

"REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR

THE SERVICE CONTRACT ACT | EMPLOYMENT STANDARDS ADMINISTRATION

By direction of the Secretary of Labor | WAGE AND HOUR DIVISION

| WASHINGTON D.C. 20210

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| Wage Determination No.: 2015-5603

Daniel W. Simms Division of | Revision No.: 10

Director Wage Determinations | Date Of Last Revision: 08/02/2019

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Note: Under Executive Order (EO) 13658 an hourly minimum wage of \$10.60 for calendar year 2019 applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1 2015. If this contract is covered by the EO the contractor must pay all workers in any classification listed on this wage determination at least \$10.60 per hour (or the applicable wage rate listed on this wage determination if it is higher) for all hours spent performing on the contract in calendar year 2019. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

State: California

Area: California County of Kern

\*\*Fringe Benefits Required Follow the Occupational Listing\*\*

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.38
01012 - Accounting Clerk II		17.27
01013 - Accounting Clerk III		19.32
01020 - Administrative Assistant		30.78
01035 - Court Reporter		27.43

01041 - Customer Service Representative I	12.60
01042 - Customer Service Representative II	14.17
01043 - Customer Service Representative III	15.46
01051 - Data Entry Operator I	13.69
01052 - Data Entry Operator II	14.94
01060 - Dispatcher Motor Vehicle	23.10
01070 - Document Preparation Clerk	15.14
01090 - Duplicating Machine Operator	15.14
01111 - General Clerk I	14.80
01112 - General Clerk II	16.15
01113 - General Clerk III	18.14
01120 - Housing Referral Assistant	22.37
01141 - Messenger Courier	14.55
01191 - Order Clerk I	16.29
01192 - Order Clerk II	17.79
01261 - Personnel Assistant (Employment) I	17.78
01262 - Personnel Assistant (Employment) II	19.89
01263 - Personnel Assistant (Employment) III	22.17
01270 - Production Control Clerk	28.50
01290 - Rental Clerk	13.99
01300 - Scheduler Maintenance	17.94
01311 - Secretary I	17.94
01312 - Secretary II	20.07
01313 - Secretary III	22.37
01320 - Service Order Dispatcher	20.65
01410 - Supply Technician	30.78
01420 - Survey Worker	16.68
01460 - Switchboard Operator/Receptionist	13.99
01531 - Travel Clerk I	13.55
01532 - Travel Clerk II	14.26
01533 - Travel Clerk III	15.45
01611 - Word Processor I	16.07
01612 - Word Processor II	18.05
01613 - Word Processor III	20.19
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer Fiberglass	21.98
05010 - Automotive Electrician	21.23
05040 - Automotive Glass Installer	19.94
05070 - Automotive Worker	19.94
05110 - Mobile Equipment Servicer	17.24
05130 - Motor Equipment Metal Mechanic	22.54
05160 - Motor Equipment Metal Worker	19.94
05190 - Motor Vehicle Mechanic	22.54
05220 - Motor Vehicle Mechanic Helper	15.81



05250 - Motor Vehicle Upholstery Worker	18.63
05280 - Motor Vehicle Wrecker	19.94
05310 - Painter Automotive	21.23
05340 - Radiator Repair Specialist	19.94
05370 - Tire Repairer	14.73
05400 - Transmission Repair Specialist	22.54
07000 - Food Preparation And Service Occupations	
07010 - Baker	14.06
07041 - Cook I	15.32
07042 - Cook II	17.73
07070 - Dishwasher	11.52
07130 - Food Service Worker	12.41
07210 - Meat Cutter	14.15
07260 - Waiter/Waitress	11.57
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	16.54
09040 - Furniture Handler	12.87
09080 - Furniture Refinisher	16.54
09090 - Furniture Refinisher Helper	13.30
09110 - Furniture Repairer Minor	15.21
09130 - Upholsterer	16.54
11000 - General Services And Support Occupations	
11030 - Cleaner Vehicles	13.82
11060 - Elevator Operator	13.22
11090 - Gardener	19.51
11122 - Housekeeping Aide	13.22
11150 - Janitor	13.22
11210 - Laborer Grounds Maintenance	14.65
11240 - Maid or Houseman	11.68
11260 - Pruner	13.87
11270 - Tractor Operator	17.89
11330 - Trail Maintenance Worker	14.65
11360 - Window Cleaner	14.59
12000 - Health Occupations	
12010 - Ambulance Driver	18.87
12011 - Breath Alcohol Technician	24.52
12012 - Certified Occupational Therapist Assistant	33.63
12015 - Certified Physical Therapist Assistant	29.09
12020 - Dental Assistant	17.99
12025 - Dental Hygienist	45.22
12030 - EKG Technician	29.16
12035 - Electroneurodiagnostic Technologist	29.16
12040 - Emergency Medical Technician	18.87
12071 - Licensed Practical Nurse I	21.92

12072 - Licensed Practical Nurse II	24.52
12073 - Licensed Practical Nurse III	27.33
12100 - Medical Assistant	14.13
12130 - Medical Laboratory Technician	22.72
12160 - Medical Record Clerk	18.66
12190 - Medical Record Technician	20.87
12195 - Medical Transcriptionist	21.85
12210 - Nuclear Medicine Technologist	52.50
12221 - Nursing Assistant I	12.45
12222 - Nursing Assistant II	14.00
12223 - Nursing Assistant III	15.28
12224 - Nursing Assistant IV	17.15
12235 - Optical Dispenser	16.75
12236 - Optical Technician	21.92
12250 - Pharmacy Technician	18.78
12280 - Phlebotomist	18.84
12305 - Radiologic Technologist	34.41
12311 - Registered Nurse I	24.92
12312 - Registered Nurse II	30.48
12313 - Registered Nurse II Specialist	30.48
12314 - Registered Nurse III	43.52
12315 - Registered Nurse III Anesthetist	43.52
12316 - Registered Nurse IV	44.22
12317 - Scheduler (Drug and Alcohol Testing)	30.37
12320 - Substance Abuse Treatment Counselor	22.03
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	24.35
13012 - Exhibits Specialist II	30.20
13013 - Exhibits Specialist III	36.93
13041 - Illustrator I	24.35
13042 - Illustrator II	30.20
13043 - Illustrator III	36.93
13047 - Librarian	33.42
13050 - Library Aide/Clerk	16.13
13054 - Library Information Technology Systems Administrator	30.18
13058 - Library Technician	21.25
13061 - Media Specialist I	21.78
13062 - Media Specialist II	24.35
13063 - Media Specialist III	27.17
13071 - Photographer I	18.00
13072 - Photographer II	20.14
13073 - Photographer III	24.95
13074 - Photographer IV	30.52

13075 - Photographer V	36.92
13090 - Technical Order Library Clerk	20.26
13110 - Video Teleconference Technician	20.72
14000 - Information Technology Occupations	
14041 - Computer Operator I	17.85
14042 - Computer Operator II	20.61
14043 - Computer Operator III	22.98
14044 - Computer Operator IV	25.55
14045 - Computer Operator V	28.28
14071 - Computer Programmer I	(see 1)
14072 - Computer Programmer II	(see 1)
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	17.85
14160 - Personal Computer Support Technician	25.55
14170 - System Support Specialist	29.44
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	30.78
15020 - Aircrew Training Devices Instructor (Rated)	37.24
15030 - Air Crew Training Devices Instructor (Pilot)	44.48
15050 - Computer Based Training Specialist / Instructor	30.78
15060 - Educational Technologist	39.14
15070 - Flight Instructor (Pilot)	44.48
15080 - Graphic Artist	21.59
15085 - Maintenance Test Pilot Fixed Jet/Prop	43.41
15086 - Maintenance Test Pilot Rotary Wing	43.41
15088 - Non-Maintenance Test/Co-Pilot	43.41
15090 - Technical Instructor	22.89
15095 - Technical Instructor/Course Developer	28.00
15110 - Test Proctor	18.48
15120 - Tutor	18.48
16000 - Laundry Dry-Cleaning Pressing And Related Occupations	
16010 - Assembler	13.13
16030 - Counter Attendant	13.13
16040 - Dry Cleaner	15.02
16070 - Finisher Flatwork Machine	13.13
16090 - Presser Hand	13.13
16110 - Presser Machine Drycleaning	13.13
16130 - Presser Machine Shirts	13.13
16160 - Presser Machine Wearing Apparel Laundry	13.13
16190 - Sewing Machine Operator	15.65

16220 - Tailor	16.28
16250 - Washer Machine	13.76
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	27.38
19040 - Tool And Die Maker	33.20
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	14.76
21030 - Material Coordinator	28.50
21040 - Material Expediter	28.50
21050 - Material Handling Laborer	15.04
21071 - Order Filler	12.17
21080 - Production Line Worker (Food Processing)	14.76
21110 - Shipping Packer	15.92
21130 - Shipping/Receiving Clerk	15.92
21140 - Store Worker I	14.84
21150 - Stock Clerk	18.24
21210 - Tools And Parts Attendant	14.76
21410 - Warehouse Specialist	14.76
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	35.35
23019 - Aircraft Logs and Records Technician	27.59
23021 - Aircraft Mechanic I	33.38
23022 - Aircraft Mechanic II	35.35
23023 - Aircraft Mechanic III	36.74
23040 - Aircraft Mechanic Helper	23.41
23050 - Aircraft Painter	31.45
23060 - Aircraft Servicer	27.59
23070 - Aircraft Survival Flight Equipment Technician	31.45
23080 - Aircraft Worker	29.54
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	29.54
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	33.38
23110 - Appliance Mechanic	27.38
23120 - Bicycle Repairer	22.22
23125 - Cable Splicer	40.15
23130 - Carpenter Maintenance	25.15
23140 - Carpet Layer	23.85
23160 - Electrician Maintenance	35.30
23181 - Electronics Technician Maintenance I	28.46
23182 - Electronics Technician Maintenance II	30.30
23183 - Electronics Technician Maintenance III	32.16
23260 - Fabric Worker	24.02
23290 - Fire Alarm System Mechanic	23.03

23310 - Fire Extinguisher Repairer	22.22
23311 - Fuel Distribution System Mechanic	33.89
23312 - Fuel Distribution System Operator	26.90
23370 - General Maintenance Worker	19.66
23380 - Ground Support Equipment Mechanic	33.38
23381 - Ground Support Equipment Servicer	27.59
23382 - Ground Support Equipment Worker	29.54
23391 - Gunsmith I	22.22
23392 - Gunsmith II	25.71
23393 - Gunsmith III	29.06
23410 - Heating Ventilation And Air-Conditioning Mechanic	26.80
23411 - Heating Ventilation And Air Contidioning Mechanic (Research Facility)	28.38
23430 - Heavy Equipment Mechanic	26.75
23440 - Heavy Equipment Operator	24.53
23460 - Instrument Mechanic	33.96
23465 - Laboratory/Shelter Mechanic	27.38
23470 - Laborer	15.04
23510 - Locksmith	26.04
23530 - Machinery Maintenance Mechanic	28.48
23550 - Machinist Maintenance	21.72
23580 - Maintenance Trades Helper	13.65
23591 - Metrology Technician I	33.96
23592 - Metrology Technician II	35.96
23593 - Metrology Technician III	37.37
23640 - Millwright	29.06
23710 - Office Appliance Repairer	21.82
23760 - Painter Maintenance	20.87
23790 - Pipefitter Maintenance	26.38
23810 - Plumber Maintenance	24.77
23820 - Pneudraulic Systems Mechanic	29.06
23850 - Rigger	29.06
23870 - Scale Mechanic	25.71
23890 - Sheet-Metal Worker Maintenance	29.20
23910 - Small Engine Mechanic	24.78
23931 - Telecommunications Mechanic I	27.56
23932 - Telecommunications Mechanic II	29.19
23950 - Telephone Lineman	31.01
23960 - Welder Combination Maintenance	25.85
23965 - Well Driller	30.09
23970 - Woodcraft Worker	29.06
23980 - Woodworker	22.22
24000 - Personal Needs Occupations	

24550 - Case Manager	17.99
24570 - Child Care Attendant	12.11
24580 - Child Care Center Clerk	15.10
24610 - Chore Aide	13.07
24620 - Family Readiness And Support Services Coordinator	17.99
24630 - Homemaker	17.99
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	38.32
25040 - Sewage Plant Operator	30.41
25070 - Stationary Engineer	38.32
25190 - Ventilation Equipment Tender	25.69
25210 - Water Treatment Plant Operator	30.41
27000 - Protective Service Occupations	
27004 - Alarm Monitor	24.99
27007 - Baggage Inspector	12.10
27008 - Corrections Officer	42.35
27010 - Court Security Officer	38.36
27030 - Detection Dog Handler	13.53
27040 - Detention Officer	42.35
27070 - Firefighter	38.30
27101 - Guard I	12.10
27102 - Guard II	13.53
27131 - Police Officer I	33.15
27132 - Police Officer II	36.83
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	14.80
28042 - Carnival Equipment Repairer	16.14
28043 - Carnival Worker	11.34
28210 - Gate Attendant/Gate Tender	15.81
28310 - Lifeguard	13.15
28350 - Park Attendant (Aide)	17.68
28510 - Recreation Aide/Health Facility Attendant	13.21
28515 - Recreation Specialist	21.82
28630 - Sports Official	14.08
28690 - Swimming Pool Operator	18.67
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	25.88
29020 - Hatch Tender	25.88
29030 - Line Handler	25.88
29041 - Stevedore I	24.17
29042 - Stevedore II	27.55
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist Center (HFO) (see 2)	44.08

30011 - Air Traffic Control Specialist Station (HFO) (see 2)	30.40
30012 - Air Traffic Control Specialist Terminal (HFO) (see 2)	33.47
30021 - Archeological Technician I	19.91
30022 - Archeological Technician II	26.44
30023 - Archeological Technician III	27.27
30030 - Cartographic Technician	30.50
30040 - Civil Engineering Technician	29.04
30051 - Cryogenic Technician I	28.22
30052 - Cryogenic Technician II	31.16
30061 - Drafter/CAD Operator I	19.91
30062 - Drafter/CAD Operator II	26.44
30063 - Drafter/CAD Operator III	26.80
30064 - Drafter/CAD Operator IV	32.98
30081 - Engineering Technician I	17.68
30082 - Engineering Technician II	20.62
30083 - Engineering Technician III	23.07
30084 - Engineering Technician IV	28.59
30085 - Engineering Technician V	34.97
30086 - Engineering Technician VI	42.20
30090 - Environmental Technician	26.33
30095 - Evidence Control Specialist	25.48
30210 - Laboratory Technician	24.11
30221 - Latent Fingerprint Technician I	26.68
30222 - Latent Fingerprint Technician II	29.47
30240 - Mathematical Technician	27.58
30361 - Paralegal/Legal Assistant I	21.99
30362 - Paralegal/Legal Assistant II	27.23
30363 - Paralegal/Legal Assistant III	33.31
30364 - Paralegal/Legal Assistant IV	40.31
30375 - Petroleum Supply Specialist	31.16
30390 - Photo-Optics Technician	27.58
30395 - Radiation Control Technician	31.16
30461 - Technical Writer I	29.04
30462 - Technical Writer II	35.52
30463 - Technical Writer III	42.97
30491 - Unexploded Ordnance (UXO) Technician I	28.01
30492 - Unexploded Ordnance (UXO) Technician II	33.89
30493 - Unexploded Ordnance (UXO) Technician III	40.63
30494 - Unexploded (UXO) Safety Escort	28.01
30495 - Unexploded (UXO) Sweep Personnel	28.01
30501 - Weather Forecaster I	28.22
30502 - Weather Forecaster II	34.32
30620 - Weather Observer Combined Upper Air Or (see 2)	26.80
Surface Programs	

30621 - Weather Observer Senior	(see 2)	27.27
31000 - Transportation/Mobile Equipment Operation Occupations		
31010 - Airplane Pilot		33.89
31020 - Bus Aide		12.32
31030 - Bus Driver		17.76
31043 - Driver Courier		14.60
31260 - Parking and Lot Attendant		12.54
31290 - Shuttle Bus Driver		15.92
31310 - Taxi Driver		14.07
31361 - Truckdriver Light		15.92
31362 - Truckdriver Medium		17.64
31363 - Truckdriver Heavy		20.40
31364 - Truckdriver Tractor-Trailer		20.40
99000 - Miscellaneous Occupations		
99020 - Cabin Safety Specialist		16.53
99030 - Cashier		11.63
99050 - Desk Clerk		11.92
99095 - Embalmer		25.95
99130 - Flight Follower		28.01
99251 - Laboratory Animal Caretaker I		13.16
99252 - Laboratory Animal Caretaker II		14.28
99260 - Marketing Analyst		29.95
99310 - Mortician		25.95
99410 - Pest Controller		15.29
99510 - Photofinishing Worker		14.72
99710 - Recycling Laborer		25.17
99711 - Recycling Specialist		30.78
99730 - Refuse Collector		23.87
99810 - Sales Clerk		12.02
99820 - School Crossing Guard		11.89
99830 - Survey Party Chief		31.70
99831 - Surveying Aide		21.04
99832 - Surveying Technician		28.83
99840 - Vending Machine Attendant		18.54
99841 - Vending Machine Repairer		23.39
99842 - Vending Machine Repairer Helper		19.11



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Note: Executive Order (EO) 13706 Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1 2017. If this contract is covered by the EO the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness injury or other health-related needs including preventive care; to assist a family member (or person who is like family to the employee) who is ill injured or has other health-related needs including preventive care; or for reasons resulting from or to assist a family member (or person who is like family to the employee) who is the victim of domestic violence sexual assault or stalking. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.54 per hour up to 40 hours per week or \$181.60 per week or \$786.93 per month

HEALTH & WELFARE EO 13706: \$4.22 per hour up to 40 hours per week or \$168.80 per week or \$731.47 per month\*

\*This rate is to be used only when compensating employees for performance on an SCA-covered contract also covered by EO 13706 Establishing Paid Sick Leave for Federal Contractors. A contractor may not receive credit toward its SCA obligations for any paid sick leave provided pursuant to EO 13706.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor 3 weeks after 5 years and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor wherever employed and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day Martin Luther King Jr.'s Birthday Washington's Birthday Memorial Day Independence Day Labor Day Columbus Day Veterans' Day Thanksgiving Day and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b) this wage determination does not apply to any employee who individually qualifies as a bona fide executive administrative or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally because job titles vary widely and change quickly in the computer industry job titles are not determinative of the application of the computer professional exemption. Therefore the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures including consulting with users to determine hardware software or system functional specifications;

(2) The design development documentation analysis creation testing or modification of computer systems or programs including prototypes based on and related to user or system design specifications;

(3) The design documentation testing creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**\*\* HAZARDOUS PAY DIFFERENTIAL \*\***

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance explosives and incendiary materials. This includes work such as screening blending dying mixing and pressing of sensitive ordnance explosives and pyrotechnic compositions such as lead azide black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization modification renovation demolition and maintenance operations on sensitive ordnance explosives and incendiary materials. All operations involving re-grading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with or in close proximity to ordnance (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands face or arms of the employee engaged in the operation irritation of the skin minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving unloading storage and hauling of ordnance explosive and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance explosives and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract by the employer by the state or local law etc.) the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition where uniform cleaning and maintenance is made the responsibility of the employee all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount or the furnishing of contrary affirmative proof as to the actual cost) reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However in those instances where the uniforms furnished are made of "wash and wear" materials may be routinely washed and dried with other personal garments and do not require any special treatment such as dry cleaning daily washing or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract by the contractor by law or by the nature of the work there is no requirement that employees be reimbursed for uniform maintenance costs.

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e. the work to be performed is not performed by any classification listed in the wage determination) be classified by the contractor so as to provide a reasonable relationship (i.e. appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification wage rate and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). When multiple wage determinations are included in a contract a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

1) When preparing the bid the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).

2) After contract award the contractor prepares a written report listing in order the proposed classification title(s) a Federal grade equivalency (FGE) for each proposed classification(s) job description(s) and rationale for proposed wage rate(s) including information regarding the agreement or disagreement of the

authorized representative of the employees involved or where there is no authorized representative the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report of the action together with the agency's recommendations and pertinent information including the position of the contractor and the employees to the U.S. Department of Labor Wage and Hour Division for review (See 29 CFR 4.6(b)(2)(ii)).

4) Within 30 days of receipt the Wage and Hour Division approves modifies or disapproves the action via transmittal to the agency contracting officer or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour Division's decision to the contractor.

6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

Information required by the Regulations must be submitted on SF-1444 or bond paper.

When preparing a conformance request the "Service Contract Act Directory of Occupations" should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember it is not the job title but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split combine or subdivide classifications listed in the wage determination (See 29 CFR 4.152(c)(1)).

