

DDFS 64-5761

4 November 1964

MEMORANDUM FOR: Special Planning Assistant to the DD/S

SUBJECT : 1965 Budget

REFERENCE : SPA/DD/S Transmittal Slip dated 29 Oct. 1964 forwarding questions submitted by BuBud.

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1. There is no information available that reflects the Operating Budget for 1965 being established at

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a. Attention is invited to "Distribution of Office Estimates to Program Activity Categories", Form 1282-
 Att. A, which reflects the following items for FY 65. Figures are shown in thousands.

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General Administration
Reference Services (Archives
and Records Center)

25X1

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*See Attachment D

SECRET

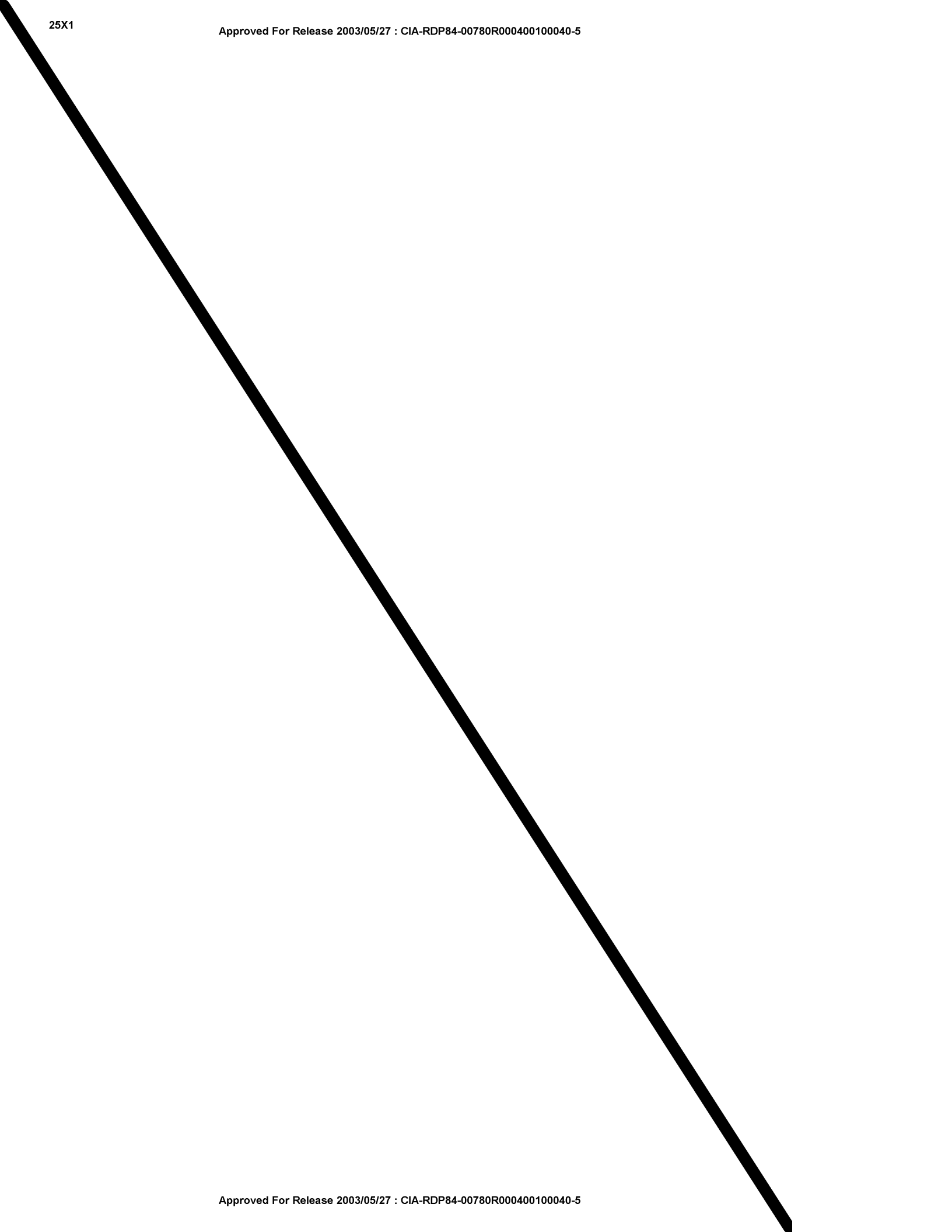
25X1 SUBJECT: [] 1965 Budget

- b. Hard to heat in cold weather.
- c. Temperature inside during meal hours in summer is very uncomfortable - cooling of the old structure would be uneconomical.
- d. It is becoming increasingly difficult to maintain proper standards of sanitation. Wood construction and hollow walls are subject to rodent and insect infestation.
- e. Present structure has inadequate storage for frozen foods.
- f. Present storage has no space for dry storage.
- g. Due to shortage of storage area we are stocking food in three separate buildings which is inefficient.
- h. The working area in the kitchen is inadequate.
- i. Roof rafters are sagging.
- j. Any increase in activity will require additional electrical power.
- k. Floor is deteriorating and will soon need replacement.
- l. Boiler for generating steam for cooking, dish-washing and heating will require replacing in the near future due to its age and the non-availability of parts. (Manufacturer gone out of business)

It cannot be stated that new mess facilities are mandatory during FY 1966. The above information reveals that the sooner the present facilities are replaced, the sooner will we avoid the increasing maintenance and replacement cost and simultaneously have the benefit of the other advantages inherent with the new structure.

25X1 3. Mr. [] has advised that further
25X1 information is not required on the object class breakdown -
See Att. []

[] 25X1
Director of Communications



DD/S 64-4668

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01 SEP 1964

MEMORANDUM FOR: [redacted]

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THROUGH : Director of Communication [redacted]

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SUBJECT : Fiscal Year 1965 Funds

1. The Agency anticipates a reduction in operating funds for Fiscal Year 1965. Against the contingency that reductions may be necessary in the Support Directorate, I believe it would be wise for the [redacted] [redacted] to withhold the obligation of \$226 thousand. The items included within this total are:

25X1

- \$ 35,000
- 160,000
- 5,000
- 6,000
- 10,000
- 4,000
- 3,000
- 3,000

[redacted]

25X1

2. For the present, no change in your Fiscal Year 1965 budget of [redacted] is necessary but your Fiscal Year 1965 allocation will be [redacted] reflecting a withholding of \$226,000.

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3. This action is consistent with negotiations among representatives of the [redacted] the Office of Communications, the Budget Division and my office.

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[redacted]

R. L. Bannerman
Acting Deputy Director
for Support

cc: Budget Division

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

