

**ROUTING AND TRANSMITTAL SLIP**

Date 6 July 1983

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. E/DDA	<i>[Signature]</i>	6 JUL 1983
2. A/DDA	<i>[Signature]</i>	17 AUG 1983
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

cc: C/ASD

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)  DDS&T	Room No.—Bldg. 6E60
	Phone No. <input type="text"/>

5041-102  
\* U.S. G.P.O. 1977-241-530/3090

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

25X1

SECRET

DD/A Registry

83-1604/5

DDS&amp;T-541-83

6 JUL 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM: R. E. Hineman  
Deputy Director for Science and Technology

SUBJECT: Space

REFERENCE: DDA Memorandum dated 23 June 1983, Same  
Subject (DDA 83-1604/2)

1. I have carefully reviewed the reference proposal on the options on space available for this Directorate through FY-1984. In general, I would agree with the assumptions you have used in formulating this proposal and would like to address below the options offered and suggest an alternative course of action for consideration.

- Unfortunately, Option 9a of absorbing FY '84 growth into current space allocations is not feasible. This option does not provide for OSO FY '84 growth nor fully solves OD&E space requirements.

- Option 9b is attractive, and if the space was available early in FY '84, could relieve our requirement for short-term space noted below. In any event, one of our offices that needs 10-11,000 sq. ft. of space could fit into the projected space in Key Building. However, this would not resolve totally the space needs of the Directorate.

- Option 9c requests the identification of a DDS&T component(s) which could be accommodated in approximately 28,000 sq. ft. of newly leased space. I project that this 28,000 sq. ft., in addition to that allocated in paragraph 4 of your memorandum, would meet the overall space needs we project for OSO and OD&E through FY '84.

SECRET

SUBJECT: Space

2. Based on the above options, I favor Option 9c as the primary means of solving our critical space problem. If you are not able to lease a new building, then Option 9b becomes a necessary choice.

3. As noted above, I generally agree with the assumptions you have used in formulating these options. However, our need for space is both immediate and long term. Although we may not have a massive entry of EOD's on 3 October, we expect to be able to EOD a significant number of our FY '84 personnel increase in the first quarter of the new fiscal year. The impetus for this is both deferrals of EOD's from FY '83, the need to begin newly authorized programs, including the arrival of additional new equipment, and the impact of the Social Security retirement law on prospective EOD's after 1 January 1984. As you know, we have requested that efforts be made now to acquire additional space to meet FY '84 requirements because of the long lead time required to locate and provide suitable space. I firmly believe that we need, approximately 14,000 sq. ft., at a minimum 11,000 by early November to tide us over for six-nine months until a new leased building is available for occupancy. Hopefully, the 10-11,000 sq. ft. in Key Building could be made available to meet this need.

4. At this time, I would like to offer a positive variation within the Option 9c framework for active consideration. Since the proposed 28,000 sq. ft. of newly leased space would house components of two different offices, further fragmenting their operations, it may be possible to provide for our needs and still be able to consolidate the individual offices at one location. The key to this is a projected June-July 1984 time frame in which a newly leased building would become available for occupancy. This is the same period projected for occupancy of other components moving into other buildings. Without causing a major change in the current master relocation plan, I suggest you consider consolidating the OD&E 1984 requirements [redacted] of 12,000 sq. ft. now authorized plus 10,000 sq. ft. requested. We then could consider moving the OD&E group now occupying part of [redacted] [redacted] thereby putting all of OD&E together and freeing [redacted] to meet OSO's FY 1984 requirements. During this same June-July 1984 time frame, the Office of Finance would be able to move into a new building that presumably would be under lease and ready for occupancy in the same general area.

25X1

25X1  
25X1

5. I appreciate this opportunity to review our space requirements and will have my Staff work with your Office of Logistics to refine these proposals, and select the OSO and OD&E components that would occupy the designated space required.

25X1

[redacted]  
R. E. Hineman

SECRET