

CHAPTER 750. GENERAL COUNSEL - OFFICE OF THE DISTRICT COUNSEL

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1. APPROVAL OF CRITERIA

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

2. DEFINITION

The District Counsel is responsible for the Department of Veterans Affairs (VA) legal activities in the assigned district. This includes responsibility for planning, directing, reviewing, and coordinating on specific legal problems. The District Counsel represents the Secretary of Veterans Affairs in any court action or other legal matter arising under any Federal, State or local laws.

3. PROGRAM DATA REQUIRED

- a. Staffing projections by category (e.g., clerical, technicians, etc.) and percentages of males and females.
- b. Projected number of file cabinets in file area (specify letter and specify existing legal sizes).
- c. Projected number of joint use workstations (specify personal computers, word processors, microfiche/film, facsimile, etc.).
- d. Projected number of shelving sections in library or linear footage of books. (A section is considered (914 mm wide 304 mm deep) (3' wide x 12" deep) with five to eight shelves.)
- e. Projected number of Computer (Target) Video Display Terminals, and specify number of printers and word processors.
- g. Projected number, category and percentages of male and female MTOT students/trainees (maximum number of trainees typically on duty at one time). Project the maximum number daily functioning in the unit-not the total on the rolls.
- h. Projected number of daily visitors and percentages of males and females.

4. SPACE DETERMINATIONS

	<u>Conventional</u>	<u>Modular Systems</u>
a. Office, District Counsel	13.9 NSM (150 NSF)	13.9 NSM (150 NSF)
This office should be private and only accessible through the secretary, affording control of visitors.		
b. Conference Room	11.2 NSM (120 NSF)	11.2 NSM (120 NSF)
This room will be located contiguous to the Office of District Counsel with an accordion type partition between the two spaces.		
c. Office, Assistant District Counsel	13.9 NSM (150 NSF)	13.9 NSM (150 NSF)
This office provides space for managerial functions and should be contiguous to the District Counsel's Office.		

	<u>Conventional</u>	<u>Modular Systems</u>
d. Office, Secretary/Waiting	11.2 NSM (120 NSF)	11.3 NSM (110 NSF)
<p>This space for secretarial duties which include: dictation, typing, filing, screening visitors, and supervision of clerical staff. No additional space will be allocated in this office for Workstations.</p>		
e. Office, Clerical Area	7.4 NSM (80 NSF)	6.7 NSM (72 NSF)
<p>(Includes work-study students, veteran students. etc. based on MTOT). Part of the open office design for general office space.</p>		
f. Office, Debt Collection Personnel	7.4 NSM (80 NSF)	6.7 NSM (72 NSF)
g. Office, General Attorney	11.2 NSM (120 NSF)	11.2 NSM (120 NSF)
<p>A private office for attorneys assigned to the District Counsel staff.</p>		
<p>h. Library, Law The District Counsel requires administrative support space for a library to house the extensive legal volumes and reference material. The library also provides space for staff meetings and for public use, while inspecting records.</p>		
(1) Single Faced Section	0.7 NSM (7.5 NSF) per section	
(2) Double Faced Section	1.4 NSM (15 NSF) per section	
(3) Seating Area	2.8 NSM (30 NSF) per seat	
i. Storage, Forms	2.3 NSM (25 NSF)	2.3 NSM (25 NSF)
<p>j. Files, Central Area</p>		
(1) File Cabinet, Letter Size	0.7 NSM (7 NSF) per cabinet	0.7 NSM (7 NSF) per cabinet
(2) File Cabinet, Legal Size	0.8 NSM (9 NSF) per cabinet	0.8 NSM (9 NSF) per cabinet
k. Office, Workstation	6.0 NSM (64 NSF) (1st station only) 3.7 NSM (40 NSF)	6.0 NSM (64 NSF) (1st station only) 3.7 NSM (40 NSF)
<p>These ADP workstations are for joint use by employees that do not have or are not sharing (e.g., located on lazy susan) ADP equipment at their desks. Therefore, care must be taken when determining the number of these workstations.</p>		
l. Photocopy Area	4.2 NSM (45 NSF)	4.2 NSM (45 NSF)
m. Office, Computer (Target) Video	3.7 NSM (40 NSF) each pair	3.7 NSM (40 NSF) each pair

n. Display Terminal (s) and Computer (Target) Printer (s)	<u>Conventional</u>	<u>Modular Systems</u>
(1) Video Display Terminal Only	2.2 NSM (24 NSF)	2.2 NSM (24 NSF)
(2) Printer Only	2.2 NSM (24 NSF)	2.2 NSM (24 NSF)

5. OPERATING RATIONALE (OR BASIS OF CRITERIA)

These criteria were developed in concert with the Veterans Benefits Administration. It represents an input from the field, program officials and central office personnel. It also represents 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 private rooms for the District Counsel, Assistant District Counsel, each General Attorney and the Library. All others will utilize the open office planning concept.

b. The Library is based on a conventional shelving system (915 mm wide x 305 mm deep shelves) (3' wide x 12" deep).

c. The Storage area will utilize cabinets and shelving units as part of the open office area, in lieu of a separate room.

d. The ADP Equipment will generate special power requirements.