

**CHAPTER 825. VETERANS BENEFITS ADMINISTRATION - REGIONAL OFFICE -
PERSONNEL DIVISION**

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1. APPROVAL OF CRITERIA

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

2. DEFINITION

Personnel Division:

a. Provides leadership in planning, organizing and conducting a comprehensive personnel management program involving position management and classification, recruitment and placement, labor management relations, performance appraisals, employee benefits, incentive awards, employee relations, training and related activities.

b. Interprets and administers controlling regulations and policies relating to hours of work, flextime, leave, recruitment, benefits, merit pay, and equal employment opportunity.

3. PROGRAM DATA REQUIRED

a. Staffing projections by category (e.g., chief, clerical, technicians, etc.) and percentages of males and females.

b. Projected number of file cabinets (specify existing legal and specify letter sizes)

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

d. Is the regional office to be a separate/detached building?

(1) If yes, apply training room criteria

(2) If no, survey existing training/conference rooms for utilization.

e. Project the maximum number of trainees to be accommodated in the training room.

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

4. SPACE DETERMINATIONS

| | <u>Conventional</u> | <u>Modular System</u> |
|--|---------------------|-----------------------|
| a. Office, Division Chief | 13.9 NSM (150 NSF) | 13.9 NSM (150 NSF) |
| (This is a private office and should be accessed through the secretary.) | | |
| b. Office, Assistant Division Chief | 9.3 NSM (100 NSF) | 9.3 NSM (100 NSF) |
| (This is a private office and provides space for managerial functions and should be contiguous to the Division Chief.) | | |

| | <u>Conventional</u> | <u>Modular System</u> |
|---|---------------------|---|
| <p>c. Office, Secretary/Waiting 11.2 NSM (120 NSF)</p> <p>This space is for secretarial duties which include: dictation, typing, filing, and screening visitors. No additional space will be allocated the Secretary/Waiting area for Workstations.</p> | | 10.2 NSM (110 NSF) |
| <p>d. Office, Workstation 6.0 NSM (64 NSF)</p> <p>(1st station only)</p> <p>3.7 NSM 40 NSF)</p> <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 desk. Therefore, care must be taken when determining the number of these workstations</p> | | 6.0 NSM (64 NSF) (1st station only) 3.7 NSM (40 NSF) |
| <p>e. Office, Personnel Management Specialist 7.4 NSM (80 NSF)</p> <p>Open office planning for specialists assigned program responsibilities in personnel management matters</p> | | 6.7 NSM (72 NSF) |
| <p>f. Files, Central Area.</p> | | |
| <p>(1) File Cabinet, Letter Size 0.7 NSM (7 NSF)</p> <p>per cabinet</p> | | 0.7 NSM (7 NSF) per cabinet |
| <p>(2) File Cabinet, Legal Size..... 0.8 NSM (9 NSF)</p> <p>per cabinet</p> | | 0.8 NSM (9 NSF) per cabinet |
| <p>g. Testing Room11.2 NSM (120 NSF)</p> <p>This private room will serve as an examination area for potential employees. This space should be in proximity to the Personnel Management Specialist</p> | | 11.2 NSM (120 NSF) |
| <p>h. Office, Clerical or Administrative Personnel 7.4 NSM (80 NSF)</p> <p>The employees will be located in open office designed space and will provide clerical. technical and administrative support.</p> | | 7.4 NSM (80 NSF) |
| <p>i. Training Room 1.4 NSM (15 NSF)</p> <p>per person (Minimum = 27.9 NSM (300 NSF)) (Maximum = 69.8 NSM (750 NSF))</p> | | 1.4 NSM (15 NSF) per person (Minimum = 27.9 NSM (300 NSF)) (Maximum = 69.8 NSM (750 NSF)) |

A private room for the Regional Office to give or sponsor training classes and seminars. This room will accommodate 20 or more people. Additional space requirements must be justified. Training rooms will be provided if the regional office is a completely detached building. If the regional office is connected to the medical center, e.g., by a corridor, a schedule for existing training rooms, in the medical center, will be required in order to determine if a new training room is required.

| | <u>Conventional</u> | <u>Modular System</u> |
|---|---------------------|-----------------------|
| j. Storage, Audiovisuals | 4.2 NSM (45 NSF) | 4.2 NSM (45 NSF) |
| (Only provide if training room is included in project) | | |
| This space should be contiguous to the Training Room. It will accommodate the audiovisuals equipment used in training sessions. | | |
| k. Photocopy Area | 4.2 NSM (45 NSF) | 4.2 NSM (45 NSF) |
| l. Storage, Forms | 2.3 NSM (25 NSF) | 2.3 NSM (25 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 private rooms for the Division Chief, Assistant Division Chief, Audiovisuals Storage. Training Room and Testing Room. All other areas will utilize open office planning concept.

b. The Training Room, if required, will have soundproofing, a folding partition and a contiguous Audiovisuals Storage Room.

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