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14 December 1988

MEMORANDUM FOR: OIT Managers

25X1 FROM:

[Redacted]

Deputy Director of Information Technology

SUBJECT:

OIT Support to Agency Component Domestic Relocations

1. This memorandum reaffirms OIT's policy for coordinating our work in support of Agency domestic space renovations and relocations.

25X1 2. Per Headquarters Notice [Redacted] dated 30 March 1988, the Office of Logistics (OL) serves as the Directorate of Administration's (DA's) project office for all facets of Agency space renovations and relocations. OIT fully supports OL's role. Our relationship with OL is much the same as the relationship between a subcontractor and the prime contractor. OL is responsible for managing the overall accomplishment of the work, and OIT is responsible for performing our part of the job within mutually agreed schedules and resources.

3. To centralize our activities within OIT, we have appointed the following individuals as our senior points of contact with OL:

25X1 [Redacted] for the initial occupancy of the New Headquarters Building (NHB);

25X1 [Redacted] for the occupancy of the Original Headquarters Building (OHB) under OL's Backfill Project;

25X1 [Redacted] for the initial occupancy of [Redacted]

25X1 [Redacted] for all domestic component relocations and renovations other than the three categories listed above.

These individuals are responsible for coordinating all of OIT's activities performed in support of these space-related efforts.

4. The Office of Logistics has identified the following individuals as their senior points of contact for OIT:

25X1 [Redacted] for space allocation planning and the OHB Backfill Project;

25X1 [Redacted] for all Headquarters work other than OHB Backfill;

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25X1 [redacted] for all work related to the construction and occupancy of
25X1 [redacted]
25X1 [redacted] for all work outside the Headquarters compound except
25X1 [redacted]

The Director of Logistics has appointed these individuals as the overall project managers for space renovation and relocation activities. OIT will work with and through these individuals for our support to OL.

5. OIT's office-level systems integration contractor, General Electric Company (GE), will assist the OIT senior points of contact by maintaining detailed schedules for OIT activities. GE will also maintain informal working relationships with their counterparts assigned to OL to ensure that lines of communication and coordination are kept open.

6. As the DA project office, the Office of Logistics is responsible for:

- a. developing and maintaining overall schedules for the work in coordination with OIT and other involved DA offices;
- b. coordinating issues, schedules, and overall relocation/renovation requirements with the customer component;
- c. acquiring and providing all of the funding required to accomplish the work; and
- d. serving as the overall project manager for the efforts.

It is imperative that OIT personnel understand and support OL's role as project manager. Our job is to work with and through OL so that the Directorate of Administration as a whole provides excellent customer service.

7. Some customer components may wish to use their relocation or renovation as an opportunity to initiate major enhancements or changes to their computing and communication services. OIT's first priority is to renovate or relocate their existing services. Any extensions or significant modifications will require additional funding from the customer component or OL. It is imperative that OIT establish a baseline of service for each relocation and renovation so that changes and additions can be appropriately costed and funded. In our recent experiences with the PBX, OIT learned a valuable lesson. We allowed our customers' requirements to grow beyond our ability to fund them. While we wish to be responsive to our customers' needs, there are limits to our resources. We must live within the funding levels provided to us.

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Deputy Director for Information Technology

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