

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Physical Space in Ames Building

DD/A Registry

83-1024

FROM: DDS&T	EXTENSION	NO. DDS&T-311/83
		DATE 15 April 1983

STAT

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. <i>EO/DDA</i>	15 APR 1983	18 APR 1983	<i>DM</i>	<p><i>cc: C/KSO + D/OL</i></p> <p><i>KSO is aware of this and will prepare an answer. Brief you</i></p> <p style="text-align: center;">DD/A REGISTRY</p> <p>FILE: <u>45-17</u></p>
2. <i>ADDA</i>		18 APR 1983	<i>J</i>	
3. <i>DDA</i>		18 APR 1983	<i>D</i>	
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83-1024

DDS&T-311/83

15 APR 1983

MEMORANDUM FOR: Deputy Director for Administration

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

SUBJECT: Physical Space in Ames Building

Harry

It has come to my attention that the present plan calls for moving the EEO office into the Ames Bldg. and having them occupy some 3,000 square feet on the 7th floor. This is space that we had anticipated acquiring for use by my Office of Research and Development. I further understand that the reason for putting the EEO office on the 7th floor and then not moving them to a different floor within Ames is because that office doesn't desire to move twice. If in fact you carry that plan out you will be taking part of ORD and putting them on a different floor, say the 11th or 12th rather than keeping them consolidated on the 5th, 6th and 7th floors. At the present time ORD occupies all of the 5th, all of the 6th and about 1/2 to 2/3rds of the 7th. If we were to acquire the remaining 3,000 feet on the 7th, we would have all of our office on the three adjacent floors. It seems to me from a planning and operating standpoint that makes a lot more sense than having some of my people traveling up and down elevators to floors four and five removed from our present location. I would appreciate it if you would take a careful look at this and let's do something sensible so that our operation can be as efficient as possible.

[Redacted Signature]

R. E. Hineman

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