

**Area Defense Counsel Office (ADC). FAC: 6100**

CATCODE: 610111

OPR: AF/JA

OCR: N/A

Updated: 23 AUG 2024 (Date approved from HAF)

**1.1. Description.** The ADC Office is an independent tenant office servicing the base. The ADC Office must be located in a building separate from the Base Legal Facility and the Special Victim Counsel. The perception of the ADC as a separate entity from the Staff Judge Advocate (SJA) office is essential to its ability to function as an independent counsel. The ADC Office requires space for Defense Counsel, Paralegal, Visiting Attorney, Administrative Support, and Waiting area.

**1.2. Requirements Determination.** In order to prevent perception of command influence, do not combine law centers and ADC offices unless designated by AF/JA. At locations designated by AF/JA, collocate a circuit defense counsel office with the ADC Office and include additional office and administrative space. The size for the ADC Office is determined by their total staffing in accordance with Table 1.1.

**1.3. Scope Determination.** See **Table 1.1** below.

**1.4. Design Considerations.** Special Purpose Space required includes a waiting room/reception area, professional staff offices, administrative office, visiting attorney office, team huddle room, and a break area.

**Table 1.1. Space Requirements for Area Defense Counsel**

Position Title	Office Type <sup>1</sup>	
<b>Private Office Space</b>		
Area Defense Counsel (Attorneys) <sup>2</sup>	C	
Visiting Attorneys	D	
Paralegal	D	
<b>Open Office Space</b>		
Admin staff (if assigned)	F	
1 task station for 4 IMAs	H	
<b>Special Purpose Spaces – also see Tables 1.3 and 1.4</b>	<b>m<sup>2</sup></b>	<b>ft<sup>2</sup></b>
Administrative Support Space (8 ft <sup>2</sup> per full time staff)	.7/pn	8/pn
Waiting Room / Reception areas	11.1	120 sf
Break Room/Coffee Bar	4.6	50
Team room	14	150
1) See DAFMAN 32-1084, FC-6, CG-61 Admin Overview Tables 3.1 and 3.2		
2) Includes ADC and Circuit Defense Counsel Attorneys		

