

AIR FORCE BASE LEGAL FACILITIES DESIGN



UNITED STATES AIR FORCE

Base legal facilities are among the most visible symbols of the Air Force military justice system. As such, distinctive facilities that provide the proper atmosphere and decorum are essential in emphasizing the Air Force's commitment to fair and unbiased application of military law.

As we make strides in improving the functionality and appearance of our base legal facilities, we should use our limited resources wisely to develop useful and effective designs. The payoff comes with the enhanced functionality and security of our courtrooms, and a positive and professional image projected by our military justice system.

We have developed this guide to set the standard for base legal facilities. These guidelines should be used during the programming, design, and construction process to ensure we provide quality facilities for our legal staffs and their customers. Our commitment is to our people – to upgrade their facilities – to give them the space they need, an environment in which they can be as productive and effective as possible, and a work place in which they can proudly serve.

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INTRODUCTION**A**

PURPOSE

This guide provides the basic standard guidelines for organizing, evaluating, planning, programming, designing, and constructing base legal facilities on Air Force installations. It covers the general requirements for courtrooms, Staff Judge Advocate (SJA) offices, and Area Defense Counsel (ADC) offices. These facilities must have a professional environment suitable for the provision of base legal services to Air Force personnel and their families. The commitment of the base legal staff is to the Air Force and to the clients they serve. Creating or upgrading base legal facilities not only provides the space needed but also provides an environment conducive to staff productivity. Such a workplace also proudly reflects the professionalism of the Air Force Judge Advocate General's Department.

This guide has been prepared for the use of Commanders, Base Civil Engineers, Staff Judge Advocates, their staffs, design architects, and engineers and covers the basic facility requirements and design considerations necessary to a successful project development. It does not provide comprehensive technical information generally known to professional architects and engineers.

B

LEGAL FACILITIES DESCRIPTION

1 MISSION

The mission of the Air Force Judge Advocate General's Department is to provide essential base legal support for military operations; to advocate and litigate in order to preserve command prerogatives; to administer civil and criminal law programs; to educate and counsel leaders and personnel in the law; and to recruit, train, and equip high-caliber staff. An important part of the mission is to develop and maintain quality facilities in which professional base legal staff can provide first-rate services to commanders and their people.

2 RESPONSIBILITIES

A base legal facility must support:

- Trial activity
- Judge Advocates assigned to the base
- Visiting Judge Advocates
- Individual and group training
- Research functions
- Office administrative functions
- Files and miscellaneous storage

1 SCOPE

The information in this guide applies to the design of all new Base Legal Facility projects as well as to major and minor renovation projects. Specifically, it provides guidelines for determining program requirements and evaluating, planning and designing all the required spaces. The guide does not provide all the information needed to design and execute a successful project, but should be used in conjunction with MAJCOM standards, base standards and project-specific criteria. Although this guide is prepared for base legal offices, other AF legal offices – such as Circuit, Numbered Air Force and MAJCOMs – should refer to this guide when renovating or designing new legal facilities.

2 PROJECT INITIATION

The project is initiated with the preparation of the Department of Defense (DoD) Programming Document, DD Form 1391C. Chapter Two covers the information required to complete this form. It also includes criteria for determining the overall space requirements, evaluating the space, and estimating costs.

3 SITE SELECTION

Base Legal Facilities are typically secondary tenants in buildings that serve another primary function. The location of the facilities is generally selected as part of the master planning process and usually before DD Form 1391C is prepared. It may, however, be necessary to reevaluate the originally selected site or to select another site if review of the information in DD Form 1391C reveals conflicts with the functions of the primary tenant or inadequacies in the site.

4 DESIGN

- a** Chapter Two - Programming, provides the basic guidelines for sizing and configuring a facility and includes diagrams that clarify the desired relationships between functions. Tables summarizing square footage requirements for each facility function are at the end of the chapter.
- b** Chapter Three - Overall Project Design, covers information relevant to the concept and preliminary design phases and contains guidelines for organizing, designing, and planning the facility's layout, character, circulation, and systems.
- c** Chapter Four - Functional Area and Space Guidelines, discusses detailed design requirements for each functional space in a typical facility. It includes photographs and illustrations that clarify details pertinent to the preparation of preliminary and working drawings
- d** Chapter Five, Illustrative Design Information, contains samples of floor plans and other drawings that show how to apply the design principles to a particular project.

D

BUILDING CODE AND ACCESSIBILITY CONSIDERATIONS

1 VOLUNTARY STANDARDS

All Air Force facilities, regardless of location, must comply with applicable DOD and Air Force construction standards and should be in voluntary compliance with commercial building codes. If commercial building codes do not apply to the location, the facility must then comply with the current edition of the Uniform Building Code (UBC). In the event of a conflict between Air Force standards and local building codes, the more stringent requirements shall apply. Reference AFI 32-1023.

2 ACCESSIBILITY STANDARDS

Air Force facilities shall be designed to be accessible to and usable by persons with disabilities. New construction and alterations to existing facilities must be designed and constructed to meet the requirements of the Americans with Disabilities Act Architectural Guidelines (ADAAG) and the Uniform Federal Accessibility Standards (UFAS), with the most stringent standards applied in the event of conflicts.

PROGRAMMING**A**

OVERALL CONSIDERATIONS

1 GENERAL

This chapter covers the design of SJA, Courtroom and ADC facilities. Security and communications requirements are significant issues to be addressed during the design of these facilities.

The size and needs of each individual facility will vary depending on the mission and the caseload of different installations. While the courtroom and core components of a base legal facility are essentially static, the number of offices within each facility will vary.

2 ORGANIZATIONAL PARTICIPATION

Cooperation between people representing all organizations is critical to the success of any project. Starting early in the process, therefore, the organizations and people listed below should be involved in the planning, programming, and design of an SJA office or Courtroom or ADC office to ensure that all functional requirements are met. They should approve the functional analysis and concept design in writing to help prevent inadvertent omissions in requirements.

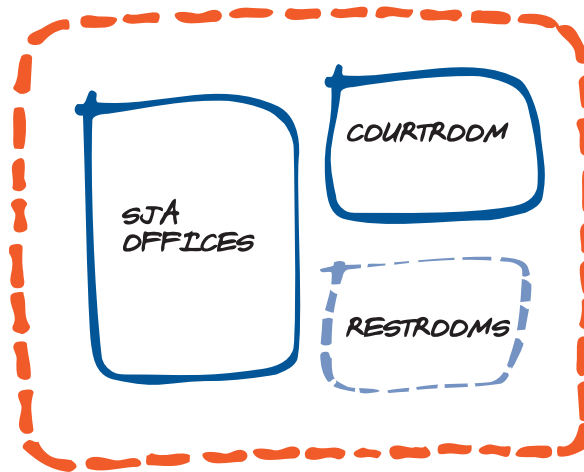
- SJA and his staff.
- Base Civil Engineer Squadron.
- Base Communications Squadron.
- Base Safety Officer.
- Base Security Forces Squadron.

BPLANNING AND PROGRAMMING
CONSIDERATIONS (STANDARD
AREA RATIOS)**1 SJA FACILITY**

AFH 32-1084 in general defines the space allowed for office facilities to be 130 Building Net Square Feet (BNSF) per person, plus any approved special purpose space. The Gross Square Feet (GSF) is the sum of the BNSF, Special Purpose Space and Circulation and Mechanical spaces. The AFH 32-1084 specifically outlines the space allocations for SJA and ADC offices. The overall size of a SJA office will vary dependent on mission and caseload of different installations, but the size of individual rooms will remain constant. While the courtroom and core components are essentially static, the number of offices within the SJA facility will vary.

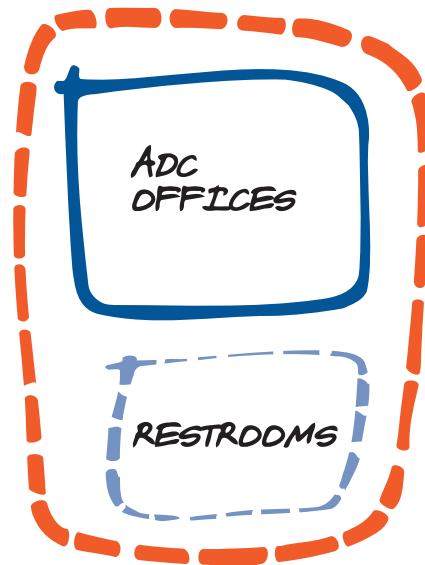
CBASE LEGAL FACILITY
FUNCTIONAL RELATIONSHIPS**1 GENERAL**

A Staff Judge Advocate Facility consists of: a Courtroom and supporting spaces; the SJA Offices, which are the primary base legal counsel and prosecution offices for the installation. Most installations have an Area Defense Counsel (ADC) office. The ADC provides defense counseling for criminal cases. Any of these functions can either be located in a multi-use building or be constructed as stand-alone facilities. The ADC office must be located separate from the SJA office.

