

25 JUN 1981

MEMORANDUM FOR: Chief, Logistics Services Division, OL

FROM: James H. McDonald
Director of Logistics

SUBJECT: Additional Space Requirements for [REDACTED]

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1. The Office of Logistics (OL) has a requirement for an additional 3,300 square feet of floor space in the [REDACTED]. This requirement is the result of increased [REDACTED] staffing, increased Logistics Integrated Management System (LIMS) Task Group staffing, and current overcrowded conditions within OL.

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2. Outlined below are the individual space requirements for the OL divisions and staffs located at [REDACTED]

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a. Supply Division (1,200 square feet)

Supply Division staffing will increase by eight positions in FY-82. Unless the LIMS Task Group (which is occupying approximately 1,200 square feet of Supply Division space) is moved elsewhere in the building, there is not enough space within the division to accommodate the increased staffing.

b. LIMS Task Group (300 square feet)

The LIMS Task Group, which consists of eight Office of Data Processing, Office of Finance, and Office of Logistics careerists, currently occupies 1,200 square feet of Supply Division floor space. Additionally, it is anticipated that this task group will grow by a minimum of two positions in the next twelve to eighteen months. In order to relieve the Supply Division space problem cited above, it is necessary to allocate 1,500 square feet of space elsewhere in the building to accommodate the task group.

c. Procurement Division (1,200 square feet)

Procurement Division staffing will increase ~~by~~ eight positions ~~by~~ FY-82. With the current overcrowded positions within the division, there is not enough space available to accommodate the additional positions.

OL 1 2654

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d. Plans and Programs Staff (450 square feet)

The Plans and Programs Staff has increased by three positions which has required GS-14 staff officers to double up in very small offices. The requested 450 square feet would relieve the present overcrowded conditions.

e. Budget and Fiscal Branch (150 square feet)

The Chief, Budget and Fiscal Branch (a GS-15 position), currently has to share his office with his deputy. This arrangement does not provide privacy for meetings on budget or personnel matters nor does it provide the proper environment for either officer to analyze and prepare complicated budget documents.

3. Wherever possible, the additional space required by the OL divisions and staffs should be contiguous to their existing space. It is possible, however, to move certain functions to space within the building where they would not be contiguous to the rest of their division/staff.

4. If you have any questions regarding the requirement or this memorandum, please contact the undersigned on extension

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James H. McDonald

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Presentation by the Chief, Building Planning Staff

The Chief, Building Planning Staff will discuss the status of plans for a new building to be located on the Headquarters compound.