

MEMORANDUM FOR: Deputy Director for Administration

FROM: James H. McDonald  
Director of Logistics

SUBJECT: Subjects for Discussion with  
Assistant Secretaries Group

Don:

Before you left on your trip, you asked that the Office of Logistics pull together a list of subjects or problems that we currently have in CIA with GSA and which are also common to other agencies. The intent, I believe, was to surface these in the subject forum and perhaps through a unified approach institute changes or impel GSA into action. The following is a series of problems which we believe are presently shared by most agencies who deal with GSA and we believe worthy of the attention of the Assistant Secretaries Group.

a. Domestic Per Diem Rates and POV Mileage Rate of .17 Cents Per Mile - Our employees who travel domestically on official business are more and more out of pocket due to soaring hotel rates and meal costs. The maximum of \$50 in certain cities does not begin to cover actual costs. The same is true of the current limitation of .17 cents per mile for use of POV. The cost of gasoline, repairs, and depreciation is far in excess of this rate. Our employees, particularly [redacted] who utilize their own cars for official business, suffer from this low rate. Both the per diem and the POV rates are set by GSA and, within authorized Congressional limits, can be increased if they approve.

b. Gasoline Shortages - All predictions indicate that the gasoline shortages will continue to increase and spread. As Government agencies find

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it increasingly more difficult to obtain commercially available gasoline, they are turning to GSA for relief. GSA's ability to respond is limited by base period gasoline allocations and limited storage and dispersing facilities. The problem which needs immediate consideration is the one of allocation and distribution to meet Government-wide needs.

c. GSA's Ability to Provide Leased Space -  
Our experience, both here at Headquarters [redacted] in obtaining leased space through GSA, has been less than satisfactory in recent years. More recently, or since the GSA scandals, it has been intolerable. Whether through its own bureaucracy and inefficiencies and/or limitations imposed by the Congress, we have found them almost unresponsive and extremely time consuming in any space acquisition. Consideration should be given to delegating authority to agencies to obtain small parcels themselves as well as improving the whole acquisition time process.

d. Renovations or Alterations to Leased Space by GSA - Similar to the problem being encountered with leased space acquisition, the time involved in alteration or renovation of leased space is ridiculous. GSA, by its own admission in a letter to all agencies, has asked for 4-5 months advance planning notice and 8-13 months to accomplish the work. A year and a half to move a wall or two is totally unacceptable. GSA must speed up its procedures and perhaps increase its manpower. The alternative is to permit agencies to contract for their own modifications.

e. GSA General Support to Agencies - Even in Government-owned buildings, efforts by GSA forces leave a lot to be desired. We find them slow and costly. Building managers have little authority to get things done. Purchase of materials or services over \$500 must be competed and/or go

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"down town" for approval. The same is true for overtime approvals for their own forces. When material purchases go "down town," they take forever. In many cases, we have taken to the practice of buying the materials ourselves and providing them to GSA. While some of the above practices have been with us for years, they have been greatly exacerbated since the scandals, particularly the watering down of building managers' authority. In addition, our facilities require design, installation, operation, and maintenance of utility systems vital to support critical and environmentally sensitive equipment. The installation of these systems has created requirements that exceed those found in a standard office building and GSA's capabilities. GSA's organization inherently cannot meet the standards for reliability and professionalism that are necessary to provide high probability of continuity for these systems. Our own engineers must continuously help translate our requirements for GSA, and on new requirements and design efforts the ponderous GSA bureaucracy only serves to flatten our efforts and GSA produces their normal product in their own time frames. Needless to say, efforts in this area have also been exacerbated by the scandals.

f. Charges for Government Employee Parking - Since this newly announced policy will be applicable to just about all Federal agencies, the Assistant Secretaries Group would be an excellent forum to discuss uniform applicability, rates, and administrative procedures. A common position of these issues by agencies located in similar areas or having similar problems with security, availability of public transportation, or extended use of POV's by its employees would be helpful.

I believe you are familiar with most of the above subjects that I mentioned and have experienced the same in agencies that you have worked at prior to CIA. However, if you wish additional background data on any of these items, we would be glad to provide it.

Sign: \_\_\_\_\_

James H. McDonald

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D/L:  (16 May 1979)

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