


**SECRET**

*Repeal by*  
  
*Per-15-*

**ROUTING AND RECORD SHEET**

**SUBJECT:** (Optional)

Space Requirements

**FROM:** R. W. Manners  
 Director, Foreign Broadcast  
 Information Service

**EXTENSION**

**NO.** FBIS-0074-88

**DATE** 12 April 1988

**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. Director of Management  
 and Planning, DS&T  
 Room 6E45, Headquarters

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FBIS-0074-88  
12 April 1988

MEMORANDUM FOR: Director of Management and Planning, DS&T

FROM: R. W. Manners  
Director, Foreign Broadcast Information Service

25X1

SUBJECT: Space Requirements

REFERENCE: Your Memo, dtd 5 Apr 88, Same Subject (DDS&T-331-88)

1. We have adjusted our personnel summary to reflect decisions taken on our new initiative at the offsite, coming in with a modest increase of less than 8 percent. (See attachment.)

25X1

2. Basically, the reduction of  slots in the new initiative, reflected in the T/O, will be offset by increases in the contractor and part-time categories.

3. Contractors and part-time employees will be required to operate machine translation and optical character reader equipment obtained in the initiative, to remedy shortfalls in linguist staffing levels, and to support the Automated FBIS System.

25X1

K. W. Manners

Attachment

25X1

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25X1 SUBJECT: Space Requirements

**Distribution:**

- Orig - Addressee
- 1 - PO/RA
- 1 - D/FBIS Chrono
- 1 - RWM Corres file
- 1 - FBIS Registry

25X1 DS&T/FBIS/RWManners  (12 Apr 88)

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