

# FACILITIES CRITERIA (FC)

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## AIR FORCE LEGAL FACILITIES



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**FACILITIES CRITERIA (FC)**

**AIR FORCE  
LEGAL FACILITIES**

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U.S. ARMY CORPS OF ENGINEERS

NAVAL FACILITIES ENGINEERING COMMAND

AIR FORCE CIVIL ENGINEER CENTER (Preparing Activity)

Record of Changes (changes are indicated by \1\ ... /1/)

| <b>Change No.</b> | <b>Date</b> | <b>Location</b> |
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**This FC supersedes the *Air Force Base Legal Facilities Design Guide*.**

## **FOREWORD**

Facilities Criteria (FC) provide functional requirements (i.e., defined by users and operational needs of a particular facility type) for specific DoD Component(s), and are intended for use with unified technical requirements published in DoD Unified Facilities Criteria (UFC). FC documents are applicable only to the DoD Component(s) indicated in the title, and do not represent unified DoD requirements. Differences in functional requirements between DoD Components may exist due to differences in policies and operational needs.

All construction outside of the United States is also governed by Status of Forces Agreements (SOFA), Host Nation Funded Construction Agreements (HNFA), and in some instances, Bilateral Infrastructure Agreements (BIA). Therefore, the acquisition team must ensure compliance with the most stringent of the FC, the SOFA, the HNFA, and the BIA, as applicable.

Because FC documents are coordinated with unified DoD technical requirements, they form an element of the DoD UFC system applicable to specific facility types. The UFC system is prescribed by MIL-STD 3007 and provides planning, design, construction, sustainment, restoration, and modernization criteria, and is applicable to the Military Departments, Defense Agencies, and the DoD Field Activities. The UFC System also includes technical requirements and functional requirements for specific facility types, both published as UFC documents and FC documents.

FCs are living documents and will be periodically reviewed, updated, and made available to users as part of the Services' responsibility for providing criteria for military construction. Headquarters, U.S. Army Corps of Engineers (HQUSACE), Naval Facilities Engineering Command (NAVFAC), and the Air Force Civil Engineer Center (AFCEC) are responsible for administration of the UFC system. Defense agencies should contact the preparing service for document interpretation and improvements. Technical content is the responsibility of the cognizant DoD working group. Send recommended changes with supporting rationale to the respective Service proponent office by the following electronic form: [Criteria Change Request](#). The form is also accessible from the Internet site listed below.

FCs are effective upon issuance and are distributed only in electronic media from the following source:

- Whole Building Design Guide web site <http://dod.wbdg.org/>.

Refer to UFC 1-200-01, *General Building Requirements*, for implementation of new issuances on projects.

**AUTHORIZED BY:**



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**FACILITIES CRITERIA (FC)  
NEW SUMMARY SHEET**

**Document:** FC 4-610-04F, *Air Force Legal Facilities*

**Superseding:** *Air Force Base Legal Facilities Design Guide*

**Description:** This FC provides requirements for planning, programming, designing, and constructing legal facilities. The information in this FC applies to the design of all new construction projects, to include additions, alterations, and renovation projects in the continental United States (CONUS) and outside the continental United States (OCONUS). It also applies to the procurement of design/build services for the above-noted types of projects. Alteration and renovation projects should update existing facilities to meet the guidance and criteria within budgetary constraints.

**Reasons for Document:** This FC is the initial release to establish minimum requirements for a variety of different legal facility types. It provides the criteria for determining appropriately sized, flexible, cost-optimized, durable, quality-designed facilities on a life cycle basis to support the mission.

**Impact:** This FC will facilitate and standardize the design of legal facilities throughout the Air Force. It will provide more complete and consistent project requirements, expedite the programming and design of facilities, and reduce initial design cost.

**Unification Issues:** None.

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## **CHAPTER 1 INTRODUCTION**

### **1-1 GENERAL INFORMATION**

This standard facility prototype design criteria was developed to assist Air Force planners to prepare and validate DD Form 1391 requirements and to assist architect and engineering (A-E) design professionals with approved project-specific design requirements. It is a source of basic programming and functional information for legal facilities. This standard is consistent with Air Force Corporate Facility Standards (AFCFS) and Unified Facilities Criteria (UFC). This standard, in conjunction with the AFCFS, is intended to define Air Force expectations for project programming and A-E design decisions.

The standard facility prototype design program defines consistent facility requirements across the Air Force enterprise to expedite delivery of a facility. This standard was designed in compliance with AFMAN 32-1084. The objective is to deliver appropriately sized, flexible, cost-optimized, durable, and quality-designed facilities on a life cycle basis to support the Air Force mission.

The mission of the Air Force Judge Advocate General's Corps (AFJAGC) is to deliver professional, candid, independent counsel and full-spectrum legal capabilities to the command and the warfighter. In so doing, the AFJAGC ensures the lawful accomplishment of the Air Force mission, the discipline of the force, the defense of Air Force resources, and the preservation of prerogatives for Air Force leaders. In addition, the AFJAGC represents accused Airmen, supports victims' rights, and assists Airmen and their families in resolving personal legal problems. Legal canons of ethics drive confidentiality for attorney-client discussions, which in turn necessitate private offices with higher than normal sound transmission ratings. Additionally, legal facilities should evince a professional image, reflective of the rule of law.

### **1-2 GENERAL BUILDING REQUIREMENTS**

Comply with UFC 1-200-01. UFC 1-200-01 provides applicability of model building codes and government-unique criteria for typical design disciplines and building systems, as well as accessibility, anti-terrorism (AT), security, high-performance and sustainability requirements, and safety. Use this Facilities Criteria (FC), in addition to UFC 1-200-01 and the UFCs, and government criteria referenced therein.

Lighting systems must meet ASHRAE 90.1. Refer to UFC 1-200-02 for the publication year of ASHRAE. Note that the requirements of this UFC refer to ASHRAE 90.1-2010. When UFC 1-200-02 adopts a newer publication year for ASHRAE 90.1, it will have precedence over these FC requirements.

### **1-3 REFERENCES**

Appendix A contains a list of related documents and references to be used in conjunction with this FC. The publication date of the code or standard is not included. In general, use the latest available issuance of the reference, unless otherwise noted.

## **1-4 INSTRUCTIONS**

The standard facility prototypes in this FC were developed by determining personnel counts, allowable/authorized space/room sizes, adjacency diagrams between the functional spaces, and overall facility space requirements. It establishes Air Force criteria for the facility type. Use these criteria, in conjunction with other Air Force policies and regulations, such as Air Force departmental publications (e.g., AFIs, AFMANs) and UFCs, when programming and designing this facility type.

Supplement this FC with a thorough review by individual program managers and operations staff.

### **1-4.1 Standard Facility Prototype Tools**

These standard facility prototypes consist of three parts to be used by programmers and A-Es:

- Facilities criteria for standard prototype (this FC document)
- Interactive programming sheet
- Facility Building Information Modeling (BIM) drawings

### **1-4.2 Facilities Criteria**

The facilities criteria consist of three primary components:

- Space standards for common facilities
- Composite facility adjacency diagrams/composite floor plans
- Module components with associated room data sheets

#### **1-4.2.1 Notional Sites**

The notional site plan diagrams demonstrate key site development criteria. Site plan diagrams for a base legal facility and an Area Defense Counsel (ADC) office are included to demonstrate key site development criteria since they are legal facility types that might be stand-alone facilities. They are not site-specific solutions, but represent the land requirements to construct these facilities and include associated AT standoff distances and parking. Utilization of existing or shared parking is allowable and may reduce the total acreage required for the facilities. Adapt the requirements to the specific site and location, and comply with the applicable Installation Development Plan (IDP) and Area Development Plan (ADP) for facility siting.

#### **1-4.2.2 Composite Office Adjacency Diagrams**

The adjacency diagrams identify the proximity requirements between major standard spaces and ways to conceptually assemble them into functional composite areas. They are not intended to be definitive building designs.

#### **1-4.2.3 Composite Notional Floor Plans**

The composite floor plans are conceptual solutions that illustrate functional user and adjacency requirements. Plan variations may be rotated, flipped, or reversed to fit the actual site. A thorough compliance check of all other applicable criteria is required, even when using the conceptual solutions provided in this FC.

#### **1-4.2.4 Flexibility/Adjustments**

Utilization of the provided modules is highly recommended to maintain functional relationships, adjacencies, and allowed program areas. Modules contain fixed attributes that are essential to functional requirements. Modules may be rotated, flipped, or reversed to accommodate an overall composition or site issue. When the modules cannot be arranged to produce a constructible floor plan due to site constraints, their proportions may be adjusted to create a constructible plan. Manipulating the module shape must not result in an overall increase in square feet and/or reduce the functionality of any module or the required adjacencies in the composite plan.

Some modules are linked to space requirements that increase or decrease in size based on the unit's Unit Manning Document (UMD) staffing and typical equipment for that particular mission. In these cases, increase or decrease the size of the module or number of offices to match the revised scope calculation. This may sometimes require minor adjustments in other adjacent modules so they properly fit together to create a constructible facility floor plan. Spaces must comply with any critical dimensions on module plans. Manipulate as few modules as possible to create a constructible facility. The resulting composite plan must respect the established module's adjacencies and must not exceed the authorized project scope.

#### **1-4.2.5 Room Data Sheets**

Specific requirements for each room, space, or area are provided on room data sheets located in either the space standards or following in their respective group discussion. Information contained on the data sheets defines the functional and physical requirements for each of the spaces within the facility or office type.

#### **1-4.3 Programming Sheets**

This tool is provided in two formats. A PDF programming sheet is provided in each Judge Advocate (JA) unit section, primarily as a reference, and reflects the baseline standard facility program. An additional interactive programming sheet provides a tool for planners and programmers. It allows the input of authorized personnel positions and special purpose spaces. Updated inputs are automatically calculated and provide new

required square footage for each space and the overall facility/office size. A link is provided in Appendix B for access to the interactive tool.

#### **1-4.4 Additions and Alterations**

For additions and alterations to existing facilities, use the adjacencies sizing/scope and detailed requirements in the adjacency diagrams and room data sheets to the maximum extent possible. The functionality and adjacency of the standard spaces are still valid, but may require some manipulation to fit into existing spaces. This standard may be slightly modified to accommodate the existing structure. The A-E shall determine the most efficient means to balance the placement of modules within existing spaces or as a facility addition.

#### **1-4.5 Sustainability**

Meet the requirements of UFC 1-200-02 and achieve green building certification in accordance with the current Air Force Sustainable Design and Development (SDD) Implementing Guidance.

## CHAPTER 2 GENERAL FACILITIES

### 2-1 GENERAL FACILITIES OVERVIEW

The majority of legal offices coexist in buildings with other occupants. However, if an office is a stand-alone facility, it is typically a one-story structure. The most common stand-alone facilities are base legal and Area Defense Counsel (ADC) offices.

**AFCFS:** Consult the AFCFS to determine exterior quality standards for this facility group. This standard facility prototype is considered a Group 1 hierarchy.

**Facility Users/Occupants:** These facilities are operated by active duty, civilian, National Guard, and Reserve military personnel. The number of occupants varies from office to office; thus, the design is based on the UMD for the specific unit, counting active duty military and civilian personnel.

**Operational Aspects:** Hours of operation for legal offices are driven by workload volume and often exceed standard operating hours. In the case of ADCs and SVCs, attorneys routinely meet with clients after normal hours to accommodate client schedules.

#### 2-1.1 Professional Image

The most visible symbols of the rule of law in the Air Force are legal facilities. Trial courtrooms are the soul and public face of the military justice system and must promote respect for the tradition and purpose of the law and judicial process. To emphasize legal professionalism, courtroom designs must express solemnity, stability, integrity, and fairness. Legal facilities need to reflect the dignity of the profession and respect for the rule of law. Finish interiors so that legal job performance, mission accomplishment, and commander and client satisfaction are optimized. Use materials that invoke a sense of permanence and have consistency. Select colors that are subdued and complement the materials used. Use architectural elements that are proportional and arranged in hierarchy to denote order. Choose finishes that are durable and easy to maintain. The following key planning drivers are critical to the success of this FC.

#### 2-1.2 Confidentiality

An Air Force attorney must maintain the confidentiality of all information relating to the representation of a client, in accordance with AFI 51-110, Atch 2, Rule 1.6; the American Bar Association Model Rules of Professional Conduct; and the rules of professional conduct in any state or territorial bar in which the attorney is licensed. These rules are mandatory, and violations can result in the loss of the attorney's professional license and/or designation to practice law in the Air Force. In addition, violations place the Air Force at risk of being sued or of losing the confidence of Congress and the public.

Confidentiality applies to any conversation with a client about the subject of the representation, any related interviews or discussions with others, and any associated

work by the attorney. Clients include personal clients, such as legal assistance clients (for base-level and other qualified legal assistance attorneys), defense clients (for defense counsel), sexual assault victims (for SVCs), and disability clients (for Office of Airman's Counsel attorneys), as well as government officials. Whenever an organization such as the Air Force is the client, confidentiality is required for authorized officials acting on behalf of the client. Conversations about legal matters with clients, prospective clients, and others must be kept completely confidential, unless the client gives informed consent for the release of information to other parties. The same protection applies to the attorney's work product (e.g., notes, observations, research, and written opinions). Materials must be kept confidential and properly safeguarded from unauthorized viewing, which affects the type of storage provided in the office.

In addition to the need to protect confidential information, Air Force attorneys are called upon, more than members of almost any other career field, to review and advise on information protected from release or disclosure by other laws, rules, or regulations. For instance, attorneys often handle matters governed by the Privacy Act, the Procurement Integrity Act, the Freedom of Information Act, the Health Insurance Portability and Accountability Act, or the Safety Privilege. They regularly advise commanders, first sergeants, and supervisors on military justice matters, misconduct by subordinates, and problems in the workplace. They commonly review and discuss investigative reports (prepared by the Air Force Office of Special Investigations [AFOSI], Security Forces, or other investigators), pre-decisional data, and other highly sensitive or classified material. In addition, they are involved in advising on the legality of proposed governmental actions, consulting on plans and ways ahead, and formulating litigation strategy or the defense of governmental actions or decisions. All of these activities require safeguarding discussions and protected material so they remain solely between those with the need to know. Even other attorneys in the same office frequently fall outside the bounds of those who should overhear or be privy to such exchanges, or view the information.

Air Force attorneys are regularly involved in the above activities. In addition, some Air Force paralegals routinely conduct client interviews, prepare witnesses, and counsel victims. As such, they require closed private office space with sufficient sound attenuation so in-person and telephone conversations remain confidential. This arrangement also provides a critical layer of protection for attorney work product. Furthermore, attorneys have the ethical responsibility to communicate frequently with clients (AFI 51-110, Atch 2, Rule 1.4). Not having a private office would place an unreasonable burden on an attorney to find a suitable location to conduct these recurrent communications. The same would apply to paralegals with routine confidential responsibilities.

Finally, the very nature of an Air Force legal office underscores the need for private offices for attorneys. Legal offices are a hub of activity wherever they are located. They are a bustling intersection of clients, defense counsel, accused, victims, commanders, first sergeants, senior officials, and others. In order to keep client business between the attorney and client, Air Force attorneys must have separate offices, properly insulated, to safeguard the work they do and comply with their ethical obligations. Failure to do so

jeopardizes client confidentiality, the attorneys' ability to practice law, and mission effectiveness.

The nature of the work performed determines the levels of privacy in designing an office. A low level of privacy would involve an open reception area or low-walled workstation. A medium level would apply to a workstation with higher walls so it is visually separated from a corridor or reception area. A high level of privacy would be a space, such as a private office or suite, that is acoustically treated so conversations or discussions are not distinguishable from the travel way or a neighboring office.

### **2-1.3 Room Interiors and Finishes**

Select office furniture from Air Force Furniture Commodity Council mandatory sources. Interior finish standards are based on a limited range (see Figure 2-1) used to select the appropriate type of furnishings. Select commercial-grade furniture that is durable, low-maintenance, and utilizes colors compatible with other interior features. The following definitions describe each level of finish.

**Level 1:** Use durable, cost-effective finishes that are easy to clean and maintain, with resilient or tile flooring, painted gypsum board walls, plastic laminate-clad millwork, and storage units (e.g., shelving, file cabinets). This finish is considered typical for "back-of-house" areas.

**Level 2:** Use commercial-grade carpet on floors, with painted gypsum board walls; include some accent areas that provide a professional atmosphere. In open office environments, use panel-supported or desk-based systems furniture that provides flexibility. In private offices, provide freestanding, executive wood-finish desks and credenzas.

**Level 3:** Use a higher grade commercial carpet or other floor types of finish; limited use of wood paneling and wainscoting is allowed. Use freestanding executive wood furniture in private offices or higher-level leadership suites.

Figure 2-1 lists the typical JA spaces included in each of the finish categories and applies to the standard spaces discussed later in this FC. The exceptions to these standards are described under the individual JA group heading, if and when they occur. In those instances where support spaces, such as a copy area or storage room, are very small, match the finishes with the adjacent areas. Match hallways leading to individual spaces with the finish level of whichever space is considered most significant (e.g., the corridor to the courtroom will have a Level 3 finish).

Figure 2-1 Interior Finishes Summary

| LEVEL 1      | LEVEL 2                | LEVEL 3                          |
|--------------|------------------------|----------------------------------|
| Work room    | Private office         | Courtroom                        |
| Mail room    | Open office area       | Judge's chamber                  |
| Storage area | Reception/waiting area | AFLOA command suite              |
| Coffee bar   | Huddle room            | SJA office/leadership suite      |
| Break room   | AFJAGS student lounge  | Legal office conference room     |
|              | AFJAGS classroom       | AFJAGS auditorium                |
|              |                        | AFJAGS executive conference room |

## 2-2 SPACE STANDARDS ORGANIZATION

### 2-2.1 General

JA offices vary in scope and mission, but share commonalities in space types, whether in freestanding buildings or as tenants in larger buildings. The following rooms/spaces occur in each legal facility and are composed of common spaces classified as either an office space or as shared support space, each scalable to specific unit requirements. All legal offices are a combination of these common types of spaces and are discussed in detail in the following pages. Included in each section are room descriptions, floor plans, and room data sheets. Chapters 3 through 9 discuss specific office requirements for each general category of legal office, as well as the directorates, divisions, and field support centers (FSC) in the Air Force Legal Operations Agency (AFLOA). Only specific space types and requirements that are unique and not standard are discussed in detail in the individual sections. However, some space requirements may require local justification during the programming and planning stages of a new construction or remodeling project.

## **2-2.2 Common Spaces**

### **2-2.2.1 Offices**

Eight office types are common in Air Force legal offices, along with two types of systems furniture workstations:

- A1 - General Office: Private office, due to job requirements (e.g., visiting attorney or court reporter)
- A2 - General Attorney/Instructor Office: Private office with two guest chairs and sound attenuation
- A3 - Deputy Senior Attorney Office: Private office with side table, two guest chairs, and sound attenuation
- A4 - Senior Attorney Office: Private office with conference table (seating for six), two guest chairs, and sound attenuation
- A5 - Commander Office: Large private office, for the AFLOA Commander in the Jones Building, with seating for six and sound attenuation
- A6 - General Attorney Office (Jones Building): Private office with two guest chairs and sound attenuation
- A7 - Director Office (Jones Building): Private office with small conference table (seating for four), guest chairs, and sound attenuation
- P1 - Paralegal Workstation: Standard workstation
- P2 - Paralegal Office: Private office due to job requirements (e.g., performing client interviews or witness preparation, or serving as Law Office Superintendent)
- P3 - Senior Paralegal Office: Large private office, due to job requirements (i.e., serving as MAJCOM Functional Manager or Command Paralegal)
- P4 - Large Workstation: Specifically for the Jones Building

### **2-2.2.2 Shared Support**

Spaces shared amongst several different private offices or workstations with similar functional adjacencies, which can be centrally located within each office group and/or combined with other individual group requirements listed in paragraphs 2-2.2.3 through 2-2.2.7.

### **2-2.2.3 Storage Spaces**

Three storage types are common in legal offices:

- Open Storage Area: In shared, open office area
- Closed Secure Area: In secured, lockable file room
- Special Storage: As required (e.g., safe or sensitive compartmented information facility [SCIF])

### **2-2.2.4 Waiting/Reception Area**

Access control point to regulate transit from the waiting area to other areas of the legal office. Access control can include buzzer entry systems or digital locking mechanisms. Seating numbers will vary based on office requirements.

### **2-2.2.5 Huddle/Conference Room**

Room size varies based on group requirements; usually huddle (small), medium, large, and extra-large, with seating for 6 to 45 staff members; audio visual (A/V) and video teleconferencing (VTC) capabilities are frequently provided.

### **2-2.2.6 Work Room**

Centralized work space, to include multifunctional copier/printer/fax machine, shredders, supply storage, and work area. Larger offices may utilize small satellite copier alcoves, in addition to a centralized work room.

### **2-2.2.7 Coffee Bar/Break Room**

Kitchenette, ranging from no seating to seating for 8 to 16, with a sink, coffee maker, microwave, and full-size refrigerator.

**Table 2-1 Summary of Common Spaces**

| Space                              | Size (SF) | Symbol |
|------------------------------------|-----------|--------|
| General office                     | 100       | A1     |
| General attorney/instructor office | 120       | A2     |
| Deputy senior attorney office      | 150       | A3     |
| Senior attorney office             | 216       | A4     |
| Commander office                   | 300       | A5     |
| General attorney (Jones Building)  | 130       | A6     |
| Director (Jones Building)          | 200       | A7     |
| Paralegal workstation              | 64        | P1     |
| Paralegal office                   | 100       | P2     |
| Senior paralegal office            | 120       | P3     |
| Large workstation (Jones Building) | 100       | P4     |
| Huddle room (small)                | 168       | C1     |
| Conference room (medium)           | 304       | C2     |
| Conference room (large)            | 450       | C3     |
| Conference room (extra-large)      | 600       | C4     |
| Work space (small)                 | 60        | W1     |
| Work room (medium)                 | 120       | W2     |
| Work room (large)                  | 200       | W3     |
| Coffee bar                         | 60        | B1     |
| Break room (small)                 | 120       | B2     |
| Break room (medium)                | 252       | B3     |
| Break room (large)                 | 399       | B4     |

### **2-2.3 Attorney Offices**

Design attorney offices with standards and guidelines that are simplified, with space allocated according to functional requirements and flexibility. This principle recognizes that fewer barriers to change, less disruption when change occurs, and lower costs in money and time can be accomplished by standardizing office sizes.

Standard attorney offices are of six main types. A1 is a small office, 100 square feet in size, with an L-shaped desk and return, two chairs for clients, and a marker board. A2, the standard attorney office, is 120 square feet in size, with similar furnishings as A1. A3 is slightly larger, 150 square feet in size, with an L-shaped desk and return, bookshelves, two chairs for clients, and a marker board. A4 is the largest office, 216 square feet in size, with an executive desk, a credenza, bookshelves, a rectangular table with seating for six, two additional chairs for clients, a flat screen monitor, and a marker board. A6 (not pictured in Figure 2-2), 130 square feet in size, is the standard attorney office in the Jones Building, with similar furnishings as A1. A7, 200 square feet in size, is the standard director office in the Jones Building, with similar furnishings as A4, except for a smaller table with seating for four. In addition to the standard offices, A5, 300 square feet in size, is unique to the AFLOA Commander in the Jones Building, with an executive desk, a conference table with seating for four, a credenza, additional chairs, and an end table.

Office walls dividing offices from other spaces must meet a Sound Transmission Class (STC) minimum rating of 50. The door and window assemblies within these walls must meet an STC rating of 45. Higher STC ratings for door and window assemblies may be specified for specific projects or spaces. Field testing and on-site verification of the assembly of the final STC ratings are required for these applications. Exterior windows must meet AT requirements.

Figure 2-2 Standard Offices

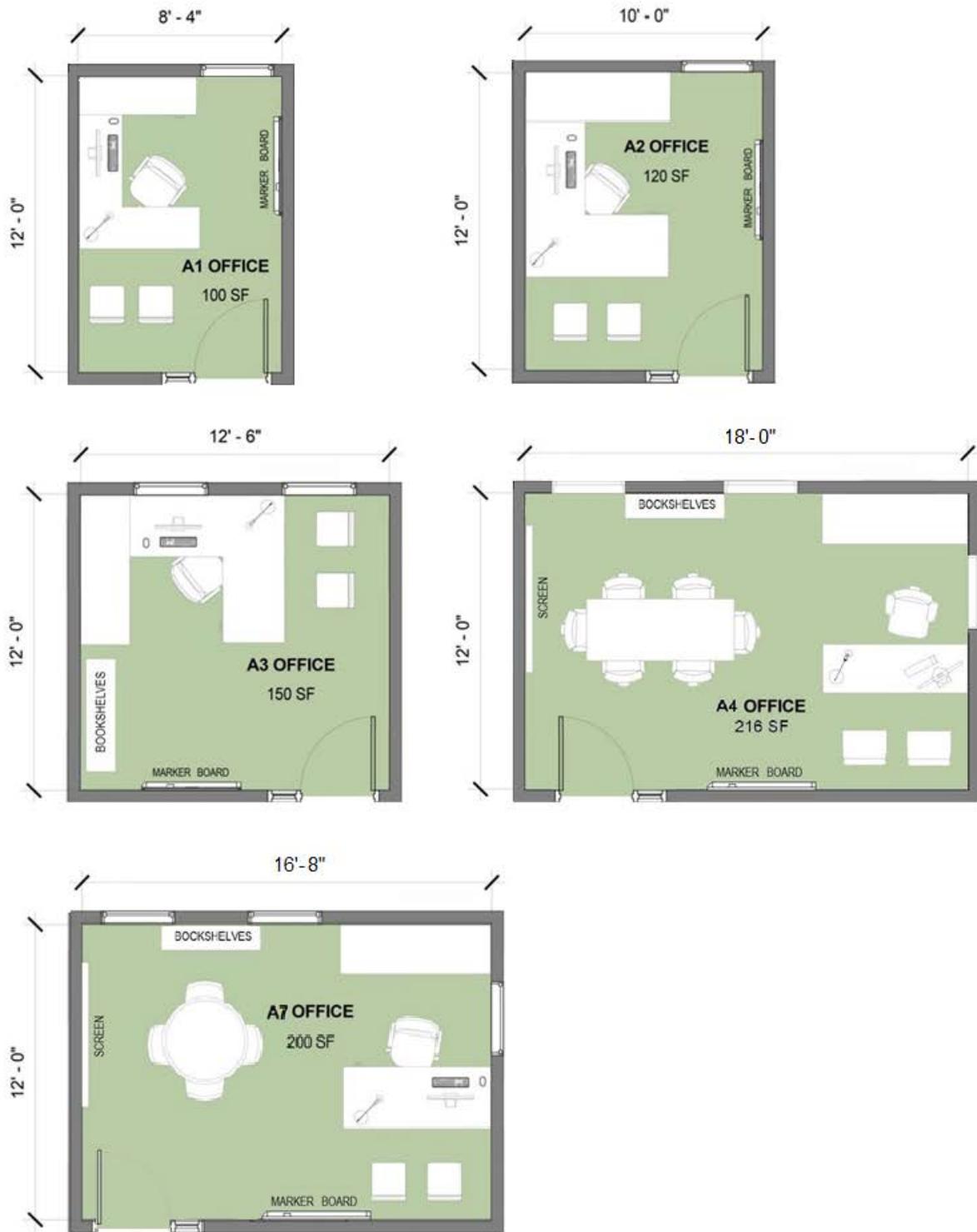


Figure 2-3 General Office Room Data Sheet

|  |                                 |  |
|--|---------------------------------|--|
| <b>Description/Usage</b>                               |                                 | A1 private office for a visiting attorney or a non-attorney with responsibilities necessitating a private office (e.g., a paralegal conducting witness interviews or a court reporter).  |
| <b>Ceiling Height</b>                                  |                                 | 9'-0" minimum  |
| <b>Windows</b>   |                                 | Exterior insulated, AT compliant   |
| <b>Doors</b>   | <b>Type</b>                     | Hollow metal, 3' x 7'  |
|  | <b>Security/ Hardware</b>       | Keyed lock set   |
|  | <b>View Panels/ Kick-Plates</b> | Side view panels   |
| <b>Finishes</b>  | <b>Walls</b>                    | Level 2  |
|  | <b>Floor</b>                    | Level 2  |
|  | <b>Base</b>                     | Level 2  |
|  | <b>Ceiling</b>                  | Level 2  |
| <b>Plumbing</b>  |                                 | N/A  |
| <b>HVAC</b>  |                                 | Per UFC 3-410-01   |
| <b>Fire Protection</b>                                 |                                 | Wet or dry pipe sprinkler system, per UFC 3-600-01   |
| <b>Power</b>   |                                 | Per UFC 3-520-01   |
| <b>Lighting</b>  |                                 | Per UFC 3-530-01   |
| <b>Communication</b>                                   | <b>Telephone</b>                | One per desk   |
|  | <b>Data</b>                     | NIPR   |
|  | <b>CCTV</b>                     | N/A  |
|  | <b>CATV</b>                     | N/A  |
|  | <b>Security</b>                 | Duress alarm   |
| <b>Acoustics</b>                                       |                                 | Per UFC 3-450-01, for noise control. When the office is to be used routinely for legally confidential discussions, it requires additional acoustical privacy. In that case, floors, partitions, and ceilings meet or exceed the STC 50 requirement, and windows and doors meet the STC 45 requirement.       |
| <b>Furnishings Fixtures &amp; Equipment (FF&amp;E)</b> |                                 | Provide one 6' wood-finish, L-shape systems furniture, with return and phone/data connections. Include one swivel chair, two straight visitor chairs, and marker board.  |
| <b>Special Requirements</b>                            |                                 | When the office is to be routinely used for confidential discussions, extend partitions between the structural floor slabs and enhance the space with acoustical insulation to decrease sound transmission. STC requirements are for the entire assembly and not individual components (door, window, etc.). |

Figure 2-4 Attorney Office Room Data Sheet

|  |                                |  |
|--|--------------------------------|--|
| <b>Description/Usage</b>                               |                                | A2, A3, and A6 (in the Jones Building) are private attorney offices. A2 can also be used as an instructor's office at the AFJAG School.  |
| <b>Ceiling Height</b>                                  |                                | 9'-0" minimum  |
| <b>Windows</b>   |                                | Exterior insulated, AT compliant   |
| <b>Doors</b>   | <b>Type</b>                    | Wood, 3' x 7'  |
|  | <b>Security/Hardware</b>       | Keyed lock set   |
|  | <b>View Panels/Kick-Plates</b> | Side view panels   |
| <b>Finishes</b>  | <b>Walls</b>                   | Level 2  |
|  | <b>Floor</b>                   | Level 2  |
|  | <b>Base</b>                    | Level 2  |
|  | <b>Ceiling</b>                 | Level 2  |
| <b>Plumbing</b>  |                                | N/A  |
| <b>HVAC</b>  |                                | Per UFC 3-410-01   |
| <b>Fire Protection</b>                                 |                                | Wet or dry pipe sprinkler system, per UFC 3-600-01   |
| <b>Power</b>   |                                | Per UFC 3-520-01   |
| <b>Lighting</b>  |                                | Per UFC 3-530-01   |
| <b>Communication</b>                                   | <b>Telephone</b>               | One per desk   |
|  | <b>Data</b>                    | NIPR, SIPR (as required)   |
|  | <b>CCTV</b>                    | N/A  |
|  | <b>CATV</b>                    | N/A  |
|  | <b>Security</b>                | Duress alarm   |
| <b>Acoustics</b>                                       |                                | Floors, partitions, and ceilings meet or exceed the STC 50 requirement. Windows and doors meet the STC 45 requirement.   |
| <b>Furnishings Fixtures &amp; Equipment (FF&amp;E)</b> |                                | Provide 6' wood-finish systems furniture with computer connections. Include 1 swivel chair, 2 straight visitor chairs, a whiteboard, and a bookshelf (for A3).   |
| <b>Special Requirements</b>                            |                                | Offices require additional acoustical privacy; extend partitions between the structural floor slabs and enhance the space with acoustical insulation to decrease sound transmission. STC requirements are for the entire assembly and not just individual components (door, window, etc.). |

Figure 2-5 Senior Attorney Office Room Data Sheet

|  |                                |  |
|--|--------------------------------|--|
| <b>Description/Usage</b>                               |                                | A4 is a large private office for the senior attorney, styled for leadership functions, with upgraded finishes. A7 is a similar office for AFLOA directors in the Jones Building.   |
| <b>Ceiling Height</b>                                  |                                | 9'-0" minimum  |
| <b>Windows</b>   |                                | Exterior insulated, AT compliant   |
| <b>Doors</b>   | <b>Type</b>                    | Wood, 3' x 7'  |
|  | <b>Security/Hardware</b>       | Keyed lock set   |
|  | <b>View Panels/Kick-Plates</b> | Side view panels   |
| <b>Finishes</b>  | <b>Walls</b>                   | Level 3  |
|  | <b>Floor</b>                   | Level 3  |
|  | <b>Base</b>                    | Level 3  |
|  | <b>Ceiling</b>                 | Level 3  |
| <b>Plumbing</b>  |                                | N/A  |
| <b>HVAC</b>  |                                | Per UFC 3-410-01   |
| <b>Fire Protection</b>                                 |                                | Wet or dry pipe sprinkler system, per UFC 3-600-01   |
| <b>Power</b>   |                                | Per UFC 3-520-01   |
| <b>Lighting</b>  |                                | Per UFC 3-530-01   |
| <b>Communication</b>                                   | <b>Telephone</b>               | One per desk   |
|  | <b>Data</b>                    | NIPR, SIPR (as required)   |
|  | <b>CCTV</b>                    | Yes  |
|  | <b>CATV</b>                    | N/A  |
|  | <b>Security</b>                | Duress alarm   |
| <b>Acoustics</b>                                       |                                | Floors, partitions, and ceilings meet or exceed the STC 50 requirement. Windows and doors meet the STC 45 requirement.   |
| <b>Furnishings Fixtures &amp; Equipment (FF&amp;E)</b> |                                | For A4, provide a 6' free-standing wood executive desk, credenza, a leather swivel chair, 2 leather visitor chairs, and a 30" x 72" rectangular wood table with 6 leather swivel chairs. Include a bookshelf, marker board, flat screen monitor, and lateral file storage. A7 has the same furnishings, except for a circular table seating 4. |
| <b>Special Requirements</b>                            |                                | Offices require additional acoustical privacy; extend partitions between the structural floor slabs and enhance the space with acoustical insulation to decrease sound transmission. STC requirements are for the entire assembly and not just individual components (door, window, etc.).   |

## **2-2.4 Paralegal Work Spaces**

A paralegal is someone trained and certified in legal matters and procedures who assists attorneys in practicing law. Paralegal work spaces are divided into two types – workstations and offices – depending on the work assigned. P1 is a 64-square-foot workstation with an L-shaped desk and rear work surface. P4 is a 100-square-foot workstation, limited to the Jones Building, with additional space for seats or cabinets. Individual workstations are typically grouped together in an open office arrangement and have specialized visual and acoustical considerations. The height of the partitions depends on Air Force corporate standards. Integrate the workstation design with power, communications, and other building systems. P2 is a private office (same as the A1 office) required for certain responsibilities (e.g., performing client interviews, preparing witnesses, counseling victims, or serving as law office superintendent [LOS]). P3 is a private office for major command (MAJCOM) functional managers, with the same requirements as the A2 office.

Figure 2-6 Paralegal Work Spaces

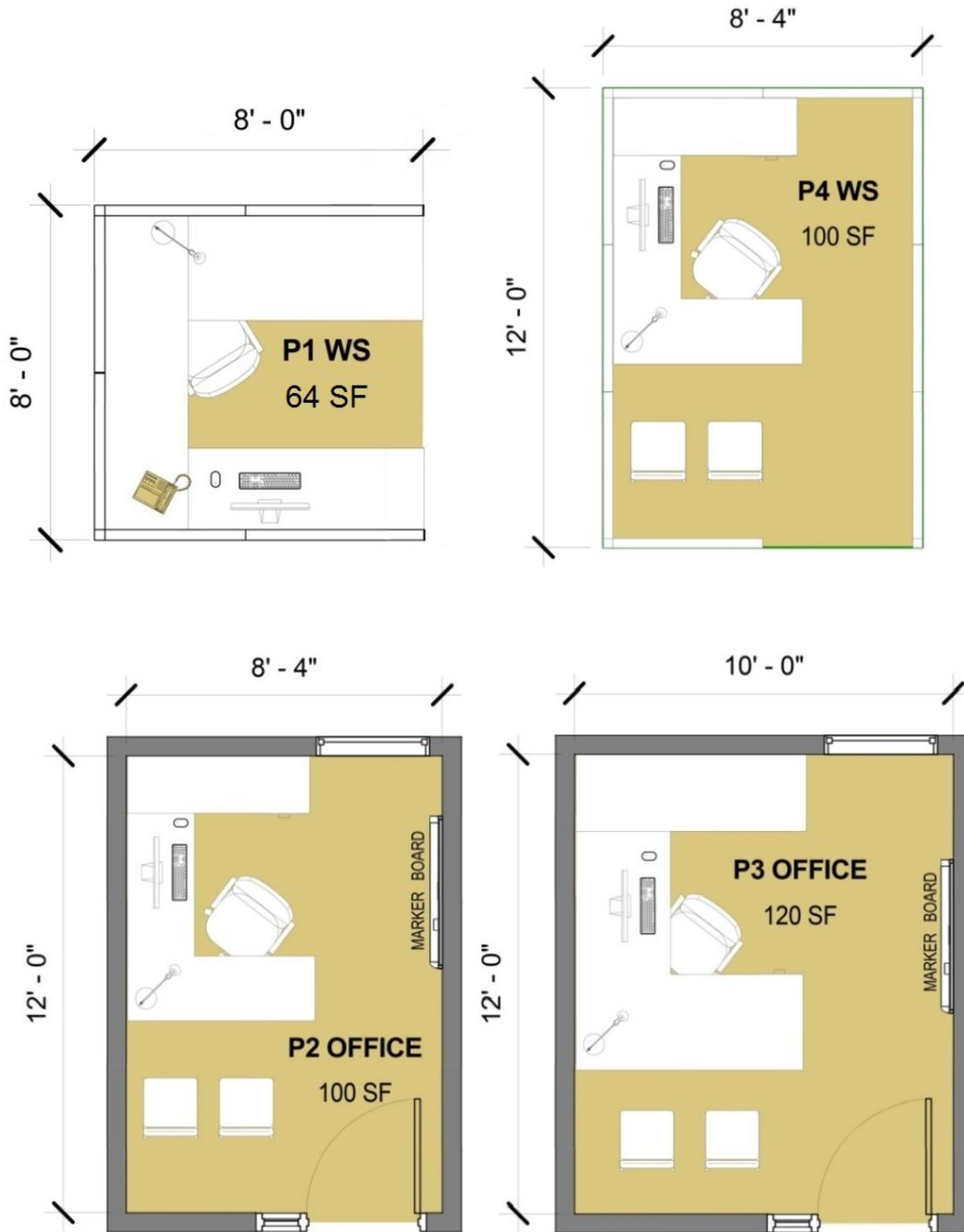


Figure 2-7 Paralegal Workstation Room Data Sheet

|  |                                 |  |
|--|---------------------------------|--|
| <b>Description/Usage</b>                               |                                 | An open office space designed to utilize furniture system components that delineate space and provide visual privacy.  |
| <b>Ceiling Height</b>                                  |                                 | 9'-0" minimum  |
| <b>Windows</b>   |                                 | N/A  |
| <b>Doors</b>   | <b>Type</b>                     | N/A  |
|  | <b>Security/ Hardware</b>       | N/A  |
|  | <b>View Panels/ Kick-Plates</b> | N/A  |
| <b>Finishes</b>  | <b>Walls</b>                    | Level 2  |
|  | <b>Floor</b>                    | Level 2  |
|  | <b>Base</b>                     | Level 2  |
|  | <b>Ceiling</b>                  | Level 2  |
| <b>Plumbing</b>  |                                 | N/A  |
| <b>HVAC</b>  |                                 | Per UFC 3-410-01   |
| <b>Fire Protection</b>                                 |                                 | Wet or dry pipe sprinkler system, per UFC 3-600-01   |
| <b>Power</b>   |                                 | Per UFC 3-520-01   |
| <b>Lighting</b>  |                                 | Per UFC 3-530-01   |
| <b>Communication</b>                                   | <b>Telephone</b>                | One per desk   |
|  | <b>Data</b>                     | NIPR   |
|  | <b>CCTV</b>                     | N/A  |
|  | <b>CATV</b>                     | N/A  |
|  | <b>Security</b>                 | N/A  |
| <b>Acoustics</b>                                       |                                 | Per UFC 3-450-01, for noise control  |
| <b>Furnishings Fixtures &amp; Equipment (FF&amp;E)</b> |                                 | For P1, provide modular systems furniture with computer connection capabilities, demountable partitions with fabric walls, and a swivel chair. Include work surfaces, storage, lighting, and electrical and communications distribution. Maximize storage in the furniture system design; include task lighting for each workstation. Integrate power, data, and communications with the furniture system panel. |
| <b>Special Requirements</b>                            |                                 | For P2 and P3, see room data sheets for General Office (Figure 2-3) and A2 Attorney Office (Figure 2-4), respectively.   |

## 2-2.5 Conference Rooms

Conference rooms are areas used for staff meetings, training, teleconferences, witness interviews, meetings with commanders and investigators, and other activities. Conference space requires flexibility, durable finishes to anticipate maximum use, and integrated utility lines, such as voice, data, and power, to accommodate a variety of multimedia presentations and VTCs, when required. Conference rooms are divided into four types. C1 is a small space (huddle room) with seating for six. C2 is the standard conference room, with seating for nine at the table. C3 is a larger room, with seating for 15 at the table. Both C2 and C3 can double as library space, if required. C4 is the largest room, with seating for 21 at the table. When not in use for large gatherings, C4 can be divided into two smaller meeting spaces. C2, C3, and C4 are large enough to accommodate VTC presentations, a lectern, and flags for an award ceremony, as well as bookshelves, file storage, or secondary seating along the walls.

