

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Impact of Space on Automation in the DO

FROM: <input style="width: 100%;" type="text"/> C/IMS/RTF 2D11 HQS	EXTENSION <input style="width: 100%;" type="text"/>	NO. DATE 13 July 1983
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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. DDO/REG 7E22 HQS	15	JUL 1983		DD/A REGISTRY, FILE: <u>45-17</u> 2-4: let us discuss <input style="width: 50px; height: 20px;" type="text"/>
2. DDO <i>to</i>			<i>JH</i>	
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4. <i>SSA/DA</i>	<i>BX4</i>		<i>REN</i>	
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DD/O 83-1894

IM/RTF 83/14
13 July 1983

MEMORANDUM FOR: Special Support Assistant/DDA

ATTENTION:

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FROM:

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Chief, IMS/Research Task Force

SUBJECT: Impact of Space on Automation in the DO

REFERENCE: Discussion of space availability at DDO staff meeting of 6 July 1983

SUMMARY: Without radical efforts and the investment of money and energy into solving the space problem, the DO will not be able to accomplish its current job.

Worse still, the advantages and benefits expected through automation during the next five to ten years in the Headquarters building will be lost. The IMS Task Force, directed as we are to examine the impact of automation on the operations and personnel of the DO during these next years, views this prospect with great concern.

Before 1987 at the earliest (maybe longer if there is slippage in plans for the new building) there will be no relief for the DO in the Headquarters building. In fact, the already scheduled increases in needed personnel to meet new operational requirements will make the currently available space even tighter.

In order to make additional space of any size available in the greater Headquarters area available for any component (DO or other), more space will have to be rented. The readiness to rent space indicates the scope of the problem and a willingness to pay for it at some price.

Space can be identified in the Headquarters building, and bought for a certain price, to relieve the pressure on the DO and all components. Some of the money might be spent more usefully for more permanent payoffs if directed at better utilization of this existing space.

Multiple efforts should be begun immediately to use better the space in the Headquarters building. These efforts should be directed simultaneously toward:

Use of the basement floor

Eliminating inner corridors

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Vaulting large amounts of space

Eliminating wasted space

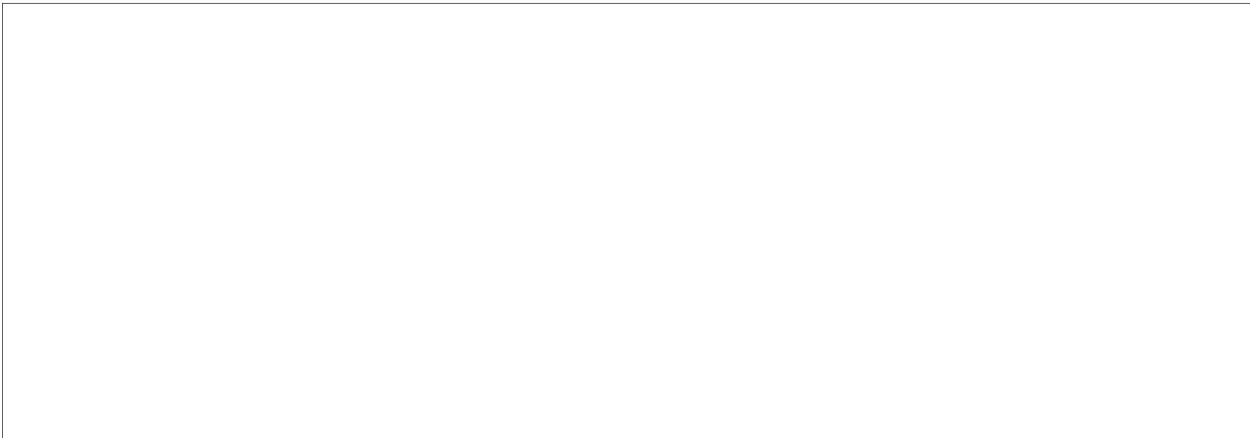
Applying advanced concepts of office space landscaping to the problem.

Using advanced techniques of desk and work area design to save space while making the area more functional.

1. The situation:

a. For very sound reasons, the decision has been made to retain all the current DO offices in the Headquarters building.

b. Before 1987, at the earliest, there will be no prospect of relief of any magnitude in the space requirements. Moves of suitable smaller offices from other components have already been scheduled. The date of 1987 is a target date for occupancy, which may of course slip due to a number of factors beyond the control of the Agency.



