United States Department of Agriculture

NRCS

NRCS SPACE NEEDS SURVEY WORKSHEET

County: _____ **Date:** _____

Service Center: _____ **Area #** _____

FULL TIME EMPLOYEES

Name	Position	Agency

PART TIME / TEMPORARY / VOLUNTEERS

Name	Position	Agency	Time (%)

Unique Space

Student Trainee Site	☐	65 ft.^{2}
GIS/CAD Workstation	☐	150 ft.^{2}
Engineering CAD Location	☐	150 ft.^{2}
Soils Office _____ sq. ft.	☐	_____
Other Special Space Needs	☐	_____ft.^{2}

State Office Use Only

Prior Staff # _____
Prior Unique Space _____ sq.ft.
Date: _____

Employee Count:
_____ NRCS PFT's
_____ NRCS TFT
_____ Training Location
_____ Student Trainee Location
_____ WAE Capacity
_____ District Employees
_____ State Employees
_____ Volunteers
_____ Other Partner Employees

_____ x 150 sq. ft./staff person = _____sq. ft.
_____ sq. ft. Unique Space

Total Square Footage: _____

MISCELLANEOUS

Handicapped Accessibility Reviewed (check one): ☐ No ☐ Yes *If yes, date:* _____

Other Issues or Comments: _____

Recommended by D.C.: _____ **Date:** _____

Approved by ASTC(FO): _____ **Date:** _____

ASTC(Mgt) Signature: _____ **Date:** _____

Date Forwarded to FSA: _____

cc: ASTC(FO), FSA, Field Office

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