\*\* SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS \*\*

The duties of employees under job titles listed are those described in the  
""Service Contract Act Directory of Occupations"" Fifth Edition (Revision 1)  
dated September 2015 unless otherwise indicated."



# **U.S. Department of Homeland Security**

U.S. Immigration and Customs Enforcement  
Office of Detention and Removal Operations

## **CONTRACT DETENTION FACILITY**

# **DESIGN STANDARDS**

**for IMMIGRATION AND CUSTOMS ENFORCEMENT**

May 14, 2007





**U.S. DEPARTMENT OF HOMELAND SECURITY**  
U.S. Immigration and Customs Enforcement  
Office of Detention and Removal Operations

**CDF Design Standards** for  
Immigration and Customs Enforcement

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*Immigration and Customs Enforcement (ICE) is a component of the U.S. Department of Homeland Security (DHS). ICE brings a unified and coordinated focus to the enforcement of federal immigration laws, customs laws, and air security laws. ICE brings to bear all of the considerable resources and authorities invested in it to fulfill its primary mission: to detect vulnerabilities and prevent violations that threaten national security.*

*As an Operational Division of ICE, the Office of Detention and Removal Operations (DRO) is responsible for public safety and national security by ensuring the departure from the United States of all removable aliens and by enforcing the Nation's immigration laws.*

*Because of increasing demands on Service resources, ICE/DRO personnel must be able to share information rapidly and efficiently in order to succeed in fulfilling the Service mission.*

*In addition to this document, which establishes the ICE components within a Contract Detention Facility (CDF) Design Standards, other documents are being developed that provide additional related information for planning and design of Contract Detention Facilities (CDF). Other documents already complete include Design Standards for Health Services and Executive Office for Immigration Review (EOIR) Courts.*

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*The U.S. Department of Homeland Security gratefully acknowledges the participation and input of the following individuals:*

---

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**Performa, Inc.**

(b) (6), (b) (7)(C) President - Governmental/Justice Program  
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## 1. INTRODUCTION

Project Statement  
Design Standards Purpose  
Design Standards Organization





## Project Statement

### PROJECT INTENT

The U.S. Department of Homeland Security (DHS), Immigration and Customs Enforcement (ICE) are responsible for detaining those who have entered the United State illegally or violated their immigration status. Facilities used by DHS/ICE for detention are called Service Processing Centers (SPC's) or Contract Detention Facilities (CDF's). The purpose of these facilities is to provide a place of detention for aliens who are taken into custody pending completion of their deportation case, released on their own recognizance, or pending release.

### IMMIGRATION AND CUSTOMS ENFORCEMENT

Immigration and Customs Enforcement (ICE) is an agency of the U.S. Department of Homeland Security (DHS). ICE brings a unified and coordinated focus to the enforcement of federal immigration laws, customs laws, and air security laws. ICE brings to bear the considerable size of its invested resources and authorities to fulfill its primary mission: *to detect vulnerabilities and prevent violations that threaten national security.*

The diagrams on page 1.3 provide an example of a Contract Detention Facility. The Pearsall CDF was built in 2005 and has a current bed capacity of 1900 beds with approximately 251,950 gross square feet. The site plan illustrates the facility's organization while the floor plan illustrates ICE, Contractor, and other Government Agency operated spaces.

It is the intent of this project to develop planning and design standards from which Contract Detention Facilities can be designed and built. The operational components within a CDF are derived from categorizing the personnel groups and service activities of a CDF. The level of security required determines how the components are organized. The side bar to the right lists the main operational components and functional areas within a CDF. This document establishes the planning and design guidelines within ICE's operational authority for the spaces highlighted to the right in orange. Spaces operated by Contract Operations or other Government Agencies (Health Services and Executive Office for Immigration Review) are highlighted in yellow or blue.

### CDF Operational Components

#### 1.0 Office Components

Normal office setting for administrative and public functions of the CDF. (They are located outside the secure perimeter.)

- Public Entrance/Lobby
- ICE Administration
- CDF Administration
- Office of the Principal Legal Advisor (OPLA)
- Removal
- Staff Services & Training

#### 2.0 Court and Public/Detainee/Interface Components

This component includes the EOIR Court work area and courtroom space.

- Executive Office for Immigration Review (EOIR)
- Public/Detainee Visitation

#### 3.0 Detainee Living Components

Located inside the secure perimeter they are used by the detainees during their normal daily routine.

- Detention Administration
- Security Command
- Detainee Housing (w/dining)
- Detainee Services
- Recreation
- Library

#### 4.0 Service Components

Service functions for the CDF detainee population. They are typically placed in a secure area because detainees require frequent access to them or are given work details in these components.

- Processing
- Health Services
- Laundry
- Food Preparation

#### 5.0 Facility Support Components

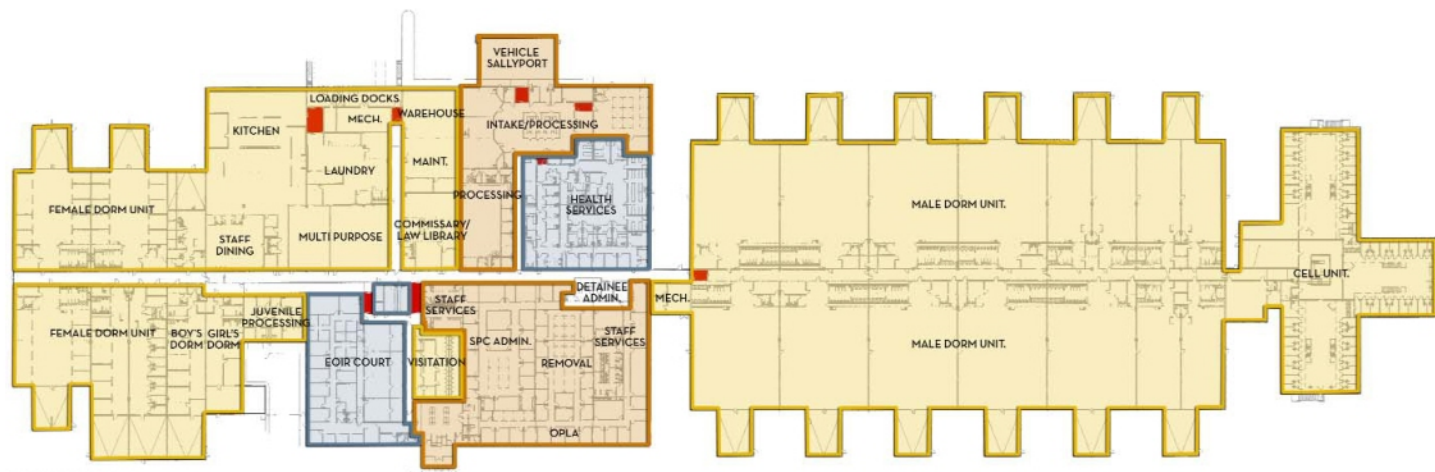
These elements support the facility but do not provide direct services to the detainees and may be located outside the secure perimeter.

- Warehouse/Supply
- Maintenance/Fleet Operations
- Central Utility Plant

## EXAMPLE: Pearsall Contract Detention Facility, Pearsall, TX



Site Plan



Floor Plan

### Pearsall Contract Detention Facility Facts

Total Facility Gross Square Feet =	251,950
Total Number of Beds =	1,200

### Legend

- = ICE Operated
- = Contractor Operated
- = Other Government Owned
- = Secure Sallyport





## Design Standards Purpose

### PURPOSE OF THE DESIGN STANDARDS

The ICE Design Standards (hereafter referred to as the Standards) contains criteria and concepts for the planning and design of the ICE operated spaces within a CDF. The standards contain the *organizational*, *operational*, and *functional* requirements for only the ICE Components.

The purpose of the Standards, is to establish operational directions and architectural relationships for ICE spaces. The decisions made and policies adopted during the development of the Standards are intended to provide direction and guidance during the planning and design of existing and future Contract Detention Facilities, bringing standardization to CDF's as well as reducing the amount of effort and time required to plan, design, construct and activate a CDF.

### USERS OF THE DESIGN STANDARDS

This document is intended for all individuals involved in the planning, design and construction of a CDF, including architects, engineers, contractors, DHS/ICE staff located at Headquarters, Regional, and District offices assigned to Detention and Removal and any other DHS agencies involved. This document is intended to communicate ICE requirements to service providers providing design, construction, and facility management services.

### APPLICATION OF THE DESIGN STANDARDS

The architectural information contained in the ICE Design Standards should be viewed as ICE policy applicable to the design of all CDF facilities. It is intended to provide to the user clear guidance on project requirements, conceptual solutions, and specific technical details. The information is intended to focus the user on meeting ICE needs, to educate regarding design of ICE operated CDF's, and to establish design performance conditions as well as to provide design solutions.

The requirements in the Standards are generic in nature. Specific applications such as the mission of the proposed facility, site conditions, ability to receive service support from local communities and other

institutions, and climactic differences must be considered.

The ICE Design Standards provide instructions that must be met, alternative acceptable solutions, and design issues the user should consider. For instructions that must be met, the user shall comply and provide final designs that meet these instructions. Alternative acceptable solutions provide the user with flexible choices to react to variations unique to the specific project. Issues being considered help the user understand the context of the problem and the needs of ICE.

The Design Standards are meant to be used as a guideline for the layout of the ICE Components. Design decisions must be coordinated through the ICE/DRO Facilities Management Unit. A review process will be established at the inception of each project, generally at the 30/60/90 percent design phases. ICE/DRO FMU will provide approvals after each stage.

Any deviations from the design standards must be approved by ICE/DRO FMU.





## Design Standards Organization

### ORGANIZATION OF THE ICE DESIGN STANDARDS

The ICE Design Standards are organized to provide conceptual and technical information in a structured manner.

The Design Standards document is organized for ease of use. The Standards are organized into five sections. Each section is designed to stand alone so it may be extracted for use in the planning and design process.

The side bar to the right briefly outlines the contents of each section of this document.

### DESIGN STANDARDS DEVELOPMENT PROCESS

The design standards documented herein have been developed by selected representatives from ICE/DRO FMU.

The Standards Development Team reviewed and evaluated existing ICE standards documents and assessed existing Service Processing Centers and Contract Detention Facilities noting advantages and disadvantages of each ICE layout and their post occupancy evaluation.

The goal of the design standards is to enhance the organizational, operational, and functional efficiencies of ICE components and their functional areas.

#### Design Standards Contents

##### **Section 1. Introduction**

The Introduction identifies the overall function of a CDF and discusses the purpose and organization of the Design Standards.

##### **Section 2. Organizational Requirements**

This section of the Standards discusses the history of ICE and how it is organized within the Department of Homeland Security (DHS) as well as within a CDF.

##### **Section 3. Operational Requirements**

This section of the Standards discusses the physical relationships of ICE within a CDF. Staff positions are identified and quantity corresponds to the number of beds within the CDF.

##### **Section 4. Functional Requirements**

This section of the Standards discusses the spaces needed for each ICE Component and corresponding technical requirements (i.e. functional description, room or area photograph, space plan, material, and equipment list).

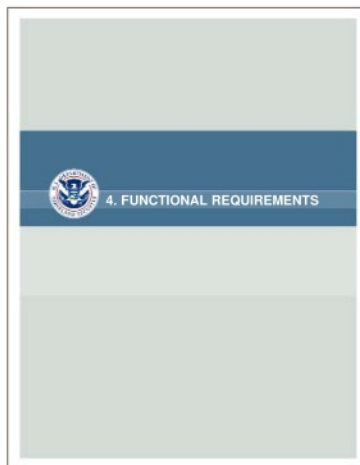
##### **Section 5. Appendix**

This section of the Standards contains a listing of reference publications and acronyms/abbreviations.

## Design Standards Report Contents



Project Statement  
Design Standards Purpose  
Design Standards Organization



ICE Space Requirements  
1.0 Office Zone  
2.0 Court Interface Zone  
3.0 Detainee Living Zone  
4.0 Service Zone  
5.0 Facility Support Zone



ICE Background  
ICE Function  
ICE Organization



Reference Publications  
Acronyms and Abbreviations



CDF Organization  
ICE Staff Positions/Organization  
ICE Staff Position Descriptions



## 2. ORGANIZATIONAL REQUIREMENTS

ICE Background

ICE Function

ICE Organization





## ICE Background

### U.S. DEPARTMENT OF HOMELAND SECURITY

Homeland Security leverages resources within federal, state, and local governments, coordinating the transition of multiple agencies and programs into a single, integrated agency focused on protecting the American people and their homeland. More than 87,000 different governmental jurisdictions at the federal, state, and local level have homeland security responsibilities. The comprehensive national strategy seeks to develop a complementary systems connecting all levels of government without duplicating effort. Homeland Security is truly a “national mission.”

The organizational chart on the following page contains the major components that currently make up the Department of Homeland Security.

### HISTORY OF ICE

ICE was formed pursuant to the Homeland Security Act of 2002 following the events of September 11, 2001. With the establishment of the Department of Homeland Security the functions and jurisdictions of several border and revenue enforcement agencies were combined and reconstituted into Immigration and Customs Enforcement. Consequently, ICE is the largest investigative arm of DHS, and the second largest contributor to the nation's Joint Terrorism Task Force.

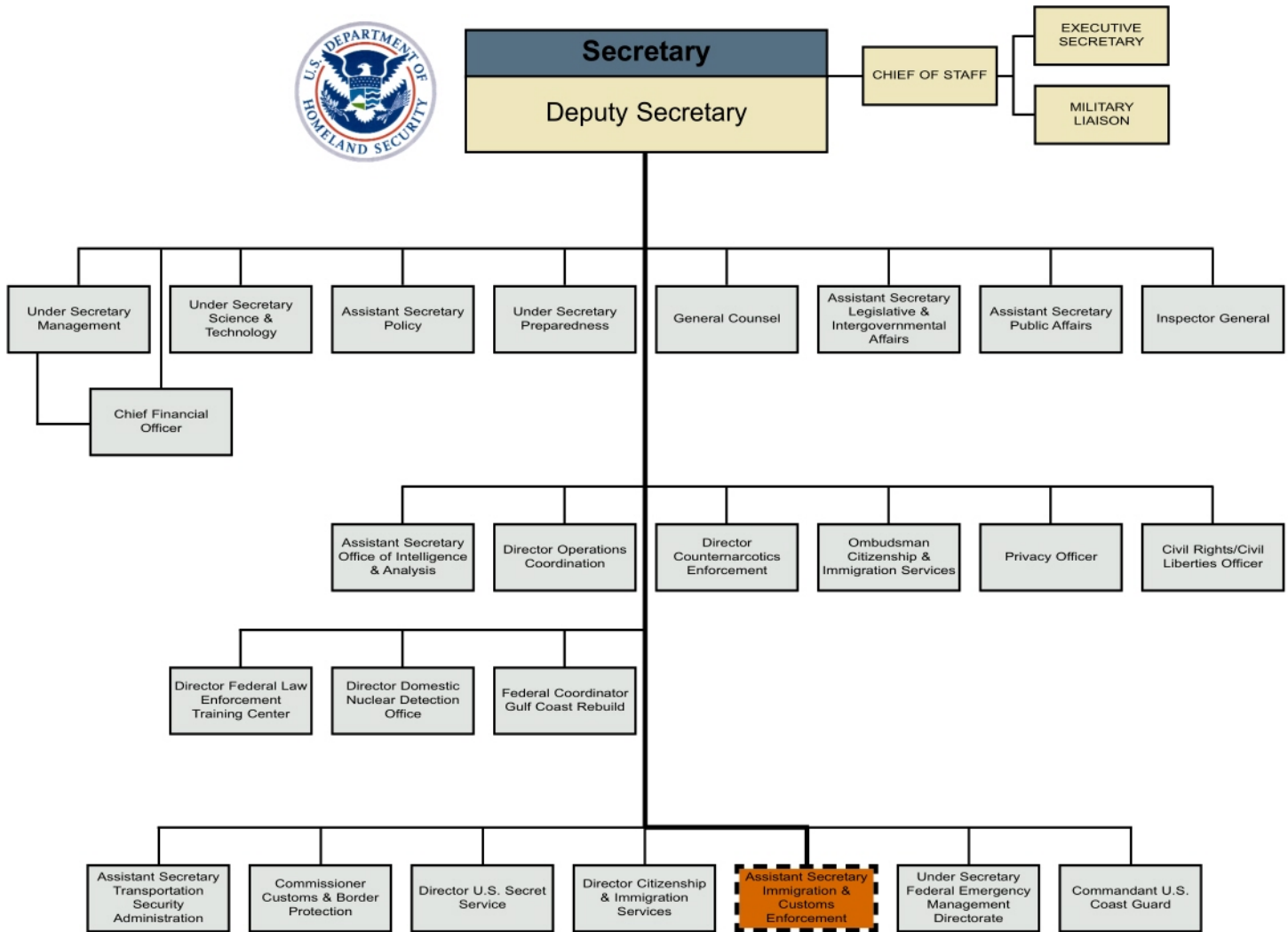
The agencies that were either moved entirely or merged in part, based upon their law enforcement functions, included the investigative and intelligence resources of the United States Customs Service, the law enforcement resources of the Immigration and Naturalization Service, and the United States Federal Protective Service. Consequently, ICE is also charged with the protection of federal buildings within the United States.

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

### U.S. Department Homeland Security (DHS) Organizational Chart



7/06



## ICE Function

### U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT

The United States Immigration and Customs Enforcement (ICE) is the largest investigative arm of the United States Department of Homeland Security (DHS) and is responsible for identifying and dismantling vulnerabilities regarding the nation's border, economic, transportation and infrastructure security. Employing approximately 15,000 people, ICE is charged with the enforcement of over 400 federal statutes within the United States and maintains attaches at major U.S. embassies overseas. As such, ICE Special Agents arguably possesses the broadest investigative authority within the United States Government. The mission of ICE is to protect America and uphold public safety by targeting the people, money and materials that support terrorist and criminal activities. ICE is led by an Assistant Secretary who is appointed by the President of the United States and confirmed by the U. S. Senate. The Assistant Secretary reports directly to the Secretary of Homeland Security.

The organizational chart on the following page contains the major components that make-up the Immigration and Customs Enforcement.

(b) (6), (b) (7)(C)

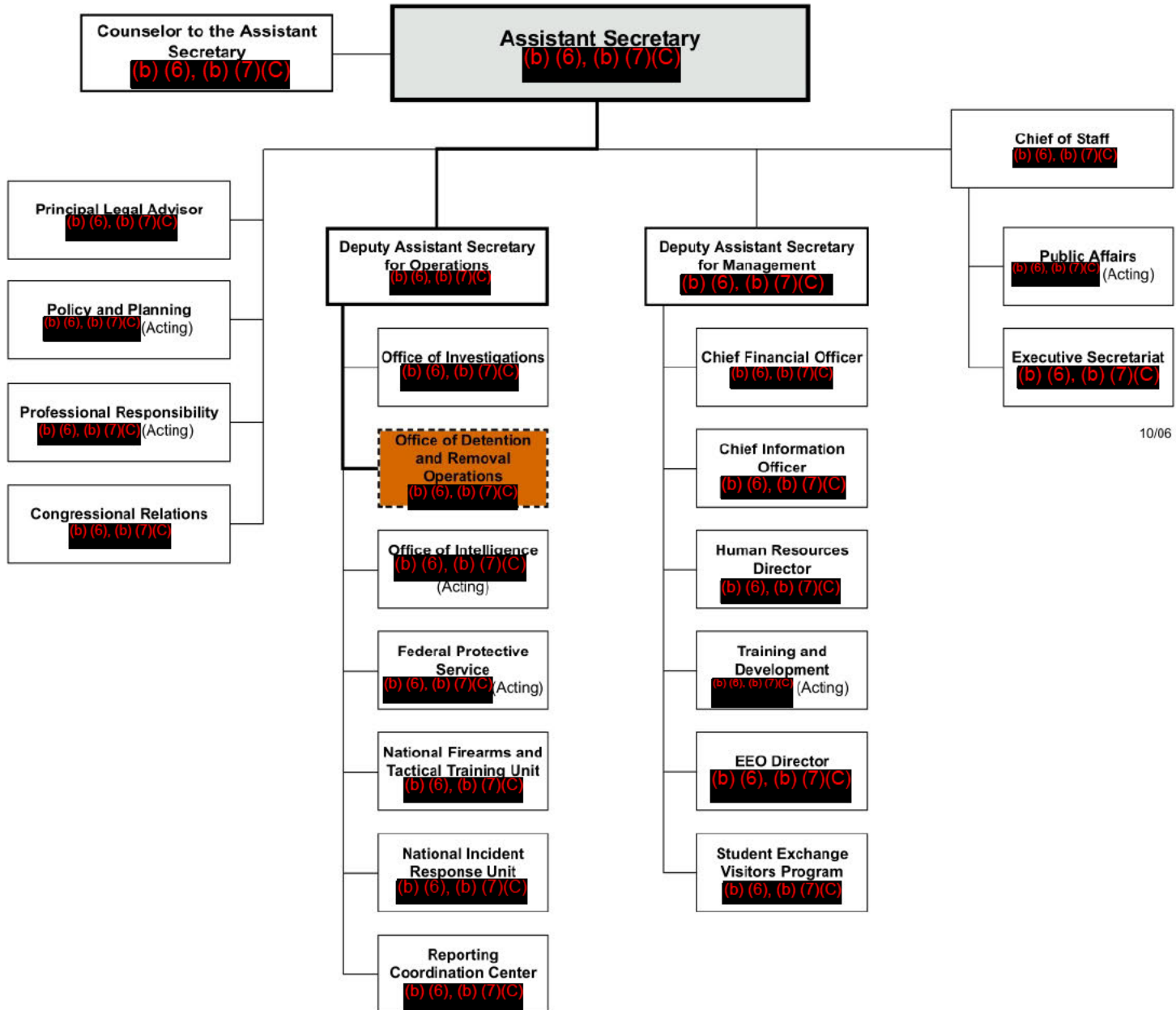
(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)



### U.S. Immigration and Customs Enforcement (ICE) Organizational Chart



10/06



## **ICE Organization**

U.S. Immigration and Customs Enforcement is responsible for eliminating border, economic, transportation, and infrastructure security vulnerabilities. As such, the ICE organization is composed of four law enforcement divisions and several support divisions. These divisions of ICE combine to form a new investigative approach with new resources to provide unparalleled investigation, interdiction, and security services to the public and other law enforcement partners in the federal and local sectors.

