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MEMORANDUM FOR: Chief, Research Task Force, IMS

FROM:   
Special Support Assistant to the DDA

SUBJECT: Space

REFERENCE: Your Memo to SSA/DDA, IM/RTF 83/14, )  
dated 13 July 1983

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1. I appreciate the effort that went into preparing the reference paper and only wish that the rest of the Directorate would attempt to address this very serious problem with the same positive attitude. Unfortunately, when we deal with the issue of space, accurate base figures per se are elusive and, more often than not, we are all dealing with a different set of parameters. As I am sure you aware, most, if not all, of the proposals contained in subparagraph 2 of the reference paper have been the subject of a great deal of discussion in the past and regretfully they do not provide the solution to the space problem.

2. The following comments are keyed specifically to the subparagraphs of paragraph 2 memorandum:

a. The basement floor: It must be realized that this floor is primarily an industrial area and contains the major support systems to the building which includes fan rooms, chillers, electrical vaults, related shops and storage space which are necessary to support these functions and equipment. Conversion of any of this space without providing equivalent space in this area would seriously impact on the ability to support the environment of the building. In addition, there are plans to enlarge the basic utilities support in this and other areas of the building in FY-84, and beyond, in order to be able to properly maintain and support the increasing population of people and machines programmed for the Headquarters Building.

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b. Inner Corridor Space: At first glance capturing this space is very attractive. However, it is very cost-effective if it is done on anything but a very selective basis. Generally in order to capture inner corridor space, all areas fronting on this space must also be completely redesigned in order to be used effeciently and to maintain the necessary compliance with fire and safety codes. A typical example with the cost of capturing inner corridor space is the 4D37 area. To capture 1,120 sq. ft. of space would require the redesign and renovation of 7,325 sq. ft. of fronting space at current figures of \$20.00 per sq. ft. The total of this project would be \$146,500 exclusive of furniture. Modular furniture costs approximately \$2,000 per work station. The cost, therefore, is an additional \$126,000 bringing the total cost of capturing the 1,120 sq. ft. to \$272,500 or \$246.00 per sq. ft. This example does not take into account any individual needs of the people who would occupy this space. We don't believe that \$246.00 per sq. ft. is a viable figure under anyone's criteria.

c. Vaults: While vaulting does allow us to gain some additional space, it is very small in relation to the effort involved, if this is the sole reason for vaulting. Experience has shown that vaulting does not eliminate as many safes as one would think. The requirement for compartmenting information remains, whether the area is vaulted or not. It is not accurate to assume that some 5,000 sq. ft. of space could be reconfigured through vaulting because all space previously occupied by safes is not necessarily recapturable. For instance, many two man offices of approximately 120-150 sq. ft. of space contain a 4 drawer safe. If the areas were to be vaulted, then you put in a conserva file safe, transferring one kind of storage for another, you have not necessarily gained the entire 4.1 sq. ft. previously occupied by that space. In addition, the recaptured space within the office area may be in portions of the office that would not permit practical use of the space without further renovations and cost. There would be some space recaptured in those DO offices where there are large concentrations of safes. As

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both you and I know, these are the exceptions and not the rule. Vaulting creates another series of problems in zoning for air conditioners, heating, alarm systems and in meeting all necessary fire and safety codes in relation to the number of people who would occupy these vaulted areas. Once again, in a building such as the Headquarters Building, this is simply not an economically viable option.

d. Office landscaping: There is ample evidence within the Headquarters Building that office landscaping saves little or no workspace. It is expensive and in our type of building it is not economically practical from the standpoint of the necessity to totally realign the existing power and telephone connections to suit the modular scenario. In addition, experience has shown that modular furniture, while looking good, doesn't necessarily provide sufficient desktop work space that our employees seem to require to do their work efficiently. I think office landscaping is a practical tool in creating the proper work environment, but is hardly an answer to creating any significant amount of recapturable space.

e. Wasted space: The conversion of snack bar space has been suggested over the past 15-20 years. In essence, this space is public and GSA controlled and serves a number of people in this building all hours of the day and night and, therefore, we may be creating morale problems by taking this service space. It goes without saying that we do not want the Virginia Commission for the Blind to be deprived of certain percentages of the profits they currently receive from this type operation in public buildings.

f. Under-utilized space: Assume you may or may not be aware that many Area Divisions have long since turned their conference rooms into office space and are presently sharing their conference rooms with others and as a concept it appears to be working well. The attempt to recapture more conference rooms in this fashion is an ongoing project, and I believe this approach has served our escape valve mechanism when space pressures become exceedingly tight.

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3. We agree with the basic tenure of your paper that some very hard decisions have to be made in order to provide relief to space problems in the DO. To this end, the Directorate has requested that some 15,000 sq. ft. of additional space be obtained outside of the Headquarters Building for allocation to DO elements. This space, combined with the 8,500 sq. ft. that will come to the DO, will provide us with at least some short-term relief and may allow us to weather the space issue until the arrival of the new building.

4. As I said in the opening of this memorandum, we do not wish to stifle any objections or creative ideas relative to space, but like many bureaucratic issues, space has been studied, restudied, programmed and reprogrammed for as long as man has occupied buildings and we have yet to master the art of maximum efficiency in minimum space. I feel we will continue to solve the space issue in the future the way we have solved it in the past, which is literally to expand and expand.



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