

file DDS-Training

(NOTE: This copy was passed to Chief, BPS by Director, OTR on 1 August 1969)

1 August 1969

NOTE FOR: Director of Training

SUBJECT : Training Facility at Langley

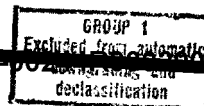
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1. As I understand [REDACTED] mission, it involves in part planning for the consolidation of OTR's several training facilities within an area of a new building to be constructed at Langley within the next decade.

2. His chief concern at this time, therefore, would have to be the amount of functional space OTR requires for classrooms, a 150-seat (I would estimate) tiered auditorium, library, offices, lounge or so-called break-out areas to accommodate large classes breaking for lunch and rest periods, and a separate enclosed V. I. P. lounge-reception area with an adjoining office for guest lecturers. Also, there are the considerations of adequate elevator or, preferably, escalator service (with a freight elevator which also would serve the student or instructor who is not ambulatory), adequate school-size rest-rooms, and a cafeteria within the building itself; one wing of the cafeteria should be configured for a table-service dining room which could be reserved for Brookings, State Department, and other V. I. P. courses. Another mere detail would be a visitors' parking area close by the building to accommodate non-Agency guests and students.

3. Further, the OTR area undoubtedly will have to absorb not only the present Headquarters 1A13 and 1A07 classrooms but the OCS Headquarters classroom and your 2E49 offices. What this suggests to me, in terms of ideal accommodations instead of the 72,000 square foot ceiling now imposed, is that we should be asking for a minimum of 108,000 square feet -- if the Language School is to be included -- if not, 72,000 (exclusive of the needs of the Psychological Services Staff, OMS). These are functional footages, exclusive of corridors, stairwells, escalator and elevator shafts, snack bars, guard locker rooms, rest-rooms, custodial and other general purpose building appointments.

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4. The technical considerations of soundproof, carpeted classrooms with 24-hour air-conditioning, closed-circuit TV, computer-assisted training terminals and consoles, tiered arena-type general classrooms with revolving stages and special-clearance classrooms, overhead electrical-conduit "pigtailed" and spotlights, unclassified and classified storage and workrooms, and a host of other details (projection booths, light-and-slide control consoles, etc.) are now sympathetically appreciated by [REDACTED] (OL architect). However, as a former educator, [REDACTED] will want to keep himself abreast of developments in not only the audio-visual field but the whole concept of multi-purpose classrooms, the distinct advantage of sliding-door wardrobes within each classroom, and a host of continuing advancements under the general heading of educational technology. Even though these elements will not be fixed until construction is underway, they have to be understood and accounted for, as I would understand it, in the very first proposal we make to GSA and the Congressional committees concerned.

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/s/ [REDACTED] 25X1A9a

cc: [REDACTED]

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