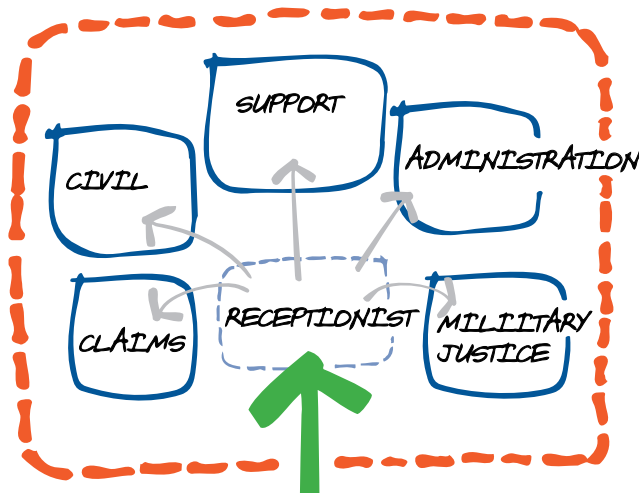


Ideally, the Courtroom and SJA Offices are co-located. The ADC Office should be located separately.

The requirements for restrooms and other support facilities will depend on whether the SJA or ADC Office is located in a multi-use building or a stand-alone facility. The restrooms, breakroom, and mechanical spaces make up the core components of the SJA or ADC office.



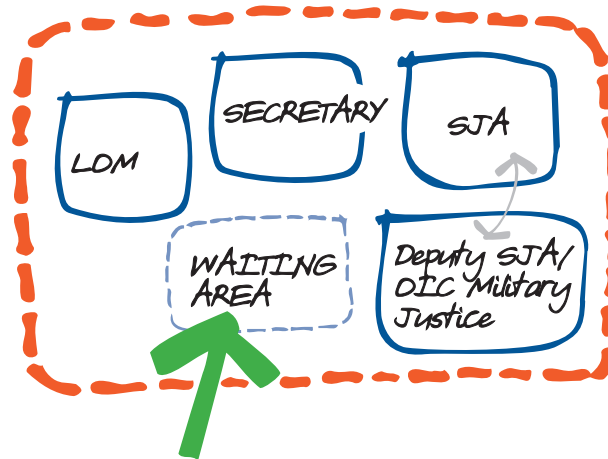
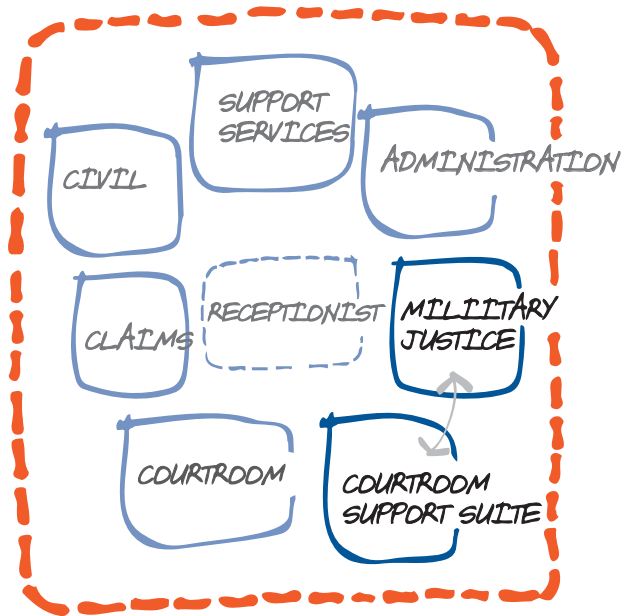
2 SJA SPACES



There are five groups of spaces within the SJA Offices: Administration, Claims, Military Justice, Civil, and Support. Public access to the SJA Office should be controlled through a common reception area.

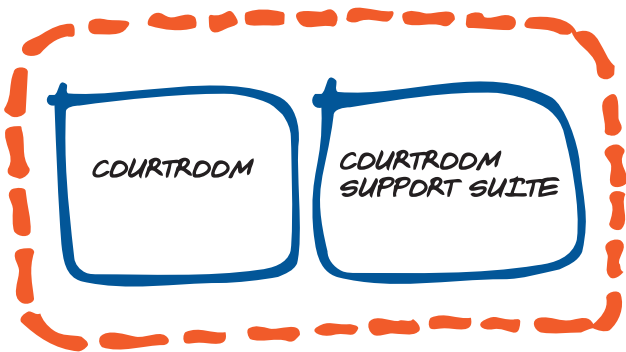
The Claims Office should be easily accessible from the common reception area, due to the amount of public traffic it receives.

If co-located with the Courtroom, the Military Justice Office should be located adjacent to the Courtroom Support Suite.



The SJA, Deputy SJA, Law Office Manager (LOM), and administrative secretary should be located in the Administration Suite. In a small SJA Office, the Officer in Charge (OIC) of Military Justice often serves as the Deputy SJA. In this case, the OIC of Military Justice should be located close to the SJA to facilitate communication between the people in these two positions.

3 COURTROOM SPACES

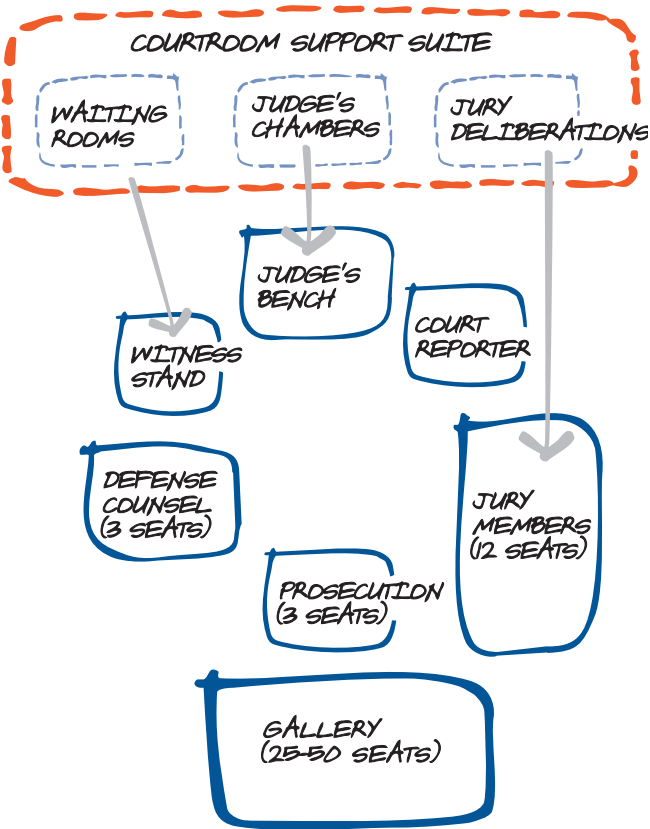


The Courtroom facility consists of the Courtroom and a Support Suite.

Visual connection between all of the participants is key in determining their location.

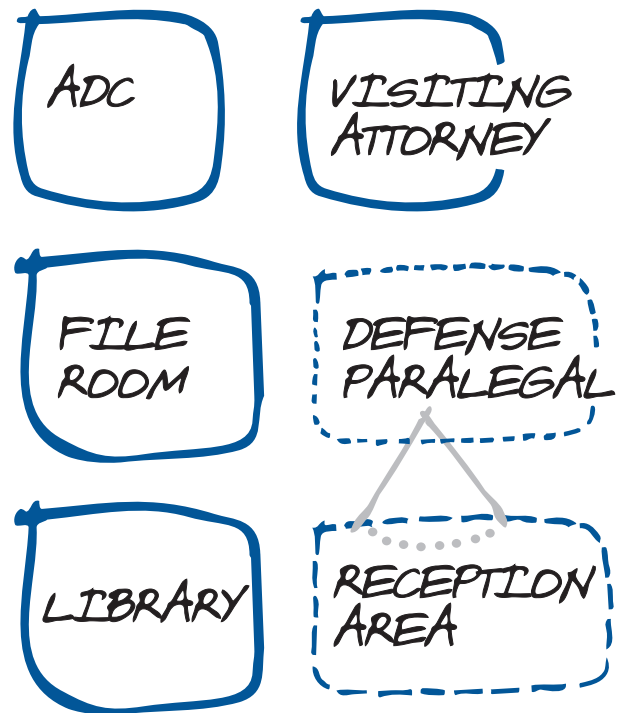
The court reporter must have an unobstructed view of all court participants (the Judge, the Prosecution, the Defense, the Witnesses, and the Members of the Jury).