The organizational chart on the following page contains the major components that make up a Contract Detention Facility. They include:

### **1. OFFICE OF DETENTION AND REMOVAL OPERATIONS (DRO)**

DRO is responsible for public safety and national security by enforcing the nation's immigration laws and ensuring the departure from the United States of all removable aliens. DRO has Immigration Enforcement Agents (IEAs) that are the uniformed presence of immigration enforcement within the interior of the United States, whereas the U.S. Border Patrol is the uniformed presence of immigration at the border. DRO also have Deportation Officers who identify, apprehend, and remove aliens that are deportable from the United States. DRO has the Criminal Alien Program (CAP) that apprehends and removes criminal aliens in jails and prisons. DRO has also been mandated by Congress to reduce the number of fugitive aliens through its Fugitive Operations Program (FUGOPS), aliens that are still in the United States with an outstanding Warrant of Deportation. As such, ICE is partnered with the U.S. Marshals Service in operating JPATS, the Justice Prisoner and Alien Transportation System, otherwise known as Con-Air to remove criminal aliens from the United States. DRO also is in charge of detention of aliens who are in deportation proceedings and managing ICE and contract detention facilities.

### **2. OFFICE OF THE PRINCIPAL LEGAL ADVISOR (OPLA)**

The Office of the Principal Legal Advisor (OPLA) within the Bureau of Immigration and Customs Enforcement (ICE) provides the full range of legal support, including core responsibilities for representing ICE before the Immigration Courts and the Board of Immigration Appeals.

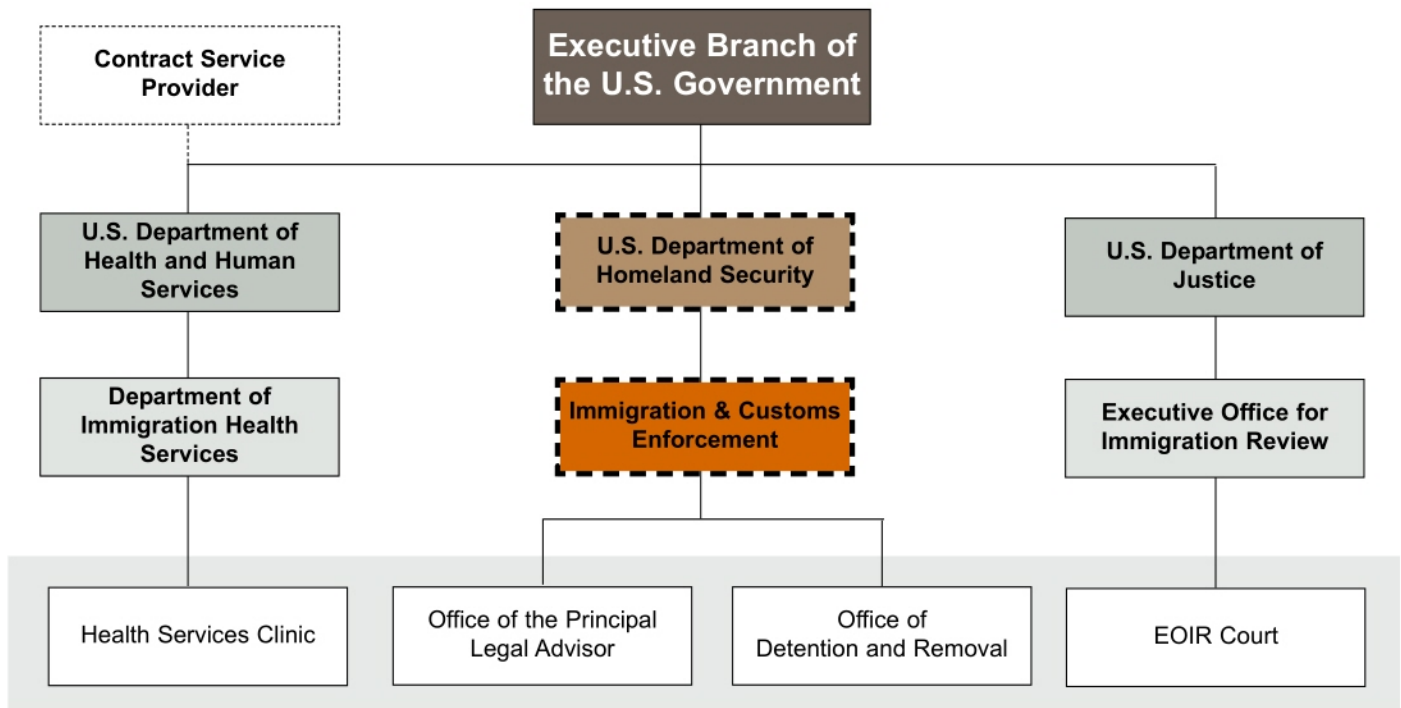
### **3. EXECUTIVE OFFICE FOR IMMIGRATION REVIEW (EOIR)**

The Executive Office for Immigration Review (EOIR) is an administrative tribunal that presides over all trial and appellate cases involving charges of immigration violations. On behalf of the Attorney General, EOIR exercises authority to interpret and administer Federal immigration laws and regulations through Immigration court proceedings, appellate reviews, and administrative hearings in certain types of immigration-related cases.

### **4. HEALTH SERVICES (HS)**

The SPC/CDF is responsible for the health and welfare of individuals in its custody. This responsibility mandates the provision of medical staff to provide care to detainees at the SPC/CDF in accordance with the Legacy Immigration and Naturalization Service Health Care Program Policy Manual and in compliance with accreditation standards.

### Contract Detention Facility (CDF) Organizational Chart



Four agencies are present within the CDF: Detention and Removal Operations (DRO), Office of the Principal Legal Advisor (OPLA), Executive Office for Immigration Review (EOIR) and Health Services (HS). These groups' respective areas of responsibility are:

1. Office of Detention and Removal Operations (DRO) is part of the Department of Homeland Security and is responsible for managing the detainees, presenting cases for deportation and executing deportations.
2. Office of the Principal Legal Advisor (OPLA) is part of the Department of Homeland Security and is responsible for prosecuting cases against detainees in the EOIR Court.
3. Executive Office for Immigration Review (EOIR) is part of the Department of Justice and is responsible for conducting the court hearings.
4. Health Services (HS) is part of the Department of Health and Human Services and is responsible for providing health services.

*NOTE: In some instances Health Services are provided through the Contract Detention Service Provider.*



### 3. OPERATIONAL REQUIREMENTS

CDF Organization  
ICE Staff Positions/Forecasts  
ICE Staff Position Descriptions





## CDF Organization

A Contract Detention Facility (CDF) is a detention facility where the DHS/ICE detains those who have entered the United States illegally or violated their immigration status. The purpose of this facility is to provide a place of detention for aliens who are taken into custody pending completion of their deportation case, released on their recognizance, or pending release.

The diagram on the following page illustrates the organizational requirements for a CDF. The diagram illustrates the various components and respective security zones. The secure zones of the facility correspond to the degree of detainee and public access required in the components. The facility has five major operational zones, they include:

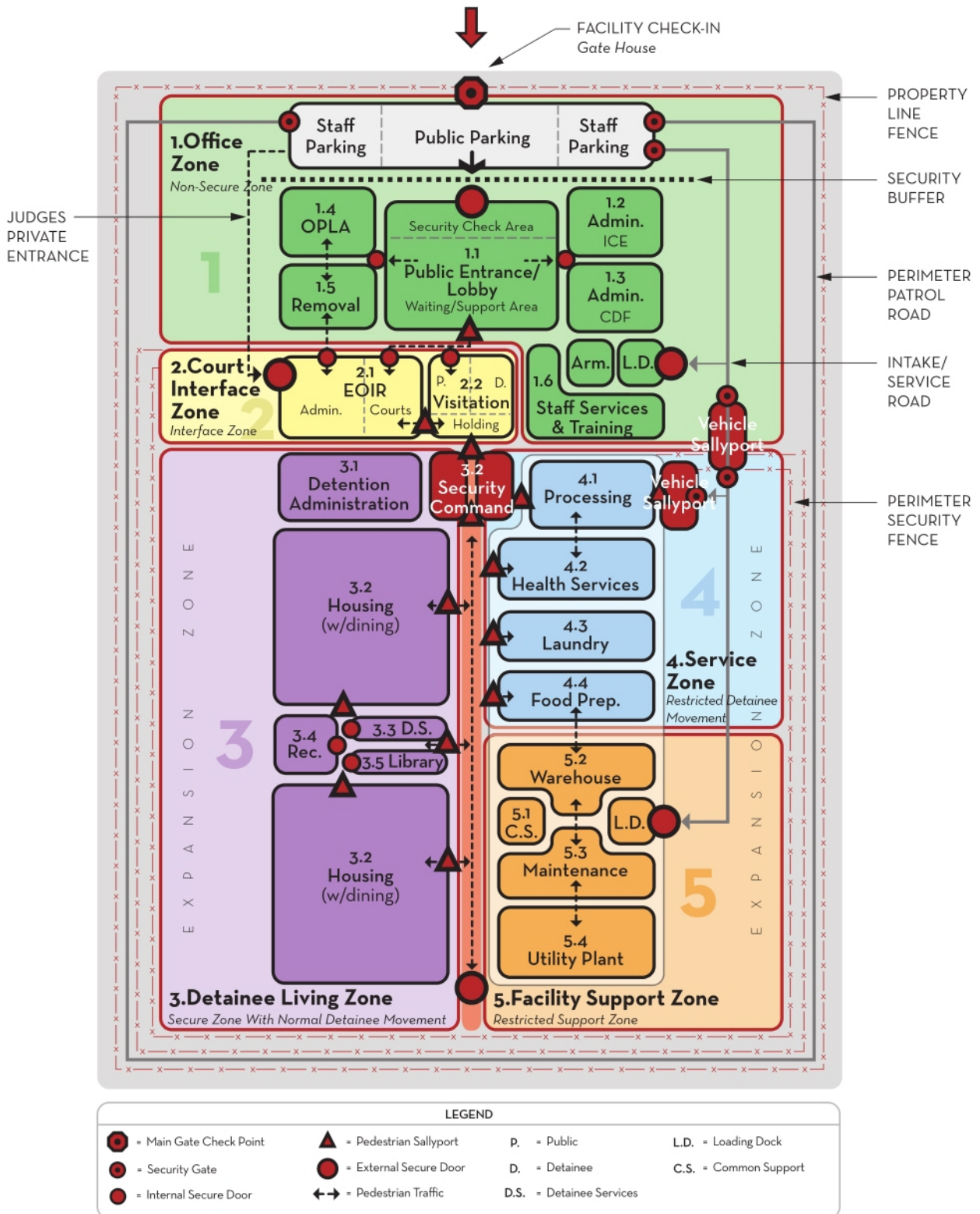
- 1.0 Office Zone
- 2.0 Court Interface Zone
- 3.0 Detainee Living Zone
- 4.0 Service Zone
- 5.0 Facility Support Zone

### MANAGING AUTHORITY

CDF facilities are operated by private companies under contract to the DHS. These facilities must be organized and managed according to DHS/ICE-DRO standards.

CDF Operational Zones
<b>1.0 Office Zone</b>  The Office Zone provides a normal office setting for administrative and public functions of the CDF. Office components do not have direct contact with, or are used by the detainees performing functions outside of the primary secure perimeter. The Office Zone is a non-secure area located outside the secure perimeter but requiring screening and control of the public entering the area. Security provisions should be appropriate for any government office area with confidential information. Access needs to be controlled and the building envelope should be monitored to detect unauthorized entry, though it does not need special hardened construction. Direct emergency egress may be provided. Points of public or service access must be readily identifiable with proper signage. (Flagpoles are popular devices used to identify public entrances.) Access points (both public and service) require means of audible and visual communication with the controlling point, usually the Central Control.
<b>2.0 Court Interface Zone</b>  The Court Interface Zone includes the EOIR work area and courtroom space, and is an interface area between the court personnel, the Removal Unit, the public, and detainees under restraint. It is a secure interface zone. The area should be in its own secondary perimeter, contiguous with but separate from the main facility primary secure perimeter. Access will be by hardened commercial grade doorways, with special controls for general and emergency egress. The perimeter barriers, electronic controls, and procedures should be at the same level as the other secondary secure perimeters. (See EOIR Design Standards under separate cover.)
<b>3.0 Detainee Living Zone</b>  The Detainee Living Zone contains functions that are used by detainees during their normal daily routine. It is a secure zone with normal routine detainee movement within the primary secure perimeter. Components within this zone should be separated from each other by secondary secure perimeters. Detainee movement between each component will be monitored by housing security staff.
<b>4.0 Service Zone</b>  The Service Zone provides services necessary for supporting detainees while they live in the CDF. It is a zone that is located inside the primary secure perimeter with restricted detainee movement. Components should be separated from each other by secondary secure perimeters. Detainee movement to any component will be by direct escort or continuously monitored/controlled movement with staff control of each individual detainee passing into or out of a component.
<b>5.0 Facility Support Zone</b>  The Facility Support Zone provides support to the facility, though not directly to the detainees, and generally are not accessed or occupied by detainees. It is a zone that is a restricted area limited to staff and service vendors who provide vital services to maintain functions of the facility.

## CDF Organizational Diagram





## ICE Staff Positions/Forecasts

ICE staff is assigned to specific components of the Office and Detainee Living Zones within a Contract Detention Facility (CDF). Contractor and other Government Agencies staff the remaining components.

For planning purposes, staff position forecasts have been developed for the zones and components for which ICE has responsibility/authority. The staff forecasts have been developed for the following detainee bed scenarios:

1. <200 beds
2. 200 - 450 beds
3. 450 - 900 beds
4. 900 - 1,200 beds
5. 1,200 - 1,500 beds
6. 1,500 - 1,800 beds
7. 1,800 - 2,000 beds
8. 2,000 - 3,000 beds

The Staff Forecasts Summary matrix illustrated on the following page, identifies the number of people, number of offices and number of workstations needed for each planning scenario. The staff forecast numbers represent a general rule and may vary based on the CDF's operational structure and geographic location. In all cases the staffing counts must be verified and approved by DHS/ICE-DRO.

The sidebar to the right identifies the five (5) zones within a CDF and for those containing ICE personnel provides general "rules of thumb" for calculating staff forecasts.

ICE Staff Forecast Calculations
<b>1.0 Office Zone</b>
<u>Office of the Principal Legal Advisor (OPLA)</u>  <b>Assistant Chief Counsel (ACC)</b> <i>2.3 Assistant Chief Counsel's per one courtroom</i>  <b>Legal Technician</b> <i>1 Legal Technician per 3 ACC's</i>
<b>2.0 Court Interface Zone</b>
<b>Contractor Staffed</b>
<b>3.0 Detainee Living Zone</b>
<u>Detention Administration</u> <b>Detention Operations Supervisor (DOS)</b> <i>at 3,000 2 FT DOS and 1 on second shift</i>
<b>4.0 Service Zone</b>
<b>Contractor Staffed</b>
<b>5.0 Facility Support Zone</b>
<b>Contractor Staffed</b>



ICE Staffing Requirements Summary

		< 200 Beds			200 - 450 Beds			450 - 900 Beds			900 - 1,200 Beds			1,200 - 1,500 Beds			1,500 - 1,800 Beds			1,800 - 2,000 Beds			3,000 Beds			Comments	
		# of People	# of Offices	# of Wkstations	# of People	# of Offices	# of Wkstations	# of People	# of Offices	# of Wkstations	# of People	# of Offices	# of Wkstations	# of People	# of Offices	# of Wkstations	# of People	# of Offices	# of Wkstations	# of People	# of Offices	# of Wkstations	# of People	# of Offices	# of Wkstations		
1.0 OFFICE ZONE																											
	1.1 Public Entrance/Lobby																										
	Contract Staff																										
	1.2 ICE Administration																										
	Officer in Charge (OIC)	1	1		1	1		1	1		1	1		1	1		1	1		1	1		1	1			
	Assistant Officer in Charge (AOIC)							1	1		1	1		1	1		1	1		2	2		2	2			
	Intellegence Officer							1	1		1	1		1	1		1	1		2	2		3	3			
	Supervisory Mission Support Specialists (SMSS)																						1	1			
	Chief Immigration Enforcement Agent (CIEA)							1	1		1	1		1	1		1	1		1	1		1	1			
	Mission Support Specialists (MSS)							1	1		1	1		1	1		2	2		4	4		4	4			
	Contracting Officer's Techincal Representative (COTR)							1	1		2	2		2	2		3	3		3	3		4	4			
	ICE IT Specialist (space only)																										
	Mission Support Assistant (MSA)				1		1	2		2	2		2		2	2			2			2		2			
	Receptionist							1		1		1		1		1			1			1		1			
	Intellegence Research Specialist (IRS)							1		1	1		1	1		2	1		2	1		2	1			red indicates shift work (use same office)	
	OIC Secretary							1		1		1		1		1		1			1		1		1		
	1.3 CDF Administration																										
	Contract Staff																										
	1.4 OPLA	1 # of Immigration Judges			2 # of Immigration Judges			3 # of Immigration Judges			5 # of Immigration Judges			7 # of Immigration Judges			8 # of Immigration Judges			10 # of Immigration Judges			15 # of Immigration Judges				
	Deputy Chief Counsel							1	1		1	1		1	1		1	1		1	1		1	1			
	Assistant Chief Counsel (ACC) (2.3/courtroom)	3	3		5	5		7	7		12	12		17	17		19	19		24	24		36	36			
	Legal Technicians (1 per 3 ACCs)	1		1	2		2	3		3	4		4		6		7		7	8		12		12			
	Mail/File Clerk							1		1	1		1		1		1		1	1		1		1			
	1.5 Removal																										
	Supervisory Detention & Deportation Officer (SDDO)	1	1		2	2		3	3		4	4		5	5		6	6		7	7		10	10			
	Deportation Officer (DO)	3	3		6	6		12	12		16	16		20	20		24	24		27	27		40	40			
	Deportation Removal Assistant (DRA)	3		3	6		6	12		12	16		20		20		24		24	27		40		40			
	1.6 Staff Services & Training																										
	Training Officer							1	1		1	1		1	1		1	1		1	1		1	1			
2.0 COURT INTERFACE ZONE																											
	2.1 EOIR Court																										
	EOIR Staff																										
	2.2 Public/Detainee Visitation																										
	Contract Staff																										
3.0 DETAINEE LIVING ZONE																											
	3.1 Detention Administration																										
	Detention Operations Supervisor (DOS)				1	1		2	1		2	1		2	1		2	1		2	1		3	2			at 3,000 2 FT DOS and 1 on second shift
	Supervisory Immigration Enforcement Agent (SIEA)	1	1		2	2		3	2		3	2		4	2		5	3		6	3		8	4			red indicates shift work (use same office)
	Immigration Enforcement Agent (IEA)	5		5	10		10	20		15	24		18	30		23	36		27	40		30		45			75% positions = workstation on shift work
	3.2 Detainee Housing w/ Dining																										going both ways between Processing
	Contract Staff																										
	3.3 Detainee Services																										
	Contract Staff																										
	3.4 Recreation																										
	Contract Staff																										
	3.5 Library																										
	Contract Staff																										
4.0 SERVICE ZONE																											
	4.1 Processing																										
	Contract Staff																										
	4.2 Health Services																										
	Health Services Staff																										
	4.3 Laundry																										
	Contract Staff																										
	4.4 Food Preparation																										
	Contract Staff																										
5.0 FACILITY SUPPORT ZONE																											
	5.1 Common Support																										
	Contract Staff																										
	5.2 Warehouse																										
	Contract Staff																										
	5.3 Maintenance																										
	Contract Staff																										
	5.4 Central Utility Plant																										
	Contract Staff																										
		18			36			75			96			119			141			161			234				







## ICE Staff Position Descriptions

### STAFF DESCRIPTIONS

The following provides a listing of the ICE staff positions required to operate a CDF. The information is organized by facility zone, providing the position title and description.

