CHAPTER 862. VETERANS BENEFITS ADMINISTRATION - REGIONAL OFFICE -
SUPPORT FACILITIES

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SUPPORT FACILITIES

1. APPROVAL OF CRITERIA

Criteria approved by the Department of Veterans Affairs (VA) on June 15, 1988.

2. DEFINITION

Theses facilities are to be shared by the Regional Office. Therefore, portions of each division's "program data required" must be considered during the development of space requirement.

3. PROGRAM DATA REQUIRED

a. See individual VBA criteria chapters for specific requirements.

b. Projected number and size of minicomputers, central processing units, personal computers and printers in the Computer (Target) Support Room.

c. Is credit union provided at medical center?

d. Is an area provided, at the medical center, for staff breaks?

e. Projected number of daily visitors and percentages of males and females.

f. Is space for union official provided at medical center?

4. SPACE DETERMINATIONS

a. **Special Projects Room**

The special projects room will be shared among the various department divisions. It will be used for the following: planning and developing ADP activities; a collection point for data to be analyzed; preparation of special reports; preparation of sales packages on portfolio loans; reviewing and developing decisions on request for waivers; meeting with lender groups; collection and assembly point for broker packets/instructions; quality circle meetings; training and interviews involving the media, representative of local, state and federal agencies, fiduciaries and veterans, school officials, State Approving Agency and service organization representatives.

	Conventional	**Modular Systems**
(1) **One room to be shared by all divisions of VBA**	13.9 NSM (150 NSF)	12.6 NSM (135 NSF)
(2) **Additional rooms will require justification**	13.9 NSM (150 NSF)	12.6 NSM (135 NSF)
b. **Office, Credit Union** .... Space to be provided only when the Credit Union is not provided at the medical Center.	13.9 NSM (150 NSF)	13.9 NSM (150 NSF)

	Conventional	**Modular Systems**
c. **Lounge, Employee** Provides an area for staff breaks but only if facilities are not provided by the medical center	Total VBA Staff x 0.1 x 0.8 NSM (9 NSF) per seat (Minimum = 18.6 NSM (200 NSF); Maximum = 37.2 NSM (400 NSF))	Total VBA Staff x 0.1 x 0.8 NSM (9 NSF) per seat (Minimum = 18.6 NSM (200 NSF); Maximum = 37.2 NSM (400 NSF))
d. **Computer (Target) Support Room** This space will accommodate not only the minicomputer required by he Adjudication Division, but the central processing units for the Wang System and the personal computers and word processors.	Space to be determined on a project by project basis based on equipment required.	Space to be determined on a project by project basis based on equipment required.
e. **Lobby** .... This represents the foyer or entrance hall into the building.	13.9 NSM (150 NSF)	13.9 NSM (150 NSF)
f. **Office, Union Official** .... To be provided only when not provided by the medical center.	11.2 NSM (120 NSF)	11.2 NSM (120 NSF)

5. OPERATING RATIONALE (BASIS OF CRITERIA)

These criteria were developed in concert with the Veterans Benefits Administration. They represent an input from the field, program officials and central office personnel. They also represent a distillation of many factors: existing VBA facilities, correction of space inadequacies, technological innovations, and projected program requirements.

It is recognized that VBA functions, requirements and the physical variations of buildings will cause deviations in determining the amount of space assigned and its division into private, semiprivate, open areas, or other uses.

6. DESIGN CONSIDERATIONS

a. Provide a private room for the Computer (Target) Support Room, the Credit Union, The Lounge, The Special Projects Room and the Union Official.

b. The location of the support areas will depend on the design, size (GSM/GSF and number of floors) and whether the facility will be renovated or new construction.

c. Cable and special electrical modes, air conditioning and a secure lock are required for the computer (Target) peripheral equipment and the Computer (Target) Support Room.