The Support Suite should be located so that it is directly accessible from the courtroom and the Jury Deliberation Room, and if possible, the Judge's Chambers. Private restrooms should be provided for both the Jury Deliberation Room and the Judge's Chambers.



4 ADC SPACES

The Defense Paralegal requires a semi-private workstation that allows visual connection to the waiting area, but also allows for private interviews. A vision panel may be installed in a modular workstation to accomplish this.



D

SPACE LIST AND AREA RECOMMENDATIONS

TABLE 2.1 SJA Facility

	Space Name	Area (NSF)	Small SJA Number	Large SJA Number	Comments
SJA FACILITY					
Courtroom Facility					
Courtroom	Judge's Chambers	150	1	1	
	Jury Deliberation/Conference Room	220	1	1	the jury deliberation room will also serve as a conference room
	Defense Witness Waiting Area	150	1	1	
	Defense Waiting Area	150	1	1	waiting rooms will serve as visiting attorney's offices
	Witness Waiting Area	150	1	1	
	Courtroom	1200 minimum	1	1	galley will vary in size, all other areas will remain constant
Total			2,020	2,020	
Courtroom Area Total			2,020	2,020	
Office Areas					
Administration	SJA	200	1	1	
	Deputy SJA	150	0	1	in a small SJA office the OIC of Military Justice will serve as Deputy SJA
	Secretary/Waiting	120	1	1	
	Legal Office Manager	120	1	1	
Total			440	590	
Claims	Officer in Charge of Claims	150	1	1	
	Claims Attorney	150	0	1	
	Claims Paralegal	120	2	7	
Total			390	1,140	
Military Justice	Officer in Charge of Military Justice	150	1	1	
	Military Justice Attorney	150		1	
	Military Justice Paralegal	120	1	3	
Total			270	660	
Civil	Civil Attorney	150	1	5	
	Civil Law Paralegal	120	0	1	
Total			150	870	
Support Staff	Court Reporter	120	1	2	
	Receptionist/Secretary	80	1	2	
Total			200	400	
Common Spaces	Library	400	1	1	
	Waiting/Reception	500	1	1	
	Conference Room	250	1	1	
	Copy/Printer/Fax Room	100	1	1	
	Break Room	100	1	1	may be provided outside of SJA offices
	File Room	200	1	1	
	Storage Room	60	1	1	
	AV Storage	30	1	1	
Total			1,640	1,640	
Office Area Total			3,090	5,300	
Building Total			5,110	7,320	

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TABLE 2.2 ADC Facility

	Space Name	Area (NSF)	Small ADC Number	Large ADC Number	Comments
ADC FACILITY					
Office Areas					
Administration	Area Defense Counsel	200	1	1	
	Defense Counsel Attorney	150		2	
	Visiting Attorney	120	1	1	
	Defense Paralegal	120	1	2	
	Total		440	860	
Common Spaces	Library/Work Area	150	1	1	
	Copy/Fax/Printer Room	75	1	1	with copier and fax machine
	Breakroom	75	1	1	
	Waiting/Reception Area	100	1	1	
	Storage Area	60	1	1	
Total			460	460	
Office Area Total			1,050	1,320	

OVERALL PROJECT DESIGN**A**

GENERAL

This chapter provides broad guidelines for designing the required spaces and support functions for base legal facilities. It also covers general technical requirements for building systems.

B

COURTROOM

1 ORGANIZATION

The Courtroom design consists of three basic components: The overall Courtroom, ancillary facilities, and the flow of the Courtroom. Many of the ancillary spaces, such as the restrooms and breakroom, can be shared with the SJA Office when they are adjacent to each other. When the Courtroom is not located next to the SJA Office, however, all the required ancillary spaces must be provided for the courtroom. For more specific organizational requirements, refer to Chapter Two – Programming and Chapter Five – Illustrative Design Information.

2 ARCHITECTURAL CHARACTER, MATERIALS AND FINISHES

- a** The Air Force military justice system's most visible symbol is the Courtroom. To emphasize the Air Force's commitment to the fair and unbiased application of military law, the Courtroom atmosphere needs to express solemnity, stability, integrity, and fairness. The architectural elements must be proportional and arranged hierarchically to symbolize orderliness. The materials need to be durable, invoke a sense of permanence, and be used consistently. Colors should be subdued and complement the materials used. Proper flag etiquette needs to be incorporated into the Courtroom design such that it does not appear to be an afterthought.
- b** Use natural lighting whenever practical. The use of natural light should not compromise privacy or the sound attenuating qualities in the room.
- c** Air Force courtrooms must be soundproof, partitions to a Sound Transmission Class (STC) 52. Floors and ceilings should meet or exceed the STC 52 requirement for partitions.

3 ACCESS AND EGRESS

- a** The Courtroom needs to have three different access and egress routes: Private route for the judge and court members; semi-private route for the counsel, witnesses, and accused; and a public route for the spectators. The number of exits and exit widths need to be determined by building occupancy and use, conforming to local building and life safety codes where possible.
- b** Limit the use of ramps wherever possible.

4 FLEXIBILITY AND EXPANSION POTENTIAL

The need to expand the Courtroom facility does not normally arise, but flexibility is essential to accommodate the different uses of the Courtroom. The Courtroom also needs to be able to accommodate existing and future technologies. Conduit should be installed that are large enough to accommodate additional extensions for new court reporting equipment, microphones and audio visual equipment.

5 SPECIAL CONSIDERATIONS FOR RENOVATION

- a** Design renovation projects are to comply with as many of the guidelines in this guide as is practicable. As a general rule, the cost of renovation should be less than 70% of the cost of new construction. If the cost of renovation exceeds 70% of the new construction cost, either the renovation scope must be reduced or new construction must be planned. Refer to AFI 32-1032
- b** Identify existing building materials that pose an environmental hazard, such as lead-based paint and asbestos, and consider the impact of remediation on the project.
- c** New construction is usually desirable, but renovating within an existing building may allow facilities to be located adjacent to closely related functions. Renovations may also allow for common facilities to be shared. Existing utilities can be easily tapped into for remodeling projects.

1 ORGANIZATION

The SJA Office must be organized to support several different functions. These functions include Military Justice, Civil Law, Claims, and Administrative Support. For more specific organizational requirements, refer to Chapter Two – Programming and Chapter Five – Illustrative Design Information.

2 ARCHITECTURAL CHARACTER, MATERIALS AND FINISHES

- a** The environment of the SJA Office must be one of “understated excellence” where legal professionals can provide first-rate service and clients can take pride in the Air Force. Materials and finishes need to be cost-effective in terms of life-cycle maintenance, as well as attractive. Finishes must be durable and easy to maintain. Interiors need to be finished so that job performance, staff and client satisfaction, and client comfort are enhanced.
- b** Use natural lighting whenever practical. Areas that may benefit from the use of natural light include offices, entrances, corridors, breakrooms, and the library.

3 ACCESS AND EGRESS

The number of exits and the exit widths are determined by building occupancy and use, conforming to local building and life safety codes where possible. The access and egress routes need to be accessible and meet the standards referred to in Chapter One – Introduction.

4 FLEXIBILITY AND EXPANSION POTENTIAL

- a** The allocated space and technological capabilities of the SJA Office must be flexible. The spaces must be able to accommodate new and changing needs. All workstations must also be designed to accommodate changes in technology.
- b** The SJA Office needs to be designed to provide for future expansion and base mission changes, if the space allows. If the space does not allow, the SJA Office will have to be relocated when expansion is necessary.

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- b** Identify existing building materials that pose an environmental hazard, such as lead-based paint and asbestos, and consider the impact of remediation on the project.

1 ORGANIZATION

The ADC Office is an independent tenant office servicing the base. The ADC Office needs to be located in a building separate from the Base Legal Facility. The perception of the ADC as a separate entity from the SJA office is essential to its ability to function as an independent counsel. The functions that need to be allowed for are Defense Counsel, Administrative Support, Research, and Writing. For more specific organizational requirements, refer to Chapter Two – Programming and Chapter Five – Illustrative Design Information.

2 ARCHITECTURAL CHARACTER, MATERIALS AND FINISHES

- a** The ADC Office needs to provide an environment where legal professionals can provide first-rate service and clients can take pride in the Air Force. Materials and finishes need to be cost-effective in terms of life-cycle maintenance, as well as attractiveness. Finishes must be durable and easy to maintain. Interiors need to be finished so that job performance, staff and client satisfaction, and client comfort are enhanced.
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- b** Identify existing building materials that pose an environmental hazard, such as lead-based paint and asbestos, and consider the impact of remediation on the project.

