

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, DC, 11 July 1973

ARMY REGULATION

No. 1-39

S/S 11 Jun 75

ADMINISTRATION  
DEFENSE SUPPLY SERVICE—WASHINGTON

Effective 15 August 1973

*This regulation prescribes the mission, functions, and responsibilities of the Defense Supply Service—Washington (DSS-W). It also prescribes standards for office furniture and furnishings. Local supplementation of this regulation is prohibited except upon approval of the Office, Secretary of the Army.*

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\*This regulation supersedes AR 1-39, 12 November 1971, including all changes.

## CHAPTER 1

### GENERAL

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**1-1. Purpose.** *a.* This regulation prescribes the mission, functions, and responsibilities of the Defense Supply Service—Washington (DSS-W), which include:

(1) Centralized administration of appropriated funds for Departmental supply and service expenses, as well as guidance for appropriate budgeting and funding for serviced field agencies at the Seat of Government.

(2) Policies and procedures for administrative procurement, service and supply for Army agencies, activities and installation serviced by DSS-W.

(3) Management of public property in use in Army agencies, activities, and installations serviced by DSS-W.

(4) Accountability for public property in use in Headquarters, Department of the Army.

*b.* The regulation also prescribes standards for office furniture and furnishings.

**1-2. Applicability.** All provisions of this regulation are applicable to Headquarters, Department of the Army and to all agencies, activities, and installations at the Seat of Government serviced by DSS-W. Office furniture and furnishings standards included in appendix A are applicable to all Army activities in the National Capital Region (NCR).

**1-3. Administration.** Administration of DSS-W will be based upon Department of Defense directives and instructions, the Armed Services Pro-

curement Regulation, mandatory regulations of the General Services Administration, applicable Army Regulations, and such other regulations as may be prescribed by the Administrative Assistant to the Secretary of the Army or the Director, DSS-W.

**1-4. Supply coordinators.** A supply coordinator and necessary alternates will be appointed within each Administrative Service Center, within each field activity, and within each DA Headquarters activity not serviced by an Administrative Service Center. Subject to appropriate administrative controls, supply coordinators will review, approve, and process Administrative Service Requests (DD Form 1262) for supplies, materials, and services, and serve as liaison between their organizations and DSS-W. A Signature Card (DD Form 577) must be executed and submitted to DSS-W for each appointed supply coordinator and alternate.

**1-5. Fiscal officers.** A fiscal officer and alternate will be appointed for each agency furnishing a fund citation on DD Form 1262. A Signature Card (DD Form 577) must be executed and submitted to DSS-W for each appointed fiscal officer and alternate. Any DD Form 1262 showing fund citations must have signatures of both the supply coordinator and the fiscal officer.

**1-6. Forms.** All forms for which there is a requirement established by this regulation may be obtained through normal publications supply channels.

## CHAPTER 2

### MISSION, RESPONSIBILITIES, AND FUNCTIONS

**2-1. Authority.** Department of Defense Directive 5160.3 assigned to the Secretary of the Army responsibility for the operation and administration of a central service within the Department of Defense at the Seat of Government for the efficient and economical performance of administrative procurement, supply, contractual, and related services functions for all Department of Defense agencies located at the Seat of Government. This responsibility has been reassigned to the Director, Defense Supply Service—Washington (DSS-W).

**2-2. Mission.** DSS-W operates, directs, plans, coordinates, and administers a central service for the performance of administrative procurement, supply, contractual, and related services for DOD agencies, activities, and installations located at the Seat of Government. Procurement by DSS-W serviced agencies other than by or through DSS-W is not authorized.

**2-3. Responsibilities.** *a.* The Assistant Secretary of Defense (Comptroller) provides fiscal policy, direction, establishes appropriate financing arrangements, and coordinates, as appropriate, the administrative service policies and relationships among and between activities at the Seat of Government for which these services are provided.

*b.* The Director, DSS-W, under the direction of the Administrative Assistant to the Secretary of the Army, through the Coordinator for Headquarters Services—Washington plans, directs, coordinates, and controls DSS-W as a whole, determining objectives, establishing operating policies, and performing his missions in accordance with applicable laws and regulations, and within the scope of basic policies prescribed by the Secretary of Defense and the Secretary of the Army.

