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29 APR 1958

Director of Communications

Director of Training

Proposed OTR Use

[Redacted]

25X1A6D

1. The Office of Training has a critical need for a Sound Stage on which to shoot Agency Training Films. At the present production rate, four to five films are produced annually which require approximately three months Sound Stage work. A survey was recently made of the [Redacted] to determine it's availability and adaptability to such use.

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2. It appears that present use of the [Redacted] building is limited to:

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a. One continuous week of activities annually during Operation Alert.

b. Storage of a small quantity of Commo equipment in the basement and in several of the offices adjacent to the main floor. This equipment requires routine inspection.

c. Storage of kitchen supplies in an upstairs room from which daily withdrawals are made.

d. Main guard center located in one room adjacent to the main floor but separated from it by two doors.

e. Occasional social events such as farewell parties, bingo, seasonal celebrations, etc.

Projected use of the building for film production could be scheduled so as not to interfere with these activities.

3. Preliminary tests indicate that [Redacted] area could be used as a Sound Stage provided the following alterations are made:

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a. Insulate the entire ceiling area and ends with fiber glass insulating material.

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b. Install monk cloth drapes on tracks on both sides to extend from the balcony to the floor.

c. Install removable panels on the windows located in the balcony area.

d. Enclose the stage opening with removable partitions.

4. Items a. and b. would be performed under an outside contract charged to OTR allotments for FY 1958. [redacted] has advised us that [redacted] to the extent available, would assist OTR personnel in accomplishing items c. and d.

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25X1

5. The use of this facility by OTR would be based on the following understanding:

a. Office of Training personnel will:

(1) Arrange transportation of personnel and equipment to and from the site.

(2) Advise [redacted] of shooting schedules as far in advance as possible, in order that [redacted] can be planned accordingly.

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SIGNED

MATTHEW BAIRD

CONCURRENCE:

\_\_\_\_\_  
Director of Communications

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Date

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