

4-5057

**SECRET**

64-68-1  
8857

SSA 64-1619

**MEMORANDUM FOR: Deputy Director of Central Intelligence**

**THROUGH : Deputy Director for Support**

**SUBJECT : Approval of Certificate of Necessity  
for Acquisition of Office Space to  
Relocate the SR Division's**

[Redacted]

25X1

25X1

1. This memorandum contains a recommendation for Deputy Director of Central Intelligence approval. Such recommendation is contained in paragraph 4.

2. The SR Division requires 3,500 square feet of office space to relocate the above-mentioned unit currently occupying 1,100 square feet [Redacted] Primarily for security reasons, several sites proposed by the General Services Administration which were acquired by GSA's normal procedures are not acceptable.

25X1

3. Attachment "A" provides the background information and justification for this space requirement.

25X1

4. Office space in the building [Redacted] appears to be entirely suitable for this requirement but the annual rental per square foot is approximately \$9.50 higher than other comparable space in the vicinity. It is recommended that you sign a Certificate of Necessity (Attachment "B") so that GSA may acquire this space on a negotiated basis.

25X1

ALAN M. WARFIELD  
Director of Logistics

*Logistics*

Attachments (2)

- 1 - Background Information
- 2 - Certificate of Necessity

MORI/CDF Pages 4-6 (only)  
GROUP 1  
Excluded from automatic  
downgrading and  
declassification

OL 4 6407

**CONCURRENCES.**



25X1

25 SEP 1964

**General Counsel, *QL***

**Date**

**Chief, SR Division**

**Date**

*for*  
**CHARLES W. ROSE**

29 SEP 1964

**Director of Security**

**Date**

*for*  
**Thomas P. Karamessinos**

1 OCT 1964

**A Deputy Director for Plans**

**Date**

**Deputy Director for Support**

**Date**

**SECRET**

**SECRET**

**SUBJECT: Approval of Certificate of Necessity for Acquisition of Office Space to Relocate the [redacted] Production Unit**

25X1

**Distribution:**

**Original - OL/RECD w/att.**

① - **ER w/att.**

1 - **DD/P w/att.**

② - **DD/S w/att. (i w/b)**

1 - **SR Div. w/att.**

1 - **Dir./Security w/att.**

1 - **SSA/DDS w/att.**

1 - **OGC w/att.**

1 - **OL files w/att. (official)**

**OL/RECD/AB** [redacted]

25X1

**{22 September** [redacted]

Originated by [redacted] Real Property Officer, Acquisition  
Branch, RE&CD, OL

25X1

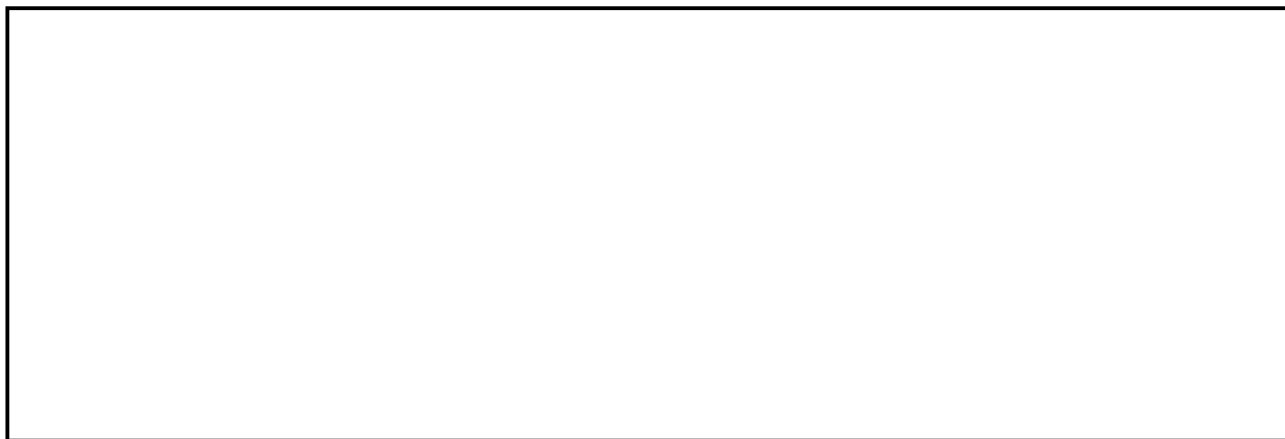
SECRET

ATTACHMENT "A"

