

SECRET

File Registry

65-62971

4 November 1965

MEMORANDUM FOR: Deputy Director for Support

Bob:

25X1
25X1
The Executive Director and DDCI have discussed the attached paper concerning use of office space in East Building. They agree that the current O/DCI office space there can be turned over to [] with some exceptions; namely, the DCI's office and the adjacent secretarial office should be left intact and unoccupied against the eventuality of DCI use. The first-floor conference room can be made available to [] but it should be maintained as a conference room in the event of DCI's need.

The reason for this is that a repetition of the Cuban missile crisis, with its daily meetings of the NSC Executive Committee, USIB, and the like, would require that a standby office in East Building be available at all times for the DCI and his secretaries.

[]

25X1

Distribution:

Original - DD/S

1 - EA/DCI

1 - O/ExDir

✓ 1 - ER

20/5

SECRET

Executive Registry

65-6277

25 OCT 1965

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Office Space for the Director in the East Building

1. Two offices and a conference room, totaling 3,300 square feet, have been maintained in the East Building as alternate office space for the Director. This space is unoccupied most of the time and was used only recently by the Long Range Planning Group. I do not know whether Admiral Raborn plans to use this space, but from his activity pattern I doubt that he will.

25X1 2. The [redacted] has a requirement for space in the South Building for a conference room and offices for [redacted] and his deputy. Some rooms in the South Building would have to be altered to create the necessary space. 25X1

25X1 3. If the Director has no requirement for the office space in the East Building, I recommend that we give this space to the [redacted] [redacted] I hope to reserve emergency office space in the Headquarters building and also plan to reserve space in either the Ames or the Magazine Building for emergencies such as a visiting senior consultant or a small task force. In this way, emergency space would be available, and we would not have to depend on the space reserved for the Director in the East Building. 25X1

[redacted] 25X1

R. L. Bannerman
Deputy Director
for Support 25X1

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION

MEMORANDUM FOR: Mr. Bannerman

Bob:

Between us, the decision outlined in my paper attached, was made without full benefit of the possibility presented by the Roslyn buildings for alternate DCI office space. When the time comes that your Roslyn plans are more advanced, you may wish to reopen the matter by showing the distance and time required to travel between Roslyn and the White House. You may be able to demonstrate the advisability of turning all East Building space over

(DATE)

FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED.

(47)

SECRET

Executive Registry
65-6277

25 OCT 1965

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Office Space for the Director in the East Building

1. Two offices and a conference room, totaling 3,300 square feet, have been maintained in the East Building as alternate office space for the Director. This space is unoccupied most of the time and was used only recently by the Long Range Planning Group. I do not know whether Admiral Raborn plans to use this space, but from his activity pattern I doubt that he will.

2. [redacted] has a requirement for space in the South Building for a conference room and offices for [redacted] and his deputy. Some rooms in the South Building would have to be altered to create the necessary space.

3. If the Director has no requirement for the office space in the East Building, I recommend that we give this space to the [redacted] [redacted] I hope to reserve emergency office space in the Headquarters building and also plan to reserve space in either the Ames or the Magazine Building for emergencies such as a visiting senior consultant or a small task force. In this way, emergency space would be available, and we would not have to depend on the space reserved for the Director in the East Building.

/s/
R. L. Bannerman
Deputy Director
for Support

Distribution:

- 0 - Adse
- 1 - ER
- 1 - DD/S subject
- 1 - DD/S chrono

SECRET

Excluded from automatic
downgrading and
declassification

DD/S