

DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS UNITED STATES AIR FORCE  
WASHINGTON, DC  
20330-5130

OCT 1990

REPLY TO  
ATTN OF: LEED

SUBJECT: Engineering Technical Letter (ETL) 90-7:  
Air Force Interior Design Policy

TO: See Distribution List

1. Purpose:

a. This ETL provides overall policy for the Air Force Interior Design Program.

b. This ETL is authorized in accordance with AFR 8-7, Air Force Engineering Technical Letters and is to be implemented accordingly.

2. Effective date: immediately.

3. Referenced Publications:

- a. AFR 8-7, Engineering Technical Letters
- b. AFR 12-20, Management of Records
- c. AFR 85-3, Paints and Protective Coatings
- d. AFR 86-1, Programming Civil Engineering Resources
- e. AFR 88-18, Air Force Regional Civil Engineers
- f. AFR 88-31, Selecting Architect-Engineer (A-E) Firms for Professional Services by Negotiated Contracts
- g. AFR 88-50, Criteria for Design and Construction of Air Force Health Facilities
- h. AFR 89-1, Design and Construction Management
- i. AFR 90-9, Unaccompanied Personnel Housing and Temporary Lodging Facilities
- j. AFR 176-1, Basic Responsibilities, Policies and Practices
- k. AFR 176-9, Nonappropriated Fund Contracting
- l. AFR 215-6, Morale, Welfare and Recreation and Transient Billeting Facilities Requirements

- m. AFR 265-2, Religious Facilities, Funds and Materiel
- n. AFM 86-2, Standard Facility Requirements
- o. AFM 88-15, Criteria and Standards for Air Force Construction
- p. AFP 88-1, Open Messes
- q. AFP 88-23, Family Support Centers
- r. AFP 88-26, Construction of Secure Conference Rooms
- s. AFP 88-32, Automotive Crafts Skill Development Centers
- t. AFP 68-38, Child Care Centers
- u. AFP 88-40, Sign Standards
- v. AFP 88-41, Interior Design
- w. AFP 88-42, Dining Facilities
- x. AFP 88-46, Multipurpose Recreation Facilities
- y. AFP 88-47, Bowling Centers
- z. AFP 88-48, General Libraries
- aa. AFP 88-51, Gymnasiums, Field Houses and Indoor Sports Complexes
- bb. AFP 88-52, Swimming Pools
- cc. AFP 88-53, Youth Centers
- dd. AFP 88-54, Arts & Crafts Centers
- ee. AFP 88-55, Chapel Centers
- ff. MIL-HDBK-1191, DoD Medical Facility Design Manual.

4. Description/Implementation: This ETL contains policy and general guidance for the Air Force Interior Design Program. It is to be used in conjunction with references listed in paragraph 3 when implementing interior design.

5. The action officer for this ETL is Ms. Janice A. Nielsen, AF/LEEDF, DSN 297-6247.

CHARLES L. PEARCE, Colonel, USAF  
Chief, Installation Development Division  
Directorate of Engineering and Services

- 3 Atch
1. Distribution List
  2. Policy
  3. ETL Index

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Air Force Interior Design Policy  
ETL - 90 - 7

TABLE OF CONTENTS

SECTION	PAGE
1.0 Purpose	1
1.1 General	1
1.2 Applicability	1
2.0 Definitions	1
3.0 Facilities Authorized Interior Design	1
4.0 Sources for Interior Design Services	2
5.0 Programming	5
5.1 MILCON Projects	5
5.2 Non-MILCON Projects	6
6.0 Funding	6
6.1 Design Fees	6
6.2 Funding of Furnishings	7
6.3 Project Estimating	7
7.0 Design Presentation Packages	7
8.0 Design Approvals	7
9.0 Sources of Supply	8
10.0 Tracking	9
11.0 Post Evaluation	10
12.0 Design Awards Program	10
	ENCLOSURE
References	1
AF Facilities Normally Authorized	2
AF Form 3503 Interior Design Request Form	3
Interior Design Justification	4
Post Evaluation	5

SECTION 1.0 PURPOSE:

1.1 General: The purpose of this policy is to provide guidance in initiating and executing interior design projects in Air Force facilities. This policy should be used in conjunction with the references listed in the cover letter and enclosure 1.

1.2 Applicability: This policy is applicable to all Air Force facilities regardless of fund source. It is recommended for use by Base Civil Engineers (BCE) staff, project managers (PM), in-house interior designers, facility managers, users, design consultants and design agents.

1.3 Objective: The objective of this policy is to ensure that the interiors of Air Force facilities satisfy user expectations for environmental quality, functional operations, and increased efficiency in a cost effective manner.

SECTION 2.0 DEFINITIONS:

2.1 Interior design is a profession concerned with space planning and the selection of materials and furnishings to fulfill the functional requirements of interior spaces. Each design should enhance the structural and spatial aspects of the facility to produce a satisfactory environment for human use. All interior designs must also meet fire, health, safety and accessibility codes and standards.

