

3 August 1970

BPS/OL

Approved For Release 1999/09/08 : CIA-RDP86-00244R000300370002-2

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SPACE REQUESTS AND ACTIONS

1. The DCI will personally consider for approval tasks or projects requiring acquisition of new space in the Metropolitan Washington Area (MWA). The Director's decision may be to drop a proposed project, transfer it to another Agency, eliminate an existing activity to make room for a new higher priority program, or move the new activity to another area away from the MWA.
2. The DCI desires to cut back current Agency space holdings in the MWA, thus reducing the local CIA image.
3. The Office of Logistics in behalf of the DDS is responsible for reviewing and approving each move. Any space move should conform to the prescribed space policy.
4. Efforts should be made in every move to reduce special requirements for secure areas and vaults. Entire buildings should be controlled or controlled floors or sections set up in which safes within provide sufficient security.
5. Architectural reconfigurations will be carefully planned and accomplished abiding by the principle of utilizing less space than previously enjoyed wherever possible.
6. Space requests must be realistic and defensible; the goal must be to attain maximum space effectiveness and efficient space utilization; a time of space austerity is in being.
7. A new space principle, that of planning for joint use of administrative and operational support areas, should be applied wherever possible. Some types of space that could be thus identified are conference rooms, briefing areas, signal centers, interview rooms, classrooms, operations centers, support functional areas, etc.

GROUP 1
Excluded from automatic
downgrading and
declassification

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