

DDA Registry  
83-1167

MEMORANDUM FOR: Chief, Information Science Center  
Office of Training & Education

3 MAY 1983

FROM: [Redacted]  
DDA Management Staff

DD/A REGISTRY  
FILE: 45-17

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SUBJECT: Temporary Classroom Space in the Ames Building

1. As you know, we have been searching for room in the Ames building to provide additional classroom space during the period of CAMS-II transition training. The Office of Information Services has graciously agreed to loan us part of room 336 in Ames (aprox. 600-700 square feet) for this purpose during the period from approximately Oct. 83 through May. 84.

2. There are several actions which must be taken to finalize this arrangement:

Several small partitions, desks, etc. must be removed from the room.

A floor-to-ceiling wall along existing columns must be constructed to isolate the training area from the rest of the room which connects to the remaining OIS sapce.

Appropriate "training" furniture must be installed-- terminal tables, desks, etc.

Twelve terminals must be acquired and installed. With respect to this matter, COMIREX [Redacted] and ODP [Redacted] have been informed of the requirement.

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3. The Office of Communications has done an initial survey of this area. They assure us that once they are given a firm requirement and need date they can arrange for the expeditious installation of terminal lines.

4. We trust you can now proceed with the further arrangements necessary to complete this effort.

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DDA/MS: [Redacted] (3May83)

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