Figure 2-8 Conference Rooms

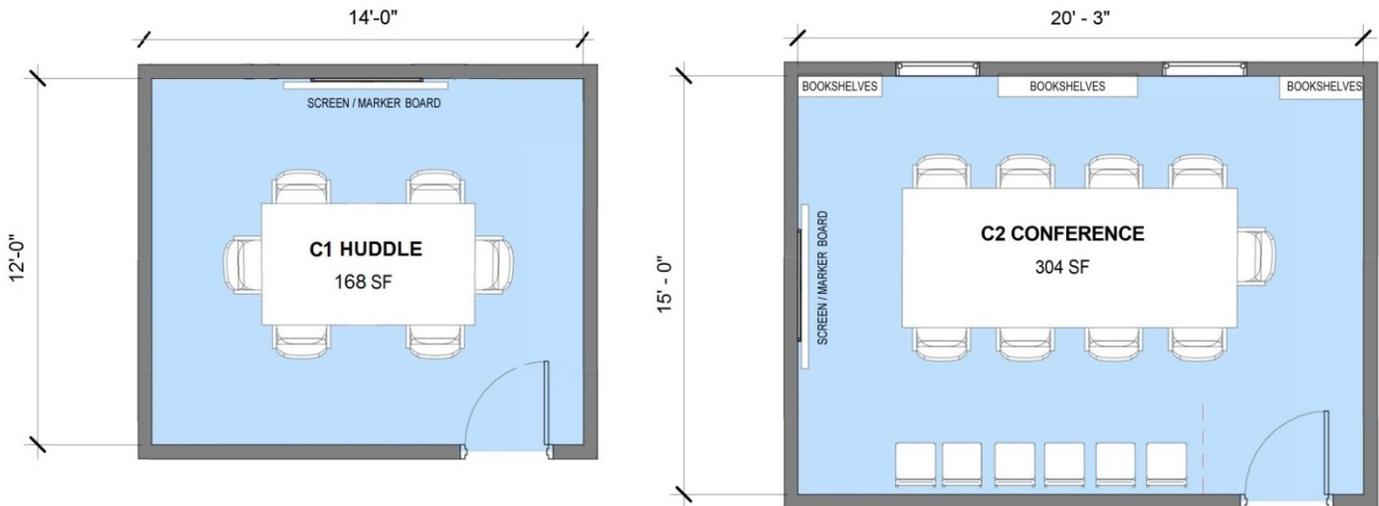


Figure 2-8 Conference Room (continued)

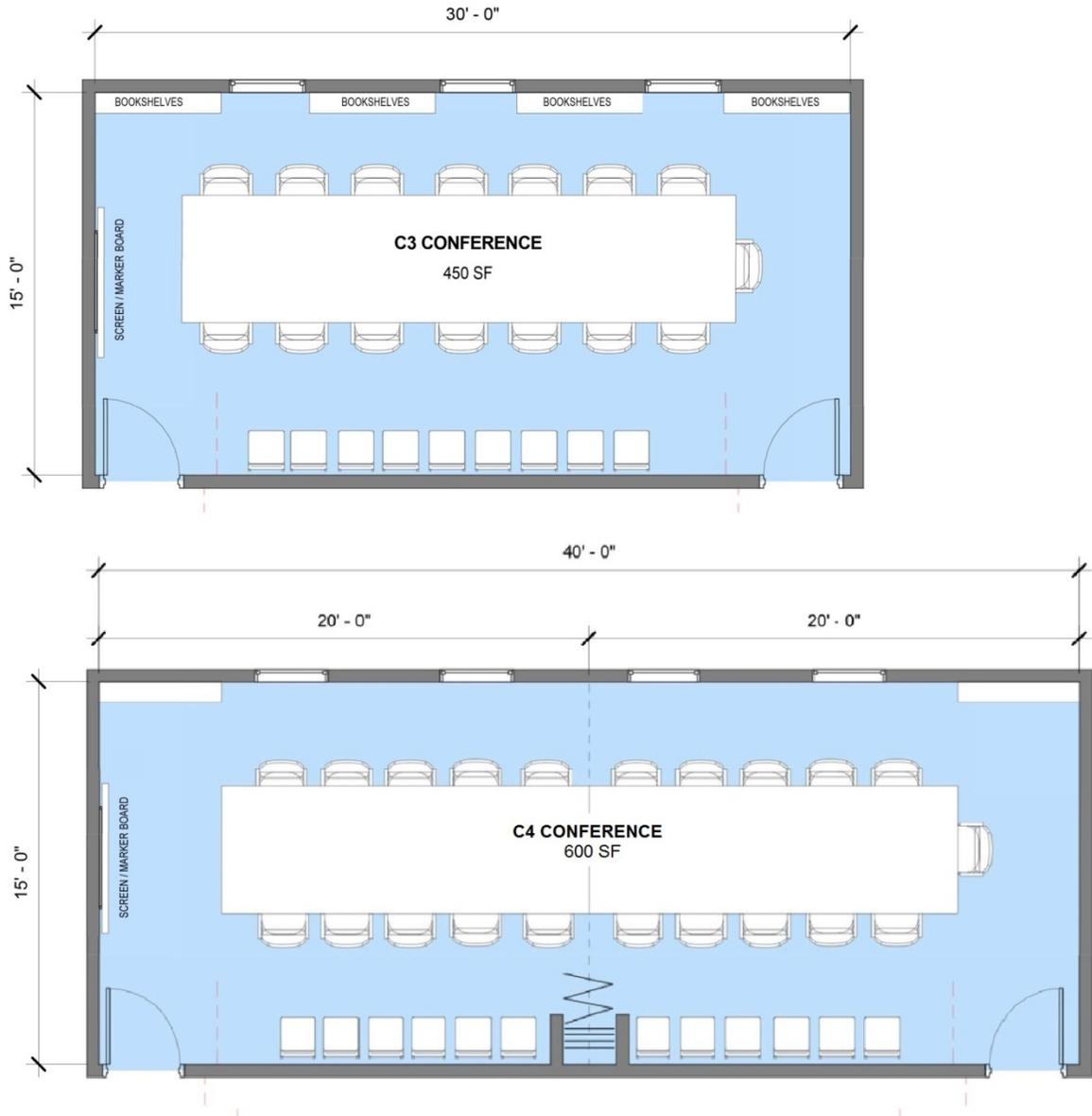


Figure 2-9 Conference Room Data Sheet

|  |                                |  |
|--|--------------------------------|--|
| <b>Description/Usage</b>                               |                                | Meeting space that serves both senior staff and office personnel for a variety of meetings. Size varies based on the office UMD.   |
| <b>Ceiling Height</b>                                  |                                | 9'-0" minimum  |
| <b>Windows</b>   |                                | Exterior insulated, AT compliant   |
| <b>Doors</b>   | <b>Type</b>                    | Wood, 3' x 7'  |
|  | <b>Security/Hardware</b>       | Keyed lock set   |
|  | <b>View Panels/Kick-Plates</b> | N/A  |
| <b>Finishes</b>  | <b>Walls</b>                   | Level 3  |
|  | <b>Floor</b>                   | Level 3  |
|  | <b>Base</b>                    | Level 3  |
|  | <b>Ceiling</b>                 | Level 3  |
| <b>Plumbing</b>  |                                | N/A  |
| <b>HVAC</b>  |                                | Per UFC 3-410-01   |
| <b>Fire Protection</b>                                 |                                | Wet or dry pipe sprinkler system, per UFC 3-600-01   |
| <b>Power</b>   |                                | Per UFC 3-520-01   |
| <b>Lighting</b>  |                                | Per UFC 3-530-01   |
| <b>Communication</b>                                   | <b>Telephone</b>               | One conference-ready phone   |
|  | <b>Data</b>                    | NIPR, SIPR (as required)   |
|  | <b>CCTV</b>                    | N/A  |
|  | <b>CATV</b>                    | N/A  |
|  | <b>Security</b>                | N/A  |
| <b>Acoustics</b>                                       |                                | Floors, partitions, and ceilings meet or exceed the STC 50 requirement. Windows and doors meet the STC 45 requirement.   |
| <b>Furnishings Fixtures &amp; Equipment (FF&amp;E)</b> |                                | For C1, include 30" x 72" rectangular table; for C2, include 5' x 12' table; for C3, include 5' x 22' table; for C4 include two 5' x 13' tables. For C2, C3, and C4, provide wall-mounted video monitor, VTC capable (when required), swivel chairs for number of seats at table, chairs for secondary seating along the walls. Include bookshelves and file storage if used for other purposes. |
| <b>Special Requirements</b>                            |                                | Room STC requirements are for the entire assembly and the individual components (door, window, etc.). Enclose the conference room with partitions that extend from the finished floor to the structure above. Provide clearance around conference table, with extra seating along at least one wall.   |

## 2-2.6 Work Rooms

Work rooms can accommodate a variety of office systems, such as printer/copiers, facsimile machines, scanners, and shredders, as well as files, office supplies, safes, and actual work spaces. There are three primary types: a small, open work space and two larger, scalable spaces that can be enlarged to meet specific office requirements. W1 includes space for a copier, a supply cabinet, and two file cabinets. W2 is a standard-size work room, with space for one copier, supply storage, and a countertop work space. W3 is sized for larger offices and includes space for two copiers, supply material storage, two to four lateral file cabinets, and a work table area.

Figure 2-10 Work Rooms

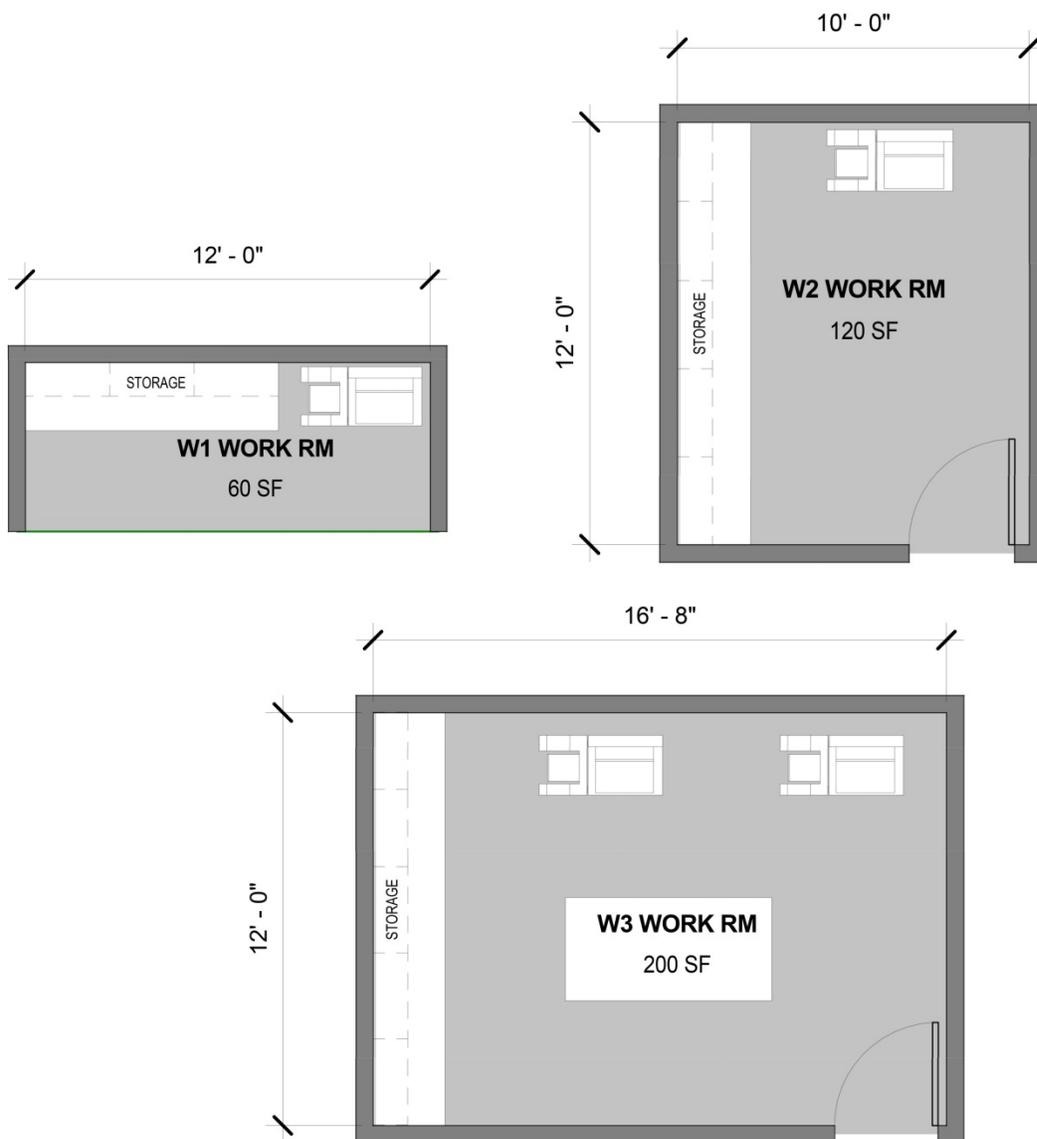


Figure 2-11 Work Room Data Sheet

|  |                                     |   |
|--|-------------------------------------|---|
| <b>Description/Usage</b>                               |                                     | Common space that is available for all personnel in the office. Room provides space for a large, production-quality print/copy machine, and for staff to assemble reports and records of trial, prepare for litigation, review evidence, assist in investigations, etc. |
| <b>Ceiling Height</b>                                  |                                     | 9'-0" minimum   |
| <b>Windows</b>   |                                     | N/A   |
| <b>Doors</b>   | <b>Type</b>                         | Hollow metal, 3' x 7'   |
|  | <b>Security/<br/>Hardware</b>       | Keyed lock set  |
|  | <b>View Panels/<br/>Kick-Plates</b> | View panels, 5" x 20", for door to corridor   |
| <b>Finishes</b>  | <b>Walls</b>                        | Level 1   |
|  | <b>Floor</b>                        | Level 1   |
|  | <b>Base</b>                         | Level 1   |
|  | <b>Ceiling</b>                      | Level 1   |
| <b>Plumbing</b>  |                                     | N/A   |
| <b>HVAC</b>  |                                     | Per UFC 3-410-01  |
| <b>Fire Protection</b>                                 |                                     | Wet or dry pipe sprinkler system, per UFC 3-600-01  |
| <b>Power</b>   |                                     | Per UFC 3-520-01  |
| <b>Lighting</b>  |                                     | Per UFC 3-530-01  |
| <b>Communication</b>                                   | <b>Telephone</b>                    | One, wall-mounted   |
|  | <b>Data</b>                         | NIPR  |
|  | <b>CCTV</b>                         | N/A   |
|  | <b>CATV</b>                         | N/A   |
|  | <b>Security</b>                     | N/A   |
| <b>Acoustics</b>                                       |                                     | Per UFC 3-450-01, for noise control   |
| <b>Furnishings Fixtures &amp; Equipment (FF&amp;E)</b> |                                     | For W1, W2, and W3, provide file cabinets, storage cabinets, and work countertop. W3 includes 3' x 6' work table and two multipurpose machines.   |
| <b>Special Requirements</b>                            |                                     | Provide clearance around work table, when applicable.   |

### 2-2.7 Coffee Bar/Break Rooms

The activity levels in legal offices are often intense, requiring “eating in,” and the offices are frequently manned after normal work hours. Thus, it is beneficial for the staff to have access to a break area. Use one of four standard designs, depending on the size of the staff. In small offices, provide a stand-alone, walk-up coffee bar with a sink, microwave, and refrigerator. This can be combined with a copy room or work room. For medium-sized offices, provide a small break room with the same amenities as the coffee bar, along with table seating of 4 to 8 and a vending machine. For larger offices, provide a full break room with coffee bar amenities, along with space for two to four tables, seating 8 to 16, and two vending machines.

Figure 2-12 Coffee Bar/Break Rooms

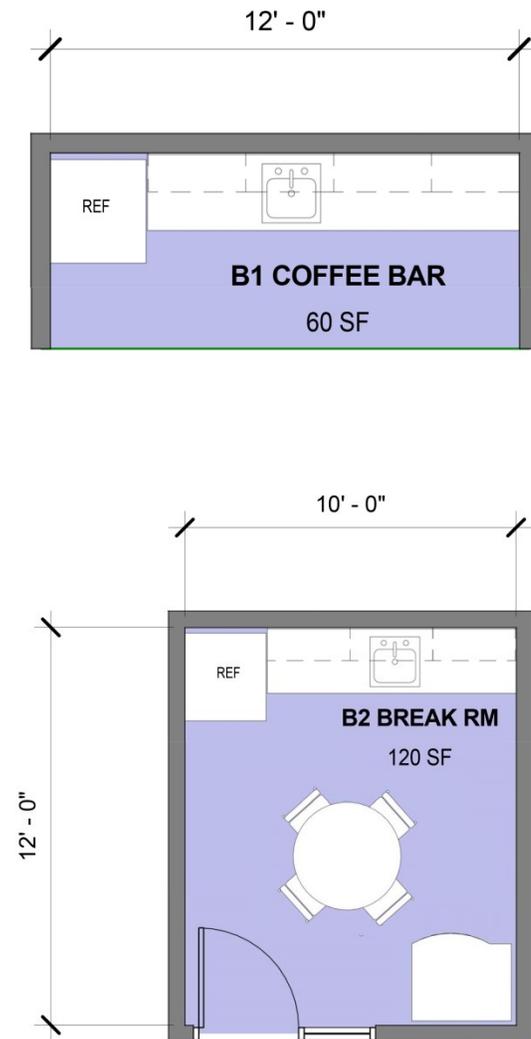


Figure 2-12 Coffee Bar/Break Rooms (continued)

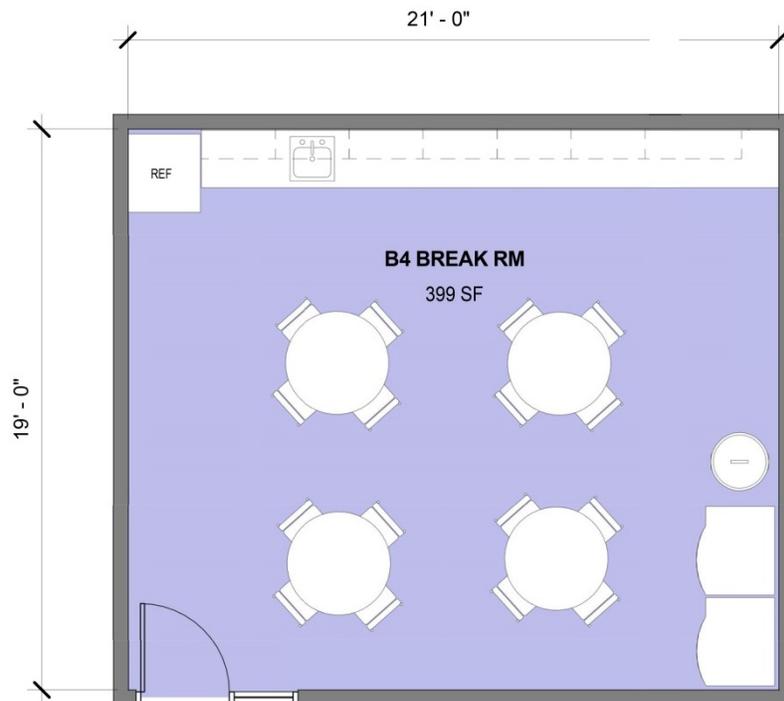
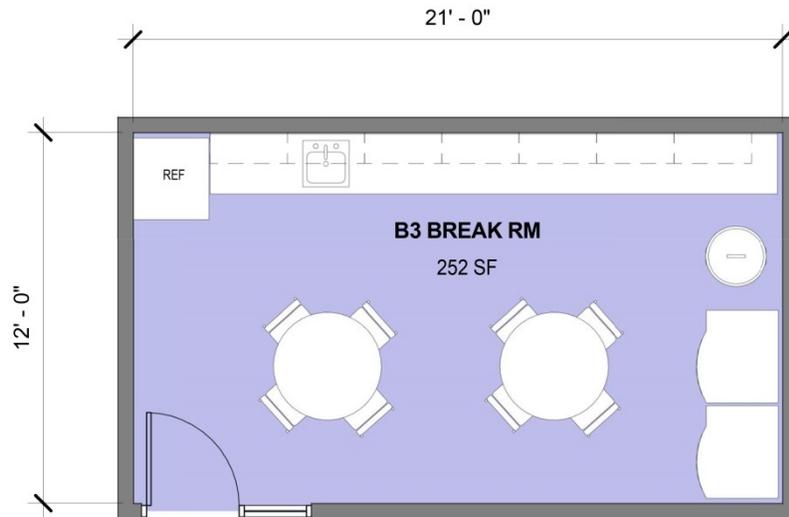


Figure 2-13 Coffee Bar Room Data Sheet

|  |                                     |  |
|--|-------------------------------------|--|
| <b>Description/Usage</b>                               |                                     | A kitchenette open to the main work space, providing a small area for coffee-making, a microwave, a refrigerator, and a sink.      |
| <b>Ceiling Height</b>                                  |                                     | 9'-0" minimum  |
| <b>Windows</b>   |                                     | N/A  |
| <b>Doors</b>   | <b>Type</b>                         | N/A  |
|  | <b>Security/<br/>Hardware</b>       | N/A  |
|  | <b>View Panels/<br/>Kick-Plates</b> | N/A  |
| <b>Finishes</b>  | <b>Walls</b>                        | Level 1  |
|  | <b>Floor</b>                        | Level 1  |
|  | <b>Base</b>                         | Level 1  |
|  | <b>Ceiling</b>                      | Level 1  |
| <b>Plumbing</b>  |                                     | Sink with disposal, per UFC 3-420-01   |
| <b>HVAC</b>  |                                     | Per UFC 3-410-01   |
| <b>Fire Protection</b>                                 |                                     | Wet or dry pipe sprinkler system, per UFC 3-600-01   |
| <b>Power</b>   |                                     | Provide 120V dedicated circuits for coffee maker, microwave, and refrigerator. Include 120V convenience outlets, per UFC 3-520-01. |
| <b>Lighting</b>  |                                     | Per UFC 3-530-01   |
| <b>Communication</b>                                   | <b>Telephone</b>                    | N/A  |
|  | <b>Data</b>                         | N/A  |
|  | <b>CCTV</b>                         | N/A  |
|  | <b>CATV</b>                         | N/A  |
|  | <b>Security</b>                     | N/A  |
| <b>Acoustics</b>                                       |                                     | Per UFC 3-450-01, for noise control  |
| <b>Furnishings Fixtures &amp; Equipment (FF&amp;E)</b> |                                     | Refrigerator, microwave, sink, water heater (under sink), upper and lower cabinets, and solid-surface countertop.                  |
| <b>Special Requirements</b>                            |                                     | N/A  |

Figure 2-14 Break Room Data Sheet

|  |                                |  |
|--|--------------------------------|--|
| <b>Description/Usage</b>                               |                                | Break rooms are used as informal gathering spaces for staff during lunch and breaks. They include a kitchenette for storage, warming, and minimal food preparation.  |
| <b>Ceiling Height</b>                                  |                                | 9'-0" minimum  |
| <b>Windows</b>   |                                | Exterior insulated, AT compliant   |
| <b>Doors</b>   | <b>Type</b>                    | Hollow metal, 3' x 7'  |
|  | <b>Security/Hardware</b>       | Keyed lock set   |
|  | <b>View Panels/Kick-Plates</b> | View panels, 5" x 20"  |
| <b>Finishes</b>  | <b>Walls</b>                   | Level 1  |
|  | <b>Floor</b>                   | Level 1  |
|  | <b>Base</b>                    | Level 1  |
|  | <b>Ceiling</b>                 | Level 1  |
| <b>Plumbing</b>  |                                | Sink with disposal, per UFC 3-420-01   |
| <b>HVAC</b>  |                                | Per UFC 3-410-01   |
| <b>Fire Protection</b>                                 |                                | Wet or dry pipe sprinkler system, per UFC 3-600-01   |
| <b>Power</b>   |                                | 120V dedicated circuits for coffee maker, microwave, and refrigerator; 120V convenience outlets, per UFC 3-520-01.   |
| <b>Lighting</b>  |                                | Per UFC 3-530-01   |
| <b>Communication</b>                                   | <b>Telephone</b>               | One, wall-mounted  |
|  | <b>Data</b>                    | NIPR   |
|  | <b>CCTV</b>                    | N/A  |
|  | <b>CATV</b>                    | One, wall-mounted (for B3 and B4)  |
|  | <b>Security</b>                | N/A  |
| <b>Acoustics</b>                                       |                                | Per UFC 3-450-01, for noise control  |
| <b>Furnishings Fixtures &amp; Equipment (FF&amp;E)</b> |                                | Provide refrigerator, microwave, dishwasher, sink, water heater (under sink), and solid-surface countertops for all break rooms. For B2 to B4, include vending machines and bulletin board. Include 1 to 4 round 36" plastic laminate tables, with 4 chairs per table for B3 and B4. |
| <b>Special Requirements</b>                            |                                | Match break room finishes with surrounding area. Ensure appropriate utilities for all appliances.  |

### 2-2.8 Reception/Waiting Areas

The character and function of a reception/waiting area influences a client's or visitor's first impression of a legal office. Provide a space that balances aesthetics, security, and operational considerations. Separate client/visitor seating from, and control access to, the working portion of the office. Generally, provide for a receptionist in the waiting area. When required, depending on office operations, provide a CCTV or a secured partition/wall with a view window. If there is no receptionist, provide a door notification device.

**Figure 2-15 Waiting/Reception Area**

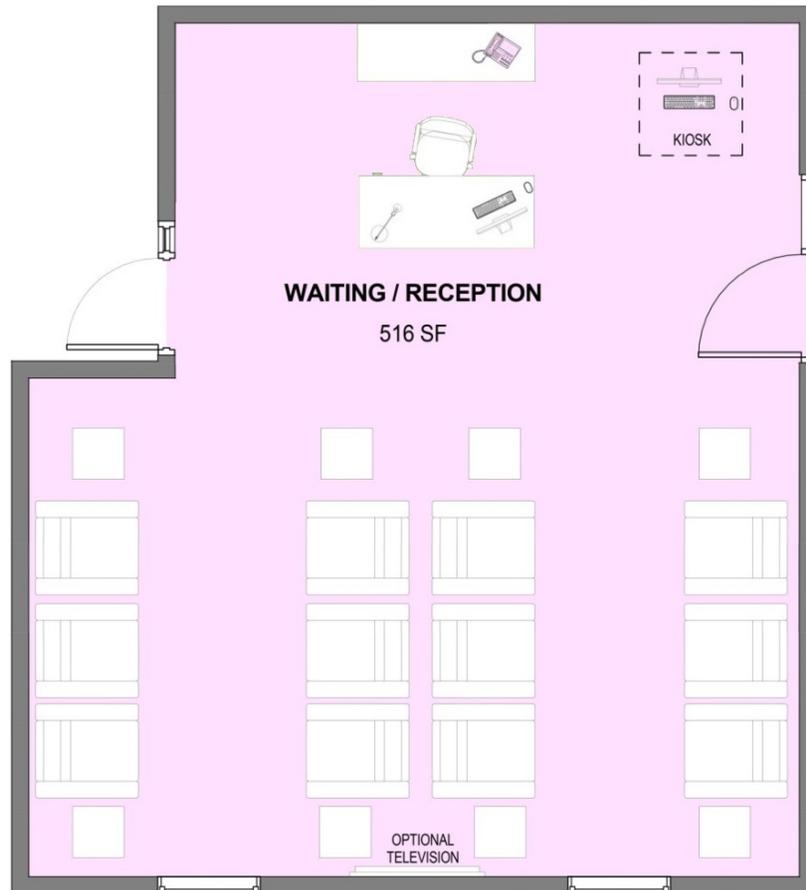


Figure 2-16 Waiting/Reception Area Room Data Sheet

|  |                                |  |
|--|--------------------------------|--|
| <b>Description/Usage</b>                               |                                | Waiting area and access control point where visitors are greeted by a receptionist prior to meeting with legal staff members. Seating area provided.   |
| <b>Ceiling Height</b>                                  |                                | 9'-0" minimum  |
| <b>Windows</b>   |                                | Exterior insulated, AT compliant   |
| <b>Doors</b>   | <b>Type</b>                    | Wood, 3' x 7'  |
|  | <b>Security/Hardware</b>       | Keyed lock set; cypher lock (as required)  |
|  | <b>View Panels/Kick-Plates</b> | View Panels, 5" x 20"  |
| <b>Finishes</b>  | <b>Walls</b>                   | Level 2  |
|  | <b>Floor</b>                   | Level 2  |
|  | <b>Base</b>                    | Level 2  |
|  | <b>Ceiling</b>                 | Level 2  |
| <b>Plumbing</b>  |                                | N/A  |
| <b>HVAC</b>  |                                | Per UFC 3-410-01   |
| <b>Fire Protection</b>                                 |                                | Wet or dry pipe sprinkler system, per UFC 3-600-01   |
| <b>Power</b>   |                                | Per UFC 3-520-01   |
| <b>Lighting</b>  |                                | Per UFC 3-530-01   |
| <b>Communication</b>                                   | <b>Telephone</b>               | One per desk   |
|  | <b>Data</b>                    | NIPR   |
|  | <b>CCTV</b>                    | N/A  |
|  | <b>CATV</b>                    | User justified   |
|  | <b>Security</b>                | IDS, duress alarm (as required)  |
| <b>Acoustics</b>                                       |                                | Per UFC 3-450-01, for noise control  |
| <b>Furnishings Fixtures &amp; Equipment (FF&amp;E)</b> |                                | Upholstered seating for visitors/clientele, depending on office requirements, with wood end tables. Include wood desk for receptionist when applicable. Provide space for a computer for check-ins and legal assistance support. |
| <b>Special Requirements</b>                            |                                | Larger waiting areas include a TV.   |

**2-2.9 Storage Areas**

Storage areas are shared spaces containing files, materials, or equipment. Locate near the attorneys, paralegals, or administrative staff members that regularly use them. Storage areas may be enclosed with hard walls or in an open office area, depending on the type of materials stored and the need for security. Storage areas are utilitarian spaces that can be secured (lockable) or unsecured. Classified material storage must be in accordance with UFC 4-010-05.

**Figure 2-17 Storage Rooms**

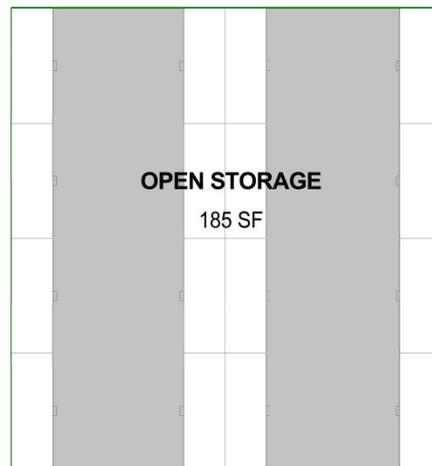
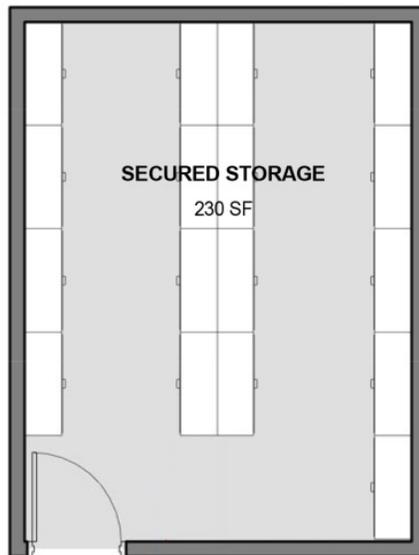


Figure 2-18 Secure Storage Area Room Data Sheet

|  |                                |  |
|--|--------------------------------|--|
| <b>Description/Usage</b>                               |                                | Space is used for storing files, supplies, and equipment. Provide a separate lockable room for storage of sensitive materials or high-value equipment. |
| <b>Ceiling Height</b>                                  |                                | 9'-0" minimum  |
| <b>Windows</b>   |                                | N/A  |
| <b>Doors</b>   | <b>Type</b>                    | Hollow metal, 3' x 7'  |
|  | <b>Security/Hardware</b>       | Keyed lock set; IDS  |
|  | <b>View Panels/Kick-Plates</b> | N/A  |
| <b>Finishes</b>  | <b>Walls</b>                   | Level 1  |
|  | <b>Floor</b>                   | Level 1  |
|  | <b>Base</b>                    | Level 1  |
|  | <b>Ceiling</b>                 | Level 1  |
| <b>Plumbing</b>  |                                | N/A  |
| <b>HVAC</b>  |                                | Per UFC 3-410-01   |
| <b>Fire Protection</b>                                 |                                | Wet or dry pipe sprinkler system, per UFC 3-600-01   |
| <b>Power</b>   |                                | Per UFC 3-520-01   |
| <b>Lighting</b>  |                                | Per UFC 3-530-01   |
| <b>Communication</b>                                   | <b>Tele.</b>                   | N/A  |
|  | <b>Data</b>                    | N/A  |
|  | <b>CCTV</b>                    | N/A  |
|  | <b>CATV</b>                    | N/A  |
|  | <b>Security</b>                | IDS  |
| <b>Acoustics</b>                                       |                                | Per UFC 3-450-01, for noise control  |
| <b>Furnishings Fixtures &amp; Equipment (FF&amp;E)</b> |                                | Provide systems furniture bookshelves or lateral filing cabinets.  |
| <b>Special Requirements</b>                            |                                | Classified material storage must be in accordance with UFC 4-010-05.   |

Figure 2-19 Open Storage Area Room Data Sheet

|  |                                     |  |
|--|-------------------------------------|--|
| <b>Description/Usage</b>                               |                                     | General open office area set aside for lateral files or storage cabinets.                          |
| <b>Ceiling Height</b>                                  |                                     | 9'-0" minimum  |
| <b>Windows</b>   |                                     | N/A  |
| <b>Doors</b>   | <b>Type</b>                         | N/A  |
|  | <b>Security/<br/>Hardware</b>       | N/A  |
|  | <b>View Panels/<br/>Kick-Plates</b> | N/A  |
| <b>Finishes</b>  | <b>Walls</b>                        | Level 1  |
|  | <b>Floor</b>                        | Level 1  |
|  | <b>Base</b>                         | Level 1  |
|  | <b>Ceiling</b>                      | Level 1  |
| <b>Plumbing</b>  |                                     | N/A  |
| <b>HVAC</b>  |                                     | Per UFC 3-410-01   |
| <b>Fire Protection</b>                                 |                                     | Wet or dry pipe sprinkler system, per UFC 3-600-01   |
| <b>Power</b>   |                                     | Per UFC 3-520-01   |
| <b>Lighting</b>  |                                     | Per UFC 3-530-01   |
| <b>Communication</b>                                   | <b>Tele.</b>                        | N/A  |
|  | <b>Data</b>                         | N/A  |
|  | <b>CCTV</b>                         | N/A  |
|  | <b>CATV</b>                         | N/A  |
|  | <b>Security</b>                     | N/A  |
| <b>Acoustics</b>                                       |                                     | Per UFC 3-450-01, for noise control  |
| <b>Furnishings Fixtures &amp; Equipment (FF&amp;E)</b> |                                     | Provide bookshelves and/or lateral filing cabinets that match the office systems furniture design. |
| <b>Special Requirements</b>                            |                                     | N/A  |

## CHAPTER 3 PENTAGON AND BASE LEGAL FACILITY

### 3-1 PENTAGON OFFICES

The Office of The Judge Advocate General, the Office of the Air Force General Counsel, and subordinate AF/JA and SAF/GC staffs are located primarily in the Pentagon. Because Pentagon facility design standards govern all Pentagon tenants, the requirements for those offices are not covered in this FC.

### 3-2 BASE LEGAL FACILITY/TRIAL COURTROOM

#### 3-2.1 Function and Adjacency

Base legal facilities consist of the Office of the Staff Judge Advocate, supporting staff offices and work spaces, and a trial courtroom. The base legal office provides legal advice and counsel to base organizations and personnel in five major legal practice areas: military justice, civil law (i.e., administrative law, claims, contract law, environmental law, and labor law), operations law, international law (where applicable), and legal assistance. The overall size of a base legal office will vary, depending on unit mission and workload, but the size of individual offices and work spaces will follow the standard spaces previously described. The courtroom and its adjacent areas are essentially static and consist of three basic components: the courtroom itself, the arrangement of its internal components, and ancillary support spaces. Some support spaces, such as restrooms and a break room, can be shared with the base legal office to the extent they are collocated. Tax centers, where they exist, are command-level programs operated during tax season and are not accounted for in base legal facility requirements. Tax centers shall not be collocated in legal offices, absent additional space.

#### 3-2.2 Base Legal Office Suite

Programming sheet: Figure 3-2

Special requirements: The office suite includes the SJA suite, attorney offices, LOS office, court reporter office, paralegal and administrative workstations, a conference room, a waiting/reception area, a work area, storage areas, and a break area. Additionally, nearby parking is required.

#### 3-2.3 Trial Courtroom

Programming sheet: Figure 3-3

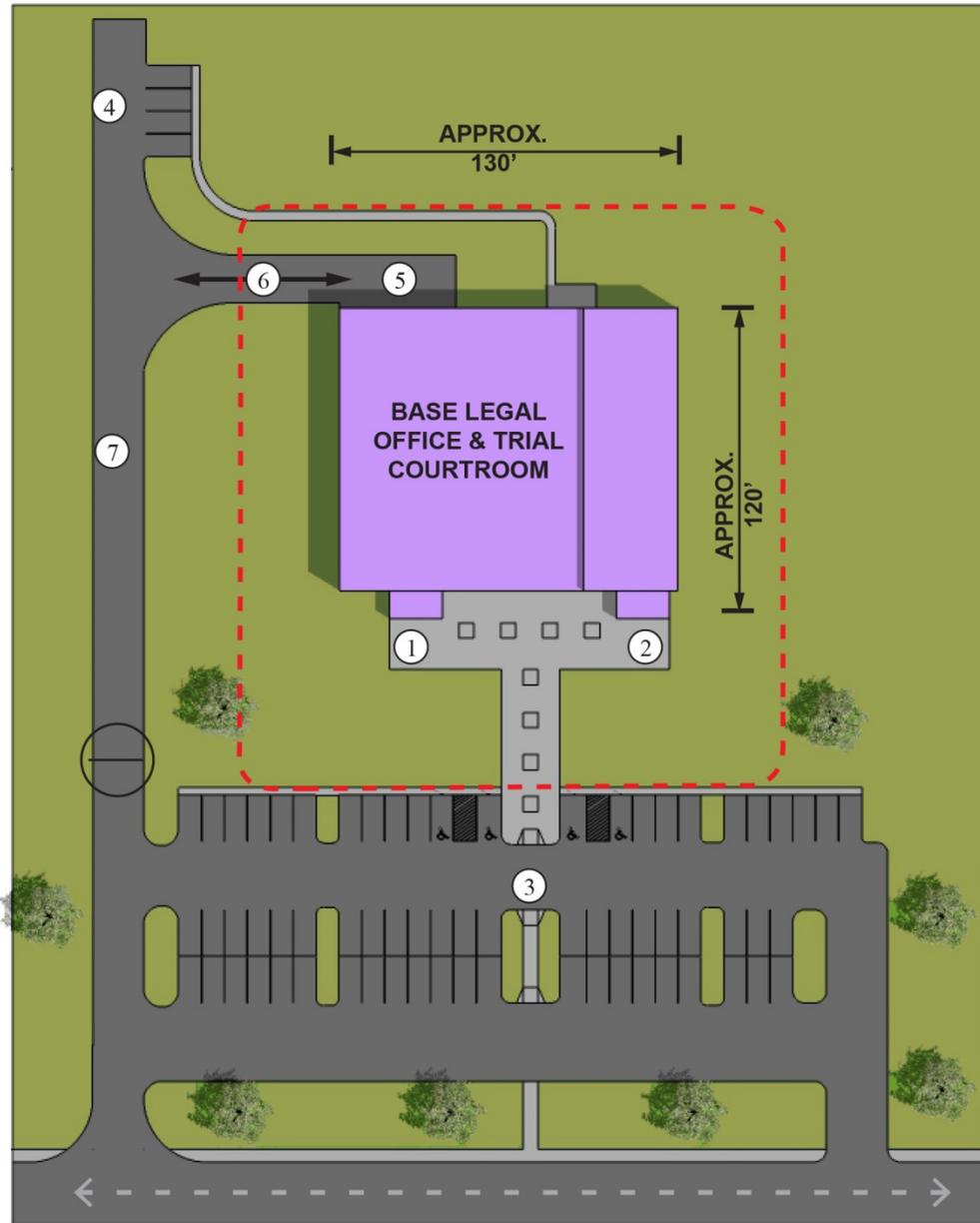
Special requirements: Include the judge's bench, a court reporter station, a witness stand, a bailiff's seat, the members' box, trial and defense counsel tables, a gallery area, a judge's chamber, private deliberation/conference room with coffee bar, trial and defense counsel preparation areas, witness/waiting rooms, a communications room, a judge's restroom, a unisex restroom, and public restrooms.

### **3-2.4 Site Location**

Base legal facilities are typically secondary tenants in buildings that serve another primary function (e.g., wing headquarters building). However, sometimes they are stand-alone facilities. Facility location is selected as part of the base master planning process, IDP, and ADP. Control public access to the office through a common reception area. Locate attorney offices so they are easily accessible from the reception area for legal assistance clients and other clients and visitors. In medium- and large-sized offices, personnel will be grouped in sections corresponding with the major legal practice areas (e.g., military justice, civil law, and international law). Locate the military justice section away from travel ways and in close proximity with the courtroom. Provide a direct connection to a front door for the public/visitors, with easy access, visibility, and well-lit, designated parking spaces for clients and those attending courtroom proceedings.

- Collocate base legal offices with or near the office of the installation commander.
- Avoid location near the ADC office, the SVC office, the Sexual Assault Response Coordinator (SARC) office, or the Inspector General (IG) office.

Figure 3-1 Base Legal/Trial Courtroom Notional Site Diagram



- ① BASE LEGAL OFFICE ENTRY
- ② COURTROOM ENTRY
- ③ POV PARKING
- ④ LEADERSHIP PARKING
- ⑤ UTILITY YARD
- ⑥ TRUCK ACCESS
- ⑦ SERVICE DRIVE (TWO WAY)



STANDOFF DISTANCE  
REFERENCE UFC 4-010-01



ACCESS STREET



CONTROL POINT

Figure 3-2 Base Legal Office Programming Sheet

(This programming sheet is notional, in that it reflects the space requirements for the base legal office depicted in Figures 3-4 and 3-5. However, it can be used for all offices of the same type, using the formulas listed in the comments.)

| AREA                                 | NO. OCCUPANTS | S.F. PER USER | NO. OF ROOMS REQUIRED | STANDARD ROOM REQUIREMENTS | NET USER REQUIREMENTS |          | COMMENTS |
|--------------------------------------|---------------|---------------|-----------------------|----------------------------|-----------------------|----------|----------|
|                                      |               |               |                       | SF                         | SF                    | SM       |          |
| <b>Base Legal Office</b>             |               |               |                       |                            |                       |          |          |
| <b>Offices:</b>                      |               |               |                       |                            |                       |          |          |
| A1: Court Reporter/Visiting Attorney | 1             | 0             | 3                     | 100                        | 300                   | 27.87    | 1.10     |
| A2: Attorney                         | 1             | 0             | 9                     | 120                        | 1080                  | 100.332  | 1.10     |
| A3: Deputy SJA                       | 1             | 0             | 1                     | 150                        | 150                   | 13.935   | 1.10     |
| A4: SJA                              | 1             | 0             | 1                     | 216                        | 216                   | 20.0664  | 1.10     |
| <b>Paralegal Work Spaces:</b>        |               |               |                       |                            |                       |          |          |
| P1: Open                             | 1             | 0             | 18                    | 64                         | 1152                  | 107.0208 | 2.10     |
| P2: LOS                              | 1             | 0             | 1                     | 100                        | 100                   | 9.29     | 2.10     |
| P3: MAJCOM Functional Manager        | 1             | 0             | 0                     | 120                        | 0                     | 0        | 2.10     |
| <b>Conference Rooms:</b>             |               |               |                       |                            |                       |          |          |
| C1: Huddle Room                      | 6             | 0             | 0                     | 168                        | 0                     | 0        | 3.10     |
| C2: Small                            | 15            | 0             | 0                     | 304                        | 0                     | 0        | 3.10     |
| C3: Medium                           | 30            | 0             | 1                     | 450                        | 450                   | 41.805   | 3.10     |
| C4: Large                            | 45            | 0             | 0                     | 600                        | 0                     | 0        | 3.10     |
| <b>Work Rooms:</b>                   |               |               |                       |                            |                       |          |          |
| W1: Open Work Area                   | 0             | 0             | 0                     | 60                         | 0                     | 0        | 4.10     |
| W2: Work Room                        | 0             | 0             | 0                     | 120                        | 0                     | 0        | 4.10     |
| W3: Work Room                        | 0             | 0             | 1                     | 200                        | 200                   | 18.58    | 1.5      |
| <b>Break Rooms:</b>                  |               |               |                       |                            |                       |          |          |
| B1: Coffee Bar                       | 0             | 0             | 0                     | 60                         | 0                     | 0        | 5.10     |
| B2: Break Room                       | 0             | 0             | 0                     | 120                        | 0                     | 0        | 5.10     |
| B3: Break Room                       | 0             | 0             | 0                     | 252                        | 0                     | 0        | 5.10     |
| B4: Break Room                       | 0             | 0             | 1                     | 399                        | 399                   | 37.0671  | 5.10     |
| <b>Storage:</b>                      |               |               |                       |                            |                       |          |          |
| S1: Open Storage                     | 0             | 0             | 1                     | 184                        | 184                   | 17.0936  | 6.10     |
| S2: Closed/Secure Area               | 0             | 0             | 1                     | 238                        | 238                   | 22.1102  | 6.10     |
| S3: Special Storage                  | 0             | 0             | 0                     | 0                          | 0                     | 0        | 7.10     |
| <b>Other:</b>                        |               |               |                       |                            |                       |          |          |
| Waiting/Reception Area               | 16            | 0             | 1                     | 707                        | 707                   | 65.6803  | 8.10     |
| <b>Total Facility Net Floor Area</b> |               |               |                       |                            | 5176                  | 480.85   |          |
| <b>Net to Gross</b>                  |               |               |                       |                            | 776                   | 72.13    |          |
| <b>Total Facility Gross Area</b>     |               |               |                       |                            | 5952                  | 552.98   |          |

| AREA                                  | NO. OCCUPANTS |  |  |  | NO. OF PARKING SPACES | COMMENTS |
|---------------------------------------|---------------|--|--|--|-----------------------|----------|
| <b>Parking:</b>                       |               |  |  |  |                       |          |
| UMD                                   | 31            |  |  |  | 31                    | 9        |
| Clients                               | 13            |  |  |  | 13                    | 9        |
| <b>Total Number of Parking Spaces</b> |               |  |  |  | 44                    |          |

To the extent the information in this manual differs from that in Chapter 6 of AFMAN 32-1084, this information supersedes. Other applicable information not included in this manual can be found in AFMAN 32-1084, Chapter 6, Tables 6.3 and 6.4.