1 STRUCTURAL

- a** In new construction, select a cost-effective structural foundation and framing system that takes into consideration the availability of materials and local labor. Consider the following factors special to a Base Legal Facility:
 - No columns in the Courtroom.
 - Excessive floor loading in library and file rooms.
 - Allow sufficient floor to structural ceiling height for MEP systems.
- b** For legal facilities in existing buildings, the following factors should be considered:
 - Minimize the intrusion of columns in the Courtroom.
 - Verify floor loading of the libraries and file rooms, and augment floor loading if required.

2 HEATING, VENTILATION, AND AIR CONDITIONING (HVAC)

- a** Provide heating and air conditioning.
- b** Design the facility to meet the federal energy conservation standards defined in Air Force Engineering Technical Letters (ETL) 94-4 and Energy Usage for Facilities in the Military Construction Program.
- c** Design mechanical systems according to American Society of Heating/Refrigeration and Air Conditioning Engineers (ASHRAE) standards.
- d** Provide hookups for the installation's energy monitoring and control system (EMCS), if applicable. If not applicable, provide night-setback controls for the HVAC system.
- e** Provide additional cooling capacity to compensate for additional heat loads from equipment in the Computer/Telephone Room. Consult the equipment manufacturer's specifications for design criteria.

3 PLUMBING

- a** Provide domestic water and sanitary systems in accordance with the National Plumbing Code. Provide backflow prevention.
- b** Provide hot and cold water to all toilet rooms, janitor's closets, and sinks.

4 ELECTRICAL

- a** Provide electrical service and devices in accordance with the National Electrical Code (NEC).
- b** Consider using light dimmers in lighting control systems that automatically reduce the intensity of artificial light when natural light is available.

5 FIRE PROTECTION

Construct the facility to meet the requirements of Military Handbook (MIL-HDBK) 1008. This handbook contains all fire protection and life safety feature requirements, construction, the detection and suppression system, and egress components.

6 COMMUNICATIONS

- a** The installation's Communications Squadron in conjunction with the local communications company can provide details on the communications requirements and the design of the building's internal and external phone and data connectivity system, as well as details on alarm system wiring.
- b** Incorporate the following connectivity requirements into the building design:
 - Conduits – Provide concealed conduits in walls for computer cables going up to ceiling spaces or into chases, to facilitate network wiring to the Computer/Telephone Room. Provide conduit to accommodate additional extensions for future court reporting equipment, microphones, and audiovisual equipment. The minimum radius of conduits should be appropriate to the type of network services to be installed.
 - Fiberoptic Connectivity – This may be a requirement (internally to several locations and/or externally to system nodes) for supporting the command, control, communications, and computer systems.
 - Calculate the minimum number of telephone outlets based on one per desk, plus one for each common area. Telephone lines for systems such as the fire alarm and security alarm that require a phone line should also be planned.
 - Consideration should be given to the number of computer modems required.

7 FORCE PROTECTION

Consult the United States Air Force Installation Force Protection Guide for general guidelines on force protection measures in high-threat areas.

8 MISCELLANEOUS

Include convenience receptacles in all spaces, unless specifically excluded (see Chapter Four, Functional Area and Space Guidelines).

FUNCTIONAL AREA AND SPACE GUIDELINES**A**

GENERAL

This Chapter provides a brief description of each space required for a Base Legal Facility. Included in each description are the activities of the people using the space, special building systems and utility requirements, and a list of furniture and equipment used in the space.

Refer to Chapter Three for general utility and building services requirements that apply to the whole facility.

B

COURTROOM SPACES

The personnel in the Courtroom facility are primarily involved in different types of case sessions. Many of the spaces in the Courtroom Support Suite can have secondary uses for times when cases are not being heard. Refer to *Table 5.1* for additional details for each space.

1 JUDGE'S CHAMBERS

Judge's Chambers

The military judge should have a private area that is contiguous to the Courtroom and has direct access to the bench. The judge should not have to pass by other court participants or public observers to enter or leave the chamber. The finishes and atmosphere of this private area should be professional and solemn. This space can be used by a visiting attorney when court is not in session. The space needs to be approximately 150 sq. ft.

■ **Furnishings and Equipment**

- Executive desk and chair.
- Visitor seating (2).
- Full-service telephone with DSN access.
- Bookshelves.
- Direct access to private toilet facilities.
- Computer/modem.

2 JURY DELIBERATION/CONFERENCE ROOM

The Jury Deliberation Room needs to be private and comfortably accommodate 12 jury members. The room needs to be soundproof. Entry into the room needs to be near the Jury Box to ensure the jury has as little contact as possible with other participants in the proceedings. When the court is not in session this space can be used as a conference room by the SJA Office. The space needs to be approximately 200 to 250 sq. ft. If the Courtroom is not adjacent to the SJA Office, a separate conference room will need to be provided for the SJA office.

■ **Furnishings and Equipment**

- 12-person conference table with chairs.
- Direct access to private toilet facilities, which can be unisex.
- Telephone.
- Audiovisual equipment.

3 DEFENSE WITNESS WAITING/VISITING ATTORNEY SPACES

This space needs to be comfortable and located next to the Courtroom for easy access. The space needs to be soundproof and the interiors not visible to trial spectators. It can also be used by a visiting attorney. This space needs to be approximately 150 sq. ft.

- Furnishings and Equipment
 - Table/desk and chairs (3).
 - Telephone.

4 DEFENSE WAITING AREA/VISITING ATTORNEY SPACES

This space needs to be comfortable and located next to the Courtroom for easy access. The space needs to be soundproof and the interiors not visible to trial spectators. It can also be used by a visiting attorney. This space needs to be approximately 150 sq. ft.

- Furnishings and Equipment
 - Table/desk and chairs (3).
 - Telephone.

5 WITNESS WAITING AREA/VISITING ATTORNEY SPACES

This space needs to be comfortable and located next to the Courtroom for easy access. The space needs to be soundproof and the interiors not visible to trial spectators. It can also be used by a visiting attorney. This space needs to be approximately 150 sq. ft.

- Furnishings and Equipment
 - Table/desk and chairs (3).
 - Telephone.

6 JUDGE'S BENCH

The Judge's Bench should be elevated approximately 18" above the finished floor. This will establish a focal point for all Courtroom activities. The size and height of the bench should be such that the judge can clearly see all activities and participants in the courtroom.

- Furnishings and Equipment
 - Built-in bench with high-back swivel chair.
 - Microphone.
 - Panic button or alarm switched to immediate assistance from security.

7 COURT REPORTER

The court reporter needs to be positioned so that he or she can see the judge, witness, and counsel without having to turn away from the desk.

- Furnishings and Equipment
 - Built-in or movable workstation for equipment and storage.
 - Computer.
 - Swivel chair.
 - Access to the court amplification and recording system.



Courtroom depicting the Judge's Bench, Witness Stand, and the Court Reporter area.



Jury stand

8 WITNESS STAND

The witness stand needs to be easily visible to the judge, counsel, court members, and court reporter. It should be raised approximately 8" above finished floor.

- Furnishings and Equipment
 - Straight upholstered armchair.
 - Microphone.

9 JURY BOX

The Jury Box needs to accommodate 12 people. Provide space for an additional 2 jury members when needed. The jury members need to have a clear line of sight to the witness, the judge, and the counsel. It is preferred that the box has a double-tiered raised, platform that provides adequate leg room.

- Furnishings and Equipment
 - Work surface (min. 24"w x 18"d).
 - Swivel executive chairs (12).
 - Microphone(s).

10 DEFENSE COUNSEL AREA

The Defense Counsel Area is where the defendant and defense counsel will be located during the trial. The people in this area need to be able to easily see the judge, prosecution, witness stand, and the jury box.

- Furnishings and Equipment
 - Movable table (3'-6" x 7'-0").
 - Three straight upholstered chairs with casters.
 - Microphone.

11 PROSECUTION AREA

This is where the prosecutors will be located during the trial. The people in this area need to be able to easily see the judge, defense counsel, and witness stand.

- Furnishings and Equipment
 - Movable table (3'-6" x 7'-0")
 - Three straight upholstered chairs with casters
 - Microphone.

12 GALLERY

Spectators and members of the media will sit in the gallery. This area needs to have direct access to the public space outside the courtroom as well as a general view of the participants in the trial. The seating needs to be coordinated with other furnishings in the courtroom

- Furnishings and Equipment
 - Movable rail.
 - Chairs for 25-50 spectators (theater style or individual).



Gallery

13 RESTROOMS

For stand alone facilities, provide restrooms as required. Refer to the National Plumbing Code (NPC).

