# Instructions:

• Programming is the process of probing for sufficient information to understand and define the project scope.

• Programming is based on a combination of interviews for data gathering and work sessions for decision-making.

• Programming is the establishment of limits and the scope of possibilities.

• Programming is processing raw data into useful and essential information

• Programming is a cooperative process emphasizing team decision-making.

• Programming is not merely asking questions.

• Programming is not just making a list of wanted spaces.

1. The following is a questionnaire to convey your requirements for a new facility to the planning charrette team. Information will help us better understand what requirements there are for the new facility, so that we can design to your specific needs. Please have someone from all offices mentioned above review the questionnaire, fill it out and be specific so your requirements can be adequately addressed.
2. Feel free to use acronyms, but please define them. Answer questions as if the reader does not know anything about your organization.

# General

1. What is the mission of your organization?
2. What operations, exercises, and programs do you plan to assume responsibility for at IOC? FOC.
3. Are there any standard design criteria for any of your spaces? (If there are standard design criteria please provide a copy, document, or website reference)
4. What are the specific physical requirements in your organization? I.e. the number of offices, maintenance bays, storage, etc. Provide approximate square footage or meters necessary for each area.
5. What other organizations do you coordinate with?
6. Are there any special force protection, security, communication, or computer requirements or equipment for your organization?
7. Does your organization need to be electronically connected to an intrusion alarm system? If so indicate what type of system.
8. What are the major functional areas/departments located within your organization?
9. What are the internal relationships between these functional areas/departments?
10. Are there any adjacency requirements between these functional areas/departments?
11. Will there be any special phasing requirements or restrictions on this project?
12. What Government Furnished or Government Installed Equipment will you include on this project? What equipment will be moving from the old facility to the new facility? Please list, cost, and provide utility and space requirements

# Staff

1. What are your future staffing needs at the current time? Please annotate on the accompanying spreadsheet.
2. Is any part of your organization staffed 24 hours a day? If not are there times when it is?

# Function

1. Does your organization receive visitors or customers? How many per day and how long does it take to serve your average customer or visitor?
2. Describe the interaction your work center has with the visitors or customers mentioned above.
3. Do you require a customer receiving area such as a staffed counter?
4. Does any member of your organization have any requirements for a training rooms or conference areas? List number of people and frequency of use and special requirements.
5. Could parts of your function be located in separate areas of the building such as storage, equipment, conference room, or some other room? List these items and include number of people and square foot requirements and etc.
6. What other work areas or organizations do you need to be located near? For what functions or operations?
7. How many private offices are required and for which job functions? How many multiple person offices are required?
8. Do you have any special requirements for compressed air, noise control, cooling, humidity control, SCIF, raised floors, maintenance trenches, special locks, security, shielding or hardening?

# IT

1. Whom do you need to talk to in order to do your job?
2. From whom do you receive information to do your job, via which means?
3. Who are your internal customers (i.e. my boss, colleagues, and other directorates within the command) and external customers (i.e. the joint staff, the services, the embassy, other foreign nations, the components, other COCOMS, or the following units)?
4. How do you communicate with your internal and external customers (i.e. I use voice & data: telephone, hotline, red phone, e-mail, chat, DMS, official message, fax, etc. to speak with)?
5. Is there a special type of software or program that you use to exchange information with the customers listed above (i.e. databases, web portals, accounting tools, personnel software, etc.)?
6. At what classification levels do you exchange information (i.e. sensitive but unclassified, confidential, secret, top secret, or other)?
7. Do you require communications with other nations (i.e. German, French, Belgians, Dutch, etc.)? What classification level?
8. With which non-DoD/non-governmental organization (NGO) do you require communications? What classification level?
9. What special software programs do you require to carry out the duties of your job? (i.e. Analytical – CT-AVRS, Production – GCCS-I3, etc)
10. What special hardware requirements do you require to carry out the duties of your job? (i.e. plotter, secure phone, etc.)
11. Do you require the capability to transfer data between machines/computers, networks, classification?
12. If you transfer data, what type of media do you require and what size of files are you transferring. (i.e. CD, DVD).
13. Does your office require a satellite dish at the new facility? If so what size and where would the dish be pointed?
14. Does your organization require any radio antennae in the new facility?

# Storage

1. Describe your major storage items and size; (include the approximate weight and dimensions of any cabinets or storage racks).
2. Do you anticipate a change in storage requirements? If so what are the changes and does your storage have to be close by?
3. Will there be any hazardous material storage? If so, what is being stored (provide the Material Safety Data Sheets or MSDS sheets if possible)?

# Mechanical and Electrical Equipment

1. List any large equipment used by your unit or group and corresponding space, weight, and utilities requirement. What increase or decrease in equipment do you foresee?
2. *What computer hardware do you have? What are the electrical data, and how are they positioned (floor stand, desk, etc.). What increase or decrease in computer equipment do you foresee? Time frame?*
3. *Does your organization require pre-wired data and equipment communications links or is this handled via separate contract? If pre-wiring is required, provide name, office symbol, and phone number of individuals who can discuss connection specifics with the facility manager. Is your office connected to the Space LAN?*
4. Does your organization have a requirement for back up power? If so indicate which portion of your function or equipment needs back up power. Does your equipment require clean power over and above that provided commercially?
5. Is there any equipment that requires separate electrical power or isolated grounding?
6. Does your organization have TEMPEST, SCIF or SAR requirements? If so what areas must be certified? List size of the room in square feet, number of people and special equipment sizes and required utilities.
7. Does your organization have a safe? What is the physical size, weight, and is there any foreseeable changes in your safe requirements?

# Other

1. What other important considerations exist in the planning and scoping process for this project do you wish to address?
2. What are the names and phone numbers of the person/s who answered this questionnaire? Are you the Point of Contact for this activity? If not who is?