Special Victims Counsel (SVC) (*Victims Counsel (VC)*). FAC: 6100

CATCODE: 610916
OPR: AF/JA
OCR: N/A

1.1. **Description.** The SVC *(VC)* Office is an independent tenant office servicing the base. The SVC Office needs to be located in a building separate from the Base Legal Facility. The perception of the SVC *(VC)* as a separate entity from the SJA office is essential to its ability to function as an independent counsel in supporting victims of sexual assault. The functions that need to be allowed for are Special Victims Counsel *(Victims Counsel)*, Administrative Support, Visiting Attorney, and Waiting.

1.2. **Requirements Determination.** To prevent the perception of command influence, do not combine law centers and SVC offices unless designated by AF/JA. The SVC *(VC)* office should provide space for the SVC *(VC)* counsel, administrative support, visiting attorney, meeting and waiting areas.

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

1.4. **Dimensions.** See **Table 1.1 below**.

1.5. **Design Considerations.** Special Purpose Space required includes a waiting room/reception area, professional staff offices, administrative office, visiting attorney office, team room, and a break area. Special Victims Counsel *(Victims Counsel)* should not be collocated with or near Area Defense Counsel or the base Legal Offices. Where possible, consider colocation of the SVC *(VC)* offices with the base Sexual Assault Prevention and Response Program offices.

Table 1.1. Space Requirements for Special Victims Counsel (*Victims Counsel*)

Position Title	**Office Type[1]**	
Private Office Space		
Special Victims Counsel *(Victims Counsel)* (Attorneys)	C	
Visiting Attorneys	D	
Paralegal	D	
Open Office Space		
Admin staff (if assigned)	F	
1 task station for 4 IMAs	H	
Special Purpose Spaces – also see Tables 1.3 and 1.4	**m^2**	**ft^2**
Administrative Support Space (8 ft^2 per full time staff)	.7/pn	8/pn
Waiting Room / Reception areas	11.1	120 sf
Break Room / Coffee Bar	4.6	50
Team room	14	150

1) See DAFMAN 32-1084, FC-6, CG-61 Admin Overview Tables 3.1 and 3.2