Austin Field Office

Space Allocation Standards Summary

Medium/Large Model Office

U.S. Citizenship and Immigration Services

Space Requirement

11,826.00	Primary Space (62% | 7,332 square feet plus 38% | 4,494 square feet of circulation space)
15,160.00	Support Space (62% | 9,399 square feet plus 38% | 5,761 square feet of circulation space)
26,986.00	**Total Square Footage**

146	SF/Person Utilization Rate

Note: For all public functions to be on a single floor, the floor size must be a minimum of 11,573 square feet.

Parking Requirements

2	Government Owned Vehicles
2	**Parking Spaces included in the RENT**

77	Employee Parking (5% utilize public transit)
51	Visitor Parking (5% utilize public transit)
128	**Parking Spaces Commercially Available within 1/4 mile (walking distances) not included in RENT**

Interviewing Capacity

130	**Daily Interview Average (Per Office Calculator)**
133	**On Site Interview Capacity** (FOD in person or via video interview conducted by remote offices)
18	Multi-Purpose Interview Rooms (FOD)
3	Video Interview Rooms
3	Multi-Purpose Interview Rooms (Asylum)
-	Multi-Purpose Interview Rooms (ASC - Dual Biometric Stations)

File Capacity

37,000	**Total A-File Holdings** (includes those for ICE and CBP)

Staffing Data

64	Total Number of Field Office Employees
-	Total Number of District Office Employees
17	Total Number of Return to Office employees
81	**Total Number of Employees Reporting to Office Daily** (includes RTO Workers)

Quantity Of Workspaces

-	150 Square Foot Offices
22	Multi-Purpose Interview Rooms (including those for ASC and Asylum Circuit Riders and PIV Issuance)
16	120 Square Foot Offices
-	100 Square Foot Offices
-	64 Square Foot Workstations
44	48 Square Foot Workstations
3	48 Square Foot Interview PODS (for conducting office to office interviews on office to onsite video interview room)
-	36 Square Foot Workstations
-	24 Square Foot Workstations
85	**Total Number of Workspaces**

Region Concurrence

The USCIS Central Region has reviewed and approves this Space Allocation Standards for the Austin Field Office which totals 26,986 usable square feet of space to accomodate 81 employees, 2 parking spaces under rent for 2 GOVs. There will be 77 employee spaces and 51 visitor parking spaces that will be commercially available at the employee's and visitor's expense within one walkable block of the building entry. All other employees and visitors are anticipated to utilize public transit.

Approving Official's Digital Signature: KRISTIAN PARKER Digitally signed by KRISTIAN PARKER Date: 2025.12.23 15:43:06 -05'00'

Austin Field Office

Space Allocation Standards

Medium/Large Model Office

U.S. Citizenship and Immigration Services

	SPACE DESCRIPTION	Quantity Required	Usable Square Feet Each	Total Square Footage Without Circulation
Private Offices	120 Square Foot Offices	16	120	1,920
Open Office	48 Square Foot Workstations	44	48	2,112
	Reception Area	1	50	50
	Copier Areas	3	50	150
Open or Enclosed	Break Room / Employee Lounge - may be enclosed or semi open	1	325	325
	File Area(s) - may be enclosed or open or combination	1	1,230	1,230
Meeting Spaces	Interview PODS (for Office to Office Interviews)	3	48	144
	Management (FOD / DD) Conference Rooms VTC	2	275	550
	Teaming Rooms (4-7 people | approximately 1 room per supervisory group)	5	120	600
	Team Collaboration Room VTC	1	225	225
Enclosed Support Spaces	Bulk Storage	1	700	700
	Computer Staging and Storage	1	150	150
	HSDN Talon Room	1	120	120
	Lactation Room - includes lavatory/sink	1	80	80
	Mail Room and File Staging/Retirement	1	370	370
	Employee Restroom - (1) toilet and (1) lavatory	1	65	65
	Employee Shower | Men - (2) shower stalls, (1) lavatory, (6) 2-tier lockers (12 compartments)	1	220	220
	Employee Shower | Women - (2) shower stalls, (1) lavatory, (6) 2-tier lockers (12 compartments)	1	220	220
	Server Room	1	325	325
Public Facing Spaces	Lobby (includes space for (1) security screening areas and (3) check-in areas including queueing spa	1	900	900
	Weather Vestibule	1	50	50
	Public Restroom | Men - (1) toilets, (1) urinals and (1) lavatories	1	150	150
	Public Restroom | Family - (1) toilets and (1) lavatories	1	75	75
	Public Restroom | Women - (2) toilets and (1) lavatories	1	150	150
	Waiting Room	1	1,215	1,215
	Multi-Purpose Interview Rooms	22	150	3,300
	Video Interview Rooms (small - 4 person capacity)	1	85	85
	Video Interview Rooms (large - 6 person capacity)	2	100	200
	Ceremony Room (non-fixed seating)	1	900	900
	Chair, Table and A/V Storage (Naturalization Ceremony Room)	1	150	150

TOTAL SQUARE FOOTAGE REQUIRED (62%)	16,731
CIRCULATION AND LAYOUT FACTOR (38%)	10,255
TOTAL SQUARE FOOTAGE REQUIRED	26,986

Austin Field Office

Staffing Breakdown - For Regional Review Purposes Only (Do not distribute to GSA)!

Medium/Large Model Office

U.S. Citizenship and Immigration Services

Total Staff	Program
0	District Office
4	Field Office Management (total supervisory and non-supervisory staff)
38	Immigration Services (total supervisory and non-supervisory staff)
11	Immigration Services Support (total supervisory and non-supervisory staff)
8	FDNS (total supervisory and non-supervisory staff)
1	OIT (total supervisory and non-supervisory staff - including OIT contractors)
0	OSI (total supervisory and non-supervisory staff)
1	HQ Support (total supervisory and non-supervisory staff)
1	ASC (total supervisory and non-supervisory staff)
0	Contractors (total supervisory and non-supervisory staff excluding OIT contractors)