**2-4. Functions.** *a.* Functions to be performed for the serviced agencies, activities, and installations are:

(1) Procurement of supplies, materials, and equipment necessary to meet requirements.

(2) Procurement of personal and nonpersonal contractual services (including professional,

technical, and scientific services) by contract or otherwise, as may be required.

(3) Execution and administration of grants and contracts, including those covering public utilities, services, and facilities. In the performance of contracting responsibilities, maximum use will be made of the contract administration components of the Defense Supply Agency and the three military departments, as appropriate, in accordance with applicable regulations. Procurement of printing is the responsibility and function of The Adjutant General. See AR 310-1.

(4) Storage and distribution of supplies, materials, and equipment (including the operation and control of necessary warehouse and storage areas).

(5) Determination of serviceability of property proposed for transfer or return to stores inventories and credits to be allowed for such transfer or return.

(6) Administration of funds made available for service operations and financing of inventories.

(7) Disposition of surplus and salvage property by sale, transfer, or as otherwise authorized by law.

(8) Operation of maintenance and repair services.

(9) Issuance of operating procedures, instructions, catalogs, and price lists.

*b.* As assigned by direction of the Secretary of the Army, additional functions to be performed for serviced Army agencies, activities, and installations:

(1) Determination of the necessity and propriety of all purchases from supply funds of serviced activities.

(2) Direction of the preparation and presentation of budget estimates for service, supply, and equipment expenses of Headquarters, Department of the Army.

(3) Administration and control of funds made available for Headquarters, Department of the Army service, supply, and equipment expenses.

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(4) Acting as accountable agency for Department of the Army property in use by Headquarters, Department of the Army.

(5) Representing the Secretary of the Army and Department on all matters relating to procurement, service, and supply for which DSS-W

is responsible, with authority for making decisions in the name of the Department.

(6) Formulation and issuance of policies, regulations, and procedures for effective administration and control of the assigned procurement, service, and supply program.

**CHAPTER 3**  
**ADMINISTRATIVE SERVICE REQUESTS**

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**3-1. Procedures.** *a.* Requisitions for equipment, supplies, and services will be prepared and submitted to DSS-W in an original and four copies of Administrative Service Request (DD Form 1262). Requisitions are to be addressed to Defense Supply Service—Washington, Room 1D-245, Pentagon, Washington, DC 20310.

*b.* Specific procedures for preparing and submitting DD Forms 1262 to DSS-W are contained in stock catalogs and other instructional documents made available by DSS-W to supply coordinators.

**3-2. End-of-year and renewal requisitions.** DSS-W will annually issue memoranda establishing deadlines for submitting end-of-year requisitions and for renewal of certain equipment rental, services, subscriptions, and maintenance requirements for the following fiscal year.

**3-3. Control of certain items.** Certain items or classes of items of supplies, equipment, and furnishings are inappropriate for purchase or require limitations to their purchase. Memoranda will be issued periodically by DSS-W setting forth controlled items and furnishing guidance for justifying limited approvals where appropriate.

## CHAPTER 4

## PROPERTY MANAGEMENT AND ACCOUNTABILITY

**4-1. Periodic surveys.** Periodic internal surveys will be made by serviced Army agencies, activities, and installations to insure maximum utilization of public property.

**4-2. Accountability records.** *a.* As accountable office for public property in use by Headquarters, Department of the Army, Defense Supply Service—Washington will establish and maintain the central property accountability records. The head of each Headquarters activity is responsible to DSS-W for public property under the control of his activity. Each activity will maintain a simple system of property records consisting of Administrative Service Requests (DD Form 1262), Pickup and Transfer Requests (DD Form 1327), and Inventory of Public Property (DA Form 2182), or the equivalents, for all serially numbered equipment in use by the activity.

*b.* Army Field activities obtaining service from DSS-W will maintain property accountability records in accordance with AR 710-2 or other applicable regulations.

