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PERS 74-112

0124

ADMINISTRATIVE — INTERNAL USE ONLY

11 JAN 1974

MEMORANDUM FOR: Executive Officer to the Deputy Director for Management and Services

SUBJECT : Posting of VIP Unit Price

1. This memorandum confirms our oral report in response to the M&S Advisory Group suggestion that the Unit Value for each of the VIP Funds be posted on bulletin boards throughout the Agency every two weeks.

2. While we do not plan to place this information on all bulletin boards, we do agree that the VIP Unit Price might appropriately be placed on the Classified Bulletin Board in the Headquarters Building. We plan on implementing this suggestion every Monday following a payday.

[redacted]

F. W. M. Janney
Director of Personnel

STATINTL

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	UNCLASSIFIED		CONFIDENTIAL		SECRET

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Executive Officer to the Deputy Director for ~~Management and Services~~	1/14/74	
2	7D-18 Headquarters		
3	K - for the ~~MS~~ MS46 file.		
4			
5			
6			

	ACTION		DIRECT REPLY		PREPARE REPLY
	APPROVAL		DISPATCH		RECOMMENDATION
	COMMENT		FILE		RETURN
	CONCURRENCE		INFORMATION		SIGNATURE

Remarks:

This takes care of the suspense.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
Director of Personnel 5E58 HQS x6825	11 JAN 1974

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FORM NO. 237 Use previous editions (40)
1-67

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Director of Personnel
5E 58 Hqs

Please coordinate your response to this interesting proposal with Chairman, VIP and the D/Finance.

Suspense: 7 January 1974.

(s)LDP
LDP

Att: DD/M&S 73-4872

Executive Officer to the DD/M&S
7D 26 Hqs x6535 27 Dec 73

EO-DD/M&S: [redacted] kmg (27 Dec 73) STATINTL
Distribution:
Orig RS - Adse w/Xcy of Att
1 - DD/M&S Subj w/O of Att
1 - DD/M&S Chrono

DD/M&S 73-4872: Memo dtd 20 Dec 73 to DD/M&S fr MSAG, subj: Brief No. 10; VIP Unit Price

Approved For Release 2000/06/06 : CIA-RDP81-00261R000700030102-3

ADMINISTRATIVE - INTERNAL USE ONLY DD/M&S 73-4872
Approved For Release 2000/06/06 : CIA-RDP81-00261R000700030102-3

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Brief No. 10 ; VIP Unit Price

1. The Management and Services Advisory Group recommends that the unit prices of investments in VIP be posted on Agency bulletin boards.

2. Employees who invest in VIP receive quarterly statements from VIP showing their contribution, unit price, units purchased and total units owned. In the interim they do not know if their investment is increasing or decreasing. The VIP accountant computes a unit price for VIP as of payday Friday. Employees would be able to follow their investment if the unit price was posted on Agency bulletin boards every two weeks.

Management and Services Advisory Group

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Approved For Release 2000/06/06 : CIA-RDP81-00261R000700030102-3

74-0081

8 January 1974

MEMORANDUM FOR: EO/DDM&S

SUBJECT : Brief No. 9; Employee Information on CIA Letterhead

1. The Regulations Control Staff agrees with the attached MSAG recommendation that unclassified information applicable to the employee and his family should be disseminated in a [redacted] STATINTL format so that the publications may be taken home by the employee. With respect to the Employee Bulletin this can be done readily by omitting the CIA seal from the letterhead. With respect to unclassified information published "in the notice" format we believe that if the comand line is deleted, the HN number designation is sufficiently innocuous as not to constitute a security or cover hazard.

2. We must defer to the judgment of Agency management, however, as to whether employees under cover should be permitted to take home unclassified information published as above. We believe that most employees in a light cover status could use information published in such a format without jeopardizing their cover if appropriately admonished with respect to handling the document and destroying it after use. The MSAG memo assumes employees under cover are not concerned with potential cover problems of the format if, as alleged, the text of the document is xeroxed without the letterhead and then taken home.

[redacted] STATINTL

Chief, Regulations Control Staff

Attachment: a/s

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Chief, Regulations Control
Staff
712 Magazine Bldg.

Cal:

Any ideas? I wonder if there really was a "tremendous waste of paper!"

Suggest you discuss with [redacted] and then prepare a brief response to DD/M&S.

STATINTL

Suspense: 8 January 1974.

