

31 MAR 1982

MEMORANDUM FOR: Director of Technical Service

FROM: James H. McDonald
Director of Logistics

SUBJECT: Office of Logistics Support to the Office of
Technical Service

REFERENCE: Memo for IG from D/OTS, dated 24 Feb 1982,
Subject: Status of the Office of Technical
Service (OTS) Facilities

1. Your memorandum of 24 March to the Inspector General seeking support for the Agency to take over responsibility for housekeeping at the OTS buildings, was forwarded to Admiral Inman. Admiral Inman, in turn, sent the memorandum to the DDA with the note, "What is your plan to get well?" We have responded to this request and have attached a copy of our response for your information. (See attachment A.)

2. Regarding the second aspect of your memorandum, i.e., noncompliance with IG Recommendation 3, I can assure you that we have aggressively pursued matters with the General Services Administration (GSA), are also concerned with the working environment of OTS employees, and are as unsatisfied with GSA as you and your employees are. We are continually searching for ways to make improvements on our own and expect that some of these improvements will be conspicuous in the very near future. On our behalf, Mr. Casey has written Mr. Carmen on several occasions; both [redacted] and Harry Fitzwater have talked to Mr. Carmen; and I have talked on many occasions to Mr. Kline, the Deputy Administrator of GSA, and many of the commissioners who head major components of GSA. Where it was possible, we have asked the Director to invoke his special authorities to meet requirements outside of GSA.

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3. Representatives of the Office of Logistics have met regularly with your Logistics Branch and have made progress in correcting many of the deficiencies cited in the Inspector General's report and in the Safety and Health Report of June 1981. I have attached a list of those projects which have been completed or are in the process of being completed by either GSA or CIA. (See Attachment B.) As frustrating as it is, and despite everyone's best efforts, some of these projects with GSA take unreasonable time to complete.

ALL PORTIONS OF
THIS MEMORANDUM
ARE CLASSIFIED SECRET

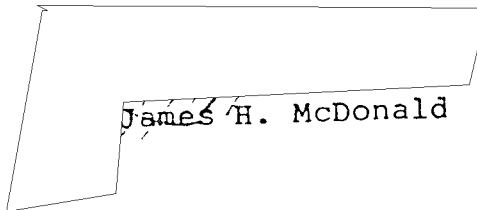
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S-E-C-R-E-T

OL 2 1265

SUBJECT: Office of Logistics Support to the Office of
Technical Service

4. The Office of Logistics fully shares your concerns and will continue to give highest priority to ensure your employees have a proper working environment.


James H. McDonald

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Attachments:
As stated

Distribution:
Orig - Addressee, w/atts
1 - DDCI, w/atts
1 - DDS&T, w/atts
1 - DDA, w/atts
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SUBJECT: Office of Logistics Support to the Office of
Technical Service

Distribution (Continued):

- 1 - C/LSD/OL, w/atts (Official)
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OL/LSD, [redacted] (24 March 1982)

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Rewritten: EO/OL, [redacted] (30 March 1982)

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ROUTING AND RECORD SHEET

SUBJECT: (Optional) Transfer of Responsibility for [redacted] 2430 E Street Complex 25X1

FROM: James H. McDonald
Director of Logistics [redacted] EXTENSION NO. OL 2 1242
DATE 19 March 1982 25X1

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Comptroller 4E42 HQS		22/3	ML	For concurrence
2. DDA 7D24 HQS				For signature on attached letter.
3.				
4.				2. to 1.
5.				The Office of Logistics proposes to perform OEM during the balance of FY-82 and FY-83 within the resources represented by the SLUC currently being expended by GSA. The additional resources for capital improvement and for personnel will not be required until FY-84, at which time they will be programmed. Mr. McDonald has discussed this proposal with IC Staff Support and they will program for their share of fiscal and personnel resources in FY-84.
6.				
7.				
8.				
9.				
10.				75% Harry E. Fitzwater Deputy Director for Administration 23 MAR 1982
11.				
12.				
13.				
14.				
15.				