It should be noted that generally a CDF is staffed by the following agencies:

- ICE
- Contractor/Facility Operator
- Other Government Agencies
  - Executive Office for Immigration Review (EOIR)
  - Health Services (HS)

ICE Staff Positions
<b>1.0 Office Zone</b>
<b>1.2 ICE Administration</b>
<b>Officer In Charge (OIC)</b> The Officer In Charge is the highest ranking officer at the CDF and has ultimate authority and responsibility at the site. The OIC oversees all CDF activities including those of contract personnel.
<b>Assistant Officer In Charge (AOIC)</b> The Assistant Officer In Charge is the second ranking officer at the CDF. They have responsibility for administrative and operations activities as directed by the OIC.
<b>Supervisory Mission Support Specialists (SMSS)</b> The SMSS position is responsible for supervising administrative positions who provide services in direct support of operational programs. The work provides complex administration services and supports and significantly affects the program's operations and objectives. Specific responsibilities include: <ul style="list-style-type: none"><li>- Assigns and explains work to subordinate staff.</li><li>- Coordinates with other unit supervisors and peers to establish unit objectives, goals, priorities, and deadlines.</li><li>- Adjusts work to meet new priorities or changing program requirements within available resources.</li><li>- Establishes production standards and prepares performance work plans and appraisals.</li><li>- Resolves complaints and grievances</li></ul>
<b>Intelligence Officer</b>
<b>Chief Immigration Enforcement Agent (CIEA)</b>
<b>Mission Support Specialists (MSS)</b> The MSS provides expert level advice in administrative specialty areas; and serves as a trouble-shooter, providing authoritative guidance on problems not susceptible to treatment by accepted methods. Specific duties include: <ul style="list-style-type: none"><li>- Provides advice, assistance and guidance to supervisors, managers, and employees on complex and sensitive issues.</li><li>- Conducts studies on new requirements in program operations, legislation, or agency regulations.</li><li>- Responds to changes in judicial and/or administrative law and policy as well as to conflicting goals and objectives.</li><li>- Evaluates pertinent legislation and new policies or directives from DHS or other agencies.</li><li>- Conducts studies concerning organization-wide and/or government-wide management issues; develops program policies and procedures as required.</li></ul>
<b>Mission Support Assistant (MSA)</b> The MSA position is to provide clerical support to the Mission Support Team. The MSA is a member of a cross-functional team to utilize resources and develop expertise in several mission support areas, and may work in one or more of the following areas:

ICE Staff Positions
<b>1.0 Office Zone</b>
<b>1.2 ICE Administration cont.</b>
<ul style="list-style-type: none"> <li>- Public Affairs - gathers information for use in press releases; assembles, formats and reproduces documents.</li> <li>- LAN Administration - tasks related to maintaining and operating the local area network and other office automation.</li> <li>- Financial and Budget - gathers and compiles data, and prepares various budget documents for budget requests, reprogramming and fund transfers. Prepares budget and accounting reports, maintains financial records.</li> <li>- Logistics and Procurement - maintains a variety of log's and records related to the organization's property management and space utilization.</li> <li>- Human Resources - prepares requests, as directed, for a variety of personnel actions utilizing the appropriate automated systems.</li> <li>- General Management Support - establishes and maintains a variety of records and files.</li> </ul>
<b>Contracting Officer's Technical Representative (COTR)</b>
<p><b>ICE Information Technology Specialist (Space Only)</b></p> <p>The IT Specialist serves as a senior management advisor regarding IT systems and information; leads major agency-wide IT policy development efforts; coordinated policy dissemination, manages policy maintenance, and develops mechanisms to measure policy effectiveness and compliance. Specific responsibilities include the following:</p> <ul style="list-style-type: none"> <li>- Develops policies, guidelines, and standards for the planning, development, integration and implementation of IT systems and subsystems.</li> <li>- Analyzes statutory requirements against existing directives to assess degree of change necessary to comply with new requirements.</li> <li>- Manages special projects that have impact on the delivery of customer support services.</li> <li>- Leads quick response teams in responding to customer service problems resulting from catastrophic events.</li> <li>- Explores ways to upgrade or enhance the level of service provided.</li> <li>- Acquires IT hardware and software, services and maintenance of IT contracts.</li> <li>- Conducts IT strategic planning and project management.</li> </ul>
<b>Receptionist</b>
<p><b>Intelligence Research Specialist (IRS)</b></p> <p>The IRS serves as an expert and engages in developing sources of information for intelligence collection for projecting data and/or estimates of future situations, developing trends, patterns, profiles, estimates, studies and tactical data. Specific duties include the following:</p> <ul style="list-style-type: none"> <li>- Developing intelligence collection plans which support specific programs and activities.</li> </ul>

ICE Staff Positions
<b>1.0 Office Zone</b>
<b>1.2 ICE Administration cont.</b>
<ul style="list-style-type: none"> <li>- Conducting studies and preparing staff reports, delivering briefings to managers to encourage understanding and acceptance of findings and recommendations.</li> <li>- Reviews, processes and evaluates intelligence information from a variety of sources.</li> <li>- Participates in and/or develops intelligence collection plans</li> </ul>
<p><b>OIC Secretary</b></p> <p>The OIC Secretary is the senior administrative assistant and has the primary function of assisting the OIC in all administrative matters. The OIC Secretary may also serve the AOIC, schedule meetings and executive conference room use, and arrange for travel for the OIC.</p>
<b>1.4 Office of the Principal Legal Advisor (OPLA)</b>
<p><b>Deputy Chief Counsel</b></p> <p>The Deputy Chief Counsel is responsible for assisting the Chief Counsel in the management of the Office of the Chief Counsel (OCC), and its offices within the detention facilities. Specific responsibilities include the following:</p> <ul style="list-style-type: none"> <li>- Serves as first line supervisor to the attorney staff</li> <li>- Serves as first line supervisor to the support staff</li> <li>- Manages and assigns duties</li> <li>- Provides and oversees the provision of legal advice to the Office of Detention and Removal (DRO) and other DHS components</li> <li>- Provides and oversees the provision of litigation support, legal assistance, and legal advice to the U.S. Attorney's Office in the litigation of petitions for review before the circuit courts</li> <li>- Researches and oversees the research of legal and policy issues</li> <li>- Writes and oversees the writing of memoranda, briefs, legal opinions, letters, reports and other documents</li> </ul>
<p><b>Assistant Chief Counsel (ACC)</b></p> <p>The Assistant Chief Counsels (ACCs) are principally responsible for representing the Department in removal proceedings before immigration courts and the Board of Immigration Appeals. Specific responsibilities include the following:</p> <ul style="list-style-type: none"> <li>- Reviews, prepares and presents cases for trial and on appeal</li> <li>- Represents the Department in meetings, conferences and other forums</li> <li>- Provides legal advice to the Office of Detention and Removal (DRO) and other DHS components</li> <li>- Provides litigation support, legal assistance, and legal advice to the U.S. Attorney's Office in the litigation of civil and criminal cases</li> <li>- Researches legal and policy issues</li> </ul>





## ICE Staff Positions

ICE Staff Positions
<b>1.0 Office Zone</b>
<b>1.4 Office of the Principal Legal Advisor (OPLA) cont.</b>
<ul style="list-style-type: none"><li>- Drafts memoranda, briefs, legal opinions, letters, reports and other documents</li></ul> <p><b>Legal Technician</b> The Legal Technicians provide direct support to the Deputy Chief Counsel and Assistant Chief Counsels. Specific responsibilities include the following:</p> <ul style="list-style-type: none"><li>- Receives, screens, sorts, distributes and sends out mail</li><li>- Types legal documents</li><li>- Prepares and files motions, briefs, exhibits and other documents</li><li>- Receives phone calls</li><li>- Retrieves and distributes A-files for immigration court hearings, and related matters</li><li>- Uses computers for data entry, tracking and ordering A-files and typing legal documents</li><li>- With attorney supervision, drafts simple motions, responses, letters and other documents</li></ul> <p><b>Mail/File Clerk</b> The Mail/File Clerk is responsible for receiving, sorting and distributing correspondence and files received through incoming mail, pulling and sorting files based on calendars received from the Immigration Court and General Attorneys and reviewing and dispatching all outgoing mail. The Mail/File Clerk is in the Legal Proceedings unit under direct supervision of the District Counsel or Senior Legal Technician. Specific responsibilities include the following:</p> <ul style="list-style-type: none"><li>- Reads incoming correspondence and notes all references to previous correspondence.</li><li>- Screens mail for priority items such as bond papers</li><li>- Charges files into and out of Legal Proceedings Unite using AFACS local file tracking software system.</li><li>- Files case files and secures related material or files from other sections of the District Office and other Service offices.</li><li>- Pulls and sorts files for each case calendared for hearing based on Immigration Court and General Attorney provided calendars</li><li>- As appropriate, receives and screens telephone calls requesting files and information from files.</li><li>- Receives all materials for mailing out of unit</li><li>- Types information into computer relating to files and documents in an effort to retrieve files</li><li>- As appropriate, keeps and compiles statistical data for monthly unit reports</li><li>- Performs other duties as assigned</li></ul>
<b>1.5 Removal Unit</b>
<p><b>Supervisory Detention &amp; Deportation Officer (SDDO)</b> The SDDO provides administrative and technical supervision to DO's, IEA's and clerical personnel. Specific responsibilities include the following:</p>

ICE Staff Positions
<b>1.0 Office Zone</b>
<b>1.5 Removal Unit cont.</b>
<ul style="list-style-type: none"><li>- Serves as principal advisor on all administrative management matters associated with programs and operations for a significant organizational segment of the agency.</li><li>- Interprets and recommends administrative procedures and policies.</li><li>- Advises on the administrative feasibility of operating plans, suggestions, and proposals.</li><li>- Sets the overall objectives and resources available (in-house or contract)</li><li>- This position requires the carrying of a firearm.</li></ul> <p><b>Deportation Officer (DO)</b> The DO position performs law enforcement functions related to both criminal and non-criminal aliens in the United States who are at various stages of their deportation/exclusion proceedings. DO's work closely with ICE law enforcement officers and attorneys as well as with US Attorney Offices in identifying, locating, apprehending, and/or prosecuting aliens, developing and coordinating intelligence, and defending deportation of exclusion proceedings. Specific duties of the Deportation Officer are as follows:</p> <ul style="list-style-type: none"><li>- Performs case management of alien custody until deportation.</li><li>- Fugitive Operations and Investigations - establishes an investigative plan to identify, locate and/or apprehend aliens in the US; conducts undercover assignments; plans and directs surveillance work.</li><li>- Intelligence Information Processing - analyzes intelligence reports, collects and analyzes multiple intelligence sources.</li><li>- Detention and deportation hearing participation.</li></ul> <p><b>Deportation Removal Assistant (DRA)</b> The primary function of the DRA is to provide clerical and administrative support to the Detention and Removal Program. The duties require the position to have access to classified files, materials that consist of enforcement of laws and regulations, pertaining to the detention and removal of detainees.</p> <ul style="list-style-type: none"><li>- Under the guidance of a supervisor, the DRA performs routine and recurring processing functions related to the admission and release of detainees.</li><li>- Participates in routine and basic counseling process under the supervision of higher grade personnel.</li><li>- Provides routine information on questions and issues regarding detention and deportation policies, practices, and procedures.</li><li>- Performs file searches and assembles documentation in accordance with specific instructions.</li></ul>
<b>1.6 Staff Services/Training</b>
<b>Training Officer</b>

ICE Staff Positions
3.0 Detainee Living Zone
3.1 Detention Administration
<p><b>Detention Operations Supervisor (DOS)</b></p> <p><b>Supervisory Immigration Enforcement Agent (SIEA)</b>  The SIEA is a first-line supervisor for conducting day-to-day operations, as well as, short and medium range planning and evaluation of a variety of enforcement functions associated with investigations, identification, apprehension, prosecution, detention, and deportation of aliens and criminal aliens, and apprehension of absconders from removal proceedings. Specific duties include:</p> <ul style="list-style-type: none"> <li>- Directly supervises a work unit with a small to medium sized staff and performs a full range of supervisory functions.</li> <li>- Plans and schedules work on a daily, weekly, and monthly basis.</li> <li>- Monitors and evaluated employees work.</li> <li>- Monitors and evaluates the delivery of service to customers and the methods and techniques to provide them.</li> <li>- Forecasting, requesting and managing the unit's annual budget.</li> <li>- Performs the law enforcement duties prescribed for the IEA position.</li> </ul> <p><b>Immigration Enforcement Agent (IEA)</b>  The IEA is responsible for a variety of enforcement functions related to investigations, identification, apprehension, prosecution, detention, and deportation of aliens and criminal aliens, and apprehension of absconders from removal proceedings. IEA's regularly enter hostile situations and may be required to make decisions affecting life, well being, and/or civil liberties of aliens, the public and other law enforcement officers. Specific duties include:</p> <ul style="list-style-type: none"> <li>- Processing and deporting or escorting aliens, under final order of removal, to their country of citizenship.</li> <li>- Detention functions associated with ensuring detainee care, intake and outtake processing, counseling, and supervision and transportation of aliens.</li> <li>- Prosecution activities including initiating criminal proceedings.</li> <li>- Determining alienage and fugitive operations; locates and arrests aliens who may or may not have a criminal background.</li> <li>- Operational support processes for aliens who have been apprehended by others.</li> </ul>



## 4. FUNCTIONAL REQUIREMENTS

ICE Space Requirements  
1.0 Office Zone  
2.0 Court Interface Zone  
3.0 Detainee Living Zone  
4.0 Service Zone  
5.0 Facility Support Zone  
Technical Requirements





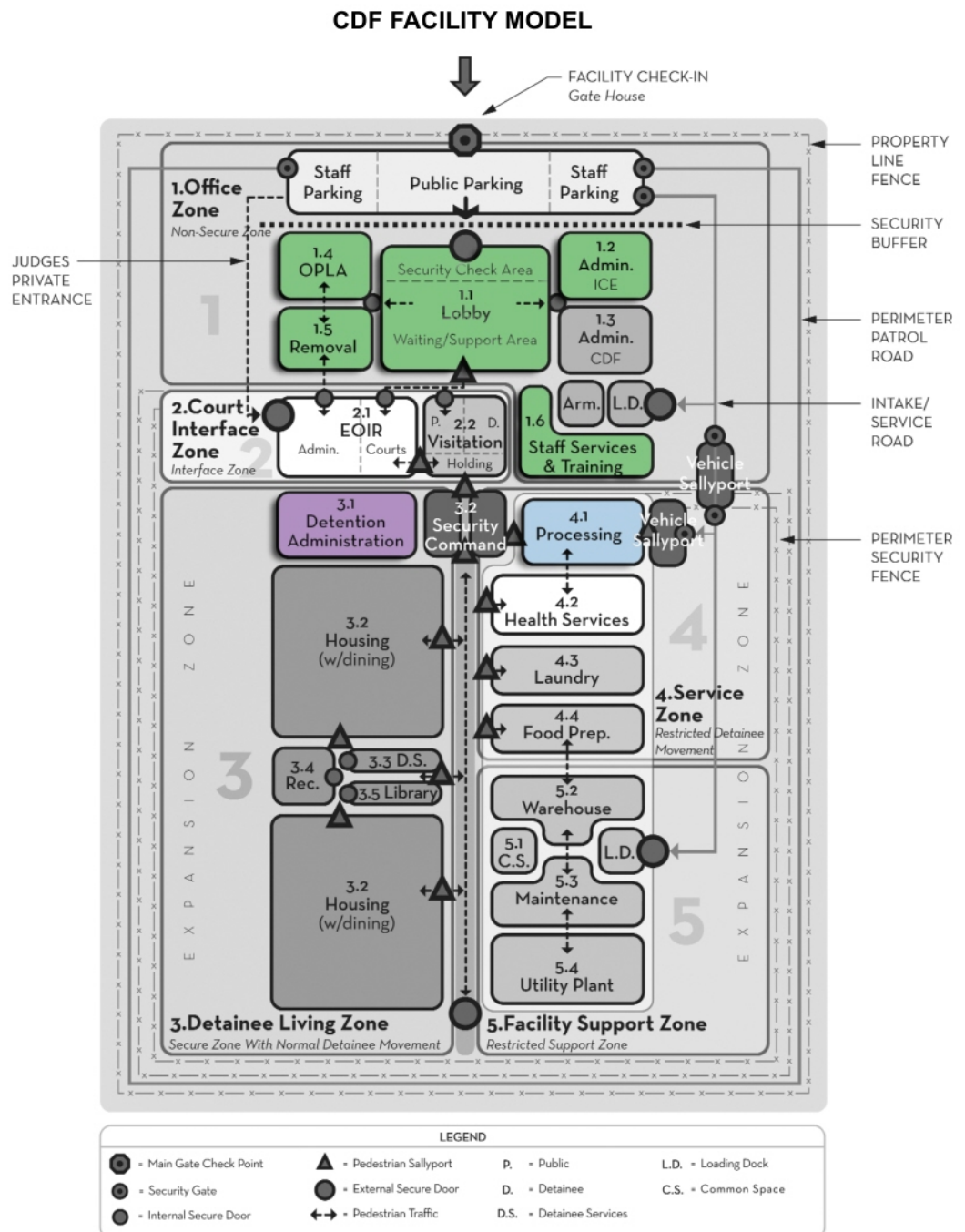
## ICE Space Requirements

### FUNCTIONAL REQUIREMENTS

The functional requirements defined in this document contain the ICE space requirements, adjacencies, and critical work-flow patterns of the Office, Detainee Living, and Facility Service zones of the CDF. The Court Interface and Facility Support zones do not have any ICE space requirements and can be found under separate cover.

The matrix on the following page summarizes the Net and Gross square footages for each of the components within the four ICE operated zones. Sub-sections that follow provide a breakdown of specific details for each of the components.

The CDF Facility Model diagram to the right represents the zones and components of a CDF. The zones and components operated by ICE are highlighted with color.



