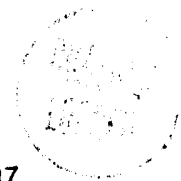


TRANSMITTAL SLIP		DATE
TO: DDA		
ROOM NO.	BUILDING	
REMARKS:		
EXA <u>    </u> <i>CA</i> 02 DEC 1987		
ADDA <u>    </u> <i>A</i> attached is response from John Ray to Director, Special Projects regarding his request for more space in <i>[redacted]</i> I highlighted salient points.		
DDA <u>    </u> <i>D</i>		
<del>DDA <u>    </u> <i>[redacted]</i></del>		
10 DEC 1987 <i>ms</i>		
16 DEC 1987 <i>ms</i>		
DDA / Registry <i>[redacted]</i>		
FROM: <i>[redacted]</i>		
ROOM NO.	BUILDING	EXTENSION

STAT  
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25 NOV 1987

MEMORANDUM FOR: Director of Special Projects, DS&T

FROM: John M. Ray  
Director of Logistics

SUBJECT: Space Requirements for the Office of Special Projects

25X1

*Ray*

1. Thank you for the kind words about the support you are receiving from the Logistics Officer assigned to the Office of Special Projects (OSP). We make it a point to officially recognize such professionalism when those whom we support bring it to our attention.

25X1

2. With regard to your request for another 2,500-3,000 square feet of space for your new division, I wish I had better news. As you are aware,  Building is fully committed, as are the rest of the buildings we occupy . The earliest any space will be freed up in this complex will be in 1988 when the New Headquarters Building occupation begins. The 2430 E Street compound and the space in Key Building vacated by the Foreign Broadcast Information Service are reserved to accommodate the loss of . Until the  relocation is firmly in hand, we simply cannot cut into this reserve. Some additional space  and in  Building will open up when the moves to the New Headquarters Building commence, but not until well into 1988 by my reckoning.

25X1

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3. One alternative that comes to mind is the possible sharing of commercial space already housing DS&T elements. I believe the Office of  just extended its sublease with  for space in  Building in the  area for one more year. This was to give us sufficient time either to secure a longer-term lease on it with the incoming lessor to carry OSO through the construction period, or to find another location. Our tour of the  Building space, which OSO has occupied for some time, indicated that there should be room to absorb more people without significantly degrading quality of life.

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OL 10314-87

45-17

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25X1 SUBJECT: Space Requirements for the Office of Special Projects [redacted] Continued

25X1 4. There is, of course, the alternative of renting additional separate commercial space. The relatively small size of your new division and the fact that you have already housed [redacted] employees it will have, suggest this would not be money well spent given the fit-up and communications costs involved. It can be done, however, if your budget will support it. [redacted]

25X1 5. My recommendation is that, if the [redacted] solution is a non-starter, you let us add your requirement to the growing list of such requests that we maintain, and be patient with us while we look for a reasonable solution. Once the block layouts for the space being allocated to the [redacted] group are complete, we will have a better handle on any 2430 E Street and Key Building excess capacities. At that point we will be in a better position to determine what course of action to take in the remaining [redacted] period. [redacted]

25X1 [redacted]

25X1 [redacted]

25X1 [redacted]

25X1 [redacted] John M. Ray

SECRET

SECRET

25X1 SUBJECT: Space Requirements for the Special Projects Office

25X1 OL/FMD  (23 November 1987)

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OSP-0238-87  
30 October 1987



REFERENCE

MEMORANDUM FOR: Director of Logistics

25X1 FROM: [redacted]  
Director of Special Projects, DS&T

SUBJECT: Space Requirements for the Office of Special Projects

25X1 [redacted]

REFERENCES: Memos dtd 12 and 17 March 87, Same Subject

25X1

1. [redacted] The Office of Special Projects is now under one roof in [redacted] Building, and I would like to take this opportunity to express my appreciation for the fine support we have received from your staff. I especially commend the choice of [redacted] as our logistics officer. She has done an outstanding job in getting the Office pulled together and started off on the right foot. [redacted]

2. While we are now settling into our new quarters, we also are anticipating problems in the near future. Nothing in this organization stands still for very long, and we now find ourselves growing beyond the space we have. In the time since we first requested space [redacted] Building, the Office has been given significant new responsibilities. [redacted] the 17 March memo to [redacted] we requested, but did not receive, an additional 2,432 square feet of space as a hedge against the possibility of program growth. At that time we were in the planning phase of a large new collection effort but did not have any guarantee that it would be approved. In September the Executive Committee gave us the go-ahead to begin the new collection program. To undertake this effort we have established a new division, NED, and are rapidly proceeding to bring in the personnel necessary to manage the project. You can see from the attached organizational chart that we now have a space requirement for [redacted] additional [redacted] people. At the present time [redacted] members of the new division are with us; and we expect to be up to full strength by mid-1988. [redacted]

3. The consolidation of OSP in one place was the primary concern in [redacted] decision to request space in [redacted] Building. Having achieved this goal, we now are faced with the prospect of having to look again for more space to house a growing program office. We will require an additional 2,500 to 3,000 square feet to house the new division. The latter figure [redacted]

25X1



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25X1 SUBJECT: Space Requirements for the Office of Special Projects [redacted]

25X1 takes into account space for data processing equipment that will be  
25X1 necessary if we cannot use the system we are currently establishing for  
25X1 OSP elements in [redacted] building. The ideal solution, from both a manage-  
25X1 ment and cost perspective, would be to find additional space in [redacted]  
25X1 Building. As we are a new organization our main concern is to keep our  
25X1 people together as we begin to function as an Office. If this is not  
25X1 possible we would like to explore other possibilities with your staff to  
25X1 find suitable quarters for elements of OSP until the [redacted] facility  
25X1 is available. [redacted]

25X1 4. Any questions on this matter can be addressed to [redacted]  
25X1 of my staff, on [redacted]

25X1 [redacted]

Attachment:  
Organizational Chart

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Next 3 Page(s) In Document Denied