

EXECUTIVE SECRETARIAT

Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	EXDIR		X		
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/EEO				
14	D/Pers				
15	D/OEA				
16	C/PAD/OEA				
17	SA/IA				
18	AO/DCI				
19	C/IPD/OIS				
20					
21					
22					
		SUSPENSE	22 August		
			Date		

Remarks: Please keep DCI advised as appropriate and submit plan through him.

Executive Secretary
1 June 1983

Date

STAT

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Harry E. Fitzwater
Deputy Director for Administration
7D18 Headquarters

EXTENSION

NO. **DOA 83-1495/1**

DATE **4 AUG 1983**

STAT

STAT

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

DATE

RECEIVED FORWARDED

OFFICER'S INITIALS

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

1.	TO:	DATE		OFFICER'S INITIALS	COMMENTS
		RECEIVED	FORWARDED		
1.	Executive Director 7E12 Headquarters	05 AUG 1983		<i>EB</i>	1. For concurrence
2.					
3.	DDCI 7E12 Headquarters	08 AUG 1983		<i>J</i>	2. For concurrence
4.					
5.	DCI 7E12 Headquarters	8 Aug.	8 AUG 1983	<i>C</i>	3. For approval and signature on the attached letter to The Honorable Gerald P. Carmen
6.					
7.	DDA				
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					



ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Department of Defense
83-14251

FROM: Daniel C. King
Director of Logistics

EXTENSION

NO. OL 13500-83

DATE 3 AUG 1983

STAT¹

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

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

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

1. Eo/DDA
7D24 Headquarters

3 AUG 1983

4 AUG 1983

[Handwritten initials]

Harry:

The attached letter to Mr. Carmen is consistent with previous discussions and understandings with Stanley Langfeld regarding this subject and this Agency's response to GSA.

The following is an outline of the referenced Agency space management plan. We are prepared to provide a briefing of this plan at your convenience.

1. Continue to utilize the automated space management system to control the planning, assignment and efficient utilization of MWA space consistent with required government space use standards.

2. Utilize the newly developed automated space management system for the same above purposes for management of space outside the MWA.

3. Achieve maximum overall space utilization through consolidation of the Agency in a proposed new Headquarters Building at Langley.

4. In the interim, until the new Headquarters Building is completed, conduct planning and space assignment strategies to implement consolidation of various Agency components in existing buildings in order to achieve maximum space utilization and organizational effectiveness.

2. A D D A

4 AUG 1983

[Handwritten initials]

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[Handwritten signature]
Dan King