ICE Space Requirements Summary

Bed Forecast Scenarios

CDF User Groups			< 200 Beds		200-450 Beds		450-900 Beds		900-1,200 Beds		1,200-1,500 Beds		1,500-1,800 Beds		1,800-2,000 Beds		3,000 Beds	
			Total NSF	Total GSF	Total NSF	Total GSF	Total NSF	Total GSF	Total NSF	Total GSF	Total NSF	Total GSF	Total NSF	Total GSF	Total NSF	Total GSF	Total NSF	Total GSF
1.0	Office Zone		5,484	7,297	7,972	10,515	12,317	16,197	15,100	19,854	17,934	23,576	20,007	26,293	22,394	29,430	29,202	38,366
	1.1	Public Entrance/Lobby	809	1,133	853	1,194	896	1,254	940	1,315	983	1,376	1,027	1,437	1,070	1,498	1,157	1,620
	1.2	ICE Administration	515	685	580	771	820	1,091	1,035	1,377	1,035	1,377	1,035	1,377	1,025	1,363	1,305	1,736
	1.3	CDF Administration																
	1.4	OPLA	1,240	1,649	1,640	2,181	2,365	3,145	3,329	4,428	4,417	5,875	5,013	6,667	6,013	7,997	8,295	11,032
	1.5	Removal Unit	1,140	1,516	1,925	2,503	3,480	4,524	4,475	5,818	5,470	7,111	6,415	8,340	7,244	9,417	10,324	13,421
	1.6	Staff Services/Training	1,780	2,314	2,974	3,866	4,756	6,183	5,321	6,917	6,029	7,838	6,517	8,472	7,042	9,155	8,121	10,557
2.0	Court Interface Zone																	
	2.1	EOIR Court																
	2.2	Public/Detainee Visitation																
3.0	Detainee Living Zone		1,415	1,953	2,020	2,788	2,345	3,236	2,690	3,712	3,015	4,161	3,405	4,699	3,600	4,968	4,855	6,700
	3.1	Detention Administration	1,415	1,953	2,020	2,788	2,345	3,236	2,690	3,712	3,015	4,161	3,405	4,699	3,600	4,968	4,855	6,700
	3.2	Detainee Housing (w/Dining)																
	3.3	Detainee Services																
	3.4	Recreation																
	3.5	Library																
4.0	Service Zone		1,542	2,159	1,602	2,243	1,722	2,411	1,764	2,470	1,866	2,612	2,088	2,923	3,246	4,544	3,588	5,023
	4.1	Processing	1,542	2,159	1,602	2,243	1,722	2,411	1,764	2,470	1,866	2,612	2,088	2,923	3,246	4,544	3,588	5,023
	4.2	Health Services																
	4.3	Laundry																
	4.4	Food Preparation																
5.0	Facility Support Zone		300	390	300	390	300	390	300	390	300	390	300	390	300	390	300	390
	5.1	Common Support	300	390	300	390	300	390	300	390	300	390	300	390	300	390	300	390
	5.2	Warehouse/Supply																
	5.3	Maintenance/Fleet Operations																
	5.4	Central Utility Plant																
Total			7,326	9,846	9,874	13,148	14,339	18,998	17,164	22,714	20,100	26,578	22,395	29,606	25,940	34,365	33,090	43,780

Color

= ICE Operated

White

= Other Agency Operated

Gray

= Contractor Operated









## **1.0 Office Zone**

- 1.1 Public Entrance/Lobby (ICE Responsibility)
- 1.2 ICE Administration (ICE Responsibility)
- 1.3 CDF Administration (Contractor Responsibility)
- 1.4 Office of the Principal Legal Advisor (OPLA) (ICE Responsibility)
- 1.5 Removal Unit (ICE Responsibility)
- 1.6 Staff Services and Training (ICE Responsibility)



## 1.0 Office Zone

The Office Zone provides a normal office setting for administrative and public functions of the CDF. Office components do not have direct contact with, or are used by the detainees performing functions outside of the primary secure perimeter. The Office Zone is a non-secure area located outside the secure perimeter but requiring screening and control of the public entering the area. Security provisions should be appropriate for any government office area with confidential information. Access needs to be controlled and the building envelope should be monitored to detect unauthorized entry, though it does not need special hardened construction. Direct emergency egress may be provided. Points of public or service access must be readily identifiable with proper signage. (Flagpoles are popular devices used to identify public entrances.) Access points (both public and service) require means of audible and visual communication with the controlling point, usually the Central Control.

The Office Zone does not have direct contact with, and is not used by, the detainees. Office Zone functions are performed outside of the primary security perimeter.

The diagram on the following page illustrates the Office Zone components and the critical adjacency requirements for a productive work environment. It is highly recommended that the functional adjacencies be followed as close as possible when designing the space.

The following information has been provided for each of the components:

### **Function**

Describes the overall purpose of the component within the CDF.

### **Critical Workflow Patterns**

Identifies the most critical workflow patterns necessary for efficient staff productivity.

### **Room Data Sheets**

Provides detailed information on all spaces within the components (i.e., function statements, photograph, floor plan, systems, furniture, and equipment)

The components within the Office Zone are listed below:

#### **1.1 Public Entrance/Lobby (ICE Operated)**

Spaces designated for receiving and supporting public visitors within the CDF.

#### **1.2 ICE Administration (ICE Operated)**

Headed by the Facility Administrator directing and managing the CDF, including the staff and spaces required for this function.

1.3 CDF Administration (Contractor Operated)  
Contractor retained by DHS/ICE to operate the CDF.

#### **1.4 Office of the Principal Legal Advisor (OPLA) (ICE Operated)**

Attorneys that prosecute the cases.

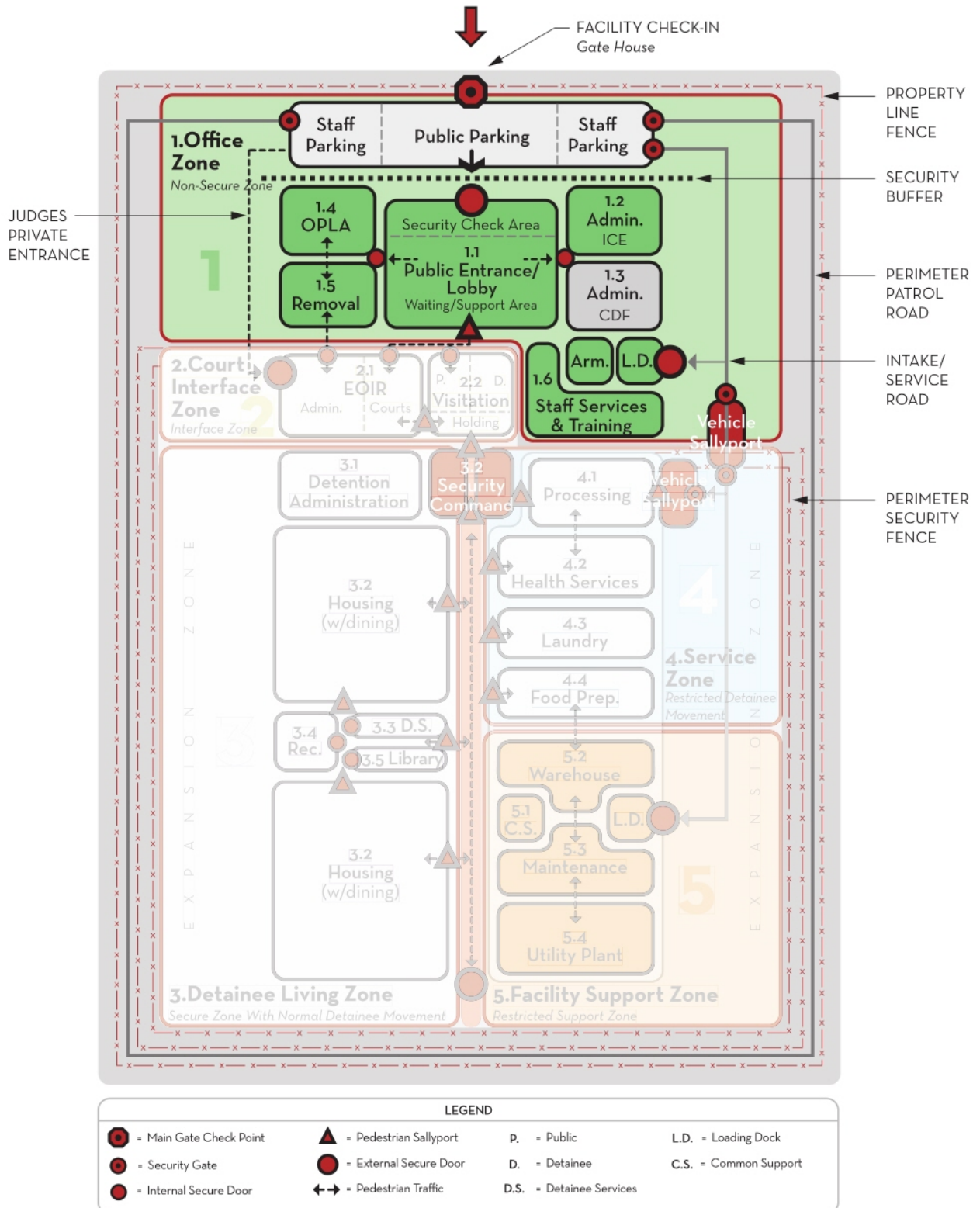
#### **1.5 Removal Unit (ICE Operated)**

Staff, activities, and spaces of the Removal section of Detention and Removal Operations (DROP) within the CDF.

#### **1.6 Staff Services/Training (ICE Operated)**

Spaces to be used for training and those areas used exclusively by the employees.

## 1.0 Office Zone : Organizational Diagram





## 1.0 Office Zone - Space Requirements

### SPACE FORECAST MATRIX

The Space Requirements Summary Matrix on the following page, identifies the spaces needed for each of the functional units within the Office Zone. The matrix is also designed to forecast these needs for the following planning scenarios:

1. <200 beds
2. 200 - 450 beds
3. 450 - 900 beds
4. 900 - 1,200 beds
5. 1,200 - 1,500 beds
6. 1,500 - 1,800 beds
7. 1,800 - 2,000 beds
8. 2,000 - 3,000 beds

The bed ranges were determined to best represent the capacity range for existing and planned detainee populations.

For each planning scenario, the following information is provided:

- # of Users is the number of persons (staff or detainees) in a given space.
- # of Spaces is the quantity of a given space.
- Space Size NSF is the net square feet or size of a given space.
- Total Size NSF is the number of spaces or quantity of a space times the NSF or size.

The sidebar to the right highlights some of the Space Planning Formulas that are used for calculating areas.

### SPACE CALCULATIONS/DEFINITIONS

The total Net Square Footage is the sum of all net areas of the spaces listed. This number is multiplied by a Net-Gross Factor (an industry factor based on space type) to determine Gross Square Footage (GSF). This factor is intended to account for space such as circulation space, mechanical space, wall thicknesses, etc., that are not programmed space.

- **Net Square Footage (NSF)**  
Total clear floor area within a given room, excluding walls, corridors, mechanical equipment rooms, shafts, stairs, and chases.
- **Gross Square Footage (GSF)**  
Total building area measured from outside face of exterior walls.

### Space Planning Formulas

- 1.1 Public Entrance/Lobby**
  - Number of weapons lockers = total gun carrying staff + 20 visitors
- 1.2 ICE Administration**
  - None
- 1.3 CDF Administration**
  - None
- 1.4 Office of the Principal Legal Advisor (OPLA)**
  - Immigration Judges = 1 per each 200 detainees
  - Assistant Chief Counsel Offices = 2.3 per each courtroom
  - Legal Technicians = 1 per each 3 Assistant Chief Counsels positions
- 1.5 Removal Unit**
  - 1 file cabinet for each 60 detainees
- 1.6 Staff Services/Training**
  - Number of lockers:
    - 1 for each uniformed person + 1 for each 4 non-uniformed staff
    - Male/Female split = 85/15
  - Number of showers = 1 for each 15 lockers



## 1.0 Office Zone - Space Requirements Summary

1.0 OFFICE ZONE		ICE CDF STANDARD		+ 200 BEDS				200-450 BEDS				450-900 BEDS				900-1200 BEDS				1200-1500 BEDS				1500-1800 BEDS				1800-2000 BEDS				3000 BEDS				Comments
ID#	SPACE NAME	NSF	Unit of Measure	# of Users	# of Spaces	Space Size NSF	Total NSF	# of Users	# of Spaces	Space Size NSF	Total NSF	# of Users	# of Spaces	Space Size NSF	Total NSF	# of Users	# of Spaces	Space Size NSF	Total NSF	# of Users	# of Spaces	Space Size NSF	Total NSF	# of Users	# of Spaces	Space Size NSF	Total NSF	# of Users	# of Spaces	Space Size NSF	Total NSF					
1.1	Public Entrance/Lobby																																			
1.1.1	Vestibule	60			1	60	60		1	60	60		1	60	60		1	60	60		1	60	60		1	60	60		1	60	60					
1.1.2	Visitor Check In/Prescreening Area	80	sf		1	80	80		1	80	80		1	80	80		1	80	80		1	80	80		1	80	80		1	80	80		Queuing/stacking for visitors ahead of scanner/metal detector			
1.1.3	Weapons Drop Room	120	sf	28		120	120	36		120	120	48		120	120	52		120	120	68		120	120	76		120	120	84		120	120	116	for Officers; ahead of scanning equip.; out of public view			
1.1.4	Visitor Property Lockers	175	sf/locker	8		175	14	10		2	18	12		175	21	14		175	25	16		175	28	18		175	32	20		175	35	24	ahead of scanning/metal detection equipment			
1.1.5	Visitor Security Check-In Area	80	sf		1	80	80		1	80	80		1	80	80		1	80	80		1	80	80		1	80	80		1	80	80		Validate by geographic location			
1.1.6	Reception/Security Post	40	sf/position	1		40	40	1		40	40	1		40	40	1		40	40	1		40	40	1		40	40	1		40	40	1	Validate by geographic location			
1.1.7	Visitor Search Room	100	sf		1	100	100		1	100	100		1	100	100		1	100	100		1	100	100		1	100	100		1	100	100		Validate by geographic location			
1.1.8	Visitor Waiting Area	30	sf/seat	8		30	200	10		30	200	12		30	240	14		30	280	16		30	320	18		30	360	20		30	400	24	w/ baby changing station			
1.1.9	Visitor Vending Area	25	sf		1	25	25		1	25	25		1	25	25		1	25	25		1	25	25		1	25	25		1	25	25					
1.1.10	Visitor Telephone Area	10	sf		1	10	10		1	10	10		1	10	10		1	10	10		1	10	10		1	10	10		1	10	10					
1.1.11	Visitor Toilet - Male	60	sf		1	60	60		1	60	60		1	60	60		1	60	60		1	60	60		1	60	60		1	60	60		w/ baby changing station			
1.1.12	Visitor Toilet - Female	60	sf		1	60	60		1	60	60		1	60	60		1	60	60		1	60	60		1	60	60		1	60	60					
							809				853				894				940			983				1027					1151					
						Net-Gross Factor	1.40				1.40				1.40				1.40			1.40				1.40					1.40					
						Gross Square Feet	1333				1394				1254				1315			1376				1437					1498		1620			
1.2	ICE Administration																																			
1.2.1	Officer in Charge (OIC) Office	300	sf	1	1	300	300	1	1	300	300	1	1	300	300	1	1	300	300	1	1	300	300	1	1	300	300	1	1	300	300	1	300			
1.2.2	Assistant Officer in Charge (AOIC) Office	200	sf			200	0	1		200	200	1		200	200	1		200	200	1		200	200	1		200	200	1	2	200	400	1	2			
1.2.3	Intelligence Officer Office	200	sf			200	0	1		200	200	1		200	200	1		200	200	1		200	200	1		200	200	1	2	200	400	1	3			
1.2.4	Supervisory Mission Support Specialists (SMSS) Office	175	sf			175	0			175	0			175	0			175	0			175	0			175	0		1	3	200	600				
1.2.5	Chief Immigration Enforcement Agent (CIEA) Office	150	sf			150	0	1		150	150	1		150	150	1		150	150	1		150	150	1		150	150	1	1	150	150	1	1			
1.2.6	Mission Support Specialists (MSS) Office	150	sf			150	0	1		150	150	1		150	150	1		150	150	1		150	150	1		150	150	1	4	150	600	1	4			
1.2.7	Contracting Officer's Technical Representative (COTR) Office	150	sf			150	0	1		150	150	1		150	150	1		150	150	1		150	150	1		150	150	1	3	150	450	1	3			
1.2.8	OIC Secretary Workstation	80	sf			80	0	1		80	80	1		80	80	1		80	80	1		80	80	1		80	80	1	1	80	450	1	1			
1.2.9	Receptionist Workstation w/ Transaction Window	80	sf			80	0	1		80	80	1		80	80	1		80	80	1		80	80	1		80	80	1	1	80	450	1	1			
1.2.10	ICE IT Specialist (space only) Workstation	80	sf	1	1	80	80	1	1	80	80	1	1	80	80	1	1	80	80	1	1	80	80	1	1	80	80	1	1	80	80	1	1			
1.2.11	Mission Support Assistant (MSA) Workstation	65	sf			65	0	1		65	65	1		65	130	1		65	130	1		65	130	1		65	130	1	2	65	130	1	2			
1.2.12	Intelligence Research Specialist (IRS) Workstation	65	sf			65	0			65	0			65	0			65	65	1		65	65	1		65	65	1	1	65	65	1	1			
1.2.13	Executive Conference Room	35	sf/occupant	8	1	25	200	8	1	25	200	12	1	30	360	12	1	30	360	12	1	30	360	16	1	30	480	16	1	30	480	16	1			
1.2.14	Records/Files Room	15	sf/file cabinet	4	1	15	60	4	1	15	60	4	1	15	60	4	1	15	60	4	1	15	60	4	1	15	60	4	1	15	60	4	1			
1.2.15	Copier/Fax/Shredder Room	150	sf per copier/shredder	4	1	150	150			150	150			150	150			150	150			150	150			150	150			150	150					
1.2.16	Printer Area	15	sf/printer			15	15			15	15			15	30			15	30			15	30			15	30		2	15	30		2			
1.2.17	File Area	15	sf/file cabinet			15	15			15	15			15	15			15	15			15	15			15	15			15	15					
1.2.18	Officer Toilet Male	45	sf		1	45	45		1	45	45		1	45	45		1	45	45		1	45	45		1	45	45		1	45	45		1			
1.2.19	Officer Toilet Female	45	sf		1	45	45		1	45	45		1	45	45		1	45	45		1	45	45		1	45	45		1	45	45		1			
							918				918				918				1035			1035				1035					1035		1035			
						Net-Gross Factor	1.33				1.33				1.33				1.33			1.33				1.33					1.33		1.33			
						Gross Square Feet	170				191				271				342			342				342					338		431			
1.3	CDF Administration																																			
1.3.1	Contractor Space																																			
							0				0				0				0			0									0		0			
						Net-Gross Factor	1.33				1.33				1.33				1.33			1.33				1.33					1.33		1.33			
						Gross Square Feet	0				0				0				0			0				0					0		0			
1.4	OPLA																																			
1.4.1	Deputy Chief Counsel Office	225	sf			225	0	1		225	225	1		225	225	1		225	225	1		225	225	1		225	225	1	1	225	225	1	1			
1.4.2	Assistant Chief Counsel Office	150	sf	1	3	150	450	1	5	150	750	1	7	150	1,050	1	12	150	1,800	1	17	150	2,550	1	19	150	2,850	1	24	150	3,600	1	36			
1.4.3	Legal Technician Workstation	100	sf	1	1	100	100	1	2	100	200	1	3	100	300	1	4	100	400	1	6	100	600	1	7	100	700	1	8	100	800	1	12			
1.4.4	Mail/File Clerk Office	100	sf			100	0	1		100	100	1		100	100	1		100	100	1		100	100	1		100	100	1	1	100	100	1	1			
1.4.5	Support Workstation w/ Scanner, Printer, Fax	65	sf	1	1	65	65	1	1	65	65	1	1	65	65	1	1	65	65	1	1	65	65	1	1	65	65	1	1	65	65	1	1			
1.4.6	Law Library/Conference Room	32	sf/occupant	3	1	200	200	5	1	200	200	8	1	200	200	12	1	22	264	16	1	22	352	20	1	22	440	24	1	22	528	24	1			
1.4.7	Copier/Storage Room	75	sf			75	75	1		75	75	1		75	75	1		75	75	1		75	75	1		75	75	1	1	75	75	1	1			
1.4.8	Supply Room	50	sf		1	50	50		1	50	50		1	50	50		1	50	50		1	50	50		1	50	50		1	50	50		1			
1.4.9	Break Room	25	sf/occupant	8	1	25	200	8	1	25	200	8	1	25	200	10	1	25	250	12	1	25	300	16	1	25	400	18	1	25	450	20	1			
1.4.10	Classified File Room	100	sf		1	100	100		1	100	100		1	100	100		1	100	100		1	100	100		1	100	100		1	100	100		1			
							1340				1,640				2,365				3,339			4,477				5,913					6,013		8,293			
						Net-Gross Factor	1.33				1.33				1.33				1.33			1.33				1.33					1.33		1			

1.0 Office Zone

## 1.1 Public Entrance/Lobby

(ICE Operated)

### Space Requirements

- 1.1.1 Vestibule
- 1.1.2 Visitor Check-In/Prescreening Area
- 1.1.3 Weapons Drop Room
- 1.1.4 Visitor Property Lockers
- 1.1.5 Visitor Security Check-In Area
- 1.1.6 Reception/Security Post
- 1.1.7 Visitor Search Room
- 1.1.8 Visitor Waiting Area
- 1.1.9 Visitor Vending Area
- 1.1.10 Visitor Telephone Area
- 1.1.11 Visitor Toilets - Male
- 1.1.12 Visitor Toilets - Female





## 1.1 Public Entrance/Lobby - Function

### FUNCTION STATEMENT

The primary function of the Public Entrance/Lobby is to provide a place where the public can enter the facility, be greeted, be screened, wait and be directed to their destination. The Public Entrance/Lobby serves the public seeking access to detainee Visitation, EOIR Court, Removal Unit, and ICE/Contractor Administration.