- Attorney Offices: A4 - 1, for SJA; A3 - 1, for DSJA; A2 - for other attorneys, as authorized on UMD; A1 - for court reporter(s), as authorized on UMD, and visiting attorney space (1, for 3-9 authorized attorneys; 2, for 10 or more authorized attorneys).
- Paralegal/Administrative Work Spaces: P2 - 1, for LOS; P1 - for other paralegals and administrative staff, as authorized on UMD.
- Conference Rooms: C1 - 1-6 personnel; C2 - 7-15 personnel; C3 - 16-30 personnel; C4 - 31 or more personnel, as authorized on UMD. Seating at table and along one long wall. 150 sq. ft. added in C3 and C4 for speaker, per AFMAN 32-1084, Table 6.4.
- Work Rooms: W1 - 1-4 personnel; W2 - 5-10 personnel; W3 - 11 or more personnel, as authorized on UMD.
- Break Rooms: B1 - 1-10 personnel; B2 - 11-20 personnel; B3 - 21-30 personnel; B4 - 31 or more personnel, as authorized on UMD.
- Total storage requirements: 30 linear ft. + (# authorized on UMD X 10) linear ft. Includes open area storage (outside individual offices and workstations) and closed/secure area storage (in separate, locked area). Distribution of open and closed storage depends on specific legal office requirements.
- Special Storage: As required (e.g., safe or SCIF).
- Waiting/Reception Area: # authorized attorneys X 1.5.
- Parking spaces (basic requirement): # authorized personnel (staff) + # authorized attorneys + 2 (legal assistance) + 30 (courtroom participants - see Trial Courtroom Sheet).
- Administrative areas include circulation factor of 10%, per AFMAN 32-1084.

Figure 3-3 Trial Courtroom Programming Sheet

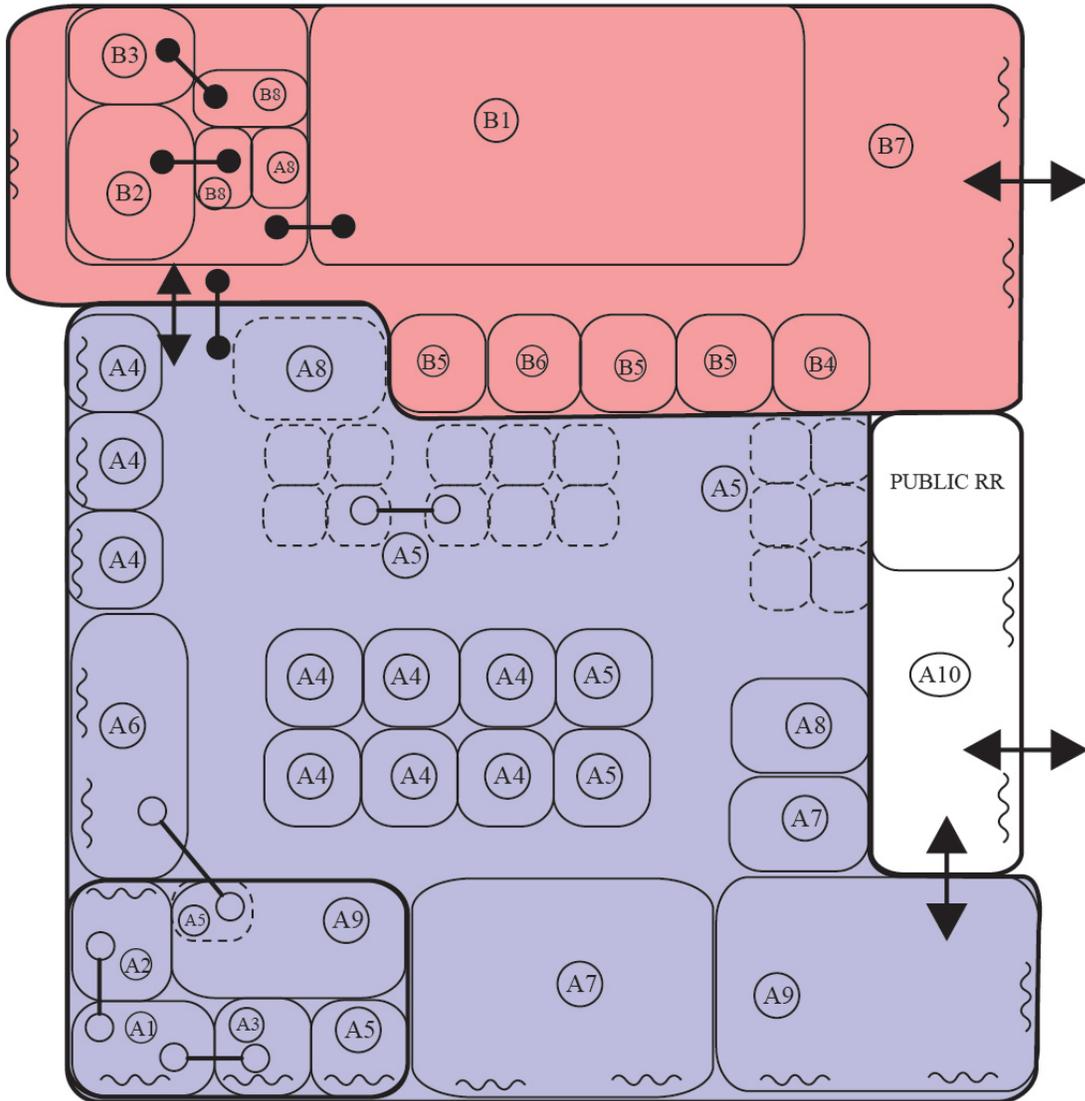
(This programming sheet is notional, in that it reflects the space requirements for the trial courtroom depicted in Figures 3-4 and 3-5.)

| AREA                                  | NO. OCCUPANTS        | S.F. PER USER | NO. OF ROOMS REQUIRED | INDIVIDUAL ROOM REQUIREMENTS | NET USER REQUIREMENTS        |         | COMMENTS        |
|---------------------------------------|----------------------|---------------|-----------------------|------------------------------|------------------------------|---------|-----------------|
|                                       |                      |               |                       | SF                           | SF                           | SM      |                 |
| <b>Trial Courtroom</b>                |                      |               |                       |                              |                              |         |                 |
| <b>Offices:</b>                       |                      |               |                       |                              |                              |         |                 |
| Witness/Waiting Room                  | 3                    | 0             | 3                     | 120                          | 360                          | 33.444  | 5               |
| Security Office                       | 1                    | 0             | 1                     | 120                          | 120                          | 11.148  | 5               |
| Judge's Chamber                       | 1                    | 0             | 1                     | 200                          | 200                          | 18      | 5               |
| <b>Conference Rooms:</b>              |                      |               |                       |                              |                              |         |                 |
| Jury Deliberation                     | 12                   | 0             | 1                     | 355                          | 355                          | 33      | 1,5             |
| <b>Storage:</b>                       |                      |               |                       |                              |                              |         |                 |
| S2: Closed/Secure Area                | 0                    | 0             | 1                     | 104                          | 104                          | 9.6616  | 2,5             |
| <b>Other:</b>                         |                      |               |                       |                              |                              |         |                 |
| Courtroom                             | 50                   | 0             | 1                     | 1750                         | 1750                         | 167     | 3,5             |
| Lobby                                 | 0                    | 0             | 1                     | 60                           | 60                           | 5.574   | 5               |
| Vestibule                             | 0                    | 0             | 1                     | 231                          | 231                          | 21.4599 | 5               |
| Communications Room                   | 1                    | 0             | 1                     | 148                          | 148                          | 13.7492 | 5               |
| Unisex Jury Restroom                  | 1                    | 0             | 1                     | 108                          | 108                          | 10.0332 | 4,5             |
| Judge's Restroom                      | 1                    | 0             | 1                     | 145                          | 145                          | 13.4705 | 4,5             |
| <b>Total Facility Net Floor Area</b>  |                      |               |                       |                              | 3669                         | 231.00  |                 |
| <b>Net to Gross</b>                   | 15.00%               |               |                       |                              | 550                          | 35.00   |                 |
| <b>Total Facility Gross Area</b>      |                      |               |                       |                              | 4219                         | 266.00  |                 |
| <b>AREA</b>                           | <b>NO. OCCUPANTS</b> |               |                       |                              | <b>NO. OF PARKING SPACES</b> |         | <b>COMMENTS</b> |
| <b>Parking:</b>                       |                      |               |                       |                              |                              |         |                 |
| Courtroom Participants/Spectators     | 30                   |               |                       |                              | 30                           |         |                 |
| <b>Total Number of Parking Spaces</b> |                      |               |                       |                              | 30                           |         |                 |

To the extent the information in this manual differs from that in Chapter 6 of AFMAN 32-1084, this information supersedes. Other applicable information not included in this manual can be found in AFMAN 32-1084, Chapter 6, Tables 6.3 and 6.4.

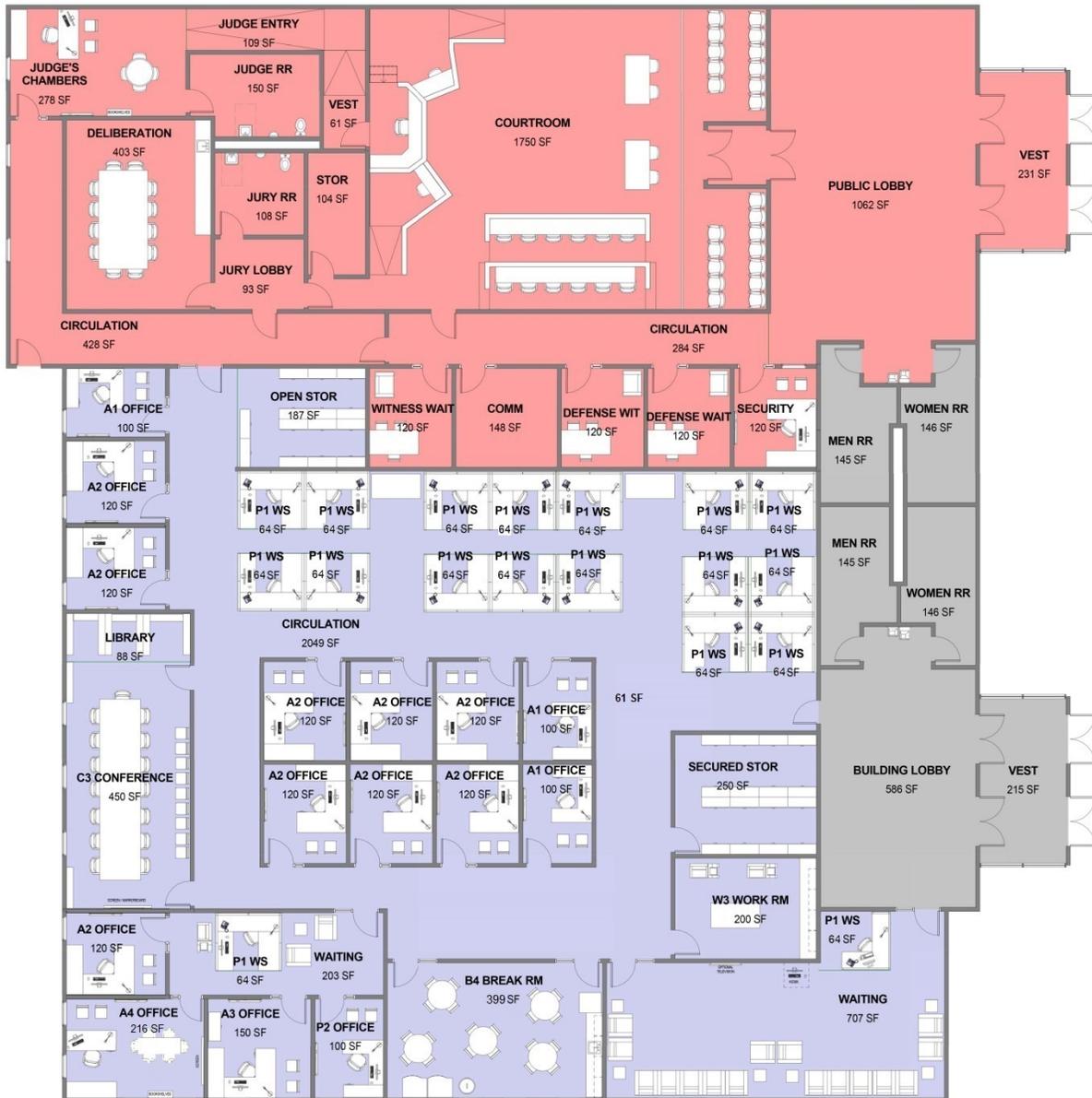
1. Deliberation room includes space for coffee bar.
2. Storage closet for security and AV equipment.
3. Courtroom includes the judge's bench, court reporter station, witness stand, jury box (with seating for 12), well of the court (including 2 tables with seating for 3 each facing the bench), gallery (with seating for 25-30 spectators), and VTC capability. A private entrance for jury members connects circulation, courtroom, and deliberation spaces. A vestibule should be included for transition from the judge's chamber to the bench.
4. Restrooms included for judge, jury, counsel, and witnesses.
5. Administrative areas include circulation factor of 10%, per AFMAN 32-1084.

Figure 3-4 Base Legal Office and Trial Courtroom Adjacency Diagram



- |  |                   |  |                      |  |                                 |
|--|-------------------|--|----------------------|--|---------------------------------|
|  | BASE LEGAL OFFICE |  | A1 SJA               |  | A10 BUILDING LOBBY, CIRCULATION |
|  | TRIAL COURTROOM   |  | A2 DEPUTY SJA        |  | B1 COURTROOM                    |
|  | BUILDING SUPPORT  |  | A3 LOS               |  | B2 DELIBERATION                 |
|  | DAYLIGHTING       |  | A4 ATTORNEY          |  | B3 JUDGE'S CHAMBERS             |
|  | PROXIMITY         |  | A5 PARALEGAL         |  | B4 SECURITY OFFICE              |
|  | PRIMARY ADJACENCY |  | A6 CONFERENCE        |  | B5 WAITING ROOM                 |
|  | DIRECT ACCESS     |  | A7 BREAK /WORK AREA  |  | B6 COMM                         |
|  | ENCLOSED AREA     |  | A8 STORAGE           |  | B7 LOBBY                        |
|  | OPEN AREA         |  | A9 WAITING/RECEPTION |  | B8 PRIVATE RR                   |

Figure 3-5 Base Legal Office and Trial Courtroom Notional Floor Plan



3-2.5 Base Legal Office Room Data Sheet

Figure 3-6 A3 and A4 Leadership Suite Room Data Sheet

|  |                                |   |
|--|--------------------------------|---|
| <b>Description/Usage</b>   |                                | The leadership suite includes offices for the SJA, Deputy SJA, LOS, and a secretary (if assigned). The suite may also include a small waiting area for visitors.  |
| <b>Ceiling Height</b>  |                                | 9'-0" minimum   |
| <b>Windows</b>   |                                | Exterior glazing, AT compliant  |
| <b>Doors</b>   | <b>Type</b>                    | Solid wood, 3' x 7'   |
|  | <b>Security/Hardware</b>       | Keyed lock set  |
|  | <b>View Panels/Kick-Plates</b> | Side view panel   |
| <b>Finishes</b>  | <b>Walls</b>                   | A3 - Level 2; A4 - Level 3  |
|  | <b>Floor</b>                   | A3 - Level 2; A4 - Level 3  |
|  | <b>Base</b>                    | A3 - Level 2; A4 - Level 3  |
|  | <b>Ceiling</b>                 | A3 - Level 2; A4 - Level 3  |
| <b>Plumbing</b>  |                                | N/A   |
| <b>HVAC</b>  |                                | Per UFC 3-410-01  |
| <b>Fire Protection</b>   |                                | Wet or dry pipe sprinkler system, per UFC 3-600-01  |
| <b>Power</b>   |                                | Receptacles, per UFC 3-520-01   |
| <b>Lighting</b>  |                                | Per UFC 3-530-01  |
| <b>Communication</b>   | <b>Telephone</b>               | One per desk  |
|  | <b>Data</b>                    | NIPR, SIPR (as required)  |
|  | <b>CCTV</b>                    | N/A   |
|  | <b>CATV</b>                    | N/A   |
|  | <b>Security</b>                | Duress alarm  |
| <b>Acoustics</b>   |                                | Floors, partitions, and ceilings will meet or exceed the STC 50 requirement. Windows and door meet the STC 45 requirement.  |
| <b>Furnishings Fixtures &amp; Equipment (FF&amp;E), Casework</b> |                                | For A3, provide a L-shaped desk, credenza, one leather swivel chair, two leather visitor chairs, whiteboard, bookshelf, and lateral file storage. For A4, provide a 6' free-standing wood executive desk, credenza, one leather swivel chair, two leather visitor chairs, marker board, bookshelf, a 30" x 72" rectangular wood table with 6 leather swivel chairs, and a wall-mounted flat screen monitor. |
| <b>Special Requirements</b>                                      |                                | Offices require additional acoustical privacy; extend partitions between the structural floor slabs, and enhance the space with acoustical insulation to decrease sound transmission. STC requirements are for the entire assembly and not just individual components (door, window, etc.).   |

3-2.6 Trial Courtroom Room Data Sheets

Figure 3-7 Courtroom Room Data Sheet

|  |                                    |  |
|--|------------------------------------|--|
| <b>Description/Usage</b>   |                                    | Courtrooms are used to conduct judicial and other proceedings. Spaces include a judge's bench, court reporter station, witness stand, jury members' box, gallery area, trial and defense counsel areas, bailiff seat, a judge's chambers, witness/waiting rooms, deliberation/conference room with coffee bar, communications room, unisex restroom, judge's restroom, and public restrooms. Gallery area sits 25–30 spectators. |
| <b>Ceiling Height</b>  |                                    | 12'-0" minimum   |
| <b>Windows</b>   |                                    | Clearstory or no windows   |
| <b>Doors</b>   | <b>Type</b>                        | Solid wood, 3' x 7'  |
|  | <b>Security/<br/>Hardware</b>      | Keyed lock set   |
|  | <b>View Panels<br/>Kick-Plates</b> | None   |
| <b>Finishes</b>  | <b>Walls</b>                       | Level 3  |
|  | <b>Floor</b>                       | Level 3  |
|  | <b>Base</b>                        | Level 3  |
|  | <b>Ceiling</b>                     | Level 3  |
| <b>Plumbing</b>  |                                    | N/A  |
| <b>HVAC</b>  |                                    | Per UFC 3-410-01   |
| <b>Fire Protection</b>   |                                    | Wet or dry pipe sprinkler system, per UFC 3-600-01   |
| <b>Power</b>   |                                    | Receptacles for all equipment at court reporter stand and counsel tables, per UFC 3-520-01   |
| <b>Lighting</b>  |                                    | Per UFC 3-530-01   |
| <b>Communication</b>   | <b>Telephone</b>                   | Include amplification, recording system, microphones for judge, witness, counsel, and members  |
|  | <b>Data</b>                        | NIPR for judge and court reporter; VTC and speaker telephone capability  |
|  | <b>CCTV</b>                        | N/A  |
|  | <b>CATV</b>                        | N/A  |
|  | <b>Security</b>                    | Duress alarms at judge's bench and court reporter station  |
| <b>Acoustics</b>   |                                    | Floors, partitions, and ceilings meet or exceed the STC 50 requirement. Doors and windows meet or exceed the STC 45 requirement.   |
| <b>Furnishings Fixtures &amp; Equipment (FF&amp;E), Casework</b> |                                    | Provide 16 high-back leather swivel chairs and one straight upholstered witness chair. Include theater-style chairs for gallery, with movable rail. Include two 3'-6" x 7'-0" counsel tables and six straight upholstered chairs. Provide an integrated bench/workstation for judge, court reporter, and witness, a bailiff's seat, and a pull-down projection screen.   |
| <b>Special Requirements</b>                                      |                                    | Elevate judge's bench 18" from finished floor, face with bullet-resistant front panels. Elevate witness stand/court reporter 8" from finished floor. Jury members' box area to be double-tiered raised platform.   |

Figure 3-8 Courtroom Lobby/Foyer Data Sheet

|  |                                 |  |
|--|---------------------------------|--|
| <b>Description/Usage</b>   |                                 | Open public space for spectators to gather and wait until the courtroom opens.                 |
| <b>Ceiling Height</b>  |                                 | 12'-0" minimum   |
| <b>Windows</b>   |                                 | Exterior glazing, AT compliant   |
| <b>Doors</b>   | <b>Type</b>                     | Wood double doors, 3' x 7'   |
|  | <b>Security/ Hardware</b>       | Keyed lock set   |
|  | <b>View Panels/ Kick-Plates</b> | Glass center panels, with blinds   |
| <b>Finishes</b>  | <b>Walls</b>                    | Level 3  |
|  | <b>Floor</b>                    | Level 3  |
|  | <b>Base</b>                     | Level 3  |
|  | <b>Ceiling</b>                  | Level 3  |
| <b>Plumbing</b>  |                                 | Per UFC 3-420-01   |
| <b>HVAC</b>  |                                 | Per UFC 3-410-01   |
| <b>Fire Protection</b>   |                                 | Wet or dry pipe sprinkler system, per UFC 3-600-01   |
| <b>Power</b>   |                                 | Receptacles, per UFC 3-520-01  |
| <b>Lighting</b>  |                                 | Per UFC 3-530-01   |
| <b>Communication</b>   | <b>Telephone</b>                | N/A  |
|  | <b>Data</b>                     | N/A  |
|  | <b>CCTV</b>                     | N/A  |
|  | <b>CATV</b>                     | N/A  |
|  | <b>Security</b>                 | IDS  |
| <b>Acoustics</b>   |                                 | Floors, partitions, and ceilings will meet or exceed the STC 30 requirement.                   |
| <b>Furnishings Fixtures &amp; Equipment (FF&amp;E), Casework</b> |                                 | N/A  |
| <b>Special Requirements</b>                                      |                                 | Provide floor electrical outlet in center of space to accommodate security scanning equipment. |

Figure 3-9 Judge's Chamber Data Sheet

|  |                                |   |
|--|--------------------------------|---|
| <b>Description/Usage</b>   |                                | Judge will have a private area contiguous to the courtroom, with direct access to the bench. Private office includes small conference area with seating for four.                                 |
| <b>Ceiling Height</b>  |                                | 9'-0" minimum   |
| <b>Windows</b>   |                                | Exterior glazing, AT compliant  |
| <b>Doors</b>   | <b>Type</b>                    | Solid wood, 3' x 7'   |
|  | <b>Security/Hardware</b>       | Keyed lock set  |
|  | <b>View Panels/Kick-Plates</b> | Side-view panel   |
| <b>Finishes</b>  | <b>Walls</b>                   | Level 3   |
|  | <b>Floor</b>                   | Level 3   |
|  | <b>Base</b>                    | Level 3   |
|  | <b>Ceiling</b>                 | Level 3   |
| <b>Plumbing</b>  |                                | Per UFC 3-420-01  |
| <b>HVAC</b>  |                                | Per UFC 3-410-01  |
| <b>Fire Protection</b>   |                                | Wet or dry pipe sprinkler system, per UFC 3-600-01  |
| <b>Power</b>   |                                | Receptacles, per UFC 3-520-01   |
| <b>Lighting</b>  |                                | Per UFC 3-530-01  |
| <b>Communication</b>   | <b>Telephone</b>               | One per desk  |
|  | <b>Data</b>                    | NIPR  |
|  | <b>CCTV</b>                    | N/A   |
|  | <b>CATV</b>                    | N/A   |
|  | <b>Security</b>                | Duress alarm  |
| <b>Acoustics</b>   |                                | Floors, partitions, and ceilings will meet or exceed the STC 50 requirement. Windows and doors meet the STC 45 requirement.   |
| <b>Furnishings Fixtures &amp; Equipment (FF&amp;E), Casework</b> |                                | Provide 6'-0" wood executive desk, credenza, leather executive swivel chair. Include four swivel leather chairs, two guest upholstered chairs, 4' round table, projection screen, and whiteboard. |
| <b>Special Requirements</b>                                      |                                | Provide direct access from courtroom for the judge to avoid passing other court participants or observers when entering or leaving the chamber. Include adjacent bathroom.                        |

Figure 3-10 Witness/Waiting Room Data Sheet

|  |                                     |   |
|--|-------------------------------------|---|
| <b>Description/Usage</b>   |                                     | Quiet private rooms for both prosecution and defense witnesses, located with easy access to the courtroom. Interiors not visible to spectators. |
| <b>Ceiling Height</b>  |                                     | 9'-0" minimum   |
| <b>Windows</b>   |                                     | None  |
| <b>Doors</b>   | <b>Type</b>                         | Hollow metal, 3' x 7'   |
|  | <b>Security/<br/>Hardware</b>       | Keyed lock set  |
|  | <b>View Panels/<br/>Kick-Plates</b> | None  |
| <b>Finishes</b>  | <b>Walls</b>                        | Level 2   |
|  | <b>Floor</b>                        | Level 2   |
|  | <b>Base</b>                         | Level 2   |
|  | <b>Ceiling</b>                      | Level 2   |
| <b>Plumbing</b>  |                                     | None  |
| <b>HVAC</b>  |                                     | Per UFC 3-410-01  |
| <b>Fire Protection</b>   |                                     | Wet or dry pipe sprinkler system, per UFC 3-600-01  |
| <b>Power</b>   |                                     | Receptacles per UFC 3-520-01  |
| <b>Lighting</b>  |                                     | Per UFC 3-530-01  |
| <b>Communication</b>   | <b>Telephone</b>                    | One, wall-mounted   |
|  | <b>Data</b>                         | NIPR  |
|  | <b>CCTV</b>                         | N/A   |
|  | <b>CATV</b>                         | N/A   |
|  | <b>Security</b>                     | Duress alarm  |
| <b>Acoustics</b>   |                                     | Floors, partitions, and ceilings will meet or exceed the STC 50 requirement. Windows and doors meet the STC 45 requirement.                     |
| <b>Furnishings Fixtures &amp; Equipment (FF&amp;E), Casework</b> |                                     | Provide table/desk and three swivel chairs.   |
| <b>Special Requirements</b>                                      |                                     | Standard applies to both prosecution and defense witness rooms.   |

Figure 3-11 Deliberation Room Data Sheet

|  |                                |  |
|--|--------------------------------|--|
| <b>Description/Usage</b>   |                                | The deliberation room is a conference room that accommodates 12 to 14 jury members. It includes adjacent unisex restroom and a minimal coffee bar with sink. |
| <b>Ceiling Height</b>  |                                | 9'-0" minimum  |
| <b>Windows</b>   |                                | None   |
| <b>Doors</b>   | <b>Type</b>                    | Solid wood, 3' x 7'  |
|  | <b>Security/Hardware</b>       | Keyed lock set   |
|  | <b>View Panels/Kick-Plates</b> | N/A  |
| <b>Finishes</b>  | <b>Walls</b>                   | Level 2  |
|  | <b>Floor</b>                   | Level 2  |
|  | <b>Base</b>                    | Level 2  |
|  | <b>Ceiling</b>                 | Level 2  |
| <b>Plumbing</b>  |                                | Per UFC 3-420-01   |
| <b>HVAC</b>  |                                | Per UFC 3-410-01   |
| <b>Fire Protection</b>   |                                | Wet or dry pipe sprinkler system, per UFC 3-600-01   |
| <b>Power</b>   |                                | Receptacles, per UFC 3-520-01  |
| <b>Lighting</b>  |                                | Per UFC 3-530-01   |
| <b>Communication</b>   | <b>Telephone</b>               | One, wall-mounted  |
|  | <b>Data</b>                    | NIPR   |
|  | <b>CCTV</b>                    | N/A  |
|  | <b>CATV</b>                    | N/A  |
|  | <b>Security</b>                | N/A  |
| <b>Acoustics</b>   |                                | Floors, partitions, and ceilings will meet or exceed the STC 50 requirement. Doors will meet the STC 45 requirement.   |
| <b>Furnishings Fixtures &amp; Equipment (FF&amp;E), Casework</b> |                                | Provide A/V equipment and cabinet, 12-person wood conference table, 12 swivel chairs with 2 extra chairs, and whiteboard.                                    |
| <b>Special Requirements</b>                                      |                                | Direct access to courtroom near the jury members' box to ensure the jury has as little contact as possible with other participants in the proceedings.       |

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## CHAPTER 4 INTERMEDIATE HEADQUARTERS LEGAL OFFICES

### 4-1 INTERMEDIATE HEADQUARTERS LEGAL OFFICES (MAJCOM, NAF, CENTER, AND DRU)

#### 4-1.1 Function and Adjacency

- Major command (MAJCOM) offices
- Numbered Air Force (NAF) offices
- Center offices (under Air Force Materiel Command [AFMC])
- Direct reporting unit (DRU) offices (see paragraph 4-2)

#### 4-1.2 MAJCOM Offices

The ten MAJCOM legal offices function primarily as legal advisors to the senior MAJCOM staff. They also exercise professional oversight and supervision over the geographically separated base legal offices in their commands.

Programming sheet: Figure 4-1

#### 4-1.3 NAF Offices

NAF legal offices are generally smaller and have an operational focus. The 19 NAF offices serve as legal advisors to the NAF staffs and concentrate primarily on military justice and operations law.

Programming sheet: Figure 4-2

#### 4-1.4 Center Offices

The six Center legal offices in AFMC focus variously on military justice, procurement, technology transfer and development, and installation support management.

Programming sheet: Figure 4-2

**Note:** The Space and Missile Center at Los Angeles AFB, California, and the Air Force Warfare Center at Nellis AFB, Nevada, both provide installation-level legal support and use Figures 3-2 and 3-3.

#### 4-1.5 Site Location

Intermediate headquarters (IHQ) legal offices will vary in size, depending on the organizations and missions they support. However, similar to base legal offices, the sizes of individual offices and support spaces will remain constant and reflect the previously established space standards in Chapter 2.

The preferred location is in a command headquarters building, with easy access to the commander.

The office does not need direct access to the main entrance.

Figure 4-1 MAJCOM Programming Sheet

(This programming sheet is notional, in that it reflects the space requirements for the MAJCOM legal office depicted in Figures 4-3 and 4-4. However, it can be used for all offices of the same type, using the formulas listed in the comments.)

| AREA  | NO. OCCUPANTS | S.F. PER USER | NO. OF ROOMS REQUIRED | STANDARD ROOM REQUIREMENTS | NET USER REQUIREMENTS |         | COMMENTS |
|---|---------------|---------------|-----------------------|----------------------------|-----------------------|---------|----------|
|   |               |               |                       |                            | SF                    | SM      |          |
| <b>Intermediate HQ Legal Offices (MAJCOMs)</b>  |               |               |                       |                            |                       |         |          |
| <b>Offices:</b>   |               |               |                       |                            |                       |         |          |
| A1: General Office/Visiting Attorney  | 1             | 0             | 1                     | 100                        | 100                   | 9.29    | 1, 10    |
| A2: Attorney  | 1             | 0             | 7                     | 120                        | 840                   | 78.036  | 1, 10    |
| A3: Deputy SJA  | 1             | 0             | 1                     | 150                        | 150                   | 13.935  | 1, 10    |
| A4: SJA   | 1             | 0             | 1                     | 216                        | 216                   | 20.0684 | 1, 10    |
| <b>Paralegal Work Spaces:</b>   |               |               |                       |                            |                       |         |          |
| P1: Open  | 1             | 0             | 5                     | 64                         | 320                   | 29.728  | 2, 10    |
| P2: LOS/Standard  | 1             | 0             | 1                     | 100                        | 100                   | 9.28    | 2, 10    |
| P3: MAJCOM Functional Manager   | 1             | 0             | 1                     | 120                        | 120                   | 11.148  | 2, 10    |
| <b>Conference Rooms:</b>  |               |               |                       |                            |                       |         |          |
| C1: Huddle Room   | 6             | 0             | 0                     | 168                        | 0                     | 0       | 3, 10    |
| C2: Small   | 15            | 0             | 1                     | 304                        | 304                   | 28.2416 | 3, 10    |
| C3: Medium  | 30            | 0             | 0                     | 450                        | 0                     | 0       | 3, 10    |
| C4: Large   | 45            | 0             | 0                     | 600                        | 0                     | 0       | 3, 10    |
| <b>Work Rooms:</b>  |               |               |                       |                            |                       |         |          |
| W1: Open Work Area  | 0             | 0             | 0                     | 60                         | 0                     | 0       | 4, 10    |
| W2: Work Room   | 0             | 0             | 0                     | 120                        | 0                     | 0       | 4, 10    |
| W3: Work Room   | 0             | 0             | 1                     | 200                        | 200                   | 18.58   | 4, 10    |
| <b>Break Rooms:</b>   |               |               |                       |                            |                       |         |          |
| B1: Coffee Bar  | 0             | 0             | 0                     | 60                         | 0                     | 0       | 5, 10    |
| B2: Break Room  | 0             | 0             | 1                     | 120                        | 120                   | 11.148  | 5, 10    |
| B3: Break Room  | 0             | 0             | 0                     | 252                        | 0                     | 0       | 5, 10    |
| B4: Break Room  | 0             | 0             | 0                     | 399                        | 0                     | 0       | 5, 10    |
| <b>Storage:</b>   |               |               |                       |                            |                       |         |          |
| S1: Open Storage Area   | 0             | 0             | 0                     | 185                        | 0                     | 0       | 6, 10    |
| S2: Closed/Secure Area  | 0             | 0             | 1                     | 215                        | 215                   | 19.9735 | 6, 10    |
| S3: Special Storage   | 0             | 0             | 0                     | 210                        | 0                     | 0       | 7, 10    |
| <b>Other:</b>   |               |               |                       |                            |                       |         |          |
| Waiting/Reception Area  | 2             | 0             | 1                     | 220                        | 220                   | 20.438  | 8, 10    |
| <b>Total Facility Net Floor Area</b>  |               |               |                       |                            | 2905                  | 289.87  |          |
| <b>Net to Gross</b>   |               |               |                       |                            | 436                   | 40.48   |          |
| <b>Total Facility Gross Area</b>  |               |               |                       |                            | 3341                  | 310.36  |          |
| <b>Parking:</b>   |               |               |                       |                            |                       |         |          |
| UMD   | 16            |               |                       |                            | 16                    |         | 9        |
| <b>Total Number of Parking Spaces</b>   |               |               |                       |                            | 16                    |         |          |
| <p>To the extent the information in this manual differs from that in Chapter 6 of AFMAN 32-1084, this information supersedes. Other applicable information not included in this manual can be found in AFMAN 32-1084, Chapter 6, Tables 6.3 and 6.4.</p> <ol style="list-style-type: none"> <li>Attorney Offices: A4 - 1, for SJA; A3 - 1, for DSJA; A2 - for other attorneys, as authorized on UMD; A1 - for visiting attorney (1, for 3-9 authorized attorneys; 2, for 10 or more authorized attorneys).</li> <li>Paralegal/Administrative Work Spaces: P3 - 1, for MAJCOM Functional Manager; P2 - 1, for LOS; P1 - for other paralegals and administrative personnel, as authorized on UMD.</li> <li>Conference Room: C1 - 1-6 personnel; C2 - 7-15 personnel; C3 - 16-30 personnel; C4 - 31 or more personnel, as authorized on UMD. Seating at table and along one long wall. 150 sq. ft. added in C3 and C4 for speaker, per AFMAN 32-1084, Table 6.4.</li> <li>Work Room: W1 - 1-4 personnel; W2 - 5-10 personnel; W3 - 11 or more personnel, as authorized on UMD.</li> <li>Break Room: B1 - 1-10 personnel; B2 - 11-20 personnel; B3 - 21-30 personnel, as authorized on UMD.</li> <li>Total storage requirements: 30 linear ft. + (# authorized on UMD X 10) linear ft. Includes open area storage (outside individual offices and workstations) and closed/secure area storage (in separate, locked area). Distribution of open and closed storage depends on specific legal office requirements.</li> <li>Special Storage: As required (e.g., safe or SCIF).</li> <li>Waiting/Reception Area: 2, in leadership suite.</li> <li>Parking spaces (basic requirement): # authorized on UMD.</li> <li>Administrative areas include circulation factor of 10%, per AFMAN 32-1084.</li> </ol> |               |               |                       |                            |                       |         |          |

Figure 4-2 NAF and Center Programming Sheet

(This programming sheet is notional, in that it reflects the space requirements for the NAF legal office depicted in Figures 4-5 and 4-6. However, it can be used for all NAF and AFMC Center offices, using the formulas listed in the comments.)

| AREA  | NO. OCCUPANTS | S.F. PER USER | NO. OF ROOMS REQUIRED | STANDARD ROOM REQUIREMENTS | NET USER REQUIREMENTS |         | COMMENTS |
|---|---------------|---------------|-----------------------|----------------------------|-----------------------|---------|----------|
|   |               |               |                       |                            | SF                    | SM      |          |
| <b>Intermediate HQ Legal Offices (NAFs &amp; Centers)</b>   |               |               |                       |                            |                       |         |          |
| <b>Offices:</b>   |               |               |                       |                            |                       |         |          |
| A1: General Office/Visiting Attorney  | 1             | 0             | 1                     | 100                        | 100                   | 9.29    | 1,10     |
| A2: Attorney  | 1             | 0             | 3                     | 120                        | 360                   | 33.444  | 1,10     |
| A3: Deputy SJA  | 1             | 0             | 1                     | 150                        | 150                   | 13.935  | 1,10     |
| A4: SJA   | 1             | 0             | 1                     | 216                        | 216                   | 20.0664 | 1,10     |
| <b>Paralegal Work Spaces:</b>   |               |               |                       |                            |                       |         |          |
| P1: Open  | 1             | 0             | 3                     | 64                         | 192                   | 17.8368 | 2,10     |
| P2: NAF Paralegal Manager/LOS/Standard  | 1             | 0             | 1                     | 100                        | 100                   | 9.29    | 2,10     |
| P3: MAJCOM Function Manager   | 1             | 0             | 0                     | 120                        | 0                     | 0       | 2,10     |
| <b>Conference Rooms:</b>  |               |               |                       |                            |                       |         |          |
| C1: Huddle Room   | 6             | 0             | 0                     | 168                        | 0                     | 0       | 3,10     |
| C2: Small   | 15            | 0             | 1                     | 304                        | 304                   | 28.2416 | 3,10     |
| C3: Medium  | 30            | 0             | 0                     | 450                        | 0                     | 0       | 3,10     |
| C4: Large   | 45            | 0             | 0                     | 600                        | 0                     | 0       | 3,10     |
| <b>Work Rooms:</b>  |               |               |                       |                            |                       |         |          |
| W1: Open Work Area  | 0             | 0             | 0                     | 60                         | 0                     | 0       | 4,10     |
| W2: Workroom  | 0             | 0             | 1                     | 120                        | 120                   | 11.148  | 4,10     |
| W3: Workroom  | 0             | 0             | 0                     | 200                        | 0                     | 0       | 4,10     |
| <b>Break Rooms:</b>   |               |               |                       |                            |                       |         |          |
| B1: Coffee Bar  | 0             | 0             | 1                     | 60                         | 60                    | 5.574   | 5,10     |
| B2: Breakroom   | 0             | 0             | 0                     | 120                        | 0                     | 0       | 5,10     |
| B3: Breakroom   | 0             | 0             | 0                     | 252                        | 0                     | 0       | 5,10     |
| B4: Breakroom   | 0             | 0             | 0                     | 399                        | 0                     | 0       | 5,10     |
| <b>Storage:</b>   |               |               |                       |                            |                       |         |          |
| S1: Open Storage Area   | 0             | 0             | 0                     | 185                        | 0                     | 0       | 6,10     |
| S2: Closed/Secure Area  | 0             | 0             | 1                     | 254                        | 254                   | 23.5966 | 6,10     |
| S3: Special Storage   | 0             | 0             | 0                     | 215                        | 0                     | 0       | 7,10     |
| <b>Other:</b>   |               |               |                       |                            |                       |         |          |
| Waiting/Reception Area  | 2             | 0             | 1                     | 220                        | 220                   | 20.438  | 8,10     |
|   | 0             | 0             | 0                     | 0                          | 0                     | 0       |          |
|   | 0             | 0             | 0                     | 0                          | 0                     | 0       |          |
|   | 0             | 0             | 0                     | 0                          | 0                     | 0       |          |
| <b>Total Facility Net Floor Area</b>  |               |               |                       |                            | 2076                  | 192.96  |          |
| <b>Net to Gross</b>   | 15.00%        |               |                       |                            | 311                   | 28.93   |          |
| <b>Total Facility Gross Area</b>  |               |               |                       |                            | 2387                  | 221.79  |          |
| <b>Parking:</b>   |               |               |                       |                            |                       |         |          |
| UMD   | 9             |               |                       |                            | 9                     |         | 9        |
|   |               |               |                       |                            |                       |         |          |
|   |               |               |                       |                            |                       |         |          |
| <b>Total Number of Parking Spaces</b>   |               |               |                       |                            | 9                     |         |          |
| <p>To the extent the information in this manual differs from that in Chapter 6 of AFMAN 32-1084, this information supersedes. Other applicable information not included in this manual can be found in AFMAN 32-1084, Chapter 6, Tables 6.3 and 6.4.</p> <p>1. Attorney Offices: A4 - 1, for SJA; A3 - 1, for DSJA; A2 - for other attorneys, as authorized on UMD; A1 - for visiting attorney (1, for 3-9 authorized attorneys; 2, for 10 or more authorized attorneys).</p> <p>2. Paralegal/Administrative Work Spaces: P2 - 1, for NAF Paralegal Manager/LOS; P1 - for other paralegals and administrative personnel, as authorized on UMD.</p> <p>3. Conference Room: C1 - 1-6 personnel; C2 - 7-15 personnel; C3 - 16-30 personnel; C4 - 31 or more personnel, as authorized on UMD. Seating at table and along one long wall. 150 sq. ft. added in C3 and C4 for speaker, per AFMAN 32-1084, Table 6.4.</p> <p>4. Work Room: W1 - 1-4 personnel; W2 - 5-10 personnel; W3 - 11 or more personnel, as authorized on UMD.</p> <p>5. Break Room: B1 - 1-10 personnel; B2 - 11-20 personnel; B3 - 21-30 personnel; B4 - 31 or more personnel, as authorized on UMD.</p> <p>6. Total storage requirements: 30 linear ft. + (# authorized on UMD X 10) linear ft. Includes open area storage (outside individual offices and workstations) and closed/secure area storage (in separate, locked area). Distribution of open and closed storage depends on specific legal office requirements.</p> <p>7. Special Storage: As required (e.g., safe or SCIF).</p> <p>8. Waiting/Reception Area: 2, in leadership suite.</p> <p>9. Parking spaces (basic requirement): # authorized on UMD.</p> <p>10. Administrative areas include circulation factor of 10%, per AFMAN 32-1084.</p> |               |               |                       |                            |                       |         |          |

