

7 FEB 1966

MEMORANDUM FOR: Deputy Director for Support

THROUGH : Director of Logistics

SUBJECT : General Information and Progress
Report on Space Requirements
Staff Activities

REFERENCE : Memo to DDS from D/L dated
31 August 1965, subject: Agency
Study of Space Requirements

*QD/K
20 FEB 1966*

1. Your office has asked for certain information concerning the criteria used for analyses and the format of the end products to be provided from the Space Requirements Study.

2. We expect to develop the criteria outlined in paragraph 3 of reference to provide the basic information to assist Agency officials in making appropriate decisions to meet current and projected space needs. To secure the basic data, Forms #2205 and #2205A, "Space Requirements" and "Equipment", are being used. The detail called for in the forms is necessary since variations in position, grade of incumbent and requirements for common and uncommon furnishings and equipment will affect space requirements. The detailed information likewise permits development of standard factors and criteria essential to uniform analysis of all space needs and provides the data needed by an architect at a later date to develop some of the details of building configuration, construction and other engineering considerations.

3. The procedure for use of Space Standards and Conversion Criteria are shown as Tab A. Some additional work involving use of data from Forms #2205 is required to further test these standards and criteria to insure conformity to acceptable limits of space use and allocation.

**SUBJECT: General Information and Progress Report on
Space Requirements Staff Activities**

4. Within the time limit of paragraph 4 of reference the required space report will be submitted. Coordination with all related Agency long-range operational plans will be undertaken. A "spread sheet" similar to the attached draft (Tab B) will be used to display the data from Forms #2205 and #2205A and other sources. In this manner the current and projected Agency space needs can be reviewed, analyzed and presented in appropriate forms. The narrative report will include explanation, analyses and recommendations for appropriate action. Functional and support relationships (as applied to space locations and arrangements) will be considered carefully. Similarly, areas requiring further study will be identified (access road, commo, transportation, one building versus a group of buildings, perhaps one or more for special purposes).

25X1A


Chief
Real Estate & Construction Division

Attachments
Tab A thru Tab B
(Exhibits 1 & 2, Tab A)

Distribution:
Orig. & 1 - Addressee
1 - D/L
① - OL/RECD/SRS
1 - OL/LSD
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OL/RECD/  (4 February 1966)

TAB A

METHOD OF ANALYSIS

1. Identification of Assets

Assets consist of personnel, furnishings and equipment and required space, either inertial or active. Assets are compiled on Forms 2205 and 2205A in a format designed to facilitate the conversion of assets into space needs. This form was used in developing the space requirements for the Headquarters building and was submitted on the Key, Magazine and Ames Buildings. The degree of detail associated with the forms reflects the necessity to account for significant requirement divergencies between functions, grades, furnishings and equipment.

2. Development of Conversion Criteria

a. Assets have certain commonalities which may take the form of function, grade, desks, safes, tables, etc. Criteria are being devised to account both for commonalities and divergencies.

b. The concept, developed in coordination with architects, envisages "core assets" represented by basic furnishings, aisles and doors. In turn, the core assets are expressed in terms of work positions and "safe equivalents", as they may be modified by either function, position or other type of divergency. The use of safes for this purpose was twofold: the safes occur with a higher frequency than other items; and the space occupied by an open safe (2' x 5') can be converted easily into space for other types of office furnishings.

c. The development of this concept has been related directly to space configuration characteristics associated with efficient engineering design layouts. For example, an effective office space layout is basically designed in measurements of 25 square feet (5' x 5') with possibly a linear depth of 25 feet between major traffic corridors or between a major traffic corridor and the outside wall of the building. This type of data can be translated into a range of enclosure sizes, beginning with a minimum enclosure of 10 feet x 10 feet.

d. A scaled layout of possible enclosure sizes (limited in size only by the dimensions of the building) in conjunction with the known measurements of furnishings and equipment form the basis for ascertaining factors of asset equivalency to any size of enclosure. Thus, the enclosure size will impose a constraint upon the maximum number and type of assets (modified by functions) that can be allocated to the space.