All public access to the facility must be gained through the Public Entrance/Lobby. A security post/reception desk is located in the Public Entrance/Lobby to screen and search visitors and their possessions, and to provide directory assistance. Free access to the Public Entrance/Lobby is available during normal business hours and weekend visiting hours.

The Public Entrance/Lobby should be organized into "Four Zones". **Zone 1: Prescreening** where visitors can remove devices not allowed within the facility, **Zone 2: Security Check** where visitors are met by an officer, sign-in and pass through metal detector, **Zone 3: Waiting** is space for visitors to wait for their business, and **Zone 4: Transition** is a zone that permits visitors to gain access to areas beyond the Public Entrance/Lobby.

The Public Entrance/Lobby should permit the assigned security officer to have unobstructed sight lines to the facility's main entry door, waiting area, and all doors leading from the Public Entrance/Lobby to other areas.

The Public Entrance/Lobby is located outside the secure perimeter in the non-secure zone.

### Design Criteria

#### Critical Issues

- ✓ No more than one primary public entrance to the facility
- ✓ Clear and identifiable access from public parking
- ✓ Controlled access after passing through the vestibule
- ✓ Visitors are always escorted to their destination
- ✓ All visitors are subject to identification and security screening
- ✓ The main entrance must have direct visual monitoring
- ✓ Storage must be available for items that are restricted from being carried into the facility.

#### Special Requirements

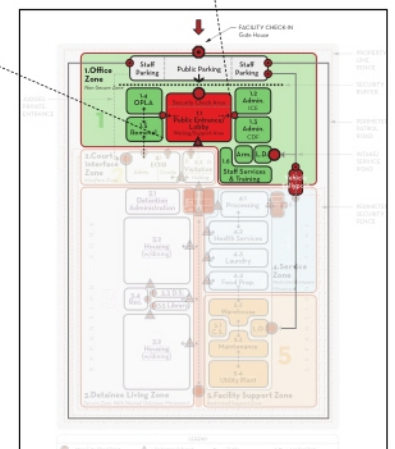
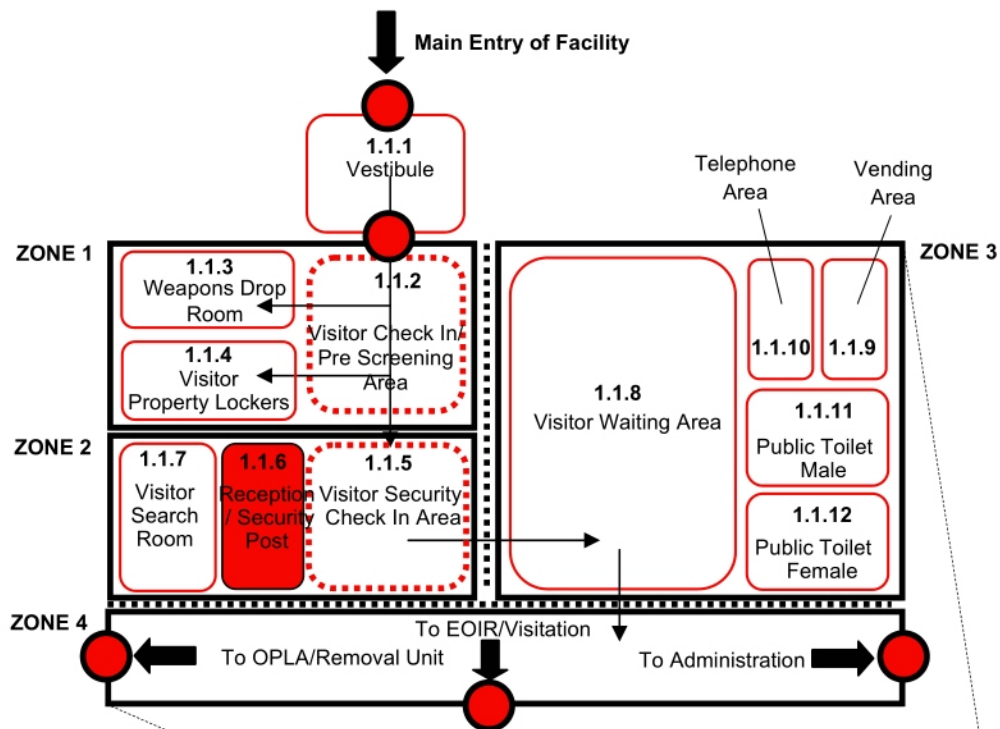
- ✓ Video surveillance of lobby is required
- ✓ Security post is staffed by one or more officers
- ✓ Ballistic resistant material incorporated into modesty panel of reception counter
- ✓ Metal detector and baggage scanner are required

#### Space Requirements

##### 1.1 PUBLIC ENTRANCE/LOBBY



- 1.1.1 Vestibule
- 1.1.2 Visitor Check-In/Prescreening Area
- 1.1.3 Weapons Drop Room
- 1.1.4 Visitor Property Lockers
- 1.1.5 Visitor Security Check-In Area
- 1.1.6 Reception/Security Post
- 1.1.7 Visitor Search Room
- 1.1.8 Visitor Waiting Area
- 1.1.9 Visitor Vending Area
- 1.1.10 Visitor Telephone Area
- 1.1.11 Visitor Toilets - Male
- 1.1.12 Visitor Toilets - Female

### 1.1 Public Entrance/Lobby : Organizational Diagram



Office Zone Diagram

### LEGEND

-  = Entry Points Into Other Areas  
 = Secure Door  
 = Circulation Pattern



## **1.1 Public Entrance/Lobby - Critical Workflow Patterns**

### **INTRODUCTION**

The diagrams on the following page illustrate some of the most critical workflow issues and patterns for the Public Entrance/Lobby.

### 1.1 Public Entrance/Lobby : Critical Workflow Patterns

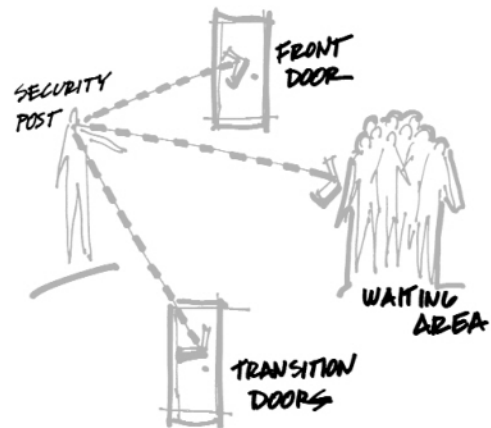
#### 1. "FOUR ZONES"

The Public Entrance/Lobby should be organized into "Four Zones". **Zone 1: Prescreening** where visitors can remove devices not allowed within the facility, **Zone 2: Security Check** where visitors are met by an officer, sign-in and pass through metal detector, **Zone 3: Waiting** is space for visitors to wait for their business, and **Zone 4: Transition** is a zone that permits visitors to gain access to areas beyond the Public Entrance/Lobby.



#### 2. "UNOBSTRUCTED SIGHT LINES"

The Public Entrance/Lobby should permit the assigned security officer to have unobstructed sight lines to the facility's main entry door, waiting area, and all doors leading from the Public Entrance/Lobby to other areas.





## 1.1 Public Entrance/Lobby - Room Data Sheet

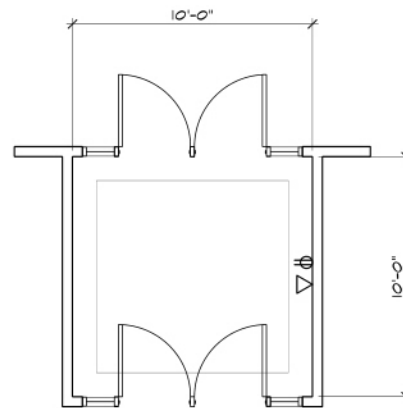
### 1.1.1 VESTIBULE

#### Function

The Vestibule is used to provide a thermal break between the exterior and interior of the building. It also serves as a secure point when the interior doors are in the locked position.



Photograph



Floor Plan (100 nsf)

**SYMBOL LEGEND:**

△ Voice Outlet

▲ Data Outlet

▲ Voice/Data Outlet

⊖ Duplex Outlet

△ ISDN Outlet

Ⓛ Duress Alarm Outlet

## REQUIREMENTS

### 1.1.1

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
• PNT	• CT	• GWB-8' min.	• Glass	• See below	• Interior & exterior
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
• None	• Typical	• Recessed Fluorescent	• 110V duplex outlet one way	• See below	• Voice

### 1.1.1

[illegible]

\* Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

\*\* Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.





## 1.1 Public Entrance/Lobby - Room Data Sheet

### 1.1.2 VISITOR CHECK-IN/PRESCREENING AREA

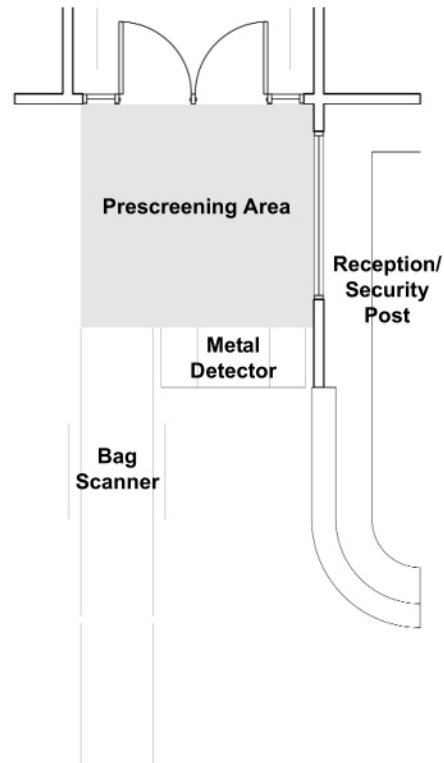
#### Function

The Visitor Check-In/Prescreening Area is space between the vestibule and the visitor security check-in area. The space is used to contain visitors as they arrive and are waiting to be processed/checked into the facility.

The Visitor Check-In/Prescreening Area should be located in Zone 1 of the Public Entrance/Lobby and directly adjacent to the Weapons Drop Room and the Visitor Property Storage Lockers.



Photograph



Floor Plan

## REQUIREMENTS

### 1.1.2

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
• PNT	• VCT • Base: RB	• ACT-8' min.	• None	• None	• None
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
• None	• Typical	• Recessed Fluorescent	• None	• None	• None

### 1.1.2

[illegible]

\* Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

\*\* Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.





## 1.1 Public Entrance/Lobby - Room Data Sheet

### 1.1.3 WEAPONS DROP ROOM

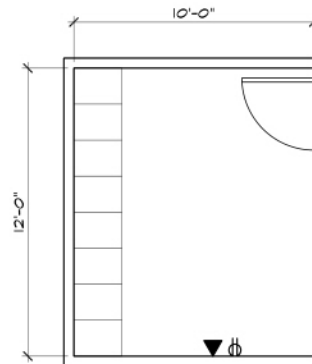
#### Function

The Weapons Drop Room provides a secure space for Law Enforcement Agents to store their weapon while inside the facility. The space must be accessible from the Visitor Check-In/Prescreening Area and/or ahead of the metal detector as one enters the facility.

The Weapons Drop Room should be located in Zone 1 of the Public Entrance/Lobby.



Photograph



Floor Plan (120 nsf)

#### SYMBOL LEGEND:

△ Voice Outlet

▲ Data Outlet

▲ Voice/Data Outlet

⊖ Duplex Outlet

△ ISDN Outlet

Ⓛ Duress Alarm Outlet

## REQUIREMENTS

### 1.1.3

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
• PNT	• VCT • Base: RB	• ACT-8' min.	• Solid core wood or hollow metal	• See below	• None
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
• None	• Typical	• Recessed Fluorescent	• 110V duplex outlet on one wall	• See below	• None

### 1.1.3

[illegible]

\* Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

\*\* Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.



## 1.1 Public Entrance/Lobby - Room Data Sheet

### 1.1.4 VISITOR PROPERTY LOCKERS

#### Function

The Visitor Property Lockers are located directly at or ahead of the check-in point. These lockers provide visitors a secure place to store items that are restricted from the facility.

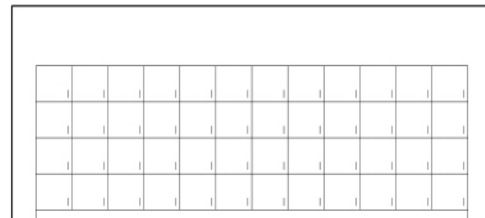
The Visitor Property Lockers should be located in Zone 1 of the Public Entrance/Lobby.



Photograph



Plan



Elevation

Floor Plan

**SYMBOL LEGEND:**

△ Voice Outlet

▲ Data Outlet

▲ Voice/Data Outlet

⊖ Duplex Outlet

△ ISDN Outlet

Ⓛ Duress Alarm Outlet

## REQUIREMENTS

### 1.1.4

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
• PNT	• VCT • Base: RB	• ACT-8' min.	• None	• None	• None
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
• None	• Typical	• Recessed Fluorescent	• None	• None	• None

### 1.1.4

[illegible]

\* Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

\*\* Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.



## 1.1 Public Entrance/Lobby - Room Data Sheet

### 1.1.5 VISITOR SECURITY CHECK-IN AREA

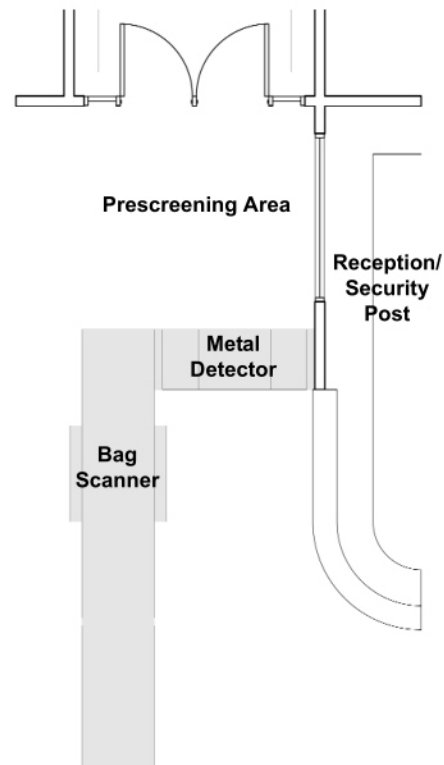
#### Function

The Visitor Security Check-In Area is located directly adjacent to the Visitor Check-In/Prescreening area and houses the metal detection and bag screening equipment. All entrants to the facility must pass through this point.

The Visitor Security Check-In Area should be located in Zone 2 of the Public Entrance/Lobby, directly adjacent to the Reception/Security Post.



Photograph



Floor Plan

## REQUIREMENTS

### 1.1.5

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
• None	• VCT • Base: RB	• ACT-8' min.	• None	• None	• None
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
• None	• Typical	• Recessed Fluorescent	• As required for security equipment	• None	• None

### 1.1.5

[illegible]

\* Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

\*\* Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.





## 1.1 Public Entrance/Lobby - Room Data Sheet

### 1.1.6 RECEPTION/SECURITY POST

#### Function

The Reception/Security Post is the primary processing position for all visitors to the facility. This post also provides surveillance of the facility's main entrance "front door", the visitor's waiting area and Removal Unit public counter.

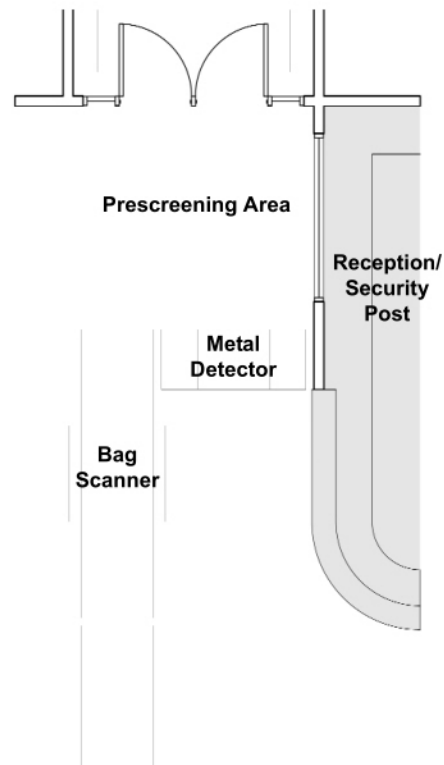
The post is staffed during normal business hours and during weekend visiting hours.

Staff positioned at this post will check and validate visitor identification, keep the visitor log and control access to and from the lobby.

The Reception/Security Post should be located in Zone 2 of the Public Entrance/Lobby and directly adjacent to the Visitor Search Room.



Photograph



Floor Plan

## REQUIREMENTS

### 1.1.6

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
• PNT	• VCT • Base: RB	• ACT-8' min.	• None	• None	• Exterior Windows
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
• None	• Typical	• Recessed Fluorescent	• 110V duplex outlets as required	• Ballistic resistant modesty panel	• Voice & data

### 1.1.6

[illegible]

\* Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

\*\* Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.



## 1.1 Public Entrance/Lobby - Room Data Sheet

### 1.1.7 VISITOR SEARCH ROOM

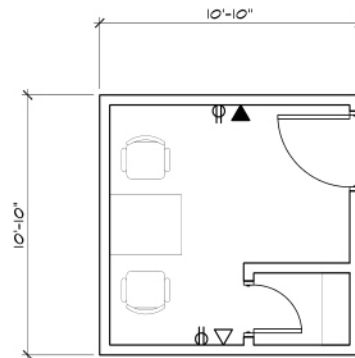
#### Function

The Visitor Search Room functions as a private place for Law Enforcement officers to search visitors that have not passed the Visitor Security Check-In process.

The Visitor Search Room should be located in Zone 2 of the Public Entrance/Lobby and directly adjacent to the Reception/Security Post.



Photograph



Floor Plan

**SYMBOL LEGEND:**

△ Voice Outlet    ▲ Data Outlet    ▲ Voice/Data Outlet    ⊕ Duplex Outlet    △ ISDN Outlet    □ Duress Alarm Outlet

## REQUIREMENTS

### 1.1.7

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
• PNT	• VCT • Base: RB	• ACT-8' min.	• Solid core wood	• None	• None
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
• None	• Typical	• Recessed Fluorescent	• 110V duplex outlet on 2 walls	• None	• Voice

### 1.1.7

[illegible]

\* Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

\*\* Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.



## 1.1 Public Entrance/Lobby - Room Data Sheet

### 1.1.8 VISITOR WAITING AREA

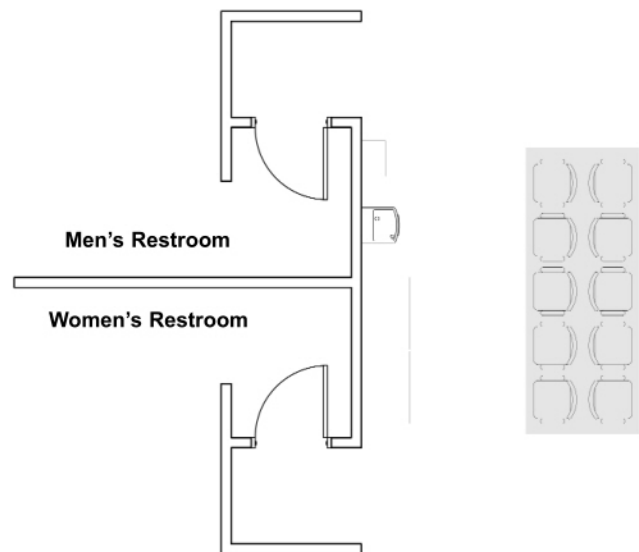
#### Function

The Visitor Waiting Area is an open area with fixed seating for visitors awaiting EOIR Court or visitation. The Visitor Waiting Area should be located in Zone 3 of the Public Entrance/Lobby and have access to toilets, drinking fountain, vending machines, and pay telephones.

Officer's station within the Public Entrance/Lobby should have a clear line of sight to the Visitor Waiting Area. Any movement outside of the Public Entrance/Lobby area will require an escort.



Photograph



Floor Plan

## REQUIREMENTS

### 1.1.8

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
• PNT	• VCT • Base: RB	• ACT-8' min.	• None	• None	• None
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
• Drinking fountain	• Typical	• Recessed Fluorescent	• 110V duplex outlet on ea. wall as required for vending	• Surveillance	• Pay telephone

### 1.1.8

[illegible]

\* Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

\*\* Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.





