

610 30 CLASSIFIED MATTER INCINERATOR/SHREDDER AND BLDG. (SF)

No planning factors are available. Provide facilities as required.

610 40 LEGAL SERVICES FACILITY

NAVY FACILITIES

Naval Legal Service Offices provide comprehensive legal services to command and individual clients. These services include trials by court-martial, administrative discharge proceedings, adjudication of claims, legal assistance, and command advice. Properly designed and constructed, NLSO facilities emphasize the Navy's commitment to the administration of local, state, federal, and international law, improve the client's perception of the services provided by Navy legal personnel and allow for the most efficient provision of legal services.

Generally, the space requirements for a NLSO relate to the following five functions:

1. Military Justice
2. Claims
3. Legal Assistance
4. Unit Administration
5. Law Library

Some of the space requirements can be derived from administrative space criteria, Category Code 610-10. Naval Legal Service Offices, however, present a unique set of spatial constraints which must be recognized during the facility planning and design stages. These constraints include:

1. The physical separation of the trial counsel (prosecution) and defense counsel spaces;
2. Separate waiting areas for individuals waiting to be interviewed by trial and defense counsel;
3. Sufficient library space to allow for the continuous expansion of bound legal precedents and other legal materials.

Table 610-40 delineates the functional elements of a NLSO, provides planning factors, and comments on special requirements applicable to the individual elements. For the convenience of facility planners, Table 610-40 has been designed to reflect the entire NSLO operation. It may be used to calculate space requirements for the entire operation or for any of the individual components. Naval Legal Service Office facilities are planned and reported under Category Code 610-40.

TABLE 610-40
Space Allowance for Legal Services Facilities

TYPE OF SPACE	ALLOWANCES IN NET SF (NSF)	NOTE
1. <u>UNIT ADMINISTRATION</u>		
CO, XO, Master Chief PO		1
Secretarial Staff	Use 610-10 Detailed Criteria	
Administrative Staff		2
Conference/Training Room	Small Activity - 1 ea 500 NSF Medium Activity - 2 ea 500 NSF Large Activity - 1 ea 500 NSF 1 ea 900 NSF	
Data Processing Space	Based on equipment sizes	
2. <u>LEGAL ASSISTANCE</u>		
Legal Officers	150 NSF per counsel	1
Paralegals	110 NSF per person	
Staff	Use 610-10 Detailed Criteria	2
Waiting Room	9 NSF per occupant	3
Will Execution Room	100 NSF	8
3. <u>CLAIMS</u>		
Legal Officers	150 NSF per counsel	1
Paralegals	110 NSF per person	
staff	Use 610-10 Detailed Criteria	
Files	7 NSF per legal cabinet	
Archives	Small Activity - 150 NSF Medium Activity - 200 NSF Large Activity - 400 NSF	
4. <u>LAW LIBRARY</u>		
Stack Area	6.6 NSF per 100 volumes	
Work Area	25 NSF per person	
Staff	10% of stack plus reading areas	
Expansion	120 NSF	
5. <u>MILITARY JUSTICE</u>		
Courtrooms		
Trial by Court Members	1,500 NSF	
Trial by Judge	900 NSF	

TABLE 610-40
Space Allowance for Legal Services Facilities

TYPE OF SPACE	ALLOWANCES IN NET SF (NSF)	NOTE
Support Spaces		
Judges Chamber	200 NSF (one per judge)	
Deliberation Room	300 NSF	5
Witness Room	180 NSF (one per courtroom)	
Trial Counsel Spaces	150 NSF per Counsel	1, 6
Trial Counsel Waiting Area	9 NSF per Occupant	6
Defense Counsel Spaces	150 NSF per Counsel	1, 6
Defense Counsel Waiting Area	9 NSF per Occupant	6
Detention Room	48 NSF (with W/C and Lavatory)	6
Court Reporter	150 NSF	1, 7
Paralegals	110 NSF	
Clerks	60 NSF	
ACDUTRA Counsel/IMC Spaces	110 NSF per Counsel	
Secure Storage	100 NSF	
Command Service Attorney	150 NSF	
Command Service Paralegal	110 NSF	

NOTES:

1. Private offices required.
 2. Private offices for staff must be individually justified.
 3. Locate waiting room to serve both legal assistance and claims sections.
 4. Provide one courtroom for each judge, if only one courtroom is required, plan for trial by court members. If two or more are required, plan for a 1 to 1 mix of courtroom types. Provide space for 40 to 50 spectators for trial by court members type courtroom and 20 to 25 spectators for trial by judge type.
 5. Provide one deliberation room with separate and integral toilet facilities for each trial by court members courtroom.
 6. Plan for a minimum of two defense and trial counsel offices with separate waiting rooms and detention room as part of defense counsel spaces. It is mandatory that defense and trial counsel spaces are separated to insure confidentiality of internal proceedings.
 7. If space for more than one recorder or transcriber is required, plan for general office space with acoustically treated partitioning.
 8. Provide for medium and large facility.
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To obtain gross floor area, add net areas and multiply by 1.50.

As a general rule, legal service facilities will be categorized in one of three types: small facility (with approximately 30 personnel), medium facility (approximately 45 personnel), or large facility (approximately 135 personnel).

MARINE CORPS FACILITIES

The Marine Corps has specific requirements for courtroom facilities at certain locations. This facility provides space for the courtroom and immediately adjacent space for trial proceedings. The basic allowance provides for the following: courtroom proper, prosecution counsel, prosecution witness, defense counsel, defense witness, court reporter, judge's office, holding room, lobby, janitor, men's toilet, women's toilet and a single occupancy toilet.

There are two facility types:

Type A (large facility) - 4,440 gross sq ft (60' x 74' The courtroom proper is 1,512 net sq ft (42' x 36') with provisions for trial by trial board members. In addition to the basic functional elements it includes a deliberation room.

Type B (small facility) - 3,213 gross sq ft (51' x 63'). The courtroom proper is 825 net sq ft (30' x 27.5') with the basic functional elements as described above.

Marine Corps Requirements

<u>Type of Function</u>	<u>Number of Type A Facilities</u>	<u>Number of Type B Facilities</u>	<u>Remarks</u>
M.C.B.	1	1	Camp Pendleton requires two Type B facilities.
M.C.R.D.	1	1	
M.C.L.B.	1	1	
M.C.A.S.	1	0	New River requires a Type A facility. None at Tustin. 1st MarBrig is serviced by M.C.A.S. Kaneohe.
COMCABS EAST/WEST	1	1	
FMF (Div.)	1	2	3rd Div. requires 3 type A and 3 type B facilities.
FMF (Wing)	1	1	
Force Troops,	1	1	Force Service Support Group (F55G) is serviced by the Marine Corps Air Ground Combat Center (MCAGCC).