Figure 4-3 MAJCOM Legal Office Adjacency Diagram

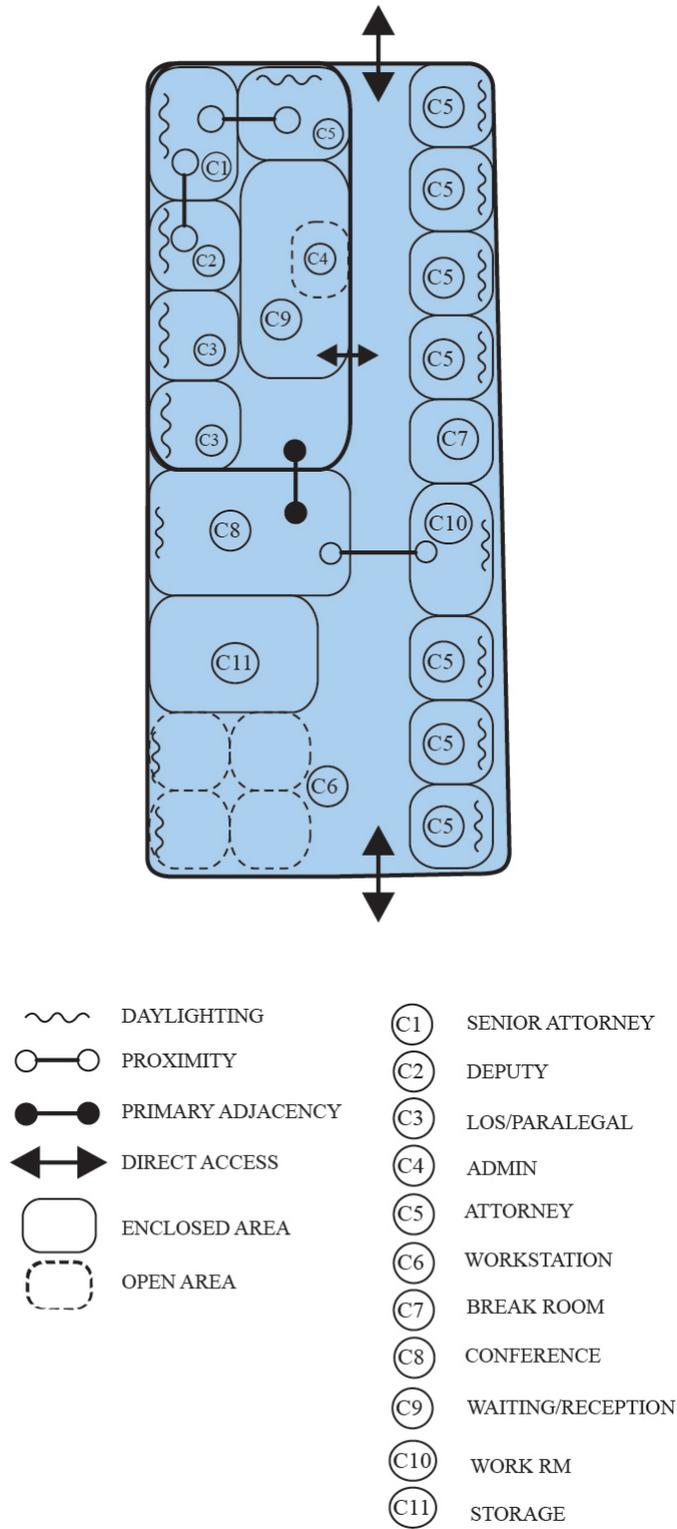


Figure 4-4 MAJCOM Legal Office Notional Floor Plan

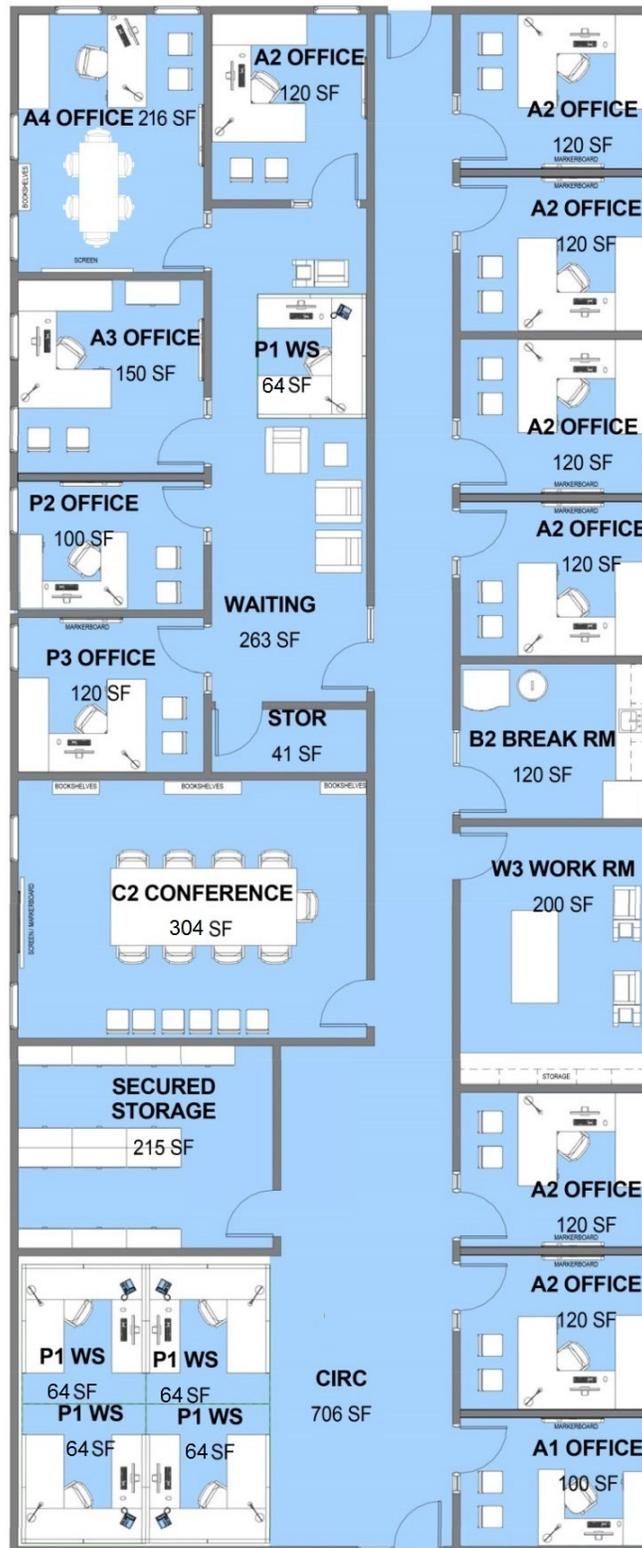
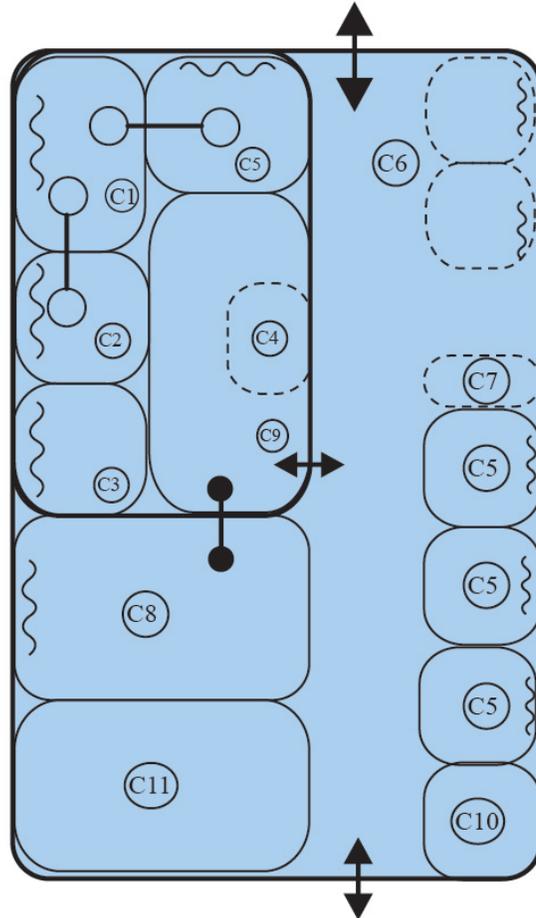
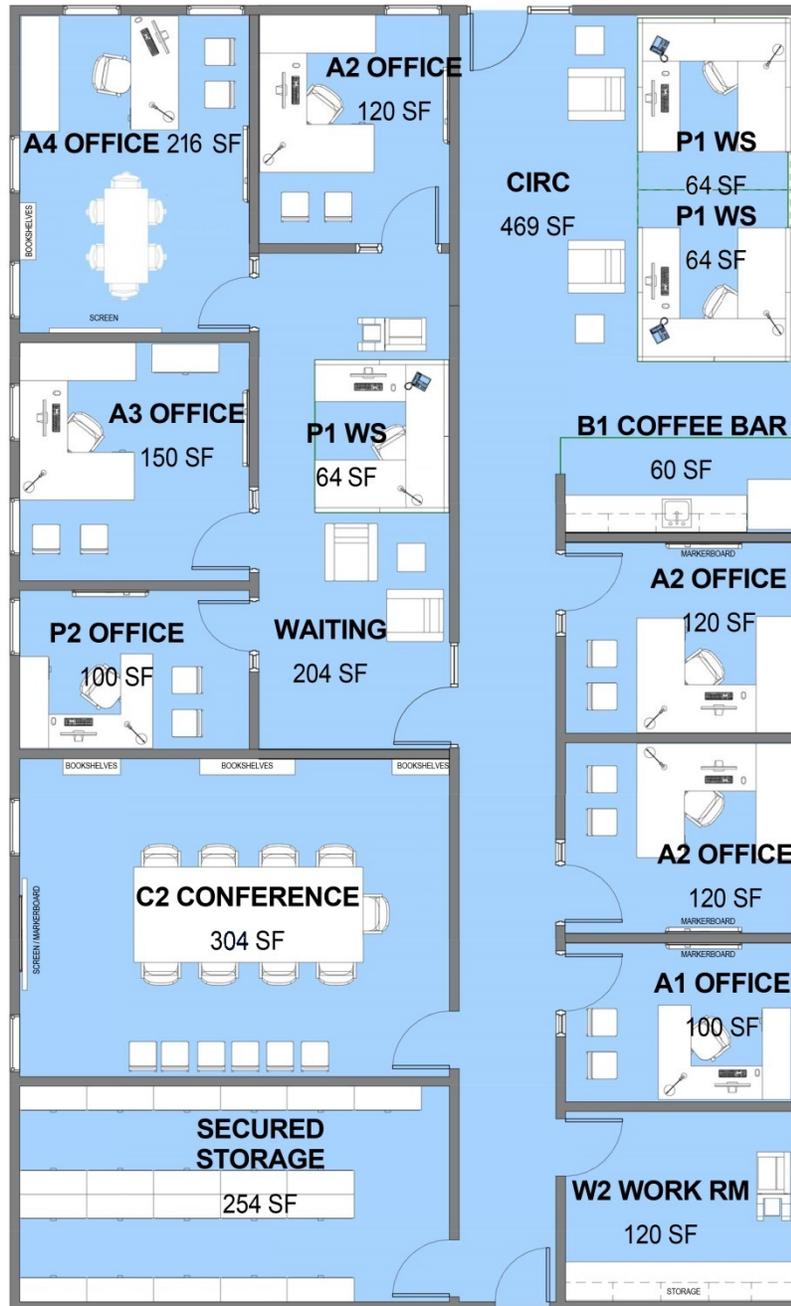


Figure 4-5 NAF/Center Legal Office Adjacency Diagram



- |   |                   |   |                   |
|---|-------------------|---|-------------------|
|  | DAYLIGHTING       |  | SENIOR ATTORNEY   |
|  | PROXIMITY         |  | DEPUTY            |
|  | PRIMARY ADJACENCY |  | LOS/PARALEGAL     |
|  | DIRECT ACCESS     |  | ADMIN             |
|  | ENCLOSED AREA     |  | ATTORNEY          |
|  | OPEN AREA         |  | WORKSTATION       |
|   |                   |  | COFFEE BAR        |
|   |                   |  | CONFERENCE        |
|   |                   |  | WAITING/RECEPTION |
|   |                   |  | WORK RM           |
|   |                   |  | STORAGE           |

Figure 4-6 NAF/Center Legal Office Notional Floor Plan



## **4-2 DIRECT REPORTING UNIT (DRU) LEGAL OFFICES**

### **4-2.1 Function and Adjacency**

DRUs report directly to the Air Staff and have specialized missions. There are three DRU legal offices, each serving an activity with a markedly different mission:

- Air Force District Washington (AFDW)
- Air Force Academy (USAFA)
- Air Force Operational Test and Evaluation Center (AFOTEC)

### **4-2.2 Air Force District Washington (AFDW)**

AFDW is the designated Air Force component lead for planning and implementing Air Force, joint contingency, and ceremonial activities in the National Capital Region (NCR). AFDW also provides military justice, personnel, and other support for Headquarters Air Force (HAF), AFDW units, and assigned Air Force elements worldwide. AFDW is primarily composed of the 11th Wing, the 79th Medical Wing, and the 844th Communication Group, all located at JB Andrews - Naval Air Facility Washington, Maryland, and the Air Force element at JB Anacostia-Bolling, Washington, D.C.

Programming sheet: Figure 4-1

Special requirement: The command paralegal manager, similar to a MAJCOM functional manager, is entitled to a P3 office.

### **4-2.3 Air Force Academy (USAFA)**

USAFA is the military academy for Air Force officer candidates, located in Colorado Springs, Colorado. The Academy's stated mission is "to educate, train, and inspire men and women to become officers of character, motivated to lead the USAF in service to our nation." The USAFA legal office advises the Academy leadership and staff and performs the functions of a base legal office. It also has a courtroom.

Programming sheets: Figures 3-2 and 3-3

Special requirements: None

### **4-2.4 Air Force Operations Test and Evaluation Center (AFOTEC)**

AFOTEC, located at Kirtland AFB, New Mexico, is an independent agency responsible for testing new systems being developed for Air Force and multi-Service use under operationally realistic conditions. As a single attorney office, the legal office is embedded in the command suite and shares support spaces.

Programming sheet: None.

Special requirements:

- The attorney is entitled to an A4 office.
- All support spaces (e.g., conference room, storage area, safe, waiting area, visiting attorney office, work room, break room, restrooms, and parking) are shared with other building occupants.

## CHAPTER 5 AIR FORCE LEGAL OPERATIONS AGENCY (AFLOA)

### 5-1 AFLOA LEGAL OFFICES - JONES BUILDING

#### 5-1.1 Function and Adjacency

AFLOA is the field operating agency (FOA) of The Judge Advocate General (TJAG). It consists of six directorates:

- Air Force Judiciary (JAJ)
- Civil Law and Litigation Directorate (JAC)
- Commercial Law and Litigation Directorate (JAQ)
- Community Legal Services Directorate (CLS)
- Air Force Judge Advocate General's School (AFJAGS) (see Chapter 7)
- Legal Information Systems Directorate (JAS) (see Chapter 8)

In addition, the agency operates nine field support centers (FSC), including the Accident Investigation Board FSC, the Air Force Claims Service Center, the Commercial Litigation FSC, the Contract Law FSC, the Environmental Law FSC, the Labor Law FSC, the Medical Law FSC, the Medical Cost Reimbursement Program, and the Utility Law FSC.

#### 5-1.2 Site Selection

AFLOA's command suite, along with the leadership suites for JAJ, JAC, JAQ, and CLS, is located in the Jones Building on JB Andrews - Naval Air Facility Washington. The command suite will be in close proximity to other AFLOA directorate and division offices.

Programming sheet: Figure 5-1

Special requirements: The command suite includes the commander's office, deputy commander's office, command paralegal office, and open workstations for the executive officer, commander's secretary, and other members of the command section. It also includes conference rooms, a library, a storage room, a work area, and a break area.

Other AFLOA offices in the Jones Building will vary in size, depending on the organization, its mission, and responsibilities. The directorate leadership suites will be in close proximity to their subordinate division offices. The space standards for AFLOA offices and support spaces in the Jones Building reflect those published in AFI 32-9010, Atch 2, and Chapter 2 of this FC.

Figure 5-1 AFLOA Command Suite Programming Sheet

| AREA   | NO. OCCUPANTS | S.F. PER USER | NO. OF ROOMS REQUIRED | STANDARD ROOM REQUIREMENTS | NET USER REQUIREMENTS |          | COMMENTS |
|--|---------------|---------------|-----------------------|----------------------------|-----------------------|----------|----------|
|  |               |               |                       | SF                         | SF                    | SM       |          |
| <b>AFLOA Command Suite</b>   |               |               |                       |                            |                       |          |          |
| <b>Offices:</b>  |               |               |                       |                            |                       |          |          |
| A1: General Office   | 1             | 0             | 0                     | 100                        | 0                     | 0        | 1.10     |
| A2: Attorney   | 1             | 0             | 0                     | 120                        | 0                     | 0        | 1.10     |
| A3: Division Chiefs  | 1             | 0             | 0                     | 150                        | 0                     | 0        | 1.10     |
| A5: Commander  | 1             | 0             | 1                     | 300                        | 300                   | 27.87    | 1.10     |
| A7: Deputy Commander   | 1             | 0             | 1                     | 200                        | 200                   | 1.858    | 1.10     |
| <b>Paralegal Work Spaces:</b>  |               |               |                       |                            |                       |          |          |
| P1: Open   | 1             | 0             | 0                     | 64                         | 0                     | 0        | 2.10     |
| P2: Standard   | 1             | 0             | 0                     | 100                        | 0                     | 0        | 2.10     |
| P3: Command Paralegal  | 1             | 0             | 1                     | 120                        | 120                   | 11.148   | 2.10     |
| P4: Large Work Station   | 1             | 0             | 7                     | 100                        | 700                   | 65.03    | 2.10     |
| <b>Conference Rooms:</b>   |               |               |                       |                            |                       |          |          |
| C1: Huddle Room  | 6             | 0             | 0                     | 168                        | 0                     | 0        | 3.10     |
| C2: Small  | 15            | 0             | 1                     | 304                        | 304                   | 28.2416  | 3.10     |
| C3: Medium   | 30            | 0             | 1                     | 450                        | 450                   | 41.805   | 3.10     |
| C4: Large  | 45            | 0             | 0                     | 600                        | 0                     | 0        | 3.10     |
| <b>Work Rooms:</b>   |               |               |                       |                            |                       |          |          |
| W1: Open Work Area   | 0             | 0             | 1                     | 60                         | 60                    | 5.574    | 4.10     |
| W2: Work Room  | 0             | 0             | 0                     | 120                        | 0                     | 0        | 4.10     |
| W3: Work Room  | 0             | 0             | 0                     | 200                        | 0                     | 0        | 4.10     |
| <b>Break Rooms:</b>  |               |               |                       |                            |                       |          |          |
| B1: Coffee Bar   | 0             | 0             | 1                     | 60                         | 60                    | 5.574    | 5.10     |
| B2: Break Room   | 0             | 0             | 0                     | 120                        | 0                     | 0        | 5.10     |
| B3: Break Room   | 0             | 0             | 0                     | 252                        | 0                     | 0        | 5.10     |
| B4: Break Room   | 0             | 0             | 0                     | 399                        | 0                     | 0        | 5.10     |
| <b>Storage:</b>  |               |               |                       |                            |                       |          |          |
| S1: Open Storage Area  | 0             | 0             | 0                     | 0                          | 0                     | 0        | 6.10     |
| S2: Closed Secure Area   | 0             | 0             | 1                     | 164                        | 164                   | 15.2356  | 6.10     |
| S3: Special Storage  | 0             | 0             | 0                     | 0                          | 0                     | 0        | 6.10     |
| <b>Other:</b>  |               |               |                       |                            |                       |          |          |
| Waiting/Reception Area   | 4             | 0             | 1                     | 80                         | 160                   | 14.864   | 7.10     |
| Library/Conference Room  | 0             | 0             | 1                     | 1957                       | 1957                  | 181.8053 | 9.10     |
| <b>Total Facility Net Floor Area</b>   |               |               |                       |                            | 4475                  | 399.01   |          |
| <b>Net to Gross</b>  |               | 15.00%        |                       |                            | 671                   | 59.85    |          |
| <b>Total Facility Gross Area</b>   |               |               |                       |                            | 5146                  | 458.86   |          |
| AREA   | NO. OCCUPANTS |               |                       |                            | NO. OF PARKING SPACES |          | COMMENTS |
| <b>Parking:</b>  |               |               |                       |                            |                       |          |          |
| UMD  | N/A           |               |                       |                            | N/A                   |          | 8        |
| <b>Total Number of Parking Spaces</b>  |               |               |                       |                            | N/A                   |          |          |
| <p>To the extent the information in this manual differs from that in Chapter 6 of AFMAN 32-1084, this information supersedes. Other applicable information not included in this manual can be found in AFMAN 32-1084, Chapter 6, Tables 6.3 and 6.4.</p> <ol style="list-style-type: none"> <li>Attorney Offices: A5 - 1, for Commander (applies only to AFLOA HQ); A7-1 - for Deputy Commander.</li> <li>Paralegal/Administrative Work Spaces: P3 - 1, for Command Paralegal; P4 - for Executive Officer and administrative personnel, as authorized on UMD, and 7 extra P4 spaces.</li> <li>Conference Rooms: C2, C3, with VTC capability.</li> <li>Work Room: W1.</li> <li>Break Room: B1.</li> <li>Storage requirements: securable room, with 143 linear ft. of storage.</li> <li>Waiting/Reception Area: 4 seats (20 sq. ft. per person)</li> <li>Parking: As provided for Jones Building occupants.</li> <li>Library/Conference Room: 2200 sq. ft. Includes VTC capability.</li> <li>Administrative areas include circulation factor of 10%, per AFMAN 32-1084.</li> </ol> |               |               |                       |                            |                       |          |          |

## **5-2 AIR FORCE JUDICIARY (JAJ)**

### **5-2.1 Function and Adjacency**

JAJ is responsible for administering and improving military justice across the Air Force, and advising TJAG, the Chief of Staff of the Air Force (CSAF), and the Secretary of the Air Force (SecAF) on a full range of military justice matters. The directorate assists convening authorities and SJAs in the field, provides defense services to Airmen, litigates complex cases, and provides government and defense appellate lawyers before the Air Force Court of Criminal Appeals (AFCCA), the Court of Appeals for the Armed Forces (CAAF), and the United States Supreme Court. JAJ is located in the Jones Building and has five divisions:

- Appellate Defense Division (JAJA)
- Trial Defense Division (JAJD)
- Government Trial and Appellate Counsel Division (JAJG)
- Military Justice Division (JAJM)
- Clemency, Corrections, and Officer Review Division (JAJR)

Figure 5-2 Standard AFLOA Programming Sheet (Jones Building)

(This programming sheet reflects the space requirements for AFLOA offices, other than the command suite, in the Jones Building. Items marked "TBD" will be determined according to the notes at the bottom of the programming sheet.)

| AREA   | NO. OCCUPANTS | S.F. PER USER | NO. OF ROOMS REQUIRED | STANDARD ROOM REQUIREMENTS | NET USER REQUIREMENTS |     | COMMENTS |
|--|---------------|---------------|-----------------------|----------------------------|-----------------------|-----|----------|
|  |               |               |                       | SF                         | SF                    | SM  |          |
| <b>Standard AFLOA Offices (Jones Building)</b>   |               |               |                       |                            |                       |     |          |
| <b>Attorney Offices:</b>   |               |               |                       |                            |                       |     |          |
| A1: General Office/Visiting Attorney   | 1             | 0             | 0                     | 100                        | 0                     | 0   | 1,10     |
| A2: Other  | 1             | 0             | 0                     | 120                        | 0                     | 0   | 1,10     |
| A3: Division Chief   | 1             | 0             | TBD                   | 150                        | TBD                   | TBD | 1,10     |
| A6: Attorney   | 1             | 0             | TBD                   | 130                        | TBD                   | TBD | 1,10     |
| A7: Director   | 1             | 0             | TBD                   | 200                        | TBD                   | TBD | 1,10     |
| <b>Paralegal Work Spaces:</b>  |               |               |                       |                            |                       |     |          |
| P1: Open   | 1             | 0             | 0                     | 84                         | 0                     | 0   | 2,10     |
| P2: Standard Paralegals  | 1             | 0             | 0                     | 100                        | 0                     | 0   | 2,10     |
| P3: Command Paralegal  | 1             | 0             | 0                     | 120                        | 0                     | 0   | 2,10     |
| P4: Large Workstation  | 1             | 0             | TBD                   | 100                        | TBD                   | TBD | 2,10     |
| <b>Conference Rooms:</b>   |               |               |                       |                            |                       |     |          |
| C1: Huddle Room  | 6             | 0             | TBD                   | 168                        | TBD                   | TBD | 3,10     |
| C2: Small  | 15            | 0             | TBD                   | 304                        | TBD                   | TBD | 3,10     |
| C3: Medium   | 30            | 0             | TBD                   | 450                        | TBD                   | TBD | 3,10     |
| C4: Large  | 45            | 0             | TBD                   | 600                        | TBD                   | TBD | 3,10     |
| <b>Work Rooms:</b>   |               |               |                       |                            |                       |     |          |
| W1: Open Work Area   | 0             | 0             | TBD                   | 60                         | TBD                   | TBD | 4,10     |
| W2: Work Room  | 0             | 0             | TBD                   | 120                        | TBD                   | TBD | 4,10     |
| W3: Work Room  | 0             | 0             | TBD                   | 200                        | TBD                   | TBD | 4,10     |
| <b>Break Rooms:</b>  |               |               |                       |                            |                       |     |          |
| B1: Coffee Bar   | 0             | 0             | TBD                   | 60                         | TBD                   | TBD | 5,10     |
| B2: Break Room   | 0             | 0             | TBD                   | 120                        | TBD                   | TBD | 5,10     |
| B3: Break Room   | 0             | 0             | TBD                   | 252                        | TBD                   | TBD | 5,10     |
| B4: Break Room   | 0             | 0             | TBD                   | 399                        | TBD                   | TBD | 5,10     |
| <b>Storage:</b>  |               |               |                       |                            |                       |     |          |
| S1: Open Storage Area  | 0             | 0             | TBD                   | TBD                        | TBD                   | TBD | 6,10     |
| S2: Closed/Secured Area  | 0             | 0             | TBD                   | TBD                        | TBD                   | TBD | 6,10     |
| S3: Special Storage  | 0             | 0             | TBD                   | TBD                        | TBD                   | TBD | 7,10     |
| <b>Other:</b>  |               |               |                       |                            |                       |     |          |
| Waiting/Reception Area   | TBD           | 0             | TBD                   | TBD                        | TBD                   | TBD | 8,10     |
| <b>Total Facility Net Floor Area</b>   |               |               |                       |                            | TBD                   | TBD |          |
| <b>Net to Gross</b>  | 15.00%        |               |                       |                            | TBD                   | TBD |          |
| <b>Total Facility Gross Area</b>   |               |               |                       |                            | TBD                   | TBD |          |
| <b>Parking:</b>  |               |               |                       |                            |                       |     |          |
| UMD  | N/A           |               |                       |                            | N/A                   |     | 9        |
| <b>Total Number of Parking Spaces</b>  |               |               |                       |                            | N/A                   |     |          |
| <p>To the extent the information in this manual differs from that in Chapter 6 of AFMAN 32-1084, this information supersedes. Other applicable information not included in this manual can be found in AFMAN 32-1084, Chapter 6, Tables 6.3 and 6.4.</p> <ol style="list-style-type: none"> <li>Attorney Offices: A7 - for Directors; A3 - for Division Chiefs; A2 - for other attorneys, as authorized on UMD.</li> <li>Paralegal/Administrative Work Spaces: P4 - paralegal/administrative personnel, as authorized on UMD.</li> <li>Conference Room: As required and sized.</li> <li>Work Room: As required.</li> <li>Break Room: As required.</li> <li>Total storage requirements: 30 linear ft. + (# authorized on UMD X 10) linear ft. Includes open area storage (outside individual offices and workstations) and closed/secure area storage (in separate, locked area). Distribution of open and closed storage depends on specific requirements.</li> <li>Special Storage: As required (e.g., safe or SCIF).</li> <li>Waiting/Reception Area: As required in leadership suites.</li> <li>Parking: As provided for Jones Building occupants.</li> <li>Administrative areas include circulation factor of 10%, per AFMAN 32-1084.</li> </ol> |               |               |                       |                            |                       |     |          |

### **5-2.2 JAJ Leadership Suite**

Programming sheet: Figure 5-2

Special requirements:

- Work area: W1

### **5-2.3 Appellate Defense Division (JAJA)**

JAJA represents Airmen at all stages of the appellate process, which begins once a court-martial conviction is approved by the convening authority. Key responsibilities include representing accused Air Force members before the AFCCA, the CAAF, and the U.S. Supreme Court.

Programming sheet: Figure 5-2

Special requirements:

- Work area: W1
- Open storage: 462 linear feet for storing records of trial in the appellate process

### **5-2.4 Trial Defense Division (JAJD)**

JAJD provides all trial defense services through its worldwide team of area defense counsel, defense paralegals, senior defense counsel, chief senior defense counsel, and defense paralegal managers. In addition to trial services, JAJD provides assistance to Airmen facing Article 15s and adverse administrative actions, including corrective paperwork and administrative discharge boards.

Programming sheet: Figure 5-2

Special requirements:

- Work area: W1

Area defense counsel offices, located on separate installations, are addressed in Chapter 6, paragraph 6-1.

### **5-2.5 Government Trial and Appellate Counsel Division (JAJG)**

JAJG represents the Air Force in both the trial and post-trial stages of the court-martial process. Appellate counsel represent the Air Force in appellate reviews of court-martial before the AFCCA, the CAAF, and the U.S. Supreme Court. The division also provides advanced litigation support and trial advocacy training.

Programming sheet: Figure 5-2

Special requirements:

- Conference room: Includes table, with seating for eight
- Work area: W1
- Closed/secure storage: for storing records of trial in the appellate process
  - In JAJG: 288 square feet, with 350 linear feet of storage
  - In JAJR: 150 square feet, with 120 linear feet of storage
- Break area: B1

### **5-2.6 Military Justice Division (JAJM)**

JAJM issues military justice opinions and policy for SecAF, CSAF, TJAG, and the Air Force. JAJM responds to inquiries on military justice matters by the White House, Congress, DoD, and the Air Staff. The division is the central collection point for records of court-martial and manages them as they move through the appellate process. JAJM acts as the lead agency for Freedom of Information Act (FOIA) requests related to records of trial.

Programming sheet: Figure 5-2

Special requirements:

- Conference room: Includes table, with seating for eight
- Work area: W1
- Closed/secure storage: 402 square feet, with 495 linear feet for storing records of trial in the appellate process prior to staging
- Special storage: 5-drawer safe for storing classified records of trial
- Break area: B1, combined with conference room

### **5-2.7 Clemency, Corrections, and Officer Review Division (JAJR)**

JAJR is responsible for recommending SecAF action in all officer court-martial cases involving a sentence of dismissal and making clemency recommendations in enlisted court-martial cases. The JAJR attorney sits as a member of the Air Force Clemency and Parole Board and serves as counsel to the Air Force Security Forces community on all corrections matters.

Programming sheet: Figure 5-2

Special requirements:

- Work area: W1

### **5-3 CIVIL LAW AND LITIGATION DIRECTORATE (JAC)**

#### **5-3.1 Function and Adjacency**

JAC specializes in legal practice areas dealing with Air Force claims and civil litigation (i.e., labor, personnel, information, environmental, utility, and tort litigation). JAC is located in the Jones Building and has three divisions:

- Claims and Tort Litigation Division (JACC)
- Environmental Law and Litigation Division (JACE)
- General Litigation Division (JA CL)

#### **5-3.2 JAC Leadership Suite**

Programming sheet: Figure 5-2

Special requirements:

- Work area: W1
- Conference room: Includes table, with seating for 10
- Closed/secure storage: Shared with JACE, with 105 linear feet.

#### **5-3.3 Claims and Tort Litigation Division (JACC)**

JACC provides specialized tort guidance to, and receives critical investigative support from, Air Force headquarters-level and installation-level judge advocates. It adjudicates sensitive wrongful death, personal injury, and property damage claims arising from Air Force activities worldwide. It consists of four main branches:

- Aviation and Admiralty Law Branch
- Foreign Claims Branch
- General Torts Branch
- Medical Law Branch

In addition, there are four FSCs:

- Accident Investigation Board Field Support Center (AIBFSC)

- Air Force Claims Service Center (AFCSC)
- Medical Cost Reimbursement Program (MCRP)
- Medical Law Field Support Center (MLFSC)

**JACC:**

- Programming sheet: Figure 5-2
- Special requirements:
  - Conference room: Includes table, with seating for eight
  - Work area: W1
  - Closed/secure storage: 643 square feet, with 245 linear feet for storing claims investigation equipment
- Break area: B1

The AFSC, MCRP, and the MLFSC are located in the field and addressed in Chapter 6, paragraph 6-4.

### **5-3.4 Accident Investigation Board Field Support Center (AIBFSC)**

The AIBFSC provides legal advisors to accident investigation boards (AIB) for mishaps involving aircraft, unmanned aerial systems, missiles, or spacecraft, and to ground accident investigation boards (GAIB) for duty-related ground accidents. The legal advisors advise AIB/GAIB members and help ensure board reports comply with applicable laws and regulations.

Programming sheet: Figure 5-2

Special requirements: None

### **5-3.5 Environmental Law and Litigation Division (JACE)**

JACE provides expert legal support in all forms of environmental and utility litigation, regulation, and legislative matters. JACE advises Air Force clients on installation operation and management, natural infrastructure, environmental compliance, environmental restoration, utility rates, utility contracts, and renewable projects. JACE is responsible for the Environmental Law FSC, the Utility Law FSC, and three other field offices.

Programming sheet: Figure 5-2

Special requirements:

- Work area: W1
- Closed secure/storage area: 849 square feet (shared with JAC and JACL), with 225 linear feet of storage for litigation files
- Break area: B1

The Environmental Law FSC is located at JB San Antonio, Texas, and is addressed in Chapter 6, paragraph 6-4.3.

The Utility Law FSC is located at Tyndall AFB, Florida, and is addressed in Chapter 6, paragraph 6-4.6.

### **5-3.6 General Litigation Division (JACL)**

JACL practices a broad range of civil and administrative litigation and has three branches: the Labor Law Field Support Center (LLFSC), the Military Personnel Litigation Branch, and the Information Litigation Branch. JACL represents the Air Force in federal, civil, and administrative litigation, and defends against lawsuits asserting violations of the Constitution, the Civil Rights Acts, federal labor law, civil service law, the Freedom of Information Act, the Privacy Act, and military personnel policies.

Programming sheet: Figure 5-2

Special requirements:

- Conference room: Includes table, with seating for eight
- Work area: W1
- Closed/secure storage: Shared with JACE, with 653 linear feet for storing litigation files
- Break area: B1

### **5-3.7 Labor Law Field Support Center (LLFSC)**

The LLFSC focuses on matters such as discrimination complaints, dispute resolution, arbitration, labor agreement negotiations, and labor relations management of the Air Force civilian workforce.

Programming sheet: Figure 5-2

Special requirements: Same as paragraph 5-3.6

## **5-4 COMMERCIAL LAW AND LITIGATION DIRECTORATE (JAQ)**

### **5-4.1 Function and Adjacency**

JAQ's mission is to defend the Air Force in bid protests, contract and intellectual property disputes, and contract-related litigation worldwide, specializing in contract and commercial law. Additionally, JAQ handles all protests to the Government Accountability Office (GAO) and works with the Department of Justice (DOJ) on litigation arising from privatization actions. JAQ is located in the Jones Building and has two divisions, each of which serves as an FSC:

- Commercial Litigation FSC (CLFSC)
- Contract Law FSC (KLFSC)

### **5-4.2 JAQ Leadership Suite**

Programming sheet: Figure 5-2

Special requirements:

- Work area: W1
- Closed/secure storage: Same as paragraph 5-4.3
- Break area: B1

### **5-4.3 JAQC Commercial Litigation Field Support Center (CLFSC)**

JAQC litigates bid protests at GAO and provides Air Force acquisition attorneys to serve on multidisciplinary independent review teams (MIRT). The MIRTs function as special teams to identify potential grounds for bid protests prior to source selection in major acquisition programs and represent the Air Force before the Armed Services Board of Contract Appeals (ASBCA).

Programming sheet: Figure 5-2

Special requirements:

- Work area: W1
- Conference room: Includes table, with seating for 16
- Closed/secure storage: 643 square feet (shared with JAQ and JAQK), with 760 linear feet of storage for storing contract litigation files; requirement increasing due to closure of archives for staging
- SCIF: Required for bid protests, but not currently available

- Break area: B1

#### **5-4.4 JAQK Contract Law Field Support Center (KLFSC)**

JAQK is a full-spectrum provider of contract legal support Air Force-wide, including contingency contracting, at installation level and below. Additionally, it supports the Air Force legal outreach program, providing educational products and tools for all Air Force acquisition attorneys to enhance the quality and efficiency of acquisition legal support enterprise-wide.

Programming sheet: Figure 5-2

Special requirements:

- Work area: W2
- Conference room: Shared with JAQC
- Closed/secure storage: Same as paragraph 5-4.3
- Break area: B1

#### **5-5 COMMUNITY LEGAL SERVICES DIRECTORATE (CLS)**

##### **5-5.1 Function and Adjacency**

The CLS mission encompasses all areas of the Air Force legal practice where an Air Force attorney represents a personal client, excluding defense services, and an attorney-client relationship and privilege exist. CLS is located in the Jones Building and has three divisions:

- Office of Airmen's Counsel (CLSA)
- Community Legal Services Division (CLSL)
- Special Victims' Counsel Division (CLSV)

CLSA is located on JB San Antonio-Randolph and is addressed in Chapter 6, paragraph 6-3.

##### **5-5.2 CLS Leadership Suite**

Programming sheet: Figure 5-2

Special requirements:

- Conference room: Includes table, with seating for eight

- Work area: W1
- Break area: B2
- Waiting area: Seating for eight

### **5-5.3 Community Legal Issues Division (CLSL)**

CLSL is responsible for establishing legal assistance policy impacting Airmen, their families, and retirees, and providing legal assistance training to field attorneys.

Programming sheet: Figure 5-2

Special requirements: Same as paragraph 5-5.2

### **5-5.4 Special Victims' Counsel (CLSV)**

CLSV provides support through independent attorney representation of sexual assault victims, building and sustaining victim resiliency, empowering them by enforcing their rights, and increasing legal assistance.

Programming sheet: Figure 5-2.1

Special requirements: Same as paragraph 5-5.2

SVC offices, located on separate installations, are addressed in Chapter 6, paragraph 6-2.

## **5-6 AIR FORCE COURT OF CRIMINAL APPEALS (AF/JAH)**

### **5-6.1 Function and Adjacency**

AF/JAH is empowered to hear appeals of Air Force courts-martial and certain trial court rulings. As the only appellate court in the Air Force, it is located in the first floor of the Jones Building. It seats nine appellate judges and shares support spaces with the adjacent base trial courtroom.

### **5-6.2 Appellate Courtroom**

Programming sheet: Figure 5-3

Special requirements: The courtroom includes a nine-judge integrated bench, clerk of court station, government and defense counsel areas, gallery area, waiting room, judge's robing room, deliberation/conference room with coffee bar, unisex restroom, and public restrooms.

### **5-6.3 JAH Office Suite**

Programming sheet: Figure 5-3

Special requirements: The office suite includes the chief judge's office, other appellate judge offices, clerk of court office, law clerk and commissioner offices, paralegal workstations, a break area, and restrooms. Judges' offices have bulletproof doors as an additional security precaution.

#### **5-6.4 Site Selection**

The nine appellate judge offices are collocated with the appellate courtroom in the Jones Building.

Figure 5-3 JAH Programming Sheet

(This programming sheet reflects the space requirements for the court and legal offices depicted in Figures 5-4 and 5-5.)

| AREA  | NO. OCCUPANTS | S.F. PER USER | NO. OF ROOMS REQUIRED | STANDARD ROOM REQUIREMENTS | NET USER REQUIREMENTS |          | COMMENTS |
|---|---------------|---------------|-----------------------|----------------------------|-----------------------|----------|----------|
|   |               |               |                       |                            | SF                    | SM       |          |
| <b>AF Court of Criminal Appeals &amp; JAH</b> |               |               |                       |                            |                       |          |          |
| <b>Offices:</b>                               |               |               |                       |                            |                       |          |          |
| A1: General Office/Court Reporter             | 1             | 0             | 0                     | 100                        | 0                     | 0        | 1,8      |
| A2: Attorney                                  | 1             | 0             | 0                     | 120                        | 0                     | 0        | 1,8      |
| A3: Judge                                     | 1             | 0             | 13                    | 150                        | 1950                  | 181.155  | 1,8      |
| A4: Senior Judge                              | 1             | 0             | 1                     | 216                        | 216                   | 20.0664  | 1,8      |
| <b>Paralegal Work Spaces:</b>                 |               |               |                       |                            |                       |          |          |
| P1: Open                                      | 1             | 0             | 3                     | 64                         | 192                   | 17.8368  | 2,8      |
| P2: Standard/Clerk of Court                   | 1             | 0             | 1                     | 100                        | 100                   | 9.29     | 2,8      |
| P3: MAJCOM Functional Manager                 | 1             | 0             | 0                     | 120                        | 0                     | 0        | 2,8      |
| P4: Large Workstation                         | 1             | 0             | 0                     | 100                        | 0                     | 0        | 2,8      |
| <b>Conference Rooms:</b>                      |               |               |                       |                            |                       |          |          |
| C1: Huddle Room                               | 6             | 0             | 0                     | 168                        | 0                     | 0        | 8        |
| C2: Small                                     | 15            | 0             | 0                     | 304                        | 0                     | 0        | 8        |
| C3: Medium                                    | 30            | 0             | 0                     | 450                        | 0                     | 0        | 8        |
| C4: Large                                     | 45            | 0             | 0                     | 600                        | 0                     | 0        | 8        |
| <b>Work Rooms:</b>                            |               |               |                       |                            |                       |          |          |
| W1: Open Work Area                            | 0             | 0             | 0                     | 60                         | 0                     | 0        | 8        |
| W2: Work Room                                 | 0             | 0             | 0                     | 120                        | 0                     | 0        | 8        |
| W3: Work Room                                 | 0             | 0             | 0                     | 200                        | 0                     | 0        | 8        |
| <b>Break Rooms:</b>                           |               |               |                       |                            |                       |          |          |
| B1: Coffee Bar                                | 0             | 0             | 1                     | 60                         | 60                    | 5.574    | 8        |
| B2: Break Room                                | 0             | 0             | 0                     | 120                        | 0                     | 0        | 8        |
| B3: Break Room                                | 0             | 0             | 0                     | 252                        | 0                     | 0        | 8        |
| B4: Break Room                                | 0             | 0             | 0                     | 399                        | 0                     | 0        | 8        |
| <b>Storage:</b>                               |               |               |                       |                            |                       |          |          |
| S1: Open Storage Area                         | 0             | 0             | 0                     | 0                          | 0                     | 0        | 4,8      |
| S2: Closed Storage Area                       | 0             | 0             | 1                     | 253                        | 253                   | 23.5037  | 4,8      |
| S3: Secured Area                              | 0             | 0             | 0                     | 0                          | 0                     | 0        | 4,8      |
| <b>Other:</b>                                 |               |               |                       |                            |                       |          |          |
| Courtroom                                     | 89            | 0             | 1                     | 1948                       | 1948                  | 180.9692 | 5,6,8    |
| Lobby   | 0             | 0             | 1                     | 788                        | 788                   | 73.2052  | 5,6,8    |
| Vestibule                                     | 9             | 0             | 1                     | 56                         | 56                    | 5.2024   | 5,8      |
| Deliberation Room                             | 9             | 0             | 1                     | 170                        | 170                   | 15.793   | 3,8      |
| Waiting Room                                  | 4             | 0             | 1                     | 96                         | 96                    | 8.9184   | 8        |
| Robing Room                                   | 9             | 0             | 1                     | 215                        | 215                   | 19.9735  | 5,8      |
| <b>Total Facility Net Floor Area</b>          |               |               |                       |                            | 6044                  | 561.49   |          |
| <b>Net to Gross</b>                           |               |               |                       |                            | 907                   | 84.22    |          |
| <b>Total Facility Gross Area</b>              |               |               |                       |                            | 6951                  | 645.71   |          |

| AREA                                  | NO. OCCUPANTS |  |  |  | NO. OF PARKING SPACES | COMMENTS |
|---------------------------------------|---------------|--|--|--|-----------------------|----------|
| <b>Parking:</b>                       |               |  |  |  |                       |          |
| UMD                                   | N/A           |  |  |  | N/A                   | 7        |
| <b>Total Number of Parking Spaces</b> |               |  |  |  | N/A                   |          |

To the extent the information in this manual differs from that in Chapter 6 of AFMAN 32-1084, this information supersedes. Other applicable information not included in this manual can be found in AFMAN 32-1084, Chapter 6, Tables 6.3 and 6.4.