## 1.1 Public Entrance/Lobby - Room Data Sheet

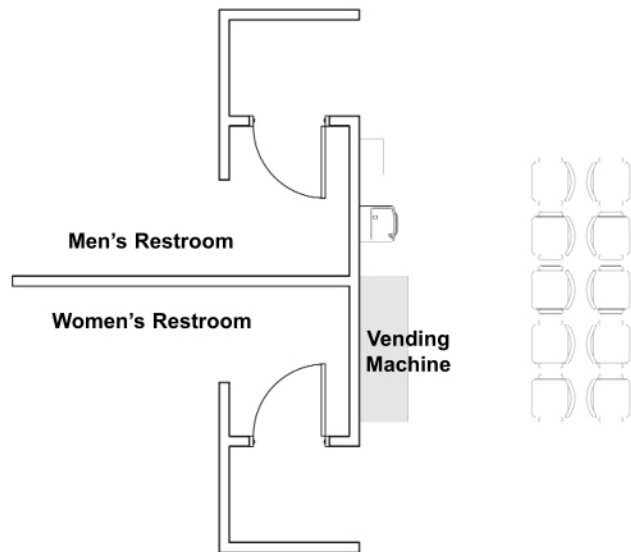
### 1.1.9 VISITOR VENDING AREA

#### Function

The Visitor Vending Area supports the needs of the public visitors while waiting for their business transaction. The Visitor Vending Area should be located in Zone 3 of the Public Entrance/Lobby, in clear sight of the Security Officer post.



Photograph



Floor Plan

## REQUIREMENTS

### 1.1.9

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
• PNT	• VCT • Base: RB	• ACT-8' min.	• None	• None	•
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
• None	• Typical	• Recessed Fluorescent	• 110V duplex outlets as required	•	•

### 1.1.9

[illegible]

\* Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

\*\* Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.



## 1.1 Public Entrance/Lobby - Room Data Sheet

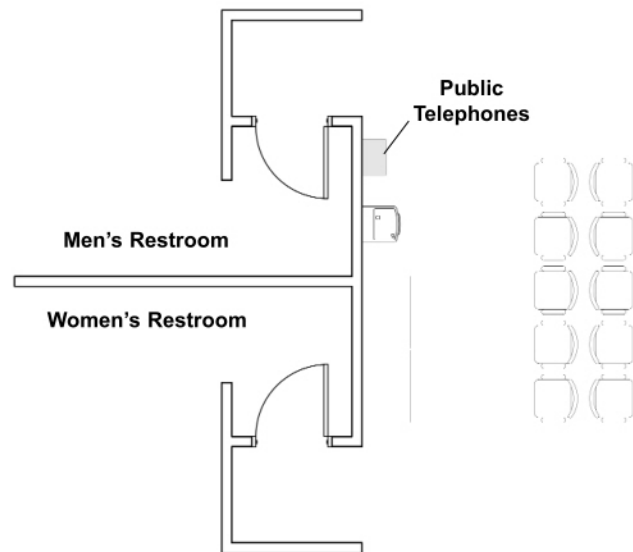
### 1.1.10 VISITOR TELEPHONE AREA

#### Function

The Visitor Telephone Area utilized by visitors awaiting their business transaction. The Visitor Telephone Area should be located in Zone 3 of the Public Entrance/Lobby and have clear line of sight from the Security Officer's post.



Photograph



Floor Plan

## REQUIREMENTS

### 1.1.10 SYSTEMS MATRIX

<b>Walls</b> <ul style="list-style-type: none"><li>• PNT</li></ul>	<b>Floors</b> <ul style="list-style-type: none"><li>• VCT</li><li>• Base: RB</li></ul>	<b>Ceiling</b> <ul style="list-style-type: none"><li>• ACT-8' min.</li></ul>	<b>Doors</b> <ul style="list-style-type: none"><li>• None</li></ul>	<b>Hardware</b> <ul style="list-style-type: none"><li>• None</li></ul>	<b>Glazing</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>Plumbing</b> <ul style="list-style-type: none"><li>• None</li></ul>	<b>HVAC</b> <ul style="list-style-type: none"><li>• Typical</li></ul>	<b>Lighting</b> <ul style="list-style-type: none"><li>• Recessed Fluorescent</li></ul>	<b>Power</b> <ul style="list-style-type: none"><li>• 110V duplex outlets as required</li></ul>	<b>Security</b> <ul style="list-style-type: none"><li>•</li></ul>	<b>Communications</b> <ul style="list-style-type: none"><li>•</li></ul>

#### 1.1.10 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

[illegible]

\* Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

\*\* Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.



## 1.1 Public Entrance/Lobby - Room Data Sheet

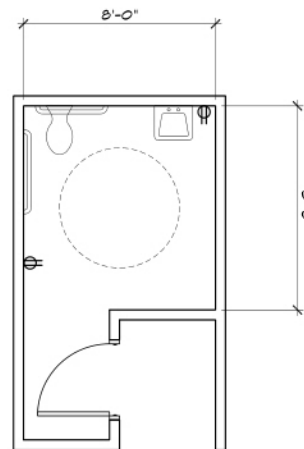
### 1.1.11 PUBLIC TOILET - MALE

#### Function

The Male Public Toilet is a single use room located directly adjacent to the waiting area, in Zone 3 of the Public Entrance/Lobby.



Photograph



Floor Plan

#### SYMBOL LEGEND:

△ Voice Outlet    ▲ Data Outlet    ▲ Voice/Data Outlet    ⊕ Duplex Outlet    △ ISDN Outlet    □ Duress Alarm Outlet

## REQUIREMENTS

### 1.1.11 SYSTEMS MATRIX

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
• PNT	• VCT • Base: RB	• GWB type X	• Solid core wood	• See below	• None
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
• Toilet • Lavatory	• Typical w/exhaust	• Recessed Fluorescent	• 110V duplex outlet- GFI	• None	• None

### 1.1.11 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

[illegible]

\* Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

\*\* Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.





## 1.1 Public Entrance/Lobby - Room Data Sheet

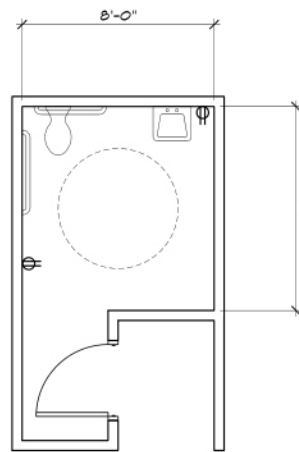
### 1.1.12 PUBLIC TOILET - FEMALE

#### Function

The Female Public Toilet is a single use room located directly adjacent to the waiting area.



Photograph



Floor Plan

## REQUIREMENTS

### 1.1.12 SYSTEMS MATRIX

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
• PNT	• VCT • Base: RB	• GWB type X	• Solid core wood	• See below	• None
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
• Toilet • Lavatory	• Typical w/exhaust	• Recessed Fluorescent	• 110V duplex outlet- GFI	• None	• None

### 1.1.12 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

[illegible]

\* Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

\*\* Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.



1.0 Office Zone

## 1.2 ICE Administration

(ICE Operated)

### Space Requirements

- 1.2.1 Officer in Charge (OIC) Office
- 1.2.2 Assistant Officer in Charge (AOIC) Office
- 1.2.3 Intelligence Officer Office
- 1.2.4 Supervisory Mission Support Specialist (SMSS) Office
- 1.2.5 Chief Immigration Enforcement Agent (CIEA) Office
- 1.2.6 Mission Support Specialist (MSS) Office
- 1.2.7 Contracting Officer's Technical Representative (COTR) Office
- 1.2.8 OIC Secretary Workstation
- 1.2.9 Receptionist Workstation w/Transaction Window
- 1.2.10 ICE IT Specialist (Space Only) Workstation
- 1.2.11 Mission Support Assistant (MSA) Workstations
- 1.2.12 Intelligence Research Specialist (IRS) Workstation
- 1.2.13 Executive Conference Room
- 1.2.14 Records/Files Room
- 1.2.15 Copier/Fax/Shredder Room
- 1.2.16 Printer Area
- 1.2.17 File Area
- 1.2.18 Officer Toilet - Male
- 1.2.19 Officer Toilet - Female



## 1.2 ICE Administration - Function

### FUNCTION STATEMENT

ICE Administration is responsible for administration and management of all services and activities performed by ICE. It directs the policies for ICE and delegates responsibility to the subordinate components. ICE Administration, through its direct staff or the ICE District Office, provides fiscal and personal services to the ICE operations and staff.

ICE Administration may receive public visitors, including detainee family members and acquaintances; or official visitors including lawyers, government officials, and individuals conducting business.

ICE Administration is located in the non-secure zone, though restricted only to staff and visitors accompanied by staff. Visitors will be under supervision of their host.

### Design Criteria

#### Critical Issues

- ✓ The OIC must be able to leave the facility without being seen by detainees.
- ✓ Entrance to ICE Administration should be under continuous visual observation by security or clerk.

#### Special Requirements

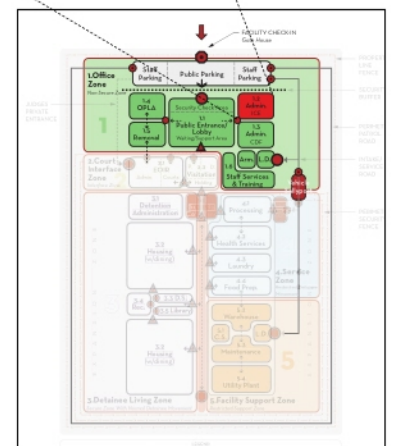
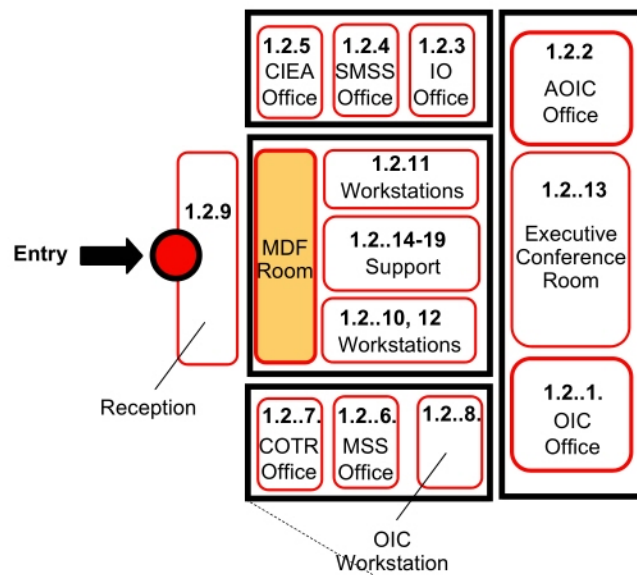
- ✓ Controlled access to ICE Administration space.
- ✓ File space for accreditation records.
- ✓ ICE Administration must be located directly adjacent to the CDF Public Entrance/Lobby. ICE Administration should be located in close proximity to the Removal Unit to access detainee records, and adjacent to Staff Services and Training which allows Administration easy access to participate in briefings.

#### Space Requirements

##### 1.2 ICE Administration

- 1.2.1 Officer in Charge (OIC) Office
- 1.2.2 Assistant Officer in Charge (AOIC) Office
- 1.2.3 Intelligence Officer Office
- 1.2.4 Supervisory Mission Support Specialist (SMSS) Office
- 1.2.5 Chief Immigration Enforcement Agent (CIEA) Office
- 1.2.6 Mission Support Specialist (MSS) Office
- 1.2.7 Contracting Officer's Technical Representative (COTR) Office
- 1.2.8 OIC Secretary Workstation
- 1.2.9 Receptionist Workstation w/Transaction Window
- 1.2.10 ICE IT Specialist (Space Only) Workstation
- 1.2.11 Mission Support Assistant (MSA) Workstations
- 1.2.12 Intelligence Research Specialist (IRS) Workstation
- 1.2.13 Executive Conference Room
- 1.2.14 Records/Files Room
- 1.2.15 Copier/Fax/Shredder Room
- 1.2.16 Printer Area
- 1.2.17 File Area
- 1.2.18 Officer Toilet - Male
- 1.2.19 Officer Toilet - Female

## 1.2 ICE Administration : Organizational Diagram



Office Zone Diagram





## **1.2 ICE Administration - Critical Workflow Patterns**

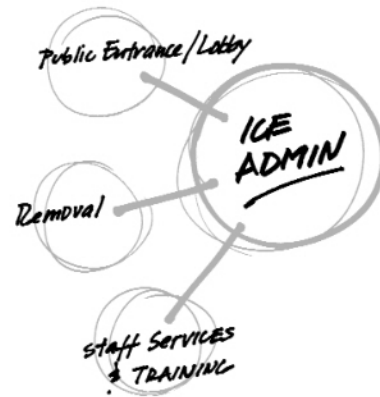
### **INTRODUCTION**

The diagrams on the following page illustrate some of the most critical workflow issues and patterns of the ICE Administration.

### 1.2 ICE Administration : Critical Workflow Patterns

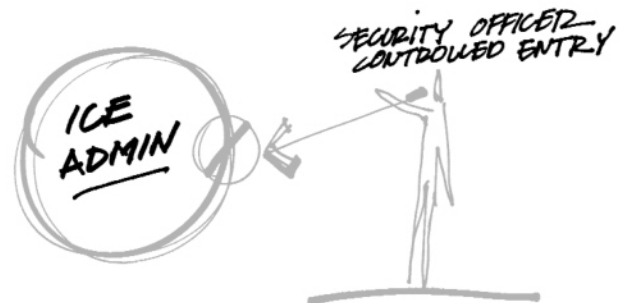
#### 1. "CLOSE PROXIMITY"

The ICE Administration area requires close proximity to the Public Entrance/Lobby, Removal Unit, and Staff Services and Training.



#### 2. "CONTROLLED ACCESS"

Admission into the ICE Administration area is controlled by the Security Post located in the Public Entrance/Lobby area.





## 1.2 ICE Administration - Room Data Sheet

### 1.2.1 OFFICER IN CHARGE (OIC) OFFICE

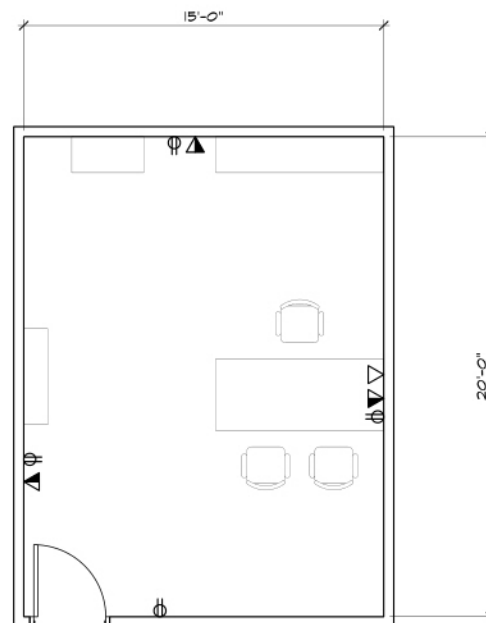
#### Function

The Officer In Charge is the highest ranking officer at the CDF and has ultimate authority and responsibility at the site.

The OIC oversees all CDF activities including those of contract personnel. The OIC Office is located in a private office away from open office and high traffic areas and on an exterior wall.



Photograph



Floor Plan

#### SYMBOL LEGEND:

△ Voice Outlet

▲ Data Outlet

▲ Voice/Data Outlet

⊗ Duplex Outlet

△ ISDN Outlet

Ⓛ Duress Alarm Outlet

## REQUIREMENTS

### 1.2.1

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
• PNT	• 35 oz 100% pile cut nylon carpet • Base - RB	• ACT-8' high min.	• Solid core wood	• See below	• Exterior window
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
• None	• Typical	• Recessed Fluorescent	• 110V duplex on each wall	• None	• Voice & data on 2 walls

### 1.2.1

[illegible]

\* Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

\*\* Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.



## 1.2 ICE Administration - Room Data Sheet

### 1.2.2 ASSISTANT OFFICER IN CHARGE (AOIC) OFFICE

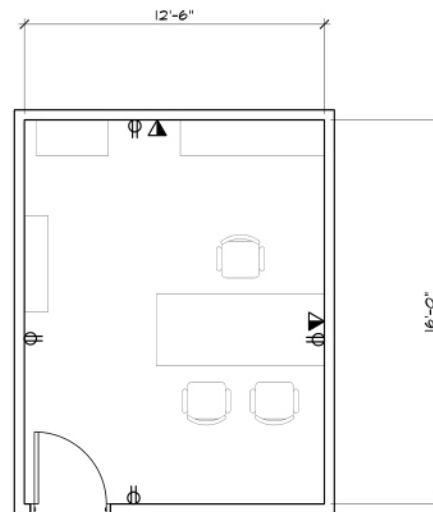
#### Function

The Assistant Officer In Charge is the second ranking officer at the CDF. They have responsibility for administrative and operations activities as directed by the OIC.

The AOIC is located in the private office zone adjacent to the Executive Conference Room and OIC office, and on an external wall.



Photograph



Floor Plan

#### SYMBOL LEGEND:

△ Voice Outlet    ▲ Data Outlet    ▲ Voice/Data Outlet    ⊕ Duplex Outlet    △ ISDN Outlet    □ Duress Alarm Outlet

## REQUIREMENTS

### 1.2.2 SYSTEMS MATRIX

<i><b>Walls</b></i>	<i><b>Floors</b></i>	<i><b>Ceiling</b></i>	<i><b>Doors</b></i>	<i><b>Hardware</b></i>	<i><b>Glazing</b></i>
• PNT	• 35 oz 100% pile cut nylon carpet • Base - RB	• ACT-8' high min.	• Solid core wood	• See below	• Exterior window
<i><b>Plumbing</b></i>	<i><b>HVAC</b></i>	<i><b>Lighting</b></i>	<i><b>Power</b></i>	<i><b>Security</b></i>	<i><b>Communications</b></i>
• None	• Typical	• Recessed Fluorescent	• 110V duplex on each wall	• None	• Voice & data on 2 walls

### 1.2.2 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

[illegible]

\* Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

\*\* Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.





## 1.2 ICE Administration - Room Data Sheet

### 1.2.3 INTELLIGENCE OFFICER OFFICE

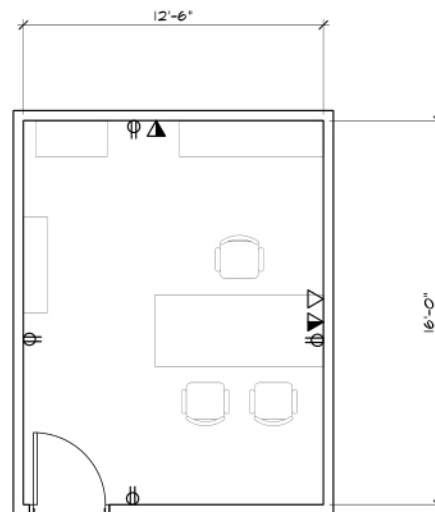
#### Function

The Intelligence Officer is responsible for producing all-source tactical and strategic intelligence on issues related to the security of the U.S. Homeland to support the Department's senior leadership, state, local, tribal, territorial partners, and the private sector.

National responsibilities include: fusing and analyzing intelligence from DHS operating components, state and local partners, and other IC agencies into Homeland security assessments; ensuring analytic intelligence support to DHS elements that addresses the Secretary's top priorities, serving as the primary interface between IC and customers at state, local, tribal, territorial levels and in the private sector on Homeland security issues; and coordinating intelligence analytic operations between I&A and DHS operating components as an integrated DHS intelligence enterprise.



Photograph



Floor Plan

## REQUIREMENTS

### 1.2.3 SYSTEMS MATRIX

<i><b>Walls</b></i>	<i><b>Floors</b></i>	<i><b>Ceiling</b></i>	<i><b>Doors</b></i>	<i><b>Hardware</b></i>	<i><b>Glazing</b></i>
• PNT	• 35 oz 100% pile cut nylon carpet • Base - RB	• ACT-8' high min.	• Solid core wood	• See below	• Exterior window
<i><b>Plumbing</b></i>	<i><b>HVAC</b></i>	<i><b>Lighting</b></i>	<i><b>Power</b></i>	<i><b>Security</b></i>	<i><b>Communications</b></i>
• None	• Typical	• Recessed Fluorescent	• 110V duplex on each wall	• None	• Voice & data on 2 walls

### 1.2.3 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

[illegible]

\* Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

\*\* Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.



