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CIA-RDP91B01306R000100130001-6

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27 JUN 1989
DDI-01375/89

MEMORANDUM FOR: Deputy Director for Administration


FROM: John L. Helgerson
Deputy Director for Intelligence

SUBJECT: Space

REFERENCE: Memorandum from IG, Same Subject, IG89-612,
5 June 1989

I agree with Bill Donnelly's suggestion that the Executive Committee take another look at the space per person square foot standards being used and the open-office concept but would also want reviewed the plans for non DCI, DI, DO units on this compound.

/s/ Stanley M. Moskowitz

 John L. Helgerson

DCI
EXEC
REG

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: William F. Donnelly
Inspector General

EXTENSION

NO: IG 612-89

DATE 6 June 1989

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. Executive Director
7D55, Hqrs.

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INSPECTOR GENERAL
89-612

5 June 1989

MEMORANDUM FOR: Deputy Director for Administration
FROM: William F. Donnelly
Inspector General
SUBJECT: Space


Rae,

1. The quality and acceptance by employees of the workplace, where we expect them to perform for us on the Headquarters compound, is the issue raised by the attached memo from the SOVA MAG. We have received similar written and oral communications from SE Division in the DO and EURA in the DI.

2. In the Executive Committee we have discussed getting improved flexible benefits for our employees, but when it comes to the space where they work--space where they spend much of their time away from home--we apparently are failing to convince them that new is better whether in the new building or old.

3. The IG cannot suspend preparations in the old building as requested by SOVA MAG but we do suggest that the Executive Committee take another look at the space per-person square foot standards being used, the open-office concept, and the decision to have the DI and DO on the compound. These decisions/standards are at the root of the SOVA MAG complaint.

STAT


William F. Donnelly

Attachment

cc: ✓ ExDir
DDI
IG Space Inspection Team

CL BY Signer
DECL OADR

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1 June 1989

STAT

NOTE FOR:
Inspection Staff
Office of the Inspector General

FROM: SOVA Management Advisory Group

SUBJECT: Reconfiguration of SOVA's Office Space

REFERENCES: 1. Note for DDCI from DDA, dated 9 November 1988
2. Note for ADDA from DDCI, dated 21 October 1988

On behalf of all SOVA analysts, the SOVA MAG urges the IG to move to suspend preparations for the upcoming reconfiguration of SOVA's office space until senior agency officials can rethink the "space" issue in close consultation with analysts.

Analysts are very unhappy about the plans for the reconfiguration. They believe that the transition to open-office landscaping (read elimination of solid floor-to-ceiling office walls) will hurt their job satisfaction and productivity. To think and write most effectively, analysts need quiet, but the planned reconfiguration will not provide it.

SOVA analysts can speak with certainty regarding the ill effects of the proposed reconfiguration because many of them have already been forced to work in cramped, noisy quarters that are less severe than those that will exist after the renovation. In recent years there has been a net increase of personnel into SOVA's office space forcing more and more analysts to share small offices with two and three colleagues. Moreover, in 1988 SOVA knocked down solid walls in the offices of its Strategic Issues Group.

As a result, analysts have found it increasingly difficult to complete their assignments during normal working hours and many have often been forced to come in on weekends. Moreover, the challenge of thinking and writing effectively under tight deadlines in a noisy environment has frustrated analysts and raised their stress level.

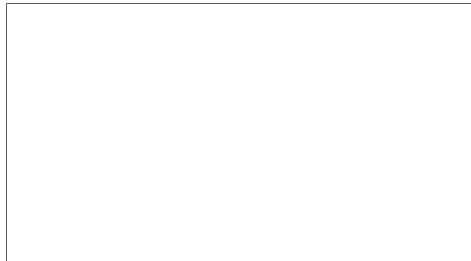
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The rationale advanced by the DDA for the adoption of open-office landscaping (see Ref. 1) neglects the environmental requirements for productive analysis. His conclusion that there is "no choice" but to adopt such landscaping is based on a serious underestimation of the needs of a highly dedicated and talented cadre of analysts that represent one of the CIA's greatest strengths.

Given that the preparations for the renovation are in an advanced stage, we urge you to act expeditiously on our request.

Sincerely,



SOVA MAG Co-Chairs

Attachment:
References

cc: D/SOVA

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ER 88-4090

SECRET



21 October 1988

NOTE FOR: ADDA

Hank,

I spent an hour and a half with SOVA today touring and talking to some of their people. One of their biggest complaints was that as part of the renovation of their space, they will lose all of their current interior walls that give them a substantial number of small private and quiet offices. Apparently, bullpens will be established, broken up by modular partitions.

They are very unhappy about this change, and wonder why the existing interior architecture cannot remain as it is. They have been told that the decision is out of the hands of their office managers and the DDI, and that it has been dictated by the architects and engineers.

If they prefer the arrangement that exists now because it affords them greater privacy and quiet, what is the requirement that necessitates taking down the walls? They have heard that improved ventilation and light are involved, but prefer their present arrangements as opposed to a giant Florida room.