2.2 Structural Interior Design (SID) includes the selection and coordination of interior materials and finishes, which are part of the building and/or are built-in items (i.e., cabinets, equipment, etc.).

2.3 Comprehensive Interior Design (CID) includes SID plus the design, selection, arrangement, coordination and development of special interior elements and furnishings.

SECTION 3.0 FACILITIES AUTHORIZED INTERIOR DESIGN:

3.1 Facility Categories: Interior design should be considered in all projects. Enclosure 2 is a guide to the types of facilities or portions of facilities which generally receive interior design services.

3.2 Project Categories: The following definitions describe the types of projects that may require interior design assistance.

3.2.1 New Construction: A totally new facility designed and constructed.

3.2.2 Addition/Alteration: An existing facility that will receive a major addition, and/or a major alteration of existing space.

3.2.3 Interior Renovation: An existing facility that will receive alterations to existing interior space.

3.2.4 Replacement: Specific finish materials or furnishings that will replace those existing in the same general location within the facility.

SECTION 4.0 SOURCES FOR INTERIOR DESIGN SERVICES: When a project has been identified that requires interior design, one or more of the following sources may be used to provide the professional design services:

4.1 Base Civil Engineer Staff: Many Air Force bases have professional interior designers on the Base Civil Engineering (BCE) staff. Agencies requiring interior design assistance should contact the BCE to determine the best method of accomplishing their interior design requirements.

4.2 MAJCOM DE/DP: Many MAJCOMs have an interior design staff located within the Engineering and Services (DE) or Personnel (DP) function. All MAJCOM design staffs have pamphlets or handbooks which detail their services and responsibilities. The design staffs provide the following general services:

4.2.1 Complete design services for interiors.

4.2.2 Development of statements of work for commercial design services.

4.2.3 Technical review of designs developed by commercial design firms.

4.2.4 Establishment of design requirements and parameters.

4.2.5 Obtaining MAJCOM Design Services: Installations can request MAJCOM design assistance by completing an Interior Design Request, AF Form 3503 (Enclosure 3), and sending it to the appropriate MAJCOM office. Complete and accurate information is essential. Ensure all signature blocks reflecting project approval are signed.

4.2.5.1 Interior renovation projects require that the following information be attached to the request form:

- a. Current as-built facility drawings.
- b. 35mm color photographs/slides of existing facility spaces to be renovated.
- c. A copy of a completed AF Form 332, Base Civil Engineer Work Request, for the proposed project.

4.3 Commercial Interior Design Services: The BCE may determine it is advantageous to use commercial interior design services. These services require a contractual agreement including a statement of work which is developed from input provided by base civil engineering, base contracting, using agencies and the interior designer. A statement of work should include:

4.3.1 Services Required: A detailed explanation of exactly what services are required including type, number and schedules of submittals.

4.3.2 Design Parameters: An explanation of special design requirements with regard to interior finishes, lighting, color, traffic flow, and functional layouts.

4.3.3 Obtaining Commercial Interior Design Services:

4.3.3.1 General: Interior design, space planning and material and furnishings specifications should be accomplished by one or more of the following methods:

- a. Professional interior design firm.
- b. Architectural-Engineering (A-E) firm with interior design capabilities.
- c. Space planning firm.

4.3.3.2 Criteria for Selection: The designer or design firm should show:

- a. Specialization in commercial contract design work.
- b. Membership in a professional organization such as the Council of Federal Interior Designers (CFID), Institute of Business Designers (IBD), American Society of Interior Designers (ASID) or American Institute of Architects (AIA). Licensing of interior designers, where required by the state, should be required for performance.
- c. Previous government design experience and knowledge of Air Force regulations, procurement process, funding limitations, etc.
- d. Experience in functional layout and design commensurate with the project for which they are being considered.
- e. Capability to provide any required architectural, structural, mechanical and electrical design support for the interior design project. If the interior design support is subcontracted to an architectural and/or engineering firm, then include interior design work as part of the grading criteria for A-E contracts.
- f. Working knowledge of required sources and access to a local source library. Product background should include commercial sources, knowledge of latest technology, product durability, construction, ease of maintenance, etc.
- g. Knowledge of and ready access to General Services Administration (GSA) schedules and sources.
- h. Foreign consideration: Command of the English language (written and verbal) and ability to perform translations of documents into host country's language, when required.

4.3.3.3 Selection Procedures:

- a. Commercial interior design contracts are negotiated by the base contracting office.
- b. Refer to AFR 88-31, Selecting Architect-Engineering (A-E) Firms for Professional Services by Negotiated Contracts, for assistance in selecting design firms.

SECTION 5.0 PROGRAMMING: The process of obtaining interior design services starts with the initial programming of the facility.