- Attorney Offices: A4 - for Sr. Judge; A3 - for other judges, law clerks, and Court Commissioner, as authorized on UMD.
- Paralegal Work Spaces: P2 - for Clerk of Court, P1 - for other paralegals, as authorized on UMD.
- A coffee bar is located in the hallway near the deliberation room.
- Storage closet for security and AV equipment.
- Courtroom includes the judge's bench, court reporter station, honors clerk station, well of the court (including 2 tables with seating for 3 each facing the bench), gallery (with seating for 72 spectators), and VTC capability. A private entrance for judges connects circulation, courtroom, and deliberation space. A vestibule should be included for transition from the robing room to the bench and into main courtroom lobby.
- Public restrooms in lobby; unisex restroom adjacent to deliberation room.
- Parking spaces (basic requirement): As provided for Jones Building occupants.
- Administrative areas include circulation factor of 10%, per AFMAN 32-1084.

Figure 5-4 JAH Adjacency Diagram

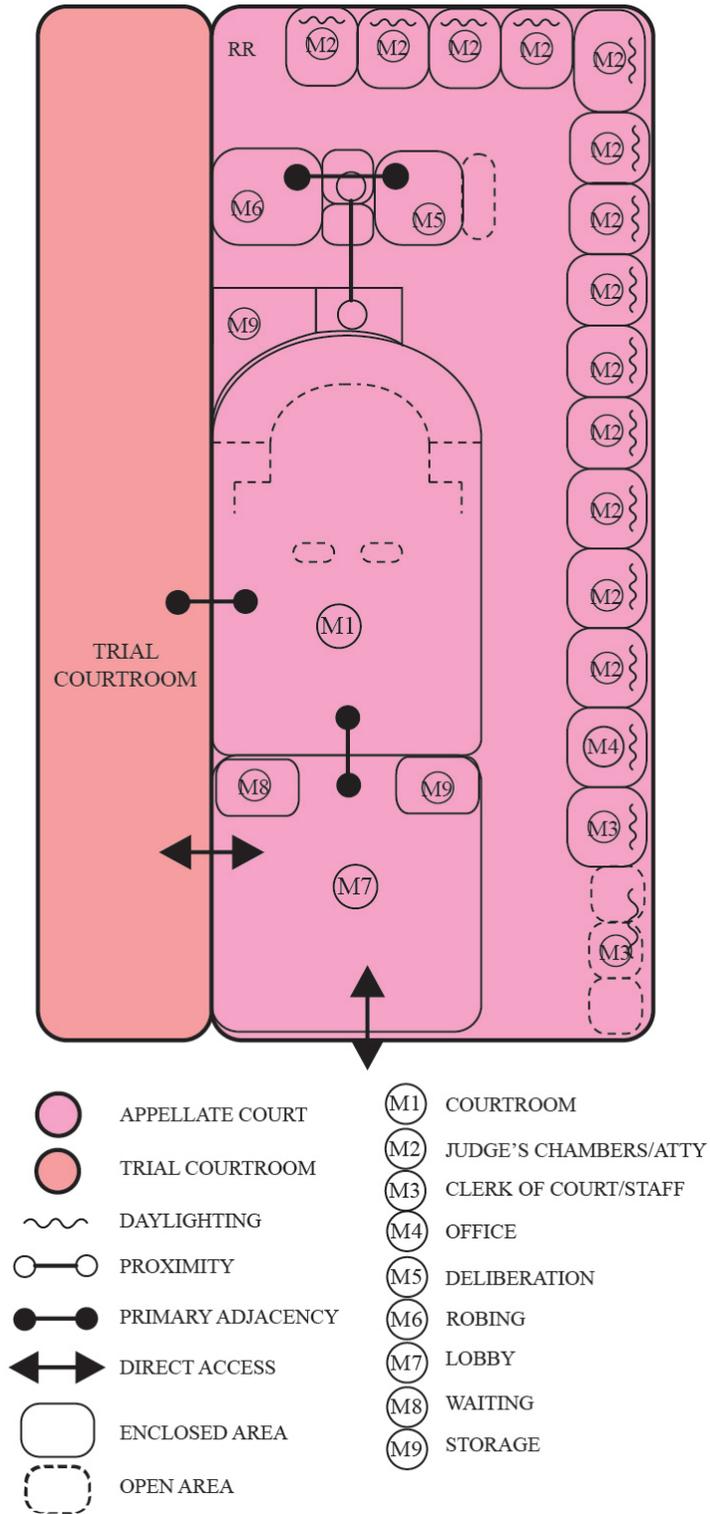
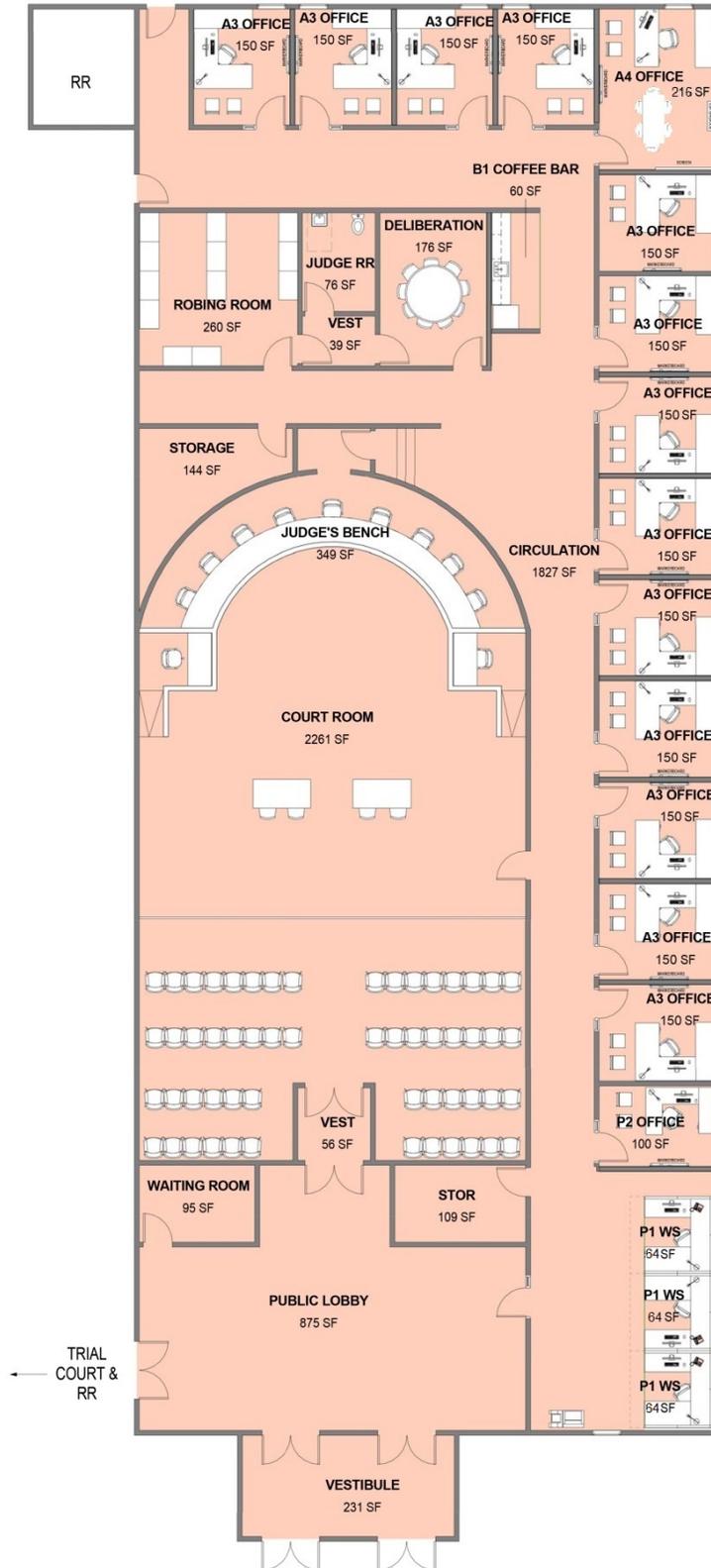


Figure 5-5 JAH Floor Plan



5-6.5 JAH Room Data Sheets

Figure 5-6 Appellate Courtroom Room Data Sheet

|  |                                |  |
|--|--------------------------------|--|
| <b>Description/Usage</b>                               |                                | The courtroom is used to conduct appellate judicial proceedings. A nine-judge bench, clerk of court recording station, and honor's clerk station are designated areas in the rear of the courtroom. Other spaces include government and defense counsel area. The gallery seats 72 spectators. |
| <b>Ceiling Height</b>                                  |                                | 12'-0"   |
| <b>Windows</b>   |                                | Clearstory or none   |
| <b>Doors</b>   | <b>Type</b>                    | Solid wood, double door 3' x 7'  |
|  | <b>Security/Hardware</b>       | Keyed lock set   |
|  | <b>View Panels/Kick-Plates</b> | None   |
| <b>Finishes</b>  | <b>Walls</b>                   | Level 3  |
|  | <b>Floor</b>                   | Level 3  |
|  | <b>Base</b>                    | Level 3  |
|  | <b>Ceiling</b>                 | Level 3  |
| <b>Plumbing</b>  |                                | N/A  |
| <b>HVAC</b>  |                                | Per UFC 3-410-01   |
| <b>Fire Protection</b>                                 |                                | Wet or dry pipe sprinkler system, per UFC 3-600-01   |
| <b>Power</b>   |                                | Receptacles for all equipment at court reporter stand, per UFC 3-520-01  |
| <b>Lighting</b>  |                                | Per UFC 3-530-01   |
| <b>Communication</b>                                   | <b>Telephone</b>               | No telephone. Recording system and microphones for judge and counsel.  |
|  | <b>Data</b>                    | NIPR   |
|  | <b>CCTV</b>                    | N/A  |
|  | <b>CATV</b>                    | N/A  |
|  | <b>Security</b>                | Duress alarm for chief judge station   |
| <b>Acoustics</b>                                       |                                | Floors, partitions, and ceilings meet or exceed the STC 50 requirement. Doors and windows meet or exceed the STC 45 requirement.   |
| <b>Furnishings Fixtures &amp; Equipment (FF&amp;E)</b> |                                | Nine high-back leather swivel chairs. Rail to separate gallery from proceedings. Two 3'-6" x 7'-0" counsel tables, six straight upholstered chairs, integrated bench/workstation for judges, clerk of court, and honor's clerk.  |
| <b>Special Requirements</b>                            |                                | Judge's bench must be elevated 18" off the finished floor. Clerk of court recording and honor's clerk stations must be elevated 8" off the finished floor.   |

Figure 5-7 Judges' Office Suite Room Data Sheet

|  |                                |   |
|--|--------------------------------|---|
| <b>Description/Usage</b>   |                                | A private office for each judge, for consultations with attorneys and paralegals and other meetings with office personnel.  |
| <b>Ceiling Height</b>  |                                | 9'-0" minimum   |
| <b>Windows</b>   |                                | Exterior glazing for daylighting, AT compliant  |
| <b>Doors</b>   | <b>Type</b>                    | Solid wood, 3' x 7', with bulletproof sidelights  |
|  | <b>Security/Hardware</b>       | Keyed lock set  |
|  | <b>View Panels/Kick-Plates</b> | Side-view panel   |
| <b>Finishes</b>  | <b>Walls</b>                   | Level 3   |
|  | <b>Floor</b>                   | Level 3   |
|  | <b>Base</b>                    | Level 3   |
|  | <b>Ceiling</b>                 | Level 3   |
| <b>Plumbing</b>  |                                | None  |
| <b>HVAC</b>  |                                | Per UFC 3-410-01  |
| <b>Fire Protection</b>   |                                | Wet or dry pipe sprinkler system, per UFC 3-600-01  |
| <b>Power</b>   |                                | Receptacles, per UFC 3-520-01   |
| <b>Lighting</b>  |                                | Per UFC 3-530-01  |
| <b>Communication</b>   | <b>Tele.</b>                   | Yes   |
|  | <b>Data</b>                    | NIPR  |
|  | <b>CCTV</b>                    | N/A   |
|  | <b>CATV</b>                    | N/A   |
|  | <b>Security</b>                | Duress alarm  |
| <b>Acoustics</b>   |                                | Floors, partitions, and ceilings will meet or exceed the STC 50 requirement. Windows and door meet the STC 45 requirement.  |
| <b>Furnishings Fixtures &amp; Equipment (FF&amp;E), Casework</b> |                                | Wood 6' executive desk, credenza, executive swivel chair, two straight upholstered chairs, and 4' round table and four swivel leather chairs (in chief judge's office). |
| <b>Special Requirements</b>                                      |                                | N/A   |

Figure 5-8 Courtroom Lobby/Foyer Data Sheet

|  |                                     |  |
|--|-------------------------------------|--|
| <b>Description/Usage</b>   |                                     | Open public space for spectators to gather and wait to enter the courtroom.                    |
| <b>Ceiling Height</b>  |                                     | 12'-0" minimum   |
| <b>Windows</b>   |                                     | Exterior glazing for daylighting, AT compliant   |
| <b>Doors</b>   | <b>Type</b>                         | Wood double doors, 3' x 7'   |
|  | <b>Security/<br/>Hardware</b>       | Keyed lock set   |
|  | <b>View Panels/<br/>Kick-Plates</b> | Glass center panels  |
| <b>Finishes</b>  | <b>Walls</b>                        | Level 3  |
|  | <b>Floor</b>                        | Level 3  |
|  | <b>Base</b>                         | Level 3  |
|  | <b>Ceiling</b>                      | Level 3  |
| <b>Plumbing</b>  |                                     | Per UFC 3-420-01   |
| <b>HVAC</b>  |                                     | Per UFC 3-410-01   |
| <b>Fire Protection</b>   |                                     | Wet or dry pipe sprinkler system, per UFC 3-600-01   |
| <b>Power</b>   |                                     | Receptacles, per UFC 3-520-01  |
| <b>Lighting</b>  |                                     | Per UFC 3-530-01   |
| <b>Communication</b>   | <b>Telephone</b>                    | N/A  |
|  | <b>Data</b>                         | N/A  |
|  | <b>CCTV</b>                         | N/A  |
|  | <b>CATV</b>                         | N/A  |
|  | <b>Security</b>                     | IDS  |
| <b>Acoustics</b>   |                                     | Floors, partitions, and ceilings will meet or exceed the STC 30 requirement.                   |
| <b>Furnishings Fixtures &amp; Equipment (FF&amp;E), Casework</b> |                                     | N/A  |
| <b>Special Requirements</b>                                      |                                     | Provide floor electrical outlet in center of space to accommodate security scanning equipment. |

Figure 5-9 Judge Deliberation Room Data Sheet

|  |                                     |  |
|--|-------------------------------------|--|
| <b>Description/Usage</b>   |                                     | The deliberation room is a conference room that accommodates nine appellate judges. It includes an adjacent unisex restroom and a minimal coffee bar with sink nearby. |
| <b>Ceiling Height</b>  |                                     | 9'0" minimum   |
| <b>Windows</b>   |                                     | None   |
| <b>Doors</b>   | <b>Type</b>                         | Solid wood, 3' x 7'  |
|  | <b>Security/<br/>Hardware</b>       | Keyed lock set   |
|  | <b>View Panels/<br/>Kick-Plates</b> | N/A  |
| <b>Finishes</b>  | <b>Walls</b>                        | Level 2  |
|  | <b>Floor</b>                        | Level 2  |
|  | <b>Base</b>                         | Level 2  |
|  | <b>Ceiling</b>                      | Level 2  |
| <b>Plumbing</b>  |                                     | Per UFC 3-420-01   |
| <b>HVAC</b>  |                                     | Per UFC 3-410-01   |
| <b>Fire Protection</b>   |                                     | Wet or dry pipe sprinkler system, per UFC 3-600-01   |
| <b>Power</b>   |                                     | Receptacles, per UFC 3-520-01  |
| <b>Lighting</b>  |                                     | Per UFC 3-530-01   |
| <b>Communication</b>   | <b>Telephone</b>                    | One, wall-mounted  |
|  | <b>Data</b>                         | NIPR   |
|  | <b>CCTV</b>                         | N/A  |
|  | <b>CATV</b>                         | N/A  |
|  | <b>Security</b>                     | N/A  |
| <b>Acoustics</b>   |                                     | Floors, partitions, and ceilings will meet or exceed the STC 50 requirement. Door to meet the STC 45 requirement.  |
| <b>Furnishings Fixtures &amp; Equipment (FF&amp;E), Casework</b> |                                     | Include nine-person wood conference table, nine swivel chairs, and whiteboard.   |
| <b>Special Requirements</b>                                      |                                     | Direct access to courtroom, to ensure judges have as little contact as possible with other participants in the proceedings.  |

## **5-7 TRIAL JUDICIARY (AF/JAT)**

### **5-7.1 Function and Adjacency**

AF/JAT manages the Air Force judicial circuits, ensuring judges are provided for courts-martial, administrative boards, judicial investigations, parole violation hearings, and special hearings related to draft environmental impact statements. AF/JAT is home to the Central Docketing Office, responsible for managing the docket for all events requiring an assigned trial judge.

Programming sheet: Figure 5-2

Special requirements:

- Work area: W1
- Break area: B1

The judicial circuits, located in the field, are addressed in Chapter 6, paragraph 6-6.

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## CHAPTER 6 AFLOA FIELD OFFICES AND FIELD SUPPORT CENTERS

### 6-1 JAJD AREA DEFENSE COUNSEL (ADC) OFFICES

#### 6-1.1 Function and Adjacency

The ADC provides Airmen suspected of offenses or facing adverse administrative action with independent legal advice and representation. ADC personnel provide confidential advice, free from the influence of local chains of command. Operational and spatial separation of ADC offices facilitates attorney-client interaction.

Programming sheet: Figure 6-1

Special requirements:

- Due to client intake and interviewing responsibilities, the defense paralegal is entitled to a P2 office.
- For security, provide duress alarms in all offices, as well as a secondary exit.

#### 6-1.2 Site Location

The ADC office can either be free-standing (preferable) or collocated in a multi-use building. If it is a stand-alone facility, locate the ADC in close proximity with dorms or dining facilities, allowing easy access for Airmen. It is imperative to separate the ADC office from the following facilities:

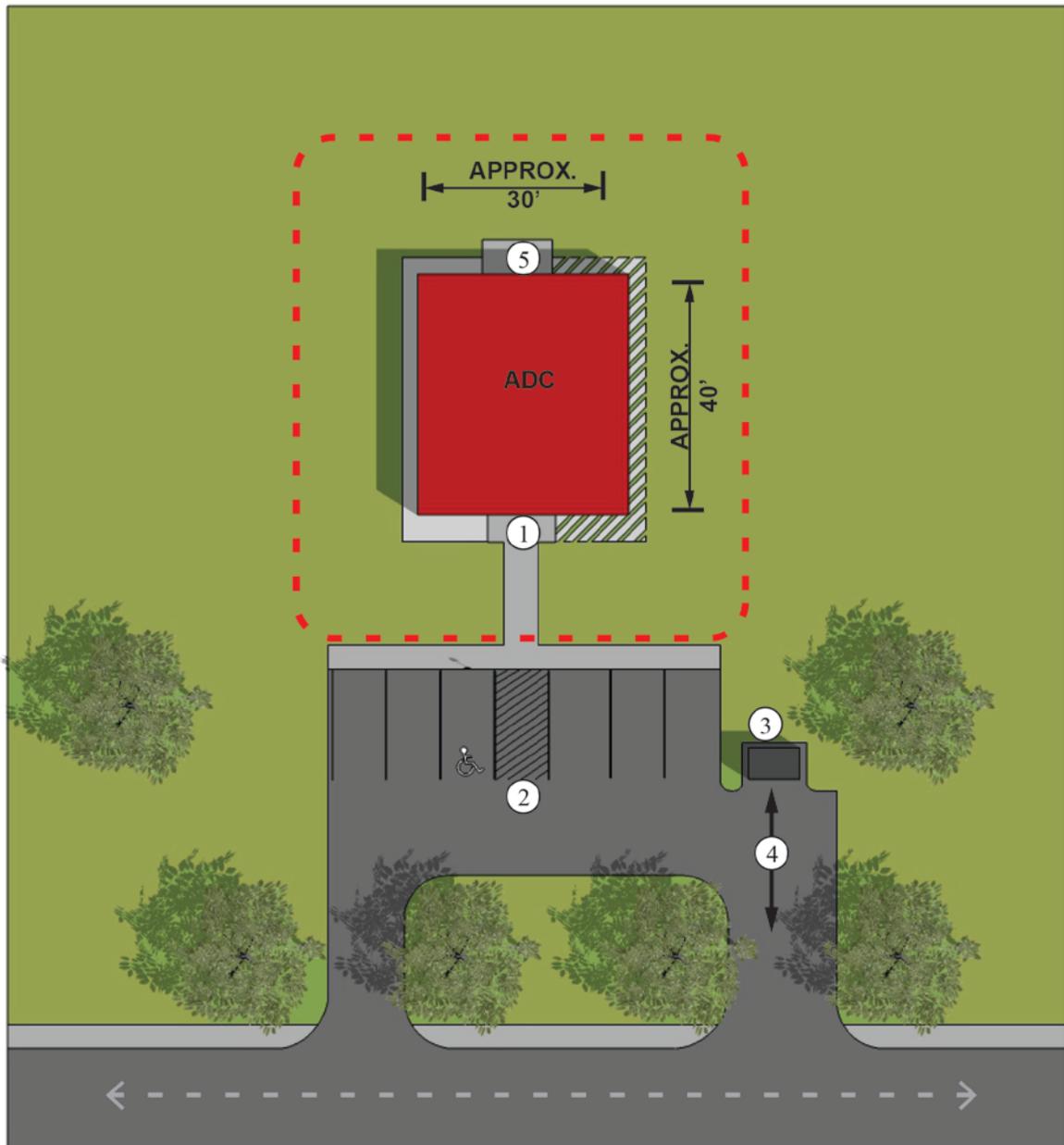
- Installation legal office
- Sexual Assault Response Coordinator (SARC)
- Special Victims' Counsel (SVC)
- Installation command offices
- Security Forces/AFOSI offices
- Family Advocacy office
- IG office

Figure 6-1 ADC Office Programming Sheet

(This programming sheet is notional, in that it reflects the space requirements for the ADC legal office depicted in Figures 6-2 through 6-4. However, it can be used for all offices of the same type, using the formulas listed in the comments.)

| AREA  | NO. OCCUPANTS | S.F. PER USER | NO. OF ROOMS REQUIRED | STANDARD ROOM REQUIREMENTS | NET USER REQUIREMENTS |         | COMMENTS |
|---|---------------|---------------|-----------------------|----------------------------|-----------------------|---------|----------|
|   |               |               |                       | SF                         | SF                    | SM      |          |
| <b>Area Defense Counsel Office (ADC)</b>  |               |               |                       |                            |                       |         |          |
| <b>Offices:</b>   |               |               |                       |                            |                       |         |          |
| A1: General Office  | 1             | 0             | 1                     | 100                        | 100                   | 9.29    | 1.10     |
| A2: Attorney  | 1             | 0             | 1                     | 120                        | 120                   | 11.148  | 1.10     |
| A3: Deputy SJA  | 1             | 0             | 0                     | 150                        | 0                     | 0       | 1.10     |
| A4: SJA   | 1             | 0             | 0                     | 216                        | 0                     | 0       | 1.10     |
| <b>Paralegal Work Spaces:</b>   |               |               |                       |                            |                       |         |          |
| P1: Open  | 1             | 0             | 0                     | 64                         | 0                     | 0       | 2.10     |
| P2: Standard  | 1             | 0             | 1                     | 100                        | 100                   | 9.29    | 2.10     |
| P3: MAJCOM Functional Manager   | 0             | 0             | 0                     | 120                        | 0                     | 0       | 2.10     |
| <b>Conference Rooms:</b>  |               |               |                       |                            |                       |         |          |
| C1: Huddle Room   | 6             | 0             | 1                     | 168                        | 168                   | 15.6072 | 3.10     |
| C2: Small   | 15            | 0             | 0                     | 304                        | 0                     | 0       | 3.10     |
| C3: Medium  | 30            | 0             | 0                     | 450                        | 0                     | 0       | 3.10     |
| C4: Large   | 45            | 0             | 0                     | 600                        | 0                     | 0       | 3.10     |
| <b>Work Rooms:</b>  |               |               |                       |                            |                       |         |          |
| W1: Open Work Area  | 0             | 0             | 0                     | 60                         | 0                     | 0       | 4.10     |
| W2: Work Room   | 0             | 0             | 1                     | 120                        | 120                   | 11.148  | 4.10     |
| W3: Work Room   | 0             | 0             | 0                     | 200                        | 0                     | 0       | 4.10     |
| <b>Break Rooms:</b>   |               |               |                       |                            |                       |         |          |
| B1: Coffee Bar  | 0             | 0             | 1                     | 60                         | 60                    | 5.574   | 5.10     |
| B2: Break Room  | 0             | 0             | 0                     | 120                        | 0                     | 0       | 5.10     |
| B3: Break Room  | 0             | 0             | 0                     | 252                        | 0                     | 0       | 5.10     |
| B4: Break Room  | 0             | 0             | 0                     | 399                        | 0                     | 0       | 5.10     |
| <b>Storage:</b>   |               |               |                       |                            |                       |         |          |
| S1: Open Storage Area   | 0             | 0             | 1                     | 60                         | 60                    | 5.574   | 6.10     |
| S2: Closed Secured Storage  | 0             | 0             | 0                     | 0                          | 0                     | 0       | 6.10     |
| S4: Special Storage   | 0             | 0             | 0                     | 0                          | 0                     | 0       | 7.10     |
| <b>Other:</b>   |               |               |                       |                            |                       |         |          |
| Waiting/Reception Area  | 4             | 0             | 1                     | 336                        | 336                   | 31.2144 | 8.10     |
| <b>Total Facility Net Floor Area</b>  |               |               |                       |                            |                       |         |          |
| Net to Gross  | 15.00%        |               |                       |                            | 1449                  | 134.61  |          |
| Total Facility Gross Area   |               |               |                       |                            | 217                   | 20.19   |          |
|   |               |               |                       |                            | 1666                  | 154.80  |          |
| <b>Parking:</b>   |               |               |                       |                            |                       |         |          |
| UMD   | 2             |               |                       |                            | 2                     |         | 9        |
| Clients   | 4             |               |                       |                            | 4                     |         | 9        |
| <b>Total Number of Parking Spaces</b>   |               |               |                       |                            | 6                     |         |          |
| <p>To the extent the information in this manual differs from that in Chapter 6 of AFMAN 32-1084, this information supersedes. Other applicable information not included in this manual can be found in AFMAN 32-1084, Chapter 6, Tables 6.3 and 6.4.</p> <ol style="list-style-type: none"> <li>Attorney Offices: A2 - 1, for defense counsel, as authorized on UMD; A1 - 1, for visiting attorney.</li> <li>Paralegal Work Spaces: P2 - for defense paralegals, as authorized on UMD.</li> <li>Conference Rooms: Typically C1. JBSA - Lackland ADC: C3.</li> <li>Work Room: W2.</li> <li>Break Room: B1.</li> <li>Total storage requirements: 30 linear ft. + (# authorized on UMD X 10) linear ft. Includes open area storage (outside individual offices and workstations) and closed/secure area storage (in separate, locked area). Distribution of open and closed storage depends on specific legal office requirements.</li> <li>Special Storage: As required (e.g., safe or SCIF).</li> <li>Waiting/Reception Area: # authorized on UMD x 2. JBSA - Lackland ADC: 15.</li> <li>Parking spaces (basic requirement): # authorized on UMD x 3.</li> <li>Administrative areas include circulation factor of 10%, per AFMAN 32-1084.</li> </ol> |               |               |                       |                            |                       |         |          |

Figure 6-2 ADC Office Notional Site Diagram (If Freestanding Facility)



- ① OFFICE ENTRY
- ② POV PARKING (ONE WAY)
- ③ DUMPSTER
- ④ TRUCK ACCESS
- ⑤ SECONDARY EXIT



STANDOFF DISTANCE  
REFERENCE UFC 4-010-01



ACCESS STREET

Figure 6-3 ADC Office Adjacency Diagram

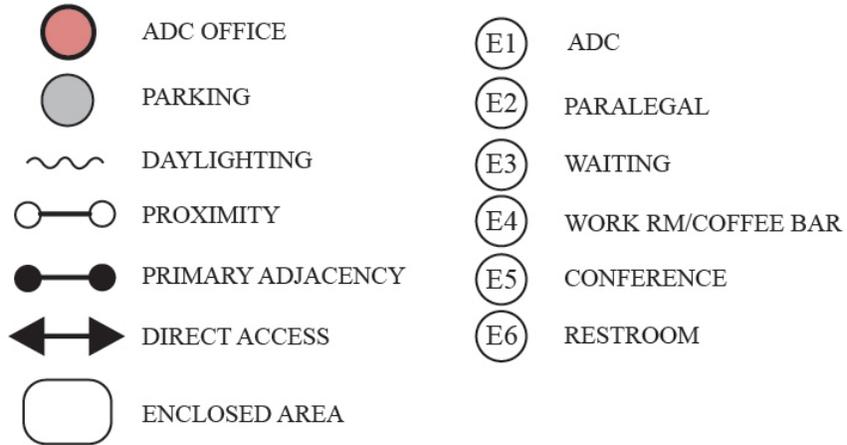
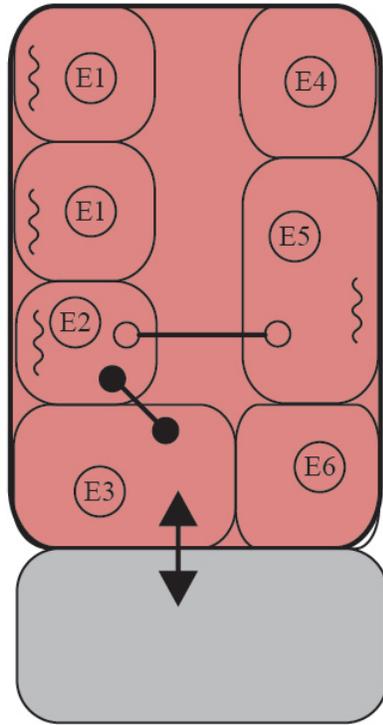
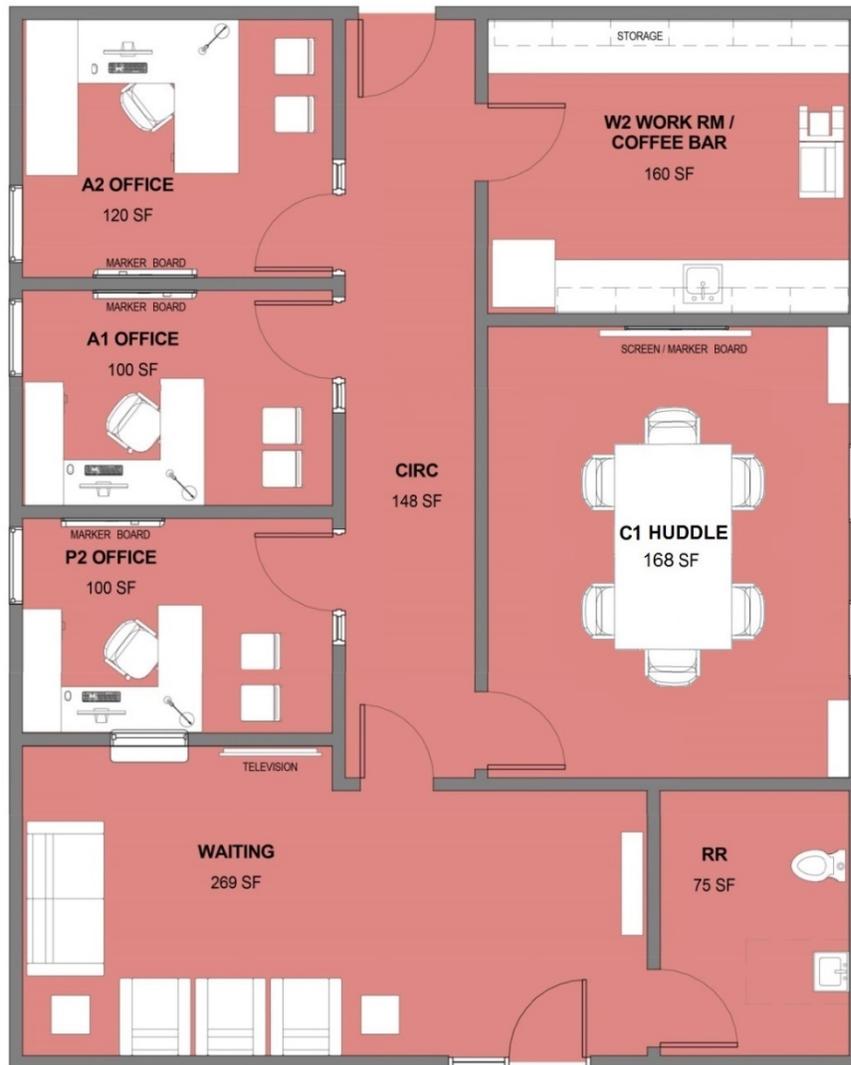


Figure 6-4 ADC Notional Floor Plan



## **6-2 CLSV SPECIAL VICTIMS' COUNSEL (SVC) OFFICES**

### **6-2.1 Function and Adjacency**

SVCs represent victims of sexual assault during reporting, military investigations, and military proceedings, in both trial and post-trial matters. They advocate to protect victims' rights by removing barriers to victim participation in the military justice process and assisting victims in obtaining available services and resources. SVCs are located at bases throughout the Air Force, yet represent clients through an independent chain of command in AFLOA. Eligibility for representation and the scope of representation is a vital and expanding Air Force mission.

Programming sheet: Figure 6-5

Special requirements:

- Due to client intake and interviewing responsibilities, the Special Victims' Paralegal (SVP) is entitled to a P2 office.
- Larger waiting area, including a play area for children.

### **6-2.2 Site Location**

The privacy and dignity of a sexual assault victim is paramount when considering SVC facilities. SVC offices may be stand-alone facilities (preferable) or secondary tenants in buildings that serve another primary function. The preferred location is one that provides discreet 24/7 entry and direct access to and from a parking lot. Provide a secondary exit for added security. Preferred adjacencies include:

- Installation chaplain's office
- Installation clinic/hospital
- SARC office
- Equal Opportunity office

It is imperative that SVC facilities be separate from the following:

- ADC office
- Installation legal office
- Security Forces office
- AFOSI office
- IG office

Figure 6-5 SVC Programming Sheet

(This programming sheet is notional, in that it reflects the space requirements for the SVC legal office depicted in Figures 6-6 through 6-8. However, it can be used for all offices of the same type, using the formulas listed in the comments.)

| AREA  | NO. OCCUPANTS | S.F. PER USER | NO. OF ROOMS REQUIRED | STANDARD ROOM REQUIREMENTS | NET USER REQUIREMENTS |         | COMMENTS |
|---|---------------|---------------|-----------------------|----------------------------|-----------------------|---------|----------|
|   |               |               |                       | SF                         | SF                    | SM      |          |
| <b>Special Victims Counsel Office (SVC)</b> |               |               |                       |                            |                       |         |          |
| <b>Offices:</b>                             |               |               |                       |                            |                       |         |          |
| A1: General Office                          | 1             | 0             | 1                     | 100                        | 100                   | 9.29    | 1.10     |
| A2: Attorney                                | 1             | 0             | 1                     | 120                        | 120                   | 11.148  | 1.10     |
| A3: Deputy SJA                              | 1             | 0             | 0                     | 150                        | 0                     | 0       | 1.10     |
| A4: SJA                                     | 1             | 0             | 0                     | 216                        | 0                     | 0       | 1.10     |
| <b>Paralegal Work Spaces:</b>               |               |               |                       |                            |                       |         |          |
| P1: Open                                    | 1             | 0             | 0                     | 64                         | 0                     | 0       | 2.10     |
| P2: Standard                                | 1             | 0             | 1                     | 100                        | 100                   | 9.29    | 2.10     |
| P3: MAJCOM Functional Manager               | 1             | 0             | 0                     | 120                        | 0                     | 0       | 2.10     |
| <b>Conference Rooms:</b>                    |               |               |                       |                            |                       |         |          |
| C1: Huddle Room                             | 6             | 0             | 1                     | 168                        | 168                   | 15.6072 | 3.10     |
| C2: Small                                   | 15            | 0             | 0                     | 304                        | 0                     | 0       | 3.10     |
| C3: Medium                                  | 30            | 0             | 0                     | 450                        | 0                     | 0       | 3.10     |
| C4: Large                                   | 45            | 0             | 0                     | 600                        | 0                     | 0       | 3.10     |
| <b>Work Rooms:</b>                          |               |               |                       |                            |                       |         |          |
| W1: Open Work Area                          | 0             | 0             | 0                     | 60                         | 0                     | 0       | 4.10     |
| W2: Work Room                               | 0             | 0             | 1                     | 120                        | 120                   | 11.148  | 4.10     |
| W3: Work Room                               | 0             | 0             | 0                     | 200                        | 0                     | 0       | 4.10     |
| <b>Break Rooms:</b>                         |               |               |                       |                            |                       |         |          |
| B1: Coffee Bar                              | 0             | 0             | 1                     | 60                         | 60                    | 5.574   | 5.10     |
| B2: Break Room                              | 0             | 0             | 0                     | 120                        | 0                     | 0       | 5.10     |
| B3: Break Room                              | 0             | 0             | 0                     | 252                        | 0                     | 0       | 5.10     |
| B4: Break Room                              | 0             | 0             | 0                     | 399                        | 0                     | 0       | 5.10     |
| <b>Storage:</b>                             |               |               |                       |                            |                       |         |          |
| S1: Open Storage Area                       | 0             | 0             | 1                     | 60                         | 60                    | 5.574   | 6.10     |
| S2: Closed Secured Storage                  | 0             | 0             | 0                     | 0                          | 0                     | 0       | 6.10     |
| S4: Special Storage                         | 0             | 0             | 0                     | 0                          | 0                     | 0       | 7.10     |
| <b>Other:</b>                               |               |               |                       |                            |                       |         |          |
| Waiting/Reception Area                      | 5             | 0             | 1                     | 385                        | 385                   | 35.7665 | 8.10     |
| <b>Total Facility Net Floor Area</b>        |               |               |                       |                            | 1113                  | 103.40  |          |
| <b>Net to Gross</b>                         |               |               |                       |                            | 15.00%                | 167     | 15.51    |
| <b>Total Facility Gross Area</b>            |               |               |                       |                            | 1280                  | 118.91  |          |

| AREA                                  | NO. OCCUPANTS |  |  |  | NO. OF PARKING SPACES | COMMENTS |
|---------------------------------------|---------------|--|--|--|-----------------------|----------|
| <b>Parking:</b>                       |               |  |  |  |                       |          |
| UMD                                   | 2             |  |  |  | 2                     | 9        |
| Clients                               | 2             |  |  |  | 2                     | 9        |
| <b>Total Number of Parking Spaces</b> |               |  |  |  | 4                     |          |

To the extent the information in this manual differs from that in Chapter 6 of AFMAN 32-1084, this information supersedes. Other applicable information not included in this manual can be found in AFMAN 32-1084, Chapter 6, Tables 6.3 and 6.4.

- Attorney Offices: A2 - for SVCs, as authorized on UMD; A1 - 1, for visiting attorney.
- Paralegal Work Spaces: P2 - for SVPs, as authorized on UMD.
- Conference Rooms: C1.
- Work Room: W2.
- Break Room: B1.
- Total storage requirements: 30 linear ft. + (# authorized on UMD X 10) linear ft. Includes open area storage (outside individual offices and workstations) and closed/secure area storage (in separate, locked area). Distribution of open and closed storage depends on specific legal office requirements.
- Special Storage: As required (e.g., safe or SCIF).
- Waiting/Reception Area: # authorized SVCs x 2, with additional space for children's play area.
- Parking spaces (basic requirement): # authorized SVCs x 3, plus # authorized SVPs.
- Administrative areas include circulation factor of 10%, per AFMAN 32-1084.

Figure 6-6 (Not Used)

Figure 6-7 SVC Adjacency Diagram

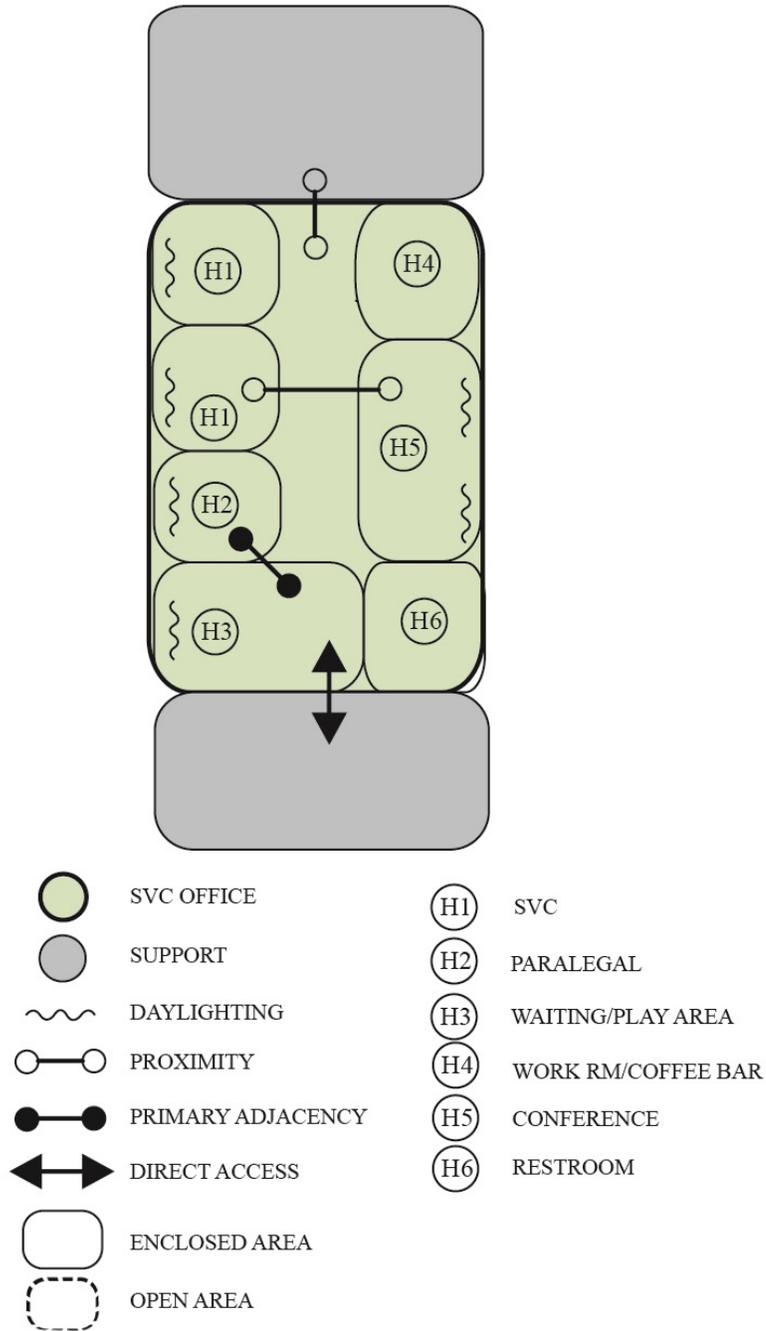
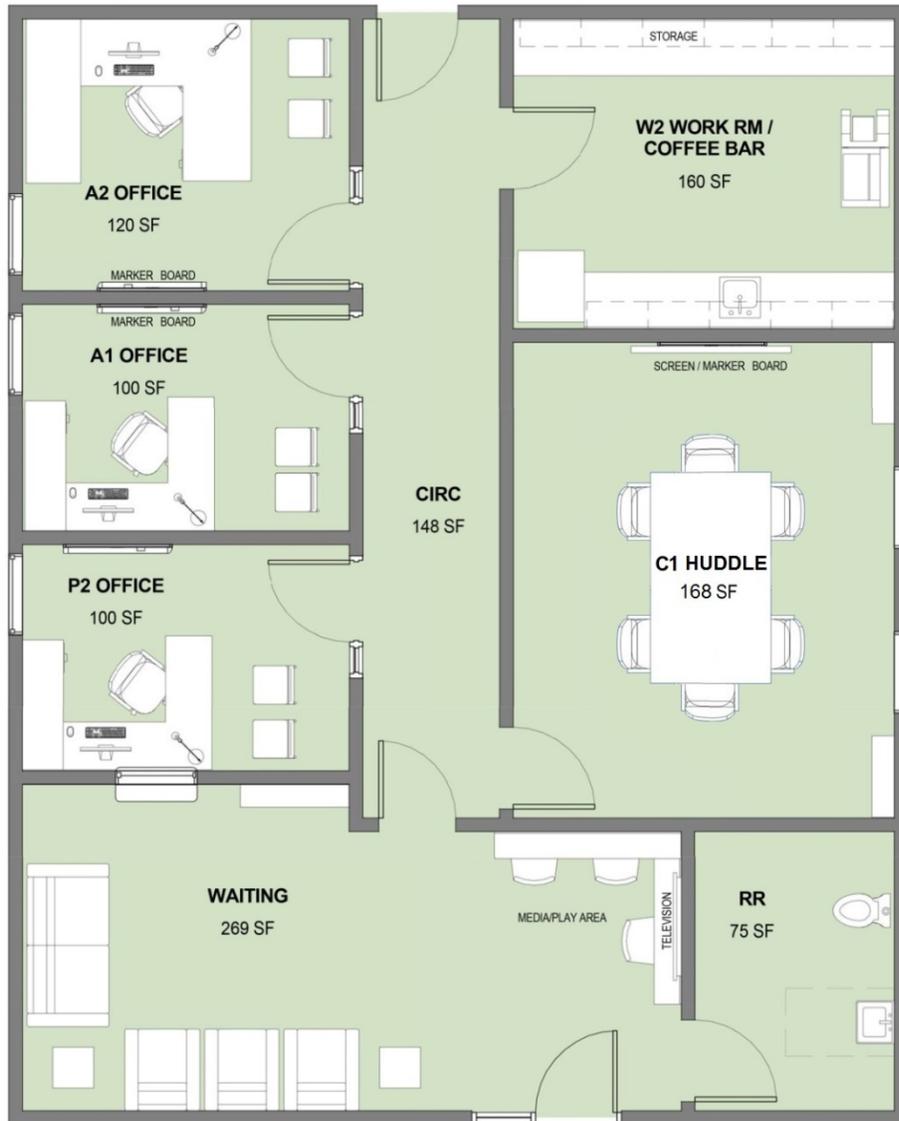


Figure 6-8 SVC Notional Floor Plan



## **6-3 CLSA OFFICE OF AIRMAN'S COUNSEL (OAC)**

### **6-3.1 Function and Adjacency**

The OAC represents Airmen involved in the Disability Evaluation System (DES). OAC attorneys and paralegals provide legal assistance to help Airmen reach their desired medical evaluation outcome. As the Airmen progress through the system, the OAC provides more specific advice, ultimately representing them if they choose to appear before the Formal Physical Evaluation Board (FPEB). The OAC also represents Airmen in appeals to the Secretary of the Air Force Personnel Council (SAFPC) and the Veterans Administration (VA). The OAC has unique privacy and security concerns because it routinely handles Health Insurance Portability and Accountability Act (HIPAA) and Privacy Act documents. Typically, four to five clients report to the FPEB each day, are in-briefed by OAC paralegals, and meet with assigned attorneys to prepare for FPEB hearings. Frequently, clients bring family members and/or medical escorts to assist them, as well as witnesses to testify on their behalf.

