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REC file

Chief, General Services

21 August 1952

Chief, Real Estate and Construction Division

Proposed Procedure for Division Support to CIA Clandestine Activities under the Organization effective 1 August 1952.

1. This division proposes to install the following organizational structure and procedure to provide support to CIA Clandestine Activities under the reorganization effective 1 August 1952.

a. ACQUISITION AND CONTRACT BRANCH

(1) Organization:

One (1) Branch Chief
Four (4) Realty Officers designated for the following Area Divisions:

One - { Far East
Near East

Two - Western Hemisphere

One { Soviet Russia
Western Europe
Eastern Europe
Southeast Europe

One (1) Legal Stenographer
One (1) Clerk Typist

One (1) Liaison Realty Officer placed on the T/O of the Administrative Staff of the Clandestine Activities

Two (2) Realty Officers placed on the T/O's of the following overseas stations or staffs:

[REDACTED] (YE and NE)

[REDACTED] (WE, EE, SE, and SN)

TOTAL :

Branch Chief	1
Realty Officers	4
Stenographer	1
Clerk Typist	1
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(2) Duties:

BRANCH CHIEF under the direction of Chief, Real Estate and Construction will be responsible for carrying out the necessary action through respective area Realty Officers on our real property matters pertaining to acquisition, contracting, utilities, and incidental services; maintain liason with the Department of State and other agencies; supervise accumulation of facts and figures for use in planning support to Clandestine Activities; and preparation of current real property policy, rules, and regulations.

AREA REALTY OFFICERS under the Branch Chief's instructions, will be responsible in their respective areas for taking action on all real property matters; maintain liason with assistance of the Liason Realty Officer on the Administrative Staff when so required; control real property records and make required reports thereon; acquire knowledge of general real property laws and accumulate facts on conditions, practices, trends, etc. for use in providing and planning for adequate support to Clandestine Activities.

STENOGRAPHER - shorthand and typing of the Branch

CLERK TYPIST - maintenance of real property files, typing and related duties

LIASON REALTY OFFICER under the general direction of Chief, Administrative Staff of Clandestine Activities, will be responsible for maintaining liason between Real Estate and Construction; primarily the Acquisition and Contract Branch, and the Station Decks in the Area Division; take necessary steps to expedite action on our real property matters; assist the Station Decks in formulation and presentation of request for support; ascertain that all real property matters are referred to proper channels for action and recordation; and perform related duties to increase efficiency of real property support to Clandestine Activities. It is proposed to rotate placement of individuals in this position after six months or 1 year tour of duty. Such rotation will provide means of training Realty Officers in operational realty matters for overseas assignments.

OVERSEAS REALTY OFFICERS under general direction of CIA's Senior Representatives, will assist the operating activities in their respective areas in implementation of real property requirements; give expert advice on real property matters; take necessary actions to safeguard and protect CIA interest in real property transactions; and perform inspection of CIA's real

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property transactions, make periodic inspection of CIA's real property and make reports thereon; make studies and report on general real estate conditions, practices, trends etc. and perform related duties in promoting efficiency of operations respective of real property requirements. Rotation of individuals in these positions is proposed similar to that of Liaison Realty Officers except for two years tour of duty.

(3) Procedure:

(Notation: To provide means for expeditious action on all real property matters of the Clandestine Activities, it is recommended that:

- (i) In addition to the member or members on Administrative Staff designated to handle real property matters, one individual in each of the Area Divisions and one individual at each Station Desk within the area divisions, when necessary, be designated respectively to handle real property matters.
- (ii) One copy of all incoming and outgoing cables and dispatches pertaining to real property be received directly in Real Estate and Construction.

The following procedure is based upon the above recommendations:

CABLES AND DISPATCHES: All cables and dispatches will be received directly by the Branch Chief and necessary action determined and respective Area Realty Officer instructed accordingly. If the matter is simple and requires no deliberation with respective Station Desk and Area Division, answer will be prepared by Real Estate and Construction; approved by Chief, GS; coordinated with Administrative Staff and forwarded to Area Division for concurrence and release for transmission or dispatch to the field. Matters of complexity or encompassing many factors will be fully discussed with the respective Station Desk, Area Division, and Administrative Staff and upon arriving at a solution, action will be taken accordingly with approval of Chief, GS, and concurrence of the aforesaid offices. Liaison Realty Officer will arrange for such discussions; follow-up on the action to be taken

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and any records ensuing therefrom; assist in obtaining the necessary concurrences and approvals for transmission or dispatch of the action to the field.

MEMORANDUM REQUEST FOR ACTION: The Liaison Realty Officer will assist the area divisions in preparing such request which will contain sufficient information for intelligent review and implementation; coordinated with the Administrative Staff and forwarded to Real Estate and Construction for expeditious implementations.

PROJECTS REQUIRING FRC ACTION: Details of the project will be discussed between the Area Division, Administrative Staff and Real Estate and Construction; real property requirements and implementation thereof will be formulated and a formal project prepared for presentation to FRC bearing concurrences of all concerned. Real Estate and Construction will assist in presentation of the project to FRC when deemed necessary. Upon approval by FRC action will be taken accordingly.

b. DESIGN AND CONSTRUCTION BRANCH

(1) Organization:

- One (1) Branch Chief
- Three (3) Architects
- Three (3) Civil Engineers
- One (1) Clerk Stenographer

Four (4) Civil Engineers placed on the T/O's of the following projects:

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TOTAL :

- Branch Chief 1
- Architects 3
- Civil Engineers 3
- Clerk Stenographer 1

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(2) Duties and Procedure:

This branch will be responsible for taking action on all architectural and engineering details pertaining to real property; design buildings; prepare plans and specifications; render technical advice on construction to the operational offices; act as liason between CIA and other government agencies and A&E firms on construction matters; and supervise construction for completion of large projects. Post Engineers will be assigned thereto for supervision of repair personnel of the installation. In lieu of an established procedure for action by this branch, the Chief, Real Estate and Construction will direct the action to be taken in accordance with the matter at hand. Operating activities desiring information or action on design and construction will contact Chief, Real Estate and Construction. The Liason Realty Officer will assist the operating activities in obtaining information or action on design and construction and any other matter pertinent thereto.

2. It is proposed that replies to cables be made within 48 hours after the receipt thereof, when so required. Accordingly as a means to obtain this result, it is recommended that Chief, Real Estate and Construction be delegated the authority to approve cable request for lease of property where policy is not concerned and no unusual or unique factors are involved. All requests for leases including policy, unusual factors or situations as well as all requests for purchase and construction will be referred to Chief, GS for approval.
3. It is recommended that specific notice be issued by the DDA to the effect that all CIA real property matters including acquisition, liason with other government agencies, improvements, alterations, renovations, construction, utilities, etc, with exception of leases of safe houses, are to be handled by [REDACTED]. Further, that the liason contact points in the Department of State and the Armed Forces be notified of the individuals of GS who are authorized to discuss CIA real property matters.

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