#### 5.1 MILCON Projects:

5.1.1 The MAJCOM, AFRCCE and the base must identify the CID requirements in the project documents as a secondary service for A-E accomplishment.

5.1.2 Requirements and Management Plan (RAMP): When interior design is part of the requested\_services, it must be stated in the RAMP.

5.1.2.1 Each project must state "This project will receive Comprehensive Interior Design (CID) services". If prewired workstations are to be used within a facility, this also should be stated. Include in this paragraph the specific CID requirements as discussed below.

5.1.2.2 Indicate that quality design is being stressed and that special considerations should be given to types of equipment, styles of furnishings and meeting "industry standards".

5.1.2.3 It is important to identify functional requirements in the RAMP; be specific about functions of spaces and particular functional requirements, furnishings or equipment.

5.1.2.4 Include a brief statement of design philosophy to convey general thinking about the facility, the character of the occupants and their concerns, local/geographical factors, etc.

5.1.2.5 Include a specific programmed amount for furnishings and equipment. Cost factors for prewired work stations are available in the automated version of the Air Force Pricing Guide on the WANG VS. Conventional furnishings cost estimates may be obtained from Air Force interior designers.

5.1.3 For information regarding health facilities refer to AFR 88-50, Criteria for Design and Construction of Air Force Health Facilities, and MIL-HDBK-1191, DoD Medical Facility Design Manual.

5.2 Non-MILCON Projects: Includes additions to existing facilities and/or the renovation of existing spaces to include the relocation of walls, ceilings, etc. The base must identify the CID requirements and determine the source for interior design services (See Section 4).

5.2.1 The users should complete a AF Form 332 and forward it to the BCE to indicate the scope of the proposed project including interior design requirements.

5.2.2 The BCE, with input from the using agency and MAJCOM design staff, shall complete DD Form 1391/1391c which defines the project scope and provides initial cost estimate for the project.

5.2.3 Interior design for a non-MILCON project is initiated in one of two ways:

5.2.3.1 A conceptual interior design package is developed from as-built drawings and input gathered from the using agency. The approved conceptual package is then developed by base in-house staff or a commercial A-E firm into technical drawings and specifications to be used as construction documents.

5.2.3.2 The interior design is developed concurrently with A-E design work for facility construction projects. The interior designer becomes involved in this type of project with input for the statement of work and the pre-design conference. An interior design package is then submitted along with the A-E design.

## SECTION 6.0 FUNDING:

### 6.1 Design Fees:

6.1.1 MILCON Projects - P-313 funds shall be used to fund CID services. Guidelines on fees should follow the latest guidance published by Air Staff. Check with MAJCOM/DEE for current information.

6.1.2 O&M Projects - EEIC 532 O&M funds are used to fund CID services when an outside contract is used. There is no cost when Air Force designers perform design services.

6.1.3 NAF Projects - These projects are usually designed by Air Force NAF designers at no cost. When contract design services are used, NAF or O&M funds may be used to pay for the services. When a NAF designer performs design services on an-entirely appropriated funded facility, O&M funds may be used to reimburse the NAF activity for Services and travel expenses for the designer and any additional NAF funded support staff.

## 6.2 Furnishings:

6.2.1 Conventional furnishings are funded with O&M (3400) or NAF funds.

6.2.2 Systems furniture are procured for installation in existing facilities where no MILCON additions/alterations are being accomplished, and are chargeable to either O&M or NAF funds.

6.2.3 Prewired work stations are properly chargeable to MILCON when they are included as part of the requirements when constructing new facilities or altering existing facilities using 3300 funds. The work stations must be included as a permanent and integral part of the facility.

6.3 Project Estimating: Cost estimates for furnishings are published in the Air Force Pricing Guide. They are also provided in automated information systems, or may be obtained from Air Force design staffs. Budgets must be established for all projects prior to the start of design regardless of fund source.

SECTION 7.0 DESIGN PRESENTATION PACKAGES: Typical interior design package presentations are usually conceptual in nature. They generally consist of plans, (floor, ceiling, elevations, furniture and accessory layouts, etc.) materials and furnishings specifications, furnishings cost estimates, and color boards that reflect the project designer's recommendations. Upon acceptance of the conceptual design package, detailed technical plans, specifications and project cost estimates are developed by in-house or commercial A-E services.

## SECTION 8.0 DESIGN APPROVALS:

8.1 Interior designers should make every effort to include all using agency input in the interior design package. Users should be given the opportunity before the design begins and during reviews to provide input and make

recommendations for changes before the interior design is finalized and prior to the start of construction. It is the responsibility of the user to ensure that the input is accurate and that concurrence has been obtained from all command levels involved in the project. A change in commanders is not justification for design changes when projects are beyond the concept design stage. No changes, except necessary mission changes, are to be made after the design is finalized and approved in order to preclude the following:

- a. Design fees being increased to cover additional design time required for unscheduled changes or additions to the project scope.
- b. Project design completion being delayed due to unplanned changes or additions to the project design.
- c. Project design being compromised due to last minute finish material substitutions or additions, furniture requirement changes, etc., not originally recommended by the designer or suggested by the using agency.

