



**DEPARTMENT OF THE ARMY**  
**ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT**  
**600 ARMY PENTAGON**  
**WASHINGTON, DC 20310-0600**

DAIM-ZA

APR 10 2012

**MEMORANDUM FOR**

Commander, US Army Corps of Engineers (CEMP), 441 G Street NW,  
Washington, DC 20314

Commander, Installation Management Command (IMLO), 2511 Jefferson Davis  
Highway, Arlington, VA 22202

**SUBJECT: Army Standard for Chaplain Family Life Centers**

1. The enclosed Army Standard for Chaplain Family Life Centers is hereby approved for implementation. The standard applies to all Army Chaplain Family Life Centers. Only the Assistant Chief of Staff for Installation Management has authority to approve exceptions to this standard. Waivers from the Army Standard must be approved in accordance with AR 420-1.
2. The standard is mandatory for all Chaplain Family Life Centers construction projects FY12 and beyond.
3. The co-chairs for the Facilities Design Team (FDT) for Chaplain Family Life Centers are: Mr. John Schupp, DAIM-ODC, [jack.schupp@conus.army.mil](mailto:jack.schupp@conus.army.mil), (703) 601-1650, and Chaplain (LTC) Raymond A. Robinson Jr., DACH-IRML, [raymond.robinsonjr@conus.army.mil](mailto:raymond.robinsonjr@conus.army.mil), (703) 601-1122.
4. The FDT POC at the USACE Center of Standardization for Chaplain Family Life Centers is Mr. Richard Lewis, CENWO-ED-DG, [richard.r.lewis@usace.army.mil](mailto:richard.r.lewis@usace.army.mil), (402) 995-2169.

Encl  
as

**RICK LYNCH**  
Lieutenant General, GS  
Assistant Chief of Staff  
for Installation Management



**DEPARTMENT OF THE ARMY**  
**ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT**  
**600 ARMY PENTAGON**  
**WASHINGTON DC 20310-0600**

**The Army Standard for Chaplain Family Life Centers**

**March 2010**

**Description:**

The Army Standard for Chaplain Family Life Centers (Category Code 73019) serves all Soldiers, their Family Members, retirees, DOD civilians, and other authorized personnel on a military garrison. This Standard has been prepared to meet criteria established by the Office of the Chief of Chaplains, and the corresponding Architectural and Engineering design criteria established by the Headquarters U. S. Army Corps of Engineers.

**Applicability:**

- The Army Standard applies to Active, Reserve, and National Guard Component facilities on Army Garrisons.
- All USACE geographic districts will incorporate the key mandatory design features described herein in close coordination with USACE designed Center of Standardization (COS), for Chaplain Family Life Centers.
- All Chaplain Family Life Center projects must be reviewed by the COS to ensure conformance with the Army Standard.

**Waivers:**

- Only the Assistant Chief of Staff for Installation Management has authority to approve exceptions to the Army Standard.
- Waivers from the Army Standard must be requested in accordance with Army Regulation (AR) 420-1 and the Army Facilities Standardization Program Charter latest edition.
- All waiver requests to the Army Standard require COS conflict resolution prior to submission by the Garrison Commander.
- Garrison Army Standard waiver request submissions must be received in sufficient time to allow completion of Facility Design Team review and development of recommendations or courses of action for the Army Facilities Standardization Committee to consider prior to implementation into project design.
- All Headquarters, Department of the Army (HQDA) approved waivers will be documented in garrison master plans if intended to be applicable for all garrison locations, thereby serving as the garrison's modified standards for the facility type affected.
- Late submissions and/or project delays are NOT sufficient stand-alone justification for accelerated review or other dispensation to meeting the Army Standard contained herein.