**4-3. Acquisition and disposal of public property.** Subject to the review and approval of DSS-W, property will be furnished upon the receipt of a proper authenticated Administrative Service Request (DD Form 1262). Surplus property will be reported promptly to DSS-W on a Pickup and Transfer Request (DD Form 1327). These documents will be submitted by supply coordinators in accordance with policy and procedural instructions issued periodically by DSS-W.

**4-4. Inventory of public property, RCS SAOSA-140.** A physical count of serially numbered equipment will be made and reported annually to DSS-W by each activity having property for which DSS-W is the accountable office. Inventories of furniture and equipment, other than serially numbered, will be made and reported upon specific request from DSS-W. All inventories will be reported on Inventory of Public Property (DA Form 2182), or by an EAM listing

containing the required information, and submitted by a date specified by DSS-W.

**4-5. Serviceable used property.** Whenever possible, serviced Army activity requirements will be met by issuance of serviceable used property. This is applicable to furniture, furnishings, and equipment.

**4-6. Transfer of property.** Except as authorized by DSS-W, property will not be transferred between serviced activities. Property will also not be shipped into or out of the serviced activities without prior clearance with DSS-W. In the event of an organizational transfer into or from the Headquarters, the activity being transferred will conduct a physical count of all property on which accountability is to be transferred and will furnish a complete listing of the property to the DSS-W on a Shipping Document (DD Form 1149). The DD 1149 will be signed in block 10 (signature) by the responsible officer of the organization before it is forwarded to DSS-W.

**4-7. Non-governmental property.** *a.* Non-governmental property will not be brought into space occupied by serviced Army agencies, activities, and installations without prior authorization from DSS-W. This includes furniture or machines loaned by a commercial organization for trial periods. It does not include equipment loaned by a company while government property is being repaired.

*b.* Personal property will not be repaired at public expense, nor will any responsibility for such property be assumed by the Department of the Army.

**4-8. Property loss.** *a.* When it is determined that Headquarters, Department of the Army property is missing, immediate report of the loss will be made to the appropriate security force in accordance with local building procedures. Within 30 days of the discovery of the loss, a request for relief of responsibility for the missing items will be forwarded to DSS-W, including a statement that the organization's offices have been searched and the items were not found. This request must

be supported by: a statement from the responsible person as to the circumstances of the loss; a copy of the loss report made to the appropriate security force; a copy of the Daily Bulletin, or other similar local publication, reporting the loss, and requesting notification if the missing items are located.

b. Field activities should report the loss of property through appropriate command channels in accordance with AR 735-11.

## CHAPTER 5

### FINANCIAL MANAGEMENT

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**5-1. Departmental activities.** *a.* Funds appropriated for Departmental supply and service expenses will be centrally administered by DSS-W, and are not subject to further suballotment. Operating Agency 22, Office, Secretary of the Army has fiscal responsibility for these funds.

*b.* Specific instructions are issued as necessary in memorandum form for preparation and submission of budget estimates of Departmental supply

and service expenses. Submission of estimates for these purposes other than by DSS-W, through Operating Agency 22, is not authorized.

**5-2. Field activities.** Heads of field activities will arrange budgeting and funding procedures through respective command channels and insure citation of funds on requisition in accordance with applicable laws, regulations, and fiscal procedures.

## CHAPTER 6

### OFFICE FURNITURE AND FURNISHINGS

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**6-1. Policy.** It is the policy of the Department of the Army to provide its organizational elements conducting essential operations in the National Capital Region with accommodations treated in accordance with standards prescribed in Appendixes A, B, and C. Issuance of all furniture and furnishings is, of necessity, subject to availability of funds.

**6-2. Replacement.** Replacement of existing furniture and furnishings will be scheduled with due regard for the remaining economic life of the furniture and furnishings and their potential for continued use through reconditioning. Usable office furniture and furnishings should be concentrated in order to extend their utility and at the same time maintain a suitable decor without intermixing old with new. These factors shall be determinant as existing furniture is replaced or

when furniture is required for newly established offices. They shall not be used as a means of obtaining new furniture. Decision as to replacement or refurbishment will be made by DSS-W.