Adequate facilities are needed for the proper administration and supervision of the Air Force's legal needs. The atmosphere of the SJA Offices must be professional and decorous and thereby conducive to professional assistance and legal research. The attorneys need private offices. The design and construction of the spaces need to be of high quality to enhance the image of the military lawyers and emphasize the Air Force's commitment to the proper application of local, state, federal, and international law. Refer to *Table 5.1* for additional details for each space.

1 SJA SPACE

The SJA conducts negotiations, strategy meetings, and consultations with military and civilian attorneys in this space. The furnishings need to be executive-quality wood furniture with coordinated upholstered couch and chairs. The space needs to be sound-proof to ensure completely private communication. The space needs to be approximately 200 sq. ft.

■ Furnishings and Equipment

- Executive desk with swivel executive chair.
- Straight upholstered armchairs (4).
- Upholstered couch.
- Small table.
- Two-drawer lateral file.
- Executive credenza.
- Book-shelf.

2 DEPUTY SJA SPACE

The Deputy SJA space must be located next to the SJA space to facilitate the needed interaction between the two people in these positions. Most of the attorney's work will be done in this space, and clients will have their most private contacts with their attorney there. The space needs to be soundproof to ensure completely private communication. The space needs to be approximately 150 sq. ft.

■ Furnishings and Equipment

- Executive desk with swivel executive chair.
- Straight upholstered armchairs (2).
- Two-drawer lateral file.
- Executive credenza.
- Bookshelf.



**Deputy Staff Judge
Advocate's Office**

3 SECRETARY/WAITING SPACE

The Secretary/Waiting Space needs to be adjacent to the SJA and Law Office Manager (LOM) Spaces. This space needs to be open with a small waiting area because the secretary assists both the SJA and the LOM. It must also be neat and orderly with coordinated modular furniture to match the office décor. The space needs to be approximately 80 sq. ft.

■ Furnishings and Equipment

- Modular workstation with swivel chair.
- Upholstered armchairs (2).

4 LOM SPACE

The LOM is responsible for overseeing the administrative staff of the office. The LOM space needs to be located near the SJA Space to enable the required interaction between the LOM and SJA. The space needs to be approximately 120 sq. ft.

■ Furnishings and Equipment

- Executive desk with swivel executive chair.
- Straight upholstered armchairs (2).
- Two-drawer lateral file.
- Bookshelf.

5 OIC OF CLAIMS SPACE

The OIC of Claims directs the Claims office. Most of the attorney's work will be done in this space and clients will have their most private contacts with their attorney there. The space needs to be soundproof to ensure completely private communication. The space needs to be approximately 150 sq. ft.

■ Furnishings and Equipment

- Executive desk with swivel executive chair.
- Straight upholstered armchairs (2).
- Two-drawer lateral file.
- Book-shelf.

6 CLAIMS ATTORNEY SPACE

A large SJA Office will have an additional Claims Attorney to assist the OIC of Claims. Clients will have their most private contacts with their attorney in this space. The space needs to be soundproof to ensure completely private communication. The space needs to be approximately 150 sq. ft.

■ Furnishings and Equipment

- Executive desk with swivel executive chair.
- Straight upholstered armchairs (2).
- Two-drawer lateral file.
- Book-shelf.





Claims Paralegal Office

7 CLAIMS PARALEGAL SPACE

The Claims Paralegals' space needs to be adjacent to the Claims Attorney. This space will be used for interviewing clients and preparing most of the forms and paperwork on claims. An area needs to be allocated in the space for family members to wait while interviews are in process. Due to the quantity of files, a separate file area is useful in this area. The Claims Paralegal space needs to be separate from open office areas due to the noise in those areas. The space needs to be approximately 120 sq. ft. per paralegal.

■ Furnishings and Equipment

- Modular workstation with swivel chair.
- Straight upholstered armchairs (2).
- Two-drawer lateral file.

8 OIC OF MILITARY JUSTICE SPACE

In a small SJA Office, the Deputy SJA often serves as the OIC of Military Justice. The space needs to be soundproof to ensure completely private communication. The space needs to be approximately 150 sq. ft.

■ Furnishings and Equipment

- Executive desk with swivel executive chair.
- Straight upholstered armchairs (2).
- Two-drawer lateral file.
- Bookshelf.

9 MILITARY JUSTICE ATTORNEY SPACE

A large SJA Office will have an additional Military Justice Attorney to assist the OIC of Military Justice. Clients will have their most private contacts with their attorney in this space. The space needs to be soundproof to ensure completely private communication. The space needs to be approximately 150 sq. ft.

■ Furnishings and Equipment

- Executive desk with swivel executive chair.
- Straight upholstered armchairs (2).
- Two-drawer lateral file.
- Book-shelf

10 MILITARY JUSTICE PARALEGAL SPACE

The Military Justice Paralegal space needs to be adjacent to the Military Justice Attorney spaces. The space will be used for preliminary interviews with clients and for the administration of disciplinary and adverse administrative actions. This space must be an enclosed soundproof office. The space needs to be approximately 120 sq. ft. per paralegal.

■ Furnishings and Equipment

- Modular workstation with swivel chair.
- Straight upholstered armchairs (2).
- Two-drawer lateral file.



Attorney's Office

11 CIVIL LAW ATTORNEY SPACE

The Civil Law Attorney will handle the civil law issues for the base (environmental, real estate, etc.). Clients will have their most private contacts with their attorney in this space. The space needs to be soundproof to ensure completely private communication. The space needs to be approximately 150 sq. ft.

■ Furnishings and Equipment

- Executive desk with swivel executive chair.
- Straight upholstered armchairs (2).
- Two-drawer lateral file.
- Book-shelf.

12 CIVIL LAW PARALEGAL SPACE

The Civil Law Paralegal space needs to be adjacent to the Civil Law Attorney space. The space will be used for preliminary interviews with clients and for preparing paperwork. The Civil Law Paralegal space can be an open area. The space needs to be approximately 120 sq. ft. per paralegal.

■ Furnishings and Equipment

- Modular workstation with swivel chair.
- Straight upholstered armchairs (2).
- Two-drawer lateral file.

13 COURT REPORTER SPACE

The court reporter is responsible for the effective and timely production of hearing records. To enhance productivity, the computer workstation should be well designed and the layout efficient. The court reporter seldom has clients in his or her office. The office needs to be isolated and away from the main traffic flow but near the courtroom and the Military Justice Administration Area. The office needs to be soundproof to ensure completely private communication. The space needs to be approximately 120 sq. ft.

■ Furnishings and Equipment

- Desk with swivel chair.
- Computer workstation.
- Straight upholstered armchair.
- Two-drawer lateral file.
- Bookshelf.

14 LIBRARY

The library needs to be easily accessible to attorneys and have a quiet environment, free of distractions, where they can comprehensively research case and statutory law. The books must be easily accessible. The space needs to be approximately 400 sq. ft.

■ Furnishings and Equipment

- Two tables with six chairs each.
- Computer connected to a network research service.
- Stable bookshelves with 25% allowable growth.



Library



Waiting/reception area

15 WAITING/RECEPTION AREA

The success of a client's visit to the Base Legal Facility is often influenced by his or her first impression of the waiting/reception area. Furnishings must therefore be comfortable and attractive, the space needs to have a professional, yet relaxed, atmosphere. The waiting area needs to be close to the Claims Office and Courtroom and away from hallways and corridors. Both office staff observation and interaction with clients must be possible in the waiting area. The space needs to be approximately 500 sq. ft.

■ Furnishings and Equipment

- Reception desk.
- Telephone.
- Coffee table.
- Appropriate amount of chairs and couches to accommodate clients.

16 CONFERENCE ROOM

The Conference Room needs to be private and comfortably accommodate 12 people. The room needs to be centrally located in the office area of the facility. The room needs to be soundproof. The space needs to be approximately 250 sq. ft.

■ Furnishings and Equipment

- 12-person conference table with chairs.
- Telephone.
- Audiovisual equipment.

17 COPY/FAX/PRINTER ROOM

This space can be open if it is out of the way or it should be enclosed if noise presents a problem. The copy/fax/printer area needs to be approximately 100 sq. ft.

■ Furnishings and Equipment

- Telephone.
- Fax/copy/printer equipment.
- Storage cabinets for supplies.

18 BREAKROOM

This space is to be provided for a stand alone facility at approximately 100 sq. ft. Otherwise this function maybe met with a central common breakroom.

■ Furnishings and Equipment

- Breakroom table with 4 chairs.
- Counter with sink.
- Refrigerator.

19 FILE ROOM

This room will be for main filing and miscellaneous storage. The space needs to be approximately 200 sq. ft.

- Furnishings and Equipment
 - File cabinets.
 - Shelving.

20 STORAGE AREA

This area is where evidence and other highly sensitive material can be physically secured and therefore must have controlled access. The space needs to be approximately 60 sq. ft.

