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30 September 1953

MEMORANDUM FOR: Deputy Director (Administration)
 FROM : Chief, Technical Services Staff
 SUBJECT : Request for Building and Renovation Funds for TSS



1. This memorandum outlines the construction and renovation requirements of TSS for Fiscal 1954.

2. The largest single item is the renovation of the [redacted] building to house the major portion of TSS activities. This project was approved by the DCI in December 1952. It is presently estimated that this will amount to \$365,940 and will house the major portion of the activities now being conducted in Quarters Eye. The present quarters in Quarters Eye are inefficient and inappropriate for many TSS activities; first, because with reduced personnel and budget it is all the more important floor space be so arranged as to provide maximum possible monitoring of TSS' varied activities to attain utmost efficiency, second to provide for the pooling of the minimum laboratory facilities essential to TSS activities, facilities which cannot be furnished in a building of the type of Quarters Eye, particularly in view of the exceptionally narrow rooms and its general construction, third because they do not offer secure and fireproof storage facilities for irreplaceable documents and other equipment.

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3. Additional money will have to be spent this year on the [redacted] building to house the increase in collection of FED (furnishings, clothing and equipment). With the shift of various support functions [redacted] to Headquarters this load has consequently been increased. At present TSS is occupying about one-half of the [redacted] floor space (the remainder being vacant) and it is expected that before the end of the fiscal year TSS will occupy approximately three-quarters of the available floor space. This will cost \$2,000. Breakdown: Security requirements, \$700; power outlets and circuits, \$700; painting, \$160; plumbing repair, \$25; installation of drinking fountain, \$300; contingencies, \$175; Total, \$2,000. This money must be spent during Fiscal '54 to meet present pressing needs even though an alternative permanent location which meets security, fireproof, moth-proof and other special requirements for the storage of clothing and equipment--and which has been the subject of a year's unsuccessful search--is found.

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4. Other small building or renovation expenses are occasioned by the following:

A. The fitting out of a presentation and briefing room to replace the present rooms in L Building.

B. Carrying out the fire and safety requirements demanded by I&S in the new quarters of [REDACTED]

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5. The construction of facilities [REDACTED] to house the activities now being carried on in Hosslyn has already been approved. This amounts to \$36,500. The renovation of the N&S Building to provide photographic training facilities has also been approved for immediate action. This amounts to approximately \$24,000.

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6. There are, of course, various contingencies which may develop depending upon policy decisions of higher authority and of which TSS can expect no advance notice; for example, should the work now being performed either at [REDACTED] or in the Far East be further reduced and [REDACTED] be expected to pick up the load, additional floor space or a rearrangement of floor space will be necessary to accomplish this. TSS has no way of anticipating these contingencies.

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7. The Technical Services Laboratory is presently occupying space provided by the Navy. Under the conditions by which this space was obtained it was agreed we would not occupy this space more than two years, which period expires a year from now. It will be necessary to find new quarters and commence, if not largely complete, renovation of these new quarters in this fiscal year. Since the new location has not yet been obtained it is impossible to say exactly how much will be required for the estimated 12,000 square feet required.

8. Not considered in this paper are any alterations which will need to be made to safe houses since it is understood that such alterations would come out of operational funds rather than building and renovation funds.

9. In summary, already approved are building or renovations totaling \$60,500. Further building or alterations to the total of \$365,940 are needed for the balance of this fiscal year. If all the above requirements are approved and the money expended plus the building and renovations already approved, the grand total of money required for building and renovation for TSS for Fiscal 1954 is \$426,440.

/10. It is requested

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10. It is requested that the sum of \$365,940 be made available for the renovation of [redacted] and the other incidentals outlined in paragraphs 2, 3 and 4 above.

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For [redacted] Chief, Technical Services Staff who read & approved but went home sick before final retyping.

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CONCURRENCE:

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* /s/ [redacted] DD/P/ADMIN 1 Oct. '53 Date

DD/P Date

* Reference Par. 4A, DD/P will discuss this further with TSS. No space is available in L Bldg. for this purpose.

DD/P will develop, in conjunction with TSS, the specific necessity and detailed requirements for the Laboratory mentioned in par. 7. Separate report and recommendation will then be made.

/s/ LTS

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