/s/LDP
LDP

Att: DD/M&S 73-4871

Executive Officer to the DD/M&S
7D 26 Hqs x6535 27 Dec 73

STATINTL

EO-DD/M&S:[redacted]kmg (27 Dec 73)
Distribution:
Orig RS - Adse w/Xcy of Att
1 - DD/M&S Subj w/O of Att
1 - DD/M&S Chrono

DD/M&S 73-4871: Memo dtd 20 Dec 73 to DD/M&S fr MSAG, subj: Brief No. 9; Employee Information on CIA Letterhead

Approved For Release 2000/06/06 : CIA-RDP81-00261R000700030102-3

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DD/M&S 73-4871

Administrative - Internal Use Only

20 DEC 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Brief No. 9; Employee Information on CIA Letterhead

1. The Management and Services Advisory Group recommends that consideration be given to disseminating information applicable to the employee and his family in a format that may be taken home by all employees.

2. The recent Employee Bulletin on Tips for Conserving Gasoline and the Medical Newsletter are good examples of information that should be shared with an employee's family. The Medical Newsletter was printed in a [redacted] version for all DDO offices and on CIA letterhead for all other offices. The Employee Bulletin was printed on CIA letterhead for all offices. STATINTL

3. Many employees who could not take the documents home because of the CIA letterhead covered the CIA portion and xeroxed a copy to take home; a tremendous waste of paper.

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Approved For Release 2000/06/06 : CIA-RDP81-00261R000700030102-3

9 NOV 1973

MEMORANDUM FOR: Deputy Director for Management & Services

SUBJECT: Office-wide Meetings

1. The Management & Services Advisory Group has received some feedback regarding the office-wide meetings held by some M&S components that we feel would be of interest to office management.

2. In a word - favorable - that's been the response from the OJCS, OS and OL office-wide meetings held to date. The MSAG has taken note of these meetings and recommends similar sessions be held on a semi-annual, annual or as the need dictates basis by all components in the DDM&S.

3. The employees appreciate being kept informed on current policy changes being considered or made, especially when that information comes from the Office Head himself. This forum improves morale, eliminates rumors, provides for a general exchange of information and goes a long way in giving a sense of unity among the members of the office involved.

Management and Services Advisory Group

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#8

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PERS 74-29

DD/M&S 74-0048

Administrative - Internal Use Only

7 JAN 1974

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Organizational Name Changes

REFERENCE : Memo fr Management and Services Advisory Group to DD/M&S, subj: Office Name Changes dtd 7 Nov 73

1. In response to the suggestion contained in the referenced memorandum that some central place be established to evaluate and "clear" organizational name changes caused by reorganizations or office moves, I have identified our Position Management and Compensation Division as the focal point for approving such changes to preclude duplications.

2. In paragraph 2 and 3 of the Management and Services Advisory Group memorandum, the problems associated with the use of partial office addresses (i.e., CCS, PPB, etc.) can be eliminated if full office addresses were used in inter-office mail.

3. We will develop an appropriate Agency notice confirming the requirement to coordinate all new office names with PMCD/OP and reaffirm the need for internal correspondence to include complete organizational initials.

STATINTL

[redacted]
F. W. M. Janney
Director of Personnel

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Director of Personnel
5E 58 Hqs

Fred:

In reviewing your response to the MSAG suggestion about office name changes, Harold asked that OP reconsider its position. He noted that in most large organizations the Personnel Office is responsible for coordinating office name changes to prevent organizational confusion. This could be a helpful service for OP to perform for the Agency.

Suspense: ~~28 December~~ 1973.
4 Jan

(5) LDP
LDP

Att: DD/M&S 73-4579

Executive Officer to the DD/M&S
7D 26 Hqs x6535 19 Dec 73

STATINTL

EO-DD/M&S: [redacted] kmg (19 Dec 73)
Distribution:
Orig RS - D/Pers w/Xcy of Att
1 - DD/M&S Subj w/O of Att
1 - DD/M&S Chrono

DD/M&S 73-4579: Memo dtd 26 Nov 73 to Acting DD/M&S fr D/Pers, subj: Office Name Changes

Approved For Release 2000/06/06 : CIA-RDP81-00261R000700030102-3

Approved For Release 2000/06/06 : CIA-RDP81-00261R000700030102-3

DD/M&S 73-4579

ADMINISTRATIVE - INTERNAL USE ONLY

26 NOV 1973

MEMORANDUM FOR: Acting Deputy Director for Management and Services

SUBJECT : Office Name Changes

1. This is in response to paragraph 1 of the Management and Services Advisory Group memorandum of 7 November 1973. In this memorandum the MSAG points out that they have received a suggestion requesting some central place be established where office memos, initials, room and phone number changes are either recorded or cleared to end the confusion caused by reorganization or office moves.