## The Army Standard

| ITEM                                | MANDATORY CRITERIA   |
|-------------------------------------|--|
| Site Selection and Planning         | The Chaplain Family Life Center will be in a location that is easily identified yet away from high traffic or command buildings to allow anonymity to users.   |
| Primary Facility Scope and Capacity | <p>Provide a Family Life Center with primary space for not more than 70 occupants. Provide a building scope of not less than 5,330 gross square feet.</p> <p>The Basis of Authorization.</p> <ul style="list-style-type: none"> <li>• The Family Life Center will be authorized on garrisons where a Family Life Chaplain is authorized by Tables of Distribution and Allowance (TDA).</li> <li>• The Family Life Center requirement will be one Family Life Center per garrison where a Family Life Chaplain is authorized by TDA.</li> </ul>             |
| Family Counseling Room              | Provide a room that accommodates counseling for at least four adults and four children. Provide conduit to support the connection of a closed circuit television type camera for monitoring activities. The room must be large enough to allow the children a play area if they are too small to participate in counseling. A rectangular design is better than square, with an area of not less than 235 square feet. Provide a two-way mirror that is approximately 30-36" high and 72-84" wide and placed in the shared wall with the observation room. |
| Counseling Room                     | Provide a room that accommodates counseling for at least four adults. Provide conduit to support the connection of a closed circuit television type camera for monitoring activities. Provide a two-way mirror that is approximately 30-36" high and 72-84" wide and placed in the shared wall with the observation room. Provide an area of not less than 190 square feet.  |
| Observation Room                    | Provide a room that is set between the two counseling rooms for the purpose of observing counseling in each room through the two-way mirrors. The room must be large enough to accommodate 8   |

|  |   |
|--|---|
|  | observers at one time. A cipher code door lock is preferred for this room to ensure controlled access. Provide conduit to support the connection of a closed circuit television type camera for monitoring and recording activities. Provide an area of not less than 190 square feet.  |
| Library/Resource Room  | Provide a room that will serve as a library/resource room for clients and other users. It will include bookshelves to display relationship education items that may be loaned to users. Provide an area of not less than 180 square feet.   |
| Family Life Chaplain Office  | Provide a room for an office for the Family Life Chaplain. It must include not only administrative space, but also meeting space for mentoring or counseling. Provide conduit to support the connection of a closed circuit television monitor for monitoring and recording of activities throughout the facility. Provide an area of not less than 220 square feet.  |
| NCO Chaplain Assistant Office  | Provide a room for an office for the NCO Chaplain Assistant. It will be adjacent to the entrance/lobby area so that traffic into the building can be observed. Provide conduit to support the connection of a closed circuit television monitor for monitoring building access and hallways. Provide an area of not less than 235 square feet.  |
| Division Family Life Chaplain Office (Option)                        | Provide a room for an office for the Division Family Life Chaplain on those garrisons authorized a Division Family Chaplain. It must include not only administrative space, but also meeting space for mentoring or counseling. Provide conduit to support the connection of a closed circuit television monitor for monitoring and recording of activities throughout the facility. Provide an area of not less than 220 square feet.                          |
| Division Family Life Chaplain NCO Chaplain Assistant Office (Option) | Provide a room for an office for the Division Family Life Chaplain NCO Chaplain Assistant on those garrisons authorized one. It must be adjacent to the Division Family Life Chaplain's Office for monitoring of counselee appointments with the Division Family Life Chaplain. Provide conduit to support the connection of a closed circuit television monitor for monitoring building access and hallways. Provide an area of not less than 180 square feet. |

