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DD/S&T 0986-64

19 MAR 1964

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Alterations - Room 2E23

1. This memorandum contains a recommendation for your approval. Such recommendation is contained in paragraph 4.

2. A recent increase in the personnel strength of the Systems Analysis Staff, a part of the Immediate Office of the DD/S&T, makes it necessary for us to accommodate four additional people in suitable office space. Two of these four persons are senior professionals. Pending our assignment into the space we requested of you in our memorandum, DD/S&T 2465-63, dated 18 December 1963, we propose to provide for these persons by quartering them in the space which will soon be vacated by the Assistant Director, Office of Computer Services i. e. Room 2E23. In order to make this space more suitable and conducive to study and concentration, it will be necessary that it be reconfigured and furnished in accordance with the attached diagram. We are of the opinion that these alterations and furnishings represent the minimum in expenditures required to accomplish our objectives.

3. DD/S&T Cost Center No. 4260-1000-1000 may be used for this work in the event funds are not available in LSD/OL.

4. We therefore recommend that approval be given to proceed with the alterations we have described in the attached drawings.

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ALBERT D. WHEELON
Deputy Director
(Science and Technology)

The recommendation contained in paragraph 4 is approved.

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Deputy Director (Support)

Date

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