

STAT

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		27 Sept 85
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2. ADDA	9	27 SEP 1985
3. DDA		
4.		
5. PPA/Rsg- (log & file)		
Action	File	Note and Return
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OPTIONAL FORM 41 (Rev. 7-76)
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ADMINISTRATIVE — INTERNAL USE ONLY

27 September 1985

MEMORANDUM FOR: HMB Members

STAT

FROM:

Executive Secretary, HMB

SUBJECT: HMB Agenda - 7 October 1985 Meeting
DDA Conference Room (7D32) - 0900.

1. The items below are scheduled for the 7 October 1985 Headquarters Management Board Meeting. Persons presenting briefings are requested to provide, at the conclusion of their presentation, a record copy of any materials used.

STAT

a. RFC 0001-05 - Agency Space Allocation
Document FY85 (previously supplied)

R. (TAB A)

b. FY 87 Headquarters Facility Space
Allocation Decision

H. (TAB B)

c. Action Items Review

R. (TAB C)

d. Proposed Topics for Next HMB Meeting

R. (TAB D)

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2. Requests for additions to this or future agendas should be addressed to the Configuration Management Secretariat (CMS), Room 3E14HQ, Attn: [redacted] or call on non-secure [redacted]

Executive Secretary

Attachments:

(TAB A) - R0001-05

(TAB B) - FY 87 Headquarters Facility Space
Allocation Decision

(TAB C) - Action Items

(TAB D) - Proposed Topics for Next HMB Meeting

Distribution:

Orig. - HOME/CMS Official

1 - Executive Director

1 - DDA

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1 - DDO

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A

HEADQUARTERS CONFIGURATION MANAGEMENT REQUEST FOR CHANGE	REFERENCE DATA:	RFC NO. <u>R0001-05</u>
	DR NO. _____ NOC NO. _____	DATE LOGGED <u>9/27/85</u>
	OTHER _____	REV DATA _____

STAT AGENCY SPACE ALLOCATION DOCUMENT FY85 Priority: E U (R) (circle one)

Prepared By: _____ Date: 9/27/85 Office: OL/HOME Phone: _____

STATproval _____ Change Type: ☒ PERM ☐ TEMP _____ (removal date)

Office Chief Sig _____ Date: 9/26/85

Need for Change _____

At the 4 March 1985 HMB Meeting, an action item was assigned to CMS to prepare and submit for approval an Agency Space Allocation Baseline (by Directorate). This RFC submits that baseline.

Description of Change:

Place Agency Space Allocation Document under the Configuration Management control of the Headquarters Management Board (HMB) and delegate to the Facilities Management Board (FMB) authority to approve changes when all affected directorates agree to the changes.

Consequences if Not Implemented:

Action Item H063-2 will not be completed.

<u>Document Numbers of Specifications/Drawings Affected:</u>	<u>Titles:</u>
H90001	HEADQUARTERS CM PLAN
H80001	AGENCY SPACE ALLOCATION DOCUMENT FY85

H/W - Fac Affected: _____

Tasks	Start/End Dates	Actionee	Staff Costs	\$ Cost
PREPARE AND DISTRIBUTE CHANGE PACKAGE FOR H90001	10/17/85 10/30/85	OL/HOME/CMS	ROUTINE	
PREPARE CAMERA READY COPY, REPRODUCE AND DISTRIBUTE H80001	10/17/85 11/16/85	OL/HOME/CMS	MAINTENANCE	

H90001

~~4 MAR 85~~

7 OCT 85

4.4.2 FMB Control, Continued

(6) Modifications to the facility electrical or mechanical systems required to support the technical equipment itemized in paragraph (5) above.

(7) The entirety of a data grid system including the Main Distribution Frame down to and including wall boxes (Data Drops).

4.4.3 OFFICE CONTROL

Any item not specifically mentioned above, such as:

(1) Intra-element documentation/procedures.

(2) Changes to and relocation of technical equipment providing that it can be accomplished without affecting the existing electrical or mechanical systems.

(3) Test procedures/reports documentation.

4.5 APPROVED BASELINE

Tables 1, 2, and 3 itemize the documents which are currently under HMB, FMB, or Office control, respectively. Each table shows the item's title/name, its control number, and the Headquarters organization having custodial (maintenance) responsibility for the item. As new items are approved for configuration management control, via RFCs approved by the change control authority, they will be added by CMS to the appropriate table.

(8) CHANGES TO THE AGENCY SPACE ALLOCATION DOCUMENT,
H 80001 WHEN ALL AFFECTED DIRECTORATES AGREE TO
THE CHANGE.

H90001

~~4 MAR 85~~

7 OCT 85

TABLE 1HMB CONFIGURATION CONTROL BASELINE

<u>Title</u>	<u>Doc. No.</u>	<u>Custodian</u>
Headquarters Configuration Management Plan	H90001	CMS
Agency Space Allocation Document *	(TDB) H80001	CMS CMS

* CHANGE AUTHORITY IS DELEGATED TO THE FMB
WHEN ALL AFFECTED DIRECTORATES AGREE TO THE
CHANGE.

B

Page Denied

Next 13 Page(s) In Document Denied

C

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HMB ACTION ITEMS

The following is a summary of HMB action items as of 27 September 1985:

A. Completed Items:

STAT	H063-1	Convene the Facilities Management Board (FMB) - <input type="text"/> due 4 April 1985	OL/HOME
STAT	H063-2	Prepare and Submit for Approval A Space Allocation Baseline (By Directorate) - <input type="text"/> due 15 April 1985 (slipped to 26 September 1985)	OL/HOME
STAT	H063-4	Revise the Headquarters Configuration Management Plan to Include on the Facilities Management Board Representatives from DI, DO, and DS&T - <input type="text"/> due 29 March 1985	OL/HOME

B. Active Items:

STAT	H063-3	Prepare and Submit a draft of FY87 Space Allocation Plan - <input type="text"/> due 3 February 1985	OL/HOME
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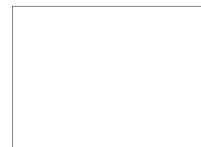
D

PROPOSED TOPICS FOR THE NEXT HMB MEETING

MEETING TIME: TBD - 6 NOVEMBER IS SUGGESTED

PROPOSED TOPICS:

- A. DISCUSSION OF RECOMMENDED SOLUTION
FOR FY86 SPACE REQUIREMENTS
- B. RECOMMENDATION TO FREEZE RENOVATIONS
TO THE OHB FROM APRIL 1986 TO THE
DATE OF NHB OCCUPANCY
- C. HEADQUARTERS CONSTRUCTION PROGRAM UPDATE



CHAIRMAN, FMB

