptor and walls.
- Specify shower doors with opaque plexi-glass.
- Provide flow-control devices on shower heads.
- Consider selecting hardware items with standard lifetime finishes.



*Tegular-edge Ceiling Tile*  
photo by Armstrong Ceiling Systems

- Use integral accessories as much as possible and ensure finish coordination between fixtures and tile.
- Provide proper powered mechanical ventilation in shower room.
- When feasible, provide bathroom heat lamps with timer controls located with other light switches.
- Collocate wet (plumbing) walls as much as possible without sacrificing livability or quality of spaces.
- Provide a quad-plex GFCI outlet above the vanity countertop, but no higher than 1500mm (60") above the floor.
- Provide GFCI electrical circuits per code.

## **7. Window Coverings**

- Window coverings provide light control, energy savings, increased worker productivity and very low maintenance.
- Use roller shades or horizontal blinds on exterior windows.
- Select roller shades that have vinyl-coated fiberglass in the warp for dimensional stability and vinyl jacketed polyester in the fill for shading characteristics and color variety.
- Select a fabric for roller shades that allows in 10-15% of the outdoor light.
- Select a roller shade with aluminum extrusions in dark bronze, clear anodized, or other color that matches the window frames or coordinates with other finishes within the space.
- Use horizontal blinds with 25mm (1") aluminum slats.
- Select horizontal blinds that repel dust and resist corrosion, sagging and fading.

## **8. Lighting**

Generally, upgrading the light fixtures is not included in the remodel. But even if the existing fixtures remain, adding a few light fixtures to accent displays in the entry is ideal. Consider the following:

- Fluorescent fixtures, 600mm x 1200mm (24" x 48") with T8 lamps, high-frequency electronic ballasts, and parabolic lenses are preferred for energy efficiency and reduced glare.
- Use compact fluorescent or incandescent downlights to accent walls and displays, when possible.
- Track lighting with MR16 lamps is another way of accenting walls.

## **9. Miscellaneous Finishes**

- Hardware- Use natural, brushed aluminum or chrome for ease of maintenance, accept when reusing existing hardware of another finish.
- High Pressure Laminate- High pressure laminates with high-tech patterns are appropriate for exterior surfaces of cabinets and countertops. Use neutral, solid colors for the interior of millwork. For horizontal surfaces, use 1.3mm (.05") thick high pressure laminate. For vertical surfaces, specify .71mm (.028") thick high pressure laminate or metal laminate, as appropriate.
- Door Frames- Brushed aluminum frames are recommended. Hollow metal or wood door frames with a semi-gloss latex paint can also be used. Avoid traditional-style wood moldings.

**A**

**INTERIOR FINISH SCHEDULE**

**Table 4.1**

AREA	FLOOR			BASE		WALLS				CEILING		REMARKS
	Carpet	Vinyl Composition Tile	Ceramic or Porcelain Tile	Resilient Base	Ceramic or Porcelain Tile	Painted Gypsum Wall Board	Vinyl Wall Covering	Chair Rail (Optional)	Water-impervious Finish	Acoustical Ceiling Panels	Painted Gypsum Wall Board	
Entry	■		■	■		■	■	■		■		1 & 2 or 3
Testing	■			■						■		
Storage/Work Room		■		■						■		
Service Area		■		■						■		
Corridor	■			■						■		
Office	■			■						■		
Restroom			■		■					■		
Shower Room			■		■				■		■	4, 5, 6

Remarks:

1. Provide tile walk-off area at door and transition to carpet.
2. Vinyl wall covering on accent wall.
3. Paint above chair rail & vinyl wall covering below.
4. Provide water-impervious wainscot, to a minimum of 1800mm (72") above the finished floor, at shower enclosure only.
5. Use water-resistant gypsum wall board on all walls and ceilings.
6. Refer to Section B.6 of this chapter for construction and finish of shower stall.

## Marketing Air Force Recruiting

### A

#### INTERACTIVE VIDEO DISPLAY

The Air Force recruiting office is a marketing tool for the Air Force. Everything within the office should promote a professional image and advanced technology. A multi-media computer will serve as a marketing and educational device providing information about the Air Force opportunities. Recruits use this computer for viewing Air Force marketing videos and the mandatory basic training video, interacting with the Air Force web site, and using flight simulation programs. The computer must be capable of accepting virtual reality hardware. A recommended virtual reality program is one that allows recruits to select an Air Force base to visit “virtually” via computer. Recruits are able to visit exotic places around the world.