3. Use of Space Criteria

a. Allowances for office space have been developed for type positions held and for GS-15's and above not covered by position allowances (Exhibit 1). This criteria is applicable except where the cited office furnishings exceed the core assets of the enclosure (i.e., a conference area required within a branch chief's office). In that situation additional space allowances would be made.

b. Analysis of all other work stations would be based on the criteria attached as Exhibit 2. The core assets in this instance include the following:

- (1) Desk and chair for each work position.
- (2) Table (4' x 3').
- (3) Coat racks as a function of the number of personnel.
- (4) Doors as a function of the size and use of the enclosure.
- (5) Aisle space as a function of enclosure size.
- (6) Safes equivalents as a function of a mixture of safes and other type furnishings.

c. The procedure for (b) above is to verify the number of work positions and check whether the core assets equal the required furnishings in the criteria. If equal the number of safes are counted. There are then two figures: number of desks and number of safes. The desk column is used on Exhibit 2 to ascertain the lowest size enclosure which will accommodate the required number of desks and accompanying safe equivalents.

d. If the cited data of Form 2205 does not match core assets, substitution is performed by conversion of book cases, extra tables, etc., into lineal feet of safe equivalents. This, again, results in a stated number of work positions and safe equivalents to be found on Exhibit 2 and ultimately equated with enclosure size. If core assets are greater in number than data cited in Form 2205, the added difference in space is used to reduce the amount of space needed for the number of safes.

4. Special Purpose Space

Special purpose space consists of communications areas, laboratories, dark rooms, computer centers, etc. The factors differentiating special purpose from office type space involve engineering characteristics which require different construction, air conditioning or ventilation loads, utility loads, etc.

5. Forms 2205 and 2205A will be reviewed for apparent error. Occupied space will be compared with computed space requirements throughout the asset-to-space conversion process to assure that significant differences stem from conditions of overcrowding or from under use of space.

EXHIBIT 1

POSITION AND RANK STANDARDS

	<u>Sq. Ft.</u>	<u>Enclosure Size</u>
Director, Central Intelligence Agency	500	20' x 25'
Deputy Directors	400	20' x 20'
Office, Director	375	15' x 25'
Division Chief	300	15' x 20'
Branch Chief =	225	15' x 15'
Section Chief =	150	10' x 15'
GS-16 - 18	300	15' x 20'
GS-15	225	15' x 15'

EXHIBIT 2

OFFICE SPACE CONVERSION CRITERIA

DESKS PLACED VERTICAL TO ROOM LENGTH 5.7' PER DESK

<u>Room Size in Feet</u>	<u>Sq. Ft.</u>	<u>Desks</u>	<u>Safe Equivalents</u>
15 x 10	150	2	1
		1	4
15 x 15	225	3	0
		2	3
		1	6
15 x 20	300	3	4
		2	7
15 x 30	450	6	2
		5	5
		4	8
		3	11
15 x 40	600	7	5
		6	8
		5	11
		4	14
		3	17
15 x 50	750	10	2
		9	5
		8	8
		7	11
		6	14
15 x 60	900	5	17
		13	5
		12	8
		11	11
		10	14
15 x 60	900	9	17
		8	20
		7	23
		6	27
		10 x 20	200

<u>Rooms Size in Feet</u>	<u>Sq. Ft.</u>	<u>Desks</u>	<u>Safe Equivalents</u>
10 x 30	300	3	1
		2	4
		1	7
10 x 40	400	3	1
		3	4
		2	7
		1	10
10 x 50	500	6	0
		5	3
		4	6
		3	9
		2	12
10 x 60	600	6	4
		5	7
		4	10
		3	13
10 x 70	700	8	4
		7	7
		6	10
		5	13
		4	16
10 x 80	800	9	4
		8	7
		7	10
		6	13
		5	16
25 x 20	500	4	19
		6	6
		5	9
		4	12
25 x 30	750	3	15
		8	8
		7	11
		6	13
		5	16
		4	19

<u>Room Size in Feet</u>	<u>Sq. Ft.</u>	<u>Desks</u>	<u>Safe Equivalents</u>
25 x 40	1,000	12	4
		11	7
		10	10
		9	13
		8	16
		7	19
		6	22
25 x 50	1,250	15	4
		14	7
		13	10
		12	13
		11	16
		10	19
		9	22
		8	25
		7	28
25 x 60	1,500	19	3
		18	6
		17	9
		16	12
		15	15
		14	18
		13	21
		12	24
		11	27

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TAB B

FISCAL YEAR 1966

<u>Component</u>	<u>Work Stations In Use</u>	<u>Office Space Net Square Feet</u>				<u>Special Purpose Space Net Square Feet</u>			
		<u>Langley</u>	<u>In Use Outside</u>	<u>Total</u>	<u>Required</u>	<u>Langley</u>	<u>In Use Outside</u>	<u>Total</u>	<u>Required</u>

FISCAL YEAR 1975

<u>Component</u>	<u>Work Stations Required</u>	<u>Office Space</u>		<u>Special Purpose Space</u>	
		<u>Sq. Ft. In Use</u>	<u>Sq. Ft. Required</u>	<u>Sq. Ft. In Use</u>	<u>Sq. Ft. Required</u>

2

1. Enter Blue Plan
to engage R & F
work together

Water of the
cults Rep for
other concepts
Steering group
sub reports