

SECRET

Staff Chiefs

DD/P 1-1958

20 April 1970

MEMORANDUM FOR: All Division and Staff Chiefs

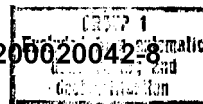
SUBJECT: General Housekeeping in the Clandestine
Service Headquarters Area

1. I should like your assistance in an effort to improve the general appearance of those portions of the headquarters building in which we live and work. I have particular reference to the main and inner corridors although my comments refer also to some of our offices.

2. On a number of recent occasions I have noticed, as I am sure you have, the messy evidences of spilled coffee, dropped sandwiches, and other such indications of sloppy housekeeping in our particular hallways. The char force is only operative at night after most of us are gone. It does a good job of cleaning up after us, but it cannot be responsible for a mess that we have created early in the day and which sits there until the char force comes on in the evening. Meanwhile, we too often present an aspect which none of us, I am sure, would wish associated with our homes, for example. To look at it another way, a recent Ministerial visitor to the headquarters building and to our area in particular had to work his way gingerly around a spilled cup of coffee. That kind of thing is bound to take the edge off our best efforts to impress such visitors. But the important point is that we should all feel a responsibility for making sure that any mess we create as individuals, we clean up and not leave to someone else.

3. I note also the Headquarters Employee Bulletin (No. 270) published on 7 April 1971 on the removal of utensils from the cafeterias. This is directly relevant to my previous comments.

SECRET



SECRET

4. Please see to it that every employee under your jurisdiction is made familiar with that headquarters bulletin and with the above request for cooperation in keeping our part of the headquarters building as neat and as presentable as possible.

25X1A



Thomas H. Karamessines
Deputy Director for Plans

SECRET