2. We do not believe, from our standpoint, that this is a major problem and question whether it has a high enough priority to warrant the creation of a special position charged with responsibility for "riding herd" on this matter or adding this workload to an already full schedule of another employee. Eventually, notices and the telephone directory may take care of the problem.

3. While obvious, I will point out that we have seen, in recent months, a dramatic reorganization in this Agency--a reorganization of the nature that we will probably not see for a few years to come. In short, we wonder whether this is really a continuing problem of a serious nature and suggest that time may act as an effective remedy.

[redacted]
F. W. M. Janney
Director of Personnel

STATINTL

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Director of Logistics
1206 Ames Bldg.

The attached management brief(s) was submitted by the M&S Advisory Group for information and any action believed appropriate by the office director or staff chief most concerned.

LDP

Atts

Executive Officer to the DD/M&S
7D 26 Hqs x6535 9 Nov 73

STATINTL

EO-DD/M&S [redacted]:kmg (9 Nov 73)
Distribution:
Orig RS - Ea. w/appropriate atts - D/Log, D/Pers, D/Sec, C/RCS, C/ISAS, Chm/FAC
1 - DD/M&S Subj w/O of DD/M&S 73-4357 & O of atts
1 - DD/M&S Chrono

DD/M&S 73-4357: Memo dtd 7 Nov 73 to DD/M&S fr MSAG, subj: Management Briefs
Atts to D/Log - Agency Space Problem
Tube System Use
Commuter Service
Att to Chm/FAC - Expand CIA Displays
Att to D/Sec - Fire Drills
Att to ISAS - Inter-Office Envelopes
Att to D/RCS - Office Name Changes
Atts to D/Pers - Office Name Changes
Expand CIA Displays

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7 NOV 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT: Office Name Changes

1. The Management & Services Advisory Group has received a suggestion requesting some method or central place be established where office names, initials, phone & room number changes are either recorded or cleared to end the confusion caused by reorganizations or office moves.

2. This is a constant irritation shared by all registries, couriers and secretaries sending or receiving mail. The man-hour loss, time delays and confusion are immeasurable.

3. Some examples cited were:

CCS - Is it Contract Claims Section, Central Cover Staff or Cover & Commercial Staff?

PPB - Is it Planning, Programming and Budgeting or Professional Placement Branch?

C/PS - Is it Chief, Plans and Systems, Chief, Planning Staff or Chief, Psychiatric Staff?

CT - Central Travel, Career Trainee or Compensation and Tax.

4. We pass this on to management for whatever action they deem appropriate.

Management & Services Advisory Group

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MEMORANDUM FOR: Mr. Brownman

STATINTL

You asked about the MSAG proposal of 7 November 1973 that CIA "in-house" displays put on by the Fine Arts Commission be expanded and shown to the general public. Attached herewith are the comments of [redacted], Chairman, Fine Arts Commission, and Angus Thuermer, Assistant to the DCI. I also talked to [redacted] who, I understand is working on this item in accordance with instructions from the ADD/M&S. She continues to look into the situation.

STATINTL

LJD

Karen –

30 Jan 74
(DATE)

FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED. (47)

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Approved For Release 2000/06/06 : CIA-RDP81-00261R000700030102-3 DDM&S 74-0303

28 January 1974

MEMORANDUM FOR: Deputy Director for Management & Services

SUBJECT : Expanding CIA Displays

REFERENCE : DDM&S Advisory Group Memo of 7 November 1973.
[redacted] Memo of 22 January 1974.

STATINTL

I take a positive attitude towards the idea of some sort of initially inconspicuous public appearance by the Agency; exhibits might be one way to do it.

We should start in a serious and fairly undramatic way. The publications suggestion in paragraph 4a of the Advisory Group memorandum of 7 November would fit my specification. The exhibit has scholarly overtones, it is not so jazzy that it would attract a lot of press attention, and is generally in keeping with a dignified "image" (although I hate the word).

Coupled with the display of publications and books might be the simultaneous nearby quiet running of the film "Need to Know", as suggested.

Once such a show were successfully mounted, we would then have established a track record of this having been done and having been done without raising too much dust.

Then, we might move on toward the more dramatic Cuban missile display, again running along side of it the "Need to Know" film.

I was in favor of our award-winning drug display when it was being shown and where it was being shown, namely, in local high schools and at the AMA conventions when drug abuse was a more burning issue than it is today. I would not want to drag up the drug matter now. Let's sit on it.