8.2 If the above actions occur, design changes and time extensions shall be negotiated in accordance with contract provisions. Increases in design funds shall be based on the negotiations.

SECTION 9.0 SOURCES OF SUPPLY FOR FINISHES AND FURNISHINGS: The type of project funding will have a significant impact on the selection and sources for interior furnishings and finishes. Funding will also determine how these items are purchased. In many cases, the type of facility will determine the type of funding. Where items are part of the general contract, the contractor may purchase from whatever source that best meets the specifications. The following should be noted when acquiring goods:

9.1 Appropriated funds:

9.1.1 GSA is no longer a mandatory source for furnishings selections. on low dollar volume items, however, GSA may still be an advantageous source since all open market sources, regardless of dollar amount, will require time-consuming bidding documentation.

9.1.2 Although GSA product resources may be limited, using GSA sources can often expedite purchasing and subsequent completion of the project. Contracting officers need not seek further competition; synopsise the solicitation or award; determine fair and reasonable pricing; or consider small business - small purchase set-aside procedures when placing an order under a Federal Supply Schedule.

9.1.3 Furnishings purchased by the government are requisitioned through base supply for local purchase by the operational contracting activity. Information required for purchase is provided by the user on a DD Form 1348-6, AF Form 601, or AF Form 9.

9.2 Nonappropriated Funds: Purchasing interior finish materials and furnishings is accomplished by the base NAFFMB (NAF purchasing agent) or the Air Force NAF centralized procurement agency (AFNAF Purchasing Office [AFNAFPO] located at Randolph AFB, TX). Reference AFR 176-9 for local NAFFMB purchase limitations and AFNAFPO requirements. Each MAJCOM/DPS has set a limitation on local (base level) selection of interior furnishings for MWR projects. It is important to note the distinction between selection approvals and purchasing approvals. Project furnishings and materials are purchased by submitting an AF Form 9, Request for Purchase, to the NAFFMB for local purchase or forwarding to AFNAFPO. Each AF Form 9 must include a Select Source Statement signed by the project designer (Enclosure 4). Depending on dollar volume and item, AFNAFPO does not always require competitive bidding and selections can be Purchased directly from the manufacturer. Contact HQ AFMPC/DPMSK, Randolph AFB, TX on questions regarding NAF purchasing.

9.3 Any firm or vendor is prohibited by law from bidding on the procurement package for interior finish materials and furnishings if the firm was involved in developing the furnishings specifications.

#### SECTION 10.0 TRACKING:

10.1 MILCON: All MILCON projects are tracked in the Planning Design and Construction (PDC) information system. Refer to AFM 171-285. Enter estimated and actual costs of furnishings and prewired workstations on screen "ZPDSCLC", Comprehensive Interior Design.

10.2 Non-MILCON: All records for systems furniture projects (including add-ons) are to be kept by the BCE for accountability. Each MAJCOM and base should establish their own tracking systems for interior design projects.

SECTION 11.0 POST-OCCUPANCY EVALUATION: To improve and evaluate it is desirable to perform a the design of a completed project, post-occupancy evaluation. Enclosure 5 should be forwarded by the BCE or the interior designer to the using agency or to those individuals involved in the project who can provide accurate information to aid in this analysis. The evaluation form should be completed and returned to the requester not sooner than six months and not later than one year after project completion. Information obtained from these evaluations will provide better designed facilities for the future.

#### SECTION 12.0 DESIGN AWARDS PROGRAMS:

12.1 The key to success in any of these competitions is finding the resources and taking the time to produce an award winning package. Professional before (if possible) and after photographs and slides should be taken of all facilities entered into competition.

12.2 The annual Air Force Design Awards Program has a specific category to recognize excellence in interior design. Requirements for this program are contained in an annual call letter issued by AF/LEED.

12.3 The Department of Defense (DoD) Design Awards Programs is held biannually. There is a separate category which recognizes excellence in interior design. If an interiors project submitted through the Air Force Design Awards Program warrants consideration for the DoD program, it will be submitted by the Air Staff.

12.4 The Presidential Design Awards Program is held every four years. If an interiors project submitted through the Air Force Design Awards Program warrants consideration for the Presidential Design Awards Program, it will be submitted by the Air Staff.

12.5 Commercial (Industry) Award programs are held in recognition of design excellence in specific areas (hospitality, office, etc); products (furniture, wool bureau, laminates, etc); trade magazines; and professional societies. Air Force projects are authorized to be entered into these competitions.

