



NRCS SPACE NEEDS SURVEY WORKSHEET

County: _____ Date: _____

Service Center: _____ Area # _____

FULL TIME EMPLOYEES

<u>Name</u>	<u>Position</u>	<u>Agency</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Unique Space

- Student Trainee Site 65 ft.²
- 50 ft.² for ea. Engineer/CET _____ ft.²
- 20 ft.² for ea. S6, Total Station, R8 GPS _____ ft.²
- Soils Lab 200 ft.²
- Other Special Space Needs _____ ft.²

PART TIME EMPLOYEES/VOLUNTEERS

<u>Name</u>	<u>Position</u>	<u>Agency</u>	<u>Time (%)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MISCELLANEOUS

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

Other Issues or Comments: _____

State Office Use Only

Prior Staff # _____

Prior Unique Space _____ sq.ft.

Date: _____

Full Time Employee Count:

- _____ NRCS PFT
- _____ NRCS TFT
- _____ District Employees
- _____ State Employees
- _____ Volunteers
- _____ Other Partner Employees
- _____ Total

_____ x 150 sq. ft./staff person = _____ sq. ft.

_____ sq. ft. Unique Space

_____ sq. ft. Part Time Employee Space

Total Square Footage: _____

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

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

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

Date Forwarded to FSA: _____