

FACILITIES CRITERIA (FC)

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/)

Change No.	Date	Location

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.

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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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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.

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	
Special Victims Counsel Office (SVC)							
Offices:							
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
Paralegal Work Spaces:							
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
Conference Rooms:							
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
Work Rooms:							
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
Break Rooms:							
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
Storage:							
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
Other:							
Waiting/Reception Area	5	0	1	385	385	35.7665	8.10
Total Facility Net Floor Area					1113	103.40	
Net to Gross					15.00%	167	15.51
Total Facility Gross Area					1280	118.91	

AREA	NO. OCCUPANTS				NO. OF PARKING SPACES	COMMENTS
Parking:						
UMD	2				2	9
Clients	2				2	9
Total Number of Parking Spaces					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

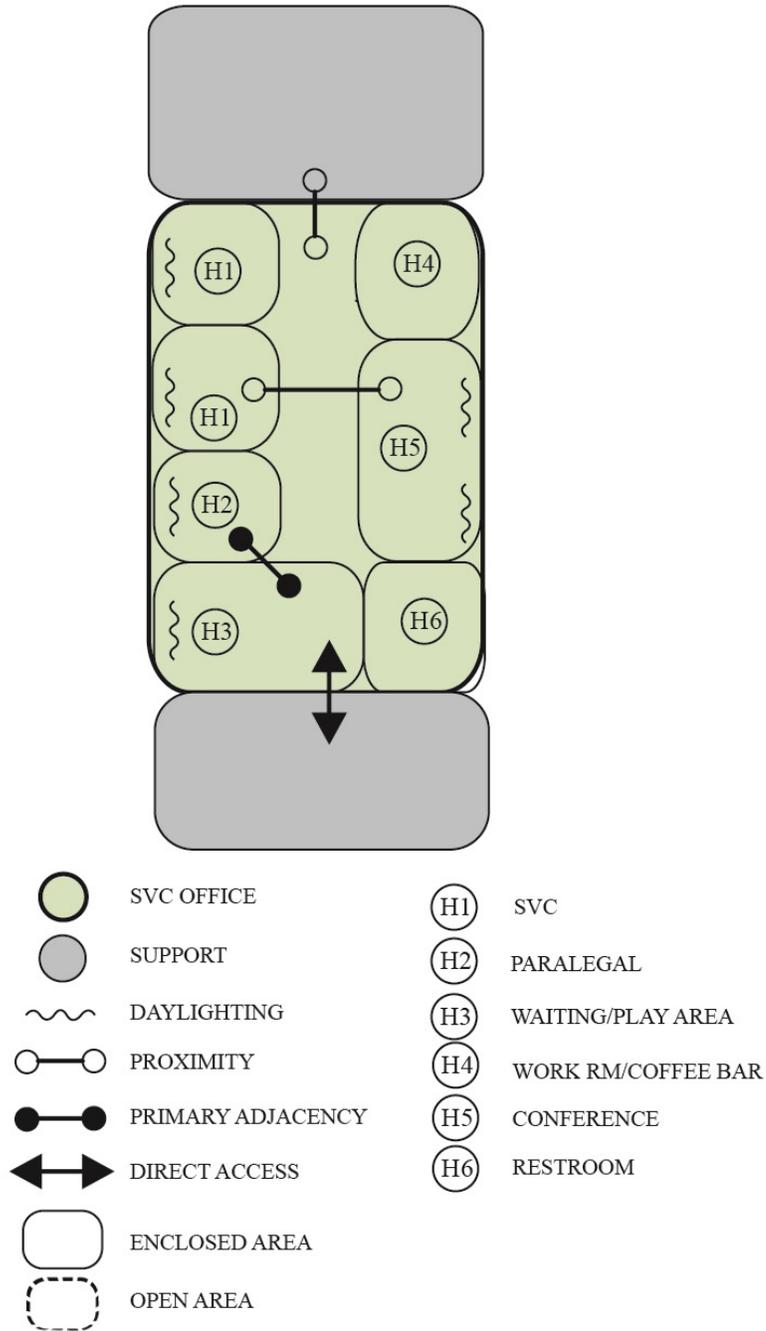


Figure 6-8 SVC Notional Floor Plan