Programming sheet: Figure 6-9

Special requirements:

- Chief's office: A4
- Deputy chief's office: A3
- Handicap accessibility
- Waiting area with seating for 15, including space for three to four wheelchairs
- Records viewing room: Seating for 2 at each computer workstation
- Conference Room: C3
- Work room: W3
- Closed/secure storage area: Locked file cabinet, with 12 linear feet of storage for HIPAA and Privacy Act documents
- Break area: B2, B1
- IDS alarm at front and back doors
- Duress alarms in all offices and workstations

### **6-3.2 Site Selection**

The OAC is a unique, specialized legal representation group, presently located at JBSA-Randolph. It could be situated in a stand-alone facility, but currently is a secondary tenant in another building. The preferred location for the office is one readily accessible on base, with direct access to and from a parking lot. Additionally, because many OAC clients have disabilities that make it difficult for them to ambulate, wheelchair and handicap accessibility is vital.

Figure 6-9 OAC Programming Sheet

(This programming sheet is notional, in that it reflects the space requirements for the OAC legal office depicted in Figures 6-10 and 6-11.)

| AREA  | NO. OCCUPANTS | S.F. PER USER | NO. OF ROOMS REQUIRED | STANDARD ROOM REQUIREMENTS | NET USER REQUIREMENTS |         | COMMENTS |
|---|---------------|---------------|-----------------------|----------------------------|-----------------------|---------|----------|
|   |               |               |                       | SF                         | SF                    | SM      |          |
| <b>Office of Airmans Counsel (OAC)</b>  |               |               |                       |                            |                       |         |          |
| <b>Offices:</b>   |               |               |                       |                            |                       |         |          |
| A1: General Office/Visiting Attorney  | 1             | 0             | 2                     | 100                        | 200                   | 18.58   | 1.10     |
| A2: Attorney  | 1             | 0             | 11                    | 120                        | 1320                  | 122.628 | 1.10     |
| A3: Deputy Chief  | 1             | 0             | 1                     | 150                        | 150                   | 13.935  | 1.10     |
| A4: Chief   | 1             | 0             | 1                     | 216                        | 216                   | 20.0664 | 1.10     |
| <b>Paralegal Work Spaces:</b>   |               |               |                       |                            |                       |         |          |
| P1: Open  | 1             | 0             | 4                     | 64                         | 256                   | 23.7824 | 2.10     |
| P2: Standard LOS  | 1             | 0             | 1                     | 100                        | 100                   | 9.29    | 2.10     |
| P3: MAJCOM Functional Manager   | 1             | 0             | 0                     | 120                        | 0                     | 0       | 2.10     |
| <b>Conference Rooms:</b>  |               |               |                       |                            |                       |         |          |
| C1: Huddle Room   | 6             | 0             | 0                     | 168                        | 0                     | 0       | 3.10     |
| C2: Small   | 15            | 0             | 0                     | 304                        | 0                     | 0       | 3.10     |
| C3: Medium  | 30            | 0             | 1                     | 450                        | 450                   | 41.805  | 3.10     |
| C4: Large   | 45            | 0             | 0                     | 600                        | 0                     | 0       | 3.10     |
| <b>Work Rooms:</b>  |               |               |                       |                            |                       |         |          |
| W1: Open Work Area  | 0             | 0             | 0                     | 60                         | 0                     | 0       | 4.10     |
| W2: Work Room   | 0             | 0             | 0                     | 120                        | 0                     | 0       | 4.10     |
| W3: Work Room   | 0             | 0             | 1                     | 200                        | 200                   | 18.58   | 4.10     |
| <b>Break Rooms:</b>   |               |               |                       |                            |                       |         |          |
| B1: Coffee Bar  | 0             | 0             | 1                     | 60                         | 60                    | 5.574   | 5.10     |
| B2: Break Room  | 0             | 0             | 1                     | 120                        | 120                   | 11.148  | 5.10     |
| B3: Break Room  | 0             | 0             | 0                     | 252                        | 0                     | 0       | 5.10     |
| B4: Break Room  | 0             | 0             | 0                     | 399                        | 0                     | 0       | 5.10     |
| <b>Storage:</b>   |               |               |                       |                            |                       |         |          |
| S1: Open Storage Area   | 0             | 0             | 0                     | 0                          | 0                     | 0       | 6.10     |
| S2: Closed/Secured Area   | 0             | 0             | 1                     | 210                        | 210                   | 19.509  | 6.10     |
| S3: Special Storage   | 0             | 0             | 0                     | 0                          | 0                     | 0       | 7.10     |
| <b>Other:</b>   |               |               |                       |                            |                       |         |          |
| Waiting/Reception Area  | 15            | 0             | 1                     | 536                        | 536                   | 49.7944 | 8.10     |
| Record Review   | 8             | 0             | 1                     | 455                        | 455                   | 42.2695 | 10       |
|   | 0             | 0             | 0                     | 0                          | 0                     | 0       |          |
|   | 0             | 0             | 0                     | 0                          | 0                     | 0       |          |
| <b>Total Facility Net Floor Area</b>  |               |               |                       |                            | 4273                  | 396.96  |          |
| <b>Net to Gross</b>   | 15.00%        |               |                       |                            | 641                   | 59.54   |          |
| <b>Total Facility Gross Area</b>  |               |               |                       |                            | 4914                  | 456.51  |          |
| <b>Parking:</b>   |               |               |                       |                            |                       |         |          |
| UMD   | 18            |               |                       |                            | 18                    |         | 9        |
| Clients   | 10            |               |                       |                            | 10                    |         | 9        |
| <b>Total Number of Parking Spaces</b>   |               |               |                       |                            | 28                    |         |          |
| <p>To the extent the information in this manual differs from that in Chapter 6 of AFMAN 32-1084, this information supersedes. Other applicable information not included in this manual can be found in AFMAN 32-1084, Chapter 6, Tables 6.3 and 6.4.</p> <ol style="list-style-type: none"> <li>Attorney Offices: A4 - 1, for Chief, A3 - 1, for Deputy Chief, A2 - for other attorneys, as authorized on UMD, and VA Counselor, A1 - 2, for visiting attorneys.</li> <li>Paralegal Work Spaces: P2 - 1, for LOS; P1, for other paralegals, as authorized on UMD.</li> <li>Conference Room: C3.</li> <li>Work Room: W3.</li> <li>Break Room: B2 (for staff), B1 (for clients).</li> <li>Total storage requirements: 30 linear ft. + (if authorized on UMD X 10) linear ft. Includes open area storage (outside individual offices and workstations) and closed/secure area storage (in separate, locked area). Distribution of open and closed storage depends on specific legal office requirements.</li> <li>Special Storage: As required (e.g., safe or SCIF).</li> <li>Waiting/Reception Area: 15, to include support personnel for disabled members.</li> <li>Parking spaces (basic requirement): # authorized on UMD + 10.</li> <li>Administrative areas include circulation factor of 10%, per AFMAN 32-1084.</li> </ol> |               |               |                       |                            |                       |         |          |

Figure 6-10 OAC Office Adjacency Diagram

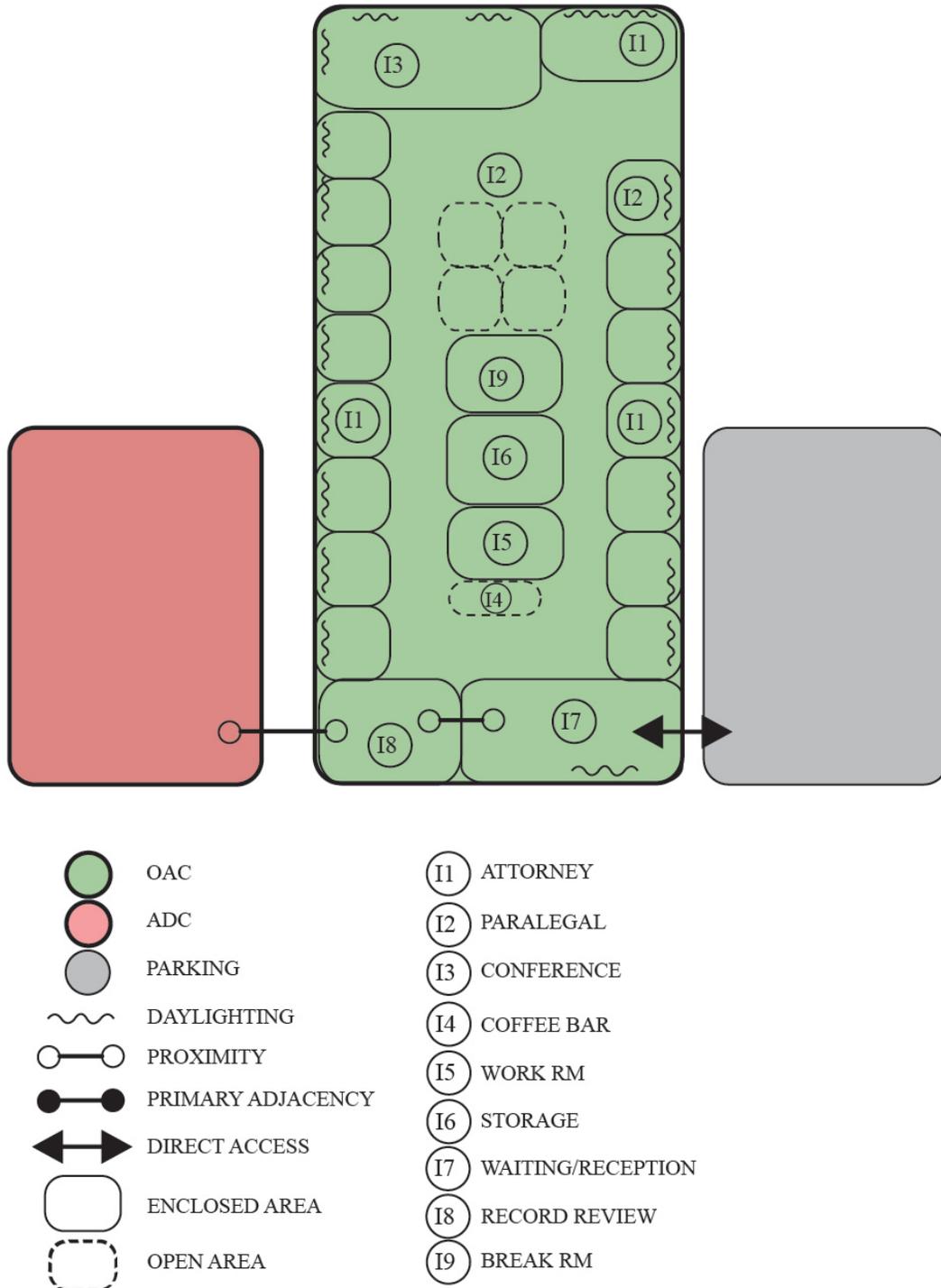
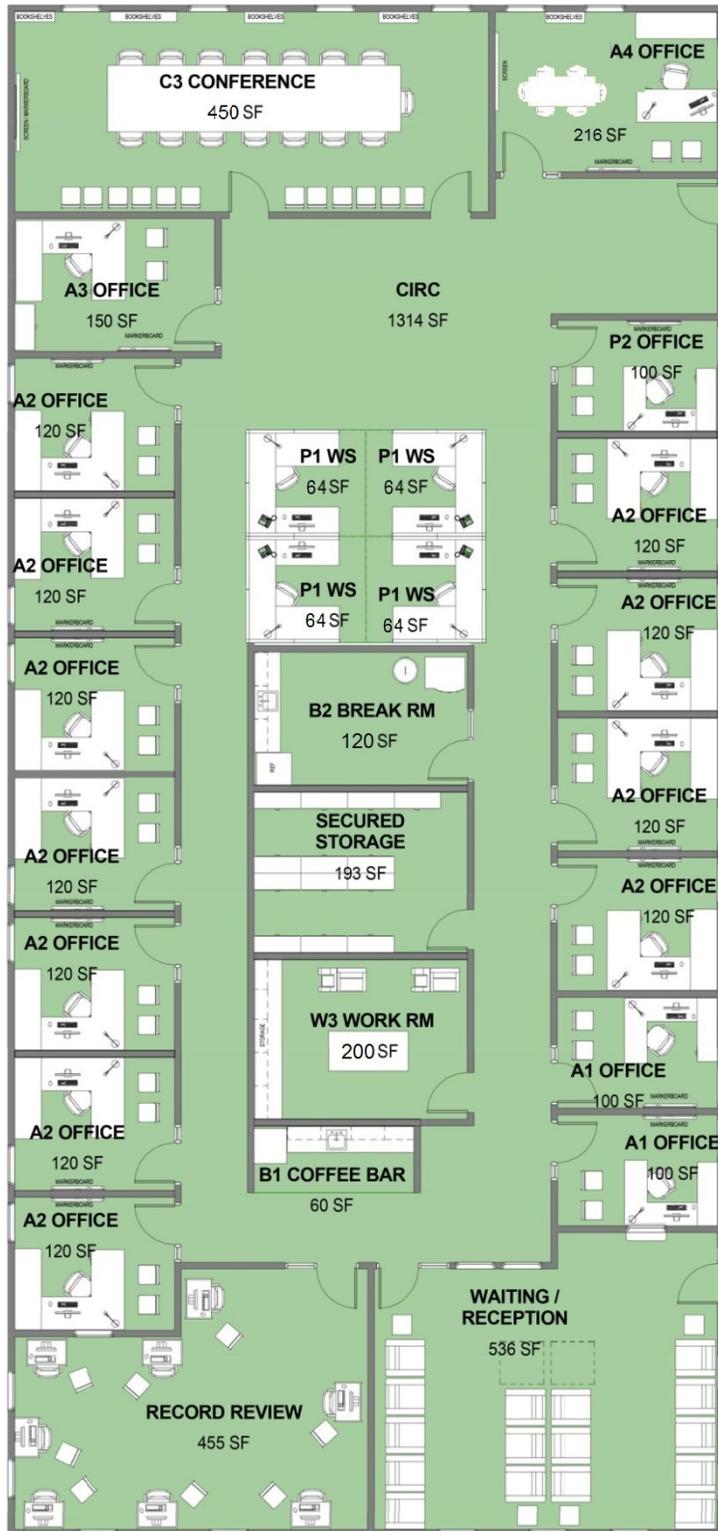


Figure 6-11 OAC Office Notional Floor Plan



## **6-4 FIELD SUPPORT CENTERS (FSC)**

### **6-4.1 Function and Adjacency**

In addition to AFLOA/JACC's offices in the Jones Building, it also staffs five satellite FSCs:

- Air Force Claims Service Center (AFCSC)
- Environmental Law Field Support Center (ELFSC)
- Medical Cost Reimbursement Program (MCRP)
- Medical Law Field Support Center (MLFSC)
- Utility Law Field Support Center (ULFSC)

### **6-4.2 Air Force Claims Service Center (AFCSC)**

The AFCSC processes permanent change of station (PCS) claims by service members and other claims against the government.

Programming sheet: Figure 6-12

Special requirements:

- Server room: 200 square feet, secured and climate controlled, with four server racks
- Chief's office: A3
- Conference room: C3
- Work area: W1
- Closed/secure storage: 300 square feet, with 144 linear feet of storage for claims files and financial payment documents
- Break room: B2

### **6-4.3 Environmental Law Field Support Center (ELFSC)**

The ELFSC provides a broad range of environmental law support to the MAJCOMs, and the Air Force Installation and Mission Support Center (AFIMSC) and its subordinate units.

Programming sheet: Figure 6-12

Special requirements:

- Chief's office: A4
- Deputy Chief's office: A3
- Conference room: C3
- Classified workstation/storage area: 260 square feet
- Open storage: 1,195 linear feet of high-density storage
- Work area: W1
- Break area: B1
- Waiting/reception area: Two seats, in leadership suite

#### **6-4.4 Medical Cost Reimbursement Program (MCRP)**

The MCRP pursues third-party liability claims to reimburse the Air Force for medical care provided to Air Force active-duty members, retirees, and dependents. It is dispersed in eight regional, CONUS-based offices.

Programming sheet: Figure 6-12

Special requirements for each regional office:

- Paralegals require P2 offices because of the confidential nature of frequent discussions regarding third-party liability claims.
- Conference room: C1 or C2, sized for total authorized on UMD
- Work area: W1
- Closed/secure storage: 240 to 400 linear feet of storage, depending on regional office requirement for retaining third-party liability claim records
- Break area: B1
- Client waiting/reception area: 2 seats

#### **6-4.5 Medical Law Field Support Center (MLFSC)**

The MLFSC embeds medical law consultants (MLC) and paralegals at regional medical treatment facilities (MTF) to provide medical-legal advice directly to the MTF/CC and staff, as well as other MTFs in the region. MLCs also provide reachback support to base

legal offices within their regions. The MLFSC is dispersed at nine regional CONUS offices and one OCONUS office.

Programming sheet: Figure 6-12

Special requirements: All support spaces (e.g., conference room, storage area, safe, waiting area, visiting attorney office, work room, break room, restrooms, and parking) are shared with other building occupants.

#### **6-4.6 Utility Law Field Support Center (ULFSC)**

As the largest consumer of energy in the federal government, the Air Force works with many of the nation's power utilities to purchase electrical power. The ULFSC represents the Air Force before state public service commissions in utility rate negotiations.

Programming sheet: Figure 6-12

Special requirements:

- Conference room: C1
- Work area: W1

Figure 6-12 Field Support Center Standard Programming Sheet

(Items marked "TBD" will be determined according to the notes at the bottom of the programming sheet.)

| AREA  | NO. OCCUPANTS | S.F. PER USER | NO. OF ROOMS REQUIRED | STANDARD ROOM REQUIREMENTS | NET USER REQUIREMENTS |     | COMMENTS |
|---|---------------|---------------|-----------------------|----------------------------|-----------------------|-----|----------|
|   |               |               |                       | SF                         | SF                    | SM  |          |
| <b>Field Support Centers Offices (FSCs)</b> |               |               |                       |                            |                       |     |          |
| <b>Attorney Offices:</b>                    |               |               |                       |                            |                       |     |          |
| A1: General Office                          | 1             | 0             | TBD                   | 100                        | TBD                   | TBD | 1.10     |
| A2: Attorney                                | 1             | 0             | TBD                   | 120                        | TBD                   | TBD | 1.10     |
| A3: Deputy SJA                              | 1             | 0             | TBD                   | 150                        | TBD                   | TBD | 1.10     |
| A4: SJA                                     | 1             | 0             | TBD                   | 216                        | TBD                   | TBD | 1.10     |
| <b>Paralegal Work Spaces:</b>               |               |               |                       |                            |                       |     |          |
| P1: Open                                    | 1             | 0             | TBD                   | 64                         | TBD                   | TBD | 2.10     |
| P2: Standard Paralegal                      | 1             | 0             | TBD                   | 100                        | TBD                   | TBD | 2.10     |
| P3: Command Paralegal                       | 1             | 0             | 0                     | 120                        | 0                     | 0   | 2.10     |
| P4: Large Workstation                       | 1             | 0             | 0                     | 100                        | 0                     | 0   | 2.10     |
| <b>Conference Rooms:</b>                    |               |               |                       |                            |                       |     |          |
| C1: Huddle Room                             | 6             | 0             | TBD                   | 168                        | TBD                   | TBD | 3.10     |
| C2: Small                                   | 15            | 0             | TBD                   | 304                        | TBD                   | TBD | 3.10     |
| C3: Medium                                  | 30            | 0             | TBD                   | 450                        | TBD                   | TBD | 3.10     |
| C4: Large                                   | 45            | 0             | TBD                   | 600                        | TBD                   | TBD | 3.10     |
| <b>Work Rooms:</b>                          |               |               |                       |                            |                       |     |          |
| W1: Open Work Area                          | 0             | 0             | TBD                   | 60                         | TBD                   | TBD | 4.10     |
| W2: Work Room                               | 0             | 0             | TBD                   | 120                        | TBD                   | TBD | 4.10     |
| W3: Work Room                               | 0             | 0             | TBD                   | 200                        | TBD                   | TBD | 4.10     |
| <b>Break Rooms:</b>                         |               |               |                       |                            |                       |     |          |
| B1: Coffee Bar                              | 0             | 0             | TBD                   | 60                         | TBD                   | TBD | 5.10     |
| B2: Break Room                              | 0             | 0             | TBD                   | 120                        | TBD                   | TBD | 5.10     |
| B3: Break Room                              | 0             | 0             | TBD                   | 252                        | TBD                   | TBD | 5.10     |
| B4: Break Room                              | 0             | 0             | TBD                   | 399                        | TBD                   | TBD | 5.10     |
| <b>Storage:</b>                             |               |               |                       |                            |                       |     |          |
| S1: Open Storage Area                       | 0             | 0             | TBD                   | TBD                        | TBD                   | TBD | 6.10     |
| S2: Closed/Secured Area                     | 0             | 0             | TBD                   | TBD                        | TBD                   | TBD | 6.10     |
| S3: Special Storage                         | 0             | 0             | TBD                   | TBD                        | TBD                   | TBD | 7.10     |
| <b>Other:</b>                               |               |               |                       |                            |                       |     |          |
| Waiting/Reception Area                      | TBD           | 0             | TBD                   | TBD                        | TBD                   | TBD | 8.10     |
|   | 0             | 0             | 0                     | 0                          | 0                     | 0   |          |
|   | 0             | 0             | 0                     | 0                          | 0                     | 0   |          |
|   | 0             | 0             | 0                     | 0                          | 0                     | 0   |          |
| <b>Total Facility Net Floor Area</b>        |               |               |                       |                            | TBD                   | TBD |          |
| <b>Net to Gross</b>                         | 15.00%        |               |                       |                            | TBD                   | TBD |          |
| <b>Total Facility Gross Area</b>            |               |               |                       |                            | TBD                   | TBD |          |

| AREA                                  | NO. OCCUPANTS |  |  |  | NO. OF PARKING SPACES | COMMENTS |
|---------------------------------------|---------------|--|--|--|-----------------------|----------|
| <b>Parking:</b>                       |               |  |  |  |                       |          |
| UMD                                   | TBD           |  |  |  | TBD                   | 9        |
| Clients                               | TBD           |  |  |  | TBD                   | 9        |
| <b>Total Number of Parking Spaces</b> |               |  |  |  | TBD                   |          |

To the extent the information in this manual differs from that in Chapter 6 of AFMAN 32-1084, this information supersedes. Other applicable information not included in this manual can be found in AFMAN 32-1084, Chapter 6, Tables 6.3 and 6.4.

- Attorney Offices: A2 - for attorneys, as authorized on UMD.
- Paralegal/Administrative Work Spaces: P2 - 1, for LOS; P1 - other paralegal/administrative personnel, as authorized on UMD.
- Conference Room: As required.
- Work Room: As required.
- Break Room: As required.
- Total storage requirements: 30 linear ft. + (# authorized on UMD X 10) linear ft. Includes open area storage (outside individual offices and workstations) and closed/secure area storage (in separate, locked area). Distribution of open and closed storage depends on specific legal office requirements.
- Special Storage: As required (e.g., safe or SCIF).
- Waiting/Reception Area: As required.
- Parking (basic requirement): # authorized on UMD + avg. # clients.
- Administrative areas include circulation factor of 10%, per AFMAN 32-1084.

## **6-5 OTHER AFLOA FIELD OFFICES**

### **6-5.1 Function and Adjacency/Site Location**

In addition to the AFLOA offices covered above, JAQK, JACE, the ELFSC, the LLFSC, and JAS have small satellite offices outside the National Capital Region (NCR) at various U.S. locations to forward station personnel to help execute the AFLOA mission. The standard programming sheet for these offices is Figure 6-12.

## **6-6 TRIAL JUDICIAL CIRCUITS**

### **6-6.1 Function and Adjacency**

The AFJAGC has five trial judicial circuits, three CONUS and two OCONUS. Each circuit office includes at least two military judges (AF/JAT), two senior trial counsel (AFLOA/JAJG), two senior defense counsel (AFLOA/JAJD), one defense paralegal manager (AFLOA/JAJD), a senior special victims' counsel (AFLOA/CLSV), and an enlisted court reporter (AFLOA/JAJ). CONUS-based circuits will have additional military judges, senior trial counsel, senior defense counsel, and enlisted court reporters. Collocating these senior military justice practitioners enhances their operational impact individually and collectively, both within their specialized military justice role, as well as across specializations. Offices should be configured with shared common space so that there is easy access between functional groups.

Programming sheet: Figure 6-13

Special requirements:

- Conference room: C1
- Work area: W1
- Break room: B1, for overseas circuits; B2, for CONUS circuits

### **6-6.2 Site Location**

The trial judicial circuit offices will be typically secondary tenants in buildings that serve another primary function. The offices will be located at JB Langley-Eustis, JB San Antonio-Randolph, Travis AFB, Kadena AB, and Ramstein AB.

**Figure 6-13 Trial Judicial Circuit Offices Standard Programming Sheet**

(Items marked "TBD" will be determined according to the notes at the bottom of the programming sheet.)

| AREA   | NO. OCCUPANTS | S.F. PER USER | NO. OF ROOMS REQUIRED | STANDARD ROOM REQUIREMENTS | NET USER REQUIREMENTS |         | COMMENTS |
|--|---------------|---------------|-----------------------|----------------------------|-----------------------|---------|----------|
|  |               |               |                       | SF                         | SF                    | SM      |          |
| <b>Trial Judicial Circuit Offices (JAT)</b>  |               |               |                       |                            |                       |         |          |
| <b>Attorney Offices:</b>                     |               |               |                       |                            |                       |         |          |
| A1: General Office/Visiting Attorney         | 1             | 0             | 0                     | 100                        | 0                     | 0       | 1,10     |
| A2: Attorney                                 | 1             | 0             | TBD                   | 120                        | TBD                   | TBD     | 1,10     |
| A3: Chief Judge/Chief Senior Defense Counsel | 1             | 0             | TBD                   | 150                        | TBD                   | TBD     | 1,10     |
| A4: SJA                                      | 1             | 0             | 0                     | 216                        | 0                     | 0       | 1,10     |
| <b>Paralegal Work Spaces:</b>                |               |               |                       |                            |                       |         |          |
| P1: Open                                     | 1             | 0             | TBD                   | 64                         | TBD                   | TBD     | 2,10     |
| P2: Standard                                 | 1             | 0             | TBD                   | 100                        | TBD                   | TBD     | 2,10     |
| P3: MAJCOM Functional Manager                | 1             | 0             | 0                     | 120                        | 0                     | 0       | 2,10     |
| <b>Conference Rooms:</b>                     |               |               |                       |                            |                       |         |          |
| C1: Huddle Room                              | 6             | 0             | 1                     | 168                        | 168                   | 15,6072 | 3,10     |
| C2: Small                                    | 15            | 0             | 0                     | 304                        | 0                     | 0       | 3,10     |
| C3: Medium                                   | 30            | 0             | 0                     | 450                        | 0                     | 0       | 3,10     |
| C4: Large                                    | 45            | 0             | 0                     | 600                        | 0                     | 0       | 3,10     |
| <b>Work Rooms:</b>                           |               |               |                       |                            |                       |         |          |
| W1: Open Work Area                           | 0             | 0             | 1                     | 60                         | 60                    | 5,574   | 4,10     |
| W2: Work Room                                | 0             | 0             | 0                     | 120                        | 0                     | 0       | 4,10     |
| W3: Work Room                                | 0             | 0             | 0                     | 200                        | 0                     | 0       | 4,10     |
| <b>Break Rooms:</b>                          |               |               |                       |                            |                       |         |          |
| B1: Coffee Bar                               | 0             | 0             | TBD                   | 60                         | TBD                   | TBD     | 5,10     |
| B2: Break Room                               | 0             | 0             | TBD                   | 120                        | TBD                   | TBD     | 5,10     |
| B3: Break Room                               | 0             | 0             | 0                     | 252                        | 0                     | 0       | 5,10     |
| B4: Break Room                               | 0             | 0             | 0                     | 399                        | 0                     | 0       | 5,10     |
| <b>Storage:</b>                              |               |               |                       |                            |                       |         |          |
| S1: Open Storage Area                        | 0             | 0             | TBD                   | TBD                        | TBD                   | TBD     | 6,10     |
| S2: Closed/Secured                           | 0             | 0             | TBD                   | TBD                        | TBD                   | TBD     | 6,10     |
| S3: Special Storage                          | 0             | 0             | 0                     | 0                          | 0                     | 0       | 7,10     |
| <b>Other:</b>                                |               |               |                       |                            |                       |         |          |
| Waiting/Reception Area                       | 0             | 0             | 0                     | 80                         | 80                    | 7,432   | 8,10     |
| <b>Total Facility Net Floor Area</b>         |               |               |                       |                            | TBD                   | TBD     |          |
| <b>Net to Gross</b>                          |               |               |                       |                            | 15.00%                |         |          |
| <b>Total Facility Gross Area</b>             |               |               |                       |                            | TBD                   | TBD     |          |
| <b>Parking:</b>                              |               |               |                       |                            |                       |         |          |
| UMD  | TBD           |               |                       |                            | TBD                   |         | 9        |
| <b>Total Number of Parking Spaces</b>        |               |               |                       |                            | TBD                   |         |          |

To the extent the information in this manual differs from that in Chapter 6 of AFMAN 32-1084, this information supersedes. Other applicable information not included in this manual can be found in AFMAN 32-1084, Chapter 6, Tables 6.3 and 6.4.

- Attorney Offices: A3 - Chief Judge and Chief Senior Defense Counsel, as authorized on UMD; A2 - for other attorneys, as authorized on UMD.
- Paralegal/Administrative Work Spaces: P2 - Defense Paralegal Manager and enlisted court reporters, as authorized on UMD; P1 - other paralegals/administrative personnel, as authorized on UMD.
- Conference Rooms: C1.
- Work Room: W1.
- Break Room: B1, for overseas circuits; B2, for CONUS circuits.
- Total storage requirements: 30 linear ft. + (# authorized on UMD X 10) linear ft. Includes open area storage (outside individual offices and workstations) and closed/secure area storage (in separate, locked area). Distribution of open and closed storage depends on specific legal office requirements.
- Special Storage: None.
- Waiting/Reception Area: None.
- Parking (basic requirement): # authorized on UMD.
- Administrative areas include circulation factor of 10%, per AFMAN 32-1084.

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## CHAPTER 7 AIR FORCE JUDGE ADVOCATE GENERAL'S SCHOOL (AFJAGS)

### 7-1 FUNCTION AND ADJACENCY

AFJAGS serves as the primary Air Force legal education and training site. The school is responsible for legal education courses for judge advocates, enlisted paralegals, and civilian attorneys. It has seven divisions:

- Military Justice Division
- Civil Law Division
- Operations and International Law Division
- Professional Outreach Division
- Paralegal Development Division
- Accreditation, Curriculum and Evaluations Division
- Administrative Division

It also publishes several major publications, including the *Air Force Law Review*, *The Reporter*, *Military Commander and the Law*, and *Air Force Operations and the Law*.

#### 7-1.1 Site Location

The school is housed in the Dickinson Law Center, which is part of the larger Air University campus, located on Maxwell AFB, Alabama. The facility was built in 1993; there is no planned move in the near future.

#### 7-1.2 Facility Components

AFJAGS is a two-story, 56,000-square-foot facility that includes a leadership suite, two auditoriums (with adjoining control rooms with VBrick systems), 15 seminar rooms, two courtrooms, a library, an executive conference room, an adjoining small conference room, an AFJAGC heritage room, a computer training room, a remote learning production room, a classified storage room, 52 faculty offices, administrative offices, instructor and student lounges, a distinguished visitor (DV) suite, an extended lobby, a mail/supply room, a server room, and restrooms. Under consideration is expansion of the heritage room and addition of a food service.

Within the school there are six main types of learning spaces: auditoriums, seminar rooms, conference rooms, computer lab, a library, and practice courtrooms. Additionally, there are student support spaces, including a large lounge area and restrooms on the first floor. The second floor contains instructor and administrative offices, a professional development suite, and building support spaces, including

restrooms. The general layout of the building is depicted in Figures 7-2 and 7-3. The programming sheet for the facility is Figure 7-1.

### **7-1.3 AFJAG Leadership Suite**

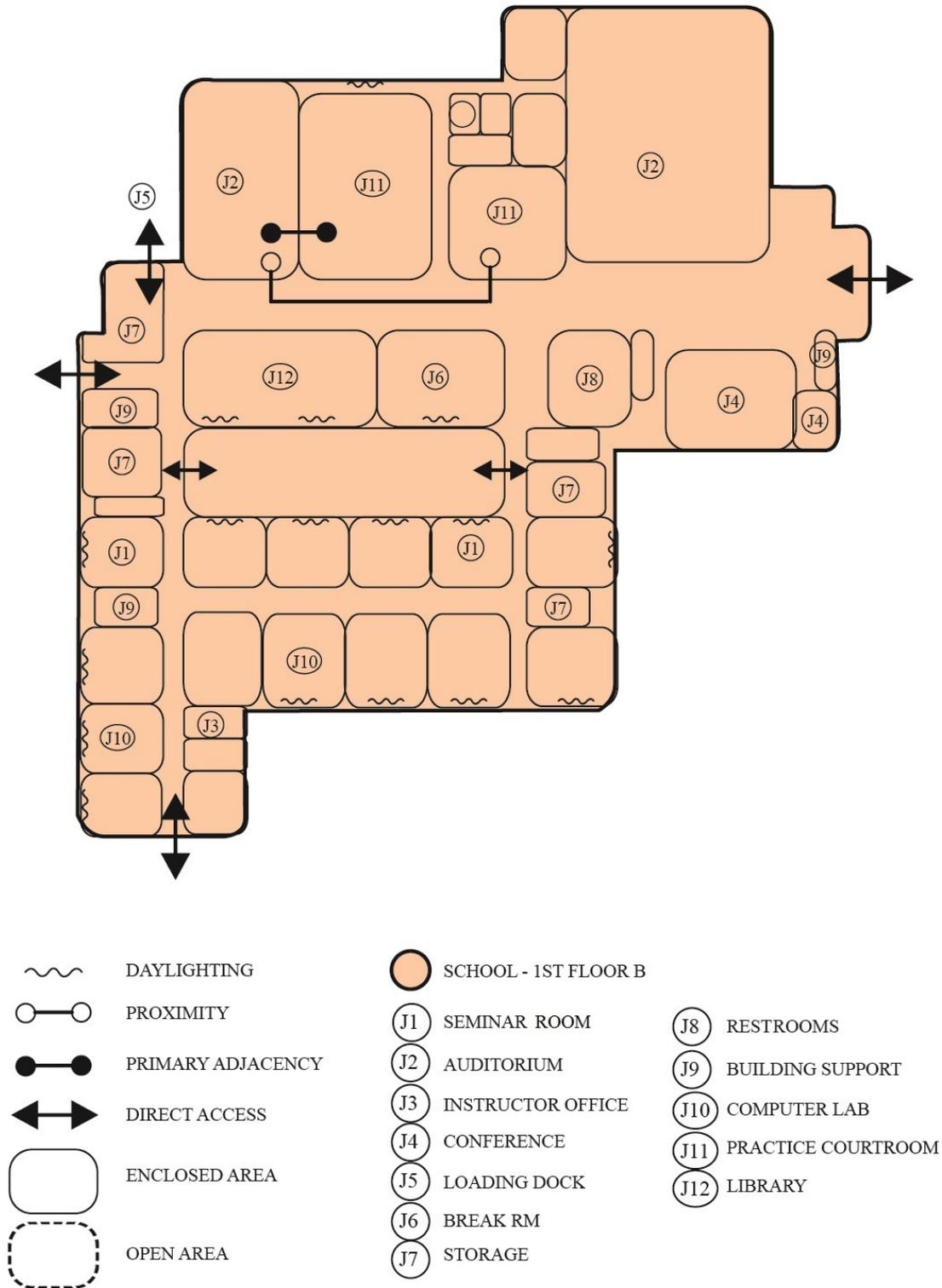
Special requirements:

- VTC capability in Commandant's office
- Reception/waiting area: Alcove, with seating for three
- Unisex restroom

Figure 7-1 AFJAGS Programming Sheet

| AREA   | NO. OCCUPANTS | S.F. PER USER | NO. OF ROOMS REQUIRED | STANDARD ROOM REQUIREMENTS | NET USER REQUIREMENTS |         | COMMENTS |
|--|---------------|---------------|-----------------------|----------------------------|-----------------------|---------|----------|
|  |               |               |                       |                            | SF                    | SM      |          |
| <b>AFJAG School Facility</b>   |               |               |                       |                            |                       |         |          |
| <b>Offices:</b>  |               |               |                       |                            |                       |         |          |
| A1: General Office/Visiting Attorney   | 1             | 0             | 0                     | 100                        | 0                     | 0       | 1,10     |
| A2: Attorney   | 1             | 0             | 47                    | 120                        | 5640                  | 523.956 | 1,10     |
| A3: Deputy Commandant  | 1             | 0             | 1                     | 150                        | 150                   | 13.935  | 1,10     |
| A7: Commandant   | 1             | 0             | 1                     | 200                        | 200                   | 18.58   | 1,10     |
| <b>Paralegal Work Spaces:</b>  |               |               |                       |                            |                       |         |          |
| P1: Paralegals/Administrative Personnel  | 1             | 0             | 13                    | 64                         | 832                   | 77.2928 | 2,10     |
| P2: LOS/Paralegal Instructors  | 1             | 0             | 18                    | 100                        | 1800                  | 167.22  | 2,10     |
| P3: Superintendent   | 1             | 0             | 1                     | 120                        | 120                   | 11.148  | 2,10     |
| <b>Conference Rooms:</b>   |               |               |                       |                            |                       |         |          |
| C1: Huddle Room  | 6             | 0             | 4                     | 168                        | 672                   | 62.4288 | 3,10     |
| C2: Small  | 15            | 0             | 0                     | 304                        | 0                     | 0       | 3,10     |
| C3: Medium   | 30            | 0             | 1                     | 450                        | 450                   | 41.805  | 3,10     |
| C4: Large  | 45            | 0             | 0                     | 600                        | 0                     | 0       | 3,10     |
| <b>Work Rooms:</b>   |               |               |                       |                            |                       |         |          |
| W1: Open Work Area   | 0             | 0             | 0                     | 60                         | 0                     | 0       | 4,10     |
| W2: Workroom   | 0             | 0             | 0                     | 120                        | 0                     | 0       | 4,10     |
| W3: Workroom   | 0             | 0             | 1                     | 200                        | 200                   | 18.58   | 4,10     |
| <b>Break Rooms:</b>  |               |               |                       |                            |                       |         |          |
| B1: Coffee Bar   | 0             | 0             | 1                     | 60                         | 60                    | 5.574   | 5,10     |
| B2: Breakroom  | 0             | 0             | 0                     | 120                        | 0                     | 0       | 5,10     |
| B3: Breakroom  | 0             | 0             | 1                     | 252                        | 252                   | 23.4108 | 5,10     |
| B4: Breakroom  | 0             | 0             | 1                     | 398                        | 398                   | 37.0671 | 5,10     |
| <b>Storage:</b>  |               |               |                       |                            |                       |         |          |
| S1: Open Storage Area  | 0             | 0             | 1                     | 120                        | 120                   | 11.148  | 6,10     |
| S2: Closed/Secure Area   | 0             | 0             | 1                     | 240                        | 240                   | 22.296  | 6,10     |
| S4: Special Storage  | 0             | 0             | 1                     | 20                         | 20                    | 1.858   | 7,10     |
| <b>Other:</b>  |               |               |                       |                            |                       |         |          |
| Misc: Building Support Spaces  | 0             | 0             | 1                     | 14,500                     | 14,500                | 1347.05 | 10       |
| Waiting/Reception Area   | 9             | 0             | 2                     | 120                        | 240                   | 22.296  | 8,10     |
| Seminar Rooms  | 20            | 0             | 15                    | 600                        | 9000                  | 836.1   | 10       |
| Auditorium 1   | 65            | 0             | 1                     | 2200                       | 2200                  | 204.38  | 10       |
| Auditorium 2   | 150           | 0             | 1                     | 3500                       | 3500                  | 325.15  | 10       |
| Practice Court Rooms   | 150           | 0             | 2                     | 1800                       | 3600                  | 334.44  | 10       |
| Heritage Room  | 10            | 0             | 1                     | 200                        | 200                   | 18.58   | 10       |
| Professional Development   | 6             | 0             | 1                     | 2250                       | 2250                  | 209.025 | 10       |
| Classified Reading Room  | 1             | 0             | 1                     | 120                        | 120                   | 11.148  | 10       |
| Extended Lobby Area  | TBD           | 0             | 1                     | 1000                       | 1000                  | 92.9    | 10       |
| <b>Total Facility Net Floor Area</b>   |               |               |                       |                            | 47765                 | 4437.37 |          |
| <b>Net to Gross</b>  | 15.00%        |               |                       |                            | 7165                  | 665.61  |          |
| <b>Total Facility Gross Area</b>   |               |               |                       |                            | 54930                 | 5102.97 |          |
| <b>Parking:</b>  |               |               |                       |                            |                       |         |          |
| UMD  | 222           |               |                       |                            | 222                   |         | 9        |
| <b>Total Number of Parking Spaces</b>  | 222           |               |                       |                            | 222                   |         | 9        |
| <p>the extent the information in this manual differs from that in Chapter 6 of AFMAN 32-1084, this information supersedes. Other applicable information not included in this manual can be found in AFMAN 32-1084, Chapter 6, Tables 6.3 and 6.4.</p> <p>1. Attorney Offices: A7 - 1, for Commandant; A3 - 1, for Deputy Commandant; A2 - for attorney instructors and other attorneys, as authorized on UMD.<br/> 2. Paralegal Work Spaces: P3 - 1, for Superintendent; P2 - for LOS and paralegal instructors, as authorized on UMD; P1 - for other paralegals and administrative personnel, as authorized on UMD.<br/> 3. Conference Rooms: C3 Executive Conference Room (details in Figure 7-1.5); 4 C1 conference rooms.<br/> 4. Workroom: W2.<br/> 5. Break Rooms: B1, B3 (Instructor Lounge), and B4 (Student Lounge).<br/> 6. Total storage requirements: 30 linear ft. + (# authorized on UMD X 10) linear ft. Includes open area storage (outside individual offices and workstations) and closed/secure area storage (in separate, locked area). Distribution of open and closed storage depends on specific legal office requirements.<br/> 7. Special Storage: Classified Reading Room.<br/> 8. Waiting/Reception Area: 3-seat alcove, for Leadership Suite; 6-seat waiting area, for Curriculum Development Suite.<br/> 9. Parking spaces: 218 (3 for handicapped) in adjacent parking lot; 4 near loading dock.<br/> 10. Administrative areas include circulation factor of 10%, per AFMAN 32-1084.</p> |               |               |                       |                            |                       |         |          |

