

**CHAPTER 800. VETERANS BENEFITS ADMINISTRATION - REGIONAL OFFICE -  
OFFICE OF THE DIRECTOR**

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**1. APPROVAL OF CRITERIA**

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

**2. DEFINITION**

**Office of the Director:**

a. The Director is responsible for the direction, control, budget estimates and operation of the complete departmental program of benefits and services provided by the law, for veterans, their dependents and beneficiaries.

b. The Director is also responsible for internal supply management; for a space management program; and for a safety and fire protection program.

**3. PROGRAM DATA REQUIRED**

a. Staffing projections by category (e.g., clerical, technicians, etc.) and percentages of men and women.

b. Medical Center Parking Analysis.

c. Projected number of joint use workstations (specify personal computers, word processors, microfiche/film, facsimile, etc.).

d. Projected number of Computer (Target) Video Display Terminals,specify number of printers and word processors.

**4. SPACE DETERMINATIONS**

**NOTE:** Systems or modular furniture will be used for all new construction projects. Individual criterion is reduced by 10 percent where system/modular furniture is used. In new construction projects, funds for system/modular furniture will be included in the project prospectus as part of activation costs.

	<u>Conventional</u>	<u>Modular Systems</u>
a. <b>Office, Director</b> .....	26.0 NSM (280 NSF)	26.0 NSM (280 NSF)
This office, including a private toilet, should only be accessible through the secretary, affording the control of visitors.		
b. <b>Office, Assistant Director</b> .....	21.4 NSM (230 NSF)	21.4 NSM (230 NSF)
This office will be used by the Assistant Director, to provide administrative support and should be contiguous to the Director's office.		
c. <b>Office, Secretary/Waiting</b> .....	11.2 NSM (120 NSF)	10.2 NSM (110 NSF)
This space is for secretarial duties for the Director and his assistant which include: dictation, typing, filing, screening visitors, and supervision of clerical staff.		

	<u>Conventional</u>	<u>Modular Systems</u>
d. <b>Office, Clerical or Administrative Personnel</b> .....	7.4 NSM ( 80 NSF)	6.7 NSM ( 72 NSF)
These employees will be located in an open office design and will provide clerical and administrative support.		
e. <b>Office, Staff Assistant</b> .....	7.4 NSM ( 80 NSF)	6.7 NSM ( 72 NSF)
f. <b>Office, Management Analyst</b> .....	7.4 NSM ( 80 NSF)	6.7 NSM ( 72 NSF)
g. <b>Office, Systems Administrator</b> .....	7.4 NSM ( 80 NSF)	6.7 NSM ( 72 NSF)
This employee will control the VBA Information Management (Wang) Network.		
h. <b>Office, Workstation</b> .....	6.0 NSM ( 64 NSF)	6.0 NSM ( 64 NSF)
	(1st station only, then 3.7 NSM ( 40 NSF) ea.	(1st station only, then 3.7 NSM ( 40 NSF) ea.
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.		
<i>This note applies to all chapters of VBA criteria.</i>		
i. <b>Forms Storage</b> .....	2.3 NSM ( 25 NSF)	2.3 NSM ( 25 NSF)
j. <b>Administrative Conference Room</b> .....	27.9 NSM (300 NSF)	27.9 NSM (300 NSF)
k. <b>Photocopy Area</b> .....	4.2 NSM ( 45 NSF)	4.2 NSM ( 45 NSF)
l. <b>Office, Computer (Target) Video Display Terminal(s) and Computer (Target) Printer(s)</b> .....	3.7 NSM ( 40 NSF) each pair	3.7 NSM ( 40 NSF) each pair
(1) <b>Video Display Terminal Only</b> .....	2.2 NSM ( 24 NSF)	2.2 NSM ( 24 NSF)
(2) <b>Printer Only</b> .....	2.2 NSM ( 24 NSF)	2.2 NSM ( 24 NSF)

**5. OPERATING CONSIDERATIONS**

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. These criteria (VA HANDBOOK 7610) address the ultimate goals established by Federal Property Regulations. The spaces allocated will address the actual needs of the functions to be performed and will not be based on the individual's grade.

The Office of Real Property Management (084) will continue to monitor projects to ensure compliance with the regulations. The Department of Veterans Affairs (VA) planning, design work and criteria must recognize the Department's commitment to achieving the Federal utilization rate for office space.

b. Provide private rooms for the Director, Assistant Director and the Administrative Conference Room. All other areas will utilize the open office planning concept.

c. Access to interior spaces, in the open office planning concept, will be considered gross space. This is applicable to all chapters of VBA criteria.

d. No additional space will be allocated in the office, Secretary/Waiting for workstations.

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