|                           |   |
|---------------------------|---|
| Waiting Room              | Provide a room where up to 10 clients can comfortably wait for their appointment time. The room will have a double-wide door opening but no doors. Provide an area of not less than 147 square feet.  |
| Activity Room             | Provide a room with storage for multi-purpose activities and events. Provide conduit to support the connection of a closed circuit television type camera for monitoring activities. Provide an area of not less than 280 square feet. Provide an adjacent storage room of not less than 50 square feet.  |
| Kitchen                   | Provide a kitchen facility that can be used to serve food for up to 40 people. Include a residential grade oven/range and a large refrigerator, along with counter space where food can be served. Provide appropriate support for quantities of electrically powered heating/maintaining/serving devices. Provide an area of not less than 135 square feet.  |
| Training Room             | Provide a large room that can be used for the training of chaplains or other participants at the same time that counseling support activities are happening in the Activity Room. It must accommodate at least 30 participants in an area of not less than 700 square feet. Provide two storage closets of a total of not less than 100 square feet at the back of the room for table and chair storage, and an adjacent storage room of not less than 43 square feet capable of storing at least two television carts. Provide conduit to support the connection of a closed circuit television type camera for monitoring activities. |
| Lobby                     | An entrance lobby will be designed that projects a professional and welcoming atmosphere. Provide conduits to support the connection of closed circuit television type cameras near the entrance and exists for monitoring building access and hallways. Provide an area of not less than 152 square feet.  |
| Janitor's Closet          | Provide a janitor's closet for a facility of this size. Provide an area of not less than 35 square feet.  |
| Energy and Sustainability | Facilities will be designed to meet energy and sustainable design and development requirements as established by Federal Law and Department of The Army policy.   |
| Accessibility             | The Americans with Disabilities Act Accessibility Guidelines (ADAAG) will be met.   |

## GUIDANCE SECTION

### **CATEGORY CODE**

73019

### **DESCRIPTION**

Chaplain Family Life Center

1. General Design Philosophy: As the Army transforms to the future force, Chaplain Family Life Centers must also keep pace with the changing needs of the warfighter and his/her Family. This new standard Chaplain Family Life Center design supports the changing needs of the warfighter and his/her Family by providing a facility that enables the conduct of quality Soldier and Family counseling services and programs that address the marital, family, and individual needs of Soldiers and Family members on Army garrisons.
2. Site Selection and Planning. Ensure the site includes sufficient parking and bike racks.
3. Family Counseling Room. Use sound-proofing materials in walls and ceiling that will ensure conversations are not heard in adjacent rooms. The room must be large enough to include a television on a table and a chart paper/butcher block stand. Provide a telephone connection, a computer and audio-visual connection, and a connection for a closed circuit television type camera for monitoring and recording of sessions.
4. Counseling Room. Use sound-proofing materials in walls and ceiling that will ensure conversations are not heard in adjacent rooms. The room must be large enough to include a television on a table and a chart paper/butcher block stand. This room must have mounted a white board on one wall. Provide a telephone connection, a computer and audio-visual connection, and a connection for a closed circuit television type camera for monitoring and recording of sessions.
5. Observation Room. Use sound-proofing materials in walls and ceiling that will ensure conversations are not heard in adjacent rooms. Install two-way mirrors on both sides of the room to permit observation into the counseling rooms. Set the two-way mirrors in the wall so that the bottom of the mirrors are 30" from the floor and the top of the mirrors are approximately 66" from the floor. This room includes space for audio-visual recording equipment and a television for recording and watching sessions. This room must have mounted a white board on one wall. Provide a telephone connection, a computer and audio-visual connection, and a connection for a closed circuit television monitor for monitoring and recording of sessions.
6. Library/Resource Room. Use modular metal shelving along at least two walls in the space. The intent is to display a variety of counseling and relational education resources for UMT or client check-out. Use sound-proofing materials in walls and ceiling that will ensure conversations are not heard in adjacent rooms. Provide a telephone connection, and a computer and audio-visual connection.
7. Family Life Chaplain Office. This office will serve as a mentoring/counseling room, as well as office space. Use sound-proofing materials in walls and ceiling that will ensure conversations are not heard in adjacent rooms. Provide telephone and computer connections. Provide a connection for a closed circuit television monitoring system for monitoring of building access, hallways, and activities throughout the facility and recording of sessions.

8. NCO Chaplain Assistant Office. Include a lockable 6' wide closet of approximately 12-16 square feet to secure controlled equipment. Use sound-proofing materials in walls and ceiling that will ensure conversations are not heard in adjacent rooms. This room must have mounted a white board on one wall. Provide telephone and computer connections. Provide a connection for a closed circuit television monitoring system for monitoring of building access and hallways.