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The Berlin tunnel exploits might be something we would want to consider at a later date.

I would favor commercial application exhibits if we had enough material to show and provided we did *not* feature those items which leave an unsavory taste in the public's mouth. We would not want to use the paraffin test which police use, but we might very well push the metal detector for airports and xerox telephoning bit.

AM

Angus MacLean Thuermer
Assistant to the Director

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Approved For Release 2000/06/06 : CIA-RDP81-00261R000700030102-3 DD/M&S 74-0258

ADMINISTRATIVE - INTERNAL USE ONLY

22 January 1974

MEMORANDUM FOR: Deputy Director for Management & Services

SUBJECT : Expanding CIA Displays

REFERENCE : M&S Advisory Group memo of 7 Nov 73, same subject

1. The Fine Arts Commission has recently considered the suggestion made in reference for the showing of CIA "in-house" displays to the general public, and concluded that the question of the desirability of such a program is almost entirely outside its purview. It was noted that the Commission itself would be most reluctant to become involved in the display outside of the Agency of any such exhibits simply on grounds of availability of time. It is difficult enough to get people to commit the time needed to cope with all the mechanical problems attendant upon mounting displays in the headquarters building itself.

2. I have discussed this suggestion with Mr. Angus Thuermer--not in his FAC member capacity, but in his primary role as Assistant to the Director--, and he expressed some interest in the idea. I am therefore sending him a copy of the original proposal, together with this note.

[redacted]

STATINTL

Chairman
Fine Arts Commission

cc: Asst to Director

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Director of Logistics
1206 Ames Bldg.

The attached management brief(s) was submitted by the M&S Advisory Group for information and any action believed appropriate by the office director or staff chief most concerned.

LDP

Atts

Executive Officer to the DD/M&S
7D 26 Hqs x6535 9 Nov 73

STATINTL

EO-DD/M&S [redacted] kmg (9 Nov 73)
Distribution:
Orig RS - Ea. w/appropriate atts - D/Log, D/Pers, D/Sec, C/RCS, C/ISAS, Chm/FAC
1 - DD/M&S Subj w/O of DD/M&S 73-4357 & O of atts
1 - DD/M&S Chrono

DD/M&S 73-4357: Memo dtd 7 Nov 73 to DD/M&S fr MSAG, subj: Management Briefs
Atts to D/Log - Agency Space Problem
Tube System Use
Commuter Service
Att to Chm/FAC - Expand CIA Displays
Att to D/Sec - Fire Drills
Att to ISAS - Inter-Office Envelopes
Att to D/RCS - Office Name Changes
Atts to D/Pers - Office Name Changes
Expand CIA Displays

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7 NOV 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT: Expand CIA Displays

1. The Management & Services Advisory Group has adopted a suggestion that MSAG feels warrants your consideration.

2. MSAG believes that the CIA "in-house" displays put on by the Fine Arts Commission should be expanded and shown to the general public. By general public, we mean school children, visitors to the Capital Area, tourists, etc. The displays are envisioned in the Smithsonian, Science & Technology, and Library of Congress.

3. The purpose of the displays would be primarily educational with public relations and long-term recruiting potential as secondary goals.

4. Some of the ideas suggested for an expanded CIA display would be:

a. A CIA books and publications display showing our contribution to the President and other government agencies, colleges, etc.

b. The award winning - Drug Display.

c. The Cuban Missile Crisis - Display.

d. The Berlin Tunnel Exploits.

e. Continuous running on a monitor of the film - "Need to Know" as part of a larger display.

f. The current display of Nathan Hale and the history of spying via stamp, publications, etc.

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g. A display showing commercial applications of products currently on the market that CIA originally engineered.

(1) Xerox telephonic copying

(2) Metal detectors for airport use

(3) Paraffin test currently used by police

5. MSAG feels the time is right for expansion of our displays when good judgment and security considerations can be satisfied and the necessary approvals obtained.

