

CHANGE

No. 1

HEADQUARTERS
DEPARTMENTS OF THE ARMY
AND THE AIR FORCE
Washington, DC, 23 February 1993

COURIER STATION DESIGN

TM 5-844-1/AFM 88-21, Chap. 1, 20 January 1992, is changed as follows:

1. New or changed material is indicated by a vertical bar in the margin of the page.
2. Remove old pages and insert new pages as indicated below:

Remove Pages
3 and 4

Insert Pages
3 and 4

3. File this sheet in front of the publication for reference purposes.

The proponent agency of this publication is the Office of the Chief of Engineers, United States Army. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to HQUSACE, (CEMP-EA), WASH DC 203144000.

By Order of the Secretaries of the Army and the Air Force:

Official:

MILTON H. HAMILTON
*Administrative Assistant to the
Secretary of the Army*

GORDON R. SULLIVAN
*General, United States Army
Chief of Staff*

Official:

EDWARD A. PARDINI
*Colonel, United States Air Force
Director of Information Management*

MERRILL A. McPEAK
*General, United States Air Force
Chief of Staff*

Distribution:

Army: To be distributed in accordance with DA Form 12-34-E, Block 0771, requirements for TM 5-8444.

Air Force: F

Table 1. Courier Station Space Allowance

STATION SPACE	SMALL	MEDIUM	LARGE	HUB
Personnel Assigned	3-6	7-11	12-25	12-50
Admin (3)	Net Floor Area:	100/SF Person		
Computer Room	75	150	200	200
Customer Service Area	75	120	180	240
Dry Storage	100	160	240	300
Two Person Control Cage	30	50	100	(2)
Shower/Dressing Room	50	50	50	100
Secure Storage Area (1)(4)	500 ± 200	1000 ± 300	1700 ± 400	(2)
Secure Storage Minimum Width	14'	20'	32'	N/A

NOTES:

1. Secure storage size will be adjusted according to the station mission and customer requirements.
2. Room size at hub locations will be determined by mission requirements and location.
3. Adjust Admin Area if station works shifts. Base area on largest shift count.
4. Only the secure storage area must meet SCI requirements.

A two person control cage (TPC cage) is required in all secure storage areas. The secure storage areas will have only one point of entry which will be through the administration area and will provide controlled access. Normal egress shall also be through this door. The truck entrance roll-up door can only be opened from within the secure storage area. Where secure storage areas are large enough to require two means of egress for personnel safety, an emergency exit will be provided through the security cage/customer service entrance and be located as remotely from the administration area as is reasonable. Two exits are required where the secure storage area is 1,000 sq. ft. or greater. Lighting level will be uniform and adequate for personnel to easily read package labels.

d. Showers, bunkrooms, and breakrooms will be sized to meet mission requirements and shall be approved by the Commander, Defense Courier Service for inclusion.

e. An automated data processing equipment room (computer room) will be provided and sized according to Table 1.

6. Space arrangement and functional relationships

Courier station design will be based on efficient functional concepts while providing a layout consistent with current security policies.

a. Figures 1, 2, 3, 4, and 5 provide programming guidance when planning a new courier station or when rehabilitating an existing facility. Courier station drawings, figures 2, 3, 4, and 5 are only suggested layouts. They do not represent the only solution, nor do they necessarily represent the best solution. Siting and local conditions will have considerable impact on building design.

b. The SCIF access will open directly into secure storage area containing facilities for truck loading. Facilities for truck loading may be either a raised loading dock or the processing area could be at grade to allow driving vehicles into the loading area. Truck docks will be protected from the weather by a canopy or may be totally enclosed when approved by the Commander, Defense Courier Service. Truck loading facilities will be determined on an