**6-3. Redistribution of furniture and furnishings.** Any redistribution of furniture and furnishings by a using agency will be in conformity with Appendixes A, B, and C.

**6-4. Exceptions.** Special exceptions to the limitations prescribed in the appendixes may be authorized upon determination that a particular position and its attendant responsibilities justify deviations from the prescribed standards. Such determinations will be made by the Administrative Assistant to the Secretary of the Army. Requests for exceptions will be made to the Administrative Assistant through the Director, DSS-W.

## APPENDIX A

### STANDARDS

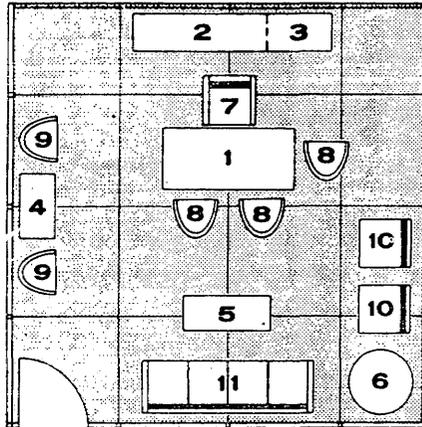
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1. Furnishings for space categories established by DOD and contained in appendix A, AR 1-21, with the exception of category P-1 and those offices located in its immediate suite for which no standards are prescribed, are shown in appendix B and appendix C.
2. The use of wood furniture to equip private office categories P-4 for GS-14's, P-5, and P-6 will be restricted to those offices located in the immediate suite (sharing the same reception area) of private office categories P-1, P-2, P-3, or P-4.
3. The use of wood furniture to equip open area work stations shall be restricted to the immediate suites of private office categories P-1, P-2, P-3, or P-4.
4. Selection of colors shall be confined to those offered as standard in the Federal Supply Catalogs and Schedules. However, to facilitate procurement, issue, and interchangeability, the desk chair for each private and open work station will be upholstered in black. Since the desk colors are standardized, walnut for wood and gray for metal, this will achieve common color treatment for the two basic elements of every work station. Carpet, where authorized, will be limited to certain prescribed colors. Additional color treatment of office areas will be achieved through selection of upholstery for other chairs, wall paint or wall covering, and drapery, where authorized.

APPENDIX B

STANDARD FURNISHINGS—PRIVATE OFFICE

**STANDARD FURNISHINGS**

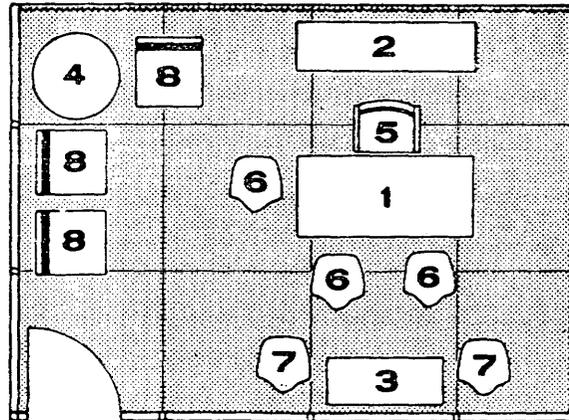


	DESCRIPTION	F.S.N.
1	Desk-Double Pedestal - 72 x 34 x 29	7110-082-2891
2	Back Unit - 4 Cabinets - 72 x 20 x 29	7110-733-4679
3	Back Unit - 2 Cabinets - 36 x 20 x 29	7110-763-5790
4	Side Unit - 2 Cabinets - 36 x 20 x 29	7110-763-5790
5	Coffee Table - 48 x 20 x 17	7110-913-3214
6	Occasional Table - 36 Dia	7110-913-7184
7	High Back Swivel Chair	7110-975-3124
8	Guest Revolving Arm Chairs	7110-916-8159
9	Guest Arm Chairs	7110-916-5836
10	Armless Lounge Chair - 28 x 32	7105-985-7362
11	Arm Sofa - 94	7105-985-7359
12	Carpet	Schedule
13	Draperies - Casement Complete - Fl to Cig	O.M.

