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29 January 1952

MEMORANDUM

TO : Chief, Administrative Services
FROM : Chief, SR Division
SUBJECT: Sterile Headquarters Office Space for SR/DD

DECLASSIFIED AND RELEASED BY
CENTRAL INTELLIGENCE AGENCY
SOURCE METHOD EXEMPTION 3020
NAZI WAR CRIMES DISCLOSURE ACT
DATE 2007

1. Reference is made to the memorandum, subject: Procurement of Covert Training and Office Sites for Domestic Operations Base, forwarded to your office on 13 December 1951.

2. Since Project AE-ACRE was approved on 22 January 1952 it is now essential for this Division to establish sterile headquarters, preferably in or near Washington, D.C. under some government cover. The specific cover to be used will depend upon the type and location of the building. It is essential to obtain a government-owned building such as, for example, McLean Gardens, Washington, D.C. Security considerations preclude the use of commercial premises unless it should be a part of a commercial building already occupied by another government agency.

3. The office requirements are as follows:
- a. Office space for 90-100 people with a minimum of two separate entrances.
 - b. Parking space for 15-20 cars adjacent to or in the immediate vicinity of the Headquarters building.
 - c. Secure storage space, minimum 1,000 square feet. (This could be in the basement of the building.)
 - d. Projection room to seat at least 25 people.
 - e. Dark room.
 - f. A secure room containing a water tap, a sink and preferably a gas outlet.

The Headquarters facilities need not be exactly as described above. They should, however, be able to meet the above requirements without extensive changes.

4. The above

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The above described office facilities are required as soon as possible and not later than 1 April 1952.

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SR/HAN/AMG/dm/jm

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