

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

IAD / PERS

NO.

STAT

DATE

7 Dec '82

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

STAT

STAT

1. *BUILDING PLANNING STAFF*
ATTN: [redacted]
4E50 1425

George - the far right hand column reflects current incumbency.

2.

3.

4.

5.

lkm

l

FYI

6.

jk

GK —

some mess! l

7.

il

8.

9.

requested by 20 Jan 83 12:2 pm

10.

11.

12.

13.

14.

15.

3D1C

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

IAD/PERS

NO.

STAT

DATE

30 Nov 1982

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

2 BUILDING PLANNING STAFF

ATTN:

4 ESO Hqs

STAT

2.

3.

① C/BPS/OL

Q

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③ il

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15.

George: Given the current state of our reorganization, attached is my "best shot" at providing what you require. PHCD will be producing the new TO shortly. At that time I will provide you with a copy which will be accurate in terms of branch titles and numbers of people.

[Redacted Box]

Good luck! f

*277
Vice 201*

STAT

SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Validation of Workstation and Special Use Space Requirements

FROM:

DO Representative
Building Planning Staff, OL
4E50 Hqs

EXTENSION

NO.

OL 2 4674b

25X1

25X1

DATE

12 OCT 1982

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. C/IAD/DO/SS
3D00 Hqs

2. C/BPS

3. *gk*

5.

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12.

13.

14.

15.

25X1

25X1

gk
returned this
in person. They
have essentially
just been done
again organizationally.
Their new T.O
is almost redone
& he'll give you
a cy. when done

CLASSIFIED ATTACHMENT

SECRET

S E C R E T

1 2 OCT 1982

MEMORANDUM FOR: Chief, International Activities Division, DO
FROM: DO Representative,
Building Planning Staff, OL
SUBJECT: Validation of Workstation and Special Use
Space Requirements

25X1

1. Attached is a computer printout of your current personnel strengths listed by staff, division, and branch. Preliminary design for the proposed new Headquarters facility requires verification of the number of workstations and amount of special use space that is currently being utilized by your component. Accordingly, each office is being requested to verify the accuracy of its computer listing and complete as necessary. The following information is requested:

a. Next to 'X OTHER EMPLOYEES,' enumerate any part-time, co-op, or contract employees in the 'INCUM' (incumbency) column. Do not list summer employees.

b. Use the 'WKS' column to identify the actual number of office workstations required. This number should reflect the number of office workstations essential to support your present incumbents. In most cases, this number will be the same as 'INCUM.' Where a job title shows several incumbents involved in shift work requiring only one workstation, the WKS entry should be 1 (one).

c. Under 'COMMENT,' include any clarifying remarks.

OL 2 4674

UNCLASSIFIED WHEN SEPARATED
FROM ATTACHMENT

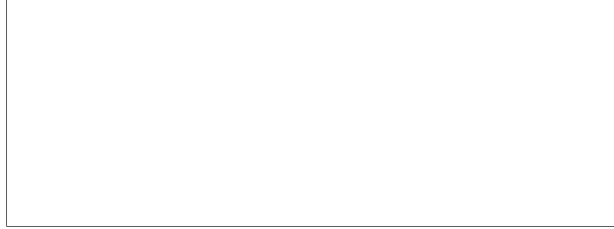
S E C R E T

S E C R E T

2. If the incumbents employ additional dedicated space within the office for unique equipments such as light/drafting tables, workbenches, blueprint/map storage, etc., please indicate the type and space requirements under 'COMMENT.' Do not include standard ADP or WP terminals.

3. Note that 'GRADE' indicates the authorized staffing grade, not the grade of the incumbent.

4. We would like to receive your response within 2 weeks of receipt of this memorandum.



25X1

Attachment:
Printout