Space Category	ASSIGNMENT	Allowance # (Net Sq. Ft.)
P-1	Standards are not prescribed	
P-2	Administrative Assistant to the Secretary of the Army General Counsel of the Army Deputy Under Secretaries of the Army Deputy Assistant Secretaries of the Army Deputy and Assistant Chiefs of Staff Heads of Directorates, Commands, Offices, Bureaus and Agencies reporting directly to positions in P-1 Executive Assistants in Grade GS-18 or equivalent	400

**400 Sq. Ft. Private Office**

# STANDARD FURNISHINGS



	DESCRIPTION	F.S.N.
1	Desk-Double Pedestal - 68 x 38 x 29-1/2	7110-990-8880
2	Back Unit w/2 Doors - 66 x 18 x 29-1/2	7110-762-5513
3	Storage Unit - 48 x 19 x 29-1/2	7110-762-5510
4	Occasional Table - 36 Dia x 17	7110-913-7184
5	Executive Posture Chair	7110-931-4421
6	Guest Revolving Chair - 25 x 24	PAC-94 Schedule
7	Guest Chairs - 25 x 24	DAG-94 Schedule
8	Armless Lounge Chair - 28 x 32	7105-985-7362
9	Carpet	Schedule
10	Drapery - Casement Complete - Fl to Clg	O.M.

Space  
Category

ASSIGNMENT

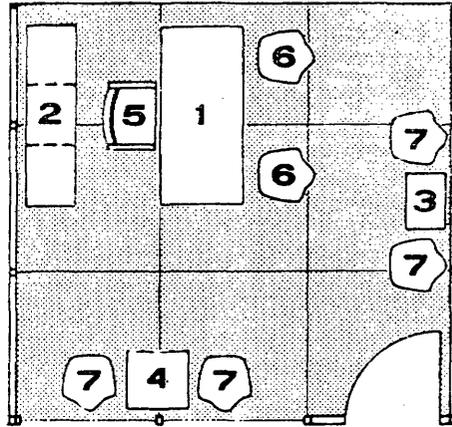
Allowance #  
(Net Sq. Ft.)

P-3 Executive Assistants in Grades GS-17/16  
Division Heads in Grade GS-16 or Brig. Gen. and above,  
comparable positions  
Deputies to positions in P-2 category

300

**300 Sq. Ft. Private Office**

# STANDARD FURNISHINGS



	DESCRIPTION	F. S. N.
1	Desk-Double Pedestal - 68 x 38 x 29-1/2	7110-990-8880
2	Back Unit w/2 Doors - 66 x 18 x 29-1/2	7110-762-5513
3	Storage Unit 22 x 18 x 29-1/2	7110-734-5116
4	Occasional Table - 24 x 24 x 17	7110-913-3217
5	Executive Posture Chair	7110-971-4421
6	Guest Revolving Chairs - 25 x 24	PAC-94, Schedule
7	Guest Chairs - 25 x 24	DAG-94, Schedule
8	Carpet	Schedule

Space  
Category

ASSIGNMENT

Allowance #  
(Net Sq. Ft.)

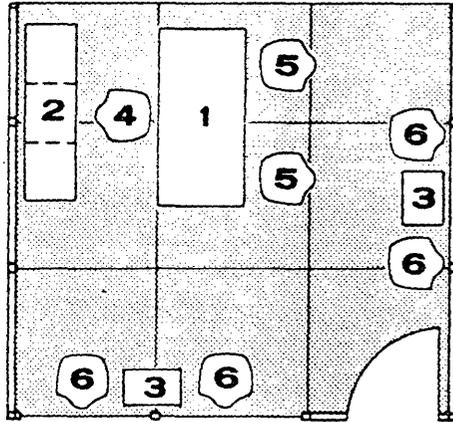
- P-4 Division Heads in Grades GS-15/14\* or Colonel who require private offices, comparable positions  
 Branch Heads in Grades GS-15/14\* or Colonel who report to Division Heads in P-3 category and require private offices, comparable positions  
 Deputies to positions in P-3 category, who require private offices  
 Professional or administrative personnel in Grade GS-16 or Brig. Gen. and above who require private offices

200 -  
225

## 200 Sq. Ft. Private Office

\* Offices for GS-14's to be furnished as above only when located in the immediate suite of private office categories P-1, P-2, and P-3. See category P-4A.

