



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
US ARMY GARRISON-ROCK ISLAND ARSENAL
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ROCK ISLAND, ILLINOIS 61299-5000

REPLY TO
ATTENTION OF:

IMNE-RIA-ZA

JUN 17 2010

MEMORANDUM FOR All Rock Island Arsenal Commands and Tenant Activities

SUBJECT: Rock Island Arsenal Space Utilization - Policy Memo #A-33

1. **Applicability and Effective Date.** This policy statement is applicable to all installation commands, directorates and offices and is effective immediately.
2. **General.** Rock Island Arsenal policy is to comply with the goals and objectives set by the Department of Defense, the Department of the Army and Installation Management Command (IMCOM) to efficiently use administrative and warehouse space.
3. **Operational Procedures.**
 - a. The Army's current goal for administrative facilities is a 95% utilization rate and for warehouse facilities is a 50% utilization rate. In order to achieve and maintain this goal, each tenant organization is responsible to have full knowledge of its assigned facilities and utilization rates.
 - b. Each command or organization will designate a single point of contact (POC) for space management and provide the name and contact information to the Directorate of Public Works (DPW) Master Planning Division. This person should have knowledge of their organization's internal space utilization rates and will serve as the single POC for all space requests.
 - c. The DPW has developed a Space Request Form which will be used by the designated space management POC to manage and request space. This form is accessible from the Rock Island Arsenal intranet homepage and the Rock Island Arsenal internet via a secure web site at <http://www.ria.army.mil/sites/pwmaps>. The form is important because it documents the organization's current space utilization and also justifies additional space requirements.
4. **Summary.** Space management is vital as we continue to expand organizations and grow new missions at Rock Island Arsenal. The efficient use of space also reduces base operations costs including utilities and maintenance.
5. The proponent for this policy is Tracy R. Neitzer, Space Manager, DPW, IMNE-RIA-PWM, 309-782-4074, E-mail tracy.r.neitzer@us.army.mil.


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