REFERENCES (NOTE I)

SUBJECT	AFR 12-20	AFR 85-3	AFR 86-1	AFR 86-2	AFR 88-18	AFR 88-31	AFR 88-50	AFR 89-1	AFR 90-9	AFR 176-1	AFR 176-9	AFR 215-5	AFR 215-6	AFR 265-2	AFR 88-15	AFR 88-40	AFR 88-41	AFP 88-55	ETL 88-10	ETL 89-04	ETL 90-02	DESIGN GUIDES	AFP 88-1 - 54	
Administrative Space Criteria			X	X																X				
AFRCE Design Responsibilities					X																			
AFRCE MCP Design & Contract Award Management								X																
AF MCP and O&M Project Programming		X																						
Architect-Engineer Selection Process						X																		
Billating Facility Requirements									X	X			X											
Carpet Policy															X									
Carpet Design																			X					
Color - Who Selects																X		X						
Color - Standards and guidance (note II)																X								



REFERENCES (NOTE 1)

SUBJECT	AFR 12-20	AFR 85-3	AFR 86-1	AFR 86-2	AFR 88-18	AFR 88-31	AFR 88-50	AFR 89-1	AFR 90-9	AFR 176-1	AFR 176-9	AFR 215-5	AFR 215-6	AFR 265-2	AFR 88-15	AFR 88-40	AFR 88-41	AFR 88-55	ETL 88-10	ETL 89-04	ETL 90-02	DESIGN GUIDES	AFP 88-1 - 54	
Sign Standards																X								
Space Planning Criteria				X																				
Systems Furniture Policy								X													X			
Sweets Interior Buy Line (note III)																								
Temporary Lodging Facilities										X														
Unaccompanied Enlisted Personnel Housing									X															
Wall Finish Materials - Interior																								

NOTES:

I + II (SEE NEXT PAGES)

III TO CALL FOR SWEETS

INTERIORS BUY LINE 1-800-521-2737

NOTE 1: USAF DESIGN GUIDES

TITLE	NUMBER	DATE
Arts & Crafts/Skill Development Centers	AFP 88-54	Jan 85
Automotive Crafts/Skill Development Centers	AFP 88-32	Mar 89
Bowling Centers	AFP 88-47	Mar 84
Chapel Centers	AFP 88-55	In Publishing
Child Care Center	AFP 88-38	Apr 86
Dining Facility	AFP 88-42	1 Aug 80
Family Support Center	AFP 88-23	30 Mar 84
General Libraries	AFP 88-48	Dec 84
Gymnasiums	AFP 88-51	Dec 84
Health Facilities	AFR 88-50	16 May 86
Interior Design Guide	AFP 88-41	31 Oct 80
MAC Passenger Terminal		Sep 84
Multipurpose Rec Fac	AFP 88-46	30 Mar 84
Music & Drama Centers	DG1110. 3. 120 (Dept of Army)	Jan 81
Open Mess	AFP 88-130	Mar 84
Sign Standards	AFP 88-401	Apr 82
Swimming Pools	AFP 88-52	Dec 84
Swimming Pools	DM 37. 1 (NAVFAC)	Feb 84
Temporary Lodging Facilities (TLF)		Aug 83

NOTE 11: STANDARD COLORS

All Air Force facilities are to comply with the AF/LEEDF Interior Design Color Selections Guidance, 24 April 1990.

Both Federal Standard Colors and commercial/local sources may be used as references to describe the structural related interior finishes and colors. Minimal references should be used per project to simplify procurement and future maintenance.

Federal standard colors are contained in Federal Standard 595A. The standard includes information on various colors and types of paint as well as how to obtain working size color chips. In order to properly utilize this system, each ordering agency should have a set of the Federal Standard Colors (Federal Standard No. 595A), which contains a color chip for every color number listed in the finish schedule.

Requests for Federal Standard 595A should be sent to: (There is a charge for outside contractors. They should call for prices prior to ordering).

Naval Publications and Forms Center  
5801 Tabor Avenue  
Philadelphia, PA 19120  
Telephone: 215-697-3321 or DSN 442-1187 Thru 1192.

In Europe, write to:

Dr Franz Bolliger GMBH & Co KG: .

Brentonostr 22  
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Telefon: (06108) 6287  
Telex 4185 821 drbod

OR

Worthstr 9  
8710 Kitzingen  
Telefon (09321) 4176  
Telex 689395 flcd

AIR FORCE FACILITIES NORMALLY AUTHORIZED

INTERIOR DESIGN

Land operational Facilities

141-453 Base Operations  
141-459 Crew Readiness (Alert Facilities)  
141-753 Squadron Operations  
141-784 Air Passenger Terminal

Training Facilities

171-211 Flying Training Classroom  
171-212 Flight Simulator Training  
171-621 Technical Training Classroom  
171-712 Target Intelligence Training  
171-813 Safety Education Facility  
171-815 NCO Professional Military Education Center