# STANDARD FURNISHINGS



\*  
\*  
\*

	DESCRIPTION	F.S.N.
1	Desk - Conference - 70x35x29	7110-143-0840
2	Back Unit w/2 Doors - 66 x 18 x 30-1/2	7110-097-8128
3	Storage Unit 22 x 18	7110-143-0839
4	Swivel Tilt Arm Chair - 25 x 24	DAT-94 Schedule
5	Guest Revolving Chairs - 25 x 24	PAC-94 Schedule
6	Guest Chairs - 25 x 24	DAG-94 Schedule
7	Carpet	Schedule

\*  
\*  
\*

Space  
Category

ASSIGNMENT

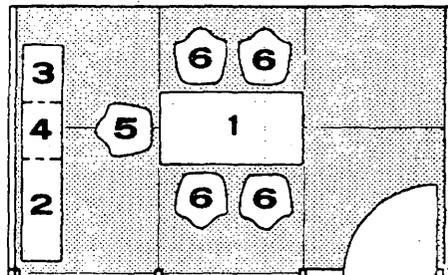
Allowance #  
(Net Sq. Ft.)

P-4A Division Heads in Grade GS-14 who require private offices,  
comparable positions  
Branch Heads in Grade GS-14 who report to Division  
Heads in P-3 category and require private offices,  
comparable positions

200 -  
225

**200 Sq. Ft. Private Office**

# STANDARD FURNISHINGS



	DESCRIPTION	F.S.N.
1	Table Desk - 60 x 30 x 29-1/2	7110-958-0780
2	Back Unit - 42 x 18 x 29-1/2	7110-734-5126
3	Back Unit - 22 x 18 x 29-1/2	7110-762-5500
4	Kneehole Top - 24 x 18	O.M.
5	Swivel Tilt Arm Chair - 25 x 24	DAT-94 Schedule
6	Guest Revolving Chairs - 25 x 24	PAC-94 Schedule

Space  
Category

ASSIGNMENT

Allowance #  
(Net Sq. Ft.)

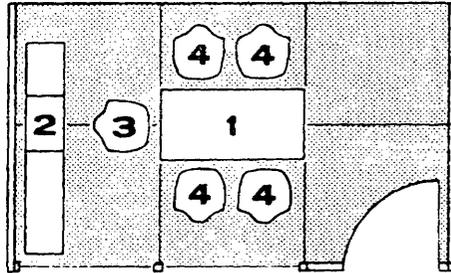
P-5\* Division Heads in Grade GS-13 or Lt. Col. who require private offices, comparable positions  
Branch Heads in Grades GS-15/14/13 or Colonel and Lt. Col. who report to Division Heads in P-4 category and require private offices, comparable positions  
Professional or administrative personnel in Grades GS-15/14 or Colonel who require private offices

150

**150 Sq. Ft. Private Office**

\* To be furnished as above only when located in the immediate suite of private office categories P-1, P-2, P-3, and P-4. See category P-5A.

# STANDARD FURNISHINGS



	DESCRIPTION	F.S.N.
1	Table Desk - 60 x 34 x 30-1/2	7110-143-0822
2	Back Unit - 66 x 18 x 29-1/2	7110-143-0902
3	Swivel Tilt Arm Chair - 25 x 24	DAT-94 Schedule
4	Guest Revolving Chairs - 25 x 24	PAC-94 Schedule

Space  
Category

P-5A

ASSIGNMENT

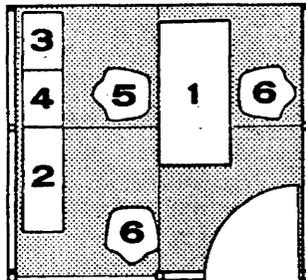
Division Heads in Grade GS-13 or Lt. Col. who require private offices, comparable positions  
 Branch Heads in Grades GS-15/14/13 or Colonel and Lt. Col. who report to Division Heads in P-4 category and require private offices, comparable positions  
 Professional or administrative personnel in Grades GS-15/14 or Colonel who require private offices

Allowance #  
(Net Sq. Ft.)