82-0006/1
 COMPT 82-6423

MEMORANDUM FOR: Deputy Director for Administration

VIA: Comptroller

FROM: James H. McDonald
 Director of Logistics

SUBJECT: Transfer of Responsibility for
 [redacted] the 2430 E Street
 Complex

25X1

1. Paragraph 4 of this memorandum contains a recommendation for your approval.

2. During the past two years, the Office of Logistics has aggressively pursued the General Services Administration (GSA) to improve the living conditions and general maintenance being provided to [redacted] the 2430 E Street Complex. These buildings have suffered from a lack of proper maintenance over the years to the point that the health and safety of our employees is a major concern to management. Although there have been improvements during the past year in correcting minor deficiencies, we have not been successful in having GSA provide the major capital improvements that are needed in these buildings. In addition, it is unlikely that GSA can provide the Agency with the level of service required in the future.

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3. To ensure the level of support needed for these facilities, we believe it will be necessary for the Agency to assume responsibility for the maintenance and operation of [redacted] the 2430 E Street Complex. To the maximum extent possible, we would rely on contracted services to provide the support. There are, however, major resource requirements involved. Assuming implementation in FY 1984, we project recurring costs to exceed our Standard Level User Charge payment of \$2.2 million to GSA by an additional \$2.0 million, including startup costs of \$1.7 million. In addition to the budgetary costs, we believe seven new staff positions [redacted] and five at the 2430 E Street Complex) will be required initially to provide the management services necessary in assuming the maintenance and operation responsibilities. The possibility exists that in the future some of the positions at the 2430 E Street Complex could be reduced as the major capital improvements are completed. At these resource levels, we can expect the habitability and upkeep to improve.

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OL 2 1242

SUBJECT: Transfer of Responsibility [redacted]
the 2430 E Street Complex

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4. Based on GSA's inability to properly support us and our intent to provide the resources required, it is recommended that you sign the attached letter to the Administrator, General Services Administration, requesting that the responsibility for the maintenance and operation of the above-mentioned buildings be assigned to the CIA.

[redacted signature box]

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/s/ James H. McDonald

Attachment

CONCUR: [redacted]

Comptroller

24 MAR 1982

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Date

Distribution:

- Orig & 1 - Addressee, w/att
- 1 - Compt, w/att
- 1 - D/L (Official), w/att (to be filed in OL/P&PS)

Distribution Withheld:

- 1 - EO/OL Chrono, w/att
- 1 - C/P&PS/OL, w/att (hold copy)
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AEO/OL [redacted] (17 March 1982)

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* Concur with the assurance by the DDA that no additional 82-85 resources are required.

80-0606

21 MAR 1982

The Honorable Gerald P. Carmen
Administrator
General Services Administration
Washington, D.C. 20405

Dear Mr. Carmen:

It has come to my attention that the National Capital Region recently invited bids for providing custodial service for certain Federal buildings, including our Central, East, South

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We are concerned that a commercial contract for providing cleaning services in these buildings will have a serious adverse impact on the Central Intelligence Agency. As you know, our security requirements for unescorted access to CIA buildings include status as a U.S. citizen, completion of a full background investigation, and a polygraph interview. The clearance process is time consuming and costly, and the CIA would face the partial or complete loss of essential services and significant expense if clearances cannot be obtained or rapid turnover of personnel is experienced. Our only alternative consistent with security considerations would require providing escorts to uncleared personnel. At this time, we have neither the money nor the human resources to expand our escort program.

In addition to the custodial services, we would like to address the present situation regarding the maintenance and operations of these facilities. The amount of funds that the General Services Administration has been able to budget and the resources that GSA has available to properly maintain these buildings has diminished over the years to the point that required capital improvements to the buildings cannot be undertaken until FY 1985. The Agency has repeatedly identified our major concerns, including the heating, ventilation, and air-conditioning systems; roofing and structural repairs; and utility upgrades and the health and safety deficiencies.

In view of this, we request that GSA consider authorizing the CIA to assume responsibility for the maintenance and operation of these four buildings.

OL 2 1243

The Honorable Gerald P. Carmen

We feel the Agency is in a better position to cope with security requirements, building requirements, and allocation of resources within the buildings. Also, we believe the opportune time to assume responsibility would be shortly after the implementation of the maintenance and operation contract on [redacted] Accordingly, and until a decision is reached, we ask that cleaning service continue to be provided by GSA personnel who are cleared by this Agency and that every effort be made to improve the present conditions of these facilities.