### B

#### DISPLAYS AND ARTWORK



Brochure Display Rack  
photo by Peter Pepper

Displays and artwork are an important part of the overall design concept. Display Air Force lithographs in the entry. All displays, artwork, notices, paper, etc. shall be framed or pinned to bulletin boards, rather than being pinned or taped to the walls. The offices should look uncluttered and professional. Use aluminum



Recruiting Symbol

frames in a metallic finish that coordinates with other finishes within the space. In locations where corrosion is a problem, powder-coated or wood finishes are appropriate. Use fabric-covered bulletin boards rather than cork for pictures of recruits and notices. Mount personal artwork, plaques, and awards to walls in the private offices. Do not mount any artwork or awards above the height of the door frames. Provide a U.S. flag and floor-mounted flag pole. Frame marketing posters that advertise benefits, bonuses, education, and travel opportunities to display in the entry. Disposable clear plastic cups with Air Force symbols serve a function while adding to the professional atmosphere. Mannequins in uniform and model airplanes promote the Air Force’s image, heritage, and future.

### C

#### STOREFRONT SIGNAGE



Custom Signage Printed on Louver Blinds  
photo by Jan Barfield Photography

Except for recruiters who are in the field, storefront signage is the first contact the Air Force has with potential recruits. Supply signage that is clear, concise, attractive, and noticeable. In areas of the country where sunlight can be intense, apply the Air Force recruiting symbol to perforated roller shades that cover the storefront windows screening outside light. In regions with limited sunlight or indoor malls, apply a vinyl film sign of the Air Force recruiting symbol to the entire length of the storefront windows. Center the word, “U.S. AIR FORCE”, in neon under the symbol. On the front door, apply a frosted image of the Air Force recruiting shield. Maximize the size of signage to fit within the allocated space for optimum affect. Include a smaller vinyl film sign on the window that says, “Voter Registration Location”. Avoid cluttering the windows with small images that detract from the overall appearance of the facility. Place an electronic marquee in the window with the names of the recruiters, an 800 number, the hours of operation, messages pertaining to recruiting bonuses, and a time the recruiter will return if the office is closed.

## Automation and Communication Equipment

**A**

**QUALITY STANDARDS**

Provide equipment that is high quality and “state of the art”. Select equipment that has long warranties and requires little maintenance. Whenever possible, standardize on one model and manufacturer to make ordering parts and replacement cartridges easier for the procurement officer. Use multi-functional equipment as it takes up less space and is more cost effective. Keeping up with current technology through automation increases the productivity of the recruiters.

**B**

**EQUIPMENT CHART**

**Table 6.1**

AREA	AUTOMATION EQUIPMENT							COMMUNICATION EQUIPMENT					
	Multimedia Computer	Countertop Printer/Fax/Scanner/Printer	Desktop Printer per Recruiter	Postage Scale	Docking Station/Notepad Computer	Shredder	Under-counter Refrigerator	Cellular Telephone	Dedicated Fax Line	DSL Data Port	Telephone	Network Capabilities	Doorbell
Entry	■									■		■	■
Testing										■		■	
Storage/Work Room		■		■		■			■				
Service Area							■						
Corridor													
Office(s)			■		■			■		■	■	■	
Restroom													
Shower Room													

A

LIST OF GUIDANCE  
DOCUMENTS

Table 7.1

ACRONYM	REFERENCE
	Air Force Environmentally Responsible Facilities Guide (draft copy)
	Air Force Interior Design Publications at: <a href="http://www.afcee.brooks.af.mil/dc/dcd/interior/intdespu.asp">http://www.afcee.brooks.af.mil/dc/dcd/interior/intdespu.asp</a> Chapter 4, Interior Design Principles Chapter 5, Ergonomic & Environmental Guide Chapter 6, Engineering Technical Letter, Air Force Carpet Standards Chapter 7, Carpet Selection Handbook Chapter 11, Acquisition Guidance
ADAAG	Americans with Disabilities Architectural Guidelines at <a href="http://www.adaag.com">http://www.adaag.com</a>
BOCA	Building Officials and Code Administrators, most current edition
	DoD Directive No. 5160.58, Recruiting Facilities, dated 21 Mar. 86
	DoD Military Recruiting Facilities Program Space Management Guide, Nov.99
FAR	Federal Acquisition Regulations
	Federal Supply Schedules
	<i>Human Dimensions &amp; Interior Space</i> by Julius Panero and Martin Zelnik
NFPA	National Fire Protection Association
NFPA 101	Life Safety Code
AFH 32-1084	Standard Facility Requirements
UBC	Uniform Building Code
UFAS	Uniform Federal Accessibility Standards

**B****TERMINOLOGY****Table 7.2**

<b>WORD/ACRONYM</b>	<b>DEFINITION</b>
ADA	Americans with Disabilities Act
ASVAB	Armed Services Vocational Aptitude Battery
Collocation	Air Force recruiting office located with other armed services, usually share facilities such as restrooms
DoD	Department of Defense
EST	Enlistment Screening Test
STC	Sound Transmittance Coefficient
Stand Alone Facility	Air Force recruiting office located in a facility by itself. (ADA restroom required.)
Wyzenbeck Test	An abrasion test for fabric that measures the number of times the machine rubs a fabric before it shows wear