

CONFIDENTIAL

BG 1

13 JUL 1988

MEMORANDUM FOR: Director, Public Affairs Office

FROM: John M. Ray
Director of Logistics

SUBJECT: Request for Additional Office Space in Ames

REFERENCE: Memo for C/DCI Admin, from DD/PAO dtd 3 May 1988; same subject

1. We believe we have found a way to accommodate the additional growth you are experiencing in the Public Affairs Office. The architect who toured your existing spaces has identified a 560 square foot area on the first floor in Ames which he believes will handle your overflow. This space is delineated on the attached floor plan. It is unfortunate that it is so far removed from your tenth floor location, but there was nothing available closer. As you are probably aware, we have developed a construction option for the Original Headquarters Building which should bring you all together at Headquarters in 1990, some eight months earlier than previously scheduled.

2. I am forwarding a copy of this memorandum to the Real Estate and Construction Division (RECD), which will be responsible for getting you settled into the first floor space in Ames. A representative from RECD will be in touch with you right away. The Chief, RECD, may be reached on extension [redacted] should you have any questions.

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John M. Ray

cc: DDA

Attachment as stated

ALL PORTIONS CONFIDENTIAL

25X1

[redacted]

[redacted]



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SUBJECT: Request for Additional Office Space in Ames

25X1 OL/FMD/ [redacted] (12 July 1988)

Distribution:

- Orig - Addressee w/attachment
- 1 - RECD w/attachment
- 1 - DCI Admin w/attachment
- 1 - OL Files
- 1 - OL/FMD Chrono
- 1 - OL/FMD/HCS Official
- 1 - OL/FMD/HCS Chrono

CONFIDENTIAL

Date

ROUTING AND TRANSMITTAL SLIP

20 MAY 1988

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	DIRECTOR OF LOGISTICS	<i>AL</i>	<i>20/3</i>
2.	<i>DDIC</i>		
3.	<div style="border: 1px solid black; width: 150px; height: 30px;"></div>		
4.			
5.			

STAT

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1 - PLEASE PREPARE RESPONSE FOR THE
 DDA'S SIGNATURE.

Cy Sent to

RESPONSE: ~~27 MAY~~ 1988

3 June
9 June

Resuspended
6/20
6/27

STAT

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post) DDA	Room No.—Bldg.
	Phone No.

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Request for Additional Space

FROM:
 AU/DCI
 7D19 HQ

EXTENSION

NO.

DD/A Registry
 88-1050X



DATE

11 May 88

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED FORWARDED

1.

ADDA

16 MAY 1988

[Handwritten initials]

John:

Attached is a memorandum from D/PAO asking for additional space in Ames Building to accommodate his fast growing staff. Contiguous space would be ideal because we need to expand their office automation systems; however, we will take whatever is available. I realize you have other priorities, but an early decision is needed in order to provide workstations for the new employees.

Thank you.

3.

D/OL

4.

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12.

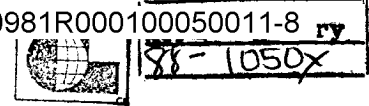
13.

14.

15.

[Large handwritten signature/initials]

OL Action



3 May 1988

MEMORANDUM FOR:
 Chief, DCI Administrative Staff

VIA: William M. Baker
 Director, Public Affairs Office

FROM:
 Deputy Director, Public Affairs Office ,

SUBJECT: Request for Additional Office Space in Ames

1. As you know, one of our office goals for 1988 is to reunify the Public Affairs Office at Headquarters. To this end, D/PAO discussed the possibility of such a move with the DDCI and forwarded the attached memorandum for consideration. In mid-April the DDA responded (see attached) that a consolidation was not possible in 1988 but that every effort would be made to consolidate PAO during the backfill program in the early 1990's. The DDA had passed this word to me informally at a DCI staff meeting at which time I asked him about the possibility of acquiring more space at Ames for our growing contingent. He indicated that such an accommodation would be feasible. I am sending this memorandum to you as the first step in the process to acquire that additional space.

✓ 2. In the last six months we have added five additional people to the PAO/Ames contingent. And we are still looking for two more people to meet our current responsibilities. To accommodate these additions we have squeezed in people, machines and desks in every available nook. Such tight quarters can be tolerated for a short period which we were fully prepared to do in anticipation of an early move back to Headquarters. However, now that our reunification has been postponed for several years, we are seeking some relief in the near term.

3. Please let me know what, if any, other information you need to proceed on this request.



Attachments
a/s

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4 March 1988

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM: William M. Baker
Director, Public Affairs Office

SUBJECT Reunification of the Public Affairs Office at Headquarters

1. The Public Affairs Office has been split into two parts--one at Headquarters and the other at the Ames Building--ever since 1984, when the expansion of the NIC forced a move. Although we were promised eventual reunification, the timetable continues to slip. Without some effort to move up the timetable, we will not be back together at Headquarters until at least 1990. Frankly, we are finding it increasingly difficult to meet the needs of the DCI and yourself, as well as represent the Agency, under these circumstances.

2. One of my Office Goals for 1988 is to reunite Public Affairs at Headquarters. I see a number of significant gains if we can do this:

- o We can provide speechwriting and research support for you and the DCI on a more timely basis with the limited number of personnel we have. Now, they are forced to spend a good deal of time shuttling between Ames, where they have files and computers, and Headquarters, where they obtain advice, expertise and background materials. Given the heavy level of outside and internal appearances, and the DCI's need for close and timely support, this is my first priority. But I don't want to move them to Headquarters separately because I rely heavily on my Deputy to manage this effort.
- o We can speed up the distribution of manuscripts for review by the Publications Review Board and improve consultations on the review process especially with our principal Board members in the DI and DO. Research time would also be reduced by easier access to the library and the Historical Intelligence Collection. We reviewed 326 manuscripts in 1987 including 33 book-length works -- the total number of pages reviewed reached a staggering 17,503. Copying, collating and distributing this amount of material cannot be handled as efficiently from Ames. Timeliness is very important in our process because of court-mandated and author-requested deadlines. Being able to meet the very short deadlines often requested by authors helps maintain cooperative relationships which work to our advantage.

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o Closer interaction with Headquarters officers especially in the DO and DI will make our internal, public, official, military [redacted] [redacted] briefings more current, and we could do more of them if our briefers were at Headquarters, where most of the briefings are given. Having to come from Ames for everything means a more rigorous and less flexible schedule has to be maintained. We receive thousands of requests for information from the public and we send out thousands of replies, along with unclassified materials where appropriate. Our correspondence people manage to keep up, but their tasks would be simplified if they were closer to the library, Printing and Photography unit, and other Headquarters support elements.

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3. I realize that this comes at a bad time. Nonetheless, I would like your support to work through [redacted] with the Office of Logistics to see what might be done to get all of Public Affairs together at Headquarters at the earliest possible date.

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[redacted]

William M. Baker



Deputy Director for Administration

13 April 1988

DDA 88-0817

NOTE FOR: Director, Public Affairs Office

SUBJECT: Reunification of the Public Affairs
Office at Headquarters

Bill:

We have considered your request to consolidate the Public Affairs Office on the Headquarters compound in the 1988 time frame. Unfortunately, we are faced with a space problem which prevents us from being able to accommodate a consolidated Public Affairs Office at Headquarters in the near term. We will make every effort to consolidate your office during the backfill program in the early 1990's.

I have discussed this situation with the DDCI and he is in agreement with this course of action.

[Redacted Signature]

R. M. Huffstutler

STAT