Management & Services Advisory Group

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Administrative - Internal Use Only DD/M&S 73-4507
Approved For Release 2000/06/06 : CIA-RDP81-00261R000700030102-3

15 NOV 1973

MEMORANDUM FOR: Deputy Director for Management and Services

ATTENTION : Executive Officer to the DD/M&S

SUBJECT : Management and Services Advisory Group's Recommendations

REFERENCE : Routing Slip Note dtd 9 Nov 73 fm EO-DD/M&S to D/L re: M&S Advisory Group's Three Recommendations

1. With regard to the attached suggestions from the Management and Services Advisory Group, we offer the following comments and observations.

a. The recommendation that we establish a working panel of senior representatives to look into the moves and relocations has, to a degree, been overtaken by events. As you know, following your briefing at the Director's Staff Meeting of 8 November, certain decisions were made and are now being implemented. The suggestion that we move GSA out of the Building or consolidate their work area has been considered on numerous occasions, and each time it has been agreed that they would remain in the Building in their current space for the sake of expediency and dollar savings. The feasibility of better utilization of Headquarters garage space is also under active consideration at this time, just as is the possibility of GSI taking over the Executive Dining Room. The requirement to have offices budget for their major space renovations is covered in the appropriate sections of the Program Call which is published annually.

b. The suggestion regarding more widespread use of the Tube System is a good one; and, although we believe that the majority of personnel know about the tube's existence, we can publish an Agency-wide notice reminding personnel of this fact.

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SUBJECT: Management and Services Advisory Group's Recommendations

c. With regard to the comments pertaining to commuter or charter service, the M&S Advisory Group should be made aware that:

(1) The Office of General Counsel has rendered an opinion in which they state that it would be illegal to augment the existing shuttle or commercial service to provide transportation for the employee for any portion of the traveling he would normally do between his residence and place of work;

(2) OGC has also rendered the opinion that the Agency may not contract for a charter service in behalf of its employees with the cost to be assumed by them, the controlling principle here being that it (the Agency) may not undertake to assume the secondary liability implied by such an arrangement.

(3) This Office is in the process of preparing a notice covering the utilization of other Government agency shuttles.

(4) OL is exploring new and different ways of encouraging car pools, but the M&S Advisory Group should be reminded that these efforts have not been as successful in the past as we would have liked.

2. Again, we express our appreciation to the M&S Advisory Group for its suggestions and interest, and please assure the group that each of these suggestions is given very close attention when received.

[redacted]

STATINTL

Francis J. Van Damm
Director of Logistics

Att

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X cy

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Director of Logistics
1206 Ames Bldg.

The attached management brief(s) was submitted by the M&S Advisory Group for information and any action believed appropriate by the office director or staff chief most concerned.

LDP

Atts

Executive Officer to the DD/M&S
7D 26 Hqs x6535 9 Nov 73

STATINTL

EO-DD/M&S:[redacted]:kmg (9 Nov 73)
Distribution:
Orig RS - Ea. w/appropriate atts - D/Log, D/Pers, D/Sec, C/RCS, C/ISAS, Chm/FAC
1 - DD/M&S Subj w/O of DD/M&S 73-4357 & O of atts
1 - DD/M&S Chrono

DD/M&S 73-4357: Memo dtd 7 Nov 73 to DD/M&S fr MSAG, subj: Management Briefs
Atts to D/Log - Agency Space Problem
Tube System Use
Commuter Service
Att to Chm/FAC - Expand CIA Displays
Att to D/Sec - Fire Drills
Att to ISAS - Inter-Office Envelopes
Att to D/RCS - Office Name Changes
Atts to D/Pers - Office Name Changes
Expand CIA Displays

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7 NOV 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT: Commuter Service

1. The Management & Services Advisory Group has received a suggestion of merit that MSAG feels warrants your consideration.

2. In keeping with the area-wide campaign to keep cars from the downtown area by car pools, bussing, and computer matching, the Agency should do its share by adopting or considering some of the following:

a. Expand the Shuttle Service - Permit employees who work in the Rosslyn areas to park at Hqs. and board the shuttle to downtown areas. This is currently being done on an informal basis within the existing schedule and seems to be working.

b. Explore the feasibility of utilizing other Government agency shuttles serving the same areas. Pool these facilities.

c. Experiment with computer-assisted car pooling among Agency employees. Without utilizing a large amount of OJCS resources, can existing data be taped for matching purposes?

d. Car pool boards in Ames Bldg. should be relocated to a more accessible space.

e. Conduct a campaign to encourage car pooling among Agency employees. Signs, charts, and displays might be utilized.

f. Examine results of Agency survey on car pooling to determine trends and ways to improve car pool usage.

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g. Determine how Hqs. car pool board can be made more effective. Possibly a light displayed in the block whenever a car pool ride is wanted.

Management & Services Advisory Group

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Approved For Release 2000/06/06 : CIA-RDP81-00261R000700030102-3

X cy

Approved For Release 2000/06/06 : CIA-RDP81-00261R000700030102-3

Director of Logistics
1206 Ames Bldg.