BACKGROUND INFORMATION AND JUSTIFICATION  
FOR SR DIVISION'S REQUIREMENT FOR NEW  
OFFICE SPACE FOR [REDACTED]

25X1

25X1



2. This space is unsuitable from a security standpoint because another Agency unit is located in the immediate area bearing the same basic unit designation. A further general consideration is the curiosity about the 3 blind contract employees of the [REDACTED]. In addition, the amount of space is inadequate to cover the requirements of the [REDACTED] employees and the additional employees (approximately 17) to be assigned in the near future, together with the 9 new pieces of cabinet-mounted equipment which necessitates a corresponding increase in electrical wattage and floor space.

25X1

25X1

3. By letter dated 6 August 1964, this office requested the General Services Administration to relocate the [REDACTED] Production Unit as soon as possible in a location reasonably convenient to the Agency Headquarters at Langley, Virginia. The letter stated that the space was to be located in a Federal building if space which met our specifications could be located therein, but if not, in suitable commercial space. Further, this letter committed the Agency to reimburse GSA for the cost of rent, alterations and incidental services for the balance of

25X1

SECRET

Fiscal Year 1965, and thereafter until the GSA could include these expenses in its budget base, in accordance with Bureau of the Budget Bulletin 64-2, dated September 29, 1961.

4. Since receipt of our requirement, GSA has suggested 4 blocks of space all of which were considered from the standpoint of occupancy, location, security and economy, but were found to be deficient in one or more respects. These deficiencies included:

a. Locations undesirably far from Headquarters Building.

b. Locations unsatisfactory from a security standpoint.

25X1

25X1

c. One location adjacent to a legitimate [redacted] organization, which is deemed undesirable in view of [redacted].

25X1

25X1

5. Commercial space which appears to be entirely suitable for [redacted] use has been located on the north half of the 11th floor in the building situated at [redacted]. It has the following desirable attributes:

25X1

25X1

a. Immediately available.

b. This location has approximately 3,800 square feet of useable floor space which approximates the [redacted] requirement of 3,500 square feet.

25X1

c. Electrical power load facilities, cooling facilities and overall useable space are adequate for present and projected personnel and equipment.

d. The specific floor location and general disposition of floor space is particularly realistic when dealing with the factors of unauthorized chance or intentional entry during working hours. In addition, the space is so situated that security problems and related security costs would be reduced to a minimum.

e. Parking, public transportation and building lunch facilities are very desirable in consideration of the present and future wide range of [redacted] contract employees.

25X1

6. In surveys made by personnel of the Planning Staff, Office of Logistics and GSA, this building was the only one found that met space and security specifications.

7. While the exact annual cost of the proposed space is subject to GSA negotiations, we anticipate that it will be approximately \$4.87 or slightly less per square foot. Although GSA representatives indicate that comparable space in other buildings can be obtained for \$4.33 or slightly less per square foot, increased security and possible compromise of the permanent [redacted] arrangement would more than offset any foreseeable savings in rental costs. It is noteworthy that the [redacted] estimated an obligation of \$21,000 for office rental space (Hqs. office/work space 3,500 sq. ft. @ \$6.00 per sq. ft.) and \$15,000 for renovations of work space for transcribing (partitioning, noise control, etc.).

25X1

25X1

25X1

**SECRET**

ATTACHMENT "B"

**CERTIFICATE OF NECESSITY**

In accordance with the authority vested in me by Public Law 110, 81st Congress, approved 20 June 1949, titled "Central Intelligence Agency Act of 1949," I have determined that it is necessary to the performance of the functions of the Central Intelligence Agency and the security of its operations to authorize the General Services Administration to negotiate a lease for approximately 3,800 square feet of office space and make alterations to the premises which will consist of the north half of the 11th floor of the office building

[REDACTED]

25X1

25X1

[REDACTED] and to waive the limitations of the Economy Act of 30 June 1932. These premises are to be used for the purpose of providing office facilities to fulfill the needs of this Agency.

**Marshall S. Carter**  
**Lieutenant General, USA**  
**Deputy Director of Central Intelligence**

Certified at Langley, Virginia: \_\_\_\_\_

**SECRET**

