

*Pls file*



Deputy Director  
for Administration

DDA 88-0728  
8 April 1988



NOTE FOR: Director of Logistics

SUBJECT: Consolidation of Counterintelligence  
Center

John,

Per the DDA, all of your five requests were accepted per his attached note. Please implement as necessary. Also attached is a copy of your memo to the DDA dated 30 March which includes a note from the DDCI. **Per the DDCI's note, please advise the IG and DDO.**

25X1

Atts

*noted these  
page in person*



25X1

25X1



S E C R E T

Date

07 Apr 88

**ROUTING AND TRANSMITTAL SLIP**

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	EXA/DDA	CS	7 APR 1988
2.	DDA		8 APR 1988
3.	EXA (For Tasking)		8 APR 1988
4.	ADDA		
5.	DDA/Registry (File)		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Info OL

Bill -  
I left both your draft and my notes with DDCI. Agreement on all five requests as you propose

DO NOT use this form as a RECORD of approvals, conc clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Phone No.

8041-102

☆ GPO : 1983 O - 381-529 (301)

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206


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MEMORANDUM FOR:



Attached sent to you by  Document

was sent via T/C, thus no signature by D/OL.

Formal version forthcoming.

Sue

*ADVANCE COPY TO MS. 880407JR  
ODD/RE*

Date 30 Mar 88

FORM 101 USE PREVIOUS EDITIONS



S E C R E T

Options for Housing a 50-Employee Contingent of the Counterintelligence  
Center on the Headquarters Compound

25X1 The [ ] Counterintelligence Center will require a minimum of [ ]  
25X1 square feet of space. The present Counterintelligence Staff, which we assume  
25X1 will form the core of the Center, presently has [ ] employees housed in [ ]  
25X1 square feet of contiguous space on the second floor (B and C corridors) in the  
25X1 original building. (By 1991-1992, Backfill will have renovated [ ] square  
25X1 feet of contiguous space in the original building for the Center.) Until that  
25X1 time we have the near-term problem of housing the remaining [ ] Center  
25X1 employees, a large proportion of which are to be rotational assignees from the  
25X1 Directorates of Administration, Intelligence, and Science and Technology.  
25X1 This equates to about a [ ] square foot temporary need. We recommend that  
you consider the following three options for providing this interim housing:

1. We believe that we can make a June-July deadline (but not a 1 June  
deadline) if we are permitted to do the following:

- 25X1 ° Move the DO's Career Management Staff (CMS) from the C Corridor  
25X1 in Headquarters to the third floor of Key Building. This would  
25X1 free up about [ ] square feet of space contiguous with the  
existing CI Staff holdings. The remaining [ ] square feet would  
25X1 have to be made up by belt tightening within the current CI Staff  
quarters which, by current standards, exceed the norm by an  
average of [ ] square feet per person.
- ° Require both CMS and the Center employees to take their  
respective spaces as is, with no renovation work other than the  
installation of phones, computer center links, and Wang/word  
processing equipment. In addition, the Office of Security will  
have to provide the necessary waivers for vaults, etc. at the Key  
Building and at Headquarters for the spaces in question.
- ° Perform necessary renovations after the moves are complete.

25X1 We estimate the initial cost for this option to be about [ ] which  
25X1 covers moving costs and phone/Wang/data hook-ups at Key and Headquarters.  
Subsequent fit-up at both locations could run as high as an additional  
[ ] Total costs = [ ]

25X1 2. If a November occupancy date were acceptable, we would modify Option  
1 to accomplish renovation work at Key and Headquarters before occupancy.  
This approach takes longer because the work has to be done sequentially,  
starting with Key Building. Costs would run the same, roughly [ ]

S E C R E T

3. If early availability were less of an issue, we would recommend the following: The Audit Staff, which has never been on the Headquarters Compound, would delay joining up with the rest of the Inspector General's staff in the south tower of the new building. Instead, we would use this space to house the [ ] Center contingent until the Backfill Program completed the Center's new space in the original building. Costs could be better contained in this option, and organizational pain would be minimized, although the Center would be split between the old and new buildings. The Center contingent could be put in this space in January 1989 at a cost of about [ ]

Success in the above endeavors is predicated on the Office of Information Technology's ability to complete the phone and data hookups, and on the Office of Security's willingness to provide the necessary security waivers.

S E C R E T

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Next 1 Page(s) In Document Denied