- Furnishings and Equipment
 - Shelving.

21 AV STORAGE

Audiovisual equipment that is used for presentations, trials, and legal briefings will be stored in this area. The space needs to be approximately 30 sq. ft.

- Furnishings and Equipment
 - Shelving.

22 RESTROOMS

For stand alone facilities, provide restrooms as required. Refer to the National Plumbing Code (NPC).

The ADC spaces need to be furnished similarly to the Base Legal Office Facility. The office is usually staffed by one or two judge advocates and administrative staff who provide private counsel to military members accused of actions that fall under the Uniform Code of Military Justice and other disciplinary actions. This space is also frequently shared with civilian counsel, clients, witnesses, and experts. Counsels often meet with violent offenders, which may pose a security threat. In order to provide for the security of the ADC, a secondary entrance/exit and panic or security alarms should be provided in the ADC office. The ADC operates independently from the local chain of command. Therefore, the ADC Office needs to be in a location separate from the SJA and Courtroom so that it is not perceived to be under local command. Refer to *Table 5.2* for additional details for each space.

1 ADC SPACE

The ADC conducts negotiations, strategy meetings, and consultations with clients, military and civilian attorneys in this space. The furnishings need to be executive-quality wood furniture with coordinated upholstered couch and chairs. The space needs to be approximately 200 sq. ft. and soundproofed.

- Furnishings and Equipment
 - Executive desk with swivel executive chair.
 - Straight upholstered armchairs (4).

- Upholstered couch.
- Small table.
- Two-drawer lateral file.
- Executive credenza.
- Bookshelf.

2 DEFENSE COUNSEL ATTORNEY SPACE

A large ADC office will have more than one defense counsel. Clients will have their most private contacts with their attorney in the attorney's office. The space needs to be soundproof to ensure completely private communication. The space needs to be approximately 150 sq. ft.

■ Furnishings and Equipment

- Executive desk with swivel executive chair.
- Straight upholstered armchairs (2).
- Two-drawer lateral file.
- Book-shelf.

3 VISITING ATTORNEY SPACE

This space will be used by visiting defense attorneys while they are on the base. The space needs to be soundproof to ensure completely private communication. The space needs to be approximately 120 sq. ft.

■ Furnishings and Equipment

- Executive desk with swivel executive chair.
- Straight upholstered armchairs (2).
- Two-drawer lateral file.
- Bookshelf.

4 DEFENSE PARALEGAL SPACE

The Defense Paralegal needs to have visual contact with the waiting area since he or she will also be acting as the receptionist. The space will be used for interviewing, assisting clients with paperwork, and handling administrative tasks for the ADC. The space needs to be approximately 120 sq. ft.

■ Furnishings and Equipment

- Modular workstation with swivel chair.
- Upholstered armchairs (2).
- Two-drawer lateral file.

5 LIBRARY/WORK AREA

The library and work area will be used for research, trial preparation, and larger conferences. The space needs to be soundproof to ensure completely private communication. The space needs to be approximately 150 sq. ft.

■ Furnishings and Equipment

- Table with 6 chairs.
- Stable bookshelves with 25% allowable growth.

6 COPY/FAX/PRINTER ROOM

This space can be open and out of the main circulation route. The copy/fax/printer area needs to be approximately 75 sq. ft.

■ Furnishings and Equipment

- Telephone.
- Fax/copy/printer equipment.
- Storage cabinets for supplies.

7 BREAKROOM

This space is to be provided for a stand alone facility at approximately 75 sq. ft. Otherwise this function maybe met with a central common breakroom.

■ Furnishings and Equipment

- Breakroom table with 4 chairs.
- Counter with sink.
- Refrigerator.

8 WAITING/RECEPTION AREA

Provide quality furnishings that are comfortable and attractive. The space needs to have a professional, yet relaxed, atmosphere. Both office staff observation and interaction with clients must be possible in the waiting area. The space needs to be approximately 100 sq. ft.

■ Furnishings and Equipment

- Telephone.
- Coffee table.
- Appropriate amount of chairs and couches to accommodate clients.

9 STORAGE AREA

This is where evidence and other highly sensitive material can be physically secured and, therefore, have controlled access. The space needs to be approximately 60 sq. ft.

■ Furnishings and Equipment

- Shelving.

10 RESTROOMS

For stand alone facilities, provide restrooms as required. Refer to the National Plumbing Code (NPC).

ILLUSTRATIVE DESIGN INFORMATION

A

GENERAL CONCEPT

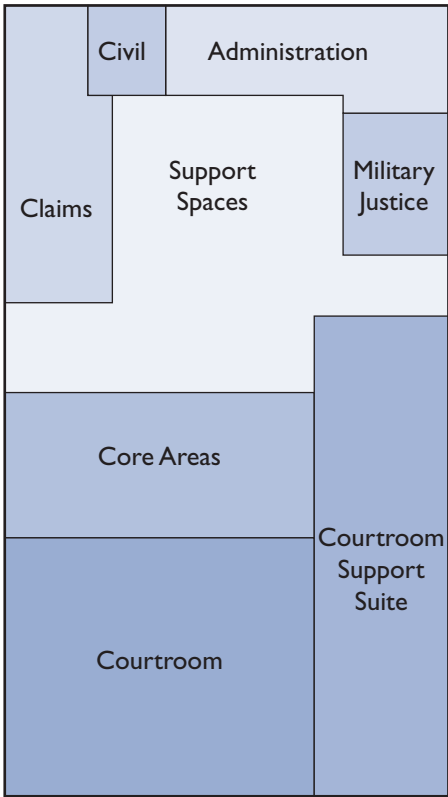
This chapter contains samples of SJA and ADC offices. Several assumptions have been made in generating these models: First, that the SJA and Courtroom Facilities are co-located, which is ideal but may not always be the situation; and, second, that the ADC office is located within a multi-use building and will share common facilities such as restrooms and a breakroom.

These sample floor plans are intended to show relationships between different spaces within each of the facilities. Use them only as guidelines and not rigid models to be duplicated.

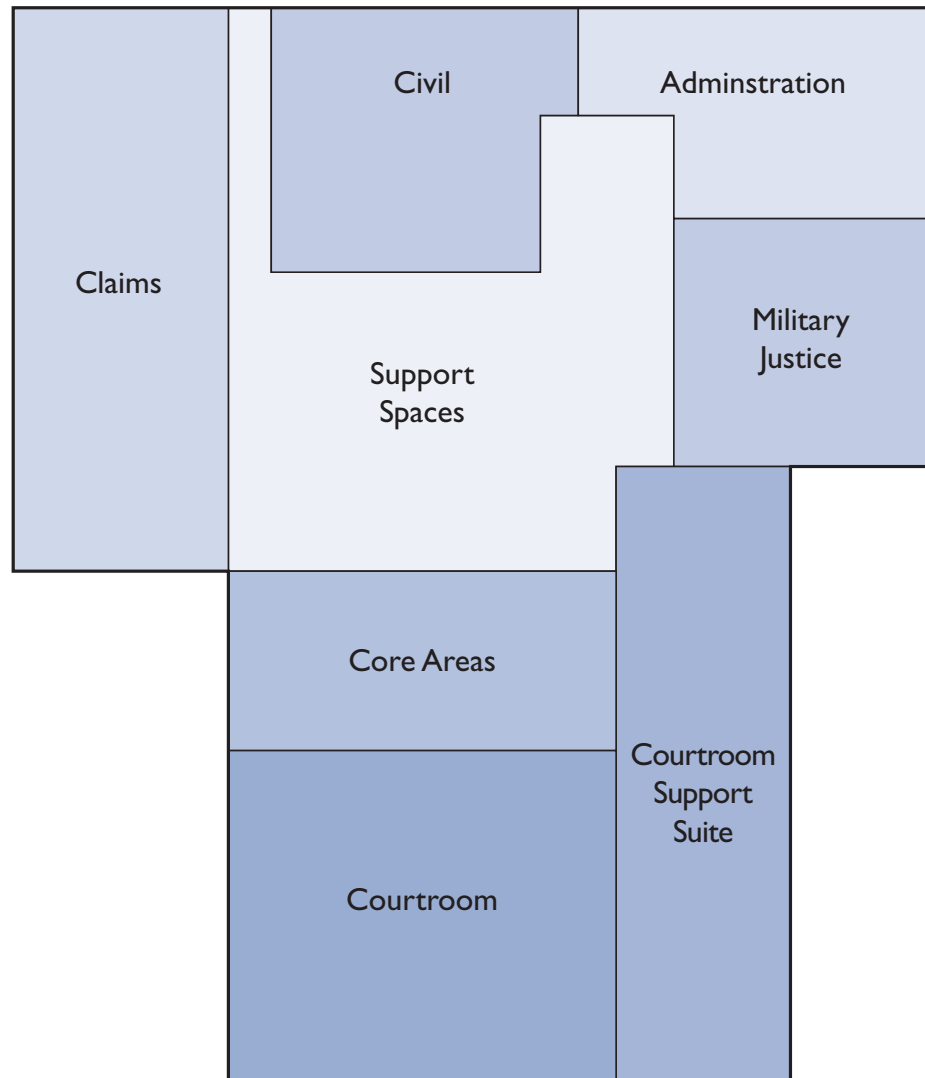
B

SAMPLE BLOCK DIAGRAMS

The first layout shows a block diagram of a small and a large SJA Office co-located with the Courtroom Facilities. A public vestibule and restrooms are shared by the two components. There is access from the vestibule into the SJA waiting area and into the Gallery of the Courtroom. Within the SJA Offices the Claims Office is closest to the reception area and the Military Justice Offices are closest to the Courtroom Support Suite.



