Law Center. FAC: 6100

CATCODE: 610112
OPR: AF/JA
OCR: N/A
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1.1. **Description.** The mission of the Air Force Judge Advocate 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. There are five groups of spaces within the SJA Offices: Administration, Claims, Military Justice, Civil, and Support.

1.2. **Requirements Determination.** 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 **(CATCODE 610111) to provide defense counseling for criminal cases, and a** Special Victims Counsel **(CATCODE 610916) which** provides guidance to victims of sexual assault. The ADC , SJA and SVC offices must located separate from each other, preferable in separate areas of the base. Any of these functions can either be located in a multi-use building or be constructed as a stand-alone facility.

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

1.4. **Dimensions.** See **Table 1.1** below. The courtroom portion of the facility functionally consists of a courtroom, the judge's chamber with a private toilet, jury deliberation room with a private toilet, two witness waiting rooms so that victims and government witnesses may be separated from accused and defense witnesses, and security office for security personnel and cameras.

1.5. **Design Considerations.** Ideally, the Courtroom and SJA Offices are co-located. The ADC Office and the SVC office should be located separately. 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. In the Courtroom, locate the witness waiting area to preclude the possibility of witnesses mixing with the judge, court or board members, or spectators. 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 Courtroom Support Suite, including, jury deliberation room, judge′s chambers, security offices, 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. See GSA U.S. Courts Design Guide Judicial Conference of the United States. Specific room requirements are as follows and per Table 1.1:

1.5.1 **Discussion Room** for signing wills, power of attorney, etc. one 64 net SF room per 10 organizational personnel. No more than 4 discussion rooms are authorized per installation.

1.5.2 **Courtroom** includes the judge's bench, court reporter station, witness stand, jury box (with seating for 18), "well of the court" space between counsel table and the bench (includes 2 tables with seating for 3 each, facing the bench), gallery (with seating for 25-30 spectators), and VTC capability.

1.5.3 **Jury Deliberation Room** conference room for 18 seats with 40 sf for coffee bar

1.5.4 **Vestibule** is a private entrance between Judge Chambers, Jury deliberation room and courtroom

1.5.5 **Lobby** is a sound lock area between the courtroom and the public lobby area

Table 1.1. Space Requirements for Judge Advocate (JA) Facilities.

Offices/Functions	**Office Type** See FC-6, CG-61 Admin Overview Tables 3.1/3.2	
	m^2	ft^2
Private Offices		
Staff Judge Advocate	B	
Staff Judge Advocate Deputy	C	
Attorney	C	
Legal Office Supervisor (LOS)	D	
IMA Attorneys (1 Office for 4 IMAs)	C	
Court Reporter	D	
Open Offices		
Discharge Clerk	E	
Supervisor	E	
Paralegals, administrative staff, full time staff etc.	E	
IMA paralegals, 1 desk for 4 assigned IMA staff	E	
Limited Administrative	F	
Task Station	G	
Telework / Hoteling Desk	G	
Contractor (<25% of FTE) or IMA/Reservist (< 25% of FTE)	H	
Limited Admin, Drop-in Task Stations/Testing Stations/Kiosks	H	
Special Purpose Spaces		
Administrative Support Space (8 sf per full time staff)	See FC-6, CG-61 Admin	

Conference room , based on total staff	See FC-6, CG-61 Admin	
Discussion Room (1 room per 10 full time staff)	6	64
Break Room, (3 sf per full time staff)	See FC-6, CG-61 Admin	
Waiting Areas 1.5 chairs per full time attorney	1.86 per chair	20 per chair
Reception in waiting area	6	65
Courtroom		
Vestibule	7.4	80
Lobby	7.4	80
Security Office	9.2	100
Defense Witness Waiting Area	9.2	100
Defense Waiting Area	9.2	100
Witness Waiting Area	9.2	100
Courtroom	167	1,800
Judge’s Chamber	14,8	160
Judges Restroom	7.4	80
Jury Deliberation Room	37	400
Unisex Jury Restroom	7.4	80
Secure Evidence Storage	4.6	50
NOTES: 1. See DAFMAN 32-1084, FC-6, CG-61 Admin Overview Tables 3.1 and 3.2		