

04 APR 1984

MEMORANDUM FOR: Deputy Director for Administration

THROUGH: Director of Logistics
Director of Training and Education

FROM:

Chief, Printing and Photography Division, OL

STAT

SUBJECT: Accommodation of Auditorium Overflow

1. The purpose of this memorandum is to request approval to use Headquarters Room 1A07 to accommodate personnel who wish to view activities taking place in the Auditorium in lieu of using the North and South cafeterias.

2. Over the past several years, the North and South cafeterias have been used to provide overflow audiences with closed circuit television viewing of events taking place in the Headquarters Auditorium. The cafeterias are equipped with two color television monitors each. The signal is processed from the auditorium to the DDI/Office of Central Reference (OCR) video distribution system (grid) and thence to the cafeterias. The television equipment was originally purchased by OCR and remains under its account. The Office of Logistics has participated with OCR in ensuring that the system is operational when needed.

3. The D/OCR has requested that Printing & Photography Division, Office of Logistics (P&PD/OL) assume responsibility for the cafeteria support. It is my opinion that the current mode of operation is unsatisfactory. The cafeteria lighting is such that a satisfactory television image cannot be received on the existing equipment. Further, there is a significant security issue present whenever a classified subject is scheduled. In such an event, the cafeteria workforce must be either dismissed or at least restricted from the viewing areas.

OL 11063-84



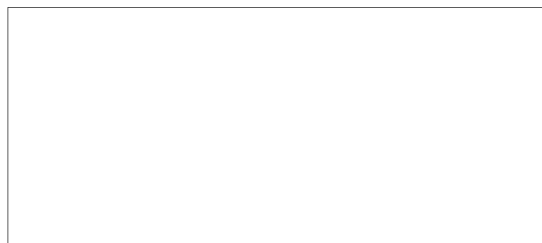
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4. The Director's speech of 16 March 1984, drew the following overflow audience:

North Cafeteria	31 - 35
South Cafeteria	60 - 65
OCR Theaters	37 - 37
Total	128-137

If it is assumed that a reasonable overflow is 100-250 persons, an alternative to the current unsatisfactory situation would be to provide a direct communication link from the Auditorium to Room 1A07. That room has the necessary capacity to accommodate an overflow audience and would obviate the security issue present in the cafeterias. We estimate the cost to link the Auditorium and 1A07 together and equip the room with a large TV viewing capability at \$30,000. A management decision would also be required that authorizes the Director of Training and Education (D/OTE) to pre-empt any conflicting activity in 1A07.

5. Based on the above, it is recommended that:
- a. The DDA authorize the use of Room 1A07 to accommodate Headquarters auditorium overflow audiences.
 - b. The DDA authorize the D/OTE to pre-empt conflicting 1A07 scheduling for the purpose outlined.
 - c. That funds in the amount of \$30,000 be provided to P&PD/OL to permit the necessary actions that will provide 1A07 with the proposed technical capability.
 - d. Upon completion of the 1A07 upgrade, the television monitors in both cafeterias will be removed.



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CONCUR:



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Director of Logistics *

6-April 84
Date

Log will fund the \$30K.

Director of Training and Education

Date

APPROVE:

Deputy Director for Administration

Date

Distribution:

- Orig - Return to OL/P&PD
- 2 - DDA
- 2 - D/L
- 1 - D/OT&E

*Any preemption of 1A07 will generate a great deal of heat. My concurrence, therefore, is subject to my understanding that such preemption will be limited to overflow for DCI and DDCI Auditorium performances only.

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