

0 9 APR 1984

MEMORANDUM FOR: Deputy Chief, Space Maintenance & Facilities
Branch, LSD/OL

FROM:

[Redacted]

New Building Project Office, OL

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SUBJECT:

Family Day

1. Per your request concerning a New Building display for Family Day, we need to have the following done:

a. Prints need to be made of the attached five slides and dry mounted on 20"x30" foamcore.

b. The existing model located at Ames Building needs to be relocated to Headquarters Building.

2. Attached is a copy of Mr. Fitzwater's memorandum for all employees that was part of the last display. Please call me on extension [Redacted] if you need any additional assistance.

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Attachments:

As Stated

[Redacted]

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Orig - Adse (w/atts)
1 - OL/NBPO (w/o atts)

[Large Redacted Area]

ADM STRATIVE - INTERNAL USE

DD/A Registry
83-0311/108

3 NOV 1983

MEMORANDUM FOR: All Employees
FROM: Harry E. Fitzwater
Deputy Director for Administration
SUBJECT: New Headquarters Building

1. The renderings of the new building shown here reflect the current design concepts as we move into the final design stages. The building facade will be a tinted glass wall that is detailed in a pattern that will echo the patterns of the existing building. This produces a feeling of compatibility even though the two structures are significantly different in form and material. The base of the new building is composed of precast concrete panels selected to closely match the base of the existing building so that there is a strong unifying element common to both buildings.

2. Entering the building from the west, employees will transit a skylit entry hall that terminates on the fourth level of the building at the atrium facing the courtyard. At this level, there will be an impressive view of the courtyard and existing building. The ground level of the atrium will look out into the courtyard. This level is being designed to contain expanded employee services such as the

[Redacted]

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3. Additional food service area will be provided by expanding within the existing building around the existing kitchen into areas vacated by components such as the Credit Union. Tentative plans are to add variety as well as space in the addition so that features such as the Rendevous Room can be re-created.

4. The current schedule calls for start of construction in the spring of 1984, rather than August as previously stated. This schedule should result in beneficial occupancy beginning in the summer of 1987.

[Redacted Signature]

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Harry E. Fitzwater

ADMINISTRATIVE - INTERNAL USE ONLY