150

**150 Sq. Ft. Private Office**

# STANDARD FURNISHINGS



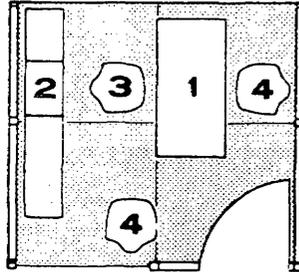
	DESCRIPTION	F.S.N.
1	Table Desk - 60 x 30 x 29-1/2	7110-958-0780
2	Back Unit - 42 x 18 x 29-1/2	7110-734-5126
3	Back Unit - 22 x 18 x 29-1/2	7110-762-5500
4	Kneehole Top - 24 x 18	O.M.
5	Swivel Tilt Arm Chair - 25 x 24	DAT-94 Schedule
6	Guest Arm Chairs - 25 x 24	DAG-94 Schedule

Space Category	ASSIGNMENT	Allowance # (Net Sq. Ft.)
P-6*	Branch Heads in Grade GS-12, Major and below who require private offices, comparable positions Professional or administrative personnel in Grade GS-13. Lt. Col. and below who require private offices	100

## 100 Sq. Ft. Private Office

\* To be furnished as above only when located in the immediate suite of private office categories P-1, P-2, P-3, and P-4. See category P-6A.

# STANDARD FURNISHINGS



	DESCRIPTION	F.S.N.
1	Table Desk - 60 x 34 x 30-1/2	7110-143-0822
2	Back Unit - 66 x 18 x 29-1/2	7110-143-0902
3	Swivel Tilt Arm Chair - 25 x 24	DAT-94 Schedule,
4	Guest Arm Chairs - 25 x 24	DAG-94 Schedule

Space  
Category

ASSIGNMENT

Allowance #  
(Net Sq. Ft.)

P-6A

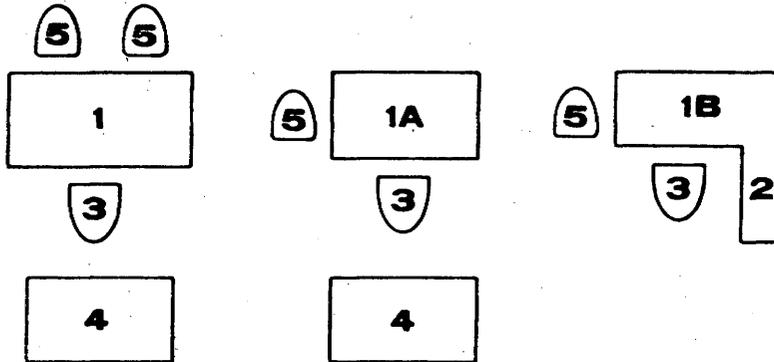
Branch Heads in Grade GS-12, Major and below who require private offices, comparable positions  
Professional or administrative personnel in Grade GS-13,  
Lt. Col. and below who require private offices

100

**100 Sq. Ft. Private Office**

**APPENDIX C  
STANDARD FURNISHINGS—OPEN WORK STATION**

# STANDARD FURNISHINGS



TYPICAL O-1 LAYOUTS

ITEM NO.	DESCRIPTION	F.S.N.	
		METAL FURNITURE	WOOD FURNITURE*
1	Desk, Conference	7110-143-0840	7110-990-8880
2	Desk, Double Pedestal	7110-143-0832	7110-958-0779
* 1B	Desk, L-Unit	7110-143-0864	7110-762-5507
		7110-143-0872	7110-762-5509
2	L-Unit	7110-143-0906	7110-823-7677
		7110-143-0898	7110-823-7678
		7110-143-0902	
3	Chair, Desk	7110-782-3504	7110-782-3504
4	Table	7110-143-0822	7110-958-0780
5	Chair, Guest	DSG-, Schedule	DSG-, Schedule