9. Division Family Life Chaplain Office. This office will serve as a mentoring/counseling room, as well as office space. Use sound-proofing materials in walls and ceiling that will ensure conversations are not heard in adjacent rooms. This room must have mounted a white board on one wall. Provide telephone and computer connections. Provide a connection for a closed circuit television monitoring system for monitoring of building access, hallways, and activities throughout the facility and recording of sessions.

10. Division Family Life Chaplain NCO Chaplain Assistant Office. Include a lockable 6' wide closet of approximately 12-16 square feet to secure equipment. Use sound-proofing materials in walls and ceiling that will ensure conversations are not heard in adjacent rooms. This room must have mounted a white board on one wall. Provide telephone and computer connections. Provide a connection for a closed circuit television monitoring system for monitoring of building access and hallways.

11. Waiting Room. It must be closed-from-view from the entrance/lobby area so that clients waiting are not seen by others entering the building. Use sound-proofing materials in walls and ceiling that will ensure conversations are not heard in adjacent rooms. Provide telephone connection, computer and audio-visual connection.

12. Toilet Facilities. Provide male and female toilet facilities. Locate the toilets near the training and activity rooms, and away from the counseling rooms. This ensures that larger groups of users in the training or activity rooms do not need to pass the waiting room or counseling rooms in order to use the toilets.

13. Kitchen. Kitchen is designed for reheating of previously-prepared food and will not have industrial type kitchen appliances. Include kitchen cabinets over the counters for storage and large numbers of counter accessible outlets.

14. Training Room. Include a motorized screen centered at the front of the room, and support for a projector mounted on the ceiling at the proper location to project onto this screen. Use sound-proofing materials in walls and ceiling that will ensure conversations are not heard in adjacent rooms. This room must have mounted a white board on one wall. Provide a telephone connection, a computer and audio-visual connection, and a connection for a closed circuit television type camera for monitoring activities within the room.

15. Activity Room. Must have closet space for storage. Use sound-proofing materials in walls and ceiling that will ensure conversations are not heard in adjacent rooms. This room must have mounted a white board on one wall. Provide a telephone connection, a computer and audio-visual connection, and a connection for a closed circuit television type camera for monitoring activities within the room.

16. Storage Room.

17. Lobby. It must be observable from the Chaplain Assistant's office, and not open into the waiting room. It will include a drinking fountain. Provide connections for a closed circuit television type cameras for monitoring of building access and hallways.

18. Janitor Closet.

19. Hallway.

20. Mechanical Room. HVAC system will be designed to provide consistent temperature throughout the building, with temperature control accessible in the NCO/Chaplain Assistant's office. Multiple zone HVAC are preferred to allow separate heating/cooling for the counseling and training ends of the building.

21. Electrical Room.

22. Telecommunication Room. Telecommunications rooms and telecommunications entrance facilities will be provided for the network and voice equipment, and cabling infrastructure. There will be a minimum of one telecommunications room. Additional telecommunications rooms will be provided as necessary to ensure that the total copper cable length does not exceed the 295 foot limitation. The telecommunications room will be designed and provisioned in accordance with I3A and ANSI/TIA/EIA-569-B. A main TR with telecommunications entrance capability will be provided for the facility. Backbone cabling will be provided in accordance with I3A. The TR will also have the following requirements:

- Access will be from a centralized corridor within the building: (No exterior access will be allowed).

- Room will be a minimum of 42 square feet to accommodate working clearances around data equipment and racks in accordance with the standard set forth in I3A and ANSI/TIA/EIA 569-B, Section 7.11.7 for small buildings. Odd shaped TR's (e.g. "L" shaped) that decreases the useable area for backboards, racks, etc. shall be avoided.

23. Media Control Equipment Support Devices. Where audio/visual equipment is used for activity and training functions it is important to be able to control its function in the spaces being used while still maintaining security over the controls. Lockable consoles and/or wall mounted control panel covers will be provided.

24. Recycling Area. Provide recycling area to meet LEED standards.

This page is intentionally blank