

**25X9A2**

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AREAS OF POTENTIAL SAVINGS

I. PERSONNEL

Loss of time - private car trips  
assigned car trips  
bus/limousine trips

Administrative/supervisory

Building services officers

Couriers and mail clerks

Receptionists

Guards

Other

II. MONEY

Rent (plus utilities in some cases)

TWX service (leased lines not required  
after consolidation)

Telephone mileage charges

C & P transfer frame (South Building)

Private car use (reimbursement)

Vehicles, including shuttle buses

Garage

Other

III. SPACE

Supply rooms

Receptionist areas

Guard locker rooms

GSA offices

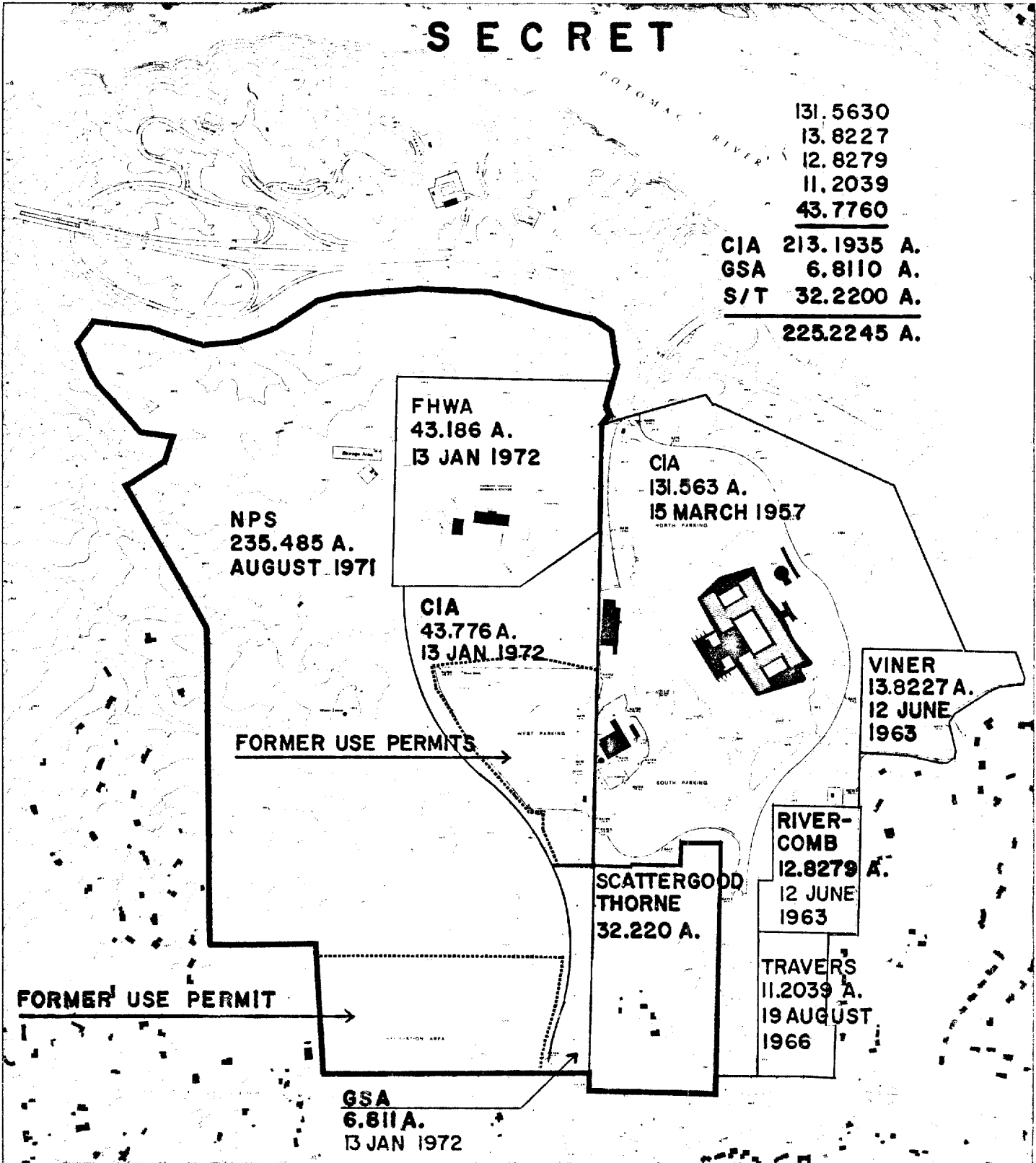
Other

INTANGIBLE BENEFITS ANTICIPATED FROM THE CONSOLIDATION

(Although intangible in nature, each of the following items holds a definite potential for saving money)

- A. GREATER EFFECTIVENESS - Time saved from unnecessary travel and close proximity of components in an organizational structure saves man-days of effort and increases the productiveness of the individual.
- B. HIGHER QUALITY - Removal of the pressures of disarray and disjointed activities will reduce fatigue and improve the quality of the effort.
- C. DECREASED TIME OFF AND SEPARATIONS - Improved facilities and working arrangements provide for better work habits and will eliminate many of the nettlesome hurdles to the smooth fulfillment of employee responsibilities. The projected consolidation will provide greater employee comfort, thus reducing the causes for taking time off and providing a restraining influence on some who might otherwise desire to leave the Agency.
- D. BETTER SUPERVISION - More effective supervision can result from bringing together all elements of a component under the direction of a single officer. Improvement in procedures and work patterns would be a normal outgrowth. Consolidation will make possible improved personnel management.
- E. EFFICIENT SPACE UTILIZATION - Opportunity will be afforded through consolidation of Agency activities at the Headquarters site, to collocate similar Agency activities; it may even be possible to arrange joint usage of certain pieces of expensive specialized equipment, laboratory space or other special purpose areas. By "clustering" elements, which carry on directly related work, it will be possible to plan more meaningful space layouts and thus to a degree conserve some Agency space. Any new construction must be planned to provide for better use of floor space than is now possible in the many small floor areas presently being rented or otherwise made available as government property, at our 22 outlying locations.

**S E C R E T**



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