The attached management brief(s) was submitted by the M&S Advisory Group for information and any action believed appropriate by the office director or staff chief most concerned.

15/LDP
LDP

Atts

Executive Officer to the DD/M&S
7D 26 Hqs x6535 9 Nov 73

STATINTL

EO-DD/M&S:[redacted]kmg (9 Nov 73)
Distribution:
Orig RS - Ea. w/appropriate atts - D/Log, D/Pers, D/Sec, C/RCS, C/ISAS, Chm/FAC
1 - DD/M&S Subj w/O of DD/M&S 73-4357 & O of atts
1 - DD/M&S Chrono

DD/M&S 73-4357: Memo dtd 7 Nov 73 to DD/M&S fr MSAG, subj: Management Briefs
Atts to D/Log - Agency Space Problem
Tube System Use
Commuter Service
Att to Chm/FAC - Expand CIA Displays
Att to D/Sec - Fire Drills
Att to ISAS - Inter-Office Envelopes
Att to C/RCS - Office Name Changes
Atts to D/Pers - Office Name Changes
Expand CIA Displays

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7 NOV 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT: Inter-Office Envelopes

1. The Management & Services Advisory Group has received a suggestion regarding better utilization of inter-office envelopes that MSAG feels warrants your consideration.

2. Currently in effect as standard practice in most Agency offices is for an individual who wants to mail correspondence, papers, etc., to another office - simply gets a blank envelope, addresses it and mails it off. The recipient removes the contents and destroys the envelope because it is not adapted for further use. The suggestion is simple - adopt Agency-wide an inter-office envelope with enough numbered spaces so that the recipient simply crosses out his mailing address after receipt and saves the envelope for use again in the next numbered space. The mail is routed to the next numbered addressee. The Agency already has these envelopes and they are in use in other government agencies.

3. MSAG members expanded on the suggestion by stating certain offices use pull off address tapes so the envelope can be used again by attaching a new stick-on address tape.

4. MSAG recommends the suggestions be considered and an Agency-Wide notice circulated requesting the Agency secretaries help in conserving paper by utilizing either their own methods or the suggestions above. Providing the cost per envelope and a stock of inter-office envelopes would be a starting point.

Management & Services Advisory Group

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DD/M&S 73-4623

4 DEC 1973

MEMORANDUM FOR: Acting Deputy Director for Management and Services

SUBJECT : Fire Drills

REFERENCE : Memo for DDM&S from Management and Services Advisory Group, Subject: Fire Drills dated 7 November 1973

1. The reference contains comments regarding the value of conducting completely unannounced fire drills. The Office of Security concurs and for the past two years unannounced drills have been conducted in the Headquarters Building.

2. Fire Drills are also conducted by the Safety Branch in other buildings in the Washington area. The Building Evacuation Officers in these buildings have been notified in advance to enable them to brief the Senior Agency Official of the impending drill. Future fire drills in these buildings will be conducted without prior notification in accordance with the MSAG recommendation.

[redacted]

STATINTL

Howard J. Osborn
Director of Security

Att: reference

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9 NOV 1973 D 226-1

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

UNCLASSIFIED		CONFIDENTIAL		SECRET

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Director of Security 4E 60 Hqs	12 NOV 1973	[illegible]
2	DD/OS	13 NOV 1973	[illegible]
3			
4	DD/PTOS	14 NOV 1973	[illegible]
5	C/PHYSICAL SEC. DIV.		187
6	C/Phy SD		

	ACTION		DIRECT REPLY		PREPARE REPLY
	APPROVAL		DISPATCH		RECOMMENDATION
	COMMENT		FILE		RETURN
	CONCURRENCE		INFORMATION		SIGNATURE

Remarks:

The attached management brief was submitted by the M&S Advisory Group for information and any action believed appropriate by the office director or staff chief most concerned.

DD/[illegible] 1533

LDP

Att

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
Executive Officer to the DD/M&S 7D 60 Hqs	9 NOV 73

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FORM NO. 237 Use previous editions (40)
1-67

X cy

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Director of Logistics
1206 Ames Bldg.

The attached management brief(s) was submitted by the M&S Advisory Group for information and any action believed appropriate by the office director or staff chief most concerned.