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d. Certain projects connected with the automation (ALLSTAR) upgrade project of the DO will require by 1987 expansion of 3000 square feet beyond the space devoted to existing facilities, such as the Special Center. There are currently over 600 word processing terminals and approximately 300 data processing terminals plus related printers in place or on order. The space required for the intended continuing installation of word processing and data processing terminals and related hardware support in the DO Divisions/Staffs during the same period is beyond the central system requirements.

e. To make additional space available for components which must remain in Headquarters, current thinking calls for moving other components into rental space outside Headquarters building. This line of planning indicates both the scope of the problem and a willingness to pay a certain price to solve it.

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2. Exploitation of space in Headquarters building - Before considering the prospect of moving further components outside of the Headquarters building, there seem to be a number of possible solutions (or partial solutions) for this building. The suggestions here are necessarily Agency-wide (because of the basic principle decision to keep the DO in this building), but most of them are with specific reference to the DO.

a. The basement floor - Large areas of the basement floor are still unused. Certain portions of the space there may well be adaptable for human occupancy. Larger portions are suitable for storage which does not require frequent accessing. Some portions of the area may in fact be better suited for some usages than the currently used areas. For example, computer centers can often be better protected against emanations in a basement area; this would apply to existing facilities such as the 4-C center in the 1A corridor and the ground-floor installations of the DO Special Center, the Ruffing Center, and the SAFE center. Future installations, which have caused some difficulty to locate, may also be suitably placed in such areas which can be more easily shielded; for example, the space for the wide-band bus interface units which have significant emanations problems connected with the encryption equipment, may be well placed in such locations. This list is not exhaustive. (Note that existing specific-use facilities such as the executive garage, the gym, and so on, which are the targets of wags, are not touched.)

b. Inner corridors - Only limited use is being made of the existing inner corridors in DO areas. This space is not large, in terms of total space. But it is a hindrance to broader-range layouts discussed below. Basically, all such inner corridors should be absorbed. The argument that it takes time to do the surveys, which the Task Force has heard with regard to one Division under serious space constraints, must be dealt with as a necessary cost to pay. The solutions need to be imaginative to ensure that real improvements are made while not creating new problems.

c. Vaults - One way the space freed up by the removal of inner walls can be made more flexible and useful is by vaulting. This has been discussed as having merits in itself for creating secure areas, but these arguments have apparently not carried the day. On top of them, however, there is now the space argument. One relevant statistic: the recently conducted survey of safes in the DO in Headquarters building revealed a total of 2459 safes which occupy a little under 10,000 square feet. Not all can be replaced and shelving to replace them would require some space also. But possibly 5000-plus square feet could be freed up for better use.

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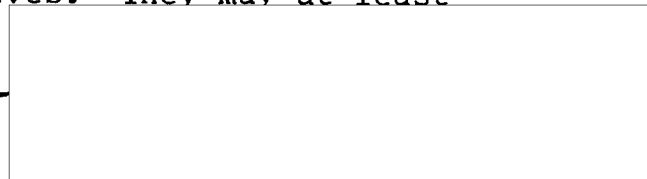
d. Office space landscaping - Once walls and safes have been removed, the open space lends itself to much better functional arrangement. Some of the area Division branches are now literally disaster areas of pathways and rabbit warrens. The floor space and vertical space can be made much more functional - and probably a great deal more attractive - through the careful use of advanced design of office space. The idea is not to spend money on fancy desks to beautify the area (though that might happen), but to buy space.

e. Ergonomic design of work spaces - The science of ergonomics - the adaptation of technology and the human to each other - is far advanced outside the Agency. Three experiments are planned in IMS to bring some of the benefits of this field of study into the building. Ideally, work space can be saved and the work station can be made more functional and the person at the desk can be benefited through less strain. Since over 600 word processors are already installed and more are on the way, within the next five years almost every desk can be viewed as a workstation affected by technology. Terminals can be lifted above desks by adjustable arms so that the surface of the desk can be used in two ways; keyboards can be separated from the terminal screen to permit flexibility; and so on. As word processors become more prevalent and users wish to add functions, certain upgrading (from Wang WPS 25 to the Alliance system) may save overall space. As access to central mainframes requires an increased number of terminals and printers, early planning for user-friendly, space-saving design becomes essential.

f. Wasted space - If we really get desperate, certain pockets of wasted space can be utilized. One simple example: snack bars in DO areas waste about two-thirds of the allocated space. Since these are located in concrete-walled areas, the wasted space could possibly be vaulted without reducing the space needed for the snack bar.

g. Under-utilized space - If we get still more desperate, we could institute central administration of conference rooms to permit central scheduling of space that often sits idle for hours every week. An automated system (and probably only something that sophisticated) could guarantee the current "owner" primary rights to use.

3. These are suggestions that are offered primarily as points to consider. They have not been staffed out to weigh potential disadvantages. They have not been costed out to compare feasibility of alternatives. They may at least stimulate further, better ideas.



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