



Program Manager  
Pentagon Renovation

OFFICE OF THE SECRETARY OF DEFENSE  
WASHINGTON, DC 20301



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**MEMORANDUM FOR PENTAGON RENOVATION PROGRAM OFFICE  
PENTAGON RENOVATION MANAGEMENT OFFICE  
CORPS OF ENGINEERS, PENTAGON RENOVATION OFFICE  
INFORMATION MANAGEMENT AND TELECOMMUNICATIONS**

**SUBJECT:** Pentagon Renovation Program Policy Documents

Enclosed are policy documents describing the policies and procedures to be used during the design, construction, fitting out, and occupancy of both swing space and the renovated Pentagon.

Included are policies covering procedures for changes to swing space, the format for IPT meetings, security of hazardous materials, and occupancy of space in the A-ring. When final reviews are completed, additional policy documents will be forwarded.

If you have questions or require additional information, please call me on 693-8954.

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Pentagon Renovation



## **PENTAGON RENOVATION**

### **A-RING SPACE**

**No. 98-10**

#### **1.0 " Purpose**

This document will set forth the policy for the allocation and occupancy of swing space in the A-ring during the renovation of the Pentagon.

#### **2. Background**

Swing space for various OSD and other activities which was to have been available in the Basement and Mezzanine areas will not be ready in time. Temporary space will be provided along the window side of the A-ring in Wedges Two through Five. The Pentagon Renovation Management Office normally funds one tenant agency move out of the affected wedge and one move back into the renovated Pentagon. Subsequent moves of the same tenant agency within the Pentagon or out of the building are the responsibility of the tenant agency.

#### **3. Allocation**

Although the initial allocation of A-ring space was made based on proximity to tenant agency communications closets, future allocation of space in the A-ring will be allocated according to the following plan:

Wedge Five--groups which absolutely cannot leave the Pentagon or who will occupy renovated Wedge Four.

Wedge Four--groups which will occupy renovated space in Wedge Three.

Wedge Three--groups which will occupy renovated space in Wedge Two.

Wedge Two--groups which will occupy renovated space in Wedge One.

Activities which cannot occupy space as allocated above will be offered space in Rosslyn Plaza North, Federal Office Building Two, another Pentagon Renovation swing space building, or will be required to pay for any subsequent internal moves of personnel who must remain in the Pentagon.

#### **4. Build Out**

There will be minimal build out, demountable partitions will be used between tenant groups, existing furniture will be used, and changes to the space will be discouraged. During design and construction of the space, the Swing Space Change Policy will be in effect. Any changes which are not due to field conditions will be at agency expense.

After initial occupancy of A-ring swing space, no changes will be permitted in Wedge Two A-ring space; in other wedges, no changes will be permitted during the first year of occupancy. After that time, changes will be permitted only with substantial justification. All changes after occupancy will be at agency expense.