15/LDP
LDP

Atts

Executive Officer to the DD/M&S
7D 26 Hqs x6535 9 Nov 73

STATINTL

EO-DD/M&S [redacted] kmg (9 Nov 73)
Distribution:
Orig RS - Ea. w/appropriate atts - D/Log, D/Pers, D/Sec, C/RCS, C/ISAS, Chm/FAC
1 - DD/M&S Subj w/O of DD/M&S 73-4357 & O of atts
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DD/M&S 73-4357: Memo dtd 7 Nov 73 to DD/M&S fr MSAG, subj: Management Briefs
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7 NOV 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT: Fire Drills

1. The Management and Services Advisory Group has received a suggestion of merit that MSAG feels warrants your consideration.

2. The value of periodic fire drills is completely lost because employees know the day and often the hour of each fire drill. Employees open the minimum number of safes and take out the minimum amount of material. In some offices the material is put away and all safes are locked five minutes before the fire alarm sounds. People do not respond quickly because they know it is only a drill.

3. MSAG recommends that future fire drills be a surprise to everyone (including guards) in the building.

Management and Services Advisory Group

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#3

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Approved For Release 2000/06/06 : CIA-RDP81-00261R000700030102-3

15 NOV 1973

MEMORANDUM FOR: Deputy Director for Management and Services

ATTENTION : Executive Officer to the DD/M&S

SUBJECT : Management and Services Advisory Group's Recommendations

REFERENCE : Routing Slip Note dtd 9 Nov 73 fm EO-DD/M&S to D/L re: M&S Advisory Group's Three Recommendations

1. With regard to the attached suggestions from the Management and Services Advisory Group, we offer the following comments and observations.

a. The recommendation that we establish a working panel of senior representatives to look into the moves and relocations has, to a degree, been overtaken by events. As you know, following your briefing at the Director's Staff Meeting of 8 November, certain decisions were made and are now being implemented. The suggestion that we move GSA out of the Building or consolidate their work area has been considered on numerous occasions, and each time it has been agreed that they would remain in the Building in their current space for the sake of expediency and dollar savings. The feasibility of better utilization of Headquarters garage space is also under active consideration at this time, just as is the possibility of GSI taking over the Executive Dining Room. The requirement to have offices budget for their major space renovations is covered in the appropriate sections of the Program Call which is published annually.

b. The suggestion regarding more widespread use of the Tube System is a good one; and, although we believe that the majority of personnel know about the tube's existence, we can publish an Agency-wide notice reminding personnel of this fact.

OL 3 6219a

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Approved For Release 2000/06/06 : CIA-RDP81-00261R000700030102-3

SUBJECT: Management and Services Advisory Group's Recommendations

c. With regard to the comments pertaining to commuter or charter service, the M&S Advisory Group should be made aware that:

(1) The Office of General Counsel has rendered an opinion in which they state that it would be illegal to augment the existing shuttle or commercial service to provide transportation for the employee for any portion of the traveling he would normally do between his residence and place of work;

(2) OGC has also rendered the opinion that the Agency may not contract for a charter service in behalf of its employees with the cost to be assumed by them, the controlling principle here being that it (the Agency) may not undertake to assume the secondary liability implied by such an arrangement.

(3) This Office is in the process of preparing a notice covering the utilization of other Government agency shuttles.

(4) OL is exploring new and different ways of encouraging car pools, but the M&S Advisory Group should be reminded that these efforts have not been as successful in the past as we would have liked.

2. Again, we express our appreciation to the M&S Advisory Group for its suggestions and interest, and please assure the group that each of these suggestions is given very close attention when received.

[redacted]

STATINTL

Francis J. Van Damm
Director of Logistics

Att

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1 cy

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Director of Logistics
1206 Ames Bldg.

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LDP

Atts

Executive Officer to the DD/M&S
7D 26 Hqs x6535 9 Nov 73

STATINTL

EO-DD/M&S: [redacted] kmg (9 Nov 73)
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7 NOV 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT: Tube System Use

1. The Management & Services Advisory Group has received a suggestion regarding better utilization of the Tube System that MSAG feels warrants your consideration.

2. A summary of the suggestion points out the delay in mail deliveries caused by the decrease in mail pickups can be overcome by using the Tube System. The majority of Agency offices have tube stations and delivery is quick and efficient. The suggestion cites an example that the last run from the Hqs. building to other Agency buildings is at 1400, while the last pickup in most offices is 1130. By utilizing the tube to the mail room, your information can make the 1400 run - thereby saving a full 24 hours in delivery time plus contributing to more efficient use of the courier system.

3. MSAG recommends that an Agency-Wide notice be circulated advising personnel of the decrease in mail pickups and the advantages of using the Tube System - both for urgent and routine interoffice correspondence.

