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Honorable Stuart L. Pittman
Assistant Secretary of Defense (Civil Defense)
Washington, D. C. 20301

Dear Mr. Pittman:

In response to your letter of 25 February 1964, we wish to assure you of our continued support of the shelter survey, marking and stocking program. In addition, we want to take this opportunity to express our appreciation for the cooperation and courtesy extended to us by members of your staff and of the General Services Administration in connection with the surveying, marking and stocking of our Headquarters Building and the other buildings which we occupy.

We have established an internal organization for the purpose of dealing with all types of emergencies which might occur, including those precipitated by enemy action. We are at present studying the matter of specialized training for certain types of persons assigned to this organization, as was suggested in your letter.

Sincerely yours,

12/
Lyman B. Kirkpatrick
Executive Director

cc: Honorable Bernard L. Boutin
Administrator, General Services
Administration

CIA-EPO:MWB/mrf (9 Mar 64)

Retyped for signature line O/DCI:lh (13 Mar 64)

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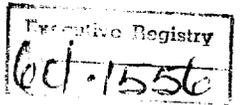
1 - Honorable Bernard L. Boutin

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Orig. Concurrence
signed by L. K. White, DD/S
10 Mar 1964.



ASSISTANT SECRETARY OF DEFENSE
WASHINGTON 25, D.C.

11 55 1964

CIVIL DEFENSE

Honorable John A. McCone
Director, Central Intelligence Agency
Langley, Virginia

Dear Mr. McCone:

On June 21, 1962 you were informed of the new civil defense program in which the Department of Defense conducted a nationwide survey of existing structures and special facilities to determine the degree of available protection against radioactive fallout, the shelter capacity of each facility and the possible modifications that would raise standard shelters to an acceptable level. Since that time, over five million facilities with potential shelter space have been surveyed resulting in the identification of fallout shelter spaces for 104 million people in over 125 thousand structures. At this date, the owners of more than 63 thousand buildings have signed agreements to permit the use of this space, without compensation, to protect approximately 55 million persons.

Many agencies occupying Federal buildings included in these totals have contributed materially in attaining this high level of accomplishment. It is in this respect that you are requested to continue your support of the shelter survey, marking and stocking program. Although many State and Federal agencies as well as private industry have contributed substantial assistance to local civil defense officials in moving and maintaining shelter supplies, this task is a tremendous burden on local government resources. For this reason we strongly urge you to provide whatever assistance you can to local officials in moving shelter supplies into Federal buildings, filling the water drums and periodically checking the supplies.

Each agency is responsible for providing protection for its employees, and others using the space it occupies, against the hazards of attack, fire, or other disaster. To assist agencies in carrying out this responsibility, Executive Order 11093 assigns to the Administrator of General Services, in accordance with guidance from the Department of Defense, responsibility for promoting a Government-wide program to stimulate

the establishment of self-protection organizations, including safety and service personnel, warden service, first aid, police and evacuation services. We request that you advise your field establishments that you expect them to develop and maintain self-protection organizations and work with the GSA representative in GSA-controlled buildings. Organizations such as these are designed for action in all types of emergencies and we believe such a directive from you would contribute substantially to the program. A GSA issuance entitled, "Building Organization for Self-Protection", is available as a guide to all Federal agencies. This guide may be requested from the GSA regional office nearest your field installation. This issuance is now being revised and will be distributed as soon as completed.

In order that shelters may be properly utilized in a civil defense emergency, it is essential that an adequate number of employees be trained in managing a shelter, in using the radiological detection equipment and medical supplies that are provided in each shelter, and in civil defense survival techniques.

Training, available without cost, through local government civil defense organizations, includes instruction in basic civil defense, medical self-help, shelter management and radiological monitoring. It is recommended that at least two or three individuals be trained in each of the four courses for each shelter area occupied by Federal agencies. In addition, all employees should be encouraged to enroll in local civil defense adult education and the medical self-help courses. Shelter manager instructor and radiological monitoring instructor training is provided by the OCD Staff College at Battle Creek, Michigan; the OCD Eastern Training Center at Brooklyn, New York; the Western Training Center, at Alameda, California, and through certain university extension courses at land-grant colleges under contract to the Office of Civil Defense. Local civil defense officials, the regional offices of the CCD/DOD and the General Services Administration are prepared to assist your department or agency field officials in arranging for their training.

Executive Order 10529 of April 22, 1954, provides for active participation by Federal employees in such training programs during official

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