

ADMINISTRATIVE - INTERNAL USE ONLY

4 APR 1988

MEMORANDUM FOR: Deputy Director for Administration

FROM: John M. Ray
Director of Logistics

SUBJECT: Office Space for HAC/S&I Team

REFERENCE: Note frm DDA to D/OL dtd 11 March 88; same subject, DDA 88-0569

1. In response to your note of 11 March, 800 square feet of office space in Room 414 Key Building has been identified as suitable for housing the HAC/S&I Team. The space, which is large enough to hold six or seven work stations with file safes, is equipped with operable black phones and a vault system which could be reactivated. A floor plan with Suite 414 marked in yellow is attached for reference.

2. If there is not an extreme emergency to relocate the HAC team, we recommend waiting until late May to allow the building owner time to replace acoustic ceilings on the 4th floor which are believed to be made of hazardous minerals.

3. When we are advised that this plan is acceptable, Real Estate and Construction Division officers will be ready to develop the necessary details with the appointed representative of the HAC team.

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John M. Ray
[Handwritten signature]

Attachment
As stated

OL 10120-88



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OL/FMD (31 Mar 88)

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