

BG

SECRET

17 NOV 1988

MEMORANDUM FOR: Director of Research and Development

VIA: Deputy Director for Administration

FROM: [Redacted]
Acting Director of Logistics

SUBJECT: ORD Space Requirements

REFERENCE: Memo for D/OL fm AD/R&D, dtd 31 Oct 88, Same Subject

1. In response to your recent request for office and laboratory space for [Redacted] contract personnel, we propose that Room 103 Ames Building be made available for use by your Data Management Branch. [Redacted] of Space Planning Division, toured the proposed area with several representatives of the Office of Research and Development. The space is delineated in the attached floor plan. [Redacted]

2. I am forwarding a copy of this memorandum to the External Buildings Division which will be responsible for ensuring that the space is habitable. [Redacted] Chief, External Buildings Division can be reached on Extension [Redacted] Do not hesitate to contact him if you have any questions. [Redacted]

Attachments

- A. Reference
- B. Floor Plan

Downgrade to CONFIDENTIAL when separated from SECRET attachment

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SUBJECT: ORD Space Requirements

25X1

OL/FMG/SPD/HCE (9 November 1988)

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ORD 1052-88

31 October 1988

MEMORANDUM FOR: Director of Logistics, DDA

25X1 FROM:

[Redacted]

Acting Director of Research and Development, DS&T

SUBJECT: ORD Space Requirements

1. This memorandum requests that the Office of Logistics make available to the Office of Research and Development approximately 2,000 square feet of space in the Ames Building for use by our Data Management Branch.

2. In FY 1988, ORD awarded a contract for the procurement of over \$1 million of Macintosh personal computers, with delivery scheduled to begin in mid-November 1988. We are procuring contractor assistance to supervise these deliveries and to assist Data Management Branch staff officers in the installation, operations, and maintenance of the equipment; software and hardware customization and configuration; and network control. We estimate that we will have [Redacted] contractor personnel on the premises by 1 December. The bottom line is that we have no place for the contractors to work.

3. We have an urgent and immediate need for approximately 1,200 square feet of office space and approximately 800 square feet of laboratory space for the assembly, testing, repair and storage of equipment, for use by these contractors. In addition, we need approximately 500 square feet of storage space for computer equipment currently stored in our screen rooms. While it is not imperative that this space be contiguous with current ORD space, it is highly desirable for it to be contiguous with space requested for ORD expansion in previous correspondence.

4. We have contacted [Redacted] of your office regarding this requirement and hope to move quickly to identify this space and refurbish it as necessary prior to the contractors' EOD.

5. Please do not hesitate to call if I can provide any additional information.

[Redacted]

[Redacted]

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ATTACHMENT
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ADMINISTRATIVE --

UNCLASSIFIED INTERNAL USE ONLY CONFIDENTIAL SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

ORD Space Requirements

FROM: [Redacted] Acting Director of Research and Development, DS&T 606 Ames	REVISION	NO.
		DATE 31 October 1988

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

1. Director of Logistics, DDA
 [Redacted] 3/11 *AK*

2. DDIL 11/4 *HTE*

3. Brenda

4.

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13.

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15.

Sent to [Redacted] for
 Action. Suspense 11/17
 Sent FYI cy to EBD

 11/17
 OL 10354

FORM 8-42 610 USE PREVIOUS EDITIONS SECRET CONFIDENTIAL INTERNAL USE ONLY UNCLASSIFIED

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