

DD/A Registry

83-5760

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Request for Approval to Procure Systems Furniture

FROM: C/LSD/OL
3E14
HQS

EXTENSION

NO.

NPIC/SG-086-83

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

	DATE		OFFICER'S INITIALS
	RECEIVED	FORWARDED	
1. D/L 2C02		7/12	JW
2. DDS&T 6E60 HQS		14 Dec	RBH
3. DDA 7D24 HQS		12-16-83	Z
4. Comptroller		1/12/84	JW
5. Executive Registry 7E13 HQS		13 JAN 1984	Q
7. EXDIR		13 Jan 84	1984 Q
8.			
9. DDCI		17 JAN 1984	J
10.			
11. DCI		20 JAN 1984	
12.			
13. DDA (Please call [redacted] for Handcarry to GSA)			
14.			
15.			

45-3

For Concurrence

Note From: Logistics Officer
Support Group, NPIC

Of the estimated cost for systems furniture [redacted] Agency components will pay 62% and non-Agency tenants located within [redacted] will pay 38%.

Because of the large quantity of systems furniture required, NPIC is hopeful that the cost estimates shown in Attachment A. to the memorandum to D/OL from C/Support Group, NPIC can be substantially reduced due to competitive bidding.

Per paragraph 10. b. of FPMR Temporary Regulation E-76, "Heads of Agencies are personally responsible for the review and authorization of expenditures for systems furniture in excess of \$500,000.

*Registry has att C -
Floor plans*

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Central Intelligence Agency

83-1293



Washington, D. C. 20505

83-5260

20 JAN 1984

MEMORANDUM FOR: Assistant Administrator for Federal Supply and Services
General Services Administration

SUBJECT: Acquisition of Systems Furniture

REFERENCE: Federal Property Management Regulations
Temporary Regulation E-76

1. In accordance with reference, it is requested that approval be granted for the acquisition of systems furniture to replace conventional type furniture currently being used in the National Photographic Interpretation Center.

2. The Central Intelligence Agency has a deficit of office space in the National Photographic Interpretation Center, [redacted] The use of systems furniture will allow the space currently occupied by our tenants to be more efficiently utilized. The furniture currently in use will be utilized elsewhere in the Agency.

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William J. Casey
Director of Central Intelligence

Attachments:

- A. Memorandum to Director of Logistics from Chief, Support Group, NPIC w/atts
- B. Property Manager Certification
- C. Space Manager's Determination
- D. Letter of Intent from DIA
- E. Letter of Intent from Department of the Army
- F. Letter of Intent from Department of the Air Force

83-5260

C/SG/NPIC, [redacted] (12 Dec 83)

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Distribution:

- Original - Addressee w/atts
- 1 - ER w/atts
- 1 - DDS&T w/atts
- 2 - DDA w/atts
- 1 - D/OL w/atts
- 1 - C/LSD w/atts
- 1 - C/SG/NPIC w/atts
- 1 - LD/SG/NPIC w/atts

NPIC/SG - 086/83

MEMORANDUM FOR: Director of Logistics

FROM :
Chief, Support Group, NPIC

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SUBJECT : Request for Approval to Procure Systems Furniture

1. The National Photographic Interpretation Center (NPIC) is conducting a major renovation and new construction program to support new operational initiatives which will be implemented within the 1984-1987 time period. Personnel growth within the Center will increase from its current population by January of 1985. This growth has necessitated the construction of a six floor addition to the south end of the existing structure. Even with this new capacity a recent space allocation study determined that there will be a significant shortfall of space. A managerial determination has been made that all organizational elements residing will have to reduce the size of their work areas to alleviate the shortfall of square footage within the building. As an integral and necessary part of this process, NPIC intends to procure approximately Systems Furniture workstations for use in square feet of office space. Attachments 1, 2 and 3 reflect the space savings that can be attained by using Systems as opposed to conventional furniture.

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2. Current technical work stations within NPIC occupy 150-170 square feet of space dependent upon the number of computer terminals at each station. Studies have demonstrated that by use of Systems Furniture the size of each technical work station can be reduced to 110-130 square feet. The saving of space is realized in narrower work surfaces and increased amounts of vertical storage at each work station. In addition to the technical work stations there are also administrative work areas for personnel doing collateral research to support the technicians. With the use of Systems Furniture, these areas can be reduced from 135 to 90 square feet. Once again this space saving is realized through the use of narrower work surfaces and increased vertical storage.


