

C O N F I D E N T I A L

W.F 88-07

BG 21

21 NOV 1988

MEMORANDUM FOR: Director of Information Technology

VIA: Deputy Director for Administration

FROM: John M. Ray
Director of Logistics

SUBJECT: Temporary Space in the New Headquarters Building

REFERENCE: Memo for D/OL, fm D/OIT, dtd 17 Oct 88, Same Subject

25X1 1. In response to your recent request for additional temporary space on the 4th floor, North Tower of the New Headquarters Building (NHB), we propose that Room 4N32 NHB also be made available for the occupancy of the [] people in the Engineering Service Group (ESG). The additional space is outlined on Attachment B.

2. As we agreed earlier, this is a temporary assignment until your permanent external quarters are ready, and the space will have to be taken "as is." This means that construction of floor-to-ceiling walls is not possible. We can, however, arrange for you to use free-standing partitions throughout the area which should address your privacy concerns. Our respective staffs have discussed this and agree that it is a workable solution.

3. We do not anticipate that Room 4N32 NHB can be made ready for occupancy until mid-March 1989, some two months after your 3 to 5 January 1989 move window. The slip in the schedule for ESG's departure from the Original Headquarters Building will, of course, impact the backfill program, but we believe that we have a work-around in hand to resolve that problem. We cannot, however, permit your move to slip beyond mid-March 1989.

25X1 4. I am forwarding a copy of this memorandum to []
25X1 Chief, Integrated Logistical Support Program, on [] who is
25X1 responsible for preparing Room 4N32. Do not hesitate to contact him if you
have any questions.

ohn M. Ray

- Attachments
- A. Reference
 - B. Floor Plan

25X1 All Portions CONFIDENTIAL

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SUBJECT: Temporary Space in the New Headquarters Building

25X1 OL/FMG/SPD/HCB [redacted] (4 Nov 88)

25X1 Retyped O-D/L:dls [redacted]

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25X1 1 - OL/FMG/SPD/HCB [redacted], w/atts

25X1 1 - OL/FMG/ILSP [redacted]

C O N F I D E N T I A L

OIT 0971-88
17 OCT 1988



MEMORANDUM FOR: Director of Logistics

FROM: Edward J. Maloney
Director of Information Technology

SUBJECT: Temporary Space in the New Headquarters Building

- REFERENCES:
- A. Memo for D/OL, from D/OIT, dtd 23 August 1988, Same Subject
 - B. Memo for D/OIT, from D/OL, dtd 21 July 1988, Same Subject

25X1 1. It has come to our attention that the office space made available for
 25X1 occupancy of [] people in the OIT Engineering Services Group (ESG) is not
 25X1 adequate. Your offer of the Polygraph Division space on the fourth floor of
 the north tower of the New Headquarters Building (NHB) appeared to satisfy our
 needs. In reviewing the 35 and 100 per cent drawings, we see that an area of
 only 4,900 square feet has actually been designated for our use instead of the
 expected 7,000 square feet. Unfortunately, such an unexpected reduction in
 work area for our [] employees and their equipment, even in the "as is"
 condition to which we agreed, would leave us with a serious and unmanageable
 shortfall. Not only do we need office space for [] employees and their
 supplies, but also adequate space for the group chief and his deputies to
 conduct their managerial and leadership tasks with employees as well as their
 meetings, and those of their employees, with ESG's numerous contractors.

25X1 2. We now understand that the balance of the 7,000 sq. ft. is being
 reserved to store office furniture. We request that this contiguous space
 also be made available for occupancy of the [] ESG employees being relocated
 during the 1 to 7 February timeframe as part of the backfill and renovation of
 the ORB. If this space cannot be made available to accommodate this

25X1 DOWNGRADED to UNCLASSIFIED WHEN
 SEPARATED FROM ATTACHMENT



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25X1 requirement, it will be necessary for OIT to continue to occupy IC14 in Building to accommodate the overflow that cannot be housed in the NHB.

4. We are sure you share our concern that these employees be suitably housed so that they can get to the work at hand. Since their reprieve from the planned move this month, we now have until early February to provide the needed connectivity and wiring required to accommodate either of the above alternatives. Please let us know if the additional office space in the NHB can be made available affording ESG the amount of working space upon which we based our ready acceptance of your offer and that we have been anticipating for our employees.

25X1

Edward J. Maloney

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