

SCALE 50
POSTAL AND COURIER SERVICES ACCCOMMODATION

GENERAL

1 This scale is to be read in conjunction with Scales 1, 17 and 45.

2 It is in four Parts:
 Part 1 - British Forces Post Offices - Mail Sorting
 Part 2 - British Forces Post Offices - Counter Areas
 Part 3 - Defence Mail Centres
 Part 4 - Staff Facilities

3 Within the Armed Forces, the Army is the lead Service for all Postal and Courier matters. Overall responsibility rests with the Quartermaster General, exercised through the Defence Postal and Courier Services Agency (DPCS). DPCS provides postal and courier support for the MOD and the three Services. It comprises the Defence Postal Service (DPS) and the Defence Courier Service (DCS). The principal services provided are:

a) Defence Postal Service:

(1) British Forces Post Office (BFPO):
 Delivery and collection of mails to and from BFPOs in Northern Ireland and overseas, which serve Service personnel, MOD civilians, and their dependants;

(2) Counter and Remittance Services:

A range of post office counter and remittance services, including banking, is provided at BFPOs;

(3) Defence Mail Service:

Delivery and collection of official mail to and from MOD establishments in Great Britain through a network of Defence Mail Centres.

b) Defence Courier Service:

Operation of a secure courier service in the UK and world wide for the movement of Protectively Marked and other sensitive material.

4 The DPCS requires secure environments within which to operate, together with specialised equipment. It should be understood that, due to the wide variety of theatre, locations, and catchment areas, and the DPCS's requirement to carry out its functions in operational, exercise and static peacetime environments, it is not possible to cover all eventualities. Nor is it possible to standardise size of building, equipment, operating space, or facilities required. The information given in the following Serials is an indication of the basic requirements to be used as a basis when considering specific locations and operational requirements. All buildings are to conform to standards defined by MOD/Forces Internal Security Services.

POSTAL AND COURIER SERVICES ACCOMMODATION (contd)

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5 Main Sorting Offices are so specialised and few in number that they are not included in this Scale. Their provision will always be the subject of a specialist study.

6 The two dedicated Defence Courier Offices (DCO) in Great Britain, the London and Brize Norton Courier Terminals,

are also so specialised that they are not included in the Scale. Elsewhere (including Northern Ireland), Forces Courier Offices (FCOs) are co-located with BFPOs and their requirements can be established from that Part of the Scale.

7 - 20 Spare

PART 1 - BRITISH FORCES POST OFFICES - MAIL SORTING

(a)	(b)	(c)	(d)
21 Outside Area	To be related to requirements (does not attract area addition).	Illumination - 50 lux for entrance and covered areas.	Vehicular access to loading dock/area (at ground level), with sufficient manoeuvring space for an articulated vehicle. Electrically operated roller shutters to sorting area.
22 Parcels inward/outward area	12 0m ² for every 500 head of population served.	Illumination - 350 lux Electric Power - One 13A double socket outlet to every 37.0m ² of floor space Heating - 16 ⁰ C.	
23 Weighing Area	1.0m ²	As Serial 22	Combined with Serial 22. To accommodate large bag scales.
24 Letter/Packets Sorting Area	2.5m ² per sorting frame/desk.	As Serial 22	
25 Drop Bag Fittings	300 x 300mm	As Serial 22	One fitting for each outward destination.
26 Pouch Suspension Frames	5.0m ² per frame.	As Serial 22	Each frame takes 8 pouches.

PART 1 - BRITISH FORCES POST OFFICES - MAIL SORTING (contd)

(a)	(b)	(c)	(d)
27 Unit Postal Orderly(UPO) collection/delivery point	9.0m ² for up to 300 persons, 0.015m ² per person additional in larger establishments.	Illumination - 350 lux Electric Power - Power supply for equipment as necessary. Heating - 18.5 ⁰ C.	Counter and racking as required.
28 Registered Letter Enclosure/Priority Services Locker	9.0m ² to accommodate standard desk and secure cabinet.	As Serial 27	Secure, lockable caged area.
29 UPO collection/delivery point (registered mail)		As Serial 27	Adjacent to Serial 27 or may be combined with Serial 31 if small (2-5 person) office.
30 Forces Courier Office (FCO) Enclosure	9.0m ² to accommodate standard desk and secure cabinet.	As Serial 27	Secure, lockable caged area, distinct from Serial 28.
31 UPO collection/ delivery point (FCO)		As Serial 27	Adjacent to Serial 27 or may be combined with Serial 29 if small (2-5 person) office.

32 -40 Spare

PART 2 - BRITISH FORCES POST OFFICES - COUNTER AREAS

(a)	(b)	(c)	(d)
41 Public Counter Area	18.5m ² per counter position.	<p>Illumination - 500 lux Electric Power - One 13A double socket outlet to every 37.0m² of floor space. Supply for equipment, illuminated signs, etc as required Heating - 18.5^oC.</p>	To provide waiting and queue space in front of counter. Posting box or facing plate to be installed in counter. Notice boards, form/leaflet racking as required. Floor covered with Post Office Counter Ltd (POCL) designed fitted carpet.
42 Standard Counter Unit	Bespoke POCL provisioned to include secure type 'A' pedestal with snap or dead locks to drawers.	As Serial 41	Bandit Screen between public and working areas may be required - if not, open plan design. Number of serving positions to be decided at project brief stage. At least one parcel hatch per office. POCL Security Survey to be completed in each case.
43 Working area behind Counter Unit	1-2m deep. The length of the counter.	As Serial 41	Wall panels and forms racking on rear wall.

PART 2 - BRITISH FORCES POST OFFICES - COUNTER AREAS (contd)

(a)	(b)	(c)	(d)
44 Secure Store	As required.	Illumination - 350 lux Heating - 13 ⁰ C if provided as separate room.	May be provided as strongroom, safe, or security cupboard, as required by quantity/ value of stock to be held.
45 OIC office	13.5m ²	Illumination - 350 lux Power Supply - Two 13A double socket outlets Heating - 18.5 ⁰ C.	Vision panel to Serial 43.

46 - 50 Spare

PART 3 - DEFENCE MAIL CENTRES

(a)	(b)	(c)	(d)
51 Outside Area			As Serial 21. Shutters to be to Security standard.
52 Secure inward/outward Area			As Serial 22.
53 Weighing Area	As Serial 23	As Serial 22	Combined with Serial 52. To accommodate large bag scales.
54 Letters/Packets Sorting Area	As Serial 24	As Serial 22	
55 Drop bag Fittings	As Serial 25	As Serial 22	As Serial 25
56 Pouch Suspension Frames	As Serial 26	As Serial 22	As Serial 26
57 Secure Store/Storeroom			As Serial 44
58 Manager's Office			As Serial 45. Vision panel to Serial 54.
59 Receipt/Dispatch Office	As Serial 45	As Serial 45	As Serial Secure Area, lockable room.
60 UPO Collection Point			As Serial 27

Serials 61 - 70 spare

PART 4 - STAFF FACILITIES

(a)	(b)	(c)	(d)
71 Rest Rooms and Beverage Bays			Refer to Scale 47
72 Staff Toilet Area			Refer to Scale 1 Annex B
73 Cleaner's Room			Refer to Scale 1 Annex B
