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C/S Bldg Const

/S 63-4987

Executive Registry
63-8736
22 NOV 1963

MEMORANDUM FOR: Mr. Kirkpatrick
General Carter

1. You will recall that last May I submitted a paper which proposed that our Appropriations Committees be requested to authorize the obligation of $200,000 of the $1,732,000 unobligated in the construction of our headquarters building for the purpose of preparing a preliminary plan for the construction of additional facilities at Langley to accommodate substantially all of our headquarters activities. ILLEGIB

2. I was advised some time later that as a matter of over-all policy and strategy this was not considered an appropriate time for the Agency to make this request. These funds remain unobligated and are set up on the books at the Bureau of the Budget to lapse on 30 June 1964 unless some action, which could be taken within the Executive branch, is taken to prevent them from lapsing.

3. I would like to suggest the attached preliminary study of another proposal, which was prepared at my request. We believe that we could for approximately $1,730,000 construct a building at Langley to combine our printing plants now located at 2430 E Street, N. W. [redacted] 50X1 [redacted] If the Agency desired to do this, we would have to staff out the matter more thoroughly, obtain approval from the Bureau of the Budget (which we might well not be able to do), and gain informal approval from our Appropriations Subcommittees. If this suggestion has any appeal, I would like to give it the college try. If not, there is, of course, no need to spend any more time on it. 50X1

4. I would very much appreciate some policy guidance before doing any more work on the problem.

/S/
L. K. White

Att: Memo dtd 6 Nov 63 to DD/S fr D/L,
subj: "Printing Plant Construction
at Langley"

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DD/S 63-4712

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MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Printing Plant Construction at Langley

1. This memorandum contains recommendations for DD/S approval. Such recommendations are contained in paragraph 3 below.

2. Enclosed is a study of the feasibility of constructing a new building at the Headquarters site to house Agency printing facilities. The conclusions of the study are:

a. A new printing plant should be built at the Headquarters site to house the facilities of Plants No. 1 and 2.

b. Such a plant would require a building with approximately 60,000 square feet of gross space and would cost approximately $1,730,000.

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c. Construction could be supported with the residue of the Headquarters Construction Fund if appropriate authority is obtained.

3. It is recommended that:

a. Approval of the concept of constructing such a building be secured.

b. Approval of the use of the necessary amount from the Headquarters Building Fund be secured.

STAT

PLANNING STAFF	
C	
D/C	
C/P&C BR.	
C/P&C B	
CRIC.	

JAMES A. GARRISON
Director of Logistics

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Enclosure:
Staff Study (w/Annexes A and B)

OL 3 7017

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GROUP 1
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SUBJECT: Printing Plant Construction at Langley

Distribution:
Orig. - OL/MMCD
2 - ED/S
1 - OL Files (Official)

[redacted] 11/5/63 DF

APPROVED: _____ Date

L. K. WHITE
Deputy Director
(Support)

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CONCURRENCES:

[redacted]
Chief, Printing Services Division — 11-5-63 Date

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[redacted]
Chief, Real Estate & Construction Division — 11/5/63 Date

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[redacted] 5 Nov 63 [redacted] Nov 63

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STAFF STUDY

ON

NEW PRINTING PLANT

1. PROBLEM

To determine the feasibility of constructing a new building at the Headquarters site to house Agency printing facilities.

2. FACTS BEARING ON THE PROBLEM

a. The Office of Logistics presently operates four printing plants. Locations and descriptions of functions are described in Annex A.

b. Approximately 1.73 million dollars remain in the Headquarters Construction Fund.

c. Sufficient land is available at the Headquarters site for the construction of a new printing plant.

3. DISCUSSION

a. The operation of Printing Plants No. 1 and 2 in their present locations is inefficient in the use of personnel, equipment and space because of certain duplications caused by the separate locations. In addition, the plants' remoteness from the Headquarters building generates serious transportation and security problems. (Annex B)

b. The consolidation of Plants No. 1 and 2 in a building near the Headquarters building would result in more efficient and economical operations, would reduce transportation requirements, and would eliminate the security problem of movement of classified documents in bulk lots between the printing plants and the Headquarters Building. Annual savings of $145,000.00 would be effected in the rent for Plant No. 1, and 17,932 gross square feet of government space would be released for other use by the move from Plant No. 2.

c. Plants No. 3 and 4 are needed in their present location to provide the fast, secure printing service required by the Deputy Director, Intelligence, and the Deputy Director, Plans (Annex A). These plants should not be released.