Figure 7-2 AFJAGS Adjacency Diagram - First Floor





7-1.4 AFJAGS Room Data Sheets

Figure 7-4 Administrative Leadership Suite Room Data Sheet

|  |                                     |   |
|--|-------------------------------------|---|
| <b>Description/Usage</b>   |                                     | A private office for the Commandant, whose duties include frequent consultations with staff instructors and other personnel.  |
| <b>Ceiling Height</b>  |                                     | 9'-0" minimum   |
| <b>Windows</b>   |                                     | Exterior glazing, AT compliant  |
| <b>Doors</b>   | <b>Type</b>                         | Solid wood, 3 x 7'  |
|  | <b>Security/<br/>Hardware</b>       | Keyed lock set  |
|  | <b>View Panels/<br/>Kick-Plates</b> | Side-view panel   |
| <b>Finishes</b>  | <b>Walls</b>                        | Level 3   |
|  | <b>Floor</b>                        | Level 3   |
|  | <b>Base</b>                         | Level 3   |
|  | <b>Ceiling</b>                      | Level 3   |
| <b>Plumbing</b>  |                                     | None  |
| <b>HVAC</b>  |                                     | Per UFC 3-410-01  |
| <b>Fire Protection</b>   |                                     | Wet or dry pipe sprinkler system, per UFC 3-600-01  |
| <b>Power</b>   |                                     | Receptacles, per UFC 3-520-01   |
| <b>Lighting</b>  |                                     | Per UFC 3-530-01  |
| <b>Communication</b>   | <b>Tele.</b>                        | Yes   |
|  | <b>Data</b>                         | NIPR, SIPR  |
|  | <b>CCTV</b>                         | N/A   |
|  | <b>CATV</b>                         | User justified  |
|  | <b>Security</b>                     | Duress alarm  |
| <b>Acoustics</b>   |                                     | Floors, partitions, and ceilings meet or exceed the STC 50 requirement. Windows and door meet the STC 45 requirement.   |
| <b>Furnishings Fixtures &amp; Equipment (FF&amp;E), Casework</b> |                                     | Provide wood 6' executive desk, credenza, leather executive swivel chair, four swivel leather chairs, two straight upholstered chairs, 4' round wood table, and a TV. |
| <b>Special Requirements</b>                                      |                                     | N/A   |

Figure 7-5 Executive Conference Room Data Sheet

|  |                                 |  |
|--|---------------------------------|--|
| <b>Description/Usage</b>                               |                                 | Meeting space (about 1,200 square feet) that serves both school staff and students.  |
| <b>Ceiling Height</b>                                  |                                 | 9'-0" minimum  |
| <b>Windows</b>   |                                 | Exterior insulated, AT compliant   |
| <b>Doors</b>   | <b>Type</b>                     | Wood, 3' x 7'  |
|  | <b>Security/ Hardware</b>       | Keyed lock set   |
|  | <b>View Panels/ Kick-Plates</b> | N/A  |
| <b>Finishes</b>  | <b>Walls</b>                    | Level 3  |
|  | <b>Floor</b>                    | Level 3  |
|  | <b>Base</b>                     | Level 3  |
|  | <b>Ceiling</b>                  | Level 3  |
| <b>Plumbing</b>  |                                 | N/A  |
| <b>HVAC</b>  |                                 | Per UFC 3-410-01   |
| <b>Fire Protection</b>                                 |                                 | Wet or dry pipe sprinkler system, per UFC 3-600-01   |
| <b>Power</b>   |                                 | Per UFC 3-520-01   |
| <b>Lighting</b>  |                                 | Per UFC 3-530-01   |
| <b>Communication</b>                                   | <b>Telephone</b>                | Yes  |
|  | <b>Data</b>                     | NIPR   |
|  | <b>CCTV</b>                     | N/A  |
|  | <b>CATV</b>                     | N/A  |
|  | <b>Security</b>                 | N/A  |
| <b>Acoustics</b>                                       |                                 | Per UFC 3-450-01, for noise control  |
| <b>Furnishings Fixtures &amp; Equipment (FF&amp;E)</b> |                                 | One 6' x 3' head table, two 18' x 3' tables, wall-mounted video monitor, VTC capable, 15 swivel chairs at tables, 22 seats along walls, bookshelves, and storage for students' bags. |
| <b>Special Requirements</b>                            |                                 | N/A  |

Figure 7-6 Courtroom Room Data Sheet

|  |                                |  |
|--|--------------------------------|--|
| <b>Description/Usage</b>   |                                | Two courtrooms are used to conduct mock judicial proceedings. Judge's bench, court reporter station, and witness stand are designated areas. Other spaces include the jury member area, and trial and defense counsel areas. Gallery in each seats 25 to 30 spectators.  |
| <b>Ceiling Height</b>  |                                | 12'-0"   |
| <b>Windows</b>   |                                | Clearstory or none   |
| <b>Doors</b>   | <b>Type</b>                    | Solid wood, 3' x 7'  |
|  | <b>Security/Hardware</b>       | Keyed lock set   |
|  | <b>View Panels/Kick-Plates</b> | None   |
| <b>Finishes</b>  | <b>Walls</b>                   | Level 3  |
|  | <b>Floor</b>                   | Level 3  |
|  | <b>Base</b>                    | Level 3  |
|  | <b>Ceiling</b>                 | Level 3  |
| <b>Plumbing</b>  |                                | None   |
| <b>HVAC</b>  |                                | Per UFC 3-410-01   |
| <b>Fire Protection</b>   |                                | Wet or dry pipe sprinkler system, per UFC 3-600-01   |
| <b>Power</b>   |                                | Receptacles for all equipment at court reporter stand, per UFC 3-520-01  |
| <b>Lighting</b>  |                                | Per UFC 3-530-01   |
| <b>Communication</b>   | <b>Telephone</b>               | Yes. Include amplification and recording system, microphones for judge, witness, counsel, and members.   |
|  | <b>Data</b>                    | NIPR   |
|  | <b>CCTV</b>                    | Yes  |
|  | <b>CATV</b>                    | N/A  |
|  | <b>Security</b>                | N/A  |
| <b>Acoustics</b>   |                                | Floors, partitions, and ceilings meet or exceed the STC 50 requirement. Doors and windows meet or exceed the STC 45 requirement.   |
| <b>Furnishings Fixtures &amp; Equipment (FF&amp;E), Casework</b> |                                | Provide one high-back leather swivel chair, 15 swivel chairs, and one straight upholstered chair. Theater-style or individual chairs for gallery, with movable rail to separate gallery from proceedings. Two 3'-6" x 7' counsel tables, and three straight upholstered chairs. Integrated bench/workstation for judge, jury members, court reporter, and witnesses. |
| <b>Special Requirements</b>                                      |                                | Elevate judge's bench 18" from finished floor. Elevate witness stand and court reporter station 8" from finished floor. Jury member area to be double-tiered raised platform.  |

Figure 7-7 Auditorium Room Data Sheet

|  |                                |   |
|--|--------------------------------|---|
| <b>Description/Usage</b>   |                                | Two large, column-free auditoriums, one sized for 150 people, and a smaller one sized for 65 people. Includes equipment storage and control room for entire school.   |
| <b>Ceiling Height</b>  |                                | Varies  |
| <b>Windows</b>   |                                | N/A   |
| <b>Doors</b>   | <b>Type</b>                    | Wood, 3' x 7'   |
|  | <b>Security/Hardware</b>       | Keyed lock set  |
|  | <b>View Panels/Kick-Plates</b> | None  |
| <b>Finishes</b>  | <b>Walls</b>                   | Level 3   |
|  | <b>Floor</b>                   | Level 3   |
|  | <b>Base</b>                    | Level 3   |
|  | <b>Ceiling</b>                 | Level 3   |
| <b>Plumbing</b>  |                                | None  |
| <b>HVAC</b>  |                                | Per UFC 3-410-01  |
| <b>Fire Protection</b>   |                                | Wet or dry pipe sprinkler system, per UFC 3-600-01  |
| <b>Power</b>   |                                | Per UFC 3-520-01  |
| <b>Lighting</b>  |                                | Per UFC 3-530-01  |
| <b>Communication</b>   | <b>Telephone</b>               | Yes, in control booth   |
|  | <b>Data</b>                    | NIPR  |
|  | <b>CCTV</b>                    | Yes   |
|  | <b>CATV</b>                    | N/A   |
|  | <b>Security</b>                | N/A   |
| <b>Acoustics</b>   |                                | Floors, partitions and ceilings meet or exceed the STC 50 requirement. Doors and windows meet or exceed the STC 45 requirement.   |
| <b>Furnishings Fixtures &amp; Equipment (FF&amp;E), Casework</b> |                                | Provide straight upholstered swivel chairs, with integrated lecture tables with data connections, front stem wall at each seat location, and tiered seating. Include rear projection screens.   |
| <b>Special Requirements</b>                                      |                                | Elevate stage 18" above ground floor, with ABA access to stage area. Provide shared control room in rear for both auditoriums. Include two P1 workstations and necessary equipment that controls all school rooms (via audio and video) through hard-wired VBrick system. |

Figure 7-8 Computer Lab Room Data Sheet

|  |                                     |   |
|--|-------------------------------------|---|
| <b>Description/Usage</b>                               |                                     | Meeting space for school staff, and students that require computer access.                      |
| <b>Ceiling Height</b>                                  |                                     | 9'-0" minimum   |
| <b>Windows</b>   |                                     | N/A   |
| <b>Doors</b>   | <b>Type</b>                         | Hollow metal, 3' x 7'   |
|  | <b>Security/<br/>Hardware</b>       | Keyed lock set  |
|  | <b>View Panels/<br/>Kick-Plates</b> | N/A   |
| <b>Finishes</b>  | <b>Walls</b>                        | Level 1   |
|  | <b>Floor</b>                        | Level 1   |
|  | <b>Base</b>                         | Level 1   |
|  | <b>Ceiling</b>                      | Level 1   |
| <b>Plumbing</b>  |                                     | N/A   |
| <b>HVAC</b>  |                                     | Per UFC 3-410-01  |
| <b>Fire Protection</b>                                 |                                     | Wet or dry pipe sprinkler system, per UFC 3-600-01  |
| <b>Power</b>   |                                     | Per UFC 3-520-01  |
| <b>Lighting</b>  |                                     | Per UFC 3-530-01  |
| <b>Communication</b>                                   | <b>Telephone</b>                    | N/A   |
|  | <b>Data</b>                         | NIPR  |
|  | <b>CCTV</b>                         | Yes   |
|  | <b>CATV</b>                         | N/A   |
|  | <b>Security</b>                     | N/A   |
| <b>Acoustics</b>                                       |                                     | Per UFC 3-450-01, for noise control   |
| <b>Furnishings Fixtures &amp; Equipment (FF&amp;E)</b> |                                     | Computer tables with integrated power and data connection for 20 students, and stacking chairs. |
| <b>Special Requirements</b>                            |                                     | N/A   |

Figure 7-9 Library Room Data Sheet

|  |                                     |   |
|--|-------------------------------------|---|
| <b>Description/Usage</b>                               |                                     | Library space for school staff and students. Also serves as a work room.  |
| <b>Ceiling Height</b>                                  |                                     | 9'-0" minimum   |
| <b>Windows</b>   |                                     | Exterior insulated, AT compliant  |
| <b>Doors</b>   | <b>Type</b>                         | Hollow metal, 3' x 7'   |
|  | <b>Security/<br/>Hardware</b>       | Keyed lock set  |
|  | <b>View Panels/<br/>Kick-Plates</b> | N/A   |
| <b>Finishes</b>  | <b>Walls</b>                        | Level 2   |
|  | <b>Floor</b>                        | Level 2   |
|  | <b>Base</b>                         | Level 2   |
|  | <b>Ceiling</b>                      | Level 2   |
| <b>Plumbing</b>  |                                     | N/A   |
| <b>HVAC</b>  |                                     | Per UFC 3-410-01  |
| <b>Fire Protection</b>                                 |                                     | Wet or dry pipe sprinkler system, per UFC 3-600-01  |
| <b>Power</b>   |                                     | Per UFC 3-520-01  |
| <b>Lighting</b>  |                                     | Per UFC 3-530-01  |
| <b>Communication</b>                                   | <b>Telephone</b>                    | N/A   |
|  | <b>Data</b>                         | NIPR  |
|  | <b>CCTV</b>                         | N/A   |
|  | <b>CATV</b>                         | N/A   |
|  | <b>Security</b>                     | N/A   |
| <b>Acoustics</b>                                       |                                     | Per UFC 3-450-01, for noise control   |
| <b>Furnishings Fixtures &amp; Equipment (FF&amp;E)</b> |                                     | Provide ten 3' x 8' rectangle library tables, with six stackable chairs per table. Include work area, similar to work room, with upper and lower cabinets with Formica work surface. Include book shelves, storage for student bags, and computer workstations. |
| <b>Special Requirements</b>                            |                                     | N/A   |

Figure 7-10 Seminar Room Data Sheet

|  |                                 |  |
|--|---------------------------------|--|
| <b>Description/Usage</b>                               |                                 | Meeting space for school staff and students, suitable for group discussions.   |
| <b>Ceiling Height</b>                                  |                                 | 9'-0" minimum  |
| <b>Windows</b>   |                                 | N/A  |
| <b>Doors</b>   | <b>Type</b>                     | Hollow metal, 3' x 7'  |
|  | <b>Security/ Hardware</b>       | Keyed lock set   |
|  | <b>View Panels/ Kick-Plates</b> | N/A  |
| <b>Finishes</b>  | <b>Walls</b>                    | Level 1  |
|  | <b>Floor</b>                    | Level 1  |
|  | <b>Base</b>                     | Level 1  |
|  | <b>Ceiling</b>                  | Level 1  |
| <b>Plumbing</b>  |                                 | N/A  |
| <b>HVAC</b>  |                                 | Per UFC 3-410-01   |
| <b>Fire Protection</b>                                 |                                 | Wet or dry pipe sprinkler system, per UFC 3-600-01   |
| <b>Power</b>   |                                 | Per UFC 3-520-01   |
| <b>Lighting</b>  |                                 | Per UFC 3-530-01   |
| <b>Communication</b>                                   | <b>Telephone</b>                | N/A  |
|  | <b>Data</b>                     | NIPR   |
|  | <b>CCTV</b>                     | Yes  |
|  | <b>CATV</b>                     | N/A  |
|  | <b>Security</b>                 | N/A  |
| <b>Acoustics</b>                                       |                                 | Per UFC 3-450-01, for noise control  |
| <b>Furnishings Fixtures &amp; Equipment (FF&amp;E)</b> |                                 | Provide 60" x 30" seminar tables, with integrated power and data connection for 20 students, and stacking chairs. Include storage cubes or lockers for student bags. |
| <b>Special Requirements</b>                            |                                 | N/A  |

Figure 7-11 Heritage Room Data Sheet

|  |                                     |  |
|--|-------------------------------------|--|
| <b>Description/Usage</b>                               |                                     | Space for displaying AFJAGC history and school memorabilia.                        |
| <b>Ceiling Height</b>                                  |                                     | 9'-0" minimum  |
| <b>Windows</b>   |                                     | N/A  |
| <b>Doors</b>   | <b>Type</b>                         | Solid wood, 3' x 7'  |
|  | <b>Security/<br/>Hardware</b>       | Keyed lock set   |
|  | <b>View Panels/<br/>Kick-Plates</b> | N/A  |
| <b>Finishes</b>  | <b>Walls</b>                        | Level 3  |
|  | <b>Floor</b>                        | Level 3  |
|  | <b>Base</b>                         | Level 3  |
|  | <b>Ceiling</b>                      | Level 3  |
| <b>Plumbing</b>  |                                     | N/A  |
| <b>HVAC</b>  |                                     | Per UFC 3-410-01   |
| <b>Fire Protection</b>                                 |                                     | Wet or dry pipe sprinkler system, per UFC 3-600-01                                 |
| <b>Power</b>   |                                     | Per UFC 3-520-01   |
| <b>Lighting</b>  |                                     | Per UFC 3-530-01   |
| <b>Communication</b>                                   | <b>Telephone</b>                    | N/A  |
|  | <b>Data</b>                         | N/A  |
|  | <b>CCTV</b>                         | N/A  |
|  | <b>CATV</b>                         | N/A  |
|  | <b>Security</b>                     | N/A  |
| <b>Acoustics</b>                                       |                                     | Per UFC 3-450-01, for noise control  |
| <b>Furnishings Fixtures &amp; Equipment (FF&amp;E)</b> |                                     | Provide custom display cabinets and lighting for Air Force and school memorabilia. |
| <b>Special Requirements</b>                            |                                     | Provide direct access from main school lobby. Expansion under consideration.       |

Figure 7-12 Professional Outreach Division (POD) Room Data Sheet

|  |                                 |   |
|--|---------------------------------|---|
| <b>Description/Usage</b>                               |                                 | Provides digital support for all AFJAGS courses, produces publications for the school, hosts webcasts, and assists faculty with class program/course setup. |
| <b>Ceiling Height</b>                                  |                                 | 9'-0" minimum   |
| <b>Windows</b>   |                                 | N/A   |
| <b>Doors</b>   | <b>Type</b>                     | Hollow metal, 3' x 7'   |
|  | <b>Security/ Hardware</b>       | Keyed lock set  |
|  | <b>View Panels/ Kick-Plates</b> | N/A   |
| <b>Finishes</b>  | <b>Walls</b>                    | Level 2   |
|  | <b>Floor</b>                    | Level 2   |
|  | <b>Base</b>                     | Level 2   |
|  | <b>Ceiling</b>                  | Level 2   |
| <b>Plumbing</b>  |                                 | N/A   |
| <b>HVAC</b>  |                                 | Per UFC 3-410-01  |
| <b>Fire Protection</b>                                 |                                 | Wet or dry pipe sprinkler system, per UFC 3-600-01  |
| <b>Power</b>   |                                 | Per UFC 3-520-01  |
| <b>Lighting</b>  |                                 | Per UFC 3-530-01  |
| <b>Communication</b>                                   | <b>Telephone</b>                | Yes   |
|  | <b>Data</b>                     | NIPR  |
|  | <b>CCTV</b>                     | N/A   |
|  | <b>CATV</b>                     | N/A   |
|  | <b>Security</b>                 | N/A   |
| <b>Acoustics</b>                                       |                                 | Per UFC 3-450-01, for noise control   |
| <b>Furnishings Fixtures &amp; Equipment (FF&amp;E)</b> |                                 | Provide green room capabilities for video productions and webcast recording.  |
| <b>Special Requirements</b>                            |                                 | Provide access from instructor offices.   |

Figure 7-13 Extended Lobby Area Room Data Sheet

|  |                                 |   |
|--|---------------------------------|---|
| <b>Description/Usage</b>                               |                                 | Extended lobby space that serves as a display area for AFJAGC history and school memorabilia and pre-function space for courtrooms and auditoriums. Also used as a seating area for catered events. |
| <b>Ceiling Height</b>                                  |                                 | Varies  |
| <b>Windows</b>   |                                 | N/A   |
| <b>Doors</b>   | <b>Type</b>                     | Double solid wood, 3' x 7'  |
|  | <b>Security/ Hardware</b>       | Keyed lock set  |
|  | <b>View Panels/ Kick-Plates</b> | N/A   |
| <b>Finishes</b>  | <b>Walls</b>                    | Level 3   |
|  | <b>Floor</b>                    | Level 3   |
|  | <b>Base</b>                     | Level 3   |
|  | <b>Ceiling</b>                  | Level 3   |
| <b>Plumbing</b>  |                                 | N/A   |
| <b>HVAC</b>  |                                 | Per UFC 3-410-01  |
| <b>Fire Protection</b>                                 |                                 | Wet or dry pipe sprinkler system, per UFC 3-600-01  |
| <b>Power</b>   |                                 | Per UFC 3-520-01  |
| <b>Lighting</b>  |                                 | Per UFC 3-530-01  |
| <b>Communication</b>                                   | <b>Telephone</b>                | N/A   |
|  | <b>Data</b>                     | N/A   |
|  | <b>CCTV</b>                     | N/A   |
|  | <b>CATV</b>                     | N/A   |
|  | <b>Security</b>                 | IDS   |
| <b>Acoustics</b>                                       |                                 | Per UFC 3-450-01, for noise control   |
| <b>Furnishings Fixtures &amp; Equipment (FF&amp;E)</b> |                                 | Provide custom display cabinets and lighting for Air Force and school memorabilia.  |
| <b>Special Requirements</b>                            |                                 | Provide direct access from main lobby.  |

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## CHAPTER 8 LEGAL INFORMATION SERVICES DIRECTORATE (JAS)

### 8-1 FUNCTION AND ADJACENCY

JAS is the AFJAGC information technology (IT) directorate, managing JA IT systems and fulfilling a DoD executive agency for legal research. Its mission is to provide responsive and secure, legal-specific IT solutions for the AFJAGC and other DoD legal communities. JAS has six divisions:

- System Operations and Development Division
- Applications Development Division
- Legal Division
- Information Assurance Division
- Plans/Requirements/Testing and Training Division
- Resource/Personnel Division

#### 8-1.1 Site Location

In 1993, JAS moved from Colorado to the second story of AFJAGS at Maxwell AFB, Alabama. In 2008, due to growth in the school faculty, JAS moved to an older building nearby on base. The data center that supports JAS is still located in the AFJAGS facility. Additionally, a small cadre of JAS programmers is located with the AFCSC at Wright-Patterson AFB, Ohio.

#### 8-1.2 JAS Leadership Suite

Programming sheet: Figure 8-1

Special requirements: VTC capability in director's office

#### 8-1.3 Other JAS Offices

Programming sheet: Figure 8-1

Special requirements:

- Testing/training room
- Computer work space/storage
- Data center (in AFJAGS): Raised flooring

Figure 8-1 JAS Programming Sheet

(This programming sheet is notional, in that it reflects the space requirements for the JAS legal office depicted in Figures 8-2 and 8-3.)

| AREA  | NO. OCCUPANTS | S.F. PER USER | NO. OF ROOMS REQUIRED | STANDARD ROOM REQUIREMENTS | NET USER REQUIREMENTS |         | COMMENTS |
|---|---------------|---------------|-----------------------|----------------------------|-----------------------|---------|----------|
|   |               |               |                       |                            | SF                    | SM      |          |
| <b>JAS Office</b>   |               |               |                       |                            |                       |         |          |
| <b>Offices:</b>   |               |               |                       |                            |                       |         |          |
| A1: Visiting Attorney   | 1             | 0             | 1                     | 100                        | 100                   | 9.29    | 1,10     |
| A2: Attorney  | 1             | 0             | 5                     | 120                        | 600                   | 55.74   | 1,10     |
| A3: Deputy Director   | 1             | 0             | 1                     | 150                        | 150                   | 13.935  | 1,10     |
| A7: Director  | 1             | 0             | 1                     | 200                        | 200                   | 18.58   | 1,10     |
| <b>Paralegal Work Spaces:</b>   |               |               |                       |                            |                       |         |          |
| P1: Open  | 1             | 0             | 9                     | 64                         | 576                   | 53.5104 | 2,10     |
| P2: LOS/Division Chiefs   | 1             | 0             | 4                     | 100                        | 400                   | 37.16   | 2,10     |
| P3: MA/JCOM Functional Manager  | 1             | 0             | 0                     | 120                        | 0                     | 0       | 2,10     |
| P4: Large Workstation   | 1             | 0             | 20                    | 100                        | 2000                  | 185.8   | 2,10     |
| <b>Conference Rooms:</b>  |               |               |                       |                            |                       |         |          |
| C1: Huddle Room   | 6             | 0             | 2                     | 168                        | 336                   | 31.2144 | 3,10     |
| C2: Small   | 15            | 0             | 0                     | 304                        | 0                     | 0       | 3,10     |
| C3: Medium  | 30            | 0             | 0                     | 450                        | 0                     | 0       | 3,10     |
| C4: Large   | 45            | 0             | 1                     | 600                        | 600                   | 55.74   | 3,10     |
| <b>Work Rooms:</b>  |               |               |                       |                            |                       |         |          |
| W1: Open Work Area  | 0             | 0             | 0                     | 60                         | 0                     | 0       | 4,10     |
| W2: Work Room   | 0             | 0             | 1                     | 120                        | 120                   | 11.148  | 4,10     |
| W3: Work Room   | 0             | 0             | 1                     | 200                        | 200                   | 18.58   | 4,10     |
| <b>Break Rooms:</b>   |               |               |                       |                            |                       |         |          |
| B1: Coffee Bar  | 0             | 0             | 0                     | 60                         | 0                     | 0       | 5,10     |
| B2: Break Room  | 0             | 0             | 0                     | 120                        | 0                     | 0       | 5,10     |
| B3: Break Room  | 0             | 0             | 1                     | 252                        | 252                   | 23.4108 | 5,10     |
| B4: Break Room  | 0             | 0             | 0                     | 399                        | 0                     | 0       | 5,10     |
| <b>Storage:</b>   |               |               |                       |                            |                       |         |          |
| S1: Open Storage Area   | 0             | 0             | 0                     | 0                          | 0                     | 0       | 6,10     |
| S2: Closed/Secured Area   | 0             | 0             | 2                     | 225                        | 450                   | 41.805  | 6,10     |
| S3: Special Storage   | 0             | 0             | 1                     | 12                         | 12                    | 1.1148  | 7,10     |
| <b>Other:</b>   |               |               |                       |                            |                       |         |          |
| Waiting/Reception Area  | 2             | 20            | 1                     | 100                        | 100                   | 9.29    | 10       |
| Computer Data Center  | 0             | 0             | 1                     | 1300                       | 1300                  | 120.77  | 10       |
| Testing and Training Center   | 0             | 0             | 1                     | 400                        | 400                   | 37.16   | 10       |
| Computer Work Room  | 0             | 0             | 1                     | 365                        | 365                   | 33.9085 | 10       |
| <b>Total Facility Net Floor Area</b>  |               |               |                       |                            | 8161                  | 758.16  |          |
| <b>Net to Gross</b>   | 15.00%        |               |                       |                            | 1224                  | 113.72  |          |
| <b>Total Facility Gross Area</b>  |               |               |                       |                            | 9385                  | 871.88  |          |
| <b>Parking:</b>   |               |               |                       |                            |                       |         |          |
| UMD   | 40            |               |                       |                            | 40                    |         | 9        |
| <b>Total Number of Parking Spaces</b>   |               |               |                       |                            | 40                    |         | 9        |
| <p>To the extent the information in this manual differs from that in Chapter 6 of AFMAN 32-1084, this information supersedes. Other applicable information not included in this manual can be found in AFMAN 32-1084, Chapter 6, Tables 6.3 and 6.4.</p> <ol style="list-style-type: none"> <li>Attorney Offices: A7 - 1, for Director; A3 - 1, for Deputy Director; A2- for other attorneys, as authorized on UMD; A1 - 1, for visiting attorney.</li> <li>IT/Paralegal/Administrative Work Spaces: P2 - for LOS and non-attorney division chiefs, as authorized on UMD; P1 or P4 - for IT, paralegal, and administrative personnel, as authorized on UMD (P4s necessary due to extra IT equipment required in workstations).</li> <li>Conference Room: 2 C1s, C4. 150 sq. ft. added for speaker, per AFMAN 32-1084, Table 6.4.</li> <li>Work Rooms: W2 and W3.</li> <li>Break Room: B3.</li> <li>Total storage requirements: 30 linear ft. + (# authorized on UMD X 10) linear ft. Includes open area storage (outside individual offices and workstations) and closed/secure area storage (in separate, locked area). Distribution of open and closed storage depends on specific legal office requirements.</li> <li>Special Storage: Safe.</li> <li>Waiting/Reception Area: 2, in leadership suite (20 sq. ft. per person).</li> <li>Parking spaces (basic requirement): # authorized personnel on UMD.</li> <li>Administrative areas include circulation factor of 10%, per AFMAN 32-1084.</li> </ol> |               |               |                       |                            |                       |         |          |

Figure 8-2 JAS Adjacency Diagram

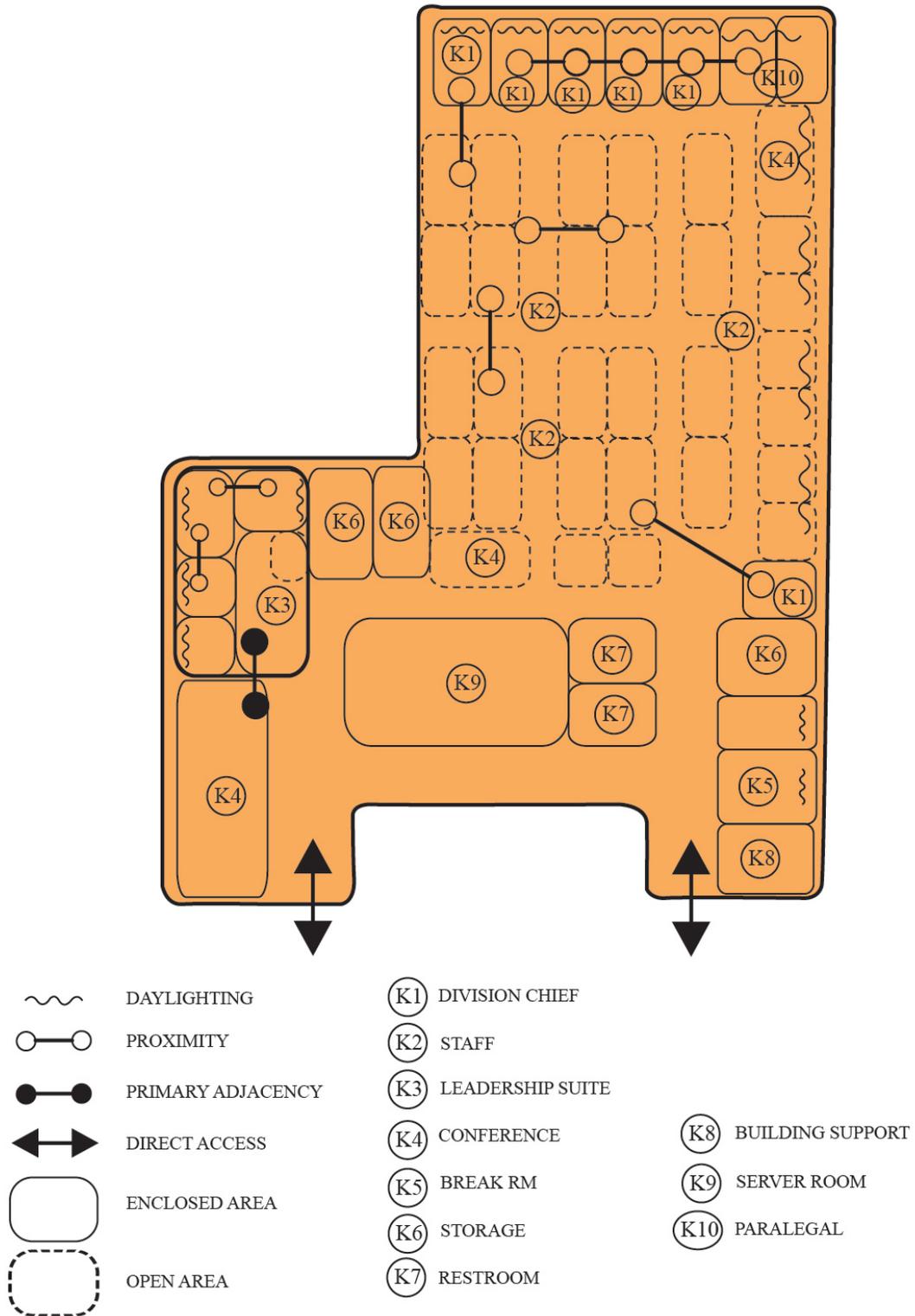
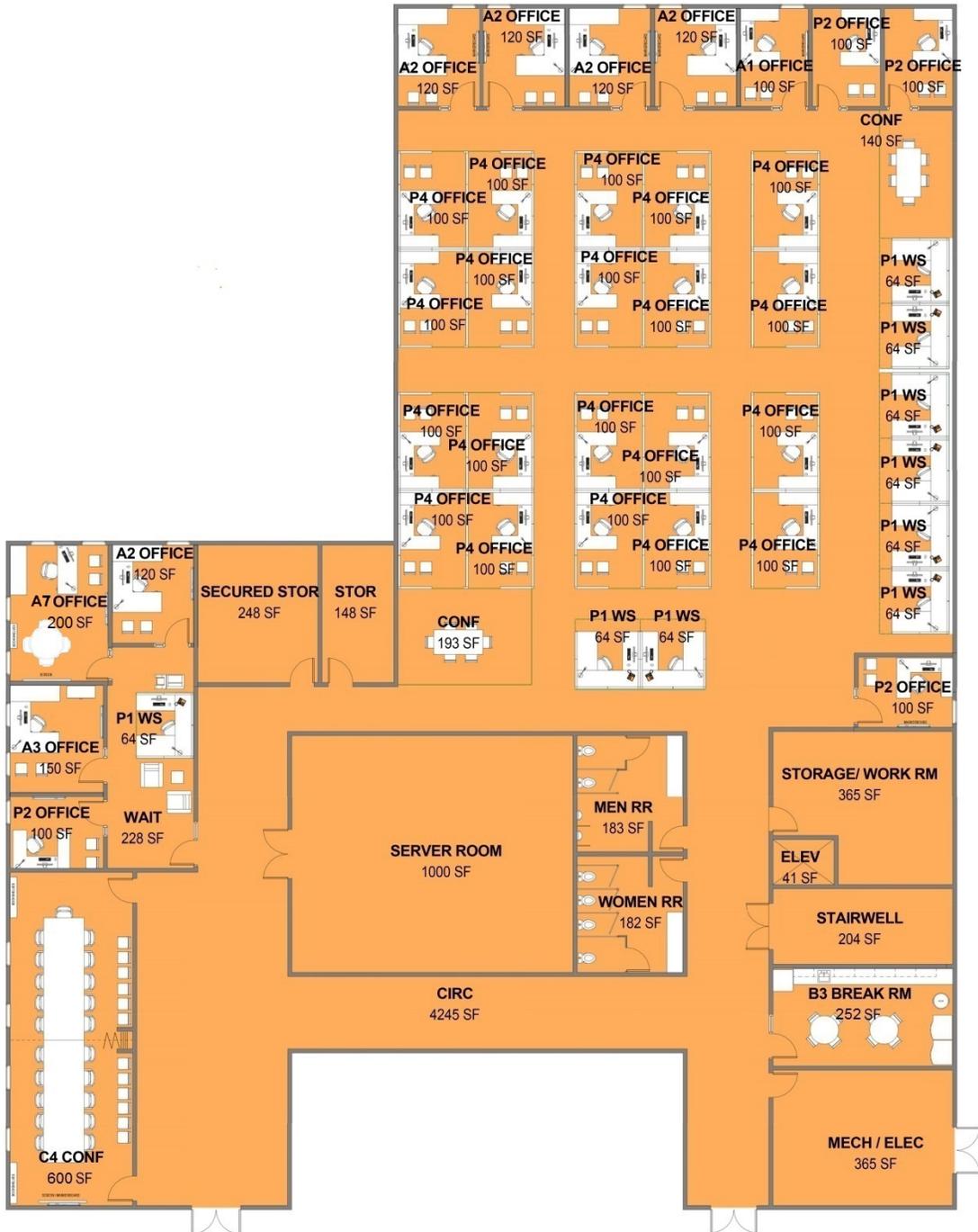


Figure 8-3 JAS Notional Floor Plan



8-1.4 JAS Room Data Sheets

Figure 8-4 IT Work Room Data Sheet

|  |                                     |  |
|--|-------------------------------------|--|
| <b>Description/Usage</b>                               |                                     | Two work rooms to receive, refurbish, and store JA computers and VTCs. |
| <b>Ceiling Height</b>                                  |                                     | 9'-0" minimum  |
| <b>Windows</b>   |                                     | N/A  |
| <b>Doors</b>   | <b>Type</b>                         | Hollow metal, 3' x 7'  |
|  | <b>Security/<br/>Hardware</b>       | Keyed lock set   |
|  | <b>View Panels/<br/>Kick-Plates</b> | N/A  |
| <b>Finishes</b>  | <b>Walls</b>                        | Level 1  |
|  | <b>Floor</b>                        | Level 1  |
|  | <b>Base</b>                         | Level 1  |
|  | <b>Ceiling</b>                      | Level 1  |
| <b>Plumbing</b>  |                                     | N/A  |
| <b>HVAC</b>  |                                     | Per UFC 3-410-01   |
| <b>Fire Protection</b>                                 |                                     | Wet or dry pipe sprinkler system, per UFC 3-600-01                     |
| <b>Power</b>   |                                     | Per UFC 3-520-01   |
| <b>Lighting</b>  |                                     | Per UFC 3-530-01   |
| <b>Communication</b>                                   | <b>Telephone</b>                    | One per desk   |
|  | <b>Data</b>                         | NIPR   |
|  | <b>CCTV</b>                         | N/A  |
|  | <b>CATV</b>                         | N/A  |
|  | <b>Security</b>                     | N/A  |
| <b>Acoustics</b>                                       |                                     | Per UFC 3-450-01, for noise control                                    |
| <b>Furnishings Fixtures &amp; Equipment (FF&amp;E)</b> |                                     | Include storage cabinets and work tables.                              |
| <b>Special Requirements</b>                            |                                     | Provide non-static flooring.   |

Figure 8-5 Server Room Data Sheet

|  |                                     |  |
|--|-------------------------------------|--|
| <b>Description/Usage</b>                               |                                     | Secured room to house computer systems and associated components   |
| <b>Ceiling Height</b>                                  |                                     | 9'-0" minimum  |
| <b>Windows</b>   |                                     | N/A  |
| <b>Doors</b>   | <b>Type</b>                         | Hollow metal, 3' x 7'  |
|  | <b>Security/<br/>Hardware</b>       | Keyed lock set   |
|  | <b>View Panels/<br/>Kick-Plates</b> | N/A  |
| <b>Finishes</b>  | <b>Walls</b>                        | Level 1  |
|  | <b>Floor</b>                        | Level 1  |
|  | <b>Base</b>                         | Level 1  |
|  | <b>Ceiling</b>                      | Level 1  |
| <b>Plumbing</b>  |                                     | N/A  |
| <b>HVAC</b>  |                                     | Per UFC 3-410-01, include a 480V, 3-phase circuit for computer room air conditioning (CRAC) unit, and 120V, single-phase circuit for controls. |
| <b>Fire Protection</b>                                 |                                     | Wet or dry pipe sprinkler system, per UFC 3-600-01   |
| <b>Power</b>   |                                     | Per UFC 3-520-01   |
| <b>Lighting</b>  |                                     | Per UFC 3-530-01   |
| <b>Communication</b>                                   | <b>Tele.</b>                        | One per desk   |
|  | <b>Data</b>                         | NIPR   |
|  | <b>CCTV</b>                         | N/A  |
|  | <b>CATV</b>                         | N/A  |
|  | <b>Security</b>                     | N/A  |
| <b>Acoustics</b>                                       |                                     | Per UFC 3-450-01, for noise control  |
| <b>Furnishings Fixtures &amp; Equipment (FF&amp;E)</b> |                                     | Server racks to house JAS servers, along with a CRAC unit to provide supplemental power.   |
| <b>Special Requirements</b>                            |                                     | Raised flooring for access to computer racks and CRAC unit.  |

Figure 8-6 Testing and Training Room Data Sheet

|  |                                |  |
|--|--------------------------------|--|
| <b>Description/Usage</b>                               |                                | Classroom setting for testing and training in current software programs  |
| <b>Ceiling Height</b>                                  |                                | 9'-0" minimum  |
| <b>Windows</b>   |                                | N/A  |
| <b>Doors</b>   | <b>Type</b>                    | Double hollow metal, 3' x 7'   |
|  | <b>Security/Hardware</b>       | Keyed lock set   |
|  | <b>View Panels/Kick-Plates</b> | N/A  |
| <b>Finishes</b>  | <b>Walls</b>                   | Level 1  |
|  | <b>Floor</b>                   | Level 1  |
|  | <b>Base</b>                    | Level 1  |
|  | <b>Ceiling</b>                 | Level 1  |
| <b>Plumbing</b>  |                                | N/A  |
| <b>HVAC</b>  |                                | Per UFC 3-410-01   |
| <b>Fire Protection</b>                                 |                                | Wet or dry pipe sprinkler system, per UFC 3-600-01   |
| <b>Power</b>   |                                | Per UFC 3-520-01   |
| <b>Lighting</b>  |                                | Per UFC 3-530-01   |
| <b>Communication</b>                                   | <b>Tele.</b>                   | One, wall mounted  |
|  | <b>Data</b>                    | NIPR   |
|  | <b>CCTV</b>                    | N/A  |
|  | <b>CATV</b>                    | N/A  |
|  | <b>Security</b>                | N/A  |
| <b>Acoustics</b>                                       |                                | Per UFC 3-450-01, for noise control  |
| <b>Furnishings Fixtures &amp; Equipment (FF&amp;E)</b> |                                | Provide computer tables, with associated floor plugs and data jacks, sufficient to serve the number of students in the room. |
| <b>Special Requirements</b>                            |                                | N/A  |

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## CHAPTER 9 OTHER FIELD OPERATING AGENCIES (FOA)

### 9-1 FUNCTION AND ADJACENCY/SITE LOCATION

FOAs are commands subordinate to Air Staff directors that perform specialized missions. The FOAs, other than AFLOA, with legal offices are:

- Air Force Inspection Agency (AFIA)
- Air Force Office of Special Investigations (AFOSI)
- Air Force Personnel Center (AFPC)
- Air Force Safety Center (AFSEC)
- National Air and Space Intelligence Center (NASIC)

#### 9-1.1 Air Force Inspection Agency (AFIA)

AFIA provides independent inspection, evaluation, and analysis to advance the continuous improvement of mission effectiveness at all levels in the Air Force. Its mission set includes nuclear surety, healthcare, management inspections of organizations above wing level, unit effectiveness inspections of FOAs and DRUs, directed inspections of programs of significant interest to Air Force leadership, and oversight of all aspects of the Air Force Inspection System. AFIA/JA is located at Kirtland AFB, New Mexico.

Programming sheet: Figure 9-1

Special requirements: Support spaces (e.g., conference room, work room, break room, and restrooms) are shared with other building occupants.