Small SJA facility block diagram

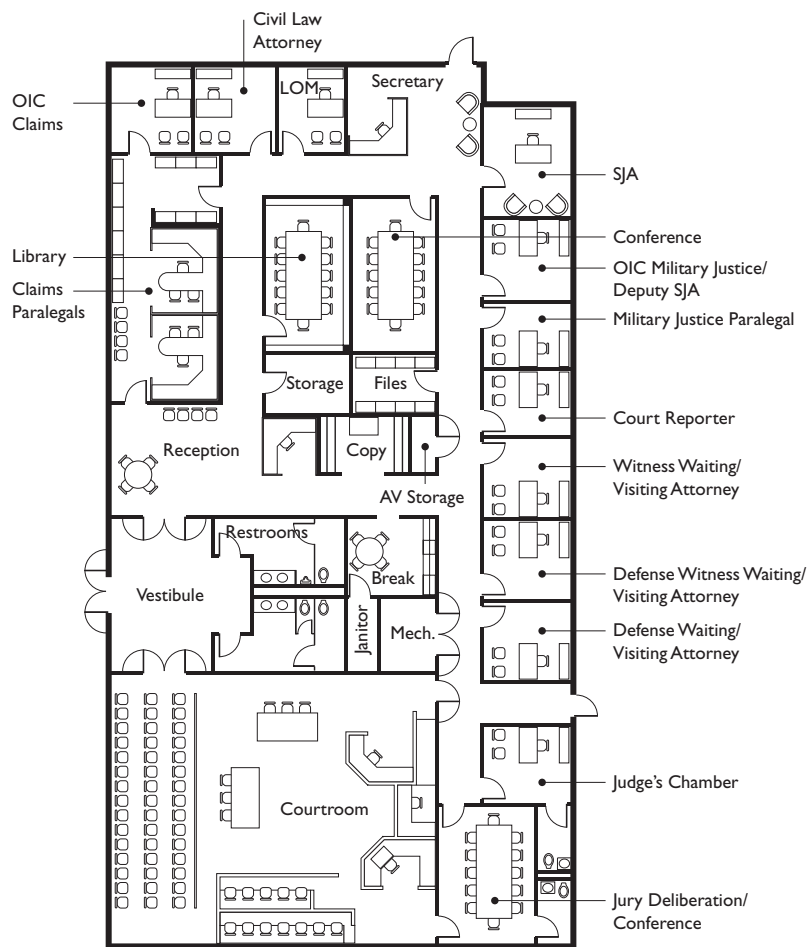


Large SJA facility block diagram

Expanding from a small SJA to a large SJA office does not affect the Courtroom functions or the core vestibule, restroom, and mechanical room module. The gallery area of the courtroom may expand for a large SJA office, but otherwise, the core areas remain constant for both a small and large SJA office.

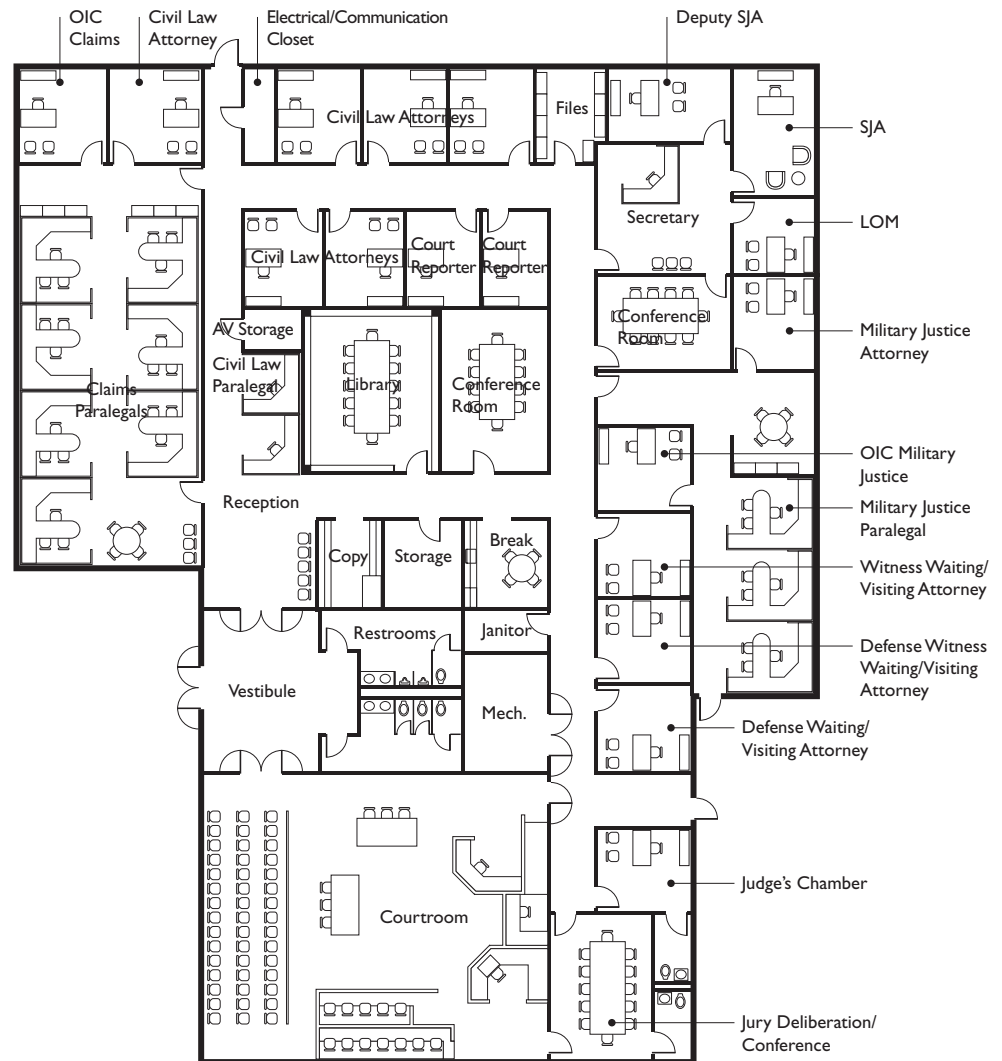
The SJA offices are arranged with common support areas located at the center including, the library, copy room, break room, file room, storage room, and AV storage room. The Claims office suite is located with an entrance from the SJA reception area to facilitate public access. The OIC of Military Justice is located adjacent to the SJA's office, with the assumption that the OIC of Military Justice is the Deputy SJA. The Military Justice offices are also located with access to the Courtroom Support Suite.

Many of the Courtroom Support Suite spaces can serve alternate functions when they are not being used during trials. In addition to visiting attorney's offices, one of the witness waiting rooms can serve as a work room for the court reporter. The witness and defense waiting rooms can serve as visiting attorney's offices, and the Jury Deliberation Room can serve as a conference room.



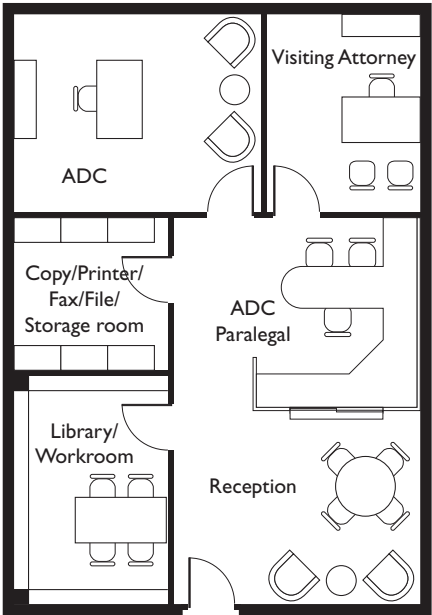
Small SJA office floor plan

The sample of a large SJA Office floor plan retains the Courtroom and support suite, as well as the common core areas found in a small SJA Office. The functional relationships are also retained with the Claims Office adjacent to the SJA reception area and the Military Justice Offices adjacent to the administration suite and support suite for the Courtroom. However, the Administration and Military Justice Offices have been expanded into suites of offices. When designing new or renovating existing legal facilities, the amount of storage space required should be given careful consideration.



