



Deputy Director for Administration



**HAVE A
HAPPY DAY**

STAT



D/LA

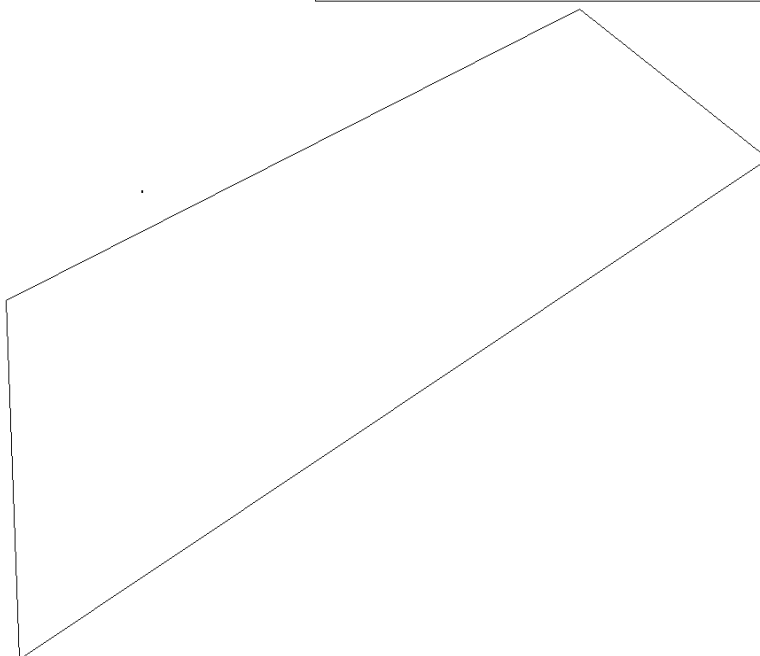
M

Per our conversation, the DDA verbally
passed the enclosed information on to the
Executive Director. I am returning all
copies to you.

STAT



STAT



SECRET

ad-4

BG-1

ROUTING AND RECORD SHEET

SUBJECT: (Optional)
Space Planning

FROM: R. M. Huffstutler
Deputy Director for Administration
7D24 Headquarters

EXTENSION

NO. 0L 10347-88



DATE

TO: (Officer designation, room number, and building)

DATE
RECEIVED FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Executive Registry
7E12 Headquarters

2.

3. Executive Director
7D55 Headquarters

4.

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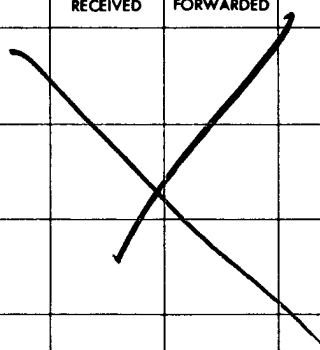
11.

12.

13.

14.

15.



25X1

1-8

SECRET

NOTE FOR: Executive Director
FROM: R. M. Huffstutler
Deputy Director for Administration
SUBJECT: Space Planning
REFERENCE: Memo for DDA fm EXDIR, dtd 12 October 1988, Same
Subject

We have the Space Task Force working on the points you brought up in the referenced memorandum and will incorporate them into the offsite presentation. If you wish, we can discuss them separately with you prior to the offsite to ensure that nothing has fallen through the cracks. Please let us know your desires.

R. M. Huffstutler

Attachment
Reference

ADMIN-INTERNAL USE ONLY when separated
from SECRET attachment

OL 10347-88



S E C R E T

SUBJECT: Space Planning

25X1 OL/FMG/SPI (4 Nov 88)

Distribution:

- Orig - Addressee, w/att
- 2 - DDA, w/att
- 1 - OL Files, w/att
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- 1 - SPD/FMG Official, w/att
- 1 - SPD/FMG Chrono, w/o att



NOTE FOR: Deputy Director for Administration

FROM: Executive Director

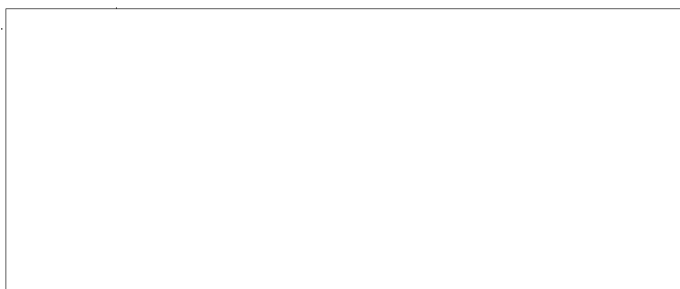
SUBJECT: Space Planning

Rae:

25X1 1. Reviewing Bill Donnelly's February 1987 briefing to the Congress on [redacted] space planning, and comparing it to our Executive Committee space discussion last week, focuses the issues very clearly.

25X1 2. In February 1987, Bill said we would need [redacted] sq. ft. of space
25X1 in 1990. Today, we have [redacted] sq. ft. and we fit reasonably well, so our planning through 1989 at least was pretty good.

25X1 3. With 0 future growth, completion of the [redacted] project should give us
25X1 [redacted] sq. ft. more than we have today [redacted] according to the 1987 figures), and would allow us to vacate:



25X1 And this still should leave us with a few thousand feet left over. Again, Bill's February 1987 briefing remains on target and our [redacted] planning was pretty good.

25X1 4. Our problem is to convince Congress that we need to grow from [redacted] sq. ft. in 1990 to [redacted] in 1993...in other words, by [redacted] sq. ft. between 1990-1993. Arguing this is not going to be easy. I'm also unclear as to how many of us understand exactly what this growth is for, particularly given that roughly two-thirds of the growth is in "special use" space. As part of our budget offsite discussion, therefore, I would like your folks to take us through this requirement component by component.

SECRET

SUBJECT: . Space Planning

25X1 5. Related, but probably not central to the discussion, I was also struck
25X1 in comparing the February 1987 presentation with the current one, by the fact
25X1 that the earlier presentation assumed that about [redacted] Washington-area people
would require work spaces in 1989, whereas we currently believe we will need
to house some [redacted] in 1989. I understand the slight growth in full-time
staff positions, but the discrepancy is larger than that. Could you also
address this point please?

[redacted]

✓ James H. Taylor

SECRET

Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. STAT	OL/OC-ISC ATTN: [redacted]		
2.	OL/FILE (004)		
3.			
4.			
5.			

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 - Memo not sent

Info verbally passed to Ex Dir by DDA

Copies destroyed

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

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

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