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DDS&T-2126-70
11 June 1970

MEMORANDUM FOR: Deputy Director for Science and Technology
SUBJECT : Office Space

1. A recommendation on OCS office space is contained in paragraph 5.
2. Knowing the Agency-wide problem that exists in regard to providing office space for various activities, I have carefully reviewed the situation in OCS and have taken a number of steps to assure the greatest possible utilization of assigned space:
 - a. Space in the OCS Computer Center that is not immediately required for equipment has been used for office space.
 - b. The Director's office and staff space has been used in a variety of ways over the past two years to alleviate space pressures. For example, [REDACTED] 25X1A office has been used temporarily as a conference room, and the conference room has been used for programmers who could not be accommodated within the Scientific Applications Division.
 - c. Space has been traded with the Director of FMSAC so that areas which were functionally more suitable for executive offices than ADP classrooms were realigned to these uses.
 - d. My staff designed a desk-mounted bookshelf for programmers' reference manuals and materials to save

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the floor space required by conventional bookcases and to provide limited privacy shielding. This has been a significant help; over 125 of these units are in use.

3. In spite of these efforts to "make do", our space needs have outgrown our current resources, and program planning for the FY-72 period shows a much worsening situation. At present, we have [REDACTED] square feet of space for office use and [REDACTED] square feet of space for other use, including the DDS space used for SIPS. Utilization of OCS office space averages [REDACTED] square feet per person. I am told that the Headquarters average is [REDACTED] square feet per person. Our program for FY-71 and FY-72 shows the following Headquarters space requirements:

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	<u>Current Allocation</u>	<u>FY-71</u>	<u>FY-72</u>
Office	[REDACTED]	[REDACTED]	[REDACTED]
Other	[REDACTED]	[REDACTED]	[REDACTED]
Total	[REDACTED]	[REDACTED]	[REDACTED]

The increases are for installing planned equipment and for bringing personnel space up to accepted standards.

4. The recent Inspector General's Survey of OCS contained a section on space which included the DDS space for SIPS (see copy attached). While there are problem areas other than those specifically mentioned in the survey, I believe this narrative adequately describes the space problem we face.

5. I therefore make the following recommendations:

a. That a study of space allocations within the Directorate should be undertaken to determine if space

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is available which might be reassigned to alleviate the current shortage of [REDACTED] square feet in OCS.

b. That DDS assistance should be sought in resolving the longer-range space problems in OCS.

25X1A (9)

[REDACTED]
Acting Director of Computer Services

Attachment: a/s

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1 - DDS&T Registry

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O/AD/OCS: [REDACTED]/mru:4011(11Jun70)

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ORIGINAL DOCUMENT MISSING PAGE(S):

Missing Attachment