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Approved For Release 2000/08/18 : CIA-RDP86-00244R000200290004-0

Approved For Release 2000/08/18 : CIA-RDP86-00244R000200290004-0

SECRET

30 June 1971

Approved For Release 2000/08/18 : CIA-RDP86-00244R000200290004-0 BPS/OL

ITEMS FOR THE DIRECTOR'S BLACK BOOK

New Agency Garage

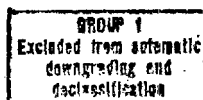
Money for the construction of the garage on the Headquarters site, to replace the [REDACTED] has been transferred in the amount of \$910,000 to GSA. Designs are in final drafting and are anticipated to be completed by the end of 1971. Final Agency comments on the architect's plans are ready for submission to GSA. Recent meetings with the National Capital Planning Commission (NCPD) officers, including Charles Conrad, Executive Director, have been profitable in providing NCPD with an explanation of the need for this facility. It is anticipated that the Agency will make the presentation of the garage to the NCPD using GSA in a supporting role. NCPD has offered to review the garage project in Executive Session if we so desire, and Mr. Conrad will give it his personal attention.

25X1A

Federal Highway Administration (FHWA) Land Adjacent to the Headquarters Site

A continuous series of meetings and exchange of information have been taking place between DD/S officers and senior officials of GSA, NCPD, and FHWA. The latest letter from Douglas K. Kinsey, Commissioner of Property Management and Disposal Service, GSA, was received by Mr. Coffey on 28 June. The contents of the letter transfers approximately 115 acres to CIA. This is less than the amount indicated earlier as our required minimum. (It will provide a reasonable buffer zone for our present structures and will also provide protection for some possible future construction.) The letter went on to state that the 115 acres includes approximately 20 acres adjacent to the George Washington Memorial Parkway and about 32 acres comprising the Scattergood-Thorne Tract. The remaining acreage (approximately 60 acres) includes all of the West Parking Lot, the Heliport, and the space for parking official vehicles, totaling 21.9 acres. The map received with the letter is at variance with the latest understanding between Mr. Coffey and Mr. Kinsey. DD/S officers are again approaching GSA at Mr. Coffey's request to solicit clarification on these variations. The Agency's formal request for transfer of the approximately 115 acres has been drafted and will be forwarded to GSA as soon as the variations mentioned have been resolved.

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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

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INTANGIBLE BENEFITS ANTICIPATED FROM THE CONSOLIDATION

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

1. GREATER EFFECTIVENESS - Time saved from unnecessary travel and close proximity of components in an organizational structure saves man-days of effort and increases the productivity of the individual.
2. HIGHER QUALITY - Removal of the pressures of disarray and disjointed activities will reduce fatigue and improve the quality of the effort.
3. 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.
4. 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.
5. EFFICIENT SPACE UTILIZATION - Opportunity will be afforded through consolidation of Agency activities at the Headquarters site, to co-locate 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.