DDS 64-1633

SECRET
Approved For Release 2005/03/24 : CIA-RDP82R00025R000400120007-2

NEW BUILDING FOR PRINTING FACILITIES

PROPOSAL

1. To construct a building on the Langley site to house those Agency printing facilities now located outside the headquarters building.

FACTS

2. The Agency presently operates four printing plants. Two of these occupy approximately 10,000 sq. ft. in the headquarters building in close proximity to the components they serve and it is not considered either feasible or desirable to change this arrangement. The two outside plants which would be consolidated are:

[redacted] 25X1

Plant No. 2 (South Building Basement, 2430 E St., N.W.)

Government-owned space [redacted] sq. ft. gross 25X1

Personnel

Regular
Night Shift [redacted] 25X1

In addition, the Chief of the Printing Services Division and his staff of eight occupy [redacted] in Quarters Eye which should be incorporated into the proposed new plant. 25X1

Approved For Release 2005/03/24 : CIA-RDP82R00025R000400120007-2
SECRET
GROUP 1
Excluded from automatic downgrading and declassification

SUMMARY

Maximum Personnel

25X1

25X1

3. A modern, special purpose building containing 64,000 gross sq. ft. will provide adequate space for the consolidation of the above facilities. Comparative statistics regarding square footage per employee are meaningless in this type of industrial space. Size and amount of machinery and work flow, rather than number of personnel determine space requirements.

4. Sufficient land is available at the headquarters site for construction of the proposed printing plant. Of several possible locations, the one shown in the attachment has been tentatively selected as the most practical.

5. The sum of $1,730,000 remaining as an unobligated balance of funds appropriated for construction of the headquarters building will be sufficient to construct the proposed plant. Our engineers estimate that a building of the type required can be built for $25 per gross sq. ft. or a total of $1,600,000 for 64,000 gross sq. ft. This would include air-conditioning throughout, some dust-proofing and some special de-humidified areas for the storage of paper. The remaining $130,000 would be available for site development work including sufficient parking spaces for the plant personnel.

6. The expenditure of the unobligated balance of the headquarters building fund for this purpose is in the opinion of the Agency General Counsel entirely within the scope of the original authorization and appropriation. No legislation or other congressional action is required. However, the House Appropriations Sub-committee is aware of this unexpended balance and we should obtain their information sanction to use it in this way. The Bureau of the Budget has already given its approval.

JUSTIFICATION

7. The consolidation of Printing Plants Nos. 1 and 2 at the headquarters site will provide the following advantages:

a. Eliminate duplication of personnel. Savings of eight to ten personnel can be effected in the number of supervisory and administrative positions required and some duplication of technical personnel can be avoided.

b. Eliminate duplication of equipment and consequent waste of space. A considerable duplication of equipment is now unavoidable in the operation of two plants. Maintenance costs would be reduced and equipment utilization increased.

c. Reduce time lost in transportation of work to and from the present plants. Headquarters components generate the bulk of the printing workload, but they are [redacted] from Plant No. 1 in [redacted] and nine miles from Plant No. 2 in South Building. By practically eliminating the time required to deliver copy to the plant and return the finished product to the customers, we will not only be providing better and more rapid printing service, but will eliminate the excessive use of expensive duplicating machines at headquarters for work that could be done more efficiently in the printing plant were it only a few minutes away.

25X1

25X1

d. Eliminate the serious security hazard inherent in the movement of classified documents, usually in bulk lots, over the public highways. In addition to the reduction of the security hazard, considerable savings in money and manpower would be derived from the reduced courier requirements. (Two men must accompany all classified material while in transit.)

e. More economical and efficient use of space. Plant No. 1 is [redacted] Plant No. 2 occupies former office space. Modern production-line-type operations would, in a properly designed building, permit streamlining of work flow with resultant increase in efficiency.

25X1

25X1

[redacted]

At current rental rates, a saving of about $155,000 per year would be effected in all three locations.

Approved For Release 2005/01/24 : CIA-RDP82R00025R000400120007-2

9. Related costs (To be included in future Agency operating budgets):

a. Moving of all equipment and furniture	$100,000
b. New equipment	150,000

Certain of the equipment now in use is obsolete or worn out and would not be worth relocating in the new building. It is estimated that it will cost $150,000 to replace this old equipment.

10. Fiscal Year 1963 volume of work:

Plants Nos. 1 and 2 processed over [redacted] printed impressions, [redacted] photographic prints and [redacted] feet of microfilm. All four Agency plants responded to a total of 55,371 requisitions for service.

25X1
25X1
25X1

Attachment
Proposed Site of New Printing Plant

Approved For Release 2005/01/24 : CIA-RDP82R00025R000400120007-2

Approved For Release 2005/03/24 : CIA-RDP82R00025R000400120007-2

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENT

Approved For Release 2005/03/24 : CIA-RDP82R00025R000400120007-2