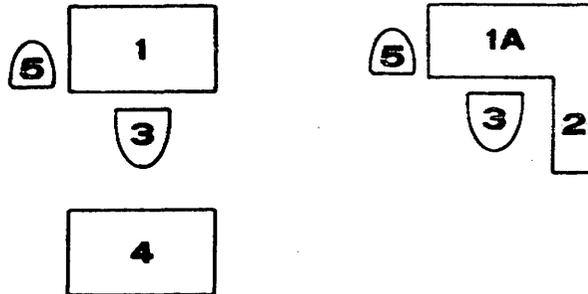
\* 1B Desk, L-unit, 50 in. 7110-143-0866  
 " " " 7110-143-0874

Space Category	ASSIGNMENT	Allowance # (Net Sq. Ft.)
0-1	Unit Supervisors in Grade GS-9, E8, WO, 01, or above who supervise six or more employees	110

**OPEN WORK STATION  
O-1  
110 Sq. Ft.**

\* Restricted to the immediate suites of private office categories P-1, P-2, P-3, and P-4.

# STANDARD FURNISHINGS



TYPICAL O-2 LAYOUTS

ITEM NO.	DESCRIPTION	F.S.N.	
		METAL FURNITURE	WOOD FURNITURE*
1	Desk, Double Pedestal	7110-143-0832	7110-958-0779
* 1A	Desk, L-Unit	7110-143-0864	7110-762-5507
		7110-143-0872	7110-762-5509
2	L-Unit	7710-143-0906	7110-823-7677
		7110-143-0898	7110-823-7678
		7110-143-0902	
3	Chair, Desk	7110-782-3504	7110-782-3504
4	Table	7110-143-0822	7110-958-0780
5	Chair, Guest	DSG, Schedule	DSG, Schedule

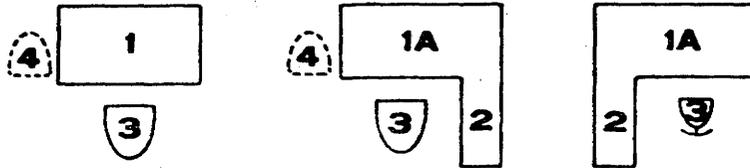
\*1A Desk, L-unit, 50 in. 7110-143-0866  
 " " " " 7110-143-0874

Space Category	ASSIGNMENT	Allowance # (Net Sq. Ft.)
O-2	Professional and administrative personnel in Grade GS-7, E8, WO, O1, or above Unit Supervisors in Grade GS-8, E7, or below, who supervise six or more employees	90

**OPEN WORK STATION**  
**O-2**  
**90 Sq. Ft.**

\* Restricted to the immediate suites of private office categories P-1, P-2, P-3, and P-4.

# STANDARD FURNISHINGS



TYPICAL 0-3 LAYOUTS

ITEM NO.	DESCRIPTION	F.S.N.	
		METAL FURNITURE	WOOD FURNITURE*
1	Desk, Double Pedestal	7110-143-0832	7110-958-0779
1A	Desk, L-Unit	7110-143-0864	7110-762-5507
2	L-Unit	7110-143-0872	7110-762-5509
		7710-143-0902	7110-823-7677
			7110-823-7678
		7110-143-0898	7110-754-1342
		7110-143-0906	7110-754-1343
		7110-902-8374	
		7110-143-0909	7110-902-8375
3	Chair, Desk	7110-782-3504	7110-782-3504
		7110-782-3507	7110-782-3507
4	Chair, Guest	DSG- Schedule	DSG- Schedule

Space Category	ASSIGNMENT	Allowance # (Net Sq. Ft.)
0-3	Clerical, stenographic, and all other personnel	60

**OPEN WORK STATION**  
**0-3**  
**60 Sq. Ft.**

\* Restricted to the immediate suites of private office categories P-1, P-2, P-3, and P-4.

11 July 1973

.AR 1-39

The proponent agency of this regulation is the Office, Secretary of the Army. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) direct to Management Office, Secretary of the Army, Washington, DC 20310.

By Order of the Secretary of the Army:

CREIGHTON W. ABRAMS  
*General, United States Army*  
*Chief of Staff*

Official:

VERNE L. BOWERS  
*Major General, United States Army*  
*The Adjutant General*

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