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ERBB-~~777~~

Handcarried by ER to addressee morning of 8 Feb. 60:
Orig & 1 w/"Basic Personnel Info; Description of Duties;
7 photos 5 x 7"; one roll acetate sheets, templates & prints.
mfb



Doctor K. G. Picha/
National Science Foundation
1951 Constitution Avenue
Washington 25, D. C.

Dear Doctor Picha,

Thank you for your letter inviting this Agency
to nominate a candidate for the National Capital
Award.

I have discussed this program with a number of
my senior officers and we have selected [redacted]
[redacted] for nomination. Our nomination is made on
the basis of certain inventive contributions made
by [redacted] in relation to the preparation of plans
for the Agency's new headquarters building.

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May I take this opportunity to express my belief
in and appreciation of the programs sponsored by the
Washington Scientific societies for stimulating inter-
est in professional careers.

Sincerely,

CONCUR:

5 FEB 1960

[redacted]

H. Gates Lloyd
Acting Deputy Director
(Support)
Attachments

Allen W. Dulles
Director

ORIGINATOR:

ILLEGIB

[redacted]

Director of Personnel

Distribution:

- 0 & 1 - Addressee
- 1 - *DCI; 1 - *DDCI (*w/att, except work samples)
- 1 - ER w/att. (except wk. samples)
- 3 - DD/S 1/att. (except wk. samples)
- 1 - D/Log. w/att. (except wk. samples)
- 2 - D/Pers w/att. (except wk. samples) -- 1 - Subject's file
(authentic) 1 - Stayback

OD/Pers/ [redacted] sjc (1 Feb. 60)

(EXECUTIVE RECORD)

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Next 1 Page(s) In Document Exempt

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DESCRIPTION OF ACHIEVEMENT

1. One of the major problems in connection with the planning for a new headquarters building is created by the time lag between the date final working drawings are completed, and the date the building is ready for occupancy. During this period many changes occur in organization, personnel strength, operating procedures, and in the equipment and facilities required by the Agency for efficient operation. Such changes affect partition layouts, door locations, air conditioning, light, power, and other facilities.

2. In order that the maximum number of necessary changes might be effected prior to completion of construction, [] devised a means of templating Agency space layouts of the new building to serve for working out building revisions resulting from changes in organization, working relationships, and procedures. His scheme also provides a means for determining location of telephone and power outlets, and when the building is complete will serve for planning and executing the move into the new building.

3. [] scheme was accomplished by using acetate sheets approximately two feet square on each of which the outline of a section of the building was drawn at one-eighth scale. Fifteen such sheets provided the layout for an entire floor. A method of mounting these sheets on the wall of the plan room was devised so that each floor of the building could be viewed in its entirety. The building walls and fixed installations such as stairwells, toilets, pneumatic tube stations, columns, and main corridors were inked on the acetate sheets. Partitions within the building were shown in place by the use of three sizes of black tape, each size indicating a different type of partition. [] then devised an economical means of manufacturing furniture templates, drawn to scale, with an adhesive backing permitting them to be removed and reused.

4. In actual use the acetate sheets are first completed so that the space layout is identical to that shown on the contract drawings. From information as to Agency requirements each space layout is templated to show the furniture and equipment the operating element requires in the new building. The acetate sheets are then reproduced by the ozalid process and copies furnished the prospective occupants. These layouts are reviewed and any required changes discussed with [] [] or other members of the Building Planning Staff. When changed conditions warrant revision of the space layout, such revisions are studied and analyzed by using the acetate sheets with the removable

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partitions (tape) and furniture templates. After the templated layouts have been completely reviewed and approved, additional prints are made and forwarded to Public Buildings Service and to the Contract Architect for use in the issuance of such contract change orders as may be necessary. Prints of the approved templated layouts are also being used to plan the telephone installation and electric outlets needed for each office. When the move to the new building is started these templated layouts will provide detailed information as to the placement of each piece of furniture and office equipment.

5. Samples of the acetate sheets, templates and prints are forwarded under separate cover.

11-9621/1

SECRET

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT: Nomination of [redacted] for the National Capital Award

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1. This memorandum transmits a suggested letter for the signature of the Director of Central Intelligence and other documents nominating [redacted] for the National Capital Award sponsored by the D. C. Council of Engineering and Architectural Societies and the Washington Academy of Sciences.

2. These awards will be presented to three young professionals in the Metropolitan Washington area in recognition of notable achievements in the fields of architecture, engineering and applied sciences as part of the nationwide observance of Engineers' Week. The major objective of this program is the development of professional and public awareness of the contributions made by younger members of these professions and the stimulation of interest in the engineering, architectural and scientific areas by young people who are preparing for a professional career.

3. The Deputy Directors were notified of the opportunity of nominating candidates for the National Capital Award. The Deputy Directors (Intelligence) and (Plans) did not submit nominations. The Deputy Director (Support) identified [redacted] Office of Logistics, as a qualified candidate. The members of the Career Council unanimously decided to recommend the nomination of [redacted]. The Central Intelligence Agency has not previously nominated any employee for this award.

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4. The award ceremony will be held on 25 February 1960. However, nominations must be submitted to Dr. K. G. Picha, National Science Foundation by 8 February 1960.

[redacted signature box]

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Gordon M. Stewart
Chairman
CIA Career Council

Attachments

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Gordon M. Stewart
Chairman
CIA Career Council

*Letter to Dr. Picha:
OH w/ basic personnel info
w/ description of duties
47 photos (5x7")
1/2 one roll acetate sheets
reproduction & prints*

Attachments

Distribution:

- 1 - OD & 1 - Addressee; 1 - DICE; 1 - [redacted]
- 3 - DD/S; 1 - D/Logistics
- 2 - D/Pers (1 Stayback - 1 Subject's file)
- OD/Pers, [redacted] sjc (2 Feb. 60)

STAT