

June 30, 2000

MEMORANDUM FOR: Michael L. Springer, Director  
Office of Administration

FROM: Janice Dunn Lee, Director  
Office of International Programs

SUBJECT: SPACE ALLOCATION FOR OIP

I appreciate very much the responsiveness and expertise of the ADM staff who have been working with OIP on the planned expansion and arrangement of our work space on the fourth floor of One White Flint North. Bill Harris and others in ADM have responded constructively to several questions and requests which have arisen in the course of OIP management-labor discussions on the general layout and function of the new space plan.

I am writing about one additional request which I hope you can help accommodate. I would like very much to square off the OIP space on the C and D corridors in a line running along the inside of the third row of pillars (see Attachment). In addition to tidying up the layout, this adjustment would provide space for one additional cubicle.

As you know, the Commission has recently encouraged Offices to take steps to hire interns and other entry level professional employees. I have been advised by the Office of Human Resources that it should be possible for OIP to hire at least one such entry-level person over and above our approved staffing plan. I expect to pursue this option which will, of course, require a work space for the individual. The proposed change to the outer boundary of the new OIP work space would meet that need.

Please let me know if you have any questions. I can, for example, confirm that the other space requirements I spelled out to your staff earlier are still valid.

I am eager to complete the consultations with the labor partners and I look forward to concluding the planning process and getting on to the implementation stage.

Attachment: As stated.

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