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TRANSMITTAL SLIP		DATE
TO: DDA SUBJECT		
ROOM NO.	BUILDING	
REMARKS:		
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ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 56

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

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DDA 87-1769
25 AUG 1987

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Operation
Deputy Director for Science and Technology

FROM: William F. Donnelly
Deputy Director for Administration

SUBJECT: New Headquarters Occupancy

1. The Office of Logistics (OL) has informed me that we are now within six months of beginning to occupy the New Headquarters Building (NHB). An extensive planning effort has been underway to assure that the moves of Agency components are accomplished in an efficient and least disruptive manner. In the course of this planning, however, there have been indications that some Agency components are straying from the design concept of the NHB. I take this opportunity to reiterate three ground rules which have been conveyed to the components moving into the NHB by the Office of Logistics' Chief, Integrated Logistics Support Program.

2. The NHB is secured for open shelf storage; as a result, the need for safes will be dramatically reduced. The use of conservafiles will be greatly expanded. OL planners will be working with each component to solve storage issues. As has been suggested before, this represents an excellent opportunity to destroy or archive old files. We intend to hold to the rule that safes should not usually be included in an office's proposed move to the NHB.

3. Regarding furniture, the NHB was designed for maximum flexibility and an open office landscape design, with few exceptions. OL has requested and received funding from components moving to the NHB in order to make a consolidated purchase of Corry Hiebert modular furniture. This furniture fits into the NHB and works well with the partial height partitions that have been included in the basic construction package. Offices are encouraged to stay with this program and not plan on moving other furniture into the NHB. Thus, the rule, with the exception of executive furnishings, OL will not move non-Corry Hiebert furniture into the NHB and is not preparing to stock for future NHB support, other than this modular furniture.

4. The actual occupancy of the NHB will be a year long process beginning in January 1988. Because this effort will tax the resources of the Offices of Logistics, Information Technology, and Security, as well as their respective cleared contractors, it will not be possible to accommodate anything other than minor changes to the spaces as built in the NHB. Therefore, the rule,

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components will be required to move into space as is and wait until all the moves are completed before we consider reconfiguration requests. We are aware this may strain some organizational integrity in that components will not necessarily be in contiguous space. Attempts to modify spaces before total occupancy will delay and unnecessarily complicate the move into the NHB.

5. While some pain may be encountered, I request each of you to support the rules described above within your Directorates.

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William F. Donnelly

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