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15 SEP 1970

MEMORANDUM FOR THE RECORD

SUBJECT: R&D

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1. An informal briefing was given to the undersigned by [REDACTED] Chief of Building Planning Staff (BPS), Office of Logistics, on 10 August 1970. The briefing included certain items of interest to BPS which [REDACTED] had discussed with [REDACTED], the Support Directorate Coordinator for the Research and Development Study. The items of interest are briefly outlined below and are primarily concerned with R&D into areas which would increase the efficiency and the utilization of space in the conduct of Agency functions and operations.

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a. Photo Phone and Closed-Circuit Television

Application of these systems to Agency functions could conceivably take many forms. One of the more time-consuming activities, meetings, could possibly be conducted via these mediums and could result in the saving of many man-hours for senior officials who now must spend a great amount of "travel time" to and from meetings, and in meetings away from their own offices.

b. Installation of Telephone, Electrical Power, and Other Services in Ceilings

"Plug-in" systems installed overhead would eliminate the requirement for floor drilling for each new phone instrument installation and/or electrical power outlet. Secure phone systems, remote computer controls, read outs and other utility-type services could also be developed using overhead installations. A "Rack" system, comparable to the racks used in communications installations, could be developed to accommodate the various "desk-top" type instruments and machines required in office functions.

c. Transparent Conduit for Telephone and other Utility Lines

Installation of such lines in transparent conduits would facilitate security inspections and "trouble shooting" for maintenance personnel.

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d. Miniaturized Office Machines and "Desk-Top" Computers

From-the-desk access to centrally stored computer information would save many man-hours.

e. Translation of Typed Documents to Permanent Records

A method of translating documents to permanent record form as they are prepared.

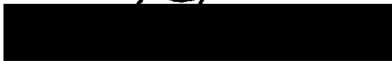
f. Computer Programming of Space, Space Utilization, and Office Relationships

Develop techniques to make optimum use of available space, to determine space requirements, and to "cluster" offices which have requirements for such "clustering."

g. Environment Space Planning

Use of hedges, shrubbery, and other natural barriers as substitutes for room dividers, walls, etc., and improvement in overall work space planning considering functions, inter-office relationships and traffic flow.

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Planning Staff, OL

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