Management & Services Advisory Group

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#2

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Approved For Release 2000/06/06 : CIA-RDP81-00261R000700030102-3

X cy

15 NOV 1973

MEMORANDUM FOR: Deputy Director for Management and Services

ATTENTION : Executive Officer to the DD/M&S

SUBJECT : Management and Services Advisory Group's Recommendations

REFERENCE : Routing Slip Note dtd 9 Nov 73 fm EO-DD/M&S to D/L re: M&S Advisory Group's Three Recommendations

1. With regard to the attached suggestions from the Management and Services Advisory Group, we offer the following comments and observations.

a. The recommendation that we establish a working panel of senior representatives to look into the moves and relocations has, to a degree, been overtaken by events. As you know, following your briefing at the Director's Staff Meeting of 8 November, certain decisions were made and are now being implemented. The suggestion that we move GSA out of the Building or consolidate their work area has been considered on numerous occasions, and each time it has been agreed that they would remain in the Building in their current space for the sake of expediency and dollar savings. The feasibility of better utilization of Headquarters garage space is also under active consideration at this time, just as is the possibility of GSI taking over the Executive Dining Room. The requirement to have offices budget for their major space renovations is covered in the appropriate sections of the Program Call which is published annually.

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SUBJECT: Management and Services Advisory Group's Recommendations

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(4) OL is exploring new and different ways of encouraging car pools, but the M&S Advisory Group should be reminded that these efforts have not been as successful in the past as we would have liked.

2. Again, we express our appreciation to the M&S Advisory Group for its suggestions and interest, and please assure the group that each of these suggestions is given very close attention when received.

[redacted] STATINTL

Francis J. Van Damm
Director of Logistics

Att

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Director of Logistics
1206 Ames Bldg.

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LDP

Atts

Executive Officer to the DD/M&S
7D 26 Hqs x6535 9 Nov 73

STATINTL

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7 NOV 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT: Agency Space Problem

1. The Management and Services Advisory Group (MSAG) has been studying the space problem as it exists within Headquarters Building. We have had a number of meetings with Logistics personnel and our consensus of opinion is that the Office of Logistics is doing all possible to solve the problem within the limits of their authority.

2. Our recommendations to help solve the space problem are as follows:

a. Establish a working panel of a senior representative from each Directorate to advise on who should remain in Headquarters Building and to recommend the priority of moves and relocations of major proportions. The panel recommendations will be forwarded to the Agency Management Committee who will determine the course of action to be taken.

b. Better utilization of existing space.

(1) Reduce the size of the library. Magazines and newspapers dating as far back as 1966 are stored in library space. Transfer periodicals and books to the Library of Congress or possibly to another Agency location outside of Headquarters.

(2) Consider moving GSA out of the Building or consolidating their work area. Possibly relocate GSA to the motor pool area in the West Parking lot and have them work from trucks for the maintenance supplies and routine repair equipment they need.

#1

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(3) Examine the feasibility of better utilization of the Hqs. garage space - in view of new garage construction in West Lot.

(4) Consider GSI food service for the Executive Dining Room in lieu of Agency Staff or Contract personnel.

(5) Require offices to budget their own monies for major space renovations. This would subject the offices to financial discipline and provide line and staff reviews by respective Directorate offices and O/PPB. It would also require the office heads to decide where cuts are taken when higher priority projects come along and monies have to be offered up to cover unfunded requirements.

Management & Services Advisory Group

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DDM&S 73-4357

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7 NOV 1973

MEMORANDUM FOR: Deputy Director, Management and Services Area

SUBJECT: Management Briefs

1. The members of the M&S Advisory Group have adopted a "brief" type format to advise you of interesting topics that have come to our attention during conversations with and/or suggestions received from Directorate personnel. The brief speaks for itself and does not warrant a detailed study by advisory group personnel, but can be submitted directly to management for their information or action.

2. Attached are some of the more interesting topics that MSAG feels warrants your consideration.

Management & Services Advisory Group

Attachments:
As Stated

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MEMORANDUM FOR: Mr. Brownman via Mr. Wattles

9 NOV 1973

The MSAG plans to discuss the attached management briefs with you during your next session with them (13 November). I have forwarded copies of these briefs to the appropriate offices (indicated in pencil on the upper right-hand corner of each brief) with a note saying that each is an observation and suggestion from the MSAG and may merit further consideration by the office director. However, I have not asked for specific feedback.

LDP

8 November 1973
(DATE)

FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED. (47)

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