

12 DEC 1977

Executive Registry
17-2930/A
GSA

Mr. James F. Steele, Jr.
Regional Commissioner, Region 3
Public Buildings Service
General Services Administration
Washington, D.C. 20407

Dear Mr. Steele:

The information furnished below is in response to your letter to the Director, dated 17 November 1977, regarding a new procedure for the acceptance of reimbursable work performed by GSA Buildings Managers in excess of \$10,000. We are looking forward to the successful implementation of this procedure which hopefully will provide us with timely and quality work performance and a participative role in inspection and acceptance.

In order to assist you with this endeavor, we have established focal point officers who are authorized to sign the acceptance memorandum for reimbursable work that is satisfactorily completed for us. The focal point officer for the CIA Headquarters Building and all other Agency-occupied buildings [redacted] in the Metropolitan Washington area is Mr. [redacted] Chief, Space Maintenance and Facilities Branch, Logistics Services Division, Office of Logistics, and his alternate will be [redacted]

[redacted] The focal point officer for [redacted] Chief, Logistics Branch, National Photographic Interpretation Center, and his alternate will be [redacted]

Please rest assured that we will support and assist you in this effort. Thanks again for your continued cooperation and assistance.

Sincerely,

/s/ James H. McDonald
James H. McDonald
Director of Logistics

cc: *ER*
A-DDA

EXECUTIVE REGISTRY FILE

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Executive Registry
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Admiral Stansfield Turner
Director
Central Intelligence Agency
Washington, DC 20505

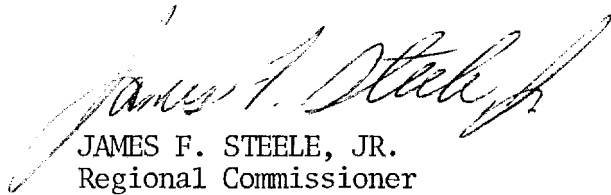
Dear Admiral Turner:

I am initiating a new procedure with respect to work performed for you by our buildings managers which exceeds \$10,000 in cost. We are hopeful that these new procedures will improve our delivery service to you in a more timely manner, ensure higher quality of work, and provide you, our customer, with the opportunity to more fully participate in the acceptance of these projects.

In order to do this, several administrative procedures are necessary. Accordingly, if you will look at enclosure 1, you will note that this is a letter that my contracting officer will send to you notifying you that the work under your agency identification number, as shown on the GSA Form 2957, has been completed and ready for final inspection. You will also note that a joint acceptance inspection will be arranged by the GSA's building manager whose name will be on the letter.

At the time of the joint inspection, reference enclosure 2, the building manager will have prepared for you an acceptance memorandum. It is requested that you certify on the memorandum that the work has been completed to your satisfaction and return the memorandum to the contracting officer. You will note there is space for additional comments if you so desire to make them. We feel your feedback will provide us valuable information such as: did the work start when promised; was the workmanship satisfactory; or any other comments you might like to make that you feel would help us to improve our service to you. I solicit your support and assistance in this effort.

Sincerely,


JAMES F. STEELE, JR.
Regional Commissioner
Public Buildings Service

2 Enclosures

NOV 17 1977



DATE:

NAME : _____
AGENCY : _____
ADDRESS : _____

DEAR _____:

Please be advised that all work has been completed, as authorized by your agency identification number _____ and GSA's (PBS) order number assigned by our buildings manager _____. Your acceptance of the completed project is requested together with any comments you may have relative to the manner in which work was performed. A joint acceptance inspection will be arranged by the GSA Buildings Manager, _____. It is important that this inspection be made promptly to assure timely payment to the contractor and avoid claims for delays.

KENNETH A. JACOBSON
Contracting Officer



To : 3PT
Subject : ACCEPTANCE MEMORANDUM
From : 3PF _____

Contract/Order Number _____ Dated _____
Building _____
Location of Work _____
Type of Work _____

I have inspected the contract work that was authorized and performed under our agency identification number _____, and GSA's (PBS) order number _____, and found it satisfactory.

Authorized Agency Contact Date _____

Buildings Manager, 3PF Date _____

COMMENTS:

100-100000-11

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Washington, DC 20407

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GSA-361



Admiral Stansfield Turner
Director
Central Intelligence Agency
Washington, DC 20505



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