

1 FEB 1985

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Information Services
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training & Education

FROM:

Executive Officer to the DDA

SUBJECT:

New Building Consolidated Library Facility

1. Approvals have been received from the Deputy Director for Administration (DDA) and the Deputy Director for Science and Technology (DDS&T) for a consolidated library facility to be located in the new Headquarters Building. The facility will be designed to store administrative, technical, and reference material to support all DA and DS&T offices scheduled to relocate in the new building. Additionally, the Office of Central Reference (OCR) is prepared to support the consolidated library and work with the individual offices in identifying library material they now store that should be maintained in the new building.

2. Planning for the approved consolidated library facility will affect the Offices within the DA as follows:

a. The Offices of Training and Education and Medical Services are not being relocated to the new building, therefore will not have new library requirements. However, please review your reference materials and determine if it is appropriate to have copies of certain material available in the consolidated library to support other DA and DS&T needs.

b. The Offices of Data Processing, Finance, Personnel, and Safety Staff have been allocated their own internal library space in the new building and will not be sharing in the consolidated library. However, these offices may also wish to provide specific reference materials to support the library. Please review and determine what materials, if any, would appropriately support the new library facility.

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c. The Offices of Communications, Information Services, Logistics, and Security have not been programmed for their own internal library space in the new building. Consequently, they will be sharing the consolidated library facility to support their own office as well as the other DA and DS&T components. As requested below, detailed information relative to materials and space will be required from these Offices to prepare for their inclusion in the new library.

3. In view of the above, the New Building Project Office has asked that each DA Office provide information which will assist in properly planning the library space for our Directorate. To meet this requirement, request all Offices provide the following information:

a. Furnish a complete list of all reference material, subscriptions, brochures, and legal documents you would like to have stored in the consolidated library facility.

b. What other materials or equipment do you now use or need to support your office function that you would like to have placed in the new library facility. The information provided for review should include any requirements you feel are necessary to support your Office's or the Directorates' library needs.

4. To assist in determining the above information, Mr. Michael Gallen, from the Office of Central Reference, will be available for consultations. He can be reached on extension 4336.

5. Please send your response to me no later than COB on 8 March so I can provide a consolidated package to the New Building Project Office. While I realize in certain cases this may take some time and effort, it is vital to the programming phase for the new building. If you have any questions regarding the above, please contact [redacted]

[redacted] DA Planning Officer, [redacted]

cc: [redacted] NBPO

C/CIA Library

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