Medical Facilities

510-001 Composite Medical Facility  
540-243 Dental Clinic  
550-143 Dispensary

Administrative Facilities

610-112 Law Center  
610-119 Family Housing Management Office  
610-121 Vehicle Operations Administration  
610-122 Base Supply Administration  
610-127 Base Engineer Administration  
610-128 Base Personnel Office  
610-129 Weapons Systems Maintenance Management Facility  
610-142 Traffic Management Facility  
610-144 Munitions Maintenance Administration  
610-249 Wing Headquarters  
610-281 Headquarters Center  
610-282 Air Force Headquarters  
610-284 Major Command Headquarters  
610-285 Numbered Air Force Headquarters  
610-287 Specified Headquarters  
610-311 Documentation Staging Facility  
610-675 Logistical Facility Depot Operations  
610-711 Data Processing Facility  
610-911 Social Actions Facility  
610-913 Disaster Preparedness

Dormitories, Dining Halls, Officer Quarters

721-215 Airmen Dining Hall (in Dorm)  
721-311 Recruits Dormitory  
721-312 Airmen Permanent Party/UEPH  
721-315 VAQ  
722-351 Airmen Dining Hall  
722-356 Officer Dining Hall  
724-415 Officer Quarters (UOPH)  
724-417 VOQ (DV Quarters)

Personnel Support and Service Facilities

730-142 Fire Station (Except Vehicle Stalls)  
730-441 Education Center  
730-443 Central Post Office  
730-771 Chapel  
730-772 Religious Education Training  
730-832 Security Police Control and Identification.  
730-833 Security Police Central Control  
730-835 Security Police Operations

Morale, Welfare and Recreational Facilities

740-153 Branch Bank  
740-253 Family Service Center  
740-266 Commissary Stores  
740-315 Rod and Gun Club  
740-316 Recreation Center  
740-317 Aero Club  
740-443 TLF  
740-612 Airmen Open Mess  
740-617 NCO Open, Mess  
740-618 Officers Open Mess  
740-664 Arts and Crafts Center  
740-666 Recreation Site Lodging  
740-669 Multipurpose Recreation Buildings  
740-671 Bowling Center  
740-674 Gymnasium  
740-675 Recreation Library  
740-677 Indoor Swimming Pool  
740-883 Youth Centers  
740-884 Child Care Center  
750-422 Golf Clubhouse/Equipment Building

Other

- All facilities containing 1000 continuous square feet of administrative space.

- All maintenance facilities containing break-rooms, locker rooms, briefing rooms, classrooms or administrative areas.

INTERIOR DESIGN REQUEST		1. CONTROL NUMBER	2. RECEIVED	3. REPLIED
4. FROM (Using Agency)		5. THRU (Base Civil Engineer)		6. TO
7. BASE		8. FACILITY		9. BLDG. NO.
10. SCOPE OF WORK REQUESTED (Check all that apply)				
<input type="checkbox"/>	COMPLETE CID (Finishes and Furnishings)	<input type="checkbox"/>	FURNITURE	<input type="checkbox"/>
<input type="checkbox"/>	SID (Interior Finishes)	<input type="checkbox"/>	CARPET/FLOOR COVERINGS	<input type="checkbox"/>
<input type="checkbox"/>	OTHER (Explain in item 20)	<input type="checkbox"/>	WALL TREATMENTS	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	LIGHTING/LAMPS	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	CEILING TREATMENTS	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	WINDOW COVERINGS	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>		ACCESSORIES
<input type="checkbox"/>		<input type="checkbox"/>		ART WORK
<input type="checkbox"/>		<input type="checkbox"/>		SPACE PLANNING
11. CURRENT "AS BUILT" PLANS AND COLOR PHOTOGRAPHS		ATTACHED	FORWARDED UNDER SEPARATE COVER	12. TOTAL CONSTRUCTION COST
FLOOR PLANS				\$
ELEVATIONS				13. ESTIMATED INTERIOR DESIGN BUDGET
REFLECT CEILING PLAN				\$
ELECTRICAL PLANS				14. SOURCE OF FUNDS (Interior Design Package)
MECHANICAL PLANS				15. INTERIOR DESIGN FUNDS APPROVED
SLIDES/PHOTOS (Label each one)				DATE:
OTHER (Explain in item 20)				AMOUNT: \$
				16. DESIRED DESIGN COMPLETION DATE
				17. STATUS OF FACILITY PROJECT (Place an "X" in the box when completed)
				CONCEPT
				DESIGN _____%
				BIDS TENDERED (Estimated date of award)
				UNDER CONSTRUCTION _____%
				ESTIMATED COMPLETION DATE OF CONSTRUCTION
18. DESCRIBE SCOPE OF WORK				
19. REPLACEMENT/EXISTING ITEMS (Describe items to be replaced or reused)				
REPLACED	REUSED	ITEM	LOCATION	QUANTITY
20. ADDITIONAL INFORMATION/REMARKS				
APPROVING OFFICIAL		SIGNATURE		DATE
21. NAME OF FACILITY MANAGER (Last, First, Middle Initial) (Print or type)				
22. NAME OF USING ORGANIZATION AUTHORITY (Last, First Middle Initial) (Print or type)				
23. NAME OF BASE CIVIL ENGINEER (Last, First, Middle Initial) (Print or type)				
24. NAME OF BASE COMMANDER (Last, First, Middle Initial) (Print or type)				
				PHONE (AV/COMM)