3. The highly technical nature of the NPIC mission provides additional justification for use of Systems Furniture which complements the obvious need to conserve space. The design for the internal renovations incorporates the use of Systems Furniture utilizing task/ambient lighting and sound absorbing partitions. The task/ambient lighting will benefit the occupants of work stations due to the low footcandles required for the technical work surfaces. With the high level of background noise generated by the cooling fans of ADP equipment located in the general area of the work stations, the sound absorbing partitions are also required to provide the proper environmental conditions. In addition, a part of the building renovation process is the installation of raised access flooring. Many of the new systems being installed have extensive cabling requirements. These requirements will be met by allowing all cabling to run beneath the floor. Access to the subfloor can be gained by lifting individual 2' x 2' floor panels. The use of System Furniture wall partitions will facilitate access to the subfloor area. In the event that extensive re-cabling is required in the future, floor tiles can be removed without destruction of the partition system. Systems Furniture panels will easily snap apart and back together after the modification of the cabling system.

4. NPIC requires a high degree of flexibility in its facility design to support rapidly changing mission objectives. Technical work areas must often be modified quickly if only for short periods of time. These temporary modifications are currently endured at considerable expense and inconvenience. With the installation of Systems Furniture future office reorganizations will be accomplished with less disruption and with greater speed, thereby enabling the Center to more efficiently respond to changing operational requirements. As indicated narratively above and figuratively within the attachments, the use of System Furniture is considered to be an essential element to our renovation and construction program. It's use will provide not only the space required to more effectively house our personnel but also will alleviate many of the technical and operational concerns of our particular operational environment. It is thereby requested that you obtain from the General Services administration the approval to proceed with procurement of Systems Furniture for use at NPIC.



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Attachments:

- A. Cost Comparison Analysis
- B. Systems Furniture Program
- C. Floor Plans for 

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Page Denied

Next 1 Page(s) In Document Denied

Attachment C


Attachment C is floor plans for
(Original is included with enclosure
package of Memorandum to AA/Federal
Supply Office, GSA, from DCI.)

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PROPERTY MANAGER CERTIFICATION

The Procurement of Systems Furniture for the National Photographic Interpretation Center is a space action in which space is being assigned and planned in conjunction with the new extension to the facility. As Property Manager, in accordance with FPMR TEMP E-76. I certify that the existing furniture will be properly allocated and the Procurement of Systems Furniture is necessary.

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Chief, Supply Management Branch
Supply Division/Office of Logistics

SPACE MANAGER'S DETERMINATION

The Chief, Logistics Services Division, Office of Logistics is responsible for effective utilization and maintenance of all office space assigned to National Photographic Interpretation Center. As Space Manager, in accordance with FPMR TEMP E-76, I certify that installation of this system will save space and improve productivity.



Chief, Logistics Services Division
Office of Logistics

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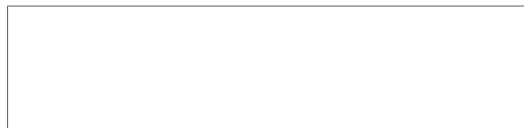
DEFENSE INTELLIGENCE AGENCY
WASHINGTON, D.C. 20301

U-51,471/DB-5A

28 Nov 83

LETTER OF INTENT

Based upon studies conducted by the National Photographic Interpretation Center depicting the space saving and technical benefits provided by use of systems furniture it is our intent to promote and provide to our Photo Interpreters and Image Analyst modular workstations comprised of Systems Furniture during the Fiscal years 1984 and 1985.



Chief, Imagery Analysis Division
Directorate for Research

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IAX-P-I

28 November 1983

DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE AND THREAT ANALYSIS CENTER
ARLINGTON HALL STATION
ARLINGTON, VIRGINIA 22212

SUBJECT: Letter of Intent

Based upon studies conducted by the National Photographic Interpretation Center depicting the space saving and technical benefits provided by use of systems furniture it is our intent to promote and provide to our Photo Interpreters and Image Analyst modular workstations comprised of Systems Furniture during Fiscal years 1984 and 1985.

Joseph C. Livingston
JOSEPH C. LIVINGSTON
LTC, MI
Chief, Imagery Analysis
Production Division

FIRST IN INTELLIGENCE



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE INTELLIGENCE SERVICE
WASHINGTON DC 20330

REPLY TO
ATTN OF: AFIS/INOP

28 Nov 1983

SUBJECT Letter of Intent

TO NPIC
Chief, Logistics Services Div



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Based upon studies conducted by the National Photographic Interpretation Center depicting the space saving and technical benefits provided by use of Systems Furniture, it is our intent to promote and provide to our Photo Interpreters and Image Analyst modular workstations comprised of Systems Furniture during fiscal years 1984 and 1985.

A handwritten signature in cursive script, reading "Larry L. Laird".

LARRY L. LAIRD, CMSgt, USAF
NCOIC, Imagery Research Division