

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
occupancy of [] people in the OIT Engineering Services Group (ESG) is not
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
25X1 only [] square feet has actually been designated for our use instead of the
25X1 expected [] square feet. Unfortunately, such an unexpected reduction in
25X1 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
25X1 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 [] sq. ft. is being
reserved to store office furniture. We request that this contiguous space
25X1 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 OHB. If this space cannot be made available to accommodate this

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SEPARATED FROM ATTACHMENT



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requirement, it will be necessary for OIT to continue to occupy 1C14
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. Maroney

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CONFIDENTIAL

OIT-0813-88

23 AUG 1988

MEMORANDUM FOR: Director of Logistics

VIA: Deputy Director for Administration


FROM: Edward J. Maloney
Director of Information Technology

SUBJECT: Space

REFERENCE: Memo for D/OIT, from D/OL, dtd 21 July 1988,
Subject: Space

25X1 *Johr.*
1. The temporary solution you propose in paragraph four of the reference is eminently acceptable as an interim measure to satisfy the space requirements of the ☐ Engineering Group employees. Additionally, we agree to take the space "as is," including the use of the 60 inch screens. Moreover, we will be happy to work with your people to ensure that sufficient phones and connectivity are made available as economically as possible. Toward this end, OIT will do its best to work the wiring of phones, computers and associated equipment into our schedule so as not to impinge on the overall scheduling of the preparation of the New Headquarters Building. With respect to the caveat on the style of furniture permitted in the New Building, as soon as we have the office layouts from your Facilities Management Division design people, we will order the appropriate Corey-Heibert furniture.

2. I very much appreciate your assistance in resolving this matter and look forward to working with your people to facilitate the preparation of the area.

25X1 
Edward W. Maloney

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Separated From Attachment