STATEMENT OF INTERIOR DESIGN SOURCE JUSTIFICATION

Location:

Facility:

Project Number:

The interior design package for the above facility is to be purchased as a complete package for the following reasons:

- a. Items were selected to meet Air Force/commercial quality requirements and Air Force life safety codes.
- b. Selected items form a harmonious design scheme and coordinate with existing architectural, electrical and mechanical features.
- c. Furnishings were specified to accommodate restricted space planning requirements.
- d. Items were selected to adhere to budget constraints.

AA  
INTERIOR DESIGNER

AA  
HOST COMMAND

AA  
AA

AA  
REQUESTING COMMAND

AA  
COMPANY OR COMMAND ADDRESS

AA  
DESIGN MANAGER (IF NECESSARY)

AA  
PHONE NUMBER

AA  
BASE CIVIL ENGINEER

AA  
DATE

POST-OCCUPANCY EVALUATION  
FOR  
INTERIOR DESIGN SERVICES

A. PROJECT DATA:

- a. Date of design request:
- b. Date of design start:
- c. Date of design presentation:
- d. Date construction started:
- e. Date project completed:
- f. Name of contractors:
- g. Estimated project budget:
- h. Estimated interior design budget:
- i. Actual interior design cost:
- j. Total project cost:
- k. Name of interior designer:

B. DESIGN SERVICES:

- a. Did the project interior designer follow your inputs and specific requests to meet your user needs?
- b. Did the project interior designer provide enough information for you to understand the design proposed?
- c. Did the completed project look like what you expected or were told you would get?
- d. Did the project designer provide alternate or additional suggestions to improve the appearance or function of the facility or space? If so, can you name some?
- e. Did the designer select materials and furnishings to stay within the budget? If not, do you feel the additional costs were justified?
- f. Did the interior designer provide information and, , presentations in a timely manner? Would you recommend changing the designer(s)?

C. COMPLETED PROJECT:

a. Have you noticed an increase in utilization of the facility? If so, approximately what percentage?

b. Have you heard comments or conversations indicating that the interior improvements are well received by patrons/users and staff? Listed below are some areas to consider when answering.

1. Color coordination
2. Style of furniture/finishes
3. Traffic flow
4. Functional layout of spaces
5. Seating
6. Furniture meets functional requirements

c. Have you noticed any change in worker attitude or productivity?

d. If the facility sells products or services, has there been any increase in sales? If so, what percentage?

e. Have the finish materials such as carpet, tile, and wallcoverings been easy to keep clean?

f. Does the finish materials and furnishings appear to be durable? Have you experienced any unusual breakage or damage?

g. Were the finish materials such as wallcoverings, paint, carpet, and ceilings installed and applied properly?

1. Are wallcovering and carpet seams noticeable?
2. Do patterns match properly at the seams?

h. Overall, how would you rate the quality of the contractor's workmanship?

i. Did the quality assurance inspection catch defective items prior to acceptance? Have these defective items been corrected?

12 Oct 90

ENGINEERING TECHNICAL LETTERS (ETL)

SECTION A - CURRENT ETLs

ETL Number	Title	Date Issued
82-2	Energy Efficient Equipment	10 Nov 82
83-1	Design of Control Systems for HVAC	16 Feb 83
	Change No. 1 to ETL 83-1, U. S. Air Force Standardized Heating, Ventilating & Air Conditioning (HVAC) Control Systems	22 Jul 87
83-3	Interior Wiring Systems, AFM 88-15 Para 7-3	2 Mar 83
83-4	EMCS Data Transmission Media (DTM) Considerations	3 Apr 83
83-7	Plumbing, AFM 88-8, Chapter 4	30 Aug 83
83-8	Use of Air-to-Air Unitary Heat Pumps	15 Sep 83
83-9	Insulation	14 Nov 83
84-2	Computer Energy Analysis Change 1 Ref: HQ USAF/LEEEU Msg 031600Z MAY 84 1 Jun 84	27 Mar 84
84-7	MCP Energy Conservation Investment Program (ECIP)	13 Jun 84
84-10	Air Force Building Construction and the Use of Termiticides	1 Aug 84
86-2	Energy Management and Control Systems (EMCS)	5 Feb 86
86-4	Paints and Protective Coatings	12 May 86
86-5	Fuels Use Criteria for Air Force Construction	22 May 86
86-8	Aqueous Film Forming Foam Waste Discharge Retention and Disposal	4 Jun 86
86-9	Lodging Facility Design Guide	4 Jun 86
86-10	Anti terrorism Planning and Design Guidance	13 Jun 86
86-14	Solar Applications	15 Oct 86
86-16	Direct Digital Control Heating Ventilation and Air Conditioning Systems	9 Dec 86
87-1	Lead Ban Requirements of Drinking Water	15 Jan 87
87-2	Volatile Organic Compounds	4 Mar 87
87-4	Energy Budget Figures (EBFs) for Facilities in the Military Construction Program	13 Mar 87
87-5	Utility Meters in New and Renovated Facilities	13 Jul 87
87-9	Prewiring	21 Oct 87