## 1.2 ICE Administration - Room Data Sheet

### 1.2.4 SUPERVISORY MISSION SUPPORT SPECIALIST (SMSS) OFFICE

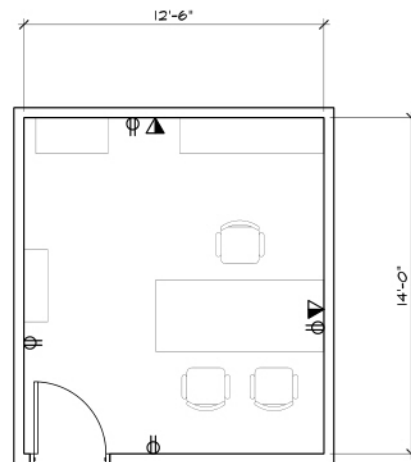
#### Function

The Supervisory Mission Support Specialist supervises a group of Mission Support Specialists who are responsible for providing services in direct support of operational programs. The work of the SMSS provides complex administrative and support and significantly affects the program's operation and objectives. SMSS contacts are generally within the CDF's personnel to coordinate and plan the work.

The SMSS is located in a private office within the ICE Administration area, preferably on an exterior wall.



Photograph



Floor Plan

#### SYMBOL LEGEND:

△ Voice Outlet    ▲ Data Outlet    ▲ Voice/Data Outlet    ⊕ Duplex Outlet    △ ISDN Outlet    □ Duress Alarm Outlet

## REQUIREMENTS

### 1.2.4

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
• PNT	• 35 oz 100% pile cut nylon carpet • Base - RB	• ACT-8' high min.	• Solid core wood	• See below	• Exterior window
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
• None	• Typical	• Recessed Fluorescent	• 110V duplex on each wall	• None	• Voice & data on 2 walls

### 1.2.4

[illegible]

\* Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

\*\* Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.



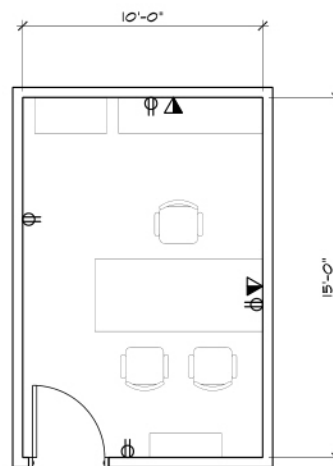
## 1.2 ICE Administration - Room Data Sheet

### 1.2.5 CHIEF IMMIGRATION ENFORCEMENT AGENT (CIEA) OFFICE

Function  
The....



Photograph



Floor Plan

## REQUIREMENTS

### 1.2.5 SYSTEMS MATRIX

<i><b>Walls</b></i>	<i><b>Floors</b></i>	<i><b>Ceiling</b></i>	<i><b>Doors</b></i>	<i><b>Hardware</b></i>	<i><b>Glazing</b></i>
• PNT	• 35 oz 100% pile cut nylon carpet • Base - RB	• ACT-8' high min.	• Solid core wood	• See below	• Exterior window
<i><b>Plumbing</b></i>	<i><b>HVAC</b></i>	<i><b>Lighting</b></i>	<i><b>Power</b></i>	<i><b>Security</b></i>	<i><b>Communications</b></i>
• None	• Typical	• Recessed Fluorescent	• 110V duplex on each wall	• None	• Voice & data on 2 walls

### 1.2.5 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

[illegible]

\* Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

\*\* Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.





## 1.2 ICE Administration - Room Data Sheet

### 1.2.6 MISSION SUPPORT SPECIALIST (MSS) OFFICE

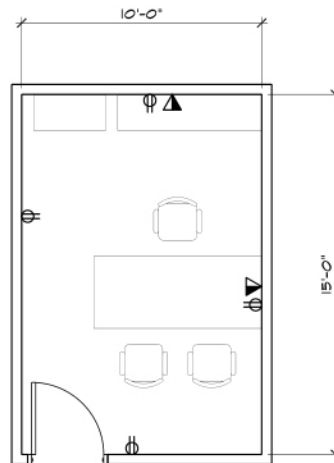
#### Function

The Mission Support Specialist has functional duties associated with budget, management analysis, human resource management, training, logistics/procurement, safety and security. The MSS performs management advisory services for specific requests related to immediate problems of limited scope for the SMSS.

The MSS Office is located in a private office within the ICE Administration area, preferably on an exterior wall.



Photograph



Floor Plan

#### SYMBOL LEGEND:

△ Voice Outlet    ▲ Data Outlet    ▲ Voice/Data Outlet    ⊗ Duplex Outlet    △ ISDN Outlet    □ Duress Alarm Outlet

## REQUIREMENTS

### 1.2.6

<i><b>Walls</b></i>	<i><b>Floors</b></i>	<i><b>Ceiling</b></i>	<i><b>Doors</b></i>	<i><b>Hardware</b></i>	<i><b>Glazing</b></i>
• PNT	• 35 oz 100% pile cut nylon carpet • Base - RB	• ACT-8' high min.	• Solid core wood	• See below	• Exterior window
<i><b>Plumbing</b></i>	<i><b>HVAC</b></i>	<i><b>Lighting</b></i>	<i><b>Power</b></i>	<i><b>Security</b></i>	<i><b>Communications</b></i>
• None	• Typical	• Recessed Fluorescent	• 110V duplex on each wall	• None	• Voice & data on 2 walls

### 1.2.6

[illegible]

\* Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

\*\* Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.



## 1.2 ICE Administration - Room Data Sheet

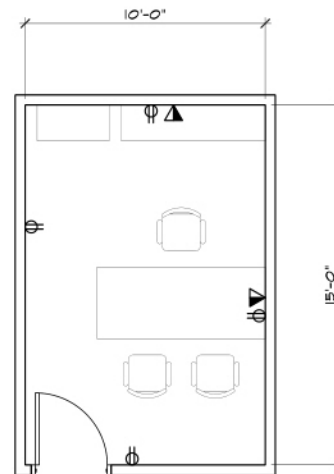
### 1.2.7 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR) OFFICE

#### Function

The Contracting Officer is responsible for all aspects of the contracting transactions from initiation of a requirement to recommendation of contract award to procure supplies or services with specialized requirements such as the procurement of complex equipment, services, and/or constructions. The Contracting Officer also prepares solicitations documents, and incorporates provisions; prepares and conducts pre-proposal conferences and pre-solicitation site visits; prepares contracting work through use of negotiation techniques; coordinates a variety of contracts requiring the development of new or modified evaluation criteria, reporting requirements and contractual arrangements.



Photograph



Floor Plan

## REQUIREMENTS

### 1.2.7

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
• PNT	• 35 oz 100% pile cut nylon carpet • Base - RB	• ACT-8' high min.	• Solid core wood	• See below	• Exterior window
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
• None	• Typical	• Recessed Fluorescent	• 110V duplex on each wall	• None	• Voice & data on 2 walls

### 1.2.7

[illegible]

\* Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

\*\* Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.



## 1.2 ICE Administration - Room Data Sheet

### 1.2.8 OIC SECRETARY WORKSTATION

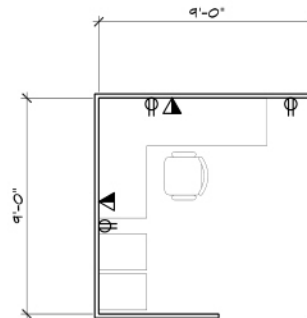
#### Function

The OIC Secretary is the senior administrative assistant and has the primary function of assisting the OIC in all administrative matters. The OIC Secretary may also serve the AOIC, schedule meetings and executive conference room use, and arrange for travel for the OIC.

The OIC Secretary Workstation is located directly adjacent to the OIC office and should be positioned to screen all people seeking access to the OIC officer.



Photograph



Floor Plan

## REQUIREMENTS

### 1.2.8

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
• None	• 35 oz 100% pile cut nylon carpet • Base - RB	• ACT-8' high min.	• None	• None	• None
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
• None	• Typical	• Recessed Fluorescent	• 110V duplex on each wall	• None	• To accommodate systems furniture

### 1.2.8

[illegible]

\* Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

\*\* Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.





## 1.2 ICE Administration - Room Data Sheet

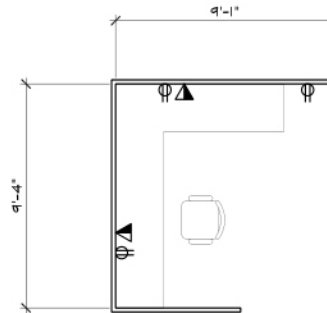
### 1.2.9 RECEPTIONIST WORKSTATION W/TRANSACTION COUNTER

#### Function

The ICE Administration Receptionist supports ICE Administration staff and also acts as the point of contact for visitors, guests, etc., entering into the ICE Administrative department.



Photograph



Floor Plan

## REQUIREMENTS

### 1.2.9

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
• None	• 35 oz 100% pile cut nylon carpet • Base - RB	• ACT-8' high min.	• None	• None	• None
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
• None	• Typical	• Recessed Fluorescent	• 110V duplex on each wall	• None	• To accommodate systems furniture

### 1.2.9

[illegible]

\* Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

\*\* Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.



## 1.2 ICE Administration - Room Data Sheet

### 1.2.10 ICE IT SPECIALIST WORKSTATION

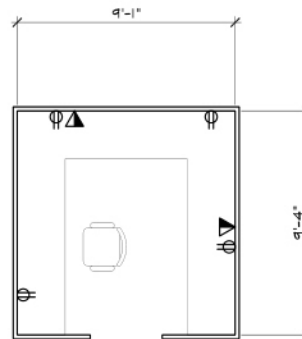
#### Function

The ICE IT Specialist develops policies, guidelines and standards for the planning, development, integration, implementation, and evaluation of information technology systems and subsystems that meet overall information needs of multiple organizational units.

The ICE IT Specialist also provides expert analysis and advice on complex program related information technology issues and problems. The IT Specialist implements technological changes in response to changing customer requirements.



Photograph



Floor Plan

#### SYMBOL LEGEND:

△ Voice Outlet    ▲ Data Outlet    ▲ Voice/Data Outlet    ⊕ Duplex Outlet    △ ISDN Outlet    □ Duress Alarm Outlet

## REQUIREMENTS

### 1.2.10 SYSTEMS MATRIX

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
• None	• 35 oz 100% pile cut nylon carpet • Base - RB	• ACT-8' high min.	• None	• None	• None
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
• None	• Typical	• Recessed Fluorescent	• 110V duplex on each wall	• None	• To accommodate systems furniture

### 1.2.10 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

[illegible]

\* Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

\*\* Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.



## 1.2 ICE Administration - Room Data Sheet

### 1.2.11 MISSION SUPPORT ASSISTANT (MSA) WORKSTATION

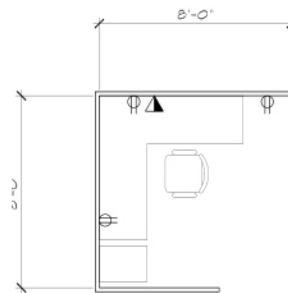
#### Function

The Mission Support Assistant provides support to the MSS in the areas of public affairs, budget, logistics/procurement, human resource management, and records/file management.

The MSA Workstation is located in an open workstation within the ICE Administration area.



Photograph



Floor Plan

## REQUIREMENTS

### 1.2.1

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
• None	• 35 oz 100% pile cut nylon carpet • Base - RB	• ACT-8' high min.	• None	• None	• None
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
• None	• Typical	• Recessed Fluorescent	• 110V duplex on each wall	• None	• To accommodate systems furniture

### 1.2.1

[illegible]

\* Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

\*\* Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.





## 1.2 ICE Administration - Room Data Sheet

### 1.2.12 INTELLIGENCE RESEARCH SPECIALISTS (IRS) WORKSTATION

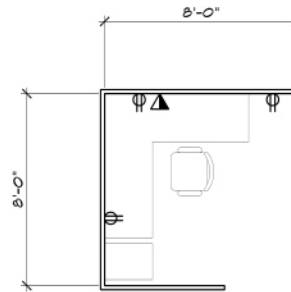
#### Function

The Intelligence Research Specialist serves as an expert and engages in developing sources of information for intelligence collection for protecting data and/or estimates of future situations, developing trends, patterns, profiles, studies and tactical data.

The work requires conducting studies and preparing staff reports, delivering briefings, and developing and recommending methods of solving analytical problems.



Photograph



Floor Plan

## REQUIREMENTS

### 1.2.12 SYSTEMS MATRIX

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
• None	• 35 oz 100% pile cut nylon carpet • Base - RB	• ACT-8' high min.	• None	• None	• None
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
• None	• Typical	• Recessed Fluorescent	• 110V duplex on each wall	• None	• To accommodate systems furniture

### 1.2.12 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

[illegible]

\* Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

\*\* Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.



## 1.2 ICE Administration - Room Data Sheet

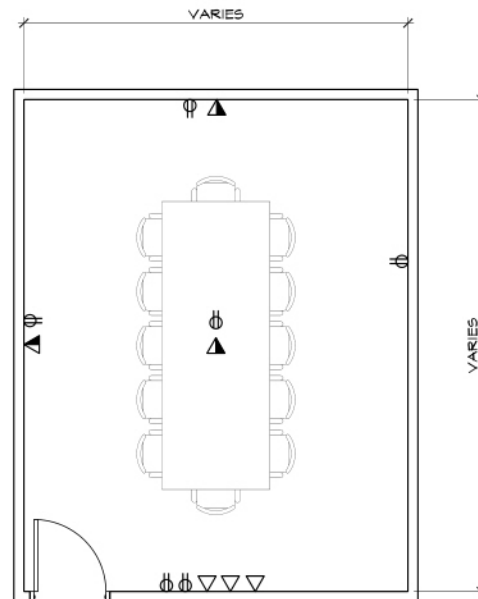
### 1.2.13 EXECUTIVE CONFERENCE ROOM

#### Function

The Executive Conference Room is used for meetings of the facility leadership and visiting dignitaries. Its use is managed by the OIC Secretary.



Photograph



Floor Plan

## REQUIREMENTS

### 1.2.13 SYSTEMS MATRIX

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
• PNT	• 35 oz 100% pile cut nylon carpet • Base - RB	• ACT-8' high min.	• Solid core wood	• See below	• None
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
• None	• Typical	• Recessed Fluorescent	• 110V duplex on each wall and at center of table	• None	• Voice & data on 2 walls and at center of table

### 1.2.13 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

[illegible]

\* Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

\*\* Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.



## 1.2 ICE Administration - Room Data Sheet

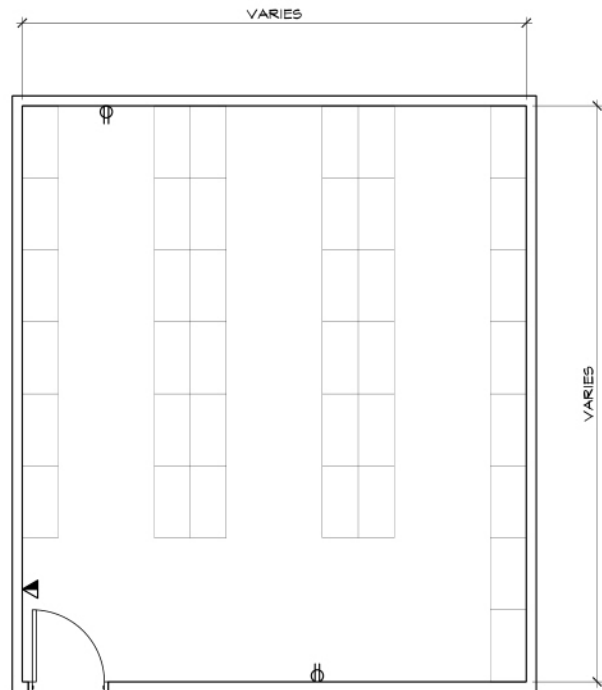
### 1.2.14 RECORDS/FILES ROOM

#### Function

The Records/File Room is used to secure files maintained by the ICE Administration.



Photograph



Floor Plan

## REQUIREMENTS

### 1.2.14 SYSTEMS MATRIX

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
• PNT	• 35 oz 100% pile cut nylon carpet • Base - RB	• ACT-8' high min.	• Solid core wood	• See below	• None
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
• None	• Typical	• Recessed Fluorescent	• 110V duplex on 2 walls	• None	• None

#### 1.2.14 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

[illegible]

\* Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

\*\* Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.





## 1.2 ICE Administration - Room Data Sheet

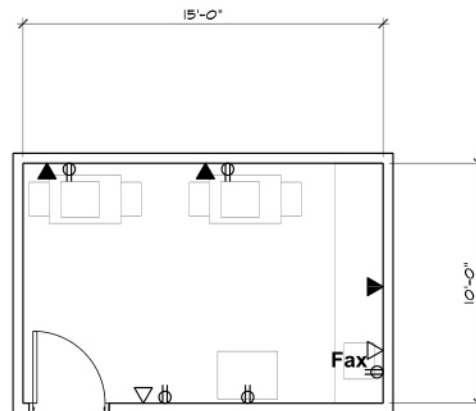
### 1.2.15 COPIER/SHREDDER/FAX ROOM

#### Function

The Copier/Fax/Shredder Room is used for mass copying, faxing documents, and shredding secure or sensitive documents.



Photograph



Floor Plan

## REQUIREMENTS

### 1.2.15 SYSTEMS MATRIX

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
• PNT	• VCT • Base: RB	• ACT-8' min.	• Solid core wood	• See below	• None
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
• None	• Typical	• Recessed Fluorescent	• TBD based on dedicated circuits	• None	• Voice and data • Dedicated fax line • Data as required for copiers and fax

### 1.2.15 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

[illegible]

\* Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

\*\* Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.



## 1.2 ICE Administration - Room Data Sheet

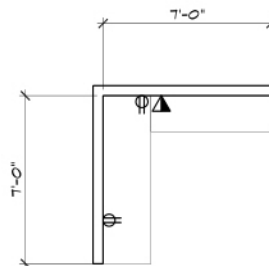
### 1.2.16 PRINTER AREA

#### Function

The Printer Area is an allocation of space within the open office environment for printers.



Photograph



Floor Plan

**SYMBOL LEGEND:**

△ Voice Outlet

▲ Data Outlet

▲ Voice/Data Outlet

⊖ Duplex Outlet

△ ISDN Outlet

Ⓛ Duress Alarm Outlet

## REQUIREMENTS

### 1.2.16 SYSTEMS MATRIX

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
• PNT	• VCT • Base: RB	• ACT-8' min.	• Solid core wood	• See below	• None
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
• None	• Typical	• Recessed Fluorescent	• TBD based on dedicated circuits	• None	• Voice and data • Dedicated printer line • Data as required for printer

### 1.2.16 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

[illegible]

\* Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

\*\* Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.



## 1.2 ICE Administration - Room Data Sheet

1.2.17

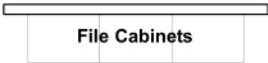
FILE AREA

**Function**

The File Area is an allocation of space within the open office environment for file cabinets.



Photograph



Floor Plan

## REQUIREMENTS

### 1.2.17 SYSTEMS MATRIX

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
• PNT	• VCT • Base: RB	• ACT-8' min.	• Solid core wood	• See below	• None
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
• None	• Typical	• Recessed Fluorescent	• TBD based on dedi- cated circuits	• None	• Voice and data

### 1.2.17 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

[illegible]

\* Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

\*\* Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.





## 1.2 ICE Administration - Room Data Sheet

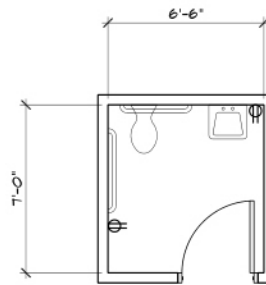
### 1.2.18 OFFICER TOILET - MALE

#### Function

The Male Officer Toilet is a single use room located within ICE Administration.



Photograph



Floor Plan

#### SYMBOL LEGEND:

△ Voice Outlet    ▲ Data Outlet    ▲ Voice/Data Outlet    ⊕ Duplex Outlet    △ ISDN Outlet    □ Duress Alarm Outlet

## REQUIREMENTS

### 1.2.16 SYSTEMS MATRIX

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
• PNT	• VCT • Base: RB	• GWB type X	• Solid core wood	• See below	• None
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
• Toilet • Lavatory	• Typical w/exhaust	• Recessed Fluorescent	• 110V duplex outlet- GFI	• None	• None

#### 1.2.16 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

[illegible]

\* Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

\*\* Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.



## 1.2 ICE Administration - Room Data Sheet

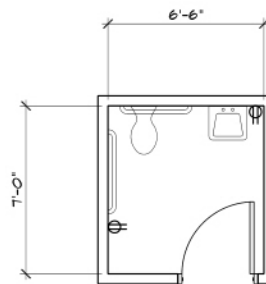
### 1.2.19 OFFICER TOILET - FEMALE

#### Function

The Female Officer Toilet is a single use room located within ICE Administration



Photograph



Floor Plan

#### SYMBOL LEGEND:

△ Voice Outlet    ▲ Data Outlet    ▲ Voice/Data Outlet    ⊕ Duplex Outlet    △ ISDN Outlet    □ Duress Alarm Outlet