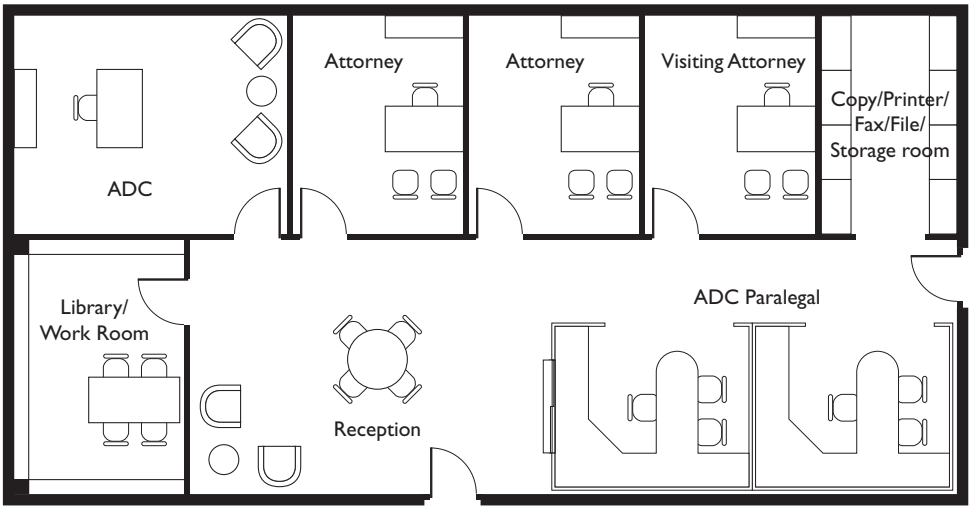
Large SJA office floor plan

The ADC Offices should be located in a building separate from the SJA Office and the Courtroom. This office consists of a small suite of spaces. Access to the ADC Offices is controlled by a paralegal who must have visual access to the reception area, but the Paralegal space also requires a semi-private interview area. This can be created through the use of a glass vision panel in a workstation utilizing full height panels. A small library can double as a conference room and workroom.



Small ADC floor plan

A large ADC Office will require more offices and workstations for paralegals, but the functional relationships will remain the same. Access to the office suite will be controlled by a paralegal.



Large ADC floor plan

TABLE 5.1 SJA Facility

Space Name	Building		Services																
	Small	Large	Finish Categories	Telephone	Secure Telephone	Fax	Printer	Data	Secure Data	Cable TV	Projection System	Video Camera	Sound System	3 Phase Power	Lockable Doors	Lockable Files	Demising Wall	Soundproofing	Finish Type
SJA Facility																			
Staff Judge Advocate	1	1	Executive	•	•			•	•						•	•	•	•	E
Deputy Staff Judge Advocate	1	1	Executive	•	•			•	•						•	•	•	•	E
Secretary	1	1	Office	•		•	•	•								•			E
Base Legal Office Manager	1	1	Executive	•		•		•							•	•		•	E
OIC of Claims	1	1	Executive	•				•							•	•		•	E
Claims Attorney		1	Executive	•				•							•	•		•	E
Claims Paralegal	2	7	Office	•		▲	•	•							◆	•		◆	E
OIC of Military Justice	1*	1	Executive	•				•							•	•		•	E
Military Justice Attorney		1	Executive	•				•							•	•		•	E
Military Justice Paralegal	1	3	Office	•		▲	•	•							◆	•		◆	E
Civil Attorney	1	5	Executive	•				•							•	•		•	E
Civil Paralegal		1	Office	•		▲	•	•								•			E
Court Reporter	1	2	Executive	•			•	•							•	•		•	E
Judge's Chamber			Executive	•				•							•	•		•	E
Defense Witness Waiting/Visiting Attorney			Executive	•				•		•					•			•	E
Defense Waiting/Visiting Attorney			Executive	•				•							•			•	E
Jury Deliberation/Conference Room			Executive	•				•			•		•		•		•	•	E
Library			Executive	•				•							•			•	E
Receptionist	1	2	Office	•			•	•								•			E
Waiting			Office	•						•									E
Copy/Fax/Printer/Breakroom			Support	•				•											S
Claims File Storage			Support												•	•			S
File/Storage			Support												•	•			S
AV Storage			Support												•				S
Courtroom			Executive					•			•	•	•	•	•		•	•	C
Total Number of Personnel	11	28																	

* The Deputy SJA is usually the OIC of Military Justice in a small office

▲ Indicates a common fax machine shared by paralegals

◆ Paralegals are to have workstations within an enclosed room. This room is to be lockable and soundproof.

E Indicates Executive Offices

C Indicates Courtroom

S Indicates Support Rooms

TABLE 5.2 ADC Facility

Space Name	Building		Finish Categories	Services															
	Small	Large		Telephone	Secure Telephone	Fax	Printer	Data	Secure Data	Cable TV	Projection System	Video Camera	Sound System	3 Phase Power	Lockable Doors	Lockable Files	Demising Wall	Soundproofing	Finish Type
ADC Facility																			
Area Defense Counsel	1	3	Executive	•	•			•	•						•	•	•	•	E
Visiting Attorney	1	1	Executive	•				•							•	•		•	E
Defense Paralegal	1	2	Office	•				•								•			E
Library/Work Area			Office	•				•							•			•	E
Copy/Fax/Printer/Breakroom			Support	•		•	•	•											S
Waiting Area			Office	•						•									E
Total Number of Personnel	3	6																	

E Indicates Executive Offices

C Indicates Courtroom

S Indicates Support Rooms

TABLE 5.3 Finish Categories

Finish Category	Loc.	Description
Executive	Walls	Fabric or Vinyl Wall Covering
	Base	Wood
	Ceiling	Acoustical Ceiling Tile
	Floor	Carpet
	Trim	Wood Chair Rail
Offices	Walls	Vinyl Wall Covering
	Base	Wood
	Ceiling	Acoustical Ceiling Tile
	Floor	Carpet
	Trim	(none)
Courtroom	Walls	Wood wainscot/Vinyl Wall Covering
	Base	Wood
	Ceiling	Painted Gypsum Board
	Floor	Carpet
	Trim	Wood Chair Railing and Wood Moldings
Support	Walls	Vinyl Wall Covering
	Base	Rubber
	Ceiling	Acoustical Ceiling Tile
	Floor	Vinyl Composite Tile (VCT)
	Trim	(none)
Restrooms	Walls	Ceramic Tile & Vinyl Wall Covering (washable)
	Base	Ceramic Tile
	Ceiling	Painted gypsum board
	Floor	Ceramic Tile
	Trim	(none)
Hallways	Walls	Vinyl Wall Covering
	Base	Wood
	Ceiling	Painted Gypsum Board
	Floor	Carpet
	Trim	Wood Chair Railing

Reference Code	Description
TJAG Policy Number 30	Design of Air Force Courtrooms
Engineering Technical Letter (ETL) 89-7, dated 29 September 1989	Design of Air Force Courtrooms
Air Force Handbook (AFH) 32-1084	Standard Facility Requirements
ADAAG	Americans with Disabilities Act Accessibility Guidelines
AFPD 32-10	Installations and Facilities
AFI 32-1024	Standard Facility Requirements
AFI 31-209	Protection of USAF Resources
AFI 32-1021	Planning and Programming of Facility Construction Projects
AFI 32-1023	Design and Construction Standards and Execution of Facility Construction Projects
AFI 32-1032	Planning and Programming Real Property Maintenance Projects Using Appropriated Funds (APF)
AFPAM 32-1097	Sign Standards
AFPD 23-3	Air Force Energy Management
Base Installation & Architectural Compatibility/Excellence Guides	
Base Architectural Compatibility Guide	
Installation Force Protection Guide	
DoD 5100.76-M	Design Guide for Physical Security of Facilities
DoDI 6055.6	Department of Defense Fire Protection Program
MIL-HDBK-1008 (Current Edition)	Military Handbook-Fire Protection for Facilities Engineering Design and Construction
NFPA	National Fire Protection Association
NEC	National Electrical Code
NPC	National Plumbing Code
UFAS	Uniform Federal Accessibility Standards
USAF Environmentally Responsible Facilities Guide	
Achieving Design Excellence	
The Air Force Pricing Guide	
UBC	Uniform Building Code
USAF Interior Design Guides	