Atch 3  
(1 of 3)

ENGINEERING TECHNICAL LETTERS (ETL)

SECTION A - CURRENT ETLs

ETL Number	Title	Date Issued
88-2	Photovoltaic Applications	21 Jan 88
88-3	Design Standards for Critical Facilities	15 Jun 88
88-4	Reliability & Maintainability (R&M) Design Checklist	24 Jun 88
88-5	Cathodic Protection	2 Aug 88
88-6	Beat Distribution Systems Outside of Buildings	1 Aug 88
88-7	TEMPEST & High Altitude Electromagnetic Pulse (HEMP) Protection for Facilities	24 Aug 86
88-8	Chlorofluorocarbon (CFC) Limitation in Heating, Ventilating and Air-Conditioning (HVAC) Systems	4 Oct 88
86-9	Radon Reduction in New Facility Construction	7 Oct 88
88-10	Prewired Workstations Guide Specification	29 Dec 88
89-1	1988 Energy Prices and Discount Factors for Life-Cycle Cost Analysis	6 Feb 89
89-2	Standard Guidelines for Submission of Facility Operating and Maintenance Manuals	23 May 89
89-3	Facility Fire Protection Criteria for Electronic Equipment Installations	9 Jun 89
89-4	Systems Furniture Guide Specification	6 Jul 89
89-6	Power Conditioning and Continuation Interfacing Equipment (PCCIE) in the Military Construction Program (MCP)	7 Sep 89
89-7	Design of Air Force Courtrooms	29 Sep 89
90-1	Built-Up Roof (BUR) Repair/Replacement Guide Specification	23 Jan 90
90-2	General Policy for Pre-Wired Workstations and Systems Furniture	26 Jan 90
90-3	TEMPEST Protection for Facilities Change 1 Ref: HQ USAF/LEEDE Ltr dated 20 April 90, Same Subject	20 Apr 90
90-4	1990 Energy Prices and Discount Factors for Life-Cycle Cost Analysis	24 May 90
90-5	Fuel and Lube Oil Bulk Storage Capacity for Emergency Generators	26 Jul 90
90-6	Electrical System Grounding, Static Grounding and Lightning Protection	3 Oct 90
90-7	Air Force Interior Design Policy	12 Oct 90

12 Oct 90

SECTION B - OBSOLETE ETLs

No.	Date	Status
82-1	10 Nov 82	Superseded by ETL 83-10, 86-1, 87-4
82-3	10 Nov 82	Superseded by ETL 83-5, 84-2
82-4	10 Nov 82	Superseded by ETL 84-7
82-5	10 Nov 82	Superseded by ETL 84-1, 86-13, 86-14
82-6	30 Dec 82	Cancelled
82-7	30 Dec 82	Cancelled
83-2	16 Feb 83	Superseded by ETL 84-3
83-6	24 May 83	Cancelled
84-3	21 Mar 84	Cancelled
84-4	10 Apr 84	Superseded by ETL 86-7, 86-15, 87-5
84-5	7 May 84	Superseded by ETL 84-8, 86-11, 86-18, 88-6
84-6	Not Issued	Cancelled/Not Used
84-9	5 Jul 84	Superseded by ETL 88-7
86-3	21 Feb 86	Superseded by ETL 86-4
86-6	3 Jun 86	Superseded by ETL 86-11, 86-18, 88-6
86-7	3 Jun 86	Superseded by ETL 86-15
86-12	3 Jul 86	Superseded by ETL 90-2
86-13	18 Aug 86	Superseded by ETL 86-14
86-15	13 Nov 86	Superseded by ETL 87-5
86-17	17 Dec 66	Superseded by ETL 89-6
86-18	18 Dec 86	Superseded by ETL 88-6
87-3	12 Mar 87	Superseded by ETL 87-6, ETL 88-5
87-6	21 Aug 87	Superseded by ETL 88-5
87-7	14 Oct 87	Superseded by ETL 89-1
Chg 1	30 Dec 87	Superseded by ETL 90-1
88-1	5 Jan 88	Superseded by ETL 89-2
89-5		Issued as ETL 90-7

Atch 3  
(3 of 3)