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d. The consolidation of Plants No. 1 and 2 in a single building would effect savings of approximately eight to ten personnel by reducing the number of supervisory and administrative spaces required.

e. More effective use of space and more efficient operation would result from the reorganization of the two plants into the new building. Preliminary estimates indicate a requirement for 48,000 square feet of usable space to house the facilities that should be relocated to the Headquarters site from Plants No. 1 and 2. Construction would require a building containing approximately 64,000 square feet of gross space. Such a building could be constructed at a cost of approximately $1,730,000. This estimate is based upon a cost of $27 per square feet to include A&E expenses.

f. Facilities (washroom, etc.) equivalent to those in the Headquarters Building would be provided in the new building, except for a cafeteria. A small snack bar would be located in the new building to provide 24-hour vending machine service. Normal daytime meals would be available in the Headquarters Building cafeterias and, if necessary, a shuttle run could be arranged for the noon meal or the lunch period could be extended to 45 minutes.

g. Additional funds would be required for moving Plants No. 1 and 2 to the new building and for replacing equipment whose movement is not economically or physically feasible.

4. CONCLUSIONS

a. A new printing plant should be built at Langley to house the facilities of Plants No. 1 and 2.

b. Such a plant would require a building with approximately 64,000 square feet of gross space and would cost approximately $1,730,000.

c. Construction could be supported with the residue of the Headquarters Construction Fund, if appropriate authority is obtained.

Enclosures:
1. Annex A (Agency Printing Plants)
2. Annex B (Operation of Plants No. 1 and 2)

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ANNEX A

AGENCY PRINTING PLANTS

The Office of Logistics presently operates four printing plants as follows:

a. Plant No. 1, [redacted] 50X1

This is a leased building of 54,465 gross square feet maintained by GSA. Annual cost of rent for this building is $145,000 per year. The plant performs all types of printing including typesetting, letterpress and offset printing, bindery operations, and operates a complete photographic laboratory. There is also a small warehouse in which paper and supplies are temporarily stored prior to their use in any of the four printing plants.

b. Plant No. 2, South Building Basement

This plant occupies 17,932 gross square feet of space in the South and East Buildings, and provides all types of letterpress and offset printing and related bindery operations. Approximately 85 per cent of the production of this plant is in support of the NIE program.

c. Plant No. 3, Basement Headquarters Building, Langley, Va.

This plant occupies 7,400 gross square feet of space and is primarily a duplicating shop providing a fast service for Agency components located in the Headquarters building. SO and OR Intelligence Reports are printed in this shop.

d. Plant No. 4, Seventh Floor, Headquarters Building, Langley, Va.

This plant occupies 2,450 gross square feet of space and is principally devoted to support of the Office of Current Intelligence. It also provides support of sensitive printing to other DD/I components.

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ANNEX B

OPERATION OF PLANTS NO. 1 AND 2

The operation of Plants No. 1 and 2 in their present locations is inefficient and creates many transportation and security hazards. The problems encountered are as follows:

a. Duplication of Personnel

The operation of these two plants requires excessive supervisory and clerical personnel. There is also some duplication of technical personnel resulting from unavoidable duplication of operations. This estimated excess of eight to ten people could be eliminated if the two plants were consolidated in one building.

b. Duplication of Equipment

The considerable duplication of equipment required by the operation of two separate plants could be eliminated by a consolidation into one plant. Expenditures for equipment and maintenance costs would be reduced and equipment utilization would be increased.

c. Ineffective Use of Space

Much of the space in Plants No. 1 and 2 is unsuitable for efficient use. Modern, production-line type operations are impossible under existing conditions. Specially designed facilities and layout in a new plant would permit streamlining of workflow with resultant increase in efficiency.

d. Distance from Center of Operations

The remoteness of Plants No. 1 and 2 from the Headquarters building causes excessive loss of time in transportation of work to and from the plants. Situations frequently develop in which it is impossible to provide the required service because of time-distance limitations. This results in excessive use of copying machines throughout the Agency to do work which could be more efficiently done in a centrally located plant.

e. Security Hazards

The present situation requires constant hauling of classified materials in various stages of completion over long distances

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between the printing plants and the Headquarters Building. This represents a major security hazard with a great potential for exposing classified material. Consolidation of these two plants near the Headquarters will limit this problem to the Headquarters grounds.

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