ADMINISTRATIVE - INTERNAL USE ONLY

OL Files
B&G 2-1

ROUTING AND RECORD SHEET

SUBJECT: (Optional)		
Special Storage Requirements		

FROM:	EXTENSION	NO.
Director of Security		OS 8-2031
		DATE 2 MAR 1988

STAT

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. D/OL				Rae: HEADS UP!!
2. ADDA 7D-24 Hdqs.				From the time ☐ former C/NBPO, gave his first brief- ing on the NHB, the policy of an open office, vaulted, safeless
3. DDA 7D18 HQ				environment in the NHB was agreed to, with Office of Security concur- rence--PTL (prior to ☐
4.				You should also be aware that your predecessor established a policy of one safe per private office only in the NHB. (He said he had coordinated this policy with
5.				the other DD's and none took exception.) Further, he agreed that compartmented material could
6.				be stored in conservafiles with locks if separation is necessary.
7.				I think D/OS's proposal will open the flood gates, and I think we should stick to the policy
8.				outlined above. Why?
9.				1. The Agency has spent about $500,000 exclusively for conservafiles for NHB.
10.				2. Safes in open areas equate to more redesign, more dollars, and more delays. The entire
11.				North Tower is already laid out, and several elements in the South Tower are already
12.				in the detailed A&E design stage.
13.				For all of the above reasons, I suggest we stick to the policy laid out by your predecessor.
14.				
15.				John M. Ray Director of Logistics
				cc: D/OS

2 MAR 1988

MEMORANDUM FOR: Deputy Director for Administration

VIA: Director of Logistics

STAT   FROM:

                 Director of Security

SUBJECT: Special Storage Requirements

   1. Background: During the early planning phases of the
New Headquarters Building, it was decided, from an overall
space efficiency viewpoint, to construct the majority of the
space to meet the security standards for open-shelf storage of
classified material. This was done also to preclude the kind
of patchwork construction that has plagued the present
Headquarters Building in providing similar open-shelf storage
environments.

   2. An item apparently overlooked or not adequately
focused upon during the planning phases was the issue of
"compartmentation." As you are acutely aware, there are a
number of classified programs (national programs, DOE, and DDO)
that are extremely sensitive in nature and which require safe
storage in addition to personnel access control measures. For
these materials to be properly protected in a secure,
open-shelf storage environment such as planned for the New
Headquarters Building, it will be necessary for a number of
proposed occupants to move a limited number of 2-, 4-, and
5-drawer safes into the new building. Further, selected
offices or suites of offices within the open storage areas will
require the addition of personnel access control
measures--either push-button locks or the continuous physical
presence of cleared personnel, i.e., secretary/receptionist--
while such material is unsecure.

   3. It is felt that the additional storage requirements
for special compartmented materials will be minimal and that
components destined to relocate to the New Headquarters
Building already possess sufficient safes within their present

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office inventories. All offices faced with this need for
special compartmented storage requirements will be encouraged
at the ILSP-representative level to maximize their
consolidation of these materials in order to reduce, wherever
possible, the overall requirement for safe storage.

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STAT   OS/EO   (29 Feb 88)

Distribution:
  Orig - Addressee
     1 - D/OL
     1 - DDA Registry
     1 - D/S
     1 - EO
     1 - OS Registry

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