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[redacted]

Harry E. Fitzwater
Deputy Director
for
Administration

Distribution:

- Orig - Addressee
- 1 - Compt
- 2 - DDA
- 1 - D/L (Official) (to be filed in OL/P&PS)

Originating Office:

[redacted]

Director of Logistics

3/19/82
Date

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Distribution Withheld:

- 1 - EO/OL Chrono
- 1 - C/P&PS/OL
- 1 - C/RECD/OL
- 1 - OL Files
- 1 - D/L Chrono

AEO/OI [redacted] (17 March 1982)

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PROJECTS UPDATE AT 2430 E STREET, N. W.

- A - Fire Escape (Steel/concrete/interior stair/safety secondary egress) East Building - Contract No. GS-OWB-18300, Project No. 18300, PCN: RDC 18300. Bids are being solicited. Bids opening are scheduled for April 1, 1982, time 2 P.M. A set of completed plans and specifications has been provided the GSA Building Manager's Office, State Group per Mr. Cook.
- B - Installation of a Catch Basin - Project to stop flood water from entering Central Building Press Room completed by GSA contractor 18 February 1982.
- C - Raise Manhole Covers - Project has been transferred to 7th and D., S.E. Office for action. Estimate completion 60 days.
- D - Landscaping and Cleaning-Up - 2430 E Street [redacted] [redacted] GSA's contractor began work the week of 1 March 1982.
- E - Paint Offices in Entire Complex - GSA awarded painting contract to Dante Contractors, Inc. Contractor started work on the Navy Hill. Contractor could not start on the OTS complex as scheduled for the 8 March date due to security clearances. Painting schedule to start week of 15 March 1982 in the South Building.
- F - Paint Yellow Parking Spaces - Balance of parking spaces painting scheduled for completion weekend of 20 March 1982, weather permitting.
- G - Broken Water Line - Safety Hazard - Completed 12 February 1982 after notification November 1981.
- H - Health and Safety Project Actions Update -
1. Since the report, GSA worked for awhile on a preventive maintenance program including radiator repairs, repair and replacement of approximately five window air conditioners, repairs to leaking water lines, replacement on old air conditioning unit serving C/OTS

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Suite, repairs to bathroom doors, exhaust fans, constant repairs to the automatic doors, patching and painting of men's rest room on basement floor of Central Building, minor plumbing and electric repairs, and elevator maintenance and repairs.

2. GSA State Field Office has started using contractors for some elevator repairs and electrical requirements and has proposed contracting out all cleaning services.

3. Outlined below is a status update of the major categories cited in the survey:

a. Electrical - Out of 197 electrical deficiencies, GSA has completed 47, mostly installation of covers on electric panels, receptacles by removing extension cords and installing additional electrical outlets. The remaining 130 electrical deficiencies, approx. 80% require grounding the receptacles and/or reducing the impedance to 2 ohms or less, which is awaiting GSA action due to lack of manpower and funds per Mr. Cook, GSA State Field Office, Building Manager. OTS is submitting work orders for the outstanding 30 percent. OTS work orders will be completed by GSA term contractor. LSD will continue to press GSA for completion of SLUC items.

b. Fire Protection - Forty-one items required action. Twenty-one items completed by OTS/LOGS and GSA. Fifty percent of the outstanding items awaiting GSA action, include items such as repairs and replacement to rate-of-rise heat detectors, installation of a fire escape in the rear wall of the storage area in Rm. 104, Central Building, mounting and inspecting fire extinguishers. OTS will initiate work orders to GSA to inspect/mount Agency fire extinguishers.

c. Chemical Storage and Handling - OTS is initiating action to correct the problems. OTS will purchase carts specially designed for compressed gas cylinders storage. Other storage problems will be solved pending renovations.

d. Emergency Lighting - Eleven items requiring action - OTS/LOGS will work with GSA to solve the emergency lighting items by submitting work requests for new installations, repairs and mounting.

e. Miscellaneous - OTS/LOGS has taken action to discourage storage of items on top of cabinets and

shelving, repairing and replacement of loose carpet tiles, removal of soiled rags, excess paper and removal of excess furniture from hallways. GSA has scraped and painted one restroom, replaced most ceiling tiles, made repairs to malfunctioning fluorescent lights and removed debris from store rooms and steps. A complete house cleaning is needed by OTS to PTI all unused furniture items and other excess items.