#### 9-1.2 Air Force Office of Special Investigations (AFOSI)

AFOSI is a federal law enforcement agency, with responsibility for conducting independent criminal investigations, counterintelligence activities, and specialized investigative and force protection support for the Air Force worldwide. AFOSI/JA is located at Marine Corps Base Quantico, Virginia.

Programming sheet: Figure 9-1

Special requirements:

- Legal office is sited in a SCIF
- Support spaces (e.g., conference room, work room, break room, and restrooms) are shared with other building occupants

- Visiting attorney office: A1

### **9-1.3 Air Force Personnel Center (AFPC)**

AFPC executes personnel programs covering the entire life cycle of Air Force military and civilian personnel, from accession through retirement. AFPC/JA is located at JB San Antonio - Randolph, Texas.

Programming sheet: Figure 9-1

Special requirements:

- Conference room: C2
- Open storage/library: 525 square feet
- Work area: W1
- Break area: B1
- Reception/waiting area: 6 seats
- Visiting attorney office: A1

### **9-1.4 Air Force Safety Center (AFSEC)**

AFSEC develops, implements, executes, and evaluates Air Force aviation, ground, weapons, space, and system mishap prevention, and nuclear surety programs and policy. AFSEC/JA is located at Kirtland AFB, New Mexico.

Programming sheet: Figure 9-1

Special requirements:

- AFSEC records library: Secure 1,800-square-foot storage room, with 1,054 linear feet of storage for privileged safety investigation reports for review and analysis
- Work area: W1
- Break area: B1
- Visiting attorney office: A1

### **9-1.5 National Air and Space Intelligence Center (NASIC)**

NASIC analyzes intelligence on foreign air and space forces, weapons, and systems. NASIC assessments of aerospace performance characteristics, capabilities, and

vulnerabilities are used to shape national security and defense policies and support weapons treaty negotiations and verification. NASIC/JA is located at Wright-Patterson AFB, Ohio.

Programming sheet: Figure 9-1

Special requirements:

- Legal office is sited in a SCIF
- Support spaces (e.g., conference room, work room, break room, and restrooms) are shared with other building occupants
- Visiting attorney office: A1

Figure 9-1 FOA Offices (Other than AFLOA) Standard Programming Sheet

(Items marked "TBD" will be determined according to the notes at the bottom of the programming sheet.)

| AREA  | NO. OCCUPANTS | S.F. PER USER | NO. OF ROOMS REQUIRED | STANDARD ROOM REQUIREMENTS | NET USER REQUIREMENTS |     | COMMENTS |     |
|---|---------------|---------------|-----------------------|----------------------------|-----------------------|-----|----------|-----|
|   |               |               |                       | SF                         | SF                    | SM  |          |     |
| <b>Field Operating Agency Offices (FOAs) (Other than AFLOA)</b> |               |               |                       |                            |                       |     |          |     |
| <b>Attorney Offices:</b>  |               |               |                       |                            |                       |     |          |     |
| A1: General Office/Visiting Attorney                            | 1             | 0             | TBD                   | 100                        | TBD                   | TBD | 1,10     |     |
| A2: Attorney  | 1             | 0             | TBD                   | 120                        | TBD                   | TBD | 1,10     |     |
| A3: Deputy SJA  | 1             | 0             | TBD                   | 150                        | TBD                   | TBD | 1,10     |     |
| A4: SJA   | 1             | 0             | TBD                   | 216                        | TBD                   | TBD | 1,10     |     |
| <b>Paralegal Work Spaces:</b>                                   |               |               |                       |                            |                       |     |          |     |
| P1: Open  | 1             | 0             | TBD                   | 64                         | TBD                   | TBD | 2,10     |     |
| P2: LOS/Standard  | 1             | 0             | TBD                   | 100                        | TBD                   | TBD | 2,10     |     |
| P3: MAJCOM Functional Manager                                   | 1             | 0             | 0                     | 120                        | 0                     | 0   | 2,10     |     |
| <b>Conference Rooms:</b>  |               |               |                       |                            |                       |     |          |     |
| C1: Huddle Room   | 6             | 0             | TBD                   | 168                        | TBD                   | TBD | 3,10     |     |
| C2: Small   | 15            | 0             | TBD                   | 304                        | TBD                   | TBD | 3,10     |     |
| C3: Medium  | 30            | 0             | 0                     | 450                        | 0                     | 0   | 3,10     |     |
| C4: Large   | 45            | 0             | 0                     | 600                        | 0                     | 0   | 3,10     |     |
| <b>Work Rooms:</b>  |               |               |                       |                            |                       |     |          |     |
| W1: Open Work Area  | 0             | 0             | TBD                   | 60                         | TBD                   | TBD | 4,10     |     |
| W2: Work Room   | 0             | 0             | 0                     | 120                        | 0                     | 0   | 4,10     |     |
| W3: Work Room   | 0             | 0             | 0                     | 200                        | 0                     | 0   | 4,10     |     |
| <b>Break Rooms:</b>   |               |               |                       |                            |                       |     |          |     |
| B1: Coffee Bar  | 0             | 0             | TBD                   | 60                         | TBD                   | TBD | 5,10     |     |
| B2: Break Room  | 0             | 0             | 0                     | 120                        | 0                     | 0   | 5,10     |     |
| B3: Break Room  | 0             | 0             | 0                     | 252                        | 0                     | 0   | 5,10     |     |
| B4: Break Room  | 0             | 0             | 0                     | 399                        | 0                     | 0   | 5,10     |     |
| <b>Storage:</b>   |               |               |                       |                            |                       |     |          |     |
| S1: Open Storage Area   | 0             | 0             | TBD                   | TBD                        | TBD                   | TBD | 6,10     |     |
| S2: Closed Secured  | 0             | 0             | TBD                   | TBD                        | TBD                   | TBD | 6,10     |     |
| S3: Special Area  | 0             | 0             | TBD                   | TBD                        | TBD                   | TBD | 7,10     |     |
| <b>Other:</b>   |               |               |                       |                            |                       |     |          |     |
| Waiting/Reception Area  | 0             | 0             | TBD                   | 630                        | TBD                   | TBD | 8,10     |     |
| <b>Total Facility Net Floor Area</b>                            |               |               |                       |                            |                       |     | TBD      | TBD |
| <b>Net to Gross</b>   |               |               |                       |                            | 15.00%                |     | TBD      | TBD |
| <b>Total Facility Gross Area</b>                                |               |               |                       |                            |                       |     | TBD      | TBD |

| AREA                                  | NO. OCCUPANTS |  |  |  | NO. OF PARKING SPACES | COMMENTS |
|---------------------------------------|---------------|--|--|--|-----------------------|----------|
| <b>Parking:</b>                       |               |  |  |  |                       |          |
| UMD                                   | TBD           |  |  |  | TBD                   | 9        |
| Clients                               | TBD           |  |  |  | TBD                   | 9        |
| <b>Total Number of Parking Spaces</b> |               |  |  |  | TBD                   |          |

To the extent the information in this manual differs from that in Chapter 6 of AFMAN 32-1084, this information supersedes. Other applicable information not included in this manual can be found in AFMAN 32-1084, Chapter 6, Tables 6.3 and 6.4.

- Attorney Offices: A4 - 1, for SJA; A3 - 1, for DSJA, if authorized; A2 - for other attorneys, as authorized on UMD; A1 - for visiting attorney, as required.
- Paralegal/Administrative Work Spaces: P2 - 1, for LOS, if authorized; P1 - other paralegals and administrative personnel, as authorized on UMD.
- Conference Room: As required.
- Work Room: W1.
- Break Room: B1.
- Total storage requirements: 30 linear ft. + (# authorized on UMD X 10) linear ft. Includes open area storage (outside individual offices and workstations) and closed/secure area storage (in separate, locked area). Distribution of open and closed storage depends on specific legal office requirements.
- Special Storage: As required (e.g., safe or SCIF).
- Waiting/Reception Area: As required.
- Parking (basic requirement): # authorized on UMD + avg. # clients.
- Administrative areas include circulation factor of 10%, per AFMAN 32-1084.

## CHAPTER 10 ENGINEERING/TECHNICAL CRITERIA

### 10-1 ACOUSTICAL PERFORMANCE

#### 10-1.1 Acoustical Design

For any given critical legal space, it is important that speech from the activity within not be audible in adjacent spaces, and vice-versa. Special attention should be paid at the earliest stages of planning to ensure that noise-producing spaces (e.g., building systems equipment rooms, restrooms, circulation space, public lobbies) are not located directly adjacent (vertically or horizontally) to noise-sensitive spaces.

Include an acoustic consultant during project development, whether new construction or remodeling, to determine the appropriate information needed for the design of attorney offices, courtrooms, and auditoriums, so that sound/vibration issues are properly addressed. Internal partitions must be of a construction determined to achieve an appropriate level of airborne sound isolation, as measured per ASTM E90-09. All facade elements (e.g., walls, glazing, roofs, flooring) must be designed to provide appropriate sound isolation.

The following list of STC ratings for privacy levels, discussed in the various room data sheets, are required in courtrooms, auditoriums, command and leadership suites, and rated attorney offices. The STC ratings fall into three categories. These categories are listed below, along with typical examples of interior partition construction that provides the appropriate acoustic isolation:

**STC of 40-45:** One layer of 12.7-millimeter (0.5-inch) gypsum wallboard on each side of the steel studs to the underside of the structure, with acoustic sealant at top and bottom. Include an acoustic break along the base of the walls.

**STC of 50:** One layer of 15.9-millimeter (0.625-inch) gypsum wallboard on each side of the steel studs, plus an additional layer on one side, to the underside of the structure, with acoustic sealant at top and bottom. (Install 69.8-millimeter [2.75-inch] glass fiber insulation in the wall cavity.)

**STC of 55:** One layer of 6.3-millimeter (0.25-inch) and 15.9-millimeter (0.625-inch) gypsum wallboard on each side of the steel studs to the underside of the structure, with acoustic sealant at top and bottom. (Install 69.8-millimeter [2.75-inch] glass fiber insulation in the wall cavity.)

#### 10-1.2 HVAC Acoustic Performance

HVAC acoustic performance must be a major consideration regarding the selection of equipment for both courtrooms and legal offices. Systems serving the courtrooms, legal offices, and auxiliary spaces must be designed with sound attenuation to provide consistent and acceptable sound levels. This is particularly critical in any court facilities, auditoriums, and conference rooms that require extensive use of sound and A/V or VTC equipment for recording and presentations. Regulate noise during all modes of

operation and for all load conditions by providing an HVAC system with one or more of the following:

- Sound traps and acoustic lining in the duct work
- Low-velocity, low-static pressure fan systems
- Special low noise diffusers

If air is returned by the ceiling plenum, special attention must be given to the location of any partitions extending to the floor structure above and to the acoustical treatment of the required penetration of these partitions for return air.

Locate all HVAC equipment, including air-handling units (AHU) and variable air volume (VAV) boxes, away from courtrooms, jury rooms, judge's chambers, and designated spaces. The minimum distance between AHUs and critical facilities must be 7.6 meters (25 feet). Provide the appropriate treatment of mechanical supply/return ducts to minimize sound and voice transfer from courtroom facilities, conference rooms, or legal offices to surrounding areas. Noise criteria (NC) define the limits that the octave band spectrum of the noise source must not exceed, and must range from 25 to 30 in facilities. For sound level maintenance, courtrooms or other designated spaces need to be served by constant volume air supply. Air ducts serving courtrooms, trial jury deliberation rooms, auditoriums, and critical conference rooms must be lined with 50 millimeters (2 inches) of acoustical absorption material for a length of at least 3700 millimeters (12 feet) from the diffuser or return air intake to minimize sound transmission.

## APPENDIX A REFERENCES

### AIR FORCE

AFI 32-9010, *Management and Reporting Of Air Force Space and Building Services in OSD Assigned Facilities and in the Washington DC Area*, <http://www.e-publishing.af.mil/>

AFI 51-110, *Professional Responsibility Program*, <http://www.e-publishing.af.mil/>

AFMAN 32-1084, *Facility Requirements*, <http://www.e-publishing.af.mil/>

Air Force Corporate Facility Standards (AFCFS), <http://afcfs.wbdg.org/index.html>

Air Force Sustainable Design and Development (SDD) Implementing Guidance, [http://www.wbdg.org/ccb/AF/POLICY/af\\_sdd\\_impl\\_guidance.pdf](http://www.wbdg.org/ccb/AF/POLICY/af_sdd_impl_guidance.pdf)

### ACCESS BOARD

ABA *Accessibility Standard for Department of Defense Facilities*, <http://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-aba-standards/aba-standards>

FED-STD-795, *Uniform Federal Accessibility Standards*, <http://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-aba-standards/ufas>

### AMERICAN SOCIETY OF HEATING, REFRIGERATING, AND AIR-CONDITIONING ENGINEERS

ASHRAE 90.1, *Energy Standard for Buildings Except Low-Rise Residential Buildings*, <https://www.ashrae.org/resources--publications/bookstore/standard-90-1>

### ASTM INTERNATIONAL

ASTM E90-09, *Standard Test Method for Laboratory Measurement of Airborne Sound Transmission Loss of Building Partitions and Elements*, <http://www.astm.org/Standards/E90.htm>

### ENERGY POLICY ACT

EPACT, [http://energy.gov/sites/prod/files/2013/10/f3/epact\\_2005.pdf](http://energy.gov/sites/prod/files/2013/10/f3/epact_2005.pdf)

### INTERNATIONAL CODE COUNCIL

*International Building Code (IBC)*, <http://publicecodes.cyberregs.com/icod/ibc/index.htm>

**INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS**

IEEE C2, *National Electrical Safety Code*,  
<http://standards.ieee.org/findstds/standard/C2-2012.html>

**ILLUMINATING ENGINEERING SOCIETY OF NORTH AMERICA**

IESNA, *The Lighting Handbook*, <http://www.ies.org/handbook/>

**DEPARTMENT OF DEFENSE**

MIL-HDBK 1013/1A, *Design Guidelines for Physical Security of Facilities*,  
[http://www.wbdg.org/ccb/browse\\_doc.php?d=2813](http://www.wbdg.org/ccb/browse_doc.php?d=2813)

UFC 1-200-01, *General Building Requirements*,  
[http://www.wbdg.org/ccb/browse\\_cat.php?o=29&c=4](http://www.wbdg.org/ccb/browse_cat.php?o=29&c=4)

UFC 1-200-02, *High Performance and Sustainability Building Requirements*,  
[http://www.wbdg.org/ccb/browse\\_cat.php?o=29&c=4](http://www.wbdg.org/ccb/browse_cat.php?o=29&c=4)

UFC 3-101-01, *Architecture*, [http://www.wbdg.org/ccb/browse\\_cat.php?o=29&c=4](http://www.wbdg.org/ccb/browse_cat.php?o=29&c=4)

UFC 3-120-10, *Interior Design*, [http://www.wbdg.org/ccb/browse\\_cat.php?o=29&c=4](http://www.wbdg.org/ccb/browse_cat.php?o=29&c=4)

UFC 3-410-01, *Heating, Ventilating, and Air Conditioning Systems*,  
[http://www.wbdg.org/ccb/browse\\_cat.php?o=29&c=4](http://www.wbdg.org/ccb/browse_cat.php?o=29&c=4)

UFC 3-420-01, *Plumbing Systems*,  
[http://www.wbdg.org/ccb/browse\\_cat.php?o=29&c=4](http://www.wbdg.org/ccb/browse_cat.php?o=29&c=4)

UFC 3-450-01, *Noise and Vibration Control*,  
[http://www.wbdg.org/ccb/browse\\_cat.php?o=29&c=4](http://www.wbdg.org/ccb/browse_cat.php?o=29&c=4)

UFC 3-501-01, *Electrical Engineering*,  
[http://www.wbdg.org/ccb/browse\\_cat.php?o=29&c=4](http://www.wbdg.org/ccb/browse_cat.php?o=29&c=4)

UFC 3-520-01, *Interior Electrical Systems*,  
[http://www.wbdg.org/ccb/browse\\_cat.php?o=29&c=4](http://www.wbdg.org/ccb/browse_cat.php?o=29&c=4)

UFC 3-530-01, *Design: Interior and Exterior Lighting and Controls*,  
[http://www.wbdg.org/ccb/browse\\_cat.php?o=29&c=4](http://www.wbdg.org/ccb/browse_cat.php?o=29&c=4)

UFC 3-550-01, *Exterior Electrical Power Distribution*,  
[http://www.wbdg.org/ccb/browse\\_cat.php?o=29&c=4](http://www.wbdg.org/ccb/browse_cat.php?o=29&c=4)

UFC 3-600-01, *Fire Protection Engineering for Facilities*,  
[http://www.wbdg.org/ccb/browse\\_cat.php?o=29&c=4](http://www.wbdg.org/ccb/browse_cat.php?o=29&c=4)

UFC 4-010-01, *DoD Minimum Antiterrorism Standards for Buildings*,  
[http://www.wbdg.org/ccb/browse\\_cat.php?o=29&c=4](http://www.wbdg.org/ccb/browse_cat.php?o=29&c=4)

UFC 4-010-05, *Sensitive Compartmented Information Facilities Planning, Design, and Construction*, [https://www.wbdg.org/ccb/browse\\_cat.php?o=29&c=4](https://www.wbdg.org/ccb/browse_cat.php?o=29&c=4)

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## APPENDIX B BEST PRACTICES

### **B-1           PROGRAMMING SHEET LINK**

For the active programming sheets, go to:

[http://www.wbdg.org/references/afbim\\_tools.php](http://www.wbdg.org/references/afbim_tools.php)

### **B-2           BIM AND PDF DRAWING LINK**

For the BIM & PDF versions of the drawings, go to:

[http://www.wbdg.org/references/afbim\\_tools.php](http://www.wbdg.org/references/afbim_tools.php)

### **B-3           AIR FORCE MILCON SUSTAINABILITY REQUIREMENTS SCORE SHEETS LINK.**

For the interactive sustainability requirements score sheets, go to:

[http://www.wbdg.org/ccb/browse\\_cat.php?c=265](http://www.wbdg.org/ccb/browse_cat.php?c=265)

B-3.1 AIR FORCE MILCON SUSTAINABILITY REQUIREMENTS SCORE SHEETS

Air Force MILCON Sustainability Requirements Scoresheet

version LEED® 2009 (Updated September 2013)

\* required entry

| General Information      |                            | INCOMPLETE  |   |
|--------------------------|----------------------------|---|---|
| <b>SURVEY INCOMPLETE</b> |                            | Project ID (e.g. ABCD12345)   | * |
|                          |                            | Real Property Unique ID (RPUID)   | * |
|                          |                            | Building Name   | * |
|                          |                            | Project Type  | * |
|                          |                            | Installation  | * |
|                          |                            | City  | * |
|                          |                            | State   | * |
|                          |                            | CONUS   | * |
|                          |                            | MAJCOM  | * |
|                          |                            | PM Name   | * |
|                          |                            | PA (\$k)  | * |
|                          |                            | Building Size (SF)  | * |
|                          |                            | Program Year (FY####)   | * |
|                          |                            | Project Phase   | * |
|                          |                            | Design Started (FY####)   | * |
|                          |                            | BOD (MM/DD/YY)  | * |
|                          |                            | Pursuing formal LEED® Certification   | * |
|                          |                            | <input type="text"/> Date Project Registered (MM/DD/YY)<br><input type="text"/> Date Project Certified by GBCI (MM/DD/YY)<br><input type="checkbox"/> LEED Points Awarded by GBCI (e.g. 42)<br><input type="checkbox"/> LEED Energy and Water Points Awarded by GBCI<br>[Select] LEED Certification Level Awarded by GBCI<br>Registration Fees (\$) <input type="text"/> Certification Fees (\$) <input type="text"/> |   |
|                          | LEED® 2009                 | LEED® Rating System   |   |
|                          | 0                          | LEED® Points Status   |   |
|                          | Prerequisites Not Achieved | LEED® Certification Level Status  |   |
|                          |                            | LEED® Energy and Water Points Status  |   |
|                          | 0%                         | HPSB Compliant  |   |
|                          | 0%                         | Energy Efficiency Achieved (% below ANSI/ASHRAE/IESNA Standard 90.1-2010)   |   |
|                          |                            | Date Scoresheet Completed or Revised  | * |
|                          | 2013_V0                    | Scoresheet version  |   |

| Color Coding: See Instructions Tab for more detail |                            |
|--|----------------------------|
| Drop-Down Box                                      | Recommended (not required) |
| No Entry Required                                  | Yes or N/A                 |
| Custom Entry                                       | Maybe                      |
| LEED Prerequisite                                  | No                         |

\* required entry

| Federal Requirements for High Performance and Sustainable Buildings (HPSB) & UFC 1-200-02 |                |   |                               |
|---|----------------|---|-------------------------------|
| <b>HPSB I: Employ Integrated Design Principles (UFC 1-200-02 para 2-2)</b>                |                |   |                               |
| Total Points  | 0              | <b>INCOMPLETE</b>   | Possible Points 2             |
|   | HPSB I.1       | <b>Integrated Design</b>  | 1 *                           |
|   | HPSB I.2       | <b>Commissioning</b>  | 1 *                           |
| <b>UFC 1-200-02 para 2-3. Promote Sustainable Location and Site Development</b>           |                |   |                               |
| Total Points  | 0              | <b>INCOMPLETE</b>   | Possible Points (HPSB only) 1 |
|   | UFC para 2-3.1 | <b>Site selection</b>   | 1 *                           |
|   | UFC para 2-3.2 | <b>Mitigation of Heat Island Effect</b>   | 1 *                           |
|   | UFC para 2-3.3 | <b>Reduction of Light Pollution</b>   | 1 *                           |
|   | HPSB III.3-4   | <b>Stormwater Management</b>  | 1 *                           |
| <b>HPSB II: Optimize Energy Performance (UFC 1-200-02 para 2-4)</b>                       |                |   |                               |
| Total Points  | 0              | <b>INCOMPLETE</b>   | Possible Points 4             |
|   | HPSB II.1      | <b>Energy Efficiency</b>  | 1                             |
|   |                | Reduce energy use 30% below ANSI/ASHRAE/IESNA Standard 90.1-2010 or if not - achieve maximum energy efficiency that is lifecycle cost effective | *                             |
|   |                | Insert percentage below ANSI/ASHRAE/IESNA Standard 90.1-2010 in terms of energy use (e.g. 32)   | *                             |
|   |                | Insert building energy intensity (kBtu/yr-sqft) calculated IAW 10 CFR 433   | *                             |
|   | HPSB II.2      | <b>On-site Renewable Energy - Solar Hot Water Heater System</b>   | 1                             |

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\* required entry

|   |   |   |                 |    |
|---|---|---|-----------------|----|
|   |   | Installed solar hot water heater system or found installation not lifecycle cost effective  |                 | *  |
|   |   | Insert generation capacity (MMBtu/yr)   |                 |    |
|   |   | Insert percentage of demand   |                 |    |
| HPSB II.3   |   | <b>On-site Renewable Energy</b>   | 1               | *  |
|   |   | Installed renewable energy elements or projects were not lifecycle cost effective   |                 | *  |
|   |   | Renewable energy types (check below)  |                 |    |
|   |   | <input type="checkbox"/> Solar PV <input type="checkbox"/> Geothermal <input type="checkbox"/> Hydro <input type="checkbox"/> Waste to Energy |                 |    |
|   |   | <input type="checkbox"/> Solar CP <input type="checkbox"/> GSHP <input type="checkbox"/> Wind <input type="checkbox"/> Renewables were not    |                 |    |
|   |   | <input type="checkbox"/> Solar Thermal Electric   |                 |    |
|   |   | Insert generation capacity (kW)   |                 |    |
| HPSB II.4   |   | Insert percentage of total building   | 1               | *  |
|   |   | <b>Measurement and Verification</b>   |                 |    |
|   |   | Water Metering: Select N/A if no service  |                 | *  |
|   |   | Electric Metering: Select N/A if no service   |                 | *  |
|   |   | Natural Gas Metering: Select N/A if no service  |                 | *  |
|   |   | Steam Metering: Select N/A if no service  |                 | *  |
| <b>HPSB III: Protect and Conserve Water (UFC 1-200-02 para 2-5)</b>             |   |   |                 |    |
| Total Points  | 0   | <b>INCOMPLETE</b>   | Possible Points | 3  |
| HPSB III.1  |   | <b>Indoor Water</b>   | 1               | *  |
| HPSB III.2  |   | <b>Outdoor Water</b>  | 1               | *  |
| HPSB III.4  |   | <b>Water used for heating and cooling</b>   | 1               | *  |
|   |   | Water efficient measures were implemented with heating and cooling equipment when life cycle effective  |                 | *  |
| <b>HPSB IV: Enhance Indoor Environmental Quality (UFC 1-200-02 para 2-6)</b>    |   |   |                 |    |
| Total Points  | 0   | <b>INCOMPLETE</b>   | Possible Points | 6  |
| HPSB IV.1   |   | <b>Thermal Comfort</b>  | 1               | *  |
| HPSB IV.2   |   | <b>Ventilation</b>  | 1               | *  |
| HPSB IV.3   |   | <b>Moisture Control</b>   | 1               | *  |
| HPSB IV.4   |   | <b>Daylighting</b>  | 1               | *  |
| HPSB IV.5   |   | <b>Low Emitting Materials</b>   | 1               | *  |
| HPSB IV.6   |   | <b>Protect Indoor Air Quality during Construction</b>   | 1               | *  |
| Yes   | HPSB IV.7                                     | <b>Environmental Tobacco Smoke</b>  | 1               | *  |
| <b>HPSB V: Reduce Environmental Impact of Materials (UFC 1-200-02 para 2-6)</b> |   |   |                 |    |
| Total Points  | 0   | <b>INCOMPLETE</b>   | Possible Points | 6  |
| HPSB V.1  |   | <b>Recycled Content</b>   | 1               | *  |
| HPSB V.2  |   | <b>Biologically-based Products</b>  | 1               | *  |
| HPSB V.3  |   | <b>Environmentally Preferable Products</b>  | 1               | *  |
| HPSB V.4  |   | <b>Waste and Materials Management - Recycling</b>   | 1               | *  |
| HPSB V.5  |   | <b>Waste and Materials Management - Divert 50% from Disposal</b>  | 1               | *  |
|   |   | Insert percentage diverted from landfill  |                 | *  |
|   |   | Data element is not applicable  |                 | *  |
| HPSB V.6  |   | <b>Ozone Depleting Substances</b>   | 1               | *  |
| <b>HPSB Totals</b>  |   |   | Possible Points | 22 |
| 0   | <b>Federal Requirements - Yes or N/A</b>      |   |                 |    |
| 0   | <b>Federal Requirements - Maybe</b>           |   |                 |    |
| 0   | <b>Federal Requirements - No</b>              |   |                 |    |
| 0%  | <b>Percentage of Federal Requirements Met</b> |   |                 |    |

| LEED® 2009 Checklist   |                   |                 |
|--|-------------------|-----------------|
| LEED® Credits and/or Prerequisites that meet HPSB/UFC Requirements                             |                   |                 |
| LEED® Credits and/or Prerequisites that align closely with HPSB/UFC Requirements               |                   |                 |
| LEED® Credits that meet USAF Energy & Water Criteria (may depend on technologies & strategies) |                   |                 |
| Sustainable Sites  | Achievable Points | Possible Points |
| Prereq 1   | 0                 | 26              |
| Credit 1   |                   | Required        |
| Credit 2   |                   | 1               |
| Credit 3   |                   | 5               |
| Credit 4.1   |                   | 1               |
| Credit 4.2   |                   | 6               |
| Credit 4.3   |                   | 1               |
| Credit 4.4   |                   | 3               |
| Credit 5.1   |                   | 1               |
| Credit 5.2   |                   | 2               |
| Credit 6.1   |                   | 1               |
| Credit 6.2   |                   | 1               |
| Credit 7.1   |                   | 1               |

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\* required entry

|                                     |   |   |          |
|-------------------------------------|---|---|----------|
| Credit 7.2                          | Heat Island Effect - Roof (UFC)                                     |   | 1        |
| Credit 8                            | Light Pollution Reduction   | Select which LEED® Interior Lighting Option was used          | 1        |
| <b>Water Efficiency</b>             |   |   |          |
| Achievable Points                   | 0   | Possible Points   | 10       |
| Prereq 1                            | Water Use Reduction - 20% Reduction (HPSB GP3)                      |   | Required |
| Credit 1                            | Water Efficient Landscaping (HPSB GP3)                              |   | 2 to 4   |
|                                     | 2   | Reduce Potable Water Use by 50% (HPSB GP3)                    | 2        |
|                                     | 4   | No Potable Use or Irrigation (HPSB GP3)                       | 2        |
| Credit 2                            | Innovative Wastewater Technologies                                  |   | 2        |
| Credit 3                            | Water Use Reduction (HPSB GP3)                                      |   | 2 to 4   |
|                                     | 2   | 30% Reduction (HPSB GP3)                                      | 2        |
|                                     | 3   | 35% Reduction (HPSB GP3)                                      | 1        |
|                                     | 4   | 40% Reduction (HPSB GP3)                                      | 1        |
| <b>Energy &amp; Atmosphere</b>      |   |   |          |
| Achievable Points                   | 0   | Possible Points   | 35       |
| Prereq 1                            | Fundamental Commissioning of the Building Energy Systems (HPSB GP1) |   | Required |
| Prereq 2                            | Minimum Energy Performance (HPSB GP2)                               |   | Required |
| Prereq 3                            | Fundamental Refrigerant Management (HPSB GP5)                       |   | Required |
| Credit 1                            | Optimize Energy Performance (HPSB GP2)                              |   | 1 to 19  |
|                                     | 1   | 12% for New Buildings/8% for Existing Building Renovations    | 1        |
|                                     | 2   | 14% for New Buildings/10% for Existing Building Renovations   | 1        |
|                                     | 3   | 16% for New Buildings/12% for Existing Building Renovations   | 1        |
|                                     | 4   | 18% for New Buildings/14% for Existing Building Renovations   | 1        |
|                                     | 5   | 20% for New Buildings/16% for Existing Building Renovations   | 1        |
|                                     | 6   | 22% for New Buildings/18% for Existing Building Renovations   | 1        |
|                                     | 7   | 24% for New Buildings/20% for Existing Building Renovations   | 1        |
|                                     | 8   | 26% for New Buildings/22% for Existing Building Renovations   | 1        |
|                                     | 9   | 28% for New Buildings/24% for Existing Building Renovations   | 1        |
|                                     | 10  | 30% for New Buildings/26% for Existing Building Renovations   | 1        |
|                                     | 11  | 32% for New Buildings/28% for Existing Building Renovations   | 1        |
|                                     | 12  | 34% for New Buildings/30% for Existing Building Renovations   | 1        |
|                                     | 13  | 36% for New Buildings/32% for Existing Building Renovations   | 1        |
|                                     | 14  | 38% for New Buildings/34% for Existing Building Renovations   | 1        |
|                                     | 15  | 40% for New Buildings/36% for Existing Building Renovations   | 1        |
|                                     | 16  | 42% for New Buildings/38% for Existing Building Renovations   | 1        |
|                                     | 17  | 44% for New Buildings/40% for Existing Building Renovations   | 1        |
|                                     | 18  | 46% for New Buildings/42% for Existing Building Renovations   | 1        |
|                                     | 19  | 48%+ for New Buildings/44%+ for Existing Building Renovations | 1        |
| Credit 2                            | On-Site Renewable Energy (HPSB GP2)                                 |   | 1 to 7   |
|                                     | 1   | On-site 1%  | 1        |
|                                     | 2   | On-site 3%  | 1        |
|                                     | 3   | On-site 5%  | 1        |
|                                     | 4   | On-site 7%  | 1        |
|                                     | 5   | On-site 9%  | 1        |
|                                     | 6   | On-site 11%   | 1        |
|                                     | 7   | On-site 13%   | 1        |
| Credit 3                            | Enhanced Commissioning (HPSB GP1)                                   |   | 2        |
| Credit 4                            | Enhanced Refrigerant Management (HPSB GP5)                          |   | 2        |
| Credit 5                            | Measurement & Verification (HPSB GP2)                               |   | 3        |
| Credit 6                            | Green Power   |   | 2        |
| <b>Materials &amp; Resources</b>    |   |   |          |
| Achievable Points                   | 0   | Possible Points   | 14       |
| Prereq 1                            | Storage & Collection of Recyclables (HPSB GP5)                      |   | Required |
| Credit 1.1                          | Building Reuse - Maintain Existing Walls Floors & Roof              |   | 1 to 3   |
|                                     | 1   | Maintain 55% of Existing Walls Floors & Roof                  | 1        |
|                                     | 2   | Maintain 75% of Existing Walls Floors & Roof                  | 1        |
|                                     | 3   | Maintain 95% of Existing Walls Floors & Roof                  | 1        |
| Credit 1.2                          | Building Reuse - Maintain 50% of Interior Non-Structural Elements   |   | 1        |
| Credit 2                            | Construction Waste Management (HPSB GP5)                            |   | 1 to 2   |
|                                     | 1   | 50% Recycled or Salvaged                                      | 1        |
|                                     | 2   | 75% Recycled or Salvaged                                      | 1        |
| Credit 3                            | Materials Reuse   |   | 1 to 2   |
|                                     | 1   | 5% of value of material reused content                        | 1        |
|                                     | 2   | 10% of value of material reused content                       | 1        |
| Credit 4                            | Recycled Content (HPSB GP5)   |   | 1 to 2   |
|                                     | 1   | 10% of value of material recycled content                     | 1        |
|                                     | 2   | 20% of value of material recycled content                     | 1        |
| Credit 5                            | Regional Materials  |   | 1 to 2   |
|                                     | 1   | 10% Extracted, Processed & Manufactured                       | 1        |
|                                     | 2   | 20% Extracted, Processed & Manufactured                       | 1        |
| Credit 6                            | Rapidly Renewable Materials (HPSB GP5)                              |   | 1        |
| Credit 7                            | Certified Wood (HPSB GP5)   |   | 1        |
| <b>Indoor Environmental Quality</b> |   |   |          |
| Achievable Points                   | 0   | Possible Points   | 15       |
| Prereq 1                            | Minimum IAQ Performance (HPSB GP4)                                  |   | Required |

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\* required entry

|  |  |                 |     |
|--|--|-----------------|-----|
| Prereq 2   | Environmental Tobacco Smoke (ETS) Control (HPSB GP4)                   | Required        | 1   |
| <b>Credit 1</b>  | <b>Outside Air Delivery Monitoring</b>                                 |                 | 1   |
| Credit 2   | Increased Ventilation  |                 | 1   |
| Credit 3.1   | Construction IAQ Management Plan, During Construction (HPSB GP4)       |                 | 1   |
| Credit 3.2   | Construction IAQ Management Plan, Before Occupancy (HPSB GP4)          |                 | 1   |
| Credit 4.1   | Low Emitting Materials, Adhesives & Sealants (HPSB GP4)                |                 | 1   |
| Credit 4.2   | Low Emitting Materials, Paints & Coatings (HPSB GP4)                   |                 | 1   |
| Credit 4.3   | Low Emitting Materials, Flooring Systems (HPSB GP4)                    |                 | 1   |
| Credit 4.4   | Low Emitting Materials, Composite Wood & Agrifiber Products (HPSB GP4) |                 | 1   |
| Credit 5   | Indoor Chemical & Pollutant Source Control                             |                 | 1   |
| Credit 6.1   | Controllability of Systems, Lighting (HPSB GP4)                        |                 | 1   |
| Credit 6.2   | Controllability of Systems, Thermal Comfort                            |                 | 1   |
| Credit 7.1   | Thermal Comfort, Design (HPSB GP4)                                     |                 | 1   |
| Credit 7.2   | Thermal Comfort, Verification  |                 | 1   |
| <b>Credit 8.1</b>  | <b>Daylight &amp; Views - Daylight 75% of Spaces (HPSB GP4)</b>        |                 | 1   |
| Credit 8.2   | Daylight & Views - Views for 90% of Spaces                             |                 | 1   |
| <b>Innovation &amp; Design Process</b>   |  |                 |     |
| Achievable Points  | 0  | Possible Points | 6   |
| <b>Credit 1.1</b>  | <b>Innovation in Design 1.1</b>  |                 | 1   |
|  | <input type="checkbox"/> Select if ID 1.1 was for energy and/or water  |                 |     |
| <b>Credit 1.2</b>  | <b>Innovation in Design 1.2</b>  |                 | 1   |
|  | <input type="checkbox"/> Select if ID 1.2 was for energy and/or water  |                 |     |
| <b>Credit 1.3</b>  | <b>Innovation in Design 1.3</b>  |                 | 1   |
|  | <input type="checkbox"/> Select if ID 1.3 was for energy and/or water  |                 |     |
| <b>Credit 1.4</b>  | <b>Innovation in Design 1.4</b>  |                 | 1   |
|  | <input type="checkbox"/> Select if ID 1.4 was for energy and/or water  |                 |     |
| <b>Credit 1.5</b>  | <b>Innovation in Design 1.5</b>  |                 | 1   |
|  | <input type="checkbox"/> Select if ID 1.5 was for energy and/or water  |                 |     |
| Credit 2   | LEED® Accredited Professional  |                 | 1   |
| <b>Regional Priority Credits</b>   |  |                 |     |
| Achievable Points  | 0  | Possible Points | 4   |
| <b>Credit 1.1</b>  | <b>Regional Priority 1.1</b>   |                 | 1   |
|  | <input type="checkbox"/> Select if RP 1.1 was for energy and/or water  |                 |     |
| <b>Credit 1.2</b>  | <b>Regional Priority 1.2</b>   |                 | 1   |
|  | <input type="checkbox"/> Select if RP 1.2 was for energy and/or water  |                 |     |
| <b>Credit 1.3</b>  | <b>Regional Priority 1.3</b>   |                 | 1   |
|  | <input type="checkbox"/> Select if RP 1.3 was for energy and/or water  |                 |     |
| <b>Credit 1.4</b>  | <b>Regional Priority 1.4</b>   |                 | 1   |
|  | <input type="checkbox"/> Select if RP 1.4 was for energy and/or water  |                 |     |
| <b>LEED Project Totals (pre-certification estimates)</b>                                   |  | Possible Points | 110 |
| 0  | Total LEED® Yes Points   |                 |     |
| 0  | Total LEED® Maybe Points   |                 |     |
| 0  | Total LEED® No Points  |                 |     |
|  | Total LEED® Energy and Water Related Points                            |                 |     |
| <b>Prerequisites Not Achieved</b>  |  |                 |     |
|  | LEED® Certification Status   |                 |     |
| N/A  | LEED® Horizontal Benchmark Level                                       |                 |     |
| N/A  | LEED® Utility Benchmark Level  |                 |     |
| N/A  | LEED® Industrial Benchmark Level                                       |                 |     |
| LEED®: Certified: 40-49 points, Silver: 50-59 points, Gold: 60-79 points, Platinum: 80-110 |  |                 |     |

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## APPENDIX C GLOSSARY

|        |   |
|--------|---|
| A/V    | Audiovisual                                     |
| ABA    | Architectural Barriers Act                      |
| ADA    | Americans with Disabilities Act                 |
| ADC    | Area Defense Counsel                            |
| ADP    | Area Development Plan                           |
| A-E    | Architect-Engineer                              |
| AFB    | Air Force Base                                  |
| AFCCA  | Air Force Court of Criminal Appeals             |
| AFCFS  | Air Force Corporate Facilities Standards        |
| AFCSC  | Air Force Claims Service Center                 |
| AFDW   | Air Force District of Washington                |
| AFH    | Air Force Handbook                              |
| AFI    | Air Force Instruction                           |
| AFIA   | Air Force Inspection Agency                     |
| AFJAG  | Air Force Judge Advocate General                |
| AFJAGC | Air Force Judge Advocate General's Corps        |
| AFJAGS | Air Force Judge Advocate General's School       |
| AFLOA  | Air Force Legal Operations Agency               |
| AFMAN  | Air Force Manual                                |
| AFMC   | Air Force Materiel Command                      |
| AFOSI  | Air Force Office of Special Investigations      |
| AFOTEC | Air Force Operations Test and Evaluation Center |
| AFPC   | Air Force Personnel Center                      |
| AFSEC  | Air Force Safety Center                         |

|        |  |
|--------|--|
| AHU    | Air Handling Unit  |
| AIB    | Accident Investigation Board                                     |
| AIBFSC | Accident Investigation Board Field Support Center                |
| ASHRAE | American Society of Heating, Refrigerating, and Air Conditioning |
| AT     | Antiterrorism  |
| BIM    | Building Information Modeling                                    |
| CAAF   | Court of Appeals for the Armed Forces                            |
| CATV   | Cable Television   |
| CCTV   | Closed Caption Television  |
| CLFSC  | Commercial Litigation Field Support Center                       |
| CLS    | Community Legal Services   |
| CLSA   | Office of Airman's Counsel                                       |
| CLSL   | Legal Assistance Division  |
| CLSV   | Special Victims' Counsel Division                                |
| CONUS  | Continental United States  |
| CRAC   | Computer Room Air Conditioning                                   |
| CSAF   | Chief of Staff for the Air Force                                 |
| DoD    | Department of Defense  |
| DRU    | Direct Reporting Unit  |
| ELFSC  | Environmental Law Field Support Center                           |
| FC     | Facilities Criteria  |
| FOA    | Field Operating Agency   |
| FOIA   | Freedom of Information Act                                       |
| FPEB   | Formal Physical Evaluation Board                                 |
| FSC    | Field Support Center   |

|       |   |
|-------|---|
| GAIB  | Ground Accident Investigation Board                 |
| GAO   | Government Accountability Office                    |
| HIPAA | Health Insurance Portability and Accountability Act |
| HQ    | Headquarters  |
| HVAC  | Heating, Ventilation, and Air Conditioning          |
| IDP   | Installation Development Plan                       |
| IDS   | Intrusion Detection System                          |
| IG    | Inspector General                                   |
| IT    | Information Technology                              |
| JA    | Judge Advocate                                      |
| JAC   | Civil Law and Litigation Directorate                |
| JACC  | Claims and Tort Litigation Division                 |
| JACE  | Environmental Law and Litigation Division           |
| JACL  | General Litigation Division                         |
| JAG   | Judge Advocate                                      |
| JAH   | Air Force Court of Criminal Appeals                 |
| JAJ   | Air Force Judiciary                                 |
| JAJA  | Appellate Defense Division                          |
| JAJD  | Trial Defense Division                              |
| JAJG  | Government Trial and Appellate Counsel Division     |
| JAJM  | Military Justice Division                           |
| JAJR  | Clemency, Corrections and Officer Review Division   |
| JAQ   | Commercial Law and Litigation Directorate           |
| JAQC  | Commercial Litigation Field Support Center          |
| JAQK  | Contract Law Field Support Center                   |

|        |   |
|--------|---|
| JAS    | Legal Information Services Directorate          |
| JAT    | Air Force Trial Judiciary                       |
| JB     | Joint Base                                      |
| KLFSC  | Contract Law Field Support Center               |
| LLFSC  | Labor Law Field Support Center                  |
| LOS    | Law Office Superintendent                       |
| MAJCOM | Major Command                                   |
| MCRP   | Medical Cost Recovery Program                   |
| MIRT   | Multidisciplinary Independent Review Team       |
| MLFSC  | Medical Law Field Support Center                |
| N/A    | Not Applicable                                  |
| NAF    | Numbered Air Force                              |
| NASIC  | National Air and Space Intelligence Center      |
| NIPR   | Non-Classified Internet Protocol Router Network |
| OAC    | Office of Airmen's Counsel                      |
| OCONUS | Outside Continental United States               |
| PDF    | Portable Document Format                        |
| POV    | Privately Owned Vehicle                         |
| RR     | Restroom  |
| SARC   | Special Assault Response Coordinator            |
| SCIF   | Sensitive Compartmented Information Facility    |
| SecAF  | Secretary of the Air Force                      |
| SF     | Square Footage                                  |
| SIPR   | Secret Internet Protocol Router Network         |
| SJA    | Staff Judge Advocate                            |

|       |                                  |
|-------|----------------------------------|
| SM    | Square Meters                    |
| STC   | Sound Transmission Class         |
| SVC   | Special Victims' Counsel         |
| TJAG  | The Judge Advocate General       |
| UFC   | Unified Facilities Criteria      |
| ULFSC | Utility Law Field Support Center |
| UMD   | Unit Manning Document            |
| USAFA | United States Air Force Academy  |
| V     | Volt                             |
| VTC   | Video Teleconference             |