

ADMINISTRATIVE - INTERNAL USE ONLY

29 APR 1974

STATINTL

MEMORANDUM FOR: Chief, Real Estate and Construction
Division, OL

SUBJECT : Planning Staff for New [REDACTED] Building at
Headquarters Site

STATINTL

REFERENCE : Memo dtd 1 Feb 74 to DD/M&S fm D/L,
Subject: Proposed Structure of an
Organization to Implement a New [REDACTED]
Building at Headquarters Site

Glenn:

Mr. Brownman has approved the establishment of a Planning Staff for the subject new building as outlined in the referent memorandum. However, there are two caveats to this approval:

a. The staffing for this Planning Staff will be on a contract rather than a staff basis.

b. While our referent paper called for an initial staffing of one secretary and six project officers, with a followon requirement for two draftsmen and one additional secretary, in all probability, we will be restricted in the initial phase to one secretary and four project officers (or five project officers, if you feel the secretarial requirements can be handled otherwise).

STATINTL

Based on the above, it is suggested that, although we have not been given the contract ceiling at the moment, you undertake, with [REDACTED], to levy requirements on an immediate basis for the early recruitment of the necessary skills.

/s/ Francis J. Van Damm

Francis J. Van Damm
Director of Logistics

cc: ADD/M&S = *by hand 4/29.*
C/P&TS/OL

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