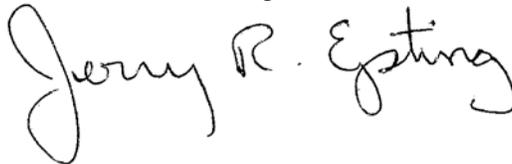


For: FSA and RMA National Office Employees

FSA and RMA National Office Space Analysis

Approved by: Acting Deputy Administrator, Management



1 Overview

A Background

MSD, Property and Facilities Management Branch (PFMB) is currently conducting an analysis of all FSA and RMA space in the South Building. The analysis is necessary to update the AutoCAD System and to ensure that accurate floor plans exist for all offices. MSD, PFMB employees will be accessing offices to collect the information to complete the analysis.

B Purpose

This notice:

- informs FSA and RMA employees about the space analysis
- requests that each office complete a staffing plan.

Disposal Date	Distribution
January 1, 2010	FSA and RMA National Office employees

Notice AS-2184

2 Action

A Completing Staffing Plan

Each division/office shall complete a staffing plan that includes the following information for each employee:

- name
- grade
- telephone number
- room number.

The staffing plan will be used to determine whether adequate space has been allotted to each employee. Offices shall e-mail the staffing plan to Alvin Martin, MSD, PFMB using the contact information in subparagraph B.

B Contact

If there are questions about this notice, contact Alvin Martin, MSD, PFMB by either of the following:

- telephone at 202-720-7006
- e-mail at alvin.martin@wdc.usda.gov.