SECRET

2 6 AUG 1982

MEMORANDUM	FOR:	Chief.	Information	Management	Staff.	no
THE CONTRACTOR	1 0111		THEATHACTAN	nanagement	Juarra	$\nu \nu$

25X1

FROM:

DO Representative,

Building Planning Staff, OL

SUBJECT:

Validation of Workstation and Special Use Space Requirements

- l. 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 <u>currently</u> 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 parttime, 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.' For repair facilities, laboratories, registries, computer/machine rooms, copy rooms, classrooms, conference rooms, file rooms, and storage rooms, the WKS should be 0 (i.e., no dedicated workstations). 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 3873

UNCLASSIFIED WHEN SEPARATED FROM ATTACHMENT

- 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	οf	this me	emorai	ndui	n.	-	-				

4. We would like to receipt of this memorandum.	eive your response within	2 weeks of
		25X1
Attachment: Printout		
Distribution: Orig - Adse, w/att 1 - OL/BPS, w/att 1 - OL Reader, w/o att		
OL/BPS	(25 Aug 82)	25 X 1