Approved For Release 2008/03/05 : CIA-RDP89-00244R000200350005-2

12 OCT 1982

MEMORANDUM FOR: Chief, Near East Division, DO

FROM: [redacted] DO Representative, Building Planning Staff, OL

25X1

SUBJECT: Validation of Workstation and Special Use Space Requirements

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.

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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.

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Attachment:
Printout

Distribution:
Orig - Adse, w/att
1 - OL/BPS, w/o att (Official)
1 - OL Reader, w/o att

OL/BPS [redacted] (8 Oct 82) 25X1

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