As an alternative, they say that there are some offices (such as PMS in the DI) that have floor-to-ceiling modular or temporary walls that can be moved, but offer considerably more privacy and quiet than the partitions.

What is the story on all this?

A handwritten signature in dark ink, appearing to be "R. Gates".

Robert M. Gates
Deputy Director of Central Intelligence

cc: DDI
D/SOVA/DI

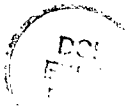
ROUTING AND RECORD SHEET



SUBJECT: (Optional)
Space

FROM: R. M. Huffstutler DDA	EXTENSION	NO. <u>OL 1037/1-88</u> OL 1037-88
		DATE 9 November 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. DDCI <i>ER 09 NOV 1988 W</i>	<i>10 NOV</i>	<i>RG</i>		
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STAT

9 November 1988

*D/SOVA -
make sure
those who attended
session with me -- in fact
all of SOVA -- get copy of
this*

REFERENCE

NOTE FOR: Deputy Director of Central Intelligence
FROM: R. M. Huffstutler
Deputy Director for Administration
SUBJECT: Space
REFERENCE: Note for ADDA from DDCI, dated 21 Oct 88

STAT

1. Given the limitations of space as well as the number of people and the amount of equipment we are being asked to accommodate on the Headquarters Compound, we have no choice but to use open-office landscaping. This conclusion is not being dictated by architects and engineers, but by the realities of our space resources.

2. Open-office landscaping, per our consultants, affords us the maximum effective utilization of space. In addition, we gain the maximum benefit from improvements we are making in the heating/air conditioning systems (HVAC) in the Original Headquarters Building. For many years, because of the construction of "temporary walls" throughout the building, we have managed to defeat totally the original heating/air conditioning system. To compensate for this, employees were forced to use individual heaters or to open windows causing the HVAC system to operate inefficiently.

3. Our space situation today is vastly different from that which existed 20 years ago. A "terminal for every analyst" throws off a substantial amount of heat in the workplace. This cannot be controlled in a large number of small, cramped, closed offices with no place for the heat to circulate. Modern buildings cannot handle computers in cubicles without enormous additional HVAC investment this Agency has chosen to forego.

4. The second reason for open-office landscaping is the major advantage it provides to meet the changing needs of the organization. As you are well aware, reorganizations are a constant around here, as are the sporadic creation of task forces. The only way the Office of Logistics can respond to these changing requirements in an affordable, timely fashion is by utilizing the open-office concept.

5. The backfill program, as briefed to and approved by the EXCOM, provides for predominantly open-office landscaping--the same scheme used in the New Headquarters Building. Even in this environment, however, private offices will be established for managers down to the branch chief level. By using open-office arrangements, we have found that we can provide a larger number of employees with some degree of visual and accoustical privacy,

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SECRET

OL 1037/1-88

S E C R E T

9 November 1988

NOTE FOR: Deputy Director of Central Intelligence

FROM: R. M. Huffstutler
Deputy Director for Administration

SUBJECT: Space

REFERENCE: Note for ADDA from DDCI, dated 21 Oct 88

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DCI
EXEC

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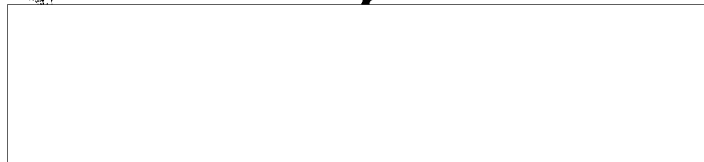
S E C R E T

SUBJECT: Space

if we do the job properly. Open-office schemes will give us the opportunity to correct some very serious space inequities which currently exist in the Headquarters Building. The bottom line is that we have no other alternatives, unless we are prepared to have a substantial number of folks relocated off the compound.

6. With specific reference to the DI's Management, Planning and Services Staff, some higher acoustical panels were used in their space when they were in the Original Headquarters Building. These higher panels are used for solving extraordinary security or privacy problem areas. Wholesale use of these panels, however, which reach to within 16 to 18 inches of the ceiling, provides essentially the same negative effect on the HVAC systems as floor-to-ceiling walls.

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R. M. Huffstutler

Attachment:
Reference

cc: DDI
D/SOVA/DI

S E C R E T

S E C R E T

SUBJECT: Space

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O-D/L:JMRAY:mgk [redacted] (28 Oct 88)

RETYPE:DDA:RMHuffstutler:jal [redacted] (8 Nov 88)

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S E C R E T

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ROUTING SLIP

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI		X		
3	EXDIR				
4	D/ICS				
5	DDI		X		
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8	DDS&T				
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11	IG				
12	Compt				
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15	D/PERS				
16	D/Ex Staff				
17	D/SOVA/BI		X		
18	<i>EP</i>				
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		SUSPENSE _____ Date			

Remarks

ER 88-4090

HS
 Executive Secretary
 24 OCT 88
 Date

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