

13 October 1965

MEMORANDUM FOR: Special Support Assistant,  
Deputy Director for Support

SUBJECT : Projected Space Requirements  
for SR Division.

1. In response to your verbal request for space requirements projected through June 1966, SR Division estimates that it will require an additional 3000 sq. ft. of space in the Headquarters Building to accommodate approved and planned increases of personnel strength during FY 1966.

2. On 11 March 1964, SR Division had [redacted] positions which were accommodated in the space currently allocated. The Division ceiling was officially increased to [redacted] on 11 January 1965 and subsequently increased to [redacted] for FY 1966 budget and personnel planning. In addition, the Division anticipates and must provide space for a minimum of six officers to be detailed from other area Divisions and space for frequent three-day briefings of other senior officers as specified in [redacted] dated 3 August 1965. Likewise, we feel that it is appropriate at this time to note that the Division has requested an additional increase of [redacted] positions for FY 1967 for which ADDP has informally indicated concurrence. In this regard the Division was instructed to budget for five of these positions in FY 1967.

25X9A2

25X9A2

25X9A2

25X1A

*hsc*

✓ C/DEB

DC/ENG

EQ/ [redacted] 10/1/65

C/ACC 25X9A2

C/CE

C/UE

CENTRAL FILE

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25X9A2

3. As of 1 October 1965 the Division on-board strength was [REDACTED]. This increase has resulted in considerable overcrowding and fragmentation of several organizational components. The Division has now virtually exhausted space for additional personnel but must find means to accommodate nine additional officers scheduled for October and November 1965. Furthermore, there is an immediate requirement for a small room of approximately 200 sq. ft. to be used as a class room for eight hours daily Russian language instruction within the Division.

4. It is requested that consideration be given to the immediate allocation of a minimum of [REDACTED] cover current needs and that an additional [REDACTED] be allocated prior to 31 March 1966 to cover the balance of our requirements during this Fiscal Year. FY 1967 space requirements will be the subject of subsequent review.

25X9A2

[REDACTED]  
25X1A9a

Chief, SR Support Staff

Distribution:

Orig & 1 - SSA/DDS  
1 - OL/LSD/SAB  
2 - SR/SS

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SENDER WILL CLASSIFY INFORMATION TO FOLLOW		
UNCLASSIFIED	CONFIDENTIAL	SECRET

**CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP**

TO	NAME AND ADDRESS	DATE	INITIALS
1	C/Real Estate & Const. Div. 2420 Qtrs. I.	22 Oct.	HJC jr
2	<i>OL/EO</i> ADD/L	<i>25 Oct</i> 10/25/65	<i>km</i>
3	Director of Logistics 1C-50 Qtrs. I.	10/25/65	<i>[Signature]</i>
4			
5			
6	C/Logistics Services Div., OL 2E-24, Headquarters Bldg.	17 Oct	<i>[Signature]</i>
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE

**Remarks:**

This is a sample of the kinds of requests that are included as justifications for additional space required in the Headquarters Building.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.		DATE
Logistics Services Division Rm. 2-E-24, Hdqrs. Bldg. 7809		10/20/65
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