

DA 88-2671  
29 December 1988

08 JAN 1989

MEMORANDUM FOR: DA Office Directors

FROM:

[Redacted]

Chief, DA/Management Staff

OUT/TEIS  
LOGGED

SUBJECT: Agency Space Plan

REFERENCES: Memos for DA Office Directors (DA 88-1811, 24 Aug 88;  
DA 88-1855, 1 Sept 88), Same Subject

1. Following the Office of Logistics' briefing on space plans and projections to the fall Executive Committee Planning Conference, the Executive Committee tasked each Directorate with confirming and/or refining their personnel and special use space requirements in preparation for eventual Congressional briefings on this topic.

2. Attachment A contains the Directorate personnel data by office that you provided last fall and a blank form to use for this exercise. We need you to update this information by providing the following:

- Reflect the most accurate count you can of people you have to provide work space for in the Washington metropolitan area as of 1 October 1988 vice 30 September. As before, if your position and people counts differ, use whichever is greater.
- Identify where these people are by building.
- Include in the "other" column non-Agency detailees; rotations in; various student programs, including muppies, co-ops, etc. Provide specific breakdowns by category in footnotes.
- Exclude summer onlys [Redacted]

3. Attachment B contains the Directorate current and projected special use space that you also provided last fall. Special use space includes non-traditional workstation areas required to support people and their work, such as conference rooms, libraries, computer centers and classrooms. We have also attached blank forms for you to use in this exercise.

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[Redacted]

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Please:

- Exclude domestic field facilities, warehouses, motor pools, power plants, and loading docks.
- Define anything in the "other" column with footnotes.
- Verify and explain any growth between 1988 and projected 1993 requirements, ensuring they are factored into your planned programs. (Deputy Directors will be asked to verify the 1993 requirements.)

4. Please provide--preferably via telecommunications--the requested information by COB 30 January. We would appreciate having the name and number of your focal point for this exercise so that we can pass on any other guidance we might receive.

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Attach: A/S

cc: DDA/ADDA

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ORIG  (29Dec88)

Distribution:

- 1 Each Office Director
- 2 - DA Registry
- 1 - MS Chrono
- 1 - MS Subject (Space TF)

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Date \_\_\_\_\_

OFFICE OF \_\_\_\_\_  
CURRENT SPECIAL USE SPACE\*

CATEGORY	SQUARE FEET
Conference Rooms	
Libraries	
Computer Centers	
ADP/Commo	
Classrooms	
Storage	
Registries/DAC	
Labs	
Staging Areas	
Locker Rooms	
Other**	
TOTAL SQUARE FT.	

STAT

\* Exclude  warehouses, cafeterias, motor pools, power plants, loading docks.

\*\* Specify category of space with footnotes.

Date \_\_\_\_\_

OFFICE OF  
PROJECTED 1993 SPECIAL USE SPACE REQUIREMENTS\*

CATEGORY	SQUARE FEET***
Conference Rooms	
Libraries	
Computer Centers	
ADP/Commo	
Classrooms	
Storage	
Registries/DAC	
Labs	
Staging Areas	
Locker Rooms	
Other**	
TOTAL SQUARE FT.	

\* Exclude [redacted] warehouses, cafeterias, motor pools, power plants, loading docks.

\*\* Specify category of space with footnotes.

\*\*\* Specify reason for any major increase over current space holdings.

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