

30 JUL 1987

MEMORANDUM FOR: Deputy General Counsel  
VIA: Deputy Director for Administration  
FROM: John M. Ray  
Director of Logistics  
SUBJECT: Office of General Counsel Relocation to  
Original Headquarters Building

*Ed:*

1. Thank you for relating to me the substance of your conversation with [redacted]. He's helping us manage the very difficult task of getting the Original Headquarters Building (OHB) ready for another 25 years of operation, while at the same time trying to resolve some very serious life safety and utility shortfalls. This undertaking has given us a unique opportunity to also resolve some equally serious organizational integrity and space equity problems as we backfill the building up to its designed capacity.

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2. As you are aware, some offices in the OHB are scattered throughout the building, which is nearly as awkward as being split between the OHB and external space. The life safety and utility work will require a lot of moving in and out of vacated space to clear large areas of the building for construction. We intend to take advantage of this fluid situation to reunite as many offices as we can in contiguous space.

3. The space equity problem is more difficult to resolve, but it must be done and this is our only opportunity to do it. As Bill's staff looked into the equity issue, they discovered a huge disparity across the building. Some organizations are presently occupying space averaging 50 square feet per person. Others are in space averaging as much as 160 square feet per person. In fact, within the same Directorate we discovered accommodations ranging from 50-115 square feet per person. While we all agree that an argument can be made for some offices to have a larger-than-average allocation of space per person for operational or security reasons, we cannot continue to underwrite the huge disparities in working conditions within and across Directorates as exists today. There simply has to be some give on the high end to provide reasonable working

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conditions for those presently at the low end. To do so, we have reallocated every square foot of space in OHB using a universal rule, with full realization that we are tempting the fates in so doing. The Executive Committee, which has approved the program, was briefed on the equity issue and on our plans for resolving it.

4. All of the above is by way of background. Let me now address the portions of our program which you find troublesome. We are quite aware that open landscape design, depending on how you define that term, is not appropriate for every office. In fact, OGC was singled out early in the program as one office wherein a larger than average number of private offices of limited size would be required. Thus, OGC was assigned a larger per-person square-foot average than was allocated to other offices. We think we can do more architecturally, per square foot, within the OHB footprint that can be done within the rather wasteful architectural design of the [redacted] Building. Nonetheless, it is entirely possible that 14,000 square feet will be unworkable for OGC, but we wish to give the firm we have employed to do the space and engineering design for OHB a chance to work with you and Bill's staff on that 14,000 square feet to see how much can be done with it. If it doesn't work out, we will be prepared to make appropriate adjustments. But please be patient.

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5. The firm we have employed to help us on the OHB project has been asked to take a hard look now at the allocation rule Bill's group devised in order to fit everyone into the building to see if it is workable. We expect an answer in the next month or so. If it is unworkable, we will likely be faced with eliminating some organizations from the compound, an unpalatable thought at this time, and making another total reallocation of space.

6. I hope you get some reassurance from all of this. We don't intend to produce either a ghetto or luxurious accommodations. What we are saying is, give the designers a chance to sort this out, give us a chance to work with you, and be prepared to join everyone else in accepting less space than you asked for.

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7. Be assured that we will be working closely with you on this issue when we get further along in the process. In the final analysis, there is no way that we can provide all the space that everyone has requested. The requests we have received total 90,000 square feet in excess of OHB capacity!

[Redacted Signature]

John